

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

**Wednesday, June 20, 2018
5:15pm**

Introductions

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

COOS BAY PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
May 16, 2018

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

Board Members present: Curt Benward, Teri Harris Jones, Gina Sutherland, Steve Metz, James Moore, Bob More and Jennifer Groth.

Others in Attendance: Marie Benton, Ellen Thompson and Sami Pierson. We met new full-time library employee Brittany Buxton, who dropped in briefly to introduce herself.

Public Comment – Sami received two emails from patrons who had concerns and questions about moving the library. Sami sent replies explaining the reasons for the move and the selection of the new library site.

Minutes and Circulation – We reviewed minutes of the April 18th board meeting and April circulation figures. S. Metz made a motion to approve the minutes and J. Moore seconded. Approved unanimously. Circulation was down a bit, but gate count was unchanged. Sami reported that 3,691 items were checked out electronically District-wide in March.

Treasurer's Report – We reviewed library revenue and expenditures for the first 83% of the fiscal year and the memorial funds account summary. We have expended 70% of the materials and services budget and 74% of the personnel services budget. B. More requested additional information about disbursements, suggesting the addition of a short tag such as “books” or “program refreshments” to each line item. Sami agreed to include this information in future.

Correspondence – None

Librarian's Report – Sami told us that we will be getting new wi-fi equipment in July. This will improve our internet service and funding for this is provided in part by a federal program to provide better connectivity in rural and high-poverty regions of the country. A marine life story time was held at the Marine Life Center in Charleston. Today's job fair was well attended and library meeting rooms continue to be very well used.

Friends of the Library Report – M. Benton reported that the May book sale brought in \$852 plus a \$50 dollar donation and April book store sales were \$695.01. The next book sale will be June 2nd and 3rd and the Friends will hold a plant sale from 9:00 a. m. to 2:00 p. m. on Saturday, May 19th. Anyone with plants or garden-related items to donate for the sale may drop them off at the library on the morning of Friday, May 18th. Bi-Mart and Safeway both donated gift cards for the sale. Books and materials will be half-price tomorrow in the Friends Book Store from noon to 5:30 p. m.

Library Foundation Report– B. More reported that the Foundation Facebook page is now up and will soon have a donation button added. The Foundation meets tomorrow and planning for the October 20th fall fundraiser will be on the agenda.

Old Business –

Security Guard – Sami told us that she is moving forward with hiring a security guard for the library. An RFP went out yesterday and responses are due back in two and a half weeks. We should have a full-time security guard in the library by late June.

New Business –

Bulletin Board and Literature Rack Policies – We reviewed the proposed changes to the language of these policies. B. More made a motion to approve the proposed revisions to these policies and S. Metz seconded. Unanimously approved.

Appointment to the County Library Board – The Coos Bay Library has two positions on the County Library Board. Doug Wuerth has volunteered to serve a second term as one of our representatives on this Board. B. More made a motion to approve Doug Wuerth for this position and S. Metz seconded. Approved unanimously.

Dolly Parton Imagination Library – Sami told us about the Dolly Parton Imagination Library, a program that sends one book a month to children from the ages 0 to 5. Parents enroll their children in the program and each library serves children within their own service area (the confines of the Coos Bay School District in our case). Two donors volunteered to fund the program for our library for the first three years and so Sami signed us up. After three years, Sami hopes to have other funding available to sustain the program into the future, but, if such funding does not materialize, we will stop enrolling new children and phase the program out as enrolled children age out of eligibility. Sami's estimates for the costs of the program are: \$1,886 for year one, \$4,538 for year two, \$7,562 for year three, \$10,582 in year four and \$13,610 in year five and the years thereafter. The Myrtle Point Library joined the program a few months ago and it is the hope that all Coos County libraries will be participants.

Announcements – Sami included a board roster in the board packet and asked us to check this for accuracy. Both the Reedsport and North Douglas library district ballot measures are passing as of the latest vote counts. Sami has applied for a grant to fund 16 local adventure backpacks that would be available for checkout. Each backpack would contain information and resources about one of eight different subjects of local interest such as whales or trees.

Adjournment – C. Benward adjourned the meeting at 6:27 p. m.

