

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

**Wednesday, October 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
Steering Committee**
- 10. New Business
State Report
RFID Project
Standards
Community Engagement and Advocacy (Section 6)
Facilities (Section 7)**
- 11. Announcements**
- 12. Adjournment**

COOS BAY PUBLIC LIBRARY

SEPTEMBER 2019 REPORT

OF ITEMS ADDED TO COLLECTION - 802

NEW CARDS ISSUED - 69

TOTAL REFERENCE QUESTIONS - 662

DAILY AVERAGE CIRCULATION - 1020

TOTAL # OF PROGRAMS - 20

PROGRAM ATTENDANCE - 583

TOTAL ITEMS CHECKED OUT AT THE LIBRARY - 24,296

TOTAL OF COOS BAY ITEMS CHECKED OUT ANYWHERE - 24,470

TOTAL DIGITAL DOWNLOADS - 127

GATE COUNT - 9,311

TOTAL MONTHLY VISITORS - 10,321

COOS BAY PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
September 18, 2019

Call to Order – Curt Benward called the meeting to order at 5:17 p.m.

Board Members Present: Curt Benward, Alissa Pruess, Bob More, Steve Metz, Drew Farmer

Others In Attendance: Marie Benton, Sami Pierson, Ellen Thompson, Crystal Barr

Public Comment – None

Minutes and Circulation - Curt noted that the number of items checked out has stabilized. Steve Metz made a motion to approve the minutes and circulation report. Bob More seconded the motion. Approved unanimously.

Treasurer's Report – Final budget numbers for fiscal year 2017/18 were reviewed. Sami reviewed the 2 line item questions from the last meeting. Sami will have to check with the finance department regarding the items in the 07-000-380-0100 Miscellaneous Revenue. Sami explained that line item 07-510-560-8001-Contingency Fund is for large emergencies. Alissa asked if we were able to spend the money in the line item 07-510-560-8001-Contingency Fund to address the roof issues, citing the recent leak that damaged several books. Sami explained that since the money in that line item is from district taxes it can only be used for operations not capital expenditures.

Alissa questioned if we have explored every avenue for roof repairs – has there been any new technology out that can address the issues the building has. Sami will inquire with the City Operations Administrator.

Budget numbers from month Ending August 2019 were reviewed. The contractual line item was questioned and Sami said that there was an error when the numbers were created and will be corrected when a City supplemental budget is done.

The memorial report was reviewed. Bob More made a motion to approve the August treasurer's report and Alissa seconded the motion. Approved unanimously.

Correspondence – The library received a certificate of appreciation for their participation in this year's Veterans Stand Down.

Librarians Report – Sami reported that the summer reading numbers were impressive this year with more people finishing. The monthly Hoopla checkouts has been raised from 3 to 4 per account as the budget numbers allow for it.

Friends of the Library Report – Marie Benton reported no book sale was held on the first weekend of September because of the holiday. The next books sale will be October 5th and 6th. The Friends bookstore took in \$995.85 in September. The Friends have budgeted \$16,000 for donations to the library for their fiscal year 2019/2020. Marie also reported that in the last 43 years of the Friends Sales they have sold 544,500 items and made \$466,000 to support the library.

Library Foundation Report – Next meeting is on Thursday, September 19, 2019. Plans for the Fall Fund Raiser are continuing to progress.

Old Business –

Steering Committee – Sami reported that we await the draft report from Rich Foster on the funding feasibility study. Curt sent out emails to Library and Foundation Board members asking input on the telephone survey questions. Curt also suggested that the City Council members should also be included.

New Business –

Curt noted that the Langlois Public Library has temporarily closed due to funding issues. Sami said that the libraries are working around the closure.

Library Standards – Sami reported that the Freedom to Read Statement and the Free Access to Libraries for Minors and the Gifts and Donation Policy were the last to be reviewed. Curt suggested that in the Gifts and Donations Policy the last sentence of the first paragraph have “Under certain circumstances” stricken.

It was also requested that since the Freedom to Read Statement and the Free Access to Libraries for Minors policies are taken from the American Library Association standard that we include a sentence stating the Coos Bay Public Library has adopted them.

Announcements – Ellen handed out flyers for this year’s “A Little Lunch Music” program the week of October 7th – 11th. Sami requested that the library join all Coastline libraries in a closure day on October 18, 2019 to attend Staff In-Service Day. Steve motioned to approve the closure. Alissa seconded the motion. Approved unanimously.

Steve requested an update on the Assistant Director position. Sami said that she is working with the City Manager as the current job description is out of date.

Adjournment – C. Benward adjourned the meeting at 6:12 p.m.

Next Meeting: October 16, 2019 – 5:15 p.m.

Respectfully submitted,
Crystal Barr

COOS BAY PUBLIC LIBRARY SEPTEMBER 2019

INVENTORY

<u>CLASSIFICATION</u>	<u>ACQUIRED</u>		
Adult Books	309		
Adult Audio Books	73		
Adult Video	156		
Adult Video Games	2		
Young Adult Books	39		
Young Adult Audio	3		
Child Books	203		
Child Audio	4		
Child Video	13		
Child Miscellaneous	0		

TOTAL	802	DISCARDS	1418

CIRCULATION SUMMARY

	Total Items Checked Out At Coos Bay	Total Coos Bay Owned Items Checked Out		
2019	24,296	24,470		
2018	18,399	23,310		
2017	21,141	21,182		
2016	21,400	23,376		
2015	20,393	22,574		
2014	21,700	23,613		
GATE COUNT:	9,311			
	(2018 - 12,407)			
REFERENCE QUESTIONS ANSWERED:		662		
YP REFERENCE QUESTIONS ANSWERED:		95		
NEW PATRON REGISTRATIONS:		69		
#DAYS OPEN:	24	23	23	
DAILY AVERAGE CIRCULATION:	1020	(18) 1014	(17) 921	

RECEIPTS FROM PATRONS

FINES	\$562.87
DISKS/MISC.	\$36.58
DAMAGE/LOSS	\$130.92
RENT	\$270.00
BOOK BAGS	\$16.50
COPIES	<u>\$435.05</u>
TOTAL	<u>\$1,451.92</u>

2019/20	Myrtlewood	Myrtlewood	Cedar	Cedar	Cedar	Total Use	Estimated Attendance
	Library Use	Non-Library Use	Library Use	Non-Library Use			(minus library program attendance already reported)
Jul-19	19	3	6	41	69	582	
Aug-19	13	8	5	51	77	1607	
Sep-19	9	4	6	44	63	648	
Oct-19							
Nov-19							
Dec-18							
Jan-20							
Feb-20							
Mar-20							
Apr-20							
May-20							
Jun-20							
Totals							2837

Report Criteria:
 Actual Amounts
 All Accounts
 Summarize Payroll Detail
 Print Period Totals
 Print Grand Totals
 Include Funds: 07
 Page and Total by Fund
 Include Placeholders: None
 Include Balance Sheets: None
 Include Accounts: None
 Include Income Fillers: None
 Include Sources: None
 Include Revenues: None
 All Segments Tested for Total Breaks

