

COOS BAY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING AGENDA

Wednesday, November 15, 2017
5:15pm

Introductions

1. Call to Order
2. Public Comments
3. Minutes and Circulation Reports
4. Treasurer's Reports
5. Correspondence
6. Librarian's Report
7. Friends of the Library Report
8. Foundation Report
9. Old Business
 - Building
 - Steering Committee
 - Board Goals
10. New Business
11. Announcements
12. Adjournment

COOS BAY PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
October 18, 2017

Call to Order – C. Benward called the meeting to order at 5:12 p. m.

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

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

Public Comment – City Councilor and Library Board Representative Jennifer Groth sent an email passing along positive feedback from two local employers who had found new employees at a recent job fair hosted by the library. They expressed appreciation to library staff for providing this valuable service to employers and job seekers.

Minutes and Circulation – We reviewed minutes of the September 20th board meeting and September circulation figures. S. Metz made a motion to approve the minutes and B. More seconded. Approved unanimously.

Treasurer's Report – Sami said that at this point in the fiscal year library expenditures were still fairly low. We made an annual payment for insurance, covering library contents and liability. Tax revenue from the County should arrive in November. The September financial summary was not yet available and so we will review this information at our next meeting.

Correspondence – None

Librarian's Report – Sami said that the new Head Librarian for North Bend will start her new job in mid-November. There were many library programs over the past month, with particularly good attendance at children's programs. The library will soon hire two staff members—one to replace an employee who is leaving and the second to fill a position that has been included in the library budget but has been previously unfilled. These hires should help staff to provide an improved level of service to patrons. We reviewed a copy of this year's library state report. Most data are consistent with previous years, but this year saw a significant increase in programming for young adults. A number of Board members said they were impressed and gratified to see such strong community use of library materials and services. Internet service at the public use computers is still decidedly substandard. Douglas Fast Net has again delayed their promised installation of a fiber optic cable for the library, telling us it will be at least 45 days until this will be available. Sami has arranged for Charter Communications to provide a short-term fix to our internet service in the interim.

Friends of the Library Report – M. Benton reported that the "Third Thursday" half-price sale in the book store takes place tomorrow. September proceeds in the book store were \$643 and the October book sale took in \$1,297.56. The next Friends book sale will be November 4th and 5th. In December, there will be a one-day book sale on Saturday December 2nd and on Sunday the 3rd, all books will be free. The Friends continue to need volunteers to help set up sales and to pack up books at 4:00 p. m. on Sundays of book sale weekends.

Library Foundation Report– C. Benward reported that the Foundation would have some great items for the silent auction during their November 4th Fall Fundraiser. Susan Anderson has taken the lead in organizing this event, which will feature speaker Grant McOmie and local spirits paired with tasty tidbits provided by Black Market Gourmet. Tickets are \$30 in advance or \$35 at the door.

Old Business –

Building – Sami reported that recent light rains have not resulted in any roof leaks. The heavier rains forecast for later this week will be a real test of the effectiveness of the new protective coating on the library roof.

Steering Committee – C. Benward talked with City Manager Rodger Craddock and was assured that the City is still actively looking into properties that might serve as a site for a new library. These inquiries need to be done quietly to preserve the likelihood of achieving a reasonable purchase price. B. More observed that this slower pace toward a new library might be favorable since local voters will be asked to support a large school bond measure in November.

Library Marketing/Website Project Update —Sami reported the new library website is now up and running. Staff are still making a few final revisions and fixes and we will publicize the new website once it seems truly “ready for prime time.” Sami will include information about the new website in our Jefferson Public Radio announcements. A rebranding reception has been tentatively planned for October 30th.

Art Policy – Ellen guided a review of the suggested changes to the library’s Art Exhibit Policy, highlighting the two areas of significant change: publicity for the exhibit and the option of an exhibit reception. B. More made a motion to approve the revised Art Policy and S. Metz seconded. Approved unanimously.

Strategic Plan – We reviewed progress toward the goals in the 2015 - 2018 Library Strategic Plan at our last meeting. Sami said that most of these goals are being met, but reminded us that it will soon be time to draft a new Strategic Plan.