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

Respectfully submitted,

G. Sutherland

City of Coos Bay
Balance Sheet
May 31, 2018

Library Fund

ASSETS

07-000-100-1001	Cash - Combined Fund	949,407.67	
07-000-100-1015	Petty Cash	200.00	
07-000-100-1101	Prepaid Expense	4,808.11	
07-000-100-1150	Investments - Nonspendable	52,398.83	
		<u> </u>	
	Total Assets		<u>1,006,814.61</u>

LIABILITIES AND EQUITY

FUND EQUITY

07-000-200-2501	Fund Balance - Nonspendable	52,398.83	
	Unappropriated Fund Balance:		
07-000-200-2500	Fund Balance	845,104.02	
	Revenue over Expenditures - YTD	109,311.76	
		<u> </u>	
	Balance - Current Date	954,415.78	
		<u> </u>	
	Total Fund Equity		<u>1,006,814.61</u>
	Total Liabilities and Equity		<u>1,006,814.61</u>

City of Coos Bay
Revenues with Comparison to Budget
For the 11 Months Ending May 31, 2018

Library Fund

	Period Actual	YTD Actual	Budget	Unearned	Pcnt
<u>Carryover</u>					
07-000-300-0100	Carryover - Regular	.00	.00	602,252.00	602,252.00 .0
07-000-300-0200	Carryover - Memorial/Board	.00	.00	50,000.00	50,000.00 .0
	Total Carryover	.00	.00	652,252.00	652,252.00 .0
<u>Revenue From Other Agencies</u>					
07-000-340-0300	State Library Grant	.00	2,146.00	17,000.00	14,854.00 12.6
07-000-340-0301	Grants	.00	3,000.00	7,500.00	4,500.00 40.0
07-000-340-0303	Federal Grants	.00	6,546.00	2,500.00 (4,046.00) 261.8
07-000-340-0900	Library Tax Base	76,542.12	1,048,724.09	1,000,000.00 (48,724.09) 104.9
	Total Revenue From Other Agencies	76,542.12	1,060,416.09	1,027,000.00 (33,416.09) 103.3
<u>Use Of Money & Property</u>					
07-000-350-0100	Interest	1,760.99	14,351.12	4,000.00 (10,351.12) 358.8
07-000-350-1100	Auditorium Rental	325.00	3,500.00	1,000.00 (2,500.00) 350.0
	Total Use Of Money & Property	2,085.99	17,851.12	5,000.00 (12,851.12) 357.0
<u>Current Services</u>					
07-000-360-0100	Copies	802.60	7,288.29	6,000.00 (1,288.29) 121.5
07-000-360-1800	Library Fees	1,302.37	12,718.07	14,000.00	1,281.93 90.8
	Total Current Services	2,104.97	20,006.36	20,000.00 (6.36) 100.0
<u>Other Revenue</u>					
07-000-380-0200	Cash Over/short	.00 (.10)	.00	.10 .0
07-000-380-0400	Reimbursements	15.50	419.75	325.00 (94.75) 129.2
07-000-380-0900	Gifts, Donations & Memorials	3,631.66	20,851.90	13,000.00 (7,851.90) 160.4
	Total Other Revenue	3,647.16	21,271.55	13,325.00 (7,946.55) 159.6
	Total Fund Revenue	84,380.24	1,119,545.12	1,717,577.00	598,031.88 65.2

City of Coos Bay
Expenditures with Comparison to Budget
For the 11 Months Ending May 31, 2018

