

COOS BAY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING AGENDA

Wednesday, October 18, 2017

5:15pm

Introductions

1. Call to Order
2. Public Comments
3. Minutes and Circulation Reports
4. Treasure's Report
5. Correspondence
6. Librarian's Report
7. Friends of the Library report
8. Foundation Report
9. Old Business
 - a. Building
 - b. Steering Committee
 - c. Marketing/Website Project Update
 - d. Art Policy
 - e. Strategic Plan
10. New Business
 - a. Board Goals
11. Announcements
12. Adjournment

COOS BAY PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
September 20, 2017

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

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

Others in Attendance: Marie Benton.

Public Comment – None

Minutes and Circulation – We reviewed minutes of the August 16th board meeting and August circulation figures. S. Metz made a motion to approve the minutes and K. Erickson seconded. Approved unanimously.

Treasurer's Report – We reviewed the list of August expenditures from the Memorial Fund Checking Account and the August receipts from patrons. The August library budget summary was not included with the September board materials and so we will look at these figures at our October meeting.

Correspondence – None

Librarian's Report – The Summer Reading Program was success, with many reading logs turned in and great attendance at weekly special programs. Mother Goose on the Loose (MGOL) and Story Time continue to draw large numbers of patrons. C. Benward urged members to view the engaging new interactive wall displays in the Children's Department.

Friends of the Library Report – M. Benton reported that the Friends held their annual meeting today. They adopted a budget and approved a donation of \$15,500 to the library this year, covering all the items on Sami's "want list." The Friends gave \$19,326 to the library last year, supporting library programs, the "Library of Things" and purchases for the Children's Department. For the first time annual sales in the Friends Book Store exceeded proceeds from monthly book sales. The store brought in \$8,684 during the year while book sales netted a total of \$8,112. And, happily, the Friends realized a modest annual profit of \$33. The "Third Thursday" half-price sale in the book store takes place tomorrow. The next Friends book sale will be October 7th and 8th. The Friends continue to need volunteers to help set up before book sales and to pack up books at 4:00 p. m. on Sundays of book sale weekends.

Library Foundation Report– G. Sutherland gave a status report on plans for the Foundation's Fall Fundraiser. Grant of "Grant's Getaways" is the featured speaker at the event, and beer, wine, coffee and distilled spirits will be available to sample with food pairings from Black Market Gourmet. The event will be held at the library from 7:00 to 8:30 p. m. on Saturday, November 4th. Tickets will be available soon and will cost \$30 in advance or \$35 at the door.

Old Business –

Building – Protective coating has been applied to the library roof and no leaks were detected during recent rain showers.

Steering Committee – The Steering Committee is at a pause, awaiting more information from the City about a site for a new library.

Library Marketing/Website Project Update — The new library website is nearing completion.

Strategic Plan update – We reviewed the status report summarizing actions and progress toward the six goals included in the 2015 – 2018 Strategic Plan. We observed that it will soon be time to create a new Strategic Plan.

New Business –

Library Closure – County-wide library in-service will take place in Bandon on October 4th. J. Groth made a motion to approve closure of the library on this date and S. Metz seconded. Approved unanimously.

Library Card Policy – We reviewed the proposed revisions to the Library Card Policy, which Sami discussed with the board at previous board meetings. The revised policy includes Curry County residents as Coastline patrons and says out-of-county library cards valid for twelve months may be purchased for \$100 per household per year. J. Groth made a motion to approve the proposed policy revision and T. Harris Jones seconded. Approved unanimously.

Art Policy – We decided to delay consideration of this policy until the October meeting so that we could get more input from library staff.

Announcements – None

Adjournment – C. Benward adjourned the meeting at 5:47 p. m.

Next meeting: October 18th at 5:15 p. m.