New Business –

Board Goals – C. Benward suggested we consider whether we wished to set some Board goals for the coming year. We will address this question at our November meeting.

Reedsport Library – C. Benward attended the September 26th Reedsport Library Advisory Board meeting. He reported that the library is open and that the Jordan Cove company is contributing a modest monthly sum to pay staff and that the City of Reedsport is paying building utilities. The group is considering whether to form a City library district or remain with Douglas County. At this point they have no long-term stable funding for library operations.

Announcements – C. Benward told the group that Joyce Day, a stalwart library supporter, had died recently. The library will host two important programs later this month. A presentation entitled “Misinformation, Fake News and Political Propaganda” takes place Saturday October 28th at 7:00 p. m. At 2:00 p. m. on Sunday the 29th is the program, “Citizen Activism 101: Making Change Happen.”

Adjournment – C. Benward adjourned the meeting at 6:01 p. m.

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

Respectfully submitted,

G. Sutherland

City of Coos Bay
 Revenues with Comparison to Budget
 For the 3 Months Ending September 30, 2017

Library Fund

	Period Actual	YTD Actual	Budget	Unearned	Pcnt	
<u>Carryover</u>						
07-000-300-0100	Carryover - Regular	.00	.00	602,252.00	602,252.00	.0
07-000-300-0200	Carryover - Memorial/Board	.00	.00	50,000.00	50,000.00	.0
	Total Carryover	.00	.00	652,252.00	652,252.00	.0
<u>Revenue From Other Agencies</u>						
07-000-340-0300	State Library Grant	.00	.00	17,000.00	17,000.00	.0
07-000-340-0301	Grants	.00	.00	7,500.00	7,500.00	.0
07-000-340-0303	Federal Grants	.00	.00	2,500.00	2,500.00	.0
07-000-340-0900	Library Tax Base	.00	.00	1,000,000.00	1,000,000.00	.0
	Total Revenue From Other Agencies	.00	.00	1,027,000.00	1,027,000.00	.0
<u>Use Of Money & Property</u>						
07-000-350-0100	Interest	824.74	2,811.16	4,000.00	1,188.84	70.3
07-000-350-1100	Auditorium Rental	.00	275.00	1,000.00	725.00	27.5
	Total Use Of Money & Property	824.74	3,086.16	5,000.00	1,913.84	61.7
<u>Current Services</u>						
07-000-360-0100	Copies	634.45	2,038.54	6,000.00	3,961.46	34.0
07-000-360-1800	Library Fees	1,073.45	3,309.23	14,000.00	10,690.77	23.6
	Total Current Services	1,707.90	5,347.77	20,000.00	14,652.23	26.7
<u>Other Revenue</u>						
07-000-380-0200	Cash Over/short	.00	(.20)	.00	.20	.0
07-000-380-0400	Reimbursements	31.00	111.00	325.00	214.00	34.2
07-000-380-0900	Gifts, Donations & Memorials	4,223.31	4,329.09	13,000.00	8,670.91	33.3
	Total Other Revenue	4,254.31	4,439.89	13,325.00	8,885.11	33.3
	Total Fund Revenue	6,786.95	12,873.82	1,717,577.00	1,704,703.18	.8

City of Coos Bay
Expenditures with Comparison to Budget
For the 3 Months Ending September 30, 2017

