

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

**Wednesday July 15, 2020
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**
- 10. New Business**
 - Steering Committee Update**
 - Election of officers**
- 11. Announcements**
- 12. Adjournment**

Coos Bay Public Library
June 2020 Report

of items added to collection - **1091**

New cards issued - **4**

Total reference questions - **183**

Daily average circulation - **250**

Total # of programs - **6**

Program attendance - **436**

Total items checked out at the library - **5853**

Total of Coos Bay items checked out anywhere - **6498**

Total digital downloads - **352**

Gate count - **30**

Total monthly visitors - **65**

COOS BAY PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
June 17, 2020

Call to Order – Curt Benward called the meeting to order at 5:15 p.m.

Board Members Present: Curt Benward, Steve Metz, Peggy Christensen, Robert More, James Moore, Rob Miles, Alissa Pruess

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

Public Comment –Sami mentioned that the library has received many cards and letters expressing thanks for being open and providing services. Many have come with donations to go towards postage.

Minutes and Circulation – Minutes from the May 2020 meeting were reviewed. Rob asked if the big weeding project was complete. Sami said that most of the big weeding has been finished. Steve made a motion to approve the minutes and circulation report. James seconded the motion. Approved unanimously.

Treasurer's Report – Financial reports for May 2020 were reviewed. The budget is on track to finish out the year in good shape.

Correspondence –None

Librarians Report – Sami reported that online service use is up. Summer Reading 2020 is being tracked with "Bean Stack". If it works out well we will continue using it for other program tracking. Ali ssa asked if "The World" newspaper was offered online. Sami said that with our contract with them for microfilm we only have access to the print copies.

Curt questioned how the new RFID system will help with the minimal contact/social distancing. Sami said that we will have 2 self-checkout machines as well as a patron app that lets them do checkouts on their smart phones.

Friends of the Library Report – Nothing to report. We will have a "Drive-by" curbside sale on July 10th. Discarded books have been bagged up by genre and will be handed out curbside for a donation.

Library Foundation Report – JR asked if there will be a fall fundraiser. This will be discussed at the upcoming foundation meeting.

Old Business –

Reopening – We will begin doing curbside three days a week and limited browsing two days a week. We will also start allowing computer access two days a week. Masks and hand sanitizer will be with the

security guard in the lobby. Hand sanitizer wall mount units are also in place in public areas. There will be no water fountain or restroom access.

North Bend will be doing a similar set up but with different days and times.

New Business –

Election of Officers – Discussion on elections was postponed until the July meeting.

Announcements – Sami and staff members have applied for a library services grant. The grant would provide funds for online programming, kits with laptops & hotspots that can be checked out.

Sami reminded everyone that the library will be closed on July 3rd and 4th for the holiday.

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

Next Meeting: July 15, 2019 – 5:15 p.m.

Respectfully submitted,
Crystal Barr

**COOS BAY PUBLIC LIBRARY
JUNE 2020**

INVENTORY

<u>CLASSIFICATION</u>	<u>ACQUIRED</u>	<u>DISCARDS</u>	
Adult Books	496	Books	198
Adult Audio Books	178	YP Books	520
Adult Video	52	Graphic Novels	14
Adult Video Games	0	YP Graphic Novel	6
		Large Print	2
Young Adult Books	29	Music CD	0
Young Adult Audio	2	Dvd	120
		Audio Book	0
Child Books	326	Board Game	0
Child Audio	2	Reference	5
Child Video	6	Video Game	0
Child Miscellaneous	0		
TOTAL	1091	DISCARDS	865

CIRCULATION SUMMARY

	Total Items Checked Out At Coos Bay	Total Coos Bay Owned Items Checked Out	
2020	5,853	6,498	
2019	18,865	21,747	
2018	20,273	22,433	
2017	23,871	23,877	
2016	21,207	24,530	
2015	23,620	24,247	
GATE COUNT:	0		
	(2019 - 13,028)		
REFERENCE QUESTIONS ANSWERED:		183	
YP REFERENCE QUESTIONS ANSWERED:		12	
NEW PATRON REGISTRATIONS:		4	
#DAYS OPEN: - by mail/curbside	26	25	26
DAILY AVERAGE CIRCULATION:	250	(19) 870	(18) 863

