COOS BAY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING AGENDA

Wednesday, January 16, 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
     Allocation Formula
     Strategic Plan update
     Budget discussion

10. New Business
     Library Policies – Circulation, Library Cards, Fines & Fees
     State Report
     2015-18 Strategic Plan

12. Announcements

13. Adjournment

Coos Bay Public Library
November Report

of items added to collection – 669

New cards issued - 71

Total reference questions - 948

Daily average circulation - 879

Total # of programs - 18

Program attendance – 526

Total items checked out at the library – 19,054

Total of Coos Bay items checked out anywhere – 21,090

Total digital downloads - 69

Gate count – 12,520

Total monthly visitors – 13,905

COOS BAY PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
December 19, 2018

Call to Order – C. Benward called the meeting to order at 5:13 p. m.

Board Members present: Curt Benward, Alissa Pruess, Bob More, Steve Metz, Gina Sutherland and City Council Representative Drew Farmer.

Others in Attendance: Marie Benton and Sami Pierson.

Public Comment – None

Minutes and Circulation – November's Board meeting was cancelled and so there were no November minutes. Sami reported that a new counting mechanism has been installed on the main doors into the library and so, going forward, we will have a more accurate tally of the number of visitors to the library each month. There were 20,319 visitors to the library in November, 31 programs were offered with a total attendance of 572 people and 21,055 Coos Bay Library items were checked out.

Treasurer's Report – We reviewed revenue and expenditures figures for November. Forty-two percent of the fiscal year is gone, and Personnel and Materials and Services expenditures are 32.6% and 40.1% respectively. Contractual Services include the cost of the security guard and Sami said contingency funds will be used as needed to cover this expense later in the fiscal year. The Equipment Maintenance Contract line item shows that 78.7% of the budget has already been expended because many of these contracts are paid once per year.

Bob More asked whether the $18,000 budgeted this year for Gifts, Donations and Memorials is an accurate figure and Sami said that this is realistic since the Friends plan to donate $4,000 each quarter. Sami also reported that, per Board direction, the Mallek Estate Memorial has been converted from a CD into a spendable account. This memorial account is restricted to the purchase of large print books and audio materials.

Correspondence – None

Librarian's Report – Sami told us that the Escape Room event in October went well and that the library held another successful job fair. The library received Coos County Cultural Coalition grant funding to pay for next year's "A Little Lunch Music" concerts. The library also received an $8,000 Oregon Community Foundation grant to pay most of the cost for the upcoming library strategic planning process. (The entire cost will be about $9,000.) This grant funding allows work on the new three-year strategic plan to get underway. There will be a meeting with our Strategic Planning Consultant on the afternoon of January 9th and Board members are encouraged to attend. Finally, the library also received a $300 Coos County Cultural Coalition grant for digital advertising. Alissa Pruess asked about the popularity of the Library of Things and Sami said that these items circulate very well.

Friends of the Library Report – Marie Benton reported that the November book sale brought in $831 and the December sale netted $574 plus donations of $70. Total proceeds from 2018 book sales were $8,302. October book store sales were $531.55 and November store sales were $548.60. The Friends will hold their annual Craft Sale on Friday, January 18th from 4:00 to 6:00 p. m. and Saturday, January 19th from 10:00 a. m. to 2:00 p. m. The next book sale will be February 2nd and 3rd. Books and materials will be half-price tomorrow in the Friends Book Store from noon to 5:30 p. m.

Library Foundation Report – Steve Metz reported that the Foundation's fall fundraiser was the most financially successful to date thanks in large part to the many community businesses and individuals who sponsored the event. The Foundation will hold their Adult Spelling Bee on Friday April 12th and next fall's "After Hours at the Library" fundraiser will take place on November 9th.

3

Old Business –

Allocation Formula – The Coos County Library District Board is working to revise the allocation formula for distributing Library District monies to each of the member libraries. They want to establish an allocation formula based on verifiable, consistent and predictable data. The District Library Directors agreed upon a proposal for a new allocation formula:

Population of the library service area x 0.4 + Total library visits x 0.4 + Total public service hours x 0.2 is the initial proposal. Each Library Director is taking this draft formula to their Library Board and their City officials for feedback and approval before presenting the group's recommended formula to the District Library Board. Final approval of a new allocation formula requires a vote from the Coos County Commissioners.

Curt Benward observed that larger libraries have higher costs for each public service hour than smaller libraries do, because of their larger number of paid employees. This part of the draft formula, therefore, is disadvantageous to larger libraries. Curt proposed reducing the weight on this formula element to 10% instead of 20% and other Board members agreed. The County Library District Board will meet in Coquille to discuss this issue further on the afternoon of January 10th.

New Business –

2019 Holidays – Sami requested Board approval for the proposed holidays for the coming year. These include all City holidays plus the Saturdays of Memorial Day, Labor Day and Thanksgiving weekends. Bob More made a motion to approve the proposed holidays and Steve Metz seconded. Approved unanimously.

2018 State Report – The information about the 2018 State Report was not included in this month's Board packet and so this agenda item will be deferred until next month.

2019 – 2020 Library Budget Discussion – Sami presented a preliminary budget for the coming year for our review. She said the amount for Contractual Services will be larger in the next budget because this line item includes the cost of the security guard. There was concern that the proposed sum for next year's contingency ($262,464) is significantly lower than this year's contingency amount ($374,594). Sami said that carryover funds will likely increase and therefore the contingency budget number would also go up.

Library Standards – Minimum Requirements and Governance Standards
Sami guided us through a review of these sections (pages 7 through 12) of the Oregon Library Association Public Library Standards and we concluded that:
- Our library meets all the Essential Minimum Requirements for Oregon public libraries.
- We meet nearly all the Essential Services and Leadership standards and many of the Enhanced standards. Our library still needs to create a written technology plan.
- Our library meets all the Essential Policies and Procedures standards.

Announcements – Board members were urged to attend the City Council's work session on the evening of January 8th when the library is on the agenda. The meeting will be held in the library's Myrtlewood Room and will be followed by a tour of the library building so that Council members can see the library's many structural problems for themselves.

Adjournment – C. Benward adjourned the meeting at 6:28 p. m.

Next meeting: January 16th at 5:15 p. m.

Respectfully submitted,
G. Sutherland

COOS BAY PUBLIC LIBRARY
DECEMBER 2018

INVENTORY

CLASSIFICATION	ACQUIRED
Adult Books	281
Adult Audio Books	123
Adult Video	76
Adult Miscellaneous	13
Young Adult Books	43
Young Adult Audio	2
Child Books	120
Child Audio	0
Child Video	11
Child Miscellaneous	0
TOTAL	**669**

CIRCULATION SUMMARY

	Total Items Checked Out At Coos Bay	Total Coos Bay Owned Items Checked Out
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
2013	20,020	21,745

GATE COUNT: 12,520
(2017 - 10,722)

REFERENCE QUESTIONS ANSWERED: 826
YP REFERENCE QUESTIONS ANSWERED: 122
NEW PATRON REGISTRATIONS: 71

#DAYS OPEN:	24	23	24
DAILY AVERAGE CIRCULATION:	879	(17) 964	(16) 965

RECEIPTS FROM PATRONS

FINES	$503.60
DISKS/MISC.	$39.00
DAMAGE/LOSS	$30.95
RENT	$390.00
BOOK BAGS	$19.00
COPIES	$331.40
TOTAL	$1,313.95

Coos Bay Public Library
Memorial Funds Checking Account
December 2018

BALANCE, November 30, 2018 $ 68,521.14

DEPOSITS:

Progress Club/Moehl Memorial	$50.00	
Friends of Coos Bay Public Library/Quarterly Donation	$4,000.00	
Barr, Coffmann, Fitzhenry/Bennett Memorial	$29.00	
Coos Bay Public Library Foundation/Kenaston Reimbursement	$1,286.08	
CB-NB Rotary Donation	$2,429.07	
Goldman Donation	$250.00	
Blew Donation	$200.00	
Misc. Donations-December 2018	$ 8.92	
TOTAL DEPOSITS		$8,253.07

DISBURSEMENTS:

Ingram-Books/Friends Childrens Fund	$	52.32
Center Point-Books/Kenaston Donation	$	136.02
Gale-Books/Kenaston Donation	$	99.41
Baker Taylor/Foss Memorial	$	42.71
TOTAL DISBURSEMENTS	$	330.46
		$ 76,443.75

General Fund	$	9,256.63
Friend's Children's Fund	$	3,482.61
Kenaston Estate Donation	$	(235.43)
Mallek Estate Memorial	$	52,610.89
Coos Bay Library Foundation Donation	$	(13.30)
E-Books	$	35.00
Care Connections	$	0.78
Friends Library Purchases	$	10,964.97
Rotary Donation	$	-
Coos Bay Library Foundation-Equipment	$	35.35
Coos Bay Library Foundation-Audios	$	300.00
Eagles Large Print Fund	$	6.25
Coos Bay Lions Club Large Print Fund	$	-

