

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

**Wednesday, February 20, 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**
Strategic Plan update
Budget discussion
Steering Committee
- 10. New Business**
Library Standards – Staff Standards
- 12. Announcements**
- 13. Adjournment**

COOS BAY PUBLIC LIBRARY

JANUARY 2019 REPORT

of items added to collection - 616

of items discarded from collection - 484

New cards issued - 78

Total reference questions - 984

Daily average circulation - 118

Total # of programs - 22

Program attendance - 832

Total items checked out at the library - 20,417

Total of Coos Bay items checked out anywhere - 23,122

Total digital downloads - 61

Gate count - 12,959

Total monthly visitors - 15,567

COOS BAY PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
January 16, 2019

Call to Order – C. Benward called the meeting to order at 5:14 p. m.

Board Members present: Curt Benward, Alissa Pruess, Bob More, Steve Metz, Gina Sutherland and Kathy Erickson.

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

Public Comment – None

Minutes and Circulation – James Moore made a motion to approve the minutes of the December 19th Board meeting and Bob More seconded. Approved unanimously. Sami reported that the new counting mechanism on the library's main entry doors is not yet working reliably and so the gate counter is still being used to track the number of visitors to our library each month. Efforts continue to resolve this issue. This December's gate count (12,520) was significantly higher than in December of 2017 (10,722.)

Treasurer's Report – We reviewed revenue and expenditures figures for December. Fifty percent of the fiscal year is gone, and Personnel and Materials and Services expenditures are 39.2% and 47.9% 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.

Correspondence – None

Librarian's Report – Sami provided a graphic report breaking out Hoopla electronic checkouts by media type. Audio books are the items most frequently checked out on Hoopla. The State Park Backpack grant has ended and was a successful cooperative project. More than 130 children are registered for the Dolly Parton Imagination Library. Sami reported that we will receive grant funding of \$114,000 from the Ford Family Foundation to administer the Dolly Parton Imagination Library throughout Coos County for the next three years. There were many well-attended programs in December, but successful programs for teens continue to be a challenge. Library meeting rooms were very well used during the month. Sami requested Board approval to close the library on Friday February 1st to allow staff to do a thorough cleaning and some rearranging of the library. Steve Metz made a motion to close the library on February 1st and Gina Sutherland seconded. Approved unanimously.

Friends of the Library Report – Marie Benton reported that December book store sales were \$602.00. There was no book sale in January, but the Friends will hold their annual Craft Sale on Friday, January 18th from 4:00 to 6:00 p. m. and Saturday, January 19th from 10:00 a. m. to 2:00 p. m. The next book sale will be February 2nd and 3rd. Books and materials will be half-price tomorrow in the Friends Book Store from noon to 5:30 p. m.

Library Foundation Report– The Foundation will meet tomorrow. Carol Ventgen worked out an agreement with Jefferson Public Radio to include messages promoting the Foundation's two annual fundraisers. The Foundation will hold the Adult Spelling Bee on Friday April 12th and next fall's "After Hours at the Library" fundraiser will take place on November 9th.

Old Business –

Allocation Formula – The District Library Directors met and continued working to define each library's service area. They will meet again February 7th to keep working toward agreement upon on a formula to allocate funds from the County Library District to each of the member libraries. Sami told the Directors that our Board did not approve a proposed allocation formula of:

Population of the library service area x 0.4 + Total library visits x 0.4 + Total public service hours x 0.2
Our Board suggested reducing the total public service hours part of the formula to 10%. Once the Library Directors have achieved consensus on an allocation formula, they will present 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.

Strategic Plan Update – Sami guided us through a review of the 2015 – 2018 Library Strategic Plan and reported on specific actions and implementation efforts to achieve each of the six Strategic Initiatives. Solid progress was achieved in all six goal areas.

Budget Discussion – We reviewed a draft library budget for the 2019 – 2020 fiscal year. Sami told us that Personnel expenditures were higher for the coming year because all staff will move up a step on the salary schedule. Additionally, Sami included funding to hire substitutes and employ temporary staff to help complete our inventory. The line item for Training is larger because so many of the library staff are new. The library will be installing a new telephone system, necessitating increased expenditures in this area. The proposed sum for Advertising is larger because Sami is developing a plan to increase TV, radio and digital promotion of the library as well as increasing staff outreach efforts.

Bob More asked how it would be possible to significantly increase the 2019 – 2020 Materials and Services budget when anticipated library revenue was projected to decrease next year. Curt Benward suggested increasing the budget amount for Contingency Funds. Sami said that the draft budget will undergo significant revision before it is finalized and thanked the group for their comments, suggestions and scrutiny.

