

**COOS BAY PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING AGENDA**  
**Wednesday July 21, 2021**  
**5:15pm**

Introductions

1. Public Comments
2. Election of Officers
3. Minutes and Circulation Reports
4. Treasurer's Reports
5. Correspondence
6. Librarian's Report
7. Friends of the Library Report
8. Foundation Report
9. Old Business
10. New Business
  - a. No bond and temporary repairs
  - b. General fund library line item
11. Announcements
12. Adjourn

Coos Bay Public Library

June 2021 Report

# of items added to collection – **1004**

New cards issued - **125**

Total reference questions – **337**

Daily average circulation – **495**

Total # of programs –**13**

Program attendance – **352**

Total items checked out at the library – **10,991**

Total of Coos Bay items checked out anywhere – **12,879**

Total digital downloads – **312**

Gate count – **4,281**

Total monthly visitors – **4,281**

COOS BAY PUBLIC LIBRARY  
BOARD OF TRUSTEE MEETING MINUTES  
June 16, 2021

**Call to Order** – Vice President Robert More called the meeting to order at 5:13 p.m.

**Board Members Present:** Steve Metz, Robert More, Peggy Christensen, James Moore, Curt Benward, Alyssa Pruess, Gina Sutherlin, Janice Langlinais

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

New board members Janice and Gina were introduced and Steve Metz was thanked for his service.

**Public Comment** –None

**Minutes and Circulation** – Minutes from the May 2021 meeting were reviewed. Steve made a motion to approve the minutes. James seconded the motion. Approved unanimously. The circulation report was reviewed.

**Treasurer's Report** – Financial reports for May 2021 were reviewed. Curt made a motion to approve the treasurers report. James seconded the motion. Approved unanimously. The memorial account report was also reviewed.

**Correspondence** – None

**Librarians Report** – With the county in “low risk” status we have extended open hours to M-Th 11-6, Fridays 12-6 and Saturdays 3-6. There will be limited seating and masks are still required. The inside restrooms are open. We have also moved the hold shelf into the library.

Steve asked how the Library of Things hotspots were going. Sami reported that the hotspots were circulating so well that we have arranged to get 10 more.

**Friends of the Library Report** – A “Sidewalk” book sale was held on June 11<sup>th</sup> with another planned for the 2<sup>nd</sup> week in July. The Dolphin Players are having a fundraising sale and have invited the Friends to bring books to it.

**Library Foundation Report** – Steve's retirement from the trustees means he can no longer be on the Foundation Board as a representative of the board. Gina volunteered to be the new library board representative. Curt moved to appoint Gina a library board trustee representative to the Coos Bay Public Library Foundation Board. Steve seconded the motion. Approved unanimously.

Bond Committee – Preparations are being made in anticipation of the City filing it's bond title. Fundraising will need to be done in order to conduct the bond campaign. K-dock radio has been hired to develop a bond campaign website and to provide library informational radio spots.

**Old Business –**

Allocation Committee – The timeline received from the committee was reviewed. It will be discussed at the next County Library Board meeting.

Steering Committee – Bob reported that the City has applied for major state funding for the new building. The wetlands report came back and showed that there was space to building the library but not enough property to build the sports facility.

The library will need to submit numbers on what the estimated impact on traffic will be.

The new library site will also require a change in the urban renewal boundaries. The City Council is moving forward with making this happen.

The City Council will be making its decision in July on the filing of the bond measure.

**New Business –**

In-Person Board Meetings – Sami said that the Cedar Room where the meetings have usually been held is small and people might not be comfortable there yet. The Myrtlewood Room does still have a large leak in the middle of the room. Sami will look into using the City Council Chambers for the July meeting as it is a large room and would work for hybrid meetings. Sami also suggested we still continue to broadcast the meetings on the you tube for public participation.

Curt questioned if a professional roofing company had inspected the roof. Sami will contact the City.

**Announcements**

Sign up for Summer Reading 2021!

Adjournment – Robert More adjourned the meeting at 6:20 p.m.

Next Meeting: July 21, 2021 – 5:15 p.m.