MEMORIAL ACCOUNT FUNDS TOTAL - December 31, 2018   **$ 76,443.75**

PROGRAMS

Families and Children

Lego Club (2) - 46

MGOL (6) – 163

Storytime (3) – 58

Pokemon Club –

Young Adult

Adult

Foreign Film - 23

Spanglish - 15

Forever YA Book Club - 5

Armchair Adventures – 9

Bath Bombs – 25

Meteor Showers – 35

Table Top Gaming – 9

Basques - 31

Film Noir – 21

Books2 Film – 4

Proctoring – 1

Technology

Drop In Computer Lab (2) – 7

One on One appts – 1

Intro to Internet Browsers – 3

Room Use

Myrtlewood

>   Library - 8

>   Non Library - 3

Cedar

>   Library - 5

>   Non Library – 31

Art Displays
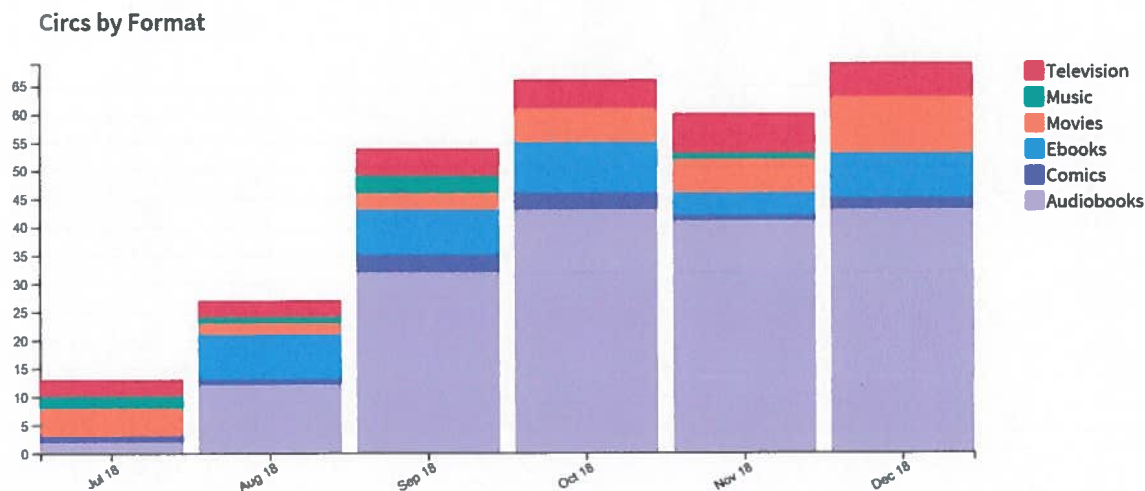
Walls – Christine Hanlon paintings

Lobby – C & G Osten glass art

Miscellaneous

In December there were, county-wide, 4035 checkouts on OverDrive. 69 circulations on hoopla in December with 13 new borrowers.

This graph breaks down the total circs by format.

Circs by Format

The State Park Backpack grant reporting period ended and the report was submitted. There have been 75 checkouts and multiple renewals in the six months they have been circulating. There have been all positive comments on the surveys and to staff. One woman shared that she saw here first ever whale spout using the binoculars out of one of the kits. This has been a great cooperative project between the 13 public libraries.

Coos Bay has over 130 children registered for the Dolly Parton Imagination Library. According to DPIL figures we should have about 10% of our eligible budgeted population registered. We are at almost 14%. The library continues to advertise the program on our website, through social media, and during program times.

Room figures 20182019.xlsx   **Open with Google Sheets**

	A	B	C	D	E	F	G
1	2018/19	Myrtlewood	Myrtlewood	Cedar	Cedar	Total Use	Estimated Attendance
2		Library Use	Non-Library Use	Library Use	Non-Library Use		(minus library program attendance already reported)
3							
4	Jul-18	15	2	9	54	80	708
5	Aug-18	12	3	7	55	77	1555
6	Sep-18	9	6	6	39	60	648
7	Oct-18	13	9	10	50	82	1625
8	Nov-18	9	6	6	46	67	1490
9	Dec-18	8	3	5	31	47	1217
10	Jan-19						
11	Feb-19						
12	Mar-19						
13	Apr-19						
14	May-19						
15	Jun-19						
16	Totals						
17							
18							
19							
20							

Coos Bay Public Library Calendar
JANUARY 2019

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

COOS BAY PUBLIC LIBRARY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
DETOX 101 Jan. 2nd 3:00 p.m. There are a million reasons to detox and probably a million different ways to go about it. Discover how an effective detox addresses our exposure to toxins as well as our body's daily detoxification. *Presented by Natural Grocers' Cheryl O'Dell, MSN.*	**1** CLOSED HAPPY NEW YEAR!		**2** MGOL *9:30 a.m.* Storytime *10:30 a.m.* DETOX 101 *3:00* Readers Group *6:00*	**3** MGOL *9:30 a.m.*	**4** *Registration Required* Searching the Web with Google *9:30 a.m.*	**5**
6 Forever YA Book Club *6:00 p.m.*	**7**	**8** Armchair Adventures *2:00 p.m.*	**9** NO MGOL 9:30 No Storytime 10:30 Drop-In Computer Lab *10am – noon*	**10** MGOL *9:30 a.m.*	**11** Foreign Film *7:00 p.m.*	**12** ¡Hola! SPANGLISH *10:30–noon*
13	**14**	**15**	**16** MGOL *9:30* Storytime *10:30* Overcoming Criminal Background *3:30 pm* Library Board *5:15*	**17** MGOL *9:30* TWEEN BOOK CLUB *3:45* 1/2 Price Day in Bookstore!	**18** LEGO Club *3:30*	**19**
20 Film Noir *4:00 p.m.*	**21** Martin Luther King Day MLK DAY CLOSED 'Books 2 Film' book club *6:00*	**22**	**23** MGOL *9:30 a.m.* Storytime *10:30 a.m.* JOB FAIR *12:30-3:30* POKEMON *3:45*	**24** MGOL *9:30 a.m.*	**25** TEEN BOOK CLUB *3:00* OMSI Planetarium *2:00; 3:30; 5:00 CBFD* Tabletop Game Night *7:00 p.m.*	**26** Baby Boomer Trivia *2:00 p.m.* HOW WE GROW OLD *6:00 pm*
27	**28**	**29**	**30** MGOL *9:30 a.m.* Storytime *10:30 a.m.* Drop-In Computer Lab *10am – noon*	**31** MGOL *9:30 a.m.*		

Friends' of the Library **CRAFT SALE!** *Friday 4-6 pm   Saturday 10 am - 2 pm*

Baby Boomer Trivia Jan. 26th   2:00
Do you remember the Popiel Pocket Fisherman? Do you know who Camp David is named after? Designed for Boomers born between 1946 and 1964, teams of 2-4 players will compete for bragging rights in an informal, fun setting.

How We Grow Old: Stories of Aging in Oregon and Beyond Jan. 26th   6 p.m.
What are the stories that shape how we think about growing old? How do we acknowledge the unique differences and separate the truth from the myths? How do we accept the wisdom of our elders while also recognizing new ideas about what it means to age in America? Join facilitator Melissa Madenski as we look at the power of story and share your own experiences and ideas about aging and listen to the perspectives of others in your community. *Oregon Humanities Conversations Project*

OMSI PLANETARIUM *Jan. 25th 2:00, 3:30, 5:00*
OMSI's portable, museum-quality planetarium brings the night sky inside with live presentations and films. **For children ages 5 to 16.** Seating is limited; admittance on a first come, first serve basis.
This event will be held at COOS BAY FIRE STATION

10

CITY OF COOS BAY 2019-2020 BUDGET
LIBRARY FUND 07
REVENUES

	Actual 2016-17	Actual 2017-18	Proposed Rev & Exp	Council Adopted ='GF Rev & Exp'!J$5
CARRYOVER BALANCE				
Carryover Balance - unrestricted	811,902	845,013	##	800,000
Carryover Balance - restricted	51,598	52,490	##	100,000
Total Carryover Balance	863,500	897,503	##	900,000
REVENUE FROM OTHER AGENCIES				
State Library Grant	2,073	2,146	##	1,700
Grants	0	3,000	##	7,000
Federal Grants	2,000	17,273	##	5,000
Library Tax Base	1,061,321	1,109,072	##	1,115,000
Total Revenue from other Agencies	1,065,394	1,131,491	##	1,128,700
USE OF MONEY AND PROPERTY				
Interest	9,881	16,089	##	12,000
Auditorium Rental	2,575	3,800	##	2,500
Total Use of Money & Property	12,456	19,889	##	14,500
CHARGES FOR CURRENT SERVICES				
Copies	7,968	7,988	##	7,000
Library Fees	15,641	13,848	##	10,000
Total Charges for Current Services	23,609	21,835	##	17,000
OTHER INCOME				
Miscellaneous	799	245	##	100
Reimbursements	930	602	##	500
Gifts & Donations	21,630	29,196	##	20,000
Total Other Income	23,359	30,044	##	20,600