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			08/31/2019 (08/19) Balance	07-510-510-1001			97,347.37
09/13/2019	PC	5	PAYROLL TRANS FOR 9/13/2019 PAY PERIOD		4,800.00		
09/30/2019	PC	93	PAYROLL TRANS FOR 9/30/2019 PAY PERIOD		49,823.41		
09/30/2019	PC	94	PAYROLL TRANS FOR 9/30/2019 PAY PERIOD			4,800.00-	
			09/30/2019 (09/19) Period Totals and Balance		54,423.41 *	4,800.00- *	146,970.78
YTD Encumbrance	.00	YTD Actual	146,970.78 Total	146,970.78 YTD Budget	686,818.00 Unexpended	539,847.22	
			08/31/2019 (08/19) Balance	07-510-510-1002			.00
			09/30/2019 (09/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
			08/31/2019 (08/19) Balance	07-510-510-1003			21,996.62
09/30/2019	PB	90	PAYROLL TRANS FOR 9/30/2019 PAY PERIOD		10,820.06		
			09/30/2019 (09/19) Period Totals and Balance		10,820.06 *	.00 *	32,816.68
YTD Encumbrance	.00	YTD Actual	32,816.68 Total	32,816.68 YTD Budget	133,210.00 Unexpended	100,393.32	
			08/31/2019 (08/19) Balance	07-510-510-1004			7,342.88
09/13/2019	PB	3	PAYROLL TRANS FOR 9/13/2019 PAY PERIOD		367.20		
09/30/2019	PB	89	PAYROLL TRANS FOR 9/30/2019 PAY PERIOD		3,318.56		
			09/30/2019 (09/19) Period Totals and Balance		3,685.76 *	.00 *	11,028.64
YTD Encumbrance	.00	YTD Actual	11,028.64 Total	11,028.64 YTD Budget	52,548.00 Unexpended	41,519.36	
			08/31/2019 (08/19) Balance	07-510-510-1005			19,694.75
09/30/2019	PB	88	PAYROLL TRANS FOR 9/30/2019 PAY PERIOD		11,672.47		
09/30/2019	PC	111	PAYROLL TRANS FOR 9/30/2019 PAY PERIOD		662.84		
09/30/2019	PC	112	PAYROLL TRANS FOR 9/30/2019 PAY PERIOD			662.84-	
			09/30/2019 (09/19) Period Totals and Balance		12,335.31 *	662.84- *	31,367.22
YTD Encumbrance	.00	YTD Actual	31,367.22 Total	31,367.22 YTD Budget	153,574.00 Unexpended	122,206.78	
			08/31/2019 (08/19) Balance	07-510-510-1006			.00
			09/30/2019 (09/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	13,000.00 Unexpended	13,000.00	
			08/31/2019 (08/19) Balance	07-510-510-1007			122.68
09/30/2019	PB	87	PAYROLL TRANS FOR 9/30/2019 PAY PERIOD		60.06		
			09/30/2019 (09/19) Period Totals and Balance		60.06 *	.00 *	182.74

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance		.00 YTD Actual	182.74 Total	182.74 YTD Budget	2,833.00 Unexpended	2,650.26	
Volunteer Workers Compensation			08/31/2019 (08/19) Balance	07-510-510-1008			.00
			09/30/2019 (09/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	122.00 Unexpended	122.00	
Accrued Vacation Liability			08/31/2019 (08/19) Balance	07-510-510-1009			.00
			09/30/2019 (09/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Meetings And Travel			08/31/2019 (08/19) Balance	07-510-520-2001			.00
			09/30/2019 (09/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Memberships, dues, publications			08/31/2019 (08/19) Balance	07-510-520-2003			.00
			09/30/2019 (09/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Training, Meetings, Travel, Dues			08/31/2019 (08/19) Balance	07-510-520-2005			1,154.04
08/30/2019	AP	1035	Umpqua Bank (VISA)		257.00		
			09/30/2019 (09/19) Period Totals and Balance		257.00 *	.00 *	1,411.04
YTD Encumbrance		.00 YTD Actual	1,411.04 Total	1,411.04 YTD Budget	9,000.00 Unexpended	7,588.96	
Utilities			08/31/2019 (08/19) Balance	07-510-520-2101			2,471.80
			09/30/2019 (09/19) Period Totals and Balance		.00 *	.00 *	2,471.80
YTD Encumbrance		.00 YTD Actual	2,471.80 Total	2,471.80 YTD Budget	42,000.00 Unexpended	39,528.20	
Telephone			08/31/2019 (08/19) Balance	07-510-520-2102			502.13
08/30/2019	AP	1039	Umpqua Bank (VISA)		502.01		
			09/30/2019 (09/19) Period Totals and Balance		502.01 *	.00 *	1,004.14
YTD Encumbrance		.00 YTD Actual	1,004.14 Total	1,004.14 YTD Budget	13,000.00 Unexpended	11,995.86	
Advertising			08/31/2019 (08/19) Balance	07-510-520-2105			415.00
08/15/2019	AP	100	JanWay Company USA Inc.		617.00		
			09/30/2019 (09/19) Period Totals and Balance		617.00 *	.00 *	1,032.00
YTD Encumbrance		.00 YTD Actual	1,032.00 Total	1,032.00 YTD Budget	15,000.00 Unexpended	13,968.00	
Contractual			08/31/2019 (08/19) Balance	07-510-520-2108			3,373.82
08/06/2019	AP	307	C-N-B Security Inc		864.00		
08/13/2019	AP	308	C-N-B Security Inc		846.00		
08/19/2019	AP	309	C-N-B Security Inc		864.00		
08/27/2019	AP	687	Bay Area Enterprises Inc.		3,345.25		
08/27/2019	AP	778	C-N-B Security Inc		864.00		
09/05/2019	AP	779	C-N-B Security Inc		756.00		
08/30/2019	AP	1032	Umpqua Bank (VISA)		46.00		
08/30/2019	AP	1058	Umpqua Bank (VISA)		32.00		
09/05/2019	CD14	3	09/01/2019 XPRESS BILLPAY SUPPORT FEES/F		40.91		
			09/30/2019 (09/19) Period Totals and Balance		7,658.16 *	.00 *	11,031.98