Respectfully submitted,

G. Sutherland

City of Coos Bay
 Balance Sheet
 August 31, 2017

Library Fund

ASSETS

07-000-100-1001	Cash - Combined Fund	669,282.92	
07-000-100-1015	Petty Cash	200.00	
07-000-100-1150	Investments - Nonspendable	51,721.38	
	Total Assets		721,204.30

LIABILITIES AND EQUITY

LIABILITIES

07-000-200-2001	Accounts Payable	6,525.41	
	Total Liabilities		6,525.41

FUND EQUITY

07-000-200-2501	Fund Balance - Nonspendable	51,721.38	
	Unappropriated Fund Balance:		
07-000-200-2500	Fund Balance	845,781.47	
	Revenue over Expenditures - YTD	(182,823.96)	
	Balance - Current Date	662,957.51	
	Total Fund Equity		714,678.89
	Total Liabilities and Equity		721,204.30

City of Coos Bay
 Revenues with Comparison to Budget
 For the 2 Months Ending August 31, 2017

Library Fund

	Period Actual	YTD Actual	Budget	Unearned	Pcnt	
<u>Carryover</u>						
07-000-300-0100	Carryover - Regular	.00	.00	602,252.00	602,252.00	.0
07-000-300-0200	Carryover - Memorial/Board	.00	.00	50,000.00	50,000.00	.0
	Total Carryover	.00	.00	652,252.00	652,252.00	.0
<u>Revenue From Other Agencies</u>						
07-000-340-0300	State Library Grant	.00	.00	17,000.00	17,000.00	.0
07-000-340-0301	Grants	.00	.00	7,500.00	7,500.00	.0
07-000-340-0303	Federal Grants	.00	.00	2,500.00	2,500.00	.0
07-000-340-0900	Library Tax Base	.00	.00	1,000,000.00	1,000,000.00	.0
	Total Revenue From Other Agencies	.00	.00	1,027,000.00	1,027,000.00	.0
<u>Use Of Money & Property</u>						
07-000-350-0100	Interest	967.35	1,986.42	4,000.00	2,013.58	49.7
07-000-350-1100	Auditorium Rental	275.00	275.00	1,000.00	725.00	27.5
	Total Use Of Money & Property	1,242.35	2,261.42	5,000.00	2,738.58	45.2
<u>Current Services</u>						
07-000-360-0100	Copies	852.49	1,404.09	6,000.00	4,595.91	23.4
07-000-360-1800	Library Fees	1,333.80	2,235.78	14,000.00	11,764.22	16.0
	Total Current Services	2,186.29	3,639.87	20,000.00	16,360.13	18.2
<u>Other Revenue</u>						
07-000-380-0200	Cash Over/short	.00	(.20)	.00	.20	.0
07-000-380-0400	Reimbursements	43.50	80.00	325.00	245.00	24.6
07-000-380-0900	Gifts, Donations & Memorials	64.04	105.78	13,000.00	12,894.22	.8
	Total Other Revenue	107.54	185.58	13,325.00	13,139.42	1.4
	Total Fund Revenue	3,536.18	6,086.87	1,717,577.00	1,711,490.13	.4

City of Coos Bay
Expenditures with Comparison to Budget
For the 2 Months Ending August 31, 2017