	Actual 2016-17	Actual 2017-18	Proposed Rev & Exp	Council Adopted ='GF Rev & Exp'!$J$5
TOTAL LIBRARY REVENUE	1,988,318	2,100,762	#	2,080,800

CITY OF COOS BAY 2019-2020 BUDGET
LIBRARY FUND 07
EXPENDITURES

	Actual 2016-17	Actual 2017-18	Proposed & Exp	Council Adopted ='GF Rev & Exp'!$J$5
PERSONNEL SERVICES				
Salaries	529,078	526,988	##	
P.E.R.S.	94,142	99,923	##	
Social Security	40,069	39,956	##	
Employee Insurance	137,395	130,299	##	
Unemployment	105	113	##	
Workers' Compensation	1,366	1,548	##	
Volunteer Worker's Compensation	25	36	##	
Total Personnel Services	802,179	798,863	##	
MATERIALS AND SERVICES				
Training, Meetings, Travel, and Dues	6,856	3,097	##	9,000
Utilities	39,535	37,467	##	42,000
Telephone	3,641	4,261	##	13,000
Advertising	1,288	1,740	##	8,000
Contractual	22,638	21,770	##	27,000
Insurance	20,485	21,968	##	22,000
Duplicating	6,555	6,158	##	7,500
Printing	238	607	##	3,000
Office Supplies	1,892	2,221	##	2,500
Postage	2,496	1,429	##	2,200
Janitorial Supplies	4,273	4,749	##	52,000
Small Equipment	0	0	##	35,000
Library Grant Materials	1,111	14,814	##	17,000
Library Supplies	12,575	11,785	##	14,000

Council Adopted total: 1,033,558

	Line Item			
C	Library Books and Records	67,507	68,040	100,000
C	Library Books and Records (restricted)	0	0	50,000
C	Periodicals	9,111	7,726	10,000
C	Microfilm	179	170	200
C	State Aid to Children	1,214	1,800	2,000
C	Office Equipment Rental	4,784	4,782	5,200
C	Equipment Repairs/Replacement	21,358	738	15,000
C	Equipment Maintenance Contracts	9,394	11,626	10,000
C	Furniture (restricted)	0	0	75,000
C	Building & Grounds Maintenance	35,875	29,371	40,000
C	Reimbursable	20	347	200
C	Library Board	480	350	500
C	Gifts, Donations & Memorials	32,997	22,421	20,000
	Total Materials and Services	**314,984**	**270,954**	**582,300**
	CAPITAL OUTLAY			
C	Computer Hardware & Software	9,450	17,682	10,000
	Total Capital Outlay	**9,450**	**17,682**	**10,000**
1	**CONTINGENCY**	0	0	454,942
2	**UNAPPROPRIATED ENDING FUND BAL**	0	0	**0**
	TOTAL LIBRARY EXPENDITURES	**1,123,297**	**1,090,815**	**2,080,800**

Checking Out Materials

A library customer should present his/her library card in order to check out materials. If the library card is not in his/her possession, materials may be checked out with photo identification.

Customers with outstanding fees over $5.00 will not be allowed to check out additional materials.

All circulating materials may be borrowed by cardholders for three (3) weeks (21 days), except for DVDs and magazines which check out for seven (7) days. In some instances, a limit has been placed on the number of non-print items that may be checked out by customers. Customers may not exceed these limitations:

- Digital downloads - Varies by platform
- Total items checked out may not exceed 50 per card

The receipt received at checkout serves as the official notice of the due date for an item or items, and the customer is responsible for knowing the actual return date.

Check In Policy

Items may be returned to any Coos or Curry County library in any designated book return. All items are checked for damage and for missing pieces before they are checked in and removed from a customer's account. A customer whose items are checked in after the due date will be assessed late fees by the library's automation system.

Items Returned Incomplete

If a customer returns an item that is lacking one or more of its components, the customer is responsible for returning the missing component(s). The library will contact the customer. The item will not be removed from the customer's account (i.e. will not be checked-in) until the missing component(s) is/are returned. In the event the customer does not return the missing component(s) the item will be considered "lost" and the customer will be assessed the appropriate fees.

Extended Use Fees

Extended Use Fees are assessed if an item is not returned by the close of business on the due date. The fee is $0.15 per day for most items, $1.00 a day for video items and some specialty items.

Renewal Policy
Library materials may be renewed through the Online Public Access Catalog or by staff. Items may be renewed up to two (2) times, but items with holds will not be renewed.

Lost Materials
If a customer loses an item, the customer is responsible for the replacement cost for that item (i.e., the list price of the item at the time it was added to the collection according to the item record. In the event that no amount is indicated in the item record, then the replacement cost will be the amount the item is listed for sale as a new item) and a processing fee. The customer can replace or substitute the lost item with another item with approval of library staff. In the event a lost item that has been paid for is found and is returned to the library, the customer will receive a refund according to library procedures.

Overdue Materials
Materials checked out and not returned sixty-three (63) days after the due date are considered "lost." The customer is billed for the replacement costs of the materials and processing fees.

Damaged Materials
Items damaged beyond normal wear and tear, including purposefully defacing or destroying library material, is the responsibility of the customer. Fees for damaged materials may be the replacement cost for the material.

If the customer has lost or permanently damaged a DVD or Music CD but still has the case, the customer is responsible for the entire amount of the item. The price of the case will not be subtracted from the replacement cost.

Claims Returned or Claims Never Had
When a library customer claims that an item still charged out to him/her has been returned to the library, or that he/she never borrowed that item in the first place, the customer may request that the library mark the item as "Claim Returned". Customers are limited to five (5) claimed returns in total.

Holds

Customers may place up to twenty-five (25) hold requests on circulating items. Items are held for nine (9) days. If the item is not picked up within the time allotted, the hold is cancelled and the item is returned to circulation or fills the next hold in the queue.

In order to check out the hold item, the customer must present the library card on which the hold request was made or be a designated cardholder associated with the customer who originally placed the hold. No pickups will be allowed without the originating card or a designated customer association. If a customer presents the card that originated the hold or the customer has an associated library account, check-out will be allowed even if the cardholder is not present at the time of pick-up. No other account information will be shared without proper identification or presenting the library card.

Library Card Policy

I. PURPOSE

To ensure Coastline Libraries provide the highest level of access to library resources while responsibly managing public assets.

II. SCOPE

This policy defines the requirements necessary to obtain a Coastline library card enabling patrons access to print and electronic resources provided by the Coastline libraries through license or contract.

III. DEFINITION OF TYPES OF LIBRARY CARD USERS

a. Standard patron is a permanent resident or property owner of a taxing district in Coos or Curry Counties.
b. Out-of-County patron is one who does not reside or own property in a taxing district in Coos or Curry county. Out-of-County cards may be purchased for 12 months/365 days at the rate of $100 per household per year.
c. Provisional patrons are short-term residents, wanting a library card on a short-term basis such as camp hosts.
d. Temporary patrons are residents of temporary housing such as shelters, or residents who have a PO Box but cannot show proof of a physical address. Status will be changed to standard patron with proof of physical address.
e. Passport patrons are members of participating Passport libraries.
f. One book patron status is for standard coastline patrons who have fines and/or fees that are over $5 and occurred when the patron was under 18 years of age. One book status does not apply to electronic media. The purpose of the one book status is to allow minor patrons the ability to borrow one book at a time while paying down their account. One book status does not apply to electronic media. Once an account is brought current, it will resume as standard type.
g. One book patron status is also for children under the age of 13 who do not have parental consent at the time a coastline library card is issued. Once the child has parental consent, status will be changed to standard type.
h. Additional fees may be assessed at individual libraries for non-standard library cards.

IV. TO BECOME A COASTLINE LIBRARY CARD HOLDER

a. Provide proof of identity with photo ID.
b. Provide proof of mailing and physical address.
c. Passport patrons provide proof of identity with photo ID and home library card.

V. BENEFITS OF LIBRARY CARD USERS

Library material and services are available to all Coastline library card holders. Coastline libraries do not censor patrons of any age.