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance		.00 YTD Actual	11,031.98 Total	11,031.98 YTD Budget	42,250.00 Unexpended	31,218.02	
Special Counsel			08/31/2019 (08/19) Balance	07-510-520-2114			.00
			09/30/2019 (09/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Insurance			08/31/2019 (08/19) Balance	07-510-520-2120			13,847.89
			09/30/2019 (09/19) Period Totals and Balance		.00 *	.00 *	13,847.89
YTD Encumbrance		.00 YTD Actual	13,847.89 Total	13,847.89 YTD Budget	14,500.00 Unexpended	652.11	
Duplicating			08/31/2019 (08/19) Balance	07-510-520-2122			716.80
08/10/2019 AP		92 Xerox Corporation			12.97		
08/16/2019 AP		360 Office Depot			60.72		
09/01/2019 AP		448 Xerox Corporation			131.02		
09/10/2019 AP		807 Xerox Corporation			119.90		
			09/30/2019 (09/19) Period Totals and Balance		324.61 *	.00 *	1,041.41
YTD Encumbrance		.00 YTD Actual	1,041.41 Total	1,041.41 YTD Budget	8,500.00 Unexpended	7,458.59	
Printing			08/31/2019 (08/19) Balance	07-510-520-2123			.00
			09/30/2019 (09/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	3,000.00 Unexpended	3,000.00	
Program & Display			08/31/2019 (08/19) Balance	07-510-520-2128			.00
			09/30/2019 (09/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Office Supplies			08/31/2019 (08/19) Balance	07-510-520-2205			185.86
08/14/2019 AP		227 BNT Promotional Products			59.76		
07/31/2019 AP		354 Office Depot			107.50		
07/31/2019 AP		356 Office Depot			52.27		
08/30/2019 AP		861 Umpqua Bank (VISA)			15.98		
08/30/2019 AP		1059 Umpqua Bank (VISA)			99.00		
08/30/2019 AP		1060 Umpqua Bank (VISA)			89.00		
			09/30/2019 (09/19) Period Totals and Balance		423.51 *	.00 *	609.37
YTD Encumbrance		.00 YTD Actual	609.37 Total	609.37 YTD Budget	2,500.00 Unexpended	1,890.63	
Postage			08/31/2019 (08/19) Balance	07-510-520-2206			.00
09/04/2019 AP		143 Pitney Bowes Global Financial LLC			500.00		
			09/30/2019 (09/19) Period Totals and Balance		500.00 *	.00 *	500.00
YTD Encumbrance		.00 YTD Actual	500.00 Total	500.00 YTD Budget	2,200.00 Unexpended	1,700.00	
Miscellaneous			08/31/2019 (08/19) Balance	07-510-520-2208			.00
			09/30/2019 (09/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Data Processing Supplies			08/31/2019 (08/19) Balance	07-510-520-2224			.00
			09/30/2019 (09/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			08/31/2019 (08/19) Balance	07-510-520-2225			257.00
08/21/2019	AP	239	Coastal Paper & Supply Inc		182.12		
07/31/2019	AP	355	Office Depot		44.19		
08/30/2019	AP	1031	Umpqua Bank (VISA)		9.99		
			09/30/2019 (09/19) Period Totals and Balance		236.30 *	.00 *	493.30
YTD Encumbrance	.00	YTD Actual	493.30 Total	493.30 YTD Budget	5,200.00 Unexpended	4,706.70	
			08/31/2019 (08/19) Balance	07-510-520-2231			544.89
08/21/2019	AP	105	Uline		421.22		
08/30/2019	AP	855	Umpqua Bank (VISA)		149.99		
08/30/2019	AP	866	Umpqua Bank (VISA)		73.18		
			09/30/2019 (09/19) Period Totals and Balance		644.39 *	.00 *	1,189.28
YTD Encumbrance	.00	YTD Actual	1,189.28 Total	1,189.28 YTD Budget	35,000.00 Unexpended	33,810.72	
			08/31/2019 (08/19) Balance	07-510-520-2234			.00
			09/30/2019 (09/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	17,000.00 Unexpended	17,000.00	
			08/31/2019 (08/19) Balance	07-510-520-2235			1,871.88
			09/30/2019 (09/19) Period Totals and Balance		.00 *	.00 *	1,871.88
YTD Encumbrance	.00	YTD Actual	1,871.88 Total	1,871.88 YTD Budget	15,000.00 Unexpended	13,128.12	
			08/31/2019 (08/19) Balance	07-510-520-2236			5,444.12
07/11/2019	AP	117	Multnomah County Library		14.99		
08/01/2019	AP	230	Center Point Large Print		136.02		
07/09/2019	AP	248	Ingram		169.41		
07/10/2019	AP	249	Ingram		144.35		
07/11/2019	AP	251	Ingram		135.70		
07/12/2019	AP	252	Ingram		29.66		
07/16/2019	AP	253	Ingram			8.97-	
07/16/2019	AP	254	Ingram		178.70		
07/18/2019	AP	255	Ingram		66.04		
07/18/2019	AP	256	Ingram		31.63		
07/18/2019	AP	257	Ingram		5.35		
07/24/2019	AP	258	Ingram		54.04		
07/25/2019	AP	259	Ingram		79.22		
08/01/2019	AP	260	Ingram		27.34		
08/02/2019	AP	261	Ingram		118.02		
08/06/2019	AP	262	Ingram		63.59		
08/07/2019	AP	263	Ingram		43.26		
08/08/2019	AP	264	Ingram		60.85		
08/12/2019	AP	265	Ingram		74.66		
08/16/2019	AP	266	Ingram		53.76		
08/20/2019	AP	269	Ingram		110.62		
08/20/2019	AP	270	Ingram		98.32		
08/21/2019	AP	271	Ingram		10.68		
08/22/2019	AP	272	Ingram		105.48		
08/22/2019	AP	273	Ingram		135.09		
08/22/2019	AP	274	Ingram		232.49		
08/23/2019	AP	275	Ingram		53.09		
08/27/2019	AP	276	Ingram		16.94		
08/27/2019	AP	277	Ingram		14.87		
08/27/2019	AP	278	Ingram		14.87		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
08/29/2019	AP	279	Ingram		157.26		
08/07/2019	AP	299	Cengage Learning Inc.		100.71		
08/19/2019	AP	300	Cengage Learning Inc.		139.15		
08/20/2019	AP	301	Cengage Learning Inc.		27.99		
08/06/2019	AP	370	Penguin Random House LLC		26.25		
08/01/2019	AP	371	Penguin Random House LLC		30.00		
09/13/2019	AP	457	Midwest Tape		3,000.00		
08/30/2019	AP	586	Ingram		56.79		
09/05/2019	AP	587	Ingram		14.85		
09/05/2019	AP	588	Ingram		96.43		
09/05/2019	AP	589	Ingram		217.10		
09/05/2019	AP	590	Ingram		41.42		
09/05/2019	AP	591	Ingram		4.75		
08/27/2019	AP	742	Cengage Learning Inc.		24.79		
08/30/2019	AP	851	Umpqua Bank (VISA)		36.13		
08/30/2019	AP	852	Umpqua Bank (VISA)			2.83-	
08/30/2019	AP	853	Umpqua Bank (VISA)		14.00		
08/30/2019	AP	854	Umpqua Bank (VISA)		9.22		
08/30/2019	AP	856	Umpqua Bank (VISA)		43.19		
08/30/2019	AP	857	Umpqua Bank (VISA)		19.99		
08/30/2019	AP	858	Umpqua Bank (VISA)		22.32		
08/30/2019	AP	860	Umpqua Bank (VISA)		27.73		
08/30/2019	AP	862	Umpqua Bank (VISA)		4.79		
08/30/2019	AP	863	Umpqua Bank (VISA)		18.99		
08/30/2019	AP	864	Umpqua Bank (VISA)		68.98		
08/30/2019	AP	865	Umpqua Bank (VISA)		230.30		
08/30/2019	AP	867	Umpqua Bank (VISA)		17.16		
08/30/2019	AP	868	Umpqua Bank (VISA)		59.91		
08/30/2019	AP	869	Umpqua Bank (VISA)		24.96		
08/30/2019	AP	872	Umpqua Bank (VISA)		59.23		
08/30/2019	AP	873	Umpqua Bank (VISA)		17.86		
08/30/2019	AP	878	Umpqua Bank (VISA)		31.63		
08/30/2019	AP	879	Umpqua Bank (VISA)		14.98		
08/30/2019	AP	880	Umpqua Bank (VISA)		49.31		
08/30/2019	AP	881	Umpqua Bank (VISA)		46.06		
08/30/2019	AP	882	Umpqua Bank (VISA)		31.63		
08/30/2019	AP	883	Umpqua Bank (VISA)		36.03		
08/30/2019	AP	884	Umpqua Bank (VISA)		316.68		
08/30/2019	AP	885	Umpqua Bank (VISA)		14.98		
08/30/2019	AP	886	Umpqua Bank (VISA)		31.07		
08/30/2019	AP	887	Umpqua Bank (VISA)		30.52		
08/30/2019	AP	888	Umpqua Bank (VISA)		229.71		
08/30/2019	AP	889	Umpqua Bank (VISA)		182.86		
08/30/2019	AP	890	Umpqua Bank (VISA)		22.00		
08/30/2019	AP	891	Umpqua Bank (VISA)		80.70		
08/30/2019	AP	892	Umpqua Bank (VISA)		14.98		
08/30/2019	AP	893	Umpqua Bank (VISA)		117.56		
08/30/2019	AP	894	Umpqua Bank (VISA)		31.04		
08/30/2019	AP	895	Umpqua Bank (VISA)		15.54		
08/30/2019	AP	896	Umpqua Bank (VISA)		114.89		
08/30/2019	AP	897	Umpqua Bank (VISA)		9.98		
08/30/2019	AP	898	Umpqua Bank (VISA)		32.16		
08/30/2019	AP	899	Umpqua Bank (VISA)		36.07		
08/30/2019	AP	900	Umpqua Bank (VISA)		14.43		
08/30/2019	AP	901	Umpqua Bank (VISA)		15.54		
08/30/2019	AP	902	Umpqua Bank (VISA)		21.44		
08/30/2019	AP	903	Umpqua Bank (VISA)		63.25		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
08/30/2019	AP	904	Umpqua Bank (VISA)		29.91		
08/30/2019	AP	905	Umpqua Bank (VISA)		43.85		
08/30/2019	AP	906	Umpqua Bank (VISA)		33.30		
08/30/2019	AP	907	Umpqua Bank (VISA)		36.05		
08/30/2019	AP	908	Umpqua Bank (VISA)		79.71		
08/30/2019	AP	909	Umpqua Bank (VISA)		326.83		
08/30/2019	AP	910	Umpqua Bank (VISA)		212.92		
08/30/2019	AP	911	Umpqua Bank (VISA)		449.93		
08/30/2019	AP	912	Umpqua Bank (VISA)		184.36		
08/30/2019	AP	913	Umpqua Bank (VISA)		5.37		
08/30/2019	AP	914	Umpqua Bank (VISA)		14.40		
08/30/2019	AP	915	Umpqua Bank (VISA)		11.07		
08/30/2019	AP	916	Umpqua Bank (VISA)		63.23		
08/30/2019	AP	917	Umpqua Bank (VISA)		30.53		
08/30/2019	AP	918	Umpqua Bank (VISA)		96.69		
08/30/2019	AP	919	Umpqua Bank (VISA)		43.60		
08/30/2019	AP	1034	Umpqua Bank (VISA)		20.00		
08/30/2019	AP	1038	Umpqua Bank (VISA)		12.99		
09/30/2019 (09/19) Period Totals and Balance					10,191.07 *	11.80- *	15,623.39
YTD Encumbrance	.00	YTD Actual	15,623.39 Total	15,623.39 YTD Budget	100,000.00 Unexpended		84,376.61
Periodicals							
				08/31/2019 (08/19) Balance	07-510-520-2237		480.00
08/30/2019	AP	1036	Umpqua Bank (VISA)		431.50		
09/30/2019 (09/19) Period Totals and Balance					431.50 *	.00 *	911.50
YTD Encumbrance	.00	YTD Actual	911.50 Total	911.50 YTD Budget	10,000.00 Unexpended		9,088.50
Microfilm							
				08/31/2019 (08/19) Balance	07-510-520-2238		.00
09/30/2019 (09/19) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	200.00 Unexpended		200.00
State Aid to Children - Books							
				08/31/2019 (08/19) Balance	07-510-520-2239		.00
08/16/2019	AP	267	Ingram		44.98		
08/20/2019	AP	268	Ingram		21.28		
08/29/2019	AP	280	Ingram		35.60		
09/30/2019 (09/19) Period Totals and Balance					101.86 *	.00 *	101.86
YTD Encumbrance	.00	YTD Actual	101.86 Total	101.86 YTD Budget	2,000.00 Unexpended		1,898.14
Library Books/Records (Restr)							
				08/31/2019 (08/19) Balance	07-510-520-2240		.00
09/30/2019 (09/19) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	50,000.00 Unexpended		50,000.00
Office Equipment Rental							
				08/31/2019 (08/19) Balance	07-510-520-2302		257.34
08/10/2019	AP	93	Xerox Corporation		119.90		
09/01/2019	AP	449	Xerox Corporation		137.44		
09/10/2019	AP	806	Xerox Corporation		13.25		
09/30/2019 (09/19) Period Totals and Balance					270.59 *	.00 *	527.93
YTD Encumbrance	.00	YTD Actual	527.93 Total	527.93 YTD Budget	5,200.00 Unexpended		4,672.07
Equipment Repairs/Replacement							
				08/31/2019 (08/19) Balance	07-510-520-2303		1,471.75
08/30/2019	AP	1037	Umpqua Bank (VISA)		109.00		
09/30/2019 (09/19) Period Totals and Balance					109.00 *	.00 *	1,580.75

