COOS BAY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING AGENDA

Wednesday, November 14, 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
    Allocation Formula

10. New Business
    Library Standards – Minimum Requirements and Governance Standards
    2018 State Report
    2019 Holidays

12. Announcements

13. Adjournment

Coos Bay Public Library
October Report

of items added to collection – 522

New cards issued - 99

Total reference questions - 926

Daily average circulation - 938

Total # of programs - 64

Program attendance – 1,237

Total items checked out at the library – 20,857

Total of Coos Bay items checked out anywhere – 23,460

Total digital downloads - 66

Gate count – 16,412

Total monthly visitors – 18,037

Call to Order – C. Benward called the meeting to order at 5:10 p. m.

Board Members present: Curt Benward, Kathy Erickson, Bob More, Steve Metz, James Moore, Gina Sutherland and City Council Representative Drew Farmer.

Others in Attendance: Marie Benton, Sami Pierson and Ellen Thompson.

Public Comment – None

Minutes and Circulation – We reviewed minutes of the September 19th Board meeting and September circulation figures. Curt Benward corrected the spelling of Alissa Pruess's name. Steve Metz made a motion to approve the minutes as corrected and James Moore seconded. Approved unanimously.

September circulation of materials and gate count were both down slightly compared with the numbers from September of 2017, though the number of Coos Bay-owned items checked out was higher.

Treasurer's Report – We reviewed revenue and expenditures figures for September. Sami reported the first County tax payment will arrive sometime in November and said we have an ample sum in carryover funds to pay expenses until this time. Twenty-five percent of the fiscal year is gone, and Personnel and Materials and Services expenditures are 19.5% and 24.3% 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 74.3% of the budget has already been expended because many of these contracts are paid once per year.

Correspondence – None

Librarian's Report – Sami told us that the library had many good programs in the past month.   We have launched the Dolly Parton Imagination Library Project and over fifty young children are registered. The Hoopla service is finding users and has received good feedback from patrons. Audiobooks are the most frequently checked out item. Users say that Hoopla is easier to use than Library to Go. We are still within the budgeted amount for this service because the number of users is small so far.

Friends of the Library Report – Marie Benton reported that the October book sale brought in $1413 and September book store sales were $496.75. The next book sale will be November 3rd and 4th. Books and materials will be half-price tomorrow in the Friends Book Store from noon to 5:30 p. m.

Library Foundation Report – The Foundation will hold their "After Hours at the Library" fundraiser this Saturday, October 20th, from 7:00 to 9:00 p. m. Tickets are $30 in advance or $35 at the door. The event has a record number of sponsors. Each attendee will receive a wine glass etched with the Library Foundation logo as a thank you gift.

Old Business –

Allocation Formula – A four-person committee of the Coos County Library District Board is working to revise the allocation formula for distributing Library District monies to each of the member libraries. The current allocation formula has been in place since the Coos County Library Special District was formed and is somewhat opaque. Committee members are working to establish an allocation formula based on verifiable, consistent and predictable data.   They have a target date of February of 2019 to complete their task. 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

3

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.

A new allocation formula would be phased in gradually and data would be a rolling average over a multi-year period. If a library experienced a significant interruption in service (a fire, for example), the previous year's allocation formula would then be used.

The population of each library service area will be verified when the Directors meet with State Library officials in early November. The Directors agreed upon a consistent manner for determining total visits to each library. Sami said that given the complexity of the task and the importance of having the allocation formula work well for all the District libraries, she believes it won't be possible to finalize a new allocation formula by February of 2019.

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 staff. 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. Bob More expressed concern that the figure for total library visits might prove unreliable, but Sami said that Library Directors meet monthly, providing a check on any tendency to inflate this figure. All District libraries have an interest in maintaining a mutually supportive relationship and competition between District libraries would be counterproductive.