- A. Standard Patron
    - a. Full access to library services in Coos and Curry Counties.
- B. Out-of-County Patron
    - a. Full access to library services in Coos and Curry Counties.
- C. Provisional Patron
    - a. Full access to electronic resources.
    - b. Limit of 10 items can be checked out at any one time.
    - c. Limit of 3 DVD's or CD's can be checked out at any one time.
    - d. Limit of 3 holds
- D. Temporary Patron
    - a. Full access to electronic resources.
    - b. Maximum of 3 items can be checked out at any one time.
    - c. Limit of 1 hold.
- E. Passport Patron
    - a. Full access to electronic resources.
    - b. Limit of 10 items can be checked out at any one time.
    - c. Limit of 3 DVD's or CD's can be checked out at any one time.
    - d. Limit of 3 holds.
- F. One Book Patron
    - a. Full access to electronic resources.
    - b. Limit of one book can be checked out at any one time.
    - c. Limit of 1 hold.

VI. RESPONSIBILITIES OF ALL LIBRARY CARD USERS

- a. Abide by library rules regarding behavior, public computer uses and borrowing materials.
- b. Accept full responsibility for items checked out on a Coastline card and all charges associated with its use.
- c. Return items on time and in good condition to any Coastline library in Coos or Curry county.
- d. Pay all overdue fines and lost or damaged fees in a timely manner. Overdue library books, magazines and audiobooks generate 15¢ per day/per item fine whereas DVD and Blu-Ray discs generate $1 per day/per item fine. Library cards are blocked from usage with fines over $5; unpaid fines/fees are turned over to collections if payment arrangements are not made and honored.
- e. Notify Coastline library if name or contact information has changed.
- f. Keep library card secure and notify Coastline library if card is lost or stolen.
- g. Coastline library cards are nontransferable.
- h. Coastline libraries do not offer family cards.
- i. Coastline library card holders will not allow another person or organization the use of library card to access licensed databases or services.
- j. Library card holders assume full responsibility for any damages that may occur to personal equipment when using multimedia material.

VII. RESPONSIBILITY OF PARENT/GUARDIAN OF A MINOR LIBRARY PATRON

    a. Responsible to monitor child's use of library and library resources accessible with Coastline library card. Library material and services are available to library users of any age. Coastline libraries do not censor patron usage, regardless of age.

    b. Provide child's library card for access to child's library account. Coastline libraries respect the privacy of all library users, regardless of age.

VIII. REGISTRATION REQUIREMENTS FOR ALL LIBRARY CARD APPLICANTS – (The following policies may vary from library to library).

    a. Provide Photo ID.

    b. Provide proof of physical address.

    c. Everyone applying for a Coastline library card should be able fill out the application form, sign their name on the library card and be able to understand the statement of responsibility and policies on the card.

    d. Minor children may have a parent or legal guardian present to help answer questions on the form.

    e. Minor children under age 13 may be required to have a parent or legal guardian present with proof of their ID and physical address

    f. Minor children under the age of 13 may be required to have a parent or legal guardian sign the Coastline library card application form.

    g. Minor children ages 13-17 with proof of identification and physical address do not need a parent or legal guardian present. Coastline libraries will send a letter of notification to the address on the application informing the parent or legal guardian that the child has been issued a Coastline library card.

    h. Coastline library cards that are issued to children are the same Coastline library cards that are issued to adults. The responsibility for the card and materials checked out on the card lies with the cardholder.

    i. Information pertaining to the library card is strictly confidential protecting patron privacy regardless of the age of cardholder unless referred to a collection agency for delinquent account or when legally required by law enforcement agencies.

    j. Parents and/or legal guardians are not held responsible for a minor child's library fines and fees unless the account goes to collections.

    k. If a minor's account is referred to a collection agency, the parents or legal guardian become financially responsible under Oregon law.

l. Exceptions may be made for:

    o Disabled persons who are unable to fill out the application form.

    o Cardholders who wish to give written permission for use of their card on their behalf on a temporary basis. For example, a relative may be authorized to checkout materials for the cardholder, during an illness. The original cardholder is still responsible for fines or fees involved with overdue items, damaged items or items that are not returned.

Potential patrons without sufficient identification to immediately get a library card are welcome to use the library, its computers, and borrow honor books or magazines from the free magazine rack.

Fines & Fees

<u>LIBRARY</u>

Replacement Library Card $1.00
Late Fees Per Day
      DVDs and special collections $1.00
      Other Materials   .15 cents

Lost Items   price of item plus $5.00 processing fee
Copies
      Black and White   .20 cents
      Color   .25 cents
Fax

                       $2.00 first page
                       $1.00 additional pages

Room Rental
      Cedar Room   No Charge
      Myrtlewood Room $30 per (3 hour minimum)

Contained in City of Coos Bay Resolution 17-03

Board Approved 3/16

Coos Bay Public Library
2018 Oregon Public Library Statistical Report

		CURRENT YEAR	*PREVIOUS YEAR*

Part 1 - GENERAL INFORMATION

Please refer to the General Instructions accompanying this document for specific instructions for each question or line.

For lines that calculate a summary of previous lines, select the Save button to save the answer. If you need to change a summary line you must first change one of the previous lines it totals.

1.1	Official name of library	COOS BAY PUBLIC LIBRARY	*COOS BAY PUBLIC LIBRARY*
1.2	Street address	525 ANDERSON	*525 ANDERSON*
1.3	City (enter the city ONLY)	COOS BAY	*COOS BAY*
1.4	Zip	97420	*97420*
1.5	Mailing address	525 ANDERSON	*525 ANDERSON*
1.6	City (enter the city ONLY)	COOS BAY	*COOS BAY*
1.7	Zip	97420	*97420*
1.8	County	Coos	*COOS*
1.9	Library's main phone number (enter number without dashes or parentheses)	(541) 269-1101	*(541) 269-1101*
1.10	Cooperative system membership or affiliation	CCLSD	*CCLSD*
1.11	Was there a boundary change in the legal service area in the last year?	No	*No*
1.12	Congressional District	4	*4*
1.13	Has the library or any of its branches moved or expanded in the last fiscal year	No	*No*
	Number of public service outlets		
1.14	Central library	1	*1*
1.15	Branches	0	*0*
1.16	Bookmobiles	0	*0*
1.17	Other public service outlets	0	*0*
1.18	Number of registered users	n.c.	*n.c.*

Part 2 - LIBRARY STAFF AS OF JUNE 30, 2018

Report figures as of June 30. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE).

2.1	Number of librarians with ALA/MLS	5.00	*5.00*
2.2	Number of other persons holding the title of librarian	1.00	*1.00*
2.3	Total librarians in FTE (Sum of Lines 2.1 and 2.2)	6.00	*6.00*
2.4	Number of all other paid staff	5.60	*5.60*
2.5	Total paid staff in FTE (Sum of Lines 2.3 and 2.4)	11.60	*11.60*

Part 3 - LIBRARY REVENUE

Part 3 is divided into two sections. Report all operating revenue in Section A and report capital revenue in Section B.

Local government sources

3.1	City	$0	*$0*

3.2	County	$0	*$0*
3.3	District (Library district, community college district, school district)	$1,285,723	*$1,061,321*
3.4	Total local government (Sum of 3.1 - 3.3)	$1,285,723	*$1,061,321*
3.5	State government sources	$2,146	*$2,073*
Federal government sources			
3.6	LSTA grants	$6,546	*$0*
3.7	E-rate telecommunications discount	$0	*$0*
3.8	Other federal funds	$0	*$2,000*
3.9	Federal government revenue (Sum of 3.6 - 3.8)	$6,546	*$2,000*
3.10	Other operating revenue	$73,929	*$59,423*
3.11	Total library operating revenue (Sum of 3.4, 3.5, 3.9, 3.10)	$1,368,344	*$1,124,817*
SECTION B. CAPITAL REVENUE			
3.12	Local government capital revenue	$0	*$0*
3.13	State government capital revenue	$0	*$0*
3.14	Federal government capital revenue	$0	*$0*
3.15	Other capital revenue	$0	*$0*
3.16	Total capital revenue (Sum of 3.12 - 3.15)	$0	*$0*

Part 4 - LIBRARY EXPENDITURES

Part 4 is divided into two sections. Report all standard operating expenses in Section A and report capital outlay in Section B.