RECEIPTS FROM PATRONS

FINES	\$0.00
DISKS/MISC.	\$0.00
DAMAGE/LOSS	\$0.00
RENT	\$0.00
BOOK BAGS	\$0.00
COPIES	\$0.00
TOTAL	<u>\$0.00</u>

**Coos Bay Public Library
Memorial Funds Checking Account
June 2020**

<u>BALANCE, May 31, 2020</u>	\$ 67,740.06
Friends of Coos Bay Public Library/Quarterly Donation	\$4,000.00
CB-NB Rotary/Book Reimbursement	\$7,137.46
Misc. Donations-June 2020	\$12.00
TOTAL DEPOSITS	<u>\$11,149.46</u>

DISBURSEMENTS:

Amazon/Supplies-Adult Programs-Book Boxes, Summer Reading	\$	467.08
Coos Bay Visitors Center/State Park Passes-Backpacks	\$	350.00
Dollar Tree, McKays, United Grocers/Supplies-YP Programs-STEAM Kits	\$	23.94
Amazon/Supplies-YP Programs-Book Boxes, Summer Reading	\$	452.77
TOTAL DISBURSEMENTS		<u>\$ 1,293.79</u>
Balance June 30, 2020		\$ 77,595.73

General Fund		\$ 10,038.18
Friend's Children's Fund		\$ 3,906.79
Kenaston Estate Donation		\$ (469.51)
Mallek Estate Memorial		\$ 52,610.89
Coos Bay Library Foundation Donation		\$ (13.30)
E-Books		\$ 35.00
Care Connections		\$ 0.78
Friends Library Purchases		\$ 8,866.38
Rotary Donation		\$ -
Coos Bay Library Foundation-Equipment		\$ 35.35
Coos Bay Library Foundation-Audios		\$ 110.32
Eagles Large Print Fund		\$ 6.25
Dollywood		<u>\$ 2,468.60</u>

MEMORIAL ACCOUNT FUNDS TOTAL **\$ 77,595.73**

June 2020

Librarian's Report

PROGRAMS

Spanglish Conversation had three online meetings with 16 people in attendance.

Armchair Adventures has moved online by providing participants a place to explore online instead of gathering for a movie. This month was a visit to The Louvre in Paris France.

Story time was held four times with 22 attendees.

Terra Incognita Poetry Reading had 17 attendees.

TV Tuesday had 209 views (Facebook Live program)

Young Adult Book Group met with three in attendance.

Swords and Starships book club met and had 169 views (Facebook Live event)

STEAM Kits were mailed out 4 times in June for a total of 359 kits. This is a project kit that corresponds with a story and instructional video that is posted on the library's YouTube channel.

Room use for June consisted of the Red Cross using it one day for a by appointment blood drive.

The library hosted a short story contest online with the prompt about what is coming out of the woods now that the humans are indoors.

There were 8 on-on one appointments fulfilled by Zoom in June.

Miscellaneous

In June there were 6,169, county-wide, checkouts on OverDrive. 352 circulations on hoopla in June with 19 new borrowers.

RFID tagging continues. The new gates and self-checkout stations have arrived and should be installed soon.

The library has opened for computer appointments and two afternoons of browsing a week. This is in addition to curbside service and mailing of holds.

June 2020

Currently the schedule is Monday and Wednesday 11 and 3 for computer appointments. Tuesday and Thursday 3-5 limited browsing. Tuesday, Wednesday, and Thursday 11-1 and 3-5 curbside pickup. And mailing all the time.

2019/20	Myrtlewood	Myrtlewood	Cedar	Cedar	Cedar	Total Use	Estimated Attendance
	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	16	14	11	52	93	1799	
Nov-19	15	8	10	50	83	1595	
Dec-18	11	6	8	39	64	1403	
Jan-20	14	10	9	52	85	1679	
Feb-20	13	11	11	55	90	1745	
Mar-20	1	4	4	21	30	372	
Apr-20	0	1	0	0	1	35	
May-20	0	1	0	0	1	35	
Jun-20	0	1	0	0	1	35	
Totals						11535	