New Business –

Library Policies – We reviewed the Circulation, Library Cards and Fines and Fees policies. Board member suggestions for revision included:

- Changing the word “customer” to “patron” in these policies
- Changing the first sentence in the Damaged Materials section to read, “Damage to items beyond normal wear and tear....”
- Remove the entire text in parenthesis in the first sentence of the Lost Materials section
- Remove the repeated sentence in section III (f) of the Library Card Policy

2018 State Report – Sami guided us through a brief review of the 2018 State Library Report.

Announcements – Steering Committee members will meet Friday, January 18th from 3:00 to 4:00 p. m. in the Cedar Room to revise the Power Point presentation about the new library that will be presented to City Council.

Adjournment – C. Benward adjourned the meeting at 6:39 p. m.

Next meeting: February 20th at 5:15 p. m.

Respectfully submitted,
G. Sutherland

**COOS BAY PUBLIC LIBRARY
JANUARY 2019**

INVENTORY

<u>CLASSIFICATION</u>	<u>ACQUIRED</u>		
Adult Books	326		
Adult Audio Books	65		
Adult Video	97		
Adult Miscellaneous	1		
Young Adult Books	10		
Young Adult Audio	11		
Child Books	76		
Child Audio	29		
Child Video	1		
Child Miscellaneous	0		
TOTAL	616	DISCARDS	484

CIRCULATION SUMMARY

	Total Items Checked Out At Coos Bay	Total Coos Bay Owned Items Checked Out		
2019	20,417	23,122		
2018	21,121	23,985		
2017	21,442	23,718		
2016	21,219	23,076		
2015	23,278	25,429		
2014	23,271	26,043		
GATE COUNT:	12,959			
	(2018 - 15,637)			
REFERENCE QUESTIONS ANSWERED:		984		
YP REFERENCE QUESTIONS ANSWERED:		118		
NEW PATRON REGISTRATIONS:		78		
#DAYS OPEN:	25	23	24	
DAILY AVERAGE CIRCULATION:	925	(18) 1043	(17) 988	

RECEIPTS FROM PATRONS

FINES	\$1,094.24
DISKS/MISC.	\$50.82
DAMAGE/LOSS	\$162.13
RENT	\$210.00
BOOK BAGS	\$37.00
COPIES	<u>\$743.80</u>
TOTAL	<u>\$2,297.99</u>

**Coos Bay Public Library
Memorial Funds Checking Account
January 2019**

BALANCE, December 31, 2018 \$ 76,216.44

DEPOSITS:

Coos Bay Educators Association/Seuss Night	\$175.00	
Friends of Coos Bay Public Library/Greene Memorial	\$25.00	
Metzger Donation/Egyptian Theatre	\$125.00	
Misc. Donations-January 2019	\$ 34.81	
TOTAL DEPOSITS		\$359.81

DISBURSEMENTS:

Best Western-Performer Lodging/Adult Programs-The Basques	\$ 90.30
Ingram-Books/Friends Childrens Fund	\$ 52.32
Dollywood Foundation-Books/Friends Childrens Fund	\$ 91.37
Gale-Books/Kenaston Donation	\$ 111.15
Center Point-Books/Kenaston Donation	\$ 136.02
Recorded Books-Dvd/Adult Programs-Foreign Films	\$ 41.60
Gale-Books/Kenaston Donation	\$ 148.79
Ingram-Books/Friends Childrens Fund	\$ 118.75
Ingram-Books/Friends Childrens Fund	\$ 33.25
Ingram-Books/Friends Childrens Fund	\$ 85.50
Jessie Ansley-Performer/Adult Programs-Streamlined & Simple	\$ 100.00
Demco-Shelf Inserts/Equipment Fund	\$ 1,200.00
Amazon-Supplies/YP Programs-Book Boxes	\$ 30.24
Amazon-Supplies/YP Programs-Book Boxes	\$ 40.95
Amazon-Supplies/YP Programs-Book Boxes	\$ 24.67
Dollar Tree-Supplies/YP Programs Book Boxes	\$ 7.00
First Book-Books/YP Programs-Dr. Seuss Night	\$ 11.75
First Book-Books/YP Programs-Dr. Seuss Night	\$ 12.00
Grocery Outlet-Refreshments/YP Programs-Tween Book Club	\$ 10.47
First Book-Books/YP Programs-Dr. Seuss Night	\$ 116.29
Fred Meyer-Refreshments/YP Programs-Teen Book Club	\$ 8.99
Amazon-Supplies/Adult Programs-Book Boxes	\$ 58.09
Amazon-Supplies/Adult Programs-Baby Boomer Trivia	\$ 35.79
Amazon-Supplies/Adult Programs-Baby Boomer Trivia	\$ 12.93
Amazon-Supplies/Adult Programs-Book Boxes	\$ 3.59
Amazon-Supplies/Adult Programs-Baby Boomer Trivia	\$ 21.81
Amazon-Supplies/Adult Programs-Baby Boomer Trivia	\$ 17.95
Demco-Supplies/Adult Programs-Summer Reading	\$ 27.84
Oriental Trading-Supplies/Adult Programs-Summer Reading	\$ 86.79
Safeway-Refreshments/Adult Programs-Foreign Films	\$ 6.00
Walmart-Refreshments/Adult Programs-Baby Boomer Trivia	\$ 19.66
Fred Meyer-Refreshments/Adult Programs-Baby Boomer Trivia	\$ 11.00
United Grocers-Refreshments/Adult Programs-Film Noir	\$ 23.47
Big Lots-Refreshments/Adult Programs-Game Night	\$ 26.05
Vend West-Refreshments/Adult Programs-Baby Boomer Trivia	\$ 45.30