SECTION A. OPERATING EXPENDITURES

4.1	Salaries and wages	$526,988	*$529,078*
4.2	Employee benefits	$270,938	*$273,101*
4.3	Total staff expenditures (Sum of 4.1 and 4.2)	$797,926	*$802,179*
Library collection			
4.4	Books and other print materials	$49,893	*$47,646*
4.5	Periodicals and other serial subscriptions	$9,281	*$7,748*
4.6	Total expenditure on print materials (Sum of 4.4 and 4.5)	$59,174	*$55,394*
4.7	Electronic materials expenditures	$2,976	*$4,687*
4.8	Other materials expenditures	$16,936	*$9,019*
4.9	Total expenditures on collection (Sum of 4.6 + 4.7 + 4.8)	$79,086	*$69,100*
4.10	All other operating expenditures	$213,728	*$201,853*
4.11	Total library expenditures (Sum of 4.3 + 4.9 + 4.10)	$1,090,740	*$1,073,132*
SECTION B. CAPITAL OUTLAY			
4.12	Library construction and related expenditures (incl. building sites)	$0	*$0*
4.13	Capital equipment expenditures (e.g. new automated systems)	$0	*$17,682*
4.14	Other capital outlay	$0	*$0*
4.15	Total capital outlay (Sum 4.12 - 4.14)	$0	*$17,682*

Part 5 - LIBRARY COLLECTIONS

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e. microform, scores, pictures, etc.) for which expenditures are reported under Part 4. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, leased, licensed, or donated as gifts.

SECTION A - PHYSICAL COLLECTION

Books and other print items
5.1	Number of physical units	103,667	*99,611*
5.2	Number of physical units added.	4,096	*4,082*

Audio materials
5.3	Number of physical units (cassettes, records, compact discs, etc.)	11,840	*11,152*
5.4	Number of physical units added.	671	*666*

Video materials
5.5	Number of physical units	10,103	*8,920*
5.6	Number of physical units added.	1,158	*1,155*

Current print serial subscriptions
5.7	Number of subscriptions	157	*200*
5.8	Number of subscriptions added.	1	*0*

Other library materials
5.9	Number of physical units	404	*407*
5.10	Number of physical units added.	82	*88*

Totals for the end of fiscal year
5.11	Total number of physical units (Sum of 5.1 + 5.3 + 5.5 + 5.7 + 5.9)	126,171	*120,290*
5.12	Total number of physical units added (Sum of 5.2 + 5.4 + 5.6 + 5.8 + 5.10)	6,008	*5,991*

SECTION B - DIGITAL OR DOWNLOADABLE COLLECTION

E-books
5.13	Number of e-book units in Library2Go (Enter 0 if your library is not a member)	45,061	*42,148*
5.14	Number of e-book units added in Library2Go (Enter 0 if your library is not a member)	5,554	*6,309*
5.15	Number of e-book units owned locally or by consortia that are not part of Library2Go	465	*0*
5.16	Number of e-book units owned locally or by consortia added that are not part of Library2Go	465	*0*
5.17	Total units of e-books (Sum of 5.13 and 5.15)	45,526	*42,148*
5.18	Total units of e-books added (Sum of 5.14 and 5.16)	6,019	*6,309*

Downloadable Audio Materials
5.19	Number of downloadable audiobook units in Library2Go (Enter 0 if your library is not a member)	27,310	*23,280*
5.20	Number of downloadable audiobook units added in Library2Go (Enter 0 if your library is not a member)	3,943	*2,508*
5.21	Number of downloadable audiobook units owned locally or by consortia that are not part of Library2Go	59	*0*
5.22	Number of downloadable audiobook units owned locally or by consortia added that are not part of Library2Go	59	*0*
5.23	Total downloadable audiobook materials (Sum of 5.19 and 5.21)	27,369	*23,280*
5.24	Total units of downloadable audiobook materials added (Sum of 5.20 and 5.22)	4,002	*2,508*

Downloadable Video Materials

5.25	Number of downloadable units in Library2Go	0	0
5.26	Number of downloadable units added in Library2Go	0	0
5.27	Number of downloadable units owned locally or by consortia that are not part of Library2Go	60	0
5.28	Number of downloadable units owned locally or by consortia locally added that are not part of Library2Go	60	0
5.29	Total downloadable video units (Sum of 5.25 and 5.27)	60	0
5.30	Total downloadable video units added (Sum of 5.26 and 5.28)	60	0
5.31	Total digital or downloadable units (Sum of 5.17, 5.23, 5.29)	72,955	65,428
5.32	Total digital or downloadable units added (Sum of 5.18, 5.24, 5.30)	10,081	8,817
5.33	Total physical and digital units (Sum of 5.11 and 5.31)	199,126	185,718
5.34	Total physical and digital units added (Sum of 5.12 and 5.32)	16,089	14,808

Electronic Collections

5.35	Number of Statewide electronic collections (formerly databases)	23	24
5.36	Number of Statewide electronic collections (formerly databases) added	0	0
5.37	Number of Local or Local Consortial electronic collections (formerly databases)	8	5
5.38	Number of Local or Local Consortial electronic collections (formerly databases) added	1	0

Total licensed databases

5.39	Total electronic collections (formerly databases) (Sum of 5.35 and 5.37)	31.00	29
5.40	Total electronic collections (formerly databases) added (Sum of 5.36 and 5.38)	1	0

Part 6 - LIBRARY SERVICES

This section you will record hours open, successful retrievals from databases, circulation of materials, number of and attendance at library programs, and interlibrary loan usage.

6.1	In a typical week, total hours open M-F (open to 5:00 pm)	33	33
6.2	In a typical week, total hours open M-F (5:00pm to close)	9	9
6.3	In a typical week, total hours open Saturday-Sunday (open to 5:00 pm)	5	5
6.4	In a typical week, total hours open Saturday-Sunday (5:00 pm to close)	1	1
6.5	Total hours in typical week (Sum of 6.1 - 6.4)	48.0	48.0
6.6	Number of weeks main library is open	52	52
6.7	Total annual public service hours for main library	2,370	2,370
6.8	Total annual public service hours for all public outlets for the fiscal year. (Sum of 6.7 and 9.12)	2,370	2,370
6.9	Library visits (total annual attendance at all library facilities)	200,313	183,810

6.10	Successful retrievals from the statewide electronic collections (formerly databases)	194	*448*
6.11	Successful retrievals from purchased local or local consortial electronic collections (formerly databases)	45,945	*16,620*
6.12	Total of Successful retrievals of electronic information (Sum of 6.10 and 6.11)	46,139.00	*17,068*

Circulation of library materials at all facilities for the fiscal year

6.13	Number of first-time circulation of adult materials	160,344	*172,817*
6.14	Number of renewals of adult materials	47,528	*55,586*
6.15	Number of first-time circulation of young adult (YA) materials	7,159	*7,981*
6.16	Number of renewals of young adult (YA) materials	3,812	*2,034*
6.17	Number of first-time circulation of children's materials	42,945	*47,148*
6.18	Number of renewals of children's materials	12,312	*10,153*
6.19	First-time circulation not separated into adult, YA or children's materials	0	*n.c.*
6.20	Renewals not separated into adult, YA or children's materials	0	*n.c.*
6.21	Total first-time circulation (sum of 6.13, 6.15, 6.17, 6.19)	210,448	*227,946*
6.22	Total renewals (sum of 6.14, 6.16, 6.18, 6.20)	63,652	*67,773*
6.23	Total circulation of adult materials (Sum of 6.13 and 6.14)	207,872	*228,403*
6.24	Total circulation of young adult (YA) materials (Sum of 6.15 and 6.16)	10,971	*10,015*
6.25	Total circulation of children's materials (Sum of 6.17 and 6.18)	55,257	*57,301*
6.26	Total circulation not separated into adult, YA or children's materials (Sum of 6.19 - 6.20)	0	*0*
6.27	Total physical item circulation (Sum of 6.23 - 6.26)	274,100	*295,719*
6.28	Number of circulations of Library2Go electronic materials	15,933	*14,619*
6.29	Number of circulations of local and/or other electronic materials (record local e-books and e-audio here)	299	*0*
6.30	Total number of circulations of electronic materials (Sum of 6.28 and 6.29)	16,232	*14,619*
6.31	Total circulation of physical and electronic materials (Sum of 6.27 + 6.30)	290,332	*310,338*
6.32	Electronic Content Use (Sum of 6.12 + 6.30)	62,371	*31,687*
6.33	Total Collection Use (Sum of 6.12 + 6.27 + 6.30)	336,471	*327,406*
6.34	Total number of reference transactions	23,583	*11,214*

Programs or presentations sponsored by the library

6.35	Number of children's programs	244	*169*
6.36	Number of persons attending children's programs (adults and children)	7,194	*6,492*
6.37	Number of young adult programs	21	*29*
6.38	Number of persons attending young adult programs	118	*183*
6.39	Number of programs for adults	217	*260*

6.40	Number of persons attending programs for adults	9,611	4,080
6.41	Total number of programs (Sum 6.35 + 6.37 + 6.39)	482	458
6.42	Total program attendance (Sum 6.36 + 6.38 + 6.40)	16,923	10,755

Best practices for children's programming

6.43	Does your library have a summer reading program?	Yes	Yes
6.44	Does your library provide outreach to children and/or families, childcare providers, and preschool teachers?	Yes	Yes
6.45	Does your library provide training in early literacy for parents or childcare providers, and preschool teachers?	Yes	Yes

Interlibrary loans and borrowings

6.46	Interlibrary loans lent using a shared catalog or integrated library system	53,745	52,992
6.47	Interlibrary loans lent to all other libraries not in shared catalog or integrated library system	809	946
6.48	Total loans lent to other libraries (Sum of 6.46 + 6.47)	54,554	53,938
6.49	Interlibrary loans borrowed using a shared catalog or integrated library system	22,810	19,002
6.50	Interlibrary loans borrowed from libraries not in shared catalog or integrated library system	602	857
6.51	Total loans borrowed from other libraries (Sum of 6.49 + 6.50)	23,412	19,859

Part 7 - OTHER INFORMATION

In this section you will report the number of volunteers and volunteer hours, salaries of library staff, library fees and fines and charges for interlibrary loans and non-resident borrowing privileges, and the use of the public library standards.