Library Fund

		Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Library Fund</u>						
Personnel Services						
07-510-510-1001	Salaries	46,115.18	91,591.01	613,484.00	521,892.99	14.9
07-510-510-1003	P.E.R.S.	9,067.03	18,122.47	114,873.00	96,750.53	15.8
07-510-510-1004	Social Security	3,493.56	6,938.26	46,936.00	39,997.74	14.8
07-510-510-1005	Employee Insurance	8,783.90	17,567.32	165,715.00	148,147.68	10.6
07-510-510-1006	Unemployment	.00	.00	16,150.00	16,150.00	.0
07-510-510-1007	Workers Compensation	124.68	258.24	2,513.00	2,254.76	10.3
07-510-510-1008	Volunteer Workers Compensation	.00	.00	167.00	167.00	.0
Total Personnel Services		67,584.35	134,477.30	959,838.00	825,360.70	14.0
Materials & Services						
07-510-520-2005	Training,Meetings,Travel,Dues	33.49	307.29	4,200.00	3,892.71	7.3
07-510-520-2101	Utilities	5,901.96	5,901.96	40,500.00	34,598.04	14.6
07-510-520-2102	Telephone	863.96	863.96	3,200.00	2,336.04	27.0
07-510-520-2105	Advertising	69.98	102.98	1,500.00	1,397.02	6.9
07-510-520-2108	Contractual	3.00	3.00	46,000.00	45,997.00	.0
07-510-520-2120	Insurance	21,968.17	21,968.17	21,000.00	(968.17)	104.6
07-510-520-2122	Duplicating	632.07	632.07	5,200.00	4,567.93	12.2
07-510-520-2123	Printing	.00	.00	1,500.00	1,500.00	.0
07-510-520-2205	Office Supplies	247.48	247.48	2,000.00	1,752.52	12.4
07-510-520-2206	Postage	542.97	542.97	2,000.00	1,457.03	27.2
07-510-520-2225	Janitorial Supplies	425.62	425.62	3,600.00	3,174.38	11.8
07-510-520-2234	Grants	59.40	59.40	16,000.00	15,940.60	.4
07-510-520-2235	Library Supplies	337.70	337.70	12,000.00	11,662.30	2.8
07-510-520-2236	Library Books & Records	8,010.74	8,010.74	70,000.00	61,989.26	11.4
07-510-520-2237	Periodicals	30.00	917.57	8,900.00	7,982.43	10.3
07-510-520-2238	Microfilm	.00	.00	200.00	200.00	.0
07-510-520-2239	State Aid to Children - Books	.00	1,174.00	1,200.00	26.00	97.8
07-510-520-2302	Office Equipment Rental	427.42	427.42	5,000.00	4,572.58	8.6
07-510-520-2303	Equipment Repairs	753.51	1,866.49	7,000.00	5,133.51	26.7
07-510-520-2304	Equipment Maintenance Contract	2,065.90	6,683.00	14,000.00	7,317.00	47.7
07-510-520-2309	Building & Grounds Maintenance	2,824.23	2,824.23	29,000.00	26,175.77	9.7
07-510-520-2406	Reimbursable	12.00	12.00	300.00	288.00	4.0
07-510-520-2424	Library Board	.00	.00	500.00	500.00	.0
07-510-520-2450	Gifts, Donations & Memorials	2,238.46	1,125.48	13,000.00	11,874.52	8.7
Total Materials & Services		47,448.06	54,433.53	307,800.00	253,366.47	17.7
Capital Outlay						
07-510-530-3001	Computer Hardware & Software	.00	.00	33,000.00	33,000.00	.0
Total Capital Outlay		.00	.00	33,000.00	33,000.00	.0

City of Coos Bay
Expenditures with Comparison to Budget
For the 2 Months Ending August 31, 2017

Library Fund

		Period Actual	YTD Actual	Budget	Unexpended	Pcnt
Other Financing Uses						
07-510-560-6001	Contingency	.00	.00	416,939.00	416,939.00	.0
Total Other Financing Uses		.00	.00	416,939.00	416,939.00	.0
Total Library Fund		115,032.41	188,910.83	1,717,577.00	1,528,666.17	11.0
Total Fund Expenditures		115,032.41	188,910.83	1,717,577.00	1,528,666.17	11.0
Net Revenue Over Expenditures		(111,496.23)	(182,823.96)	.00	182,823.96	.0

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

BALANCE, August 31, 2017 \$ 19,339.60

DEPOSITS:

Friends of the Coos Bay Public Library	\$	3,875.00
Friends of the Coos Bay Public Library	\$	326.07
Misc. Donations-September 2017	\$	25.55

TOTAL DEPOSITS \$4,226.62

DISBURSEMENTS:

Live Oak Media/Friends Childrens Fund	\$	80.80
Scholastic/Friends Childrens Fund	\$	455.54
Amazon/Friends Childrens Fund	\$	155.00
Amazon/Friends Childrens Fund	\$	155.49
Amazon/Friends Childrens Fund	\$	3.22
Amazon/Friends Childrens Fund	\$	3.45
Amazon/Friends Childrens Fund	\$	22.44
Amazon/Friends Childrens Fund	\$	5.99
Recorded Books/Friends Library Purchases-Dvds	\$	41.60
Amazon/Friends Library Purchases-Equipment Fund	\$	206.44
Listen Here! Records/Friends Library Purchases-Adult Programs	\$	300.00
Bizchair, Nabi Shop/Friends Childrens Fund	\$	759.17
Cricket Media, Bizchair/Friends Childrens Fund	\$	194.25
Moe's Bike Shop, Walmart/Friends Library Purchases-Equipment Fund	\$	514.39
Safeway, McKays, Bi-Mart/Friends Library Purchases-Adult Programs	\$	37.35
Amazon/Care Connections	\$	20.98
Amazon/Care Connections	\$	40.93
Ingram/Care Connections	\$	70.15