TOTAL DISBURSEMENTS	\$ 2,867.68
	\$ 73,708.57

General Fund	\$ 9,289.54
Friend's Children's Fund	\$ 3,079.93
Kenaston Estate Donation	\$ (631.39)
Mallek Estate Memorial	\$ 52,610.89
Coos Bay Library Foundation Donation	\$ (13.30)
E-Books	\$ 35.00
Care Connections	\$ 0.78
Friends Library Purchases	\$ 8,995.52
Rotary Donation	\$ -
Coos Bay Library Foundation-Equipment	\$ 35.35
Coos Bay Library Foundation-Audios	\$ 300.00
Eagles Large Print Fund	\$ 6.25
Coos Bay Lions Club Large Print Fund	\$ -

MEMORIAL ACCOUNT FUNDS TOTAL - January 31, 2019

\$ 73,708.57

PROGRAMS

Families and Children

Lego Club (1) - 35

MGOL (9) - 197

Storytime (4) - 136

Head Start Outreach - 18

Tween Book Club - 12

OMSI Planetarium (3) - 134

Pokemon Club - 6

Young Adult

Teen Book Club - 6

Adult

Foreign Film - 26

Spanglish - 17

Forever YA Book Club - 6

Armchair Adventures - 15

Table Top Gaming - 13

Overcoming Criminal Background - 8

Job Fair - 122

Oregon Humanities Conversations - 17

Detox 101 - 16

Film Noir - 24

Books2 Film - 3

Technology

Drop In Computer Lab (2) - 16

One on One appts - 3

Searching the Web - 2

Room Use

Myrtlewood

Library - 10

Non Library - 4

Cedar

Library - 9

Non Library - 50

Art Displays

Walls - Kim Wurster, paintings

Lobby - Valorie Meeuwsen, pottery

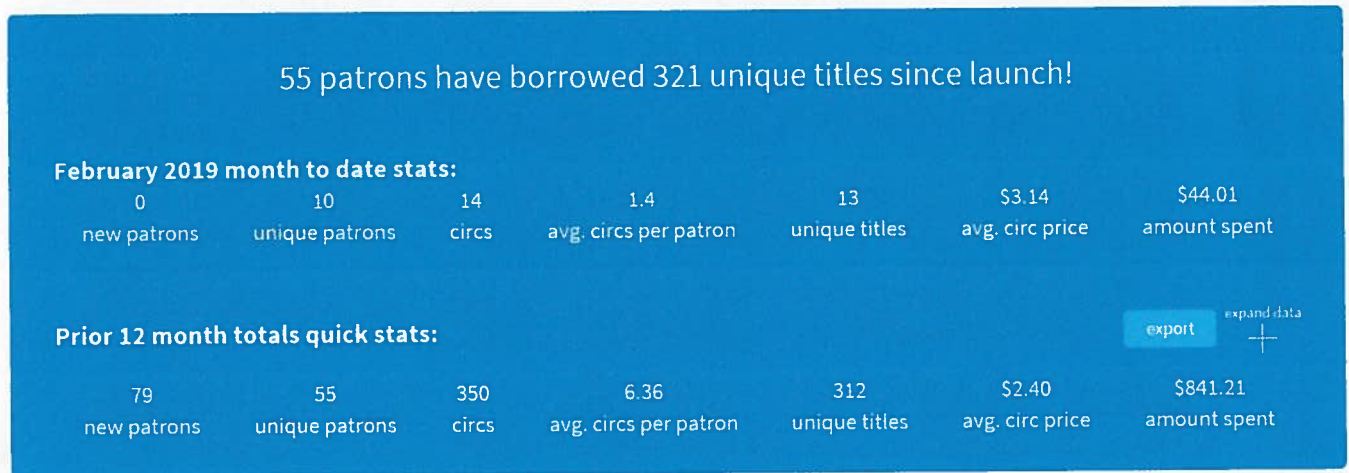
Librarian's Report

January 2019

Miscellaneous

In January there were, county-wide, 4,414 checkouts on OverDrive. 61 circulations on hoopla in January with 4 new borrowers.