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance		.00 YTD Actual	1,580.75 Total	1,580.75 YTD Budget	25,000.00 Unexpended	23,419.25	
Equipment Maintenance Contract			08/31/2019 (08/19) Balance	07-510-520-2304			75.90
08/01/2019	AP	24	Advantage Security LLC			37.95-	
08/01/2019	AP	25	Advantage Security LLC		37.95		
09/01/2019	AP	298	Advantage Security LLC		37.95		
			09/30/2019 (09/19) Period Totals and Balance		75.90 *	37.95- *	113.85
YTD Encumbrance		.00 YTD Actual	113.85 Total	113.85 YTD Budget	12,000.00 Unexpended	11,886.15	
Furniture			08/31/2019 (08/19) Balance	07-510-520-2306			.00
			09/30/2019 (09/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Building & Grounds Maintenance			08/31/2019 (08/19) Balance	07-510-520-2309			1,098.65
07/31/2019	AP	104	Bay Area Enterprises Inc.		3,345.25		
08/07/2019	AP	202	Agri-Tech Design		242.00		
08/13/2019	AP	288	Aramark Uniform & Career Apparel		25.00		
08/27/2019	AP	289	Aramark Uniform & Career Apparel		25.00		
09/10/2019	AP	638	Aramark Uniform & Career Apparel		25.00		
			09/30/2019 (09/19) Period Totals and Balance		3,662.25 *	.00 *	4,760.90
YTD Encumbrance		.00 YTD Actual	4,760.90 Total	4,760.90 YTD Budget	50,000.00 Unexpended	45,239.10	
Furniture (restricted)			08/31/2019 (08/19) Balance	07-510-520-2310			.00
			09/30/2019 (09/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	75,000.00 Unexpended	75,000.00	
Reimbursable			08/31/2019 (08/19) Balance	07-510-520-2406			.00
			09/30/2019 (09/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	200.00 Unexpended	200.00	
Library Board			08/31/2019 (08/19) Balance	07-510-520-2424			.00
			09/30/2019 (09/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	500.00 Unexpended	500.00	
Gifts, Donations & Memorials			08/31/2019 (08/19) Balance	07-510-520-2450			2,948.89
08/01/2019	AP	99	Best Western Holiday Motel		93.49		
08/15/2019	AP	343	Recorded Books Inc		41.60		
08/30/2019	AP	859	Umpqua Bank (VISA)		63.04		
08/30/2019	AP	870	Umpqua Bank (VISA)		64.87		
08/30/2019	AP	871	Umpqua Bank (VISA)		24.98		
08/30/2019	AP	1029	Umpqua Bank (VISA)		18.50		
08/30/2019	AP	1030	Umpqua Bank (VISA)		103.15		
08/30/2019	AP	1033	Umpqua Bank (VISA)		2.29		
08/30/2019	AP	1081	Umpqua Bank (VISA)		12.99		
08/30/2019	AP	1082	Umpqua Bank (VISA)		23.34		
			09/30/2019 (09/19) Period Totals and Balance		448.25 *	.00 *	3,397.14
YTD Encumbrance		.00 YTD Actual	3,397.14 Total	3,397.14 YTD Budget	20,000.00 Unexpended	16,602.86	
Bad Debt Expense			08/31/2019 (08/19) Balance	07-510-520-2500			.00
			09/30/2019 (09/19) Period Totals and Balance		.00 *	.00 *	.00