Volunteer services to the library.

| 7.1 | Total number of volunteers (individuals) | 81 | 67 |
| 7.2 | Total volunteer hours | 3,801 | 3,611 |

Library salary schedule effective for the upcoming fiscal year

7.3 Library Director, hourly salary range (Do not enter symbols or commas, just numbers)

A. Low:
B. High:
C. Fixed Amount:

7.4 Assistant Director, hourly salary range

A. Low:
B. High:
C. Fixed Amount:

7.5 Department Head, hourly salary range

A. Low:
B. High:
C. Fixed Amount:

7.6 Senior Librarian, hourly salary range

A. Low:
B. High:
C. Fixed Amount:

7.7 Entry-level Librarian, hourly salary range

A. Low:

B.   High:

C.   Fixed Amount:

7.8 Library Assistant (para-professional), hourly salary range

A.   Low:

B.   High:

C.   Fixed Amount:

7.9 Library Clerk, hourly salary range

A.   Low:

B.   High:

C.   Fixed Amount:

Library fees and fines

7.10 Fines for Overdue Books

A.	Fines:	$0.15	*$0.15*
B.	Time period for overdue book fines:	day	*day*

7.11 Fines for overdue videos

A.	Fines:	$1.00	*$1.00*
B.	Time period for overdue video fines:	day	*day*

7.12 Fines for other overdue material -- type of material

A.	Type of material:	other	*other*
B.	Fines:	$0.15	*$0.15*
C.	Time period for other overdue material fines:	day	*day*
7.13	Charge for interlibrary loan	as charged by other library / OCLC cost	*as charged by other library / OCLC cost*

7.14 Charge for non-resident borrowing privileges per year

A.	Charge for individuals:	$100.00	*$100.00*
B.	Charge for family:	$100.00	*$100.00*
7.15	Number of circulations made without charge to non-residents	148,848	*120,142*

Friends of the Library, Library or District Board, and/or Library Foundation

7.16	Does your library have a library board?	Yes	*Yes*
7.17	Does your library have a Friends of the Library group?	Yes	*Yes*
7.18	Does your library have a Library Foundation?	Yes	*Yes*
7.19	Are you using the Public Library Standards published by the Oregon Library Association?	Yes	*Yes*

Part 8 - LIBRARY TECHNOLOGY

8.1	Total annual number of uses (sessions) of public Internet computers	21,570	*33,900*
8.2	Total number of Internet terminals used by general public	21	*21*
8.3	Number of wireless sessions provided by library annually	60,371	*20,394*
8.4	Type of Internet connection at main library	DSL	*Cable*
8.5	Internet speed at main library	6.1M-10Mbps	*6.1M-10Mbps*
8.6	Name of consortium that provides an integrated library system, if applicable. (e.g. Sage, CCRLS, Coastal Resource Sharing Network, LINCC, etc.)	Coos County LSD	*Coos County LSD*
8.7	Vendor of integrated library system (ILS)	Koha	*Koha*
8.8	Number of library website visits	56,628	

Part 9 - LIBRARY FACILITIES

| 9.1 | Square footage of main library. (NOTE: includes staff areas, enter 0 for bookmobiles) | 25,872 | *25,872* |
| 9.2 | Total system square footage (total of 9.1 + 9.11) | 25,872 | *25,872* |

For Part 9, please fill out a new group for each branch or bookmobile.

NOTE: Questions 9.3 through 9.11 are prefilled for you and locked. If there is a need for a change, please contact Ross Fuqua, Data & Federal Programs Consultant at ross.fuqua@state.or.us.

9.3 FSCS ID
9.4 FSCS ID sequence number
9.5 Name of branch
9.6 Branch street address
9.7 Branch city
9.8 Branch zip code (5 digits)
9.9 Branch phone number
9.10 Outlet type code
9.11 Branch square footage
9.12 Public service hours per year at this location
9.13 Number of weeks of the year this facility was open
9.14 Type of Internet connection of this facility
9.15 Internet connection speed of this facility

Part 10

10.1 I have reviewed and, if needed, updated the library directory information on the online directory at www.oregon.gov/osl/LD/Pages/directories.aspx.   Yes   *Yes*

Part 11 - LIBRARY PROGRESS REPORT

Library Progress Report for past fiscal year - Optional

11.1 Progress report for this past year.
Please report on significant developments in your library this past fiscal year.

How does your library use the annual report data? Please indicate all that apply:

11.2a	Report to governing body	Yes	Yes
11.2b	Report to advisory groups	Yes	Yes
11.2c	Inform Friends groups and Foundations	Yes	Yes
11.2d	Manage resources (staff time, hours, collections)	Yes	Yes
11.2e	Inform strategic plan	Yes	Yes
11.2f	Establish quantitative measures of success	Yes	Yes
11.2g	Compare our library to peer libraries	Yes	Yes
11.2h	Identify usage and resource trends of the library	Yes	Yes
11.2i	Other: please specify		

Part 12 - STATE USE ONLY

Administrative Entity

12.1	Population served	24400	*24,293*
12.2	FSCS ID	OR0114	*OR0114*
12.3	Interlibrary relationship code	ME	*ME*
12.4	Legal basis code	CI	*CI*
12.5	Administrative structure code	SO	*SO*
12.6	FSCS public library definition	Yes	*Yes*
12.7	Geographic code	CI1	*CII*

Main Service Outlet

12.8	Name of main service outlet	COOS BAY PUBLIC LIBRARY	*COOS BAY PUBLIC LIBRARY*
12.9	FSCS ID	OR0114	*OR0114*
12.10	FSCS ID sequence number	002	*002*
12.11	Outlet type code	CE	*CE*

Please enter the name, phone, and email of the primary contact for the Public Library Statistical Report at your library.

12.12	Name	Samantha Pierson	*Samantha Pierson*
12.13	Phone Number	(541) 269-1101	*(541) 269-1101*
12.14	Email	spierson@coosbaylibrary.org	*spierson@coastlinelibrarynetwork.org*
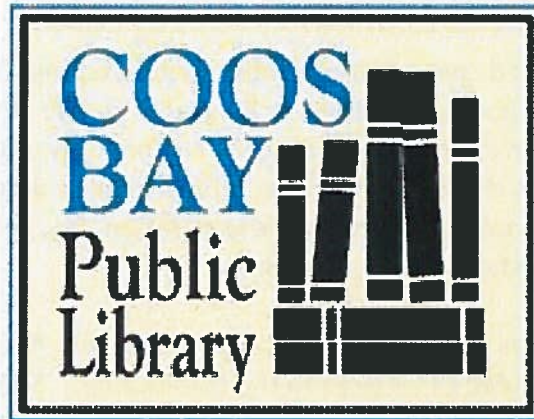
Strategic Plan 2015 – 2018

A Message from the Library Director

Over a century ago, civic-minded community members gathered together to create the Coos Bay Public Library. Today, the library continues to be a cultural hub, an educational center, and a community gathering place in downtown Coos Bay. No longer just a place for books, your public library has responded to the 21st century digital age by providing a wide variety of services that would have been unimaginable only a generation ago, including Internet access, downloadable books, audio and databases, and more.