Hoopla summary:



Hoopla spending:

Month	Total Monthly Budget	Tax Percent	Spent
July 2018			\$28.88
August 2018			\$64.33
September 2018			\$130.71
October 2018			\$158.89
November 2018			\$138.40
December 2018			\$170.66
January 2019			\$149.34

Correction to the Ford Family Foundation Grant to the Foundation that was discussed last month. I mis-spoke (too overcome with excitement). The total project cost is just over \$114,000. FFF is granting just over \$72,000 over the next

Librarian's Report


January 2019















five years. The rest of the costs are being covered by The Rippey Family Foundation, in-kind services, and private donations.

2018/19	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-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	9	6	6	46	67	1490	
Dec-18	8	3	5	31	47	1217	
Jan-19	20	4	9	50	83	2120	
Feb-19							
Mar-19							
Apr-19							
May-19							
Jun-19							
Totals	86	33		325	496	9363	



FEBRUARY ART
Walls: Artists' Loft Gallery
Lobby: Watercolors by Roxane Davison



Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p>3 FOL Book Sale noon-4 p.m.</p> 	<p>4 CANDLEMAS 4:00 p.m. Forever YA Book Club 6:00 p.m.</p> 	<p>5 LEGO Club 3:30-4:30</p> 	<p>6 MGOL 9:30 a.m. Storytime 10:30 a.m. Resume workshop 4:00 OBOB 3:30 p.m. Readers Group 6:00</p>	<p>7 MGOL 9:30 a.m.</p> 	<p>1 CLOSED For Spring Cleaning</p> 	<p>2 FOL Book Sale 10 a.m.-4 p.m.</p> 
<p>10</p>	<p>11</p>	<p>12 Armchair Adventures 2:00 p.m.</p> 	<p>13 MGOL 9:30 Storytime 10:30 Computer Lab 10:00 - noon</p>	<p>14 MGOL 9:30 a.m.</p> 	<p>15 LEGO Club 3:30 <i>Registration Required</i> SPEED DATING 4:00-6:00 p.m.</p>	<p>16 Owyhee River Journals 3:00 p.m.</p> 
<p>17 Film Noir 4:00 p.m.</p> 	<p>18 CLOSED President's Day 'Books 2 Film' Club 6:00 pm</p> 	<p>19</p>	<p>20 MGOL 9:30 Storytime 10:30 Interview Prep & Practice 3:00 pm Library Board 5:15</p>	<p>21 MGOL 9:30 TWEEN BOOK CLUB 3:45 1/2 Price Day in Bookstore!</p>	<p>22 TEEN BOOK CLUB 3:00 <i>Registration Required</i> SPEED DATING 4:00-6:00 p.m. Tabletop Game Night 7:00 p.m.</p>	<p>23 Baby Boomer Trivia 2:00 p.m.</p>
<p>24</p>	<p>25</p>	<p>26</p>	<p>27 MGOL 9:30 Storytime 10:30 Computer Lab 10-12  POKEMON 3:30</p>	<p>28 MGOL 9:30 a.m.</p>	<p>Baby Boomer Trivia Feb. 23rd 2:00 Do you remember the Popiel Pocket Fisherman? Do you know who Camp David is named after? Designed for Boomers born between 1946 and 1964, teams of 2-4 players will compete for bragging rights in an informal, fun setting.</p>	<p>Save the Date! Friday, March 1st 6:00 p.m.  Dr. Seuss Night!</p>
<p>CANDLEMAS Feb. 4th 4:00 p.m. Celebrate & make candles with members of the Coastall Celtic Society</p> 	<p>Oregon Battle of the Books Wednesday, Feb. 6th 3:30 p.m. Teams from Marshfield and North Bend High compete in a crosstown rivalry in preparation for regionals. Come cheer for your team!</p>	<p>JOB SEEKERS! Resume workshop Feb. 6th 4:00 Interview Prep & Practice Feb. 20th 3:00 Free workshops by Goodwill Job Connection's Erlette Upshaw</p>	<p>Owyhee River Journals Feb. 16th 3:00 p.m. Join us for a vicarious journey with author Bonnie Olin, into one of the most remote areas in the lower 48 states - The Owyhee Canyonlands</p>			

Penny Hummel Consulting
Coos Bay Public Library Strategic Planning
Updated timeline (as of January 10)