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Computer Hardware & Software			08/31/2019 (08/19) Balance	07-510-530-3001			.00
			09/30/2019 (09/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Audio Visual Equipment			08/31/2019 (08/19) Balance	07-510-530-3022			.00
			09/30/2019 (09/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Library Equipment			08/31/2019 (08/19) Balance	07-510-530-3023			.00
			09/30/2019 (09/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Building Project			08/31/2019 (08/19) Balance	07-510-530-3118			.00
			09/30/2019 (09/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Contingency			08/31/2019 (08/19) Balance	07-510-560-6001			.00
			09/30/2019 (09/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	564,445.00 Unexpended	564,445.00	
Contingency - Library Board			08/31/2019 (08/19) Balance	07-510-560-6003			.00
			09/30/2019 (09/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Number of Transactions: 170 Number of Accounts: 50					Debit	Credit	Proof
Total Library Fund:					107,778.00	5,512.59-	102,265.41
Number of Transactions: 170 Number of Accounts: 50					Debit	Credit	Proof
Grand Totals:					107,778.00	5,512.59-	102,265.41

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
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- Report Criteria:
- Actual Amounts
 - All Accounts
 - Summarize Payroll Detail
 - Print Period Totals
 - Print Grand Totals
 - Include Funds: 07
 - Page and Total by Fund
 - Include Placeholders: None
 - Include Balance Sheets: None
 - Include Accounts: None
 - Include Income Fillers: None
 - Include Sources: None
 - Include Revenues: None
 - All Segments Tested for Total Breaks
-

PROGRAMS

Families and Children

Lego Club (2) - 37

MGOL (8) - 213

Preschool Storytime (4) - 159

Pokemon - 10

Tween Book Club - 5

Young Adult

Young Writers Workshop - 8

Magic Gathering - 2

Adult

Foreign Film - 23

Spanglish - 10

Forever YA Book Club - 4

Armchair Adventures - 10

Table Top Gaming - 15

Film Noir - 17

Proctoring - 1

LGBTQIA+ Mingle - 10

Megan Gray Paint Along - 12

Author Sue Demarinis - 15

Reuse Recycle - 13

Technology

Drop In Computer Lab (2) - 18

One on One appts - 1

Room Use

Myrtlewood

Library - 9

Non Library - 4

Cedar

Library - 6

Non Library - 44

Art Displays

Walls: Photography by Paula Reis

Lobby: Laura Chipman's Dragons

Miscellaneous

In August there were, county-wide, 4402 checkouts on OverDrive. 127 circulations on hoopla in August with 8 new borrowers.

September's marketing push was about 24 hour access to resources such as databases and downloadable books.

The plan for figuring out service populations in the county/district was sent to the State Library. Ross Fuqua, who handles such things, was very pleased with the results and is sharing the ideas we had for boundaries and ways to divide areas with a couple other districts in the same situation.

We have finished policies (for now) and the final versions will be put up on the website soon.

Coos Bay Public Library 2019 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	District or Cooperative Membership	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.
1.19	Number of registered users added	n.c.	

Part 2 - LIBRARY STAFF AS OF JUNE 30, 2019

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)	\$1,097,036	\$1,285,723
3.4	Total local government (Sum of 3.1 - 3.3)	\$1,097,036	\$1,285,723
3.5	State government sources	\$5,127	\$2,146

Federal government sources

3.6	LSTA grants	\$3,000	\$6,546
3.7	E-rate telecommunications discount	\$0	\$0
3.8	Other federal funds	\$0	\$0
3.9	Federal government revenue (Sum of 3.6 - 3.8)	\$3,000	\$6,546
3.10	Other operating revenue	\$121,845	\$73,929
3.11	Total library operating revenue (Sum of 3.4, 3.5, 3.9, 3.10)	\$1,227,008	\$1,368,344

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	\$566,127	\$526,988
4.2	Employee benefits	\$300,898	\$270,938
4.3	Total staff expenditures (Sum of 4.1 and 4.2)	\$867,025	\$797,926
Library collection			
4.4	Books and other print materials	\$53,904	\$49,893
4.5	Periodicals and other serial subscriptions	\$9,517	\$9,281
4.6	Total expenditure on print materials (Sum of 4.4 and 4.5)	\$63,421	\$59,174
4.7	Electronic materials expenditures	\$7,300	\$2,976
4.8	Other materials expenditures	\$18,250	\$16,936
4.9	Total expenditures on collection (Sum of 4.6 + 4.7 + 4.8)	\$88,971	\$79,086
4.10	All other operating expenditures	\$290,405	\$213,728
4.11	Total library expenditures (Sum of 4.3 + 4.9 + 4.10)	\$1,246,401	\$1,090,740

SECTION B. CAPITAL OUTLAY

4.12	Library construction and related expenditures (incl. building sites)	\$0	\$0
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4.13	Capital equipment expenditures (e.g. new automated systems)	\$0	\$0
4.14	Other capital outlay	\$0	\$0
4.15	Total capital outlay (Sum 4.12 - 4.14)	\$0	\$0

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	97,897	103,667
5.2	Number of physical units added.	04,774	4,096

Audio materials

5.3	Number of physical units (cassettes, records, compact discs, etc.)	12,546	11,840
5.4	Number of physical units added.	0,735	671

Video materials

5.5	Number of physical units	12,191	10,103
5.6	Number of physical units added.	1,393	1,158

Current print serial subscriptions

5.7	Number of subscriptions	189	157
5.8	Number of subscriptions added.	0	1

Other library materials

5.9	Number of physical units	673	404
5.10	Number of physical units added.	90	82

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)	123,496	126,171
5.12	Total number of physical units added (Sum of 5.2 + 5.4 + 5.6 + 5.8 + 5.10)	6,992	6,008

SECTION B - DIGITAL OR DOWNLOADABLE COLLECTION

E-books

5.13	Number of e-book units in Library2Go <i>(Enter 0 if your library is not a member)</i>	47,875	45,061
5.14	Number of e-book units added in Library2Go <i>(Enter 0 if your library is not a member)</i>	6,887	5,554
5.15	Number of e-book units owned locally or by consortia that are not part of Library2Go <i>Enter OverDrive Advantage titles here)</i>	326,255	465
5.16	Number of e-book units owned locally or by consortia added that are not part of Library2Go <i>Enter OverDrive Advantage titles here)</i>	326,061	465

5.17	Total units of e-books (Sum of 5.13 and 5.15)	374,693	45,526
5.18	Total units of e-books added (Sum of 5.14 and 5.16)	332,948	6,019
Digital Audio Materials			
5.19	Number of digital audiobook units in Library2Go	31,816	27,310
	<i>(Enter 0 if your library is not a member)</i>		
5.20	Number of digital audiobook units added in Library2Go	6,445	3,943
	<i>(Enter 0 if your library is not a member)</i>		
5.21	Number of digital audiobook units owned locally or by consortia that are not part of Library2Go	73,052	59
5.22	Number of digital audiobook units owned locally or by consortia added that are not part of Library2Go	73,019	59
5.23	Total digital audiobook units (Sum of 5.19 and 5.21)	100,854	27,369
5.24	Total units of digital audiobook units added (Sum of 5.20 and 5.22)	75,464	4,002
Digital Video Materials			
5.27	Number of digital video units owned locally or by consortia that are not part of Library2Go	15,692	60
5.28	Number of digital video units owned locally or by consortia locally added that are not part of Library2Go	15,632	60
5.29	Total digital video units (Sum of 5.25 and 5.27)	15,692	60
5.30	Total digital video units added (Sum of 5.26 and 5.28)	15,632	60
5.31	Total digital (downloadable and/or streaming) units (Sum of 5.17, 5.23, 5.29)	491,239	72,955
5.32	Total digital or (downloadable and/or streaming) units added (Sum of 5.18, 5.24, 5.30)	424,044	10,081
5.33	Total physical and digital units (Sum of 5.11 and 5.31)	614,735	199,126
5.34	Total physical and digital units added (Sum of 5.12 and 5.32)	431,036	16,089
Electronic Collections			
5.35	Number of Statewide electronic collections (formerly databases)	24	23
5.36	Number of Statewide electronic collections (formerly databases) added	02	0
5.37	Number of Local or Local Consortial electronic collections (formerly databases)	9	8
5.38	Number of Local or Local Consortial electronic collections (formerly	3	1

databases) added

Total licensed databases

5.39	Total electronic collections (formerly databases) (Sum of 5.35 and 5.37)	33.00	31.00
5.40	Total electronic collections (formerly databases) added (Sum of 5.36 and 5.38)	5	1