Library Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Library Fund</u>					
Personnel Services					
07-510-510-1001	Salaries	50,887.73	142,478.74	613,484.00	471,005.26 23.2
07-510-510-1003	P.E.R.S.	10,297.74	28,420.21	114,873.00	86,452.79 24.7
07-510-510-1004	Social Security	3,862.85	10,801.11	46,936.00	36,134.89 23.0
07-510-510-1005	Employee Insurance	8,286.46	25,853.78	165,715.00	139,861.22 15.6
07-510-510-1006	Unemployment	.00	.00	16,150.00	16,150.00 .0
07-510-510-1007	Workers Compensation	139.03	397.27	2,513.00	2,115.73 15.8
07-510-510-1008	Volunteer Workers Compensation	.00	.00	167.00	167.00 .0
	Total Personnel Services	73,473.81	207,951.11	959,838.00	751,886.89 21.7
Materials & Services					
07-510-520-2005	Training,Meetings,Travel,Dues	125.00	432.29	4,200.00	3,767.71 10.3
07-510-520-2101	Utilities	.00	5,901.96	40,500.00	34,598.04 14.6
07-510-520-2102	Telephone	80.00	943.96	3,200.00	2,256.04 29.5
07-510-520-2105	Advertising	.00	102.98	1,500.00	1,397.02 6.9
07-510-520-2108	Contractual	3.00	6.00	46,000.00	45,994.00 .0
07-510-520-2120	Insurance	.00	21,968.17	21,000.00	(968.17) 104.6
07-510-520-2122	Duplicating	1,099.34	1,731.41	5,200.00	3,468.59 33.3
07-510-520-2123	Printing	.00	.00	1,500.00	1,500.00 .0
07-510-520-2205	Office Supplies	95.95	343.43	2,000.00	1,656.57 17.2
07-510-520-2206	Postage	.00	542.97	2,000.00	1,457.03 27.2
07-510-520-2225	Janitorial Supplies	651.45	1,077.07	3,600.00	2,522.93 29.9
07-510-520-2234	Grants	.00	59.40	16,000.00	15,940.60 .4
07-510-520-2235	Library Supplies	1,703.27	2,040.97	12,000.00	9,959.03 17.0
07-510-520-2236	Library Books & Records	5,624.58	13,635.32	70,000.00	56,364.68 19.5
07-510-520-2237	Periodicals	.00	917.57	8,900.00	7,982.43 10.3
07-510-520-2238	Microfilm	.00	.00	200.00	200.00 .0
07-510-520-2239	State Aid to Children - Books	.00	1,174.00	1,200.00	26.00 97.8
07-510-520-2302	Office Equipment Rental	398.47	825.89	5,000.00	4,174.11 16.5
07-510-520-2303	Equipment Repairs	.00	1,866.49	7,000.00	5,133.51 26.7
07-510-520-2304	Equipment Maintenance Contract	.00	6,683.00	14,000.00	7,317.00 47.7
07-510-520-2309	Building & Grounds Maintenance	2,801.09	5,625.32	29,000.00	23,374.68 19.4
07-510-520-2406	Reimbursable	.00	12.00	300.00	288.00 4.0
07-510-520-2424	Library Board	.00	.00	500.00	500.00 .0
07-510-520-2450	Gifts, Donations & Memorials	4,404.63	5,530.11	13,000.00	7,469.89 42.5
	Total Materials & Services	16,986.78	71,420.31	307,800.00	236,379.69 23.2
Capital Outlay					
07-510-530-3001	Computer Hardware & Software	.00	.00	33,000.00	33,000.00 .0
	Total Capital Outlay	.00	.00	33,000.00	33,000.00 .0

City of Coos Bay
Expenditures with Comparison to Budget
For the 3 Months Ending September 30, 2017

Library Fund

		Period Actual	YTD Actual	Budget	Unexpended	Pcnt
Other Financing Uses						
07-510-560-6001	Contingency	.00	.00	416,939.00	416,939.00	.0
Total Other Financing Uses		.00	.00	416,939.00	416,939.00	.0
Total Library Fund		90,460.59	279,371.42	1,717,577.00	1,438,205.58	16.3
Total Fund Expenditures		90,460.59	279,371.42	1,717,577.00	1,438,205.58	16.3
Net Revenue Over Expenditures		(83,673.64)	(266,497.60)	.00	266,497.60	.0

City of Coos Bay
Revenues with Comparison to Budget
For the 4 Months Ending October 31, 2017