As technology evolves, the Coos Bay Public Library will evolve with it, continuing to provide relevant, valuable, and much-needed services to the community. Since thoughtful planning for the future is essential, the library has responded by undertaking a community-driven strategic planning process. Our goal has been to create a dynamic service plan for the Coos Bay Public Library that responds to community needs; establishes priorities for library services, programs and activities; and provides the foundation for the planning of a new library. My thanks go to the members of the Coos Bay Public Library Visioning Committee for sharing their wisdom and insights in this process:

Bruce Bennett	Elena Gleason	Debbie Shield
Curt Benward	Jennifer Groth	Gina Sutherland
Michelle Caldera	Robin McCrerry	Ellen Thompson
Rodger Craddock	Trish McMichael	Mike Vaughan
Linda Farr	Al Pettit	Jayson Wartnik
Jake Flitcroft	Jessica Porter	
Spencer Gordon	Patty Sanden	

I would also like to thank other community members who attended focus groups and filled out surveys, and extend my appreciation to library staff who also provided input. The strength of our strategic plan lies in its capacity to represent the diverse needs of our community. Using this plan as our roadmap, I am excited to begin the library's next chapter.

Samantha Pierson
Director
Coos Bay Public Library

Strategic Planning Process

In 2014, the Coos Bay Public Library began the process of gathering community input about its future through a series of public forums and a print and online survey. This work formed the foundation for the current strategic planning process, which was designed to ensure that a wide range of community voices informed the future. With support from the Coos Bay Public Library Foundation and a grant from the Ford Family Foundation, the library contracted with library consultant Penny Hummel to develop and implement the planning process.

Work began in January 2015 with the formation of the Coos Bay Library Visioning Committee, a nineteen member group representing a wide range of occupations, interests, and ages. The Visioning Committee met three times between January and June, conducting a SOAR (Strength, Opportunities, Aspirations, and Results) review of the library and developing a vision of the community's needs that the library could best fulfill. Library staff also completed the SOAR exercise and director Samantha Pierson conducted a focus group with local teens. Since the initial data from the strategic planning process indicated a heightened focus on technology needs, the library also gathered input through the Impact Survey, a tool developed nationally specifically to gather information from public library users about their technology needs.

About the City of Coos Bay

The largest municipality on the Oregon Coast, the City of Coos Bay is located where the Coos River enters Coos Bay on the Pacific Ocean. For centuries, the Coos, Lower Umpqua, Siuslaw, and Coquille Indians inhabited the region. In 1853, the permanent settlement of Marshfield developed at present day Coos Bay. With abundant natural resources, the town developed a profitable timber industry, eventually becoming one of the largest timber exporters on the West Coast. The area also became a major shipping hub with a deep-water port on the Oregon Coast. The City changed its name to Coos Bay in 1944 by vote of the residents. Later, the communities of Empire and Eastside merged with Coos Bay, making the City over 10 square miles in size.

The past thirty years have been a challenge to commerce and industry due to environmental restrictions, technologically advanced production methods, and corresponding shifts in demographics. The dramatic decline in timber, commercial fishing, and waterway shipping industries has transformed the City from a busy industrial center to a struggling community. As the table below indicates, when compared to Coos County and the State of Oregon, the City of Coos Bay has higher rates of poverty, lower household income, and lower education levels. The City also has a higher percentage of residents 65 and older, and a smaller percentage of minority residents than the state.

	Year	City of Coos Bay	Coos County	Oregon
Population	2010	15,967	63,043	3,831,074
5-Year Unemployment Rate	2008-13	7.2%	6.8%	7.1%
Poverty Rate	2008-13	21.2%	17.8%	16.2%
Child Poverty Rate	2008-13	25.3%	22.1%	21.7%
% Minority Population	2010	16.6%	13%	21.5%
Median Household Income	2008-13	$34,870	$37,940	$50,229
% < High School Education	2008-13	11.5%	12.0%	10.6%
% Bachelor's Degree or Higher	2008-13	21.9%	18.0%	29.7%
% Under age 5 years	2010	6.3%	5%	6.2%
% under 18 years	2010	20.3%	18.5%	22.6%
% 65 or older	2010	19.1%	23.3%	13.9%

Source: U.S. Census

About the Library

Coos Bay Public Library is the largest public library on the southern Oregon coast. It is operated by the City of Coos Bay and is a member of the Coos County Library Service District, which supports eight public libraries in the county with a permanent tax rate of $.7289 per thousand of assessed property value. The district tax revenue is dedicated to operational expenses and City of Coos Bay provides and maintains the library building and acts as fiscal agent. The Library Board of Trustees is appointed by the City Council as the library's policy-making body.

2013 - 2014 Statistics

Oregon State Library Designated Service Population: 24,837
Circulation: 300,780
Library Visits: 191,966
Reference Questions Answered: 39,880
Public Computer Sessions: 32,662
Number of Programs: 219
Program Attendance: 7,752
Number of Open Hours a Week: 48
Staff (FTE): 11.6
Volunteers: 86
Physical Collection Size: 139,940

The library's 1966 building has had two major additions and is currently 25,872 square feet.

As an integral member of the Coos County Library Services District, the Coos Bay Public Library coordinates and cooperates with seven other public libraries in the district, Myrtle Point School District Libraries, and Southwestern Oregon Community College library to share materials freely with all county residents. In 2011-2012, participating libraries checked out 923,531 items and filled 153,284 hold requests for over 43,000 patrons.

Staffing and Services

With 11.6 FTE staff and 48 service hours per week, Coos Bay Public Library provides materials, programming, computer use, and reference services. In addition to the physical collection of books, periodicals, music, DVDs, and audio books, the library provides electronic access to over 30,000 titles in downloadable audio and ebook format. Traditional reference services are still widely used, though the nature of the assistance is increasingly technical in nature.

The library offers programming for children, teens, and adults. Regular programs include story times, infant time, Lego Club, film programs, board games, computer classes, and book clubs. Special events such as author presentations, historical lectures, and science workshops are offered throughout the year to a variety of age levels.

The Library maintains a website (http://coosbaylibrary.org/) to provide 24-hour services for patrons. This includes access to the shared online catalog *Coastline*, databases, downloadable content, and more.

In 2013, users logged in to the library's 23 public access computers over 32,000 times. The library also offers 24-hour wireless internet to users with their own laptops, tablets, and other devices.   In a recent survey, 81% of community respondents said it was important or very important to have these resources available; 27% of the library's public access technology users are low income; 32% of survey respondents indicated that they had used the public library's computers or wireless network for educational purposes, while 27% had used this access for job seeking activities.

Facility Needs

A recent geotechnical study and structural assessment of the library facility revealed several major issues. The existing piles in the library foundation are inadequate and appear to be deteriorating, resulting in global settlement of the building with substantial settlement in certain areas. Several aspects of the building were also identified as non-compliant with current code, highlighting inadequate seismic load bearing in the roof and inadequate concrete columns. In addition, the building has other deficiencies, including an aging HVAC system and a leaking roof. Given that the estimated cost of repairs approximates the cost of constructing a new facility, the City of Coos Bay Council has agreed by consensus to proceed towards building a new facility. A Steering Committee consisting of members of the Library Board, Library Foundation, Friends of the Library, Library Staff, and City Council has been formed to shepherd the planning process.

GUIDING PRINCIPLES

The Coos Bay Public Library will:

- Support the intellectual freedom of all by offering open access to a broad range of information and ideas
- Serve as a dynamic community hub that welcomes all residents to connect to information and to each other
- Advance lifelong learning for residents in all phases of life
- Provide excellent, customer-focused services
- Embrace new and innovative ways to respond to the community's changing needs, particularly with respect to 21st century technology
- Form partnerships to support and advance these values

MISSION

The Coos Bay Public Library exists to provide library materials and services, and guidance to those materials and services for Coos County residents

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STRATEGIC INITIATIVE 1: IMPROVING FACILITIES

Goal: Maximize capacity of current facility to meet community needs, and develop a plan for a new library that will provide a welcoming and well-functioning physical space for a wide range of community uses.

Strategies:

- Review suggestions from SOAR exercise to make whatever improvements are possible in the existing building, such as an improved teen space
- Develop a pre-design plan for new library, including components, cost, size, and site requirements
- Develop funding plan for new library in collaboration with the City of Coos Bay and the Coos Bay Library Foundation

STRATEGIC INITIATIVE 2:   FOSTERING CURIOSITY, CREATIVITY, AND CULTURE

Goal: Support local and cultural expression; build the library's role in providing original cultural programming; and offer materials, services, and programs that stimulate curiosity and creativity.

Strategies:

- Partner with local cultural organizations and events
- Enable the library to become a cultural hub for local artists, authors, and performers
- Engage community members of all ages with programming such as DIY activities, local history, craft programs, and Makerspace activities
- Maintain a diverse collection of materials in a variety of formats that support creativity and cultural expression

STRATEGIC INITIATIVE 3: SUPPORTING LIFELONG LEARNING

Goal: Cultivate knowledge creation and lifelong learning for individuals from babies to seniors.