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 9.16)	2,370	2,370
6.9	Library visits (total annual attendance at all library facilities)	186,302	200,313
6.10	Successful retrievals from the statewide electronic collections (formerly databases)	356	194
6.11	Successful retrievals from purchased local or local consortial electronic collections (formerly databases)	2,820,180	45,945
6.12	Total of Successful retrievals of electronic information (Sum of 6.10 and 6.11)	2,820,536.00	46,139.00
Circulation of library materials at all facilities for the fiscal year			
6.13	Number of first-time circulation of adult materials	153,172	160,344
6.14	Number of renewals of adult materials	022,585	47,528
6.15	Number of first-time circulation of young adult (YA) materials	6,525	7,159
6.16	Number of renewals of young adult (YA) materials	953	3,812
6.17	Number of first-time circulation of children's materials	039,984	42,945
6.18	Number of renewals of children's materials	05,045	12,312
6.19	First-time circulation not separated into adult, YA or children's materials	0	0
6.20	Renewals not separated into adult, YA or children's materials	0	0

6.21	Total first-time circulation (sum of 6.13, 6.15, 6.17, 6.19)	199,681	210,448
6.22	Total renewals (sum of 6.14, 6.16, 6.18, 6.20)	28,583	63,652
6.23	Total circulation of adult materials (Sum of 6.13 and 6.14)	175,757	207,872
6.24	Total circulation of young adult (YA) materials (Sum of 6.15 and 6.16)	7,478	10,971
6.25	Total circulation of children's materials (Sum of 6.17 and 6.18)	45,029	55,257
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)	228,264	274,100
6.28	Number of circulations of Library2Go electronic materials	15,909	15,933
6.29	Number of circulations of local and/or other electronic materials (record local e-books and e-audio here)	2,320	299
6.30	Total number of circulations of electronic materials (Sum of 6.28 and 6.29)	2,320	16,232
6.31	Total circulation of physical and electronic materials (Sum of 6.27 + 6.30)	230,584	290,332
6.32	Electronic Content Use (Sum of 6.12 + 6.30)	2,822,856	62,371
6.33	Total Collection Use (Sum of 6.12 + 6.27 + 6.30)	3,051,120	336,471
6.34	Total number of reference transactions	16,870	23,583
Programs or presentations sponsored by the library			
6.35	Number of children's programs	269	244
6.36	Number of persons attending children's programs (adults and children)	7,193	7,194
6.37	Number of young adult programs	23	21
6.38	Number of persons attending young adult programs	88	118
6.39	Number of programs for adults or multi-generational audiences	215	217
6.40	Number of persons attending programs for adults or multi-generational audiences	3,165	9,611
6.41	Total number of programs (Sum 6.35 + 6.37 + 6.39)	507	482
6.42	Total program attendance (Sum 6.36 + 6.38 + 6.40)	10,446	16,923
6.43	Meeting room usage (total number of meetings/events <u>not</u> sponsored by library)	634	
Interlibrary loans and borrowings			
6.44	Interlibrary loans lent using a shared catalog or integrated library system	60,741	53,745
6.45	Interlibrary loans lent to all other libraries not in shared catalog or	1,067	809

	integrated library system		
6.46	Total loans lent to other libraries (Sum of 6.44 + 6.45)	61,808	54,554
6.47	Interlibrary loans borrowed using a shared catalog or integrated library system	20,997	22,810
6.48	Interlibrary loans borrowed from libraries not in shared catalog or integrated library system	726	602
6.49	Total loans borrowed from other libraries (Sum of 6.47 + 6.48)	21,723	23,412
Best practices for children's programming			
6.50	Does your library have a summer reading program?	Yes	Yes
6.51	Does your library provide outreach to children and/or families, childcare providers, and preschool teachers?	Yes	Yes
6.52	Does your library provide training in early literacy for parents or childcare providers, and preschool teachers?	Yes	Yes

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)	77	81
7.2	Total volunteer hours	3,358	3,801

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:	\$36.78
B.	High:	\$46.93
C.	Fixed Amount:	

7.4 Assistant Director, hourly salary range

A.	Low:	\$26.63
B.	High:	\$33.99
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:	
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- 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 133,456 148,848

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 current 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 32,758 21,570
8.2 Total number of Internet terminals used by general public 21 21
8.3 Does your library provide wireless internet for your visitors? Yes
8.4 Number of wireless sessions provided by library annually 224,545 60,371
8.5 Upload speed of Internet at main library 150 Mb 6.1M-10Mbps
8.6 Download speed of Internet at main library 300Mb
8.7 Name of shared ILS consortium (if applicable) (Coastline, Oceanbooks, ROCC, Scappoose/St. Helens) Coastline Coos County LSD

8.8	Vendor of integrated library system (ILS)	Koha	<i>Koha</i>
8.9	Number of library website visits	92,856	<i>56,628</i>

Part 9 - LIBRARY FACILITIES

9.1	Square footage of main library. (NOTE: includes staff areas, enter 0 for bookmobiles)	25,872	<i>25,872</i>
9.2	Total system square footage (total of 9.1 + 9.15)	25,872	<i>25,872</i>

Main Service Outlet

9.3	Name of main service outlet	COOS BAY PUBLIC LIBRARY	<i>COOS BAY PUBLIC LIBRARY</i>
9.4	FSCS ID	OR0114	<i>OR0114</i>
9.5	FSCS ID sequence number	002	<i>002</i>
9.6	Outlet type code	CE	<i>CE</i>

Does library have multiple service outlets (Branches or Bookmobiles)?

YES - check the box and answer questions 9.16 - 9.19
NO - Skip to Part 10.

No

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

NOTE: Questions 9.7 through 9.15 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.

9.7	FSCS ID		
9.8	FSCS ID sequence number		
9.9	Name of branch		
9.10	Branch street address		
9.11	Branch city		
9.12	Branch zip code (5 digits)		
9.13	Branch phone number		
9.14	Outlet type code		
9.15	Branch square footage		
9.16	Public service hours per year at this location		
9.17	Number of weeks of the year this facility was open		
9.18	Upload speed of Internet at this facility		
9.19	Download speed of Internet at this facility		

Part 10 - CONTACT INFORMATION and ADMINISTRATIVE DETAILS

10.1	Population served	27,986	<i>24400</i>
10.6	FSCS public library definition	Yes	<i>Yes</i>

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

10.8	Name	Samantha Pierson	<i>Samantha Pierson</i>
10.9	Phone Number	(541) 269-1101	<i>(541) 269-1101</i>
10.10	Email	spierson@coosbaylibrary.org	<i>spierson@coosbaylibrary.org</i>
10.11	Estimated time burden to complete survey (in hours)	15	

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6. Community Engagement and Advocacy Standards

Community engagement involves the participation of the library in the work of its community as well as the participation of community members in the work of the library. Advocacy is the promotion of library initiatives like funding measures and capital campaigns.

These OLA Public Library Division Community Engagement and Advocacy Standards address the importance of library participation in the community for its transformation and growth as well as community member involvement in the libraries to develop effective community champions for library sustainability and growth initiatives.

6.1 Community Engagement

STANDARD: The community is strengthened through the active facilitation or participation by the library in efforts to gather input, engage in meaningful discussions, and act in partnership to support communitywide growth and transformation.