		Library Fund				
		Period Actual	YTD Actual	Budget	Unearned	Pcnt
<u>Carryover</u>						
07-000-300-0100	Carryover - Regular	.00	.00	602,252.00	602,252.00	.0
07-000-300-0200	Carryover - Memorial/Board	.00	.00	50,000.00	50,000.00	.0
	Total Carryover	.00	.00	652,252.00	652,252.00	.0
<u>Revenue From Other Agencies</u>						
07-000-340-0300	State Library Grant	.00	.00	17,000.00	17,000.00	.0
07-000-340-0301	Grants	.00	.00	7,500.00	7,500.00	.0
07-000-340-0303	Federal Grants	.00	.00	2,500.00	2,500.00	.0
07-000-340-0900	Library Tax Base	.00	.00	1,000,000.00	1,000,000.00	.0
	Total Revenue From Other Agencies	.00	.00	1,027,000.00	1,027,000.00	.0
<u>Use Of Money & Property</u>						
07-000-350-0100	Interest	762.94	3,574.10	4,000.00	425.90	89.4
07-000-350-1100	Auditorium Rental	175.00	450.00	1,000.00	550.00	45.0
	Total Use Of Money & Property	937.94	4,024.10	5,000.00	975.90	80.5
<u>Current Services</u>						
07-000-360-0100	Copies	592.45	2,630.99	6,000.00	3,369.01	43.9
07-000-360-1800	Library Fees	1,192.91	4,502.14	14,000.00	9,497.86	32.2
	Total Current Services	1,785.36	7,133.13	20,000.00	12,866.87	35.7
<u>Other Revenue</u>						
07-000-380-0200	Cash Over/short	.00	(.20)	.00	.20	.0
07-000-380-0400	Reimbursements	32.00	143.00	325.00	182.00	44.0
07-000-380-0900	Gifts, Donations & Memorials	159.69	4,488.78	13,000.00	8,511.22	34.5
	Total Other Revenue	191.69	4,631.58	13,325.00	8,693.42	34.8
	Total Fund Revenue	2,914.99	15,788.81	1,717,577.00	1,701,788.19	.9

City of Coos Bay
Expenditures with Comparison to Budget
For the 4 Months Ending October 31, 2017

Library Fund

		Period Actual	YTD Actual	Budget	Unexpended	Pcnt
Library Fund						
Personnel Services						
07-510-510-1001	Salaries	43,078.74	185,557.48	613,484.00	427,926.52	30.3
07-510-510-1003	P.E.R.S.	8,097.26	36,517.47	114,873.00	78,355.53	31.8
07-510-510-1004	Social Security	3,265.48	14,066.59	46,936.00	32,869.41	30.0
07-510-510-1005	Employee Insurance	8,285.50	34,139.28	165,715.00	131,575.72	20.6
07-510-510-1006	Unemployment	.00	.00	16,150.00	16,150.00	.0
07-510-510-1007	Workers Compensation	130.73	528.00	2,513.00	1,985.00	21.0
07-510-510-1008	Volunteer Workers Compensation	10.05	10.05	167.00	156.95	6.0
Total Personnel Services		62,867.76	270,818.87	959,838.00	689,019.13	28.2
Materials & Services						
07-510-520-2005	Training,Meetings,Travel,Dues	847.83	1,280.12	4,200.00	2,919.88	30.5
07-510-520-2101	Utilities	5,764.99	11,666.95	40,500.00	28,833.05	28.8
07-510-520-2102	Telephone	843.69	1,787.65	3,200.00	1,412.35	55.9
07-510-520-2105	Advertising	.00	102.98	1,500.00	1,397.02	6.9
07-510-520-2108	Contractual	.00	6.00	46,000.00	45,994.00	.0
07-510-520-2120	Insurance	.00	21,968.17	21,000.00	(968.17)	104.6
07-510-520-2122	Duplicating	254.08	1,985.49	5,200.00	3,214.51	38.2
07-510-520-2123	Printing	.00	.00	1,500.00	1,500.00	.0
07-510-520-2205	Office Supplies	.00	343.43	2,000.00	1,656.57	17.2
07-510-520-2206	Postage	.00	542.97	2,000.00	1,457.03	27.2
07-510-520-2225	Janitorial Supplies	67.43	1,144.50	3,600.00	2,455.50	31.8
07-510-520-2234	Grants	2,719.12	2,778.52	16,000.00	13,221.48	17.4
07-510-520-2235	Library Supplies	1,362.96	3,403.93	12,000.00	8,596.07	28.4
07-510-520-2236	Library Books & Records	8,655.31	22,290.63	70,000.00	47,709.37	31.8
07-510-520-2237	Periodicals	455.87	1,373.44	8,900.00	7,526.56	15.4
07-510-520-2238	Microfilm	.00	.00	200.00	200.00	.0
07-510-520-2239	State Aid to Children - Books	.00	1,174.00	1,200.00	26.00	97.8
07-510-520-2302	Office Equipment Rental	398.47	1,224.36	5,000.00	3,775.64	24.5
07-510-520-2303	Equipment Repairs	118.18	1,984.67	7,000.00	5,015.33	28.4
07-510-520-2304	Equipment Maintenance Contract	315.95	6,998.95	14,000.00	7,001.05	50.0
07-510-520-2309	Building & Grounds Maintenance	2,486.13	8,111.45	29,000.00	20,888.55	28.0
07-510-520-2406	Reimbursable	.00	12.00	300.00	288.00	4.0
07-510-520-2424	Library Board	.00	.00	500.00	500.00	.0
07-510-520-2450	Gifts, Donations & Memorials	3,291.91	8,822.02	13,000.00	4,177.98	67.9
Total Materials & Services		27,581.92	99,002.23	307,800.00	208,797.77	32.2
Capital Outlay						
07-510-530-3001	Computer Hardware & Software	.00	.00	33,000.00	33,000.00	.0
Total Capital Outlay		.00	.00	33,000.00	33,000.00	.0