New Business –
Policy Manual—Board of Trustees Section
We reviewed the current Library Policy Manual and made the following suggested changes:
- Add "a member from City Council" to Chapter 2.25.020 (2)
- Delete Chapter 2.25.020 (6) since this is not current Board practice
- Change "contact" to "contract" in Article III, Section 5
- Revise Article IV, Sections 6 and 7 to delegate the recording of Board meeting minutes to the elected Board Secretary instead of the Library Director
- Add "or" to the last sentence in Article VI, Section 1 so that it reads, "The Library Director or the director's designee shall be an ex-officio member of each committee."
- Delete Article IX, Order of Business
- Add step "5. City Council" to the Public Complaints Policy
- Change "should" to "will" in the final paragraph of the Public Complaints Policy
- The Library Director or Staff will summarize a public complaint in writing before that complaint comes before the Board.

Sami suggested we consider changing the requirement that both the Library Director and one Board member sign all checks to allow for only one signature in the event of exigent circumstances. We decided to retain current policy. Bob More suggested adding a provision for holding Executive Sessions should the need arise and Sami agreed to discuss this idea with City staff.

Announcements - None

Adjournment – C. Benward adjourned the meeting at 6:35 p. m.

Next meeting: November 14th at 5:15 p. m.

Respectfully submitted,
G. Sutherland

COOS BAY PUBLIC LIBRARY
OCTOBER 2018

INVENTORY

CLASSIFICATION	ACQUIRED
Adult Books	184
Adult Audio Books	115
Adult Video	112
Adult Miscellaneous	0
Young Adult Books	17
Young Adult Audio	1
Child Books	74
Child Audio	7
Child Video	12
Child Miscellaneous	0
TOTAL	**522**

CIRCULATION SUMMARY

	Total Items Checked Out At Coos Bay	Total Coos Bay Owned Items Checked Out
2018	20,857	23,460
2017	22,881	23,012
2016	22,689	24,766
2015	20,264	22,654
2014	23,847	25,788
2013	21,426	24,057

GATE COUNT: 16,412
(2017 - 14,984)

REFERENCE QUESTIONS ANSWERED:	819		
YP REFERENCE QUESTIONS ANSWERED:	107		
NEW PATRON REGISTRATIONS:	99		

#DAYS OPEN:	**25**	**25**	**26**
DAILY AVERAGE CIRCULATION:	938	(17) 920	(16) 953

RECEIPTS FROM PATRONS

FINES	$968.02
DISKS/MISC.	$52.00
DAMAGE/LOSS	$94.89
RENT	$90.00
BOOK BAGS	$35.00
COPIES	$511.40
TOTAL	$1,751.31

Coos Bay Public Library
Memorial Funds Checking Account
October 2018

BALANCE, September 30, 2018 $ 19,561.10

DEPOSITS:

Journal Entry-Transfer from Non-Spendable Mallek Donation	$ 52,489.72	
Allen Goldman Donation	$ 250.00	
Coos Bay-North Bend Rotary	$ 3,109.77	
Misc. Donations-October 2018	$ 12.40	
TOTAL DEPOSITS		$ 55,861.89

DISBURSEMENTS:

S&S Worldwide/Packaging Material-Friends Library Purchases-Library of Things	$ 29.56
McKays, Safeway, United Grocers/Refreshments-Friends Library Purchases-Adult Programs-Spanglish, Foreign Film, Film Noir, Books2Film, Author Panel	$ 52.53
Amazon/Friends Library Purchases/Supplies-Book of the Month, Library Displays	$ 107.32
Safeway/Refreshments-Friends Library Purchases-Game Night	$ 27.75
South Coast Hospice-Costumes/Friends Childrens Fund-Halloween Costume Swap	$ 41.50
Center Point/Kenaston Donation	$ 136.02
Recorded Books/Friends Library Purchases-Dvds	$ 41.60
TOTAL DISBURSEMENTS	$ 436.28
	$ 74,986.71

General Fund	$ 8,656.25
Friend's Children's Fund	$ 4,485.68
Care Connections	$ 0.78
Kenaston Estate Donation	$ (631.57)
Mallek Estate Memorial	$ 52,610.89
Coos Bay Library Foundation Donation	$ (13.30)
E-Books	$ 35.00
Friends Library Purchases	$ 9,496.38
Rotary Donation	$ -
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 - October 31, 2018   **$ 74,986.71**