Indicator: Libraries are active participants in their community.	Y	N
Essential		
<ul style="list-style-type: none"> The library participates in community initiatives in a support or leadership role. 		
<ul style="list-style-type: none"> Library staff members participate as an active member, leader, and supporter of community groups. 		
<ul style="list-style-type: none"> Library staff can identify community initiatives and community partners. 		
<ul style="list-style-type: none"> The library partners with community organizations. 		
Enhanced		
<ul style="list-style-type: none"> The library convenes, initiates, or hosts community meetings involving multiple stakeholders to address community issues. 		
<ul style="list-style-type: none"> Library staff members are embedded in community commissions, boards, neighborhood groups, and organizations. 		
<ul style="list-style-type: none"> Verbal cooperative agreements exist between the library and community partners. 		

Exemplary		
<ul style="list-style-type: none"> The library has established and adopted a library partnership policy. 		
<ul style="list-style-type: none"> Written cooperative agreements exist between the library and community partners. 		

Indicator: Community members are actively involved in the library.	Y	N
Essential		
<ul style="list-style-type: none"> Library staff and volunteers participate in community long-range planning so that library priorities are communicated and represented. 		
<ul style="list-style-type: none"> Community volunteers are recruited for support as defined by the library's written volunteer policy. 		
<ul style="list-style-type: none"> A library staff person is responsible for volunteer coordination and training. 		
<ul style="list-style-type: none"> Positive relationships exist with the local Friends of the Library groups and library foundations. 		
<ul style="list-style-type: none"> Clear distinction about the responsibilities of the Friends of the Library group and the library foundation exist, and funds raised by these groups are separate and not mingled with the library's normal operating expenses. 		
<ul style="list-style-type: none"> The library responds to community feedback in a timely fashion. 		
Enhanced		
<ul style="list-style-type: none"> 		
Exemplary		
<ul style="list-style-type: none"> 		

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Indicator: The library provides broad access to information about library services, opportunities, and challenges.	Y	N
Essential		
<ul style="list-style-type: none"> The library collects statistics and conducts research such as customer surveys, community studies, citizen surveys, and other means appropriate to evaluate library services and resources. 		
<ul style="list-style-type: none"> The library provides information and training to all library staff regarding the impact of marketing on the library's image and community relations. 		
<ul style="list-style-type: none"> The library maintains a current website with promotional messages, program and resource news, and easy access to the library's print and digital collections. 		
Enhanced		
<ul style="list-style-type: none"> The library collects, organizes, and provides information about community groups, initiatives, and issues. 		
<ul style="list-style-type: none"> The library regularly provides informational materials and updates on library services to the community. 		
<ul style="list-style-type: none"> The library works with local businesses and organizations to cross-promote services and community benefits. 		
<ul style="list-style-type: none"> The library has created a communications procedures and protocols manual to respond to community crises or disasters, including plans with emergency agencies to leverage the library as a communications hub during and immediately after a disaster. 		
<ul style="list-style-type: none"> The library publishes an annual plan to communicate the library's brand, value, and impact on the community. 		
<ul style="list-style-type: none"> The library allocates funds to support the communications, marketing, and public relations plan. This may include a dedicated budget for print and digital advertising; promotional materials, support, and staffing for community events; and marketing supplies. 		
<ul style="list-style-type: none"> The library participates in statewide or national campaigns that seek to increase public awareness of libraries. 		
Exemplary		
<ul style="list-style-type: none"> The library employs a communications staff member. 		

6.2 Advocacy

STANDARD: Community members are aware of the library’s activities. They value, actively support, and engage in library initiatives.

Indicator: Staff and community members have the tools and support to effectively advocate for the library.	Y	N
Essential		
<ul style="list-style-type: none"> Library staff and community members advocate for improved library service at the local, state, and federal level. 		
<ul style="list-style-type: none"> The library is transparent about its specific funding sources (tax revenue, donations and grants, fees and fines) and services provided in order to foster better understanding of how public funds benefit the community. 		
<ul style="list-style-type: none"> Library staff members are informed of OLA and ALA legislative issues and promote those issues whenever possible. 		
<ul style="list-style-type: none"> Library staff members are familiar with the most current OLA legislative agenda. 		
<ul style="list-style-type: none"> The library cultivates relationships with elected officials at all levels of government. 		
<ul style="list-style-type: none"> The library invites elected officials and community leaders to library events and programs. 		
<ul style="list-style-type: none"> The library develops key messages for staff, volunteers, and community partners. 		
Enhanced		
<ul style="list-style-type: none"> The library provides resources and encouragement to staff and supporters to ensure they can be successful advocates. 		
<ul style="list-style-type: none"> The library provides legal and state election law training to staff and supporters. 		
<ul style="list-style-type: none"> Library staff and supporters attend events, hearings, and programs where public policy that affects the community is reviewed and discussed. 		
<ul style="list-style-type: none"> Library staff, volunteers, and community partners support OLA Legislative Day with calls, mail, and representation as allowed by law. 		

Exemplary		
<ul style="list-style-type: none"> • Training in advocacy skills for the benefit of the library is offered to staff, board, Friends of the Library groups, library foundation, and volunteers. 		

7. Facilities Standards

As a community commons, library facilities should provide the physical space where Oregonians can connect to people, ideas, and information. Library facilities should be welcoming, comfortable, efficient, and allow for flexibility of space, service, growth, and community priorities. Each library should consider and reflect its own unique community. OLA encourages library leaders to consider excellence in facilities by looking at best practices and the facilities of those libraries that succeed at providing, meeting, and surpassing community needs. These OLA Public Library District Facilities Standards address the library facilities as a community anchor, library design, and facilities assessment and long-term planning.

Please note: Some topics relating to facilities are addressed in other sections of this Standards document, such as Governance and Technology. Please see those sections to ensure all aspect of a facilities review occurs.

7.1 Community Anchor

STANDARD: The community recognizes the library as a cultural hub and a symbol of civic pride.

Indicator: Community members think of the library as a central community gathering place.	Y	N
Essential		
<ul style="list-style-type: none"> Community and cultural activities take place in the library. 		
Enhanced		
<ul style="list-style-type: none"> The library is a cultural partner in the community. 		
<ul style="list-style-type: none"> The library is a civic partner in the community. 		
Exemplary		
<ul style="list-style-type: none"> 		

Indicator: The library continually assesses community perception of the facility.	Y	N
Essential		
<ul style="list-style-type: none"> With input from the community, public perception of the library facility is regularly assessed. 		

Enhanced		
<ul style="list-style-type: none"> The library conducts an annual survey which assesses community satisfaction of the library facility. 		
Exemplary		
<ul style="list-style-type: none"> 		

7.2 Design

STANDARD: Library patron and staff activities and functions are comfortable, clear, accommodating, and well-supported by the library building design.

Note: For trends and statistics about public library new construction, addition, and renovation projects, see "[Year in Architecture 2016: Public Library Data](#)"¹⁰ in the Library Journal.

Indicator: Design supports the functions of the library with a plan for growth and incorporates current best practices for public libraries.	Y	N
Essential		
<ul style="list-style-type: none"> The entrance is clearly visible with identifying signage. 		
<ul style="list-style-type: none"> The library provides access to electrical outlets. 		
<ul style="list-style-type: none"> The library provides the power supply to support current technology. 		
<ul style="list-style-type: none"> The library provides a materials return location during hours the library is closed. 		
<ul style="list-style-type: none"> The library provides dedicated space for children's, teen, and adult use and collections. 		
<ul style="list-style-type: none"> Dedicated funding exists for building maintenance. 		
<ul style="list-style-type: none"> Signs in the community direct people to the library. 		