Respectfully submitted,  
Crystal Barr

# COOS BAY PUBLIC LIBRARY JUNE 2021

## INVENTORY

<u>CLASSIFICATION</u>	<u>ACQUIRED</u>	<u>DISCARDS</u>
Adult Books	273	4
Adult Audio Books	86	1
Adult Video	65	3
Adult Music	0	0
Adult Video Games	0	0
Young Adult Books	80	0
Young Adult Audio	0	0
Child Books	142	43
Child Audio	2	1
Child Video	356	0
Child Music Cds	0	0
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<b>TOTAL</b>	<b>1004</b>	<b>52</b>

## CIRCULATION SUMMARY

	Total Items Checked Out At Coos Bay	Total Coos Bay Owned Items Checked Out	
<b>2021</b>	10,991	12,879	
<b>2020</b>	5,853	6,498	
<b>2019</b>	18,865	21,747	
<b>2018</b>	20,273	22,433	
<b>2017</b>	23,871	23,877	
<b>2016</b>	21,207	24,530	
<b>GATE COUNT:</b>	4,281 (2020 - 0)		
<b>REFERENCE QUESTIONS ANSWERED:</b>		337	
<b>YP REFERENCE QUESTIONS ANSWERED:</b>		31	
<b>NEW PATRON REGISTRATIONS:</b>		125	
<b>#DAYS OPEN:</b>	<b>26</b>	<b>26</b>	<b>25</b>
<b>DAILY AVERAGE CIRCULATION:</b>	495	(20) 250	(19) 870

## RECEIPTS FROM PATRONS

FINES	\$17.99
DISKS/MISC.	\$7.00
DAMAGE/LOSS	\$106.38
RENT	\$0.00
BOOK BAGS	\$0.00
COPIES	<u>\$4.80</u>
<b>TOTAL</b>	<b><u>\$136.17</u></b>

**Coos Bay Public Library  
Memorial Funds Checking Account  
June 2021**

<u>BALANCE, May 31, 2021</u>	\$ 65,584.42
Ingram/Books-Rotary	\$ 226.76
Ingram/Books-Rotary	\$ 29.82
Ingram/Books-Rotary	\$ 99.40
Nored/Conlee Donation	\$ 100.00
Misc. Donations-June 2021	\$ 95.02
TOTAL DEPOSITS	\$ 551.00
 <u>DISBURSEMENTS:</u>	
TOTAL DISBURSEMENTS	\$ -
 <b>Balance June 30, 2021</b>	
	<b>\$ 66,135.42</b>
General Fund	\$ 11,149.68
Friend's Children's Fund	\$ 477.66
Kenaston Estate Donation	\$ -
Mallek Estate Memorial	\$ 52,610.89
Coos Bay Library Foundation YP Book Donation	\$ -
E-Books	\$ -
Care Connections	\$ -
Friends Library Purchases	\$ 4,456.78
Rotary Donation	\$ (5,129.05)
Coos Bay Library Foundation-Equipment	\$ -
Coos Bay Library Foundation-Audios	\$ -
Eagles Large Print Fund	\$ -
Dollywood	\$ 2,569.46
 <b>MEMORIAL ACCOUNT FUNDS TOTAL</b>	 <b>\$ 66,135.42</b>

## Librarian's Report

June 2021

### ***PROGRAMS***

Spanglish Conversation had two online meetings with 9 people in attendance.

Forever Young Adult Book Group met with 5 in attendance.

Community Cooking with the Co-Op had 21 attendees. This was the one-year anniversary of this program.

Craft Take Out - 39 kits distributed and 112 views on Facebook Live Session

Unlimited Book Club, a partnership with Coos History Museum and North Bend Public Library had 8 participants.

ASL Practice Place - 13 participants

Zoom Basics for Hosts - 9 participants

Book Box Program - 84 adults and 65 children participating

Listen and Learn - This program is a partnership with Oregon Coast Music Association.  
14 views

Swords and Starships Podcast - 2 podcasts released in June

The Empire and Eastside pickup/drop off sites continue.

Community Yoga - 12 participants

One on One Appts - 3

Author Talk with April Daniels - 9

### *Miscellaneous*

In June there were 6028, county-wide, checkouts on OverDrive. 312 circulations on hoopla in June with 8 new borrowers.

Two new library assistants will start in July and the new Youth Services Librarian.

The Coos County Fair is back on so the Coos County Libraries will have their booth. Friday is staffed by North Bend and Coos Bay folks.

Weekly Farmer's Market is a huge success. It has been a fantastic way to let people know our current services and hours.