PROGRAMS

Families and Children

Lego Club (2) - 41

MGOL (8) – 264

Storytime (5) – 161

Pokemon Club – 10

Tween Book Club – 4

Trick or Treat – 200

Harry Potter Escape Room (27) - 89

Young Adult

Adult

Foreign Film - 22

Spanglish - 17

Forever YA Book Club - 5

Armchair Adventures – 15

Pushing the Limits – 6

Job Fair – 107

Little Lunch Music (5) - 245

Film Noir – 21

Books2 Film – 8

Adult Tabletop Games – 7

Proctoring – 1

Technology

Drop In Computer Lab (2) – 10

One on One appts – 1

Intro to Pixl - 3

Room Use

Myrtlewood

  Library - 13

  Non Library - 9

Cedar

  Library - 10

  Non Library – 50

Art Displays

Walls – Nadine Archer Allen photography

Lobby – Native bags and baskets Linda Peterson

Miscellaneous

In October there were, county-wide, 4158 checkouts on OverDrive. 66 circulations on hoopla in October with 14 new borrows. Adult audio books continue to be the category most heavily used.

The library participated in Downtown Trick or Treat again this year with a wide variety of cute and scary visitors.

Staff participated in county-wide training on October 25th. Paul Addis, Christina Coffman, and Sami Pierson were some of the presenters.

District level strategic planning started. There are roughly 6 major goals ranging from shared services to technology. Work groups will continue to refine the goals, objectives and actions in the next couple of months.

2018/19	Myrtlewood Library Use	Myrtlewood Non-Library Use	Cedar Library Use	Cedar Non-Library Use	Total Use	Estimated Attendance (minus library program attendance already reported)
Jul-18	15	2	9	54	80	708
Aug-18	12	3	7	55	77	1555
Sep-18	9	6	6	39	60	648
Oct-18	13	9	10	50	82	1625
Nov-18						
Dec-18						
Jan-19						
Feb-19						
Mar-19						
Apr-19						
May-19						
Jun-19						
Totals						

COOS BAY PUBLIC LIBRARY

Coos Bay Public Library Calendar
November 2018
525 Anderson, Coos Bay, OR   541-269-1101
www.coosbaylibrary.org

NOVEMBER ART
Walls: Sarita Southgate & Wendy Burger
Lobby: South Coast Woodturners

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			Fermented Foods for Optimal Health Nov. 7th 3:00 p.m. Join us to sample and learn about the variety of living cultured foods that are available – from yogurt and kefir to kimchi and kombucha. Eating fermented, probiotic-rich foods keeps your gut—and YOU— healthy. Class brought to you through partnership between Coos Bay Public Library and Natural Grocers' Nutritional Health Coach, Cheryl O'Dell, MSN.	**1** MGOL 9:30 a.m.	**2**	**3** FOL Book Sale 10 a.m.–4 p.m.
4 FOL Book Sale noon–4 p.m.	**5** Forever YA Book Club 6:00 p.m.	**6** LEGO Club 3:30-4:30	**7** MGOL 9:30 a.m. Storytime 10:30 a.m. Fermented Foods 3:00 p.m. Readers Group 6:00	**8** MGOL 9:30 a.m.	**9** Foreign Film 7:00 p.m.	**10** SPANGLISH 10:30–noon
11	**12** CLOSED	**13** Armchair Adventures 2:00 p.m.	**14** MGOL 9:30 Storytime 10:30 Computer Lab 10:00 - noon **Library Board 5:15	**15** MGOL 9:30 TWEEN BOOK CLUB 3:45 1/2 Price Day in Bookstore!	**16** Walk-in NOVEL TATTOOS 10 a.m.—5:30 p.m. b/w $40 color $45 LEGO Club 3:30	**17**
18 Film Noir 4:00 p.m.	**19** BOOKS2FILM 'Books 2 Film' book club 6:00	**20**	**21** MGOL 9:30 a.m. Storytime 10:30 a.m.	**22** MGOL 9:30	**CLOSED Thursday-Saturday** THANKFUL	
25	**26** Drop-in Computer Lab 10-noon	**27**	**28** MGOL 9:30 Storytime 10:30 Overcoming Criminal Background 3:30 pm POKEMON 3:30	**29** MGOL 9:30 a.m.	**30** *Registration Required* Beginning Computer Mouse 9:30 am	

Stuffed Animal Sleepover Drop off Thursday   Pick up Friday

Stuffed Animal Sleepover
Drop your stuffie off for a night of mischievous fun in the library! Bring your stuffed animal to the library any time on Thursday, November 8th and pick it up any time Friday, November 9th. Look for pictures on the library's social media to see what the stuffies did all night!