¹⁰ Library Journal: "Year in Architecture 2016: Public Library Data," <http://lj.libraryjournal.com/2016/11/buildings/year-in-architecture-2016-public-library-data>

<ul style="list-style-type: none"> Library is sized and designed appropriately to the geographic and demographic population the library will serve. 		
Enhanced		
<ul style="list-style-type: none"> Usage statistics are maintained and compared to space allocations in order to plan library facilities to meet current needs of the community. 		
<ul style="list-style-type: none"> The library provides a convenient, well-lit, ADA-accessible materials return location during hours the library is closed 		
<ul style="list-style-type: none"> The library provides a well-lit exterior with signage that clearly identifies the building from the street. 		
<ul style="list-style-type: none"> The library maintains sufficient, well-lit parking located near or adjacent to the facility. 		
Exemplary		
<ul style="list-style-type: none"> Indoor material returns include fire mitigation features. 		
<ul style="list-style-type: none"> Lighting levels comply with standards issued by the illuminating Engineering Society of North America¹¹. 		

Indicator: Design supports staff functions.	Y	N
Essential		
<ul style="list-style-type: none"> The library space includes storage areas for equipment and supplies. 		
<ul style="list-style-type: none"> The library provides a private area for breastfeeding staff¹². 		
Enhanced		
<ul style="list-style-type: none"> The library provides separate areas for staff workspaces. 		
Exemplary		
<ul style="list-style-type: none"> The library provides separate spaces for staff breaks. 		

¹¹ Illuminating Engineering Society of North America, <https://ihsmarkit.com/products/iesna-standards.html>

¹² Oregon Health Authority, Breastfeeding, <https://public.health.oregon.gov/HealthyPeopleFamilies/Babies/Breastfeeding/Pages/Laws.aspx>

Indicator: The library is designed to be welcoming to a diverse population for a variety of services.	Y	N
Essential		
<ul style="list-style-type: none"> Library spaces are readily accessible by everyone in accordance with written policies 		
<ul style="list-style-type: none"> The library ensures access to its resources and services for patrons with disabilities in compliance with ADA¹³. 		
Enhanced		
<ul style="list-style-type: none"> The library provides suitable equipment, furniture, and spaces to meet the needs of adults in the community. 		
<ul style="list-style-type: none"> The library provides suitable equipment, furniture, and spaces to meet the needs of teens in the community. 		
<ul style="list-style-type: none"> The library provides suitable equipment, furniture, and spaces to meet the needs of children in the community. 		
<ul style="list-style-type: none"> The library provides suitable equipment, furniture, and spaces to meet the needs of people with disabilities in the community. 		
Exemplary		
<ul style="list-style-type: none"> The library provides story time space. 		
<ul style="list-style-type: none"> The library provides study areas. 		
<ul style="list-style-type: none"> The library provides public meeting space. 		
<ul style="list-style-type: none"> The library provides quiet space. 		
<ul style="list-style-type: none"> The library provides space for public computing. 		
<ul style="list-style-type: none"> The library provides seating space. 		
<ul style="list-style-type: none"> The library provides space for programs and events. 		

¹³ Information and Technical Assistance on the Americans with Disabilities Act, www.ada.gov

Indicator: The library provides an interior that reflects best practices in library user experience.	Y	N
Essential		
<ul style="list-style-type: none"> Space is provided for patron-staff interaction 		
<ul style="list-style-type: none"> The library provides an interior that allows self-directed use of the library through layout and signage. 		
Enhanced		
<ul style="list-style-type: none"> The library provides signage in multiple languages as appropriate for the community. 		
Exemplary		
<ul style="list-style-type: none"> The professional expertise of a library planner and/or library architect is sought for any new construction or major remodeling. 		

7.3 Assessment and Planning

STANDARD: The library provides for ongoing maintenance and future growth of the library facilities.

Indicator: The library has a long-range facilities plan.	Y	N
Essential		
<ul style="list-style-type: none"> The library's long-range facilities plan includes maintenance 		
<ul style="list-style-type: none"> The library's long-range facilities plan includes a plan for replacement of equipment and furniture. 		
<ul style="list-style-type: none"> The library's long-range facilities plan is reviewed every five years. 		
Enhanced		
<ul style="list-style-type: none"> The library's long-range facilities plan is reviewed and analyzed every three years using community input and analysis. 		
<ul style="list-style-type: none"> The library's long-range facilities plan plans for growth in the community, growth of library services and programs, and growth of the facilities themselves. 		
<ul style="list-style-type: none"> Planning for capital improvement takes place on an ongoing basis. 		

<ul style="list-style-type: none"> The library continually evaluates options and plans for incorporation of technological changes into the building. 		
Exemplary		
<ul style="list-style-type: none"> 		



OCTOBER ART

 Walls: Paintings by Kathleen Bailey
 Lobby: Veneita & Duffy Stender

Sun	Mon	Tue	Wed	Thu	Fri	Sat
5 Paint Yourself/Your Partner As A Super Villain Oct. 11th 3:00 p.m. John Bean will lead a transformation of yourself or your partner into a super villain. Through paint and canvas you can become evil on a grand scale. Limited to the first 20 people through the door. (Ages 14 & up)	6 FOL Book Sale <i>noon-4 p.m.</i> 	7 Forever YA Book Club <i>6:00 p.m.</i>	8 8	9 MGOL 9:30 Storytime 10:30	10 MGOL 9:30 Young Writers' Group 3:45 p.m.	11 Paint A Super Villain 3:00 p.m.
13 13	14 14	15 15	16 MGOL 9:30 am Storytime 10:30 a.m. Library Board 5:15	17 MGOL 9:30 TWEEN BOOK CLUB 3:45 <i>1/2 Price Day in Bookstore!</i>	18 LIBRARY CLOSED **Foreign Film 7:00 p.m.	19  SPANGLISH 10:30-noon
20 Film Noir 4:00 p.m. 	21 Computer Lab 10 - 12 Ask The Sexperts 5:00 p.m.	22  Pumpkin Painting 3:30	23 MGOL 9:30 a.m. Storytime 10:30 a.m. POKEMON 3:30 Building Healthy & Delicious Meals 6:00 p.m.	24 MGOL 9:30 LGBTQIA+ Mingle 5:00 - 7:00	25 Tabletop Game Night 7:00 p.m.	26 26
27 27	28 28	29 29	30 MGOL 9:30 a.m. Storytime 10:30 a.m.	31 MGOL 9:30 a.m.	Save the Date AFTER HOURS AT THE LIBRARY FUNDRAISER & SILENT AUCTION SATURDAY, NOV. 9TH 7 P.M. TICKETS ON SALE NOW!	5  FOL Book Sale 10 a.m.-4 p.m.

A LITTLE LUNCH MUSIC ♪ NOON-1:30 ♪ Monday - Friday ♪



"A Little Lunch Music"
 Monday, October 7th The Little Match Girls
 Tuesday, October 8th Jazz...and So Much More
 Wednesday, October 9th Doodad Shanty Boys
 Thursday, October 10th Allen Giardinelli
 Friday, October 11th Caught Red Handed

Tymberhaven
 Oct. 12th 5:00 p.m.
 The local chapter of the Society for Creative Anachronism will demonstrate skills and give a short presentation.

Ask The Sexperts
 Oct. 21st 5:00 p.m.
 Instead of Googling questions about sex, ask a panel of medical professionals. Questions can be submitted anonymously via Survey Monkey on our Facebook page, or in boxes in the library.

Building Healthy & Delicious Meals
 Oct. 23rd 6:00 p.m.
 Discover the importance of getting off the blood sugar roller coaster using high-quality proteins, fats, and carbohydrates to build healthy & delicious meals. Presented by Natural Grocers' Nutritional Health Coach, Cheryl O'Dell, MSN.