City of Coos Bay
Expenditures with Comparison to Budget
For the 4 Months Ending October 31, 2017

		Library Fund				
		Period Actual	YTD Actual	Budget	Unexpended	Pcnt
Other Financing Uses						
07-510-560-6001	Contingency	.00	.00	416,939.00	416,939.00	.0
Total Other Financing Uses		.00	.00	416,939.00	416,939.00	.0
Total Library Fund		90,449.68	369,821.10	1,717,577.00	1,347,755.90	21.5
Total Fund Expenditures		90,449.68	369,821.10	1,717,577.00	1,347,755.90	21.5
Net Revenue Over Expenditures		(87,534.69)	(354,032.29)	.00	354,032.29	.0

**Coos Bay Public Library
Memorial Funds Checking Account
October 2017**

BALANCE, September 30, 2017 \$ 20,499.03

DEPOSITS:

Misc. Donations-October 2017	\$	9.69		
TOTAL DEPOSITS				\$9.69

DISBURSEMENTS:

Ace Hardware/Friends Library Purchases-Equipment Fund	\$	9.99		
Ingram/Care Connections	\$	10.52		
Ingram/Care Connections	\$	20.46		
Ingram/Care Connections	\$	63.94		
Amazon/Care Connections	\$	33.41		
Amazon/Care Connections	\$	24.56		
Amazon/Care Connections	\$	16.67		
Safeway, Dollar Tree, In Country/Friends Library Purchases-Adult Programs	\$	400.09		
United Grocers/Friends Library Purchases-Adult Programs	\$	14.96		
Safeway/Friends Childrens Fund	\$	28.48		
JanWay/Friends Childrens Fund	\$	1,048.41		
Donna Cohen/Friends Library Purchases-Adult Programs	\$	698.00		
Amazon/Friends Library Purchases-Dvds	\$	5.99		
Amazon/Friends Library Purchases-Dvds	\$	28.00		
Amazon/Friends Library Purchases-Dvds	\$	41.60		
Ingram/Friends Childrens Fund	\$	24.79		
Ingram/Care Connections	\$	21.35		
Ingram/Care Connections	\$	14.59		

TOTAL DISBURSEMENTS		\$ 2,505.81	
		\$ 18,002.91	

General Fund	\$	8,105.52	
Friend's Children's Fund	\$	2,130.08	
Care Connections	\$	167.94	
Mallek Estate Memorial	\$	137.81	
E-Books	\$	70.00	
Friends Library Purchases	\$	7,044.96	
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, 2017 **\$ 18,002.91**