OVERCOMING A CRIMINAL BACKGROUND BARRIER   Nov. 28th 3:30
Erlette Upshaw from Goodwill Job Connections will help job seekers who need to address this issue.
- Learn job search techniques that address your criminal background
- Learn how to explain felony convictions on applications and in interviews, and create a statement of change

WORKSHOP IS FREE, NO REGISTRATION REQUIRED!

Public Library Standards

September 17, 2018

Table of Contents

Introduction

The Public Library Division (PLD) of the Oregon Library Association (OLA), in association with the State Library of Oregon, has assumed responsibility for the maintenance of the Standards for Oregon Public Libraries (Standards) and therefore has regularly convened committees of library professionals from small, medium, and large public libraries across Oregon to continually update the Standards.

Under the direction and leadership of the Executive Board of the Public Library Division of the Oregon Library Association, the 2017-18 Standards Committee created this document to assess and guide the development of quality library service for all Oregonians. It is the intention of the committee to provide a relevant and useful tool for library professionals, boards of directors, and other library stakeholders to not only manage the resources entrusted to them under state law, but also to provide assistance in strategic planning regardless of the current level of services offered.

The Standards Committee recognizes the diversity of libraries across the state and developed these Standards to allow for the strength this diversity creates, and the adaptability it requires. By meeting these Standards, a library establishes a baseline from which it can strive for excellence. To better support innovation in library services, the Standards establish a starting point that library boards and staff can use to direct local long-range planning efforts.

The Standards Committee reviews the standards annually and encourages feedback from library directors and managers. The committee also invites Oregon librarians to apply to serve on the Standards Committee. To offer feedback or apply, please contact the Public Library Division of OLA.

How to Use These Standards

As an aid in planning, the Standards checklists provide the means by which library stakeholders can discuss and determine how a library addresses or should address each standard category.

Additionally, the Public Library Division has determined 11 minimum requirements for a public library in the state of Oregon (see the next section, "Minimum Requirements"). The goal is to provide a consistent level of service to fulfill at least the basic role of a public library. These proposed minimums may be implemented in the future as Oregon Administrative Rules as part of updating the legal definition of a "public library" according to Oregon Revised Statutes (ORS) 357.400 (3)[1].

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[1] ORS 357.400, https://www.oregonlegislature.gov/bills_laws/ors/ors357.html or https://www.oregonlaws.org/ors/357.400

These Standards are not intended to be a one-size-fits-all set of elements that all libraries must meet. Some libraries now plan and carry out activities that exceed many or all of those listed, while others may be constrained by resources or circumstances in ways that make achieving many of the basic ones difficult. Every community is different. What is important is that the director, staff, board, and community constantly review where you are, where you want to be, and what it will take to get there. These checklists are intended to provide guidance for that journey.

Process

The Public Library Division recognizes that there are many ways to achieve excellence. The Standards listed are a means, and not necessarily an end. The format of this document is designed to help you clarify when you have met a Standard with the use of Indicators and Attributes.

Section
    Standard
        Indicator
            Attribute
            Attribute
            Attribute
        Indicator
            Attribute
            Attribute
            Attribute
    Standard
        Indicator
            Attribute
            Attribute
            Attribute
        Indicator
            Attribute
            Attribute
            Attribute

In each section, the **standard** states the ultimate **outcome** or condition for the work being done that is expected when most or all of the indicators exist. For example, "The community has access to free library services and is confident in the effective leadership of the library, including the library's commitment to intellectual freedom for community members." The standard typically indicates **why** a library would take on a set of activities, and typically reflects a benefit to library patrons or the wider community.

The **indicator** is **evidence** that the standard is being met. When most or all of the indicators are true, the outcome stated by the standard will be realized. For example, "The community is confident that its library is overseen by a library board and staff who are responsible public officials and stewards." The indicator often specifies **what** is witnessed as a result of a set of activities.