Date/Time frame	In-person meetings	Phone meeting
January 2019	Visit #1: (one day) <ul style="list-style-type: none"> • Meet with leadership team to refine timeline, review process • Meet with library board to gather their initial input about priorities, Staff focus group 	
January/ February, 2019	<ul style="list-style-type: none"> • Confirm survey dates (Sami) 	
March 13	<ul style="list-style-type: none"> • Work session with library board: generate names of retreat participants, discuss other logistics 	
		Check in with board about invitation process and other preparations
May 25	Visit #2: (one day) <ul style="list-style-type: none"> • Planning retreat 	
June 19	Visit #3 <ul style="list-style-type: none"> • Library board meeting: Presentation of draft plan 	
July	Visit #4 <ul style="list-style-type: none"> • Meeting with staff to develop implementation plan 	Final board approval of plan (PH to attend meeting via phone if desired)

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

Actual 2016-17	Actual 2017-18	Council Adopted 2018-19	Account No.	Proposed GF Rev & Exp' \$	Committee Approved Rev & Exp' \$	Council Adopted Rev & Exp' \$
529,078	526,988	668,787	07-510-510-1001	675,112	675,112	675,112
94,142	99,923	115,799	07-510-510-1003	130,505	130,505	130,505
40,069	39,956	51,171	07-510-510-1004	51,651	51,651	51,651
137,395	130,299	205,917	07-510-510-1005	160,442	160,442	160,442
105	113	16,150	07-510-510-1006	13,000	13,000	13,000
1,366	1,548	2,620	07-510-510-1007	2,672	2,672	2,672
25	36	162	07-510-510-1008	116	116	116
802,179	798,863	1,060,606		1,033,498	1,033,498	1,033,498

PERSONNEL SERVICES

Salaries	675,112	675,112	675,112
P.E.R.S.	130,505	130,505	130,505
Social Security	51,651	51,651	51,651
Employee Insurance	160,442	160,442	160,442
Unemployment	13,000	13,000	13,000
Workers' Compensation	2,672	2,672	2,672
Volunteer Worker's Compensation	116	116	116
Total Personnel Services	1,033,498	1,033,498	1,033,498

MATERIALS AND SERVICES

Training, Meetings, Travel, and Dues	9,000	9,000	9,000	9,000	9,000	9,000
Utilities	42,000	42,000	42,000	42,000	42,000	42,000
Telephone	13,000	13,000	13,000	13,000	13,000	13,000
Advertising	8,000	8,000	8,000	8,000	8,000	8,000
Contractual	35,000	35,000	35,000	35,000	35,000	35,000
Insurance	22,000	22,000	22,000	22,000	22,000	22,000
Duplicating	8,500	8,500	8,500	8,500	8,500	8,500
Printing	3,000	3,000	3,000	3,000	3,000	3,000
Office Supplies	2,500	2,500	2,500	2,500	2,500	2,500
Postage	2,200	2,200	2,200	2,200	2,200	2,200
Janitorial Supplies	5,200	5,200	5,200	5,200	5,200	5,200
Small Equipment	35,000	35,000	35,000	35,000	35,000	35,000
Library Grant Materials	17,000	17,000	17,000	17,000	17,000	17,000
Library Supplies	14,000	14,000	14,000	14,000	14,000	14,000
Library Books and Records	100,000	100,000	100,000	100,000	100,000	100,000
Library Books and Records (restricted)	50,000	50,000	50,000	50,000	50,000	50,000
Periodicals	10,000	10,000	10,000	10,000	10,000	10,000
Microfilm	200	200	200	200	200	200
State Aid to Children	2,000	2,000	2,000	2,000	2,000	2,000
Office Equipment Rental	5,200	5,200	5,200	5,200	5,200	5,200
Equipment Repairs/Replacement	15,000	15,000	15,000	15,000	15,000	15,000
Equipment Maintenance Contracts	10,000	10,000	10,000	10,000	10,000	10,000
Furniture (restricted)	75,000	75,000	75,000	75,000	75,000	75,000
Building & Grounds Maintenance	40,000	40,000	40,000	40,000	40,000	40,000
Reimbursable	200	200	200	200	200	200
Library Board	500	500	500	500	500	500
Gifts, Donations & Memorials	20,000	20,000	20,000	20,000	20,000	20,000
Total Materials and Services	544,500	544,500	544,500	544,500	544,500	544,500

CAPITAL OUTLAY

Computer Hardware & Software	0	0	0	0	0	0
Total Capital Outlay	0	0	0	0	0	0

CONTINGENCY

	0	0	0	0	0	0
UNAPPROPRIATED ENDING FUND BALANCE	0	0	0	0	0	0

TOTAL LIBRARY EXPENDITURES

	2,080,786	2,080,786	2,080,786	2,080,786	2,080,786	2,080,786
TOTAL LIBRARY EXPENDITURES	2,080,786	2,080,786	2,080,786	2,080,786	2,080,786	2,080,786