Library Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Library Fund</u>					
Personnel Services					
07-510-510-1001	Salaries	44,592.88	483,759.45	613,484.00	129,724.55 78.9
07-510-510-1003	P.E.R.S.	7,902.28	91,287.96	114,873.00	23,585.04 79.5
07-510-510-1004	Social Security	3,375.46	36,684.64	46,936.00	10,251.36 78.2
07-510-510-1005	Employee Insurance	9,462.07	120,498.68	165,715.00	45,216.32 72.7
07-510-510-1006	Unemployment	.00	.00	16,150.00	16,150.00 .0
07-510-510-1007	Workers Compensation	136.35	1,420.15	2,513.00	1,092.85 56.5
07-510-510-1008	Volunteer Workers Compensation	.00	27.91	167.00	139.09 16.7
Total Personnel Services		65,469.04	733,678.79	959,838.00	226,159.21 76.4
Materials & Services					
07-510-520-2005	Training,Meetings,Travel,Dues	122.43	3,077.40	4,200.00	1,122.60 73.3
07-510-520-2101	Utilities	3,034.28	31,623.79	40,500.00	8,876.21 78.1
07-510-520-2102	Telephone	(27.48)	3,632.05	3,200.00	(432.05) 113.5
07-510-520-2105	Advertising	28.70	1,101.94	1,500.00	398.06 73.5
07-510-520-2108	Contractual	117.40	20,798.12	46,000.00	25,201.88 45.2
07-510-520-2120	Insurance	.00	21,968.17	21,000.00	(968.17) 104.6
07-510-520-2122	Duplicating	402.79	4,871.36	5,200.00	328.64 93.7
07-510-520-2123	Printing	120.58	383.07	1,500.00	1,116.93 25.5
07-510-520-2205	Office Supplies	116.76	1,541.01	2,000.00	458.99 77.1
07-510-520-2206	Postage	.00	1,042.97	2,000.00	957.03 52.2
07-510-520-2225	Janitorial Supplies	581.24	4,085.41	3,600.00	(485.41) 113.5
07-510-520-2234	Grants	322.68	3,786.82	16,000.00	12,213.18 23.7
07-510-520-2235	Library Supplies	1,636.55	10,934.62	12,000.00	1,065.38 91.1
07-510-520-2236	Library Books & Records	5,086.25	58,341.58	70,000.00	11,658.42 83.4
07-510-520-2237	Periodicals	.00	9,054.19	8,900.00	(154.19) 101.7
07-510-520-2238	Microfilm	.00	178.84	200.00	21.16 89.4
07-510-520-2239	State Aid to Children - Books	40.00	1,214.00	1,200.00	(14.00) 101.2
07-510-520-2302	Office Equipment Rental	258.64	3,847.03	5,000.00	1,152.97 76.9
07-510-520-2303	Equipment Repairs/Replacement	.00	18,105.21	30,550.00	12,444.79 59.3
07-510-520-2304	Equipment Maintenance Contract	37.95	8,791.70	14,000.00	5,208.30 62.8
07-510-520-2309	Building & Grounds Maintenance	3,661.77	31,061.69	29,000.00	(2,061.69) 107.1
07-510-520-2406	Reimbursable	(12.00)	.00	300.00	300.00 .0
07-510-520-2424	Library Board	.00	.00	500.00	500.00 .0
07-510-520-2450	Gifts, Donations & Memorials	6,328.75	27,663.60	13,000.00	(14,663.60) 212.8
Total Materials & Services		21,857.29	267,104.57	331,350.00	64,245.43 80.6
Capital Outlay					
07-510-530-3001	Computer Hardware & Software	.00	9,450.00	9,450.00	.00 100.0
Total Capital Outlay		.00	9,450.00	9,450.00	.00 100.0

City of Coos Bay
Expenditures with Comparison to Budget
For the 11 Months Ending May 31, 2018

Library Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
Other Financing Uses					
07-510-560-6001 Contingency	.00	.00	416,939.00	416,939.00	.0
Total Other Financing Uses	.00	.00	416,939.00	416,939.00	.0
Total Library Fund	87,326.33	1,010,233.36	1,717,577.00	707,343.64	58.8
Total Fund Expenditures	87,326.33	1,010,233.36	1,717,577.00	707,343.64	58.8
Net Revenue Over Expenditures	(2,946.09)	109,311.76	.00	(109,311.76)	.0

**Coos Bay Public Library
Memorial Funds Checking Account
May 2018**

BALANCE, April 30, 2018 \$ 14,266.79

DEPOSITS:

Babcock Memorial	\$25.00	
Rode Memorial	\$125.00	
Progress Club Donation	\$ 200.00	
Coos Bay-North Bend Rotary Donation	\$ 3,270.42	
Misc. Donations-May 2018	\$ 10.99	
TOTAL DEPOSITS		\$3,631.41

DISBURSEMENTS:

Amazon/Friends Library Purchases-Dvds	\$ 41.91	
Ingram/Rotary Donation-Books	\$ 746.98	
Amazon/Friends Library Purchases-Adult Programs-Foreign Films	\$ 71.42	
Amazon/Friends Library Purchases-Adult Programs-Film Noir films	\$ 17.97	
Ingram/Kenaston Donation-Books	\$ 45.80	
Ingram/Kenaston Donation-Books	\$ 99.96	
Center Point/Kenaston Donation-Books	\$ 136.02	
Baker Taylor/Kenaston Donation-Books	\$ 67.72	
Amazon/Friends Library Purchases-Dvds	\$ 24.95	
Recorded Books/Friends Library Purchases-Dvds	\$ 41.60	
Amazon/Friends Library Purchases-Adult Programs-Summer Reading Supplies	\$ 77.90	
Amazon/Friends Library Purchases-Adult Programs-Summer Reading Supplies	\$ 14.98	
Baker Taylor/Rode Memorial-Book	\$ 17.21	
Ingram/Rode Memorial-Book	\$ 17.26	
TOTAL DISBURSEMENTS		\$ 1,421.68

\$ 16,476.52

General Fund	\$ 9,112.21
Friend's Children's Fund	\$ 4,101.66
Care Connections	\$ 0.78
Kenaston Estate Donation	\$ (967.85)
Mallek Estate Memorial	\$ 121.17
Coos Bay Library Foundation Donation	\$ (13.30)
E-Books	\$ 70.00
Friends Library Purchases	\$ 7,562.30
Rotary Donation	\$ (3,857.05)
Coos Bay Library Foundation-Equipment	\$ 35.35
Coos Bay Library Foundation-Audios	\$ 305.00
Eagles Large Print Fund	\$ 6.25
Coos Bay Lions Club Large Print Fund	\$ -

MEMORIAL ACCOUNT FUNDS TOTAL - May 31, 2018 **\$ 16,476.52**

Balance **\$ 52,307.15**



COOS BAY
PUBLIC LIBRARY



JUNE 2018

Coos Bay Public Library Calendar

525 Anderson, Coos Bay, OR 541-269-1101
www.coosbaylibrary.org



JUNE

Walls: Local veterans
Lobby: FarWest Lapidary



Sun	Mon	Tue	Wed	Thu	Fri	Sat
3 FOL Book Sale noon-4 p.m. 	4 <i>Registration Required</i> Interview Prep & Practice 6:00 pm Forever YA Book Club 6:00 p.m.	5 LEGO CLUB 3:30-4:30	6 MGOL 9:30 a.m. Storytime 10:30 a.m. We Need to Talk 1:00 p.m. Readers Group 6:00	7 Drop-in LAPIDARY DEMO FarWest Lapidary & Gem Society will demonstrate lapidary arts & techniques JUNE 9th 10am - 3 pm	8 Foreign Film 7:00 p.m. 	9 LAPIDARY DEMO 10:00 am - 3:00 pm
10 Film Noir 4:00 p.m. 	11	12 Armchair Adventures 2:00 p.m. 	13 MGOL 9:30 a.m. Storytime 10:30 a.m. Drop-In Computer Lab 10am - noon POKEMON 3:30	14 MGOL 9:30 PUSHING THE LIMITS 6:00 	15 LEGO Club 3:30-4:30 Maker Madness 3:30 	16 Oregon Learners Permit Prep 9:00 - 2:30
17 Film Noir 4:00 p.m.	18 'Books 2 Film' book club 6:00	19	20 MGOL 9:30 Storytime 10:30 a.m. Library Board 5:15	21 MGOL 9:30 Youth Program International Reptile Rescue 2:00 p.m.	22 Tabletop Game Night 7:00 p.m.	23 SPANGLISH 10:30-noon
24	25	26	27 MGOL 9:30 a.m. Storytime 10:30 a.m. Drop-In Computer Lab 10am - noon POKEMON 3:30	28 MGOL 9:30 a.m.	29	30 Youth Program Traveling Lantern Theatre 3:00 p.m.

SUMMER ADVENTURES 2018
Youth Summer Learning & Adult Summer Reading Programs
June 14th - August 18th



Youth Summer Learning Programs
International Reptile Rescue June 21st
Traveling Lantern Theatre Presents: Life of Mozart June 30th