The **attribute** is one of the tangible **activities** that lead to an indicator being true. When most or all of the attributes are performed, the indicator is witnessed. "The library board of directors meets regularly and has adopted written bylaws or governance policies." The attribute typically is **how** an initiative is being carried out, and is typically measurable or otherwise verifiable.

Additionally, each attribute is categorized by achievement levels:

- **Essential**: the basic level; library programs, services, and other aspects are adequate to meet the needs of its community.
- **Enhanced**: this level recognizes programs, services, and other aspects of a public library that stand out compared to their peers.
- **Exemplary**: this level recognizes public libraries for being state and national leaders.

Achievement of attributes in the three levels prove the extent to which that particular standard is being met. For each attribute simply check the Yes or No box if your library meets that attribute. For the purposes of assessment and planning, there is no "grade." However, **every library should strive to meet most, if not all, the Essential attributes for each Indicator for each Standard.**

For example, here's how one library might complete the checklist from Section 4, Services and Programs Standard:

	Y	N
Indicator: The library provides services free of charge to everyone, as defined by written policies.	Y	N
Essential		
• The library offers services that include a circulating collection, public technology, and programming for all ages.	Y	
• The library provides services that meet the needs of the community's demographics including special populations.	Y	
Enhanced		
• The library facilitates or serves as custodian of local history.		N

Exemplary		
• The library provides notary services.		N
• The library provides resources and services to support local economic development.	Y	

Review the items marked No, and determine whether these are attributes that would be appropriate and beneficial to add, as dictated by your strategic plan, available resources, and the needs of your patrons and the community.

Each indicator can have a list of essential (always), enhanced and exemplary attributes (sometimes). For those indicators which do not have enhanced or exemplary attributes listed, feel free to use those spaces for your library's examples of current or future goals.

This Standards document includes an appendix with a glossary of terms and list of resources for further research.

Minimum requirements for Oregon public libraries

The Public Library Division has determined the following minimum requirements for a legally established public library in the state of Oregon. The goal is for all libraries to provide a consistent level of service, fulfilling at least the basic role of a public library.

The current legal definition of a public library according to ORS 357.400 (3)[2] (https://www.oregonlaws.org/ors/357.400):

> "Public library" or "public library system" means a public agency responsible for providing and making accessible to all residents of a local government unit library and information services suitable to persons of all ages.

Please note that OLA is looking to update the definition of a "public library." If the definition is successfully updated, these proposed minimums may be introduced in the 2019 legislative session as Oregon Administrative Rules.

STANDARD: The library provides these basic services free of charge to everyone in their service area.

Requirement	Y	N
1. The library provides a physical material collection in one or more of the following ways:		
• Books		
• Media		
2. The library is open a minimum of 20 hours per week.		
3. The library abides by the American Library Association (ALA) Code of Ethics and other relevant ethics codes, rules, or guidelines of the library's governing unit(s) that apply to the organization and its representatives. (See Appendix B for the ALA Code of Ethics[3]).		
4. The library offers free public internet access.		
5. The library offers free public wireless internet access (wi-fi).		
6. The library offers at least one public access computer.		
7. The library has a website which connects to free services from the State Library of Oregon.		
8. The library dedicates a .50 full-time equivalent (FTE) staff member exclusively to library functions during operating hours.		

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[2] ORS 357.400, www.oregonlegislature.gov/bills_laws/ors/ors357.html or www.oregonlaws.org/ors/357.400
[3] ALA Code of Ethics, www.ala.org/united/sites/ala.org.united/files/content/trustees/orgtools/policies/ALA-code-of-ethics.pdf

9. The library has basic policies in place for:		
• Collection management		
• Circulation		
• Patron confidentiality		
10. The library provide basic services for:		
• Reference		
• Youth services		
11. The library has a dedicated space compliant with the Americans with Disabilities Act (ADA)[4] to make materials and services accessible for people with disabilities.		

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[4] Information and Technical Assistance on the Americans with Disabilities Act, www.ada.gov

1. Governance Standards

The OLA Public Library Division Governance Standards ensure that each Oregon public library is legally established and managed in a way that provides transparency and accountability to the taxpayers. Governance standards also ensure that Oregon public libraries are responsive to the community served, with policies and procedures adopted to establish competent library management and lawful employment practices.