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

Actual 2016-17	Actual 2017-18	Council Adopted 2018-19	Account No.	Proposed GF Rev & Exp' <u>\$</u> J' <u>\$</u> GF Rev & Exp' <u>\$</u> J	Committee Approved GF Rev & Exp' <u>\$</u> J' <u>\$</u> GF Rev & Exp' <u>\$</u> J	Council Adopted GF Rev & Exp' <u>\$</u> J' <u>\$</u> GF Rev & Exp' <u>\$</u> J
811,902	845,013	715,000	07-000-300-0100	800,000	800,000	800,000
51,598	52,490	0	07-000-300-0200	100,000	100,000	100,000
863,500	897,503	715,000		900,000	900,000	900,000
2,073	2,146	1,200	07-000-340-0300	1,700	1,700	1,700
0	3,000	7,500	07-000-340-0301	7,000	7,000	7,000
2,000	17,273	2,500	07-000-340-0303	5,000	5,000	5,000
1,061,321	1,109,072	1,010,000	07-000-340-0900	1,115,000	1,115,000	1,115,000
1,065,394	1,131,491	1,021,200		1,128,700	1,128,700	1,128,700
9,881	16,089	6,000	07-000-350-0100	12,000	12,000	12,000
2,575	3,800	2,000	07-000-350-1100	2,500	2,500	2,500
12,456	19,889	8,000		14,500	14,500	14,500
7,968	7,988	6,500	07-000-360-0100	7,000	7,000	7,000
15,641	13,848	14,200	07-000-360-1800	10,000	10,000	10,000
23,609	21,835	20,700		17,000	17,000	17,000
799	245	0	07-000-380-0100	100	100	100
930	602	400	07-000-380-0400	500	500	500
21,630	29,196	18,000	07-000-380-0900	20,000	20,000	20,000
23,359	30,044	18,400		20,600	20,600	20,600
1,988,318	2,100,762	1,783,300		2,080,800	2,080,800	2,080,800

CARRYOVER BALANCE

Carryover Balance - unrestricted
Carryover Balance - restricted (donation & furniture)
Total Carryover Balance

REVENUE FROM OTHER AGENCIES

State Library Grant
Grants
Federal Grants
Library Tax Base
Total Revenue from other Agencies

USE OF MONEY AND PROPERTY

Interest
Auditorium Rental
Total Use of Money & Property

CHARGES FOR CURRENT SERVICES

Copies
Library Fees
Total Charges for Current Services

OTHER INCOME

Miscellaneous
Reimbursements
Gifts & Donations
Total Other Income

TOTAL LIBRARY REVENUE

Budget Information:

Revenue

0100 Carryover – Holds the library over until the first tax payment comes in (Nov). This is an estimate. The actual amount is not known until the final auditing of the previous year is finished.

0200 Carryover restricted – Corresponds with 2236 and 2306 under expenses

0300 State Library Grant – Ready2Read money to use for 0-14 literacy projects. The budget year's project will be summer reading.

0301 and 0303 – place holders for any grants received

0900 Library Tax Base – Library District funds

0400 Reimbursements – If another library loses our book and pays for it. Usually has to do with Interlibrary Loan.

0900 Gifts – Friends, Foundation, private donations

Expenses

Personnel Services – Insurance and PERS are high since their increases are in flux. There will be increase – it is a matter of how much. Some extra is build in for substitutes, temp employees for projects, and unexpected such as retirements.

Materials and Services

2005 Training, Meetings – The library staff attends conferences, on-line courses and other trainings. This also includes dues for Oregon Library Association and American Library Association.

2101 Utilities – water and power

2102 Telephone – The library is leasing a new phone system. This price is included along with two necessary land lines (fire alarm and fax). The new system won't be in place until the very end of the current fiscal year so we are

not certain about having to add more features or phones at this point which will impact the cost. Actual spent may end up being less once we settle into the system.

2105 Advertising – Marketing materials and campaigns

2108 Contractual – Security, Library Market,

2120 Insurance – Liability and contents

2122 Duplicating – In house printing – toner and paper

2123 Printing – Anything we can't do in house

2205 Office Supplies – everything but paper

2206 Postage – USPS, FedEx, UPS

2225 Janitorial Supplies – just supplies

2231 Small Equipment – Mainly for computers

2234 Grant Materials – Anything we purchase related to 0301 and 0303

2235 Supplies – Specifically for preparing materials for use and checkout (stickers, barcodes, covering)

2236 Library Books and Records – all materials for the collection

2237 Periodicals – magazines and newspapers

2238 Microform – World Newspaper

2239 State Aid – corresponds with 0300

2302 Office Equipment Rental – Copiers, postage machine

2303 Equipment repair – anything not covered under maintenance contracts

2304 Equipment Maintenance Contracts – HVAC, fire alarm, microfilm machines

2309 Building and Grounds – janitorial and landscaping

2406 Reimbursable – if one of our patrons loses materials from another library

2424 Library Board – traditionally used for volunteer reception

2450 gifts – corresponds with 0900 in revenue

2. Staff Standards

Public libraries are thriving learning centers, community gathering places, and places of play and discovery. Library staff members create and maintain programs and services integral to the mission of the public library in relation to its community. The OLA Public Library Division Staff Standards support the processes and resources necessary to provide equitable, consistent, and quality service in a manner sustainable for the future.