CD Beginning Balance	\$	51,721.38	
Interest for September 2017	\$	59.16	
Interest for October 2017	\$	62.63	
BALANCE	\$	51,843.17	

Sun	Mon	Tue	Wed	Thu	Fri	Sat
IN COUNTRY Nov. 1st 7:00 This documentary follows the men of Delta 2/5(R) as they recreate battles from Vietnam, including enthusiasts hoping to emulate the reality of conflict, and veterans trying to better understand it. Filmed outside Salem, Oregon. Part of the library's <i>Remembering the Vietnam War</i> series.	IN COUNTRY Nov. 1st 7:00 This documentary follows the men of Delta 2/5(R) as they recreate battles from Vietnam, including enthusiasts hoping to emulate the reality of conflict, and veterans trying to better understand it. Filmed outside Salem, Oregon. Part of the library's <i>Remembering the Vietnam War</i> series.	1 MGOL 9:30 a.m. Storytime 10:30 a.m. Computer Lab 10-noon Readers Group 6:00 In Country 7 pm	2 MGOL 9:30 a.m. Storytime 10:30 a.m. Computer Lab 2 - 4 Library Board 5:15	3 International Games Week Kids & Family Celebration 12-4	4 FOL Book Sale 10-4 Int'l Games Week Celebration 12-4 After Hours at the Library 7 p.m.	
5 BOOK SALE! FOL Book Sale noon-4 p.m.	6 Forever YA Book Club 6:00 p.m.	7 LEGO club @ your library LEGO Club 3:30-4:30	8 MGOL 9:30 Storytime 10:30 <i>Registration Required</i> Interview Prep & Practice 2 - 4 POKEMON 3:30	9 MGOL 9:30 a.m.	10 CLOSED Friday & Saturday Foreign Film 7:00 p.m.	11 CLOSED Foreign Film 7:00 p.m.
12 Registration Required Selling on Craigslist 3:00-5:00 pm	13 Registration Required Armchair Adventures 2:00 p.m.	14 Registration Required Armchair Adventures 2:00 p.m.	15 MGOL 9:30 a.m. Storytime 10:30 a.m. Computer Lab 2 - 4 Library Board 5:15	16 MGOL 9:30 TWEEN BOOK CLUB 3:45	17 <i>Registration Required</i> Intro to PIXLR 9:30-11:30 Teens Gour'd 'n Ratsy 1:30 - 4:30 LEGO Club 3:30-4:30 Maker Madness 3:30	18 SPANGLISH 10:30-noon Intro to Gold Prospecting 1:00
19 Film Noir 4:00 p.m.	20 'Books 2 Film' book club 6:00	21 Coloring for Adults	22 MGOL 9:30 Storytime 10:30 POKEMON 3:30	23 CLOSED Thursday-Saturday	24 CLOSED Thursday-Saturday	25 CLOSED Thursday-Saturday
26	27	28	29 MGOL 9:30 Storytime 10:30	30 MGOL 9:30 a.m.	31 Intro to Gold Prospecting Nov. 18th Join members of North Bend Prospectors to learn how to get started in the gold prospecting hobby. Includes a discussion of methods, equipment, and the best spots to find gold legally in the area, as well as a demonstration of some of the equipment.	

2017 Library Foundation Fundraiser & Silent Auction
After Hours at the Library
Saturday, Nov. 4th 7 p.m.
 Local spirits plus tasty tidbits by Black Market Gummy!
 Tickets: \$30 in advance \$35 at the door

INTERNATIONAL GAMES WEEK
 29 OCT - 4 NOV 2017

Celebrate International Games Week
 Friday, Nov. 3rd noon-4 p.m. Kids & families can choose from a selection of games to play together
 Saturday, Nov. 4th noon-4 p.m. All-ages open board gaming event in the library featuring the library's collection of games.

INTERVIEW PREP & PRACTICE
 Nov. 8th *Registration Required*
 Sal Lal from Goodwill Job Connection will provide information and tools needed to prepare for a job interview. Attendees will get a chance to practice their interviewing skills with feedback from a skilled instructor.