1.1 Services and Leadership

STANDARD: The community has access to free public library services and is confident in the effective leadership of the library, including the library's commitment to intellectual freedom for community members.

Indicator: The community has access to a legally established public library.	Y	N
Essential		
• The library meets the minimum establishment standards to be a public library in Oregon.		
Enhanced		
•		
Exemplary		
•		

Indicator: Community members can safely exercise their intellectual freedom rights in the library, as granted to them by the Bill of Rights to the U.S. Constitution and Article I of the Oregon Constitution.	Y	N
Essential		
• In addition to the American Library Association (ALA) Code of Ethics, the library adopts the Library Bill of Rights, Statement on Confidentiality of Library Records, and Free Access to Minors Statement.		
• The library espouses its commitment to intellectual freedom and free speech in its collection management and confidentiality/privacy policies.		
Enhanced		
•		
Exemplary		
•		

Indicator: The community is confident that its library is overseen by a library board and staff who are responsible public officials and stewards.	Y	N
Essential		
• The library board of directors meets regularly and has adopted written bylaws or governance policies.		
• Management staff and the board are familiar with the sections of ORS 357 that pertain to public libraries.		
• The board and staff are trained annually in relevant state and local laws for public officials, including government ethics, public records, public meetings, and contracting.		
• The board relies on the director for day-to-day management of the library.		
• The board is involved in the development of the library's strategic plan.		
• The library provides an orientation for new board members and continuing education support for all board members.		
Enhanced		
• Board members participate in continuing education activities directly related to libraries, such as conferences and webinars.		
• The board helps select the library director, either as hiring agents or advisors, and may provide input regarding the individual's performance according to applicable local, state, and federal regulations.		
Exemplary		
• The library budgets funds for continuing education for board members.		

Indicator: The community is informed about the library board's actions and community members' perspectives are considered in the decision-making process.	Y	N
Essential		
• Board meetings are noticed to local media, on the library website, and in the library building, as prescribed by Public Records Law[5].		
• Board meeting minutes and agendas are made available on the library's website and upon request, in print.		
• Board meetings include a designated public comment period.		
• Contact information for the board is made available on the library's website.		
• Board meeting packets and supplementary information are available in print upon request.		
Enhanced		
• Board meeting packets and supplementary information are made freely available on the library's website.		
Exemplary		
•		

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[5] Oregon Department of Justice, Public Records and Meeting Law, https://www.doj.state.or.us/oregon-department-of-justice/public-records/public-records-and-meetings-law/

Indicator: The community understands the role of the library and its plans for the future.	Y	N
Essential		
• The library has a written mission statement.		
• The library has a written strategic plan that is updated at least once every five years.		
• The library has a written technology plan that is updated at least once every three years.		
Enhanced		
•		
Exemplary		
•		

1.2 Policies and Procedures

STANDARD: Community members consistently experience efficient, effective, and courteous library services which are managed by clear and accessible library policies.

Note: The ALA Library Policy Development guide includes suggestions and samples of library policies[6].

Indicator: The public and staff go about their library business using established, easy-to-understand rules as outlined in policies adopted by the library governing board.	Y	N
Essential		
• The library has adopted circulation policies.		
• The library has adopted collection management policies.		
• The library has adopted confidentiality and privacy policies.		
• The library has adopted library services policies.		
• The library has adopted business services policies.		
• The library has adopted human resources policies.		
• The library has adopted facilities policies.		
• The library has adopted patron behavior policies.		
• The library has adopted meeting spaces policies as applicable.		
Enhanced		
•		
Exemplary		
•		

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[6] ALA Library Policy Development, http://libguides.ala.org/librarypolicy

Indicator: The community can easily access information about library policies.	Y	N
Essential		
• Library policies are made freely available on the library's website and in print, upon request.		
Enhanced		
• Library policies are made freely available in multiple languages, as appropriate for the community.		
Exemplary		
•		

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		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	CI1

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*

2019 Holiday Closures

January 1	New Years
January 21	Martin Luther King Jr.
February 18	Presidents Day
May 25 - 27	Memorial Day
July 4	
August 31 - September 2	Labor Day
November 11	Veterans Day
November 28 - 30	Thanksgiving
December 24 - 25	Christmas