Library staff members, regardless of degree or position, must possess the depth and breadth of knowledge necessary to provide quality service. To ensure service of the highest quality, libraries must provide all staff with the education, training, and support necessary to identify and meet the needs of their patrons and community, including demographic changes in their service area.

2.1 Human Resources

STANDARD: The community is served by library professionals with the skills, knowledge, and abilities to provide uncompromising access to information in service to the public and social wellness.

Indicator: The library maintains a staff of well-qualified professionals and paraprofessionals with the skills, knowledge, and abilities to serve the community as outlined in the library's mission, goals, and strategic plan.	Y	N
Essential		
<ul style="list-style-type: none"> The library employs a paid director possessing a Master of Library Science degree from an ALA-accredited institution or who has equivalent training or education. 		
<ul style="list-style-type: none"> The library employs a sufficient number of paid staff members who are present during all library service hours to provide services central to the library's mission and goals. 		
<ul style="list-style-type: none"> The library provides staff with continued training opportunities and the support necessary to identify and meet the needs of their patrons and community. 		
<ul style="list-style-type: none"> The library maintains, supports, and funds an annual staff development plan. 		
<ul style="list-style-type: none"> Library volunteers enhance the general level of library service but do not replace the services provided by paid library staff. 		
Enhanced		
<ul style="list-style-type: none"> The library organizes a group of teen volunteers on a teen advisory board that advises on services and collections for teens. 		
Exemplary		
<ul style="list-style-type: none"> 		

Indicator: The library maintains and adheres to accessible, well-defined, and consistent written policies governing the training, performance, and recognition of all staff in order to provide a clear and transparent organizational environment.	Y	N
Essential		
<ul style="list-style-type: none"> The library maintains contemporary job descriptions for all classifications and provides regular job performance evaluations for all staff. 		
<ul style="list-style-type: none"> Job descriptions include a defined salary range and benefits package for each job description. Salary and benefits are comparable to the average for similar library staff positions in similarly sized library service areas and/or for similar positions within local governmental agencies. 		
<ul style="list-style-type: none"> All written policies related to effective personnel management are consistent with policies of any governing bodies. 		
<ul style="list-style-type: none"> Library policies and procedures address the work and contributions of non-employees and volunteers. 		
<ul style="list-style-type: none"> The library selects volunteers through a defined hiring process which may include a background check. 		
<ul style="list-style-type: none"> The library matches volunteers to the specific needs of the library. 		
Enhanced		
<ul style="list-style-type: none"> All staff members receive salary and benefit packages which are within the top 25 percent for comparable position in the same jurisdiction or in similar local government bodies 		
Exemplary		
<ul style="list-style-type: none"> All staff members receive salary and benefit packages which are within the top five percent for comparable position in the same jurisdiction or in similar local government bodies. 		
<ul style="list-style-type: none"> The library maintains a succession plan for all professional library positions. 		

Indicator: The library provides trained staff to facilitate a professional level of public services to all ages in the following areas:	Y	N
<ul style="list-style-type: none"> Reference services Youth services Readers' advisory Community outreach Event programming Services in languages other than English Technology support during all library service hours Collection management 		
Essential		
<ul style="list-style-type: none"> The library provides trained staff to facilitate a professional level of public services in at least five of the eight listed services. 		

Enhanced		
<ul style="list-style-type: none"> The library provides trained staff to facilitate a professional level of public services in at least seven of the eight listed services. 		
Exemplary		
<ul style="list-style-type: none"> The library provides trained staff to facilitate a professional level of public services in all eight of the eight listed services. 		

2.2 Diversity and Community Engagement

STANDARD: All community members feel welcome and represented in their library with staff, programming, and collections which meet their diverse needs and wants.