Strategies:

- Ensure kindergarten readiness by offering early literacy activities such as storytimes, parent trainings, and family resources
- Collaborate with local schools to enhance primary and secondary education
- Offer a safe and welcoming space for teens and tweens
- Provide resources for homeschooling families
- Develop programming and services targeted to the unique needs and interests of young adults, families with growing children, and older adults, and market them effectively
- Develop programming and services targeted for the unique needs and interests of adults

STRATEGIC INITIATIVE 4: PROVIDING ACCESS TO 21st CENTURY TECHNOLOGY

Goal: Ensure that Coos Bay residents are well connected to the information they need by utilizing efficient service technologies, providing reliable Internet access, offering library resources in a variety of digital formats, and providing training.

Strategies:

- Ensure that the library's existing public access computers and WiFi are maximally effective in meeting community demand
- Provide training opportunities so that residents can improve basic computer skills and be effective users of personal electronic devices
- Monitor emerging library technologies to ensure that the library's daily operations continue to be efficient and cost-effective

STRATEGIC INITIATIVE 5: ENHANCING THE ECONOMIC WELL-BEING OF THE COOS BAY COMMUNITY

Goal: Provide opportunities for Coos Bay residents to improve their lives socially, economically, and professionally.

Strategies:

- Provide support and resources for jobseekers, small business owners, and post-secondary students
- Extend partnerships with local social service agencies to address the information needs of vulnerable community members
- Provide literacy resources and opportunities for both ESL and native learners
- Support local networks, projects, and events by providing access to library space for community activities

STRATEGIC INITIATIVE 6: EXPANDING MARKETING AND COMMUNITY RELATIONS

Goal: Increase awareness in all demographic groups of the wide variety of resources, services, and programs available through the Coos Bay Public Library to our community of library users.

Strategies:

- Strengthen existing community partnerships and build new relationships to cross-promote the library to new and existing users
- Target outreach to underserved populations to increase understanding of the library's offerings
- Utilize social media as well as traditional public relations activities to manage ongoing communications with the public about the library

Appendix A: Implementation Strategies

Strategic Initiative 1

Maximize capacity of current facility to meet community needs, and develop plan for a new library

Review suggestions from Strengths, Opportunities, Aspirations, Results exercise (SOAR) to make whatever improvements are currently possible

Review SOAR results with staff and identify improvements that can be made within current budget

Create more programming space in Children's Department

Merge Non Fiction collections – Completed 11-15

Rearrange elementary and beginning reader collections – Completed 11-15

Evaluate current space and growth of DVD, audio, and music collections – completed the shifting of these three areas in 2016 and purchased more specialized shelving and doing another major rearrangement in 9/2017

Create more personal computer use areas

Merge Index Tables in computer area – 75% completed completed in 12/16

Rearrange tables and other furniture for maximum outlet access completed in 12/16 – 6 more work spaces with plugins

Evaluate size of individual collections and growth rate for change of location - ongoing

Develop pre-design program for new library including components, cost, size, and site requirements

Use Request For Proposal (RFP) to engage architect/library consultant team for needs assessment – Deadline for submitting January 15, 2015 completed 11/16

Identify funding for needs assessment assessment completed 2016

Develop funding plan in collaboration with city and library foundation

Use RFP to engage fundraising consultant

Develop local fundraising plan/business plan

Identify potential fundraising sources

Strategic Initiative 2

Support local and cultural expression, build library's role in providing original cultural programming, and offer materials, services, and programs that stimulate curiosity and creativity

Partner with local cultural organizations and events

Identify and evaluate current partnerships and participation, evaluate effectiveness of the partnerships

Identify past partners and ways to renew those partnerships – Tribes, Washed Ashore, BLM, Forest Service, South Slough

Identify potential new partners – Surf Riders

Enable library to become cultural hub for local artists, authors, and performers

Implement space where children and teens can create and display art – currently no permanent space, can display on children's area walls have used wall and window space in YA area for 4 different art displays by teens

Implement space where adults can create and display art - currently no permanent space, have started a monthly coloring program for adults (starts January)

Engage community members of all ages with programming

Offer variety both in topic and presentation style - continuing

Maintain a diverse collection of materials in a variety of formats that support creativity and cultural expression

Create collection of "things" that can circulate (tools, craft tools) – current space constraints have rearranged space to accommodate a small collection anticipated launch in Sept or Oct

Continually explore digital offerings beyond audio and e-books – investigating Hoopla and Zinio for Libraries to offer music, graphic novels, magazines, and more in addition to OverDrive (most likely have to go as a district because currently can't restrict to just Coos Bay)

Strategic Initiative 3

Cultivate knowledge creation and lifelong learning for individuals from babies to seniors

Ensure kindergarten readiness by offering early literacy activities

Continue to offer early literacy programs such as Mother Goose on the Loose, Preschool Story Time, parent literacy training, and summer reading - continuing

Evaluate current programming – will use Project outcome surveys

Adjust programming to population shifts – have added Toddler Time to fill demand

Collaborate with local schools to enhance education

Work with curriculum directors to ensure support materials for classroom projects

Continue to offer summer reading program

Offer a safe and welcoming space for tweens and teens

Seek input from tweens and teens for improvements to current space and collection

Provide resources for homeschooling families

Evaluate programming, materials, and resources needed – developing information about databases to distribute

Evaluate current programming to better incorporate homeschooling needs

Develop programming and services targeted for the unique needs and interests of young adults, families with growing children, and older adults

Evaluate current programming - will use Project outcome surveys

Offer programming at diverse times, diverse subject matters, and in diverse ways – consider gaming system, Manga Club,

Develop advertising plans to target audiences

Develop programming and services targeted for the unique needs and interests of adults

Evaluate current programming - will use Project outcome surveys

Offer programming at diverse times, diverse subject matters, and in diverse ways – can always offer another Big Foot Program ☺

Develop advertising plans to target audiences

Strategic Initiative 4

Ensure that Coos Bay residents are well connected to the information they need by utilizing efficient service technologies, providing reliable Internet access, offering library resources in a variety of digital formats, and providing training

Ensure that the library's existing public access computers and WiFi are maximally effective in meeting community demand

Continually reevaluate broadband service and all equipment – currently inventorying, creating needs list and timeline, budgeting specific fund for 16/17

Create and maintain purchase schedule for equipment - currently creating

Provide software such as graphic design programs, photo editing, and others that are relevant – need to upgrade infrastructure first

Provide training opportunities so that residents can improve basic computer skills and be effective users of personal electronic devices

Continue to offer monthly computer skills classes – continuing and expanding

Develop new classes based on patron suggestions and needs - will use Project outcome surveys

Explore ways to maintain level of service provided by AmeriCorps partnership

Monitor emerging library technologies to ensure that the library's daily operations continue to be efficient and cost effective

Reevaluate current software and hardware on a regular basis - in process

Review software and hardware used by peer libraries for various functions

Strategic Initiative 5

Provide opportunities for Coos Bay residents to improve their lives socially, economically, and professionally

Provide support and resources for jobseekers, small business owners, and post-secondary students

Continue to offer basic computer classes – continuing and expanding offerings

Tailor computer classes to employer needs

Maintain current materials and databases - continuing

Maintain current software used in businesses

Create a job skills/job fair – allowing employers to share what they are looking for in employees and make employment connections – held one in November and another scheduled for February

Extend partnerships with local social service agencies to address the information needs of vulnerable community members

Maintain contact with local temporary housing shelters and homeless service providers for patron needs – currently scheduling meeting with THE, Gospel Mission, and Devereaux Center

Continue to work with Head Start and the families they serve – currently offering outreach to Head Start student twice a month

Provide literacy resources and opportunities for both ESL and native learners

Provide support for Southwestern Community College classes through materials and study space

Maintain relevant and current materials

Support local networks, projects, and events by providing access to library space for community activities

Continue to provide access to Cedar Room for no charge and Myrtlewood Room at minimum charge. - continuing

Explore opportunities for partnerships for programs and events

Strategic Initiative 6

Increase awareness in all demographic groups of the wide variety of resources, services, and programs available through the Coos Bay Public Library to our community of library users

Strengthen existing community partnerships and build new relationships to cross-promote the library to new and existing users

Identify and evaluate current partnerships and participation, evaluate effectiveness of the partnerships

Identify past partners and ways to renew those partnerships

Identify potential new partners – County Health Home visiting manager

Identify events for new audience cultivation - festivals, farmer's market

Target outreach to underserved populations to increase understanding of the library's offerings

Provide time for librarians to travel to outside locations to promote the library – pop up library time in Eastside and Empire (use of fire stations?)

Create specific, targeted programming

Utilize social media as well as traditional public relations activities to manage ongoing communications with the public about the library

Create advertising/pr checklist for consistency - created

Expand monthly email list – offering at library card sign up

Create a subscription option online for monthly email – in process