Indicator: The library targets and actively reaches out to minority populations through programming, collection development, outreach, and education.	Y	N
Essential		
<ul style="list-style-type: none"> The library's strategic plan includes specific goals for surveying community diversity. 		
<ul style="list-style-type: none"> The library's strategic plan articulates a method for reflecting the demographic, ethnic, and social diversity of its community and regularly reviews and evaluates the linguistic, ethnic, and cultural diversity of its community. 		
<ul style="list-style-type: none"> The library uses diversity assessment in developing services and programs to meet the needs of minority populations. 		
<ul style="list-style-type: none"> The library provides diversity training to staff. 		
<ul style="list-style-type: none"> Diversity training is reflected in all staff development plans. 		
<ul style="list-style-type: none"> If more than 10 percent of the community speaks a language other than English in the home, the library responds by adding staff or volunteers capable of speaking with and culturally engaging with those patrons in their primary language. 		
Enhanced		
<ul style="list-style-type: none"> If more than five percent of the community speaks a language other than English in the home, the library responds by adding staff or volunteers capable of speaking with and culturally engaging with those patrons in their primary language. 		
<ul style="list-style-type: none"> Trained staff members deliver culturally and socially relevant services for new immigrants in their primary language(s). 		
<ul style="list-style-type: none"> In response to library needs assessment, staff members develop outreach programs to address the current and projected needs of their minority communities. 		

Exemplary		
<ul style="list-style-type: none"> If more than one percent of the community speaks a language other than English in the home, the library responds by adding staff or volunteers capable of speaking with and culturally engaging with those patrons in their primary language. 		
<ul style="list-style-type: none"> Trained, professional librarians deliver culturally and socially relevant services for new immigrants in their primary language(s). 		

Indicator: Library staff and supporters are active and engaged participants in the community and in community organizations.	Y	N
Essential		
<ul style="list-style-type: none"> To advocate for the library, Friends of the Library groups, the library foundation, boards of directors, volunteers, non-employees, and other library partners are well-trained in the mission, goals, and strategic plan of the library. 		
Enhanced		
<ul style="list-style-type: none"> The library encourages, supports, and allows time for staff participation in community organizations and groups as outlined in the staff development plan. 		
Exemplary		
<ul style="list-style-type: none"> The library provides funds for staff participation in community organizations and groups as outlined in the staff development plan. 		

2.3 Staff Duties and Responsibilities

STANDARD: The community benefits from the efforts of qualified and dedicated library professionals committed to the discipline of library science to maintain libraries that support learning, community engagement, and cultural expression.

Indicator: The library offers professional, relevant library services and collections that meet community needs and expectations.	Y	N
Essential		
<ul style="list-style-type: none"> Qualified staff members oversee the collections, programs, outreach, and services for children, teens, and adults. 		
<ul style="list-style-type: none"> Qualified staff members oversee technical matters such as (but not limited to) information technology, cataloging, and finances. These staff members may be employed by the library directly or work closely with the library through a parent agency like local government. 		
Enhanced		
<ul style="list-style-type: none"> Professional librarians oversee the collections, programs, outreach and services for children, teens and adults. Professionals are defined as holding a Master of Library Science from an American Library Association accredited institution, or its equivalent in education and experience. 		

<ul style="list-style-type: none"> Professional librarians deliver at least 50 percent of the collections, programs, outreach, and services for children, teens, and adults. 		
<ul style="list-style-type: none"> Professional librarians oversee technical matters such as (but not limited to) information technology, cataloging and finances. These staff members may be employed by the library directly or work closely with the library through a parent agency like local government. 		
<ul style="list-style-type: none"> A staff member coordinates and oversees public relations and marketing for the library, including the use of social media and other emerging communication media. 		
Exemplary		
<ul style="list-style-type: none"> A dedicated library staff member, who possess formal training in marketing and communication, is given the primary focus of coordinating and overseeing public relations and marketing for the library, including the use of social media and other emerging communications media. 		
<ul style="list-style-type: none"> Professional librarians deliver at least 75 percent of the collections, programs, outreach, and services for children, teens, and adults. 		

2.4 Staff Development and Learning

STANDARD: Library staff members adapt competently to the community's ever-changing needs and interests, including technological advances as well as professional and government trends.

Indicator: Library staff members are educated, engaged, and capable of adapting to community needs.	Y	N
Essential		
<ul style="list-style-type: none"> The library provides the resources and technological tools necessary for professional education and development. 		
<ul style="list-style-type: none"> The library supports staff participation in continuing education programs and self-education. This support is provided in the form of time allotted for training, learning, and teaching. 		
<ul style="list-style-type: none"> With their supervisors, all employees set annual goals in accordance with the staff development plan for personal and professional development. 		
Enhanced		
<ul style="list-style-type: none"> Financial support is provided for educational opportunities that incur fees and travel-related expenses. 		
Exemplary		
<ul style="list-style-type: none"> The library generously funds professional development, publication, convention attendance, classes, and other continuing educational opportunities as part of the library's strategic plan. 		

Indicator: Library staff are engaged in professional library organizations.	Y	N
Essential		
•		
Enhanced		
• The library supports staff memberships in state and national professional organizations.		
• Professional librarians and management staff have the opportunity to participate in activities that support and develop the Oregon library community.		
• Library staff members “give back” by sharing their education and professional experiences with the Oregon library community.		
Exemplary		
•		