TOTAL DISBURSEMENTS \$ 3,067.19

\$ 20,499.03

General Fund	\$	8,095.83
Friend's Children's Fund	\$	3,231.76
Care Connections	\$	373.44
Mallek Estate Memorial	\$	137.81
E-Books	\$	70.00
Friends Library Purchases	\$	8,243.59
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 - September 30, 2017 **\$ 20,499.03**

CD Beginning Balance	\$	51,661.03
Interest for August 2017	\$	60.35
BALANCE	\$	<u>51,721.38</u>



After Hours at the Library
Fundraiser & Silent Auction
Saturday, Nov. 4th
7 p.m.

Coos Bay Public Library Calendar
October 2017
525 Anderson, Coos Bay, OR 541-269-1101
<http://coosbaylibrary.org>

Silent Auction Fundraiser
Oct. 30th - Nov. 4th

OCTOBER ART
Walls: Pat Snyder
Lobby: Oregon Rocks

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31	BEIJAMO Oct. 18th 7:00 p.m.				

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

FOL Book Sale noon-4 p.m.	Forever YA Book Club 6:00 p.m.	LEGO Club 3:30-4:30	MGOL 9:30 a.m. Storytime 10:30 a.m. JOB FAIR 1-4 Readers Group 6:00	Library CLOSED Staff In-Service	OFF-SITE Marine Life Storytime @ Charleston Marine Life Center 10:30 a.m.	FOL Book Sale 10 a.m.-4 p.m.
Film Noir 4:00 p.m.	'Books 2 Film' book club 6:00	Armchair Adventures 2:00 p.m.	MGOL 9:30 Storytime 10:30 Computer Lab 10-noon POKEMON 3:30	MGOL 9:30 9:30 a.m.	LEGO Club 3:30 Foreign Film 7:00	The Rock History of Oregon 2:00 p.m.
Citizen Activism 101 2:00-3:30	T.A.G. Teen Advisory Group 3:45 p.m.	Furry Friends 3:30 Coloring for Adults 4-6 p.m.	MGOL 9:30 a.m. Storytime 10:30 a.m. Library Board 5:15 p.m. VELLAMO: Finnish Folk Duo 7:00 p.m.	MGOL 9:30 TWEEN BOOK CLUB 3:45	Registration Required Intro to Internet Browser 9:30-11:00 Maker Madness 3:30 p.m.	SPANGLISH 10:30-noon WELCOME! BIENVENIDOS!
Citizen Activism 101 2:00-3:30	T.A.G. Teen Advisory Group 3:45 p.m.	Library Foundation Silent Auction Begins at the library	MGOL 9:30 Storytime 10:30 Computer Lab 1:00-3:00 POKEMON 3:30	MGOL 9:30 a.m.	Registration Required Intro to Google Searching 9:30	Misinformation, Fake News & Political Propaganda 7:00-8:30

"A Little Lunch Music"

Monday, October 9th: The Little Match Girls Doc Slyter/Ashley Russell

Tuesday, October 10th: SOCC Vocal Jazz Ensemble

Wednesday, October 11th: Riptide Acoustic Trio

Thursday, October 12th: Bone Mountain Brothers

Friday, October 13th: Bone Mountain Brothers

Saturday, October 14th: SOCC Vocal Jazz Ensemble

Sunday, October 15th: Bone Mountain Brothers

Misinformation, Fake News and Political Propaganda SATURDAY, OCT. 28 7:00
We are overwhelmed with messages from politicians, news sources and other media. Learn to distinguish truth from fiction using critical thinking strategies. The workshop uses real world examples of political ads, news headlines, graphs / charts, the effect of word choice in messaging, statistical data and other types of information in a "what do you see here? / what is missing?" format.

Citizen Activism 101 - Making Change Happen SUNDAY, OCT. 29 2:00
Want to improve life for yourself and your neighbors or have a concern about local, state or federal laws? Learn about strategies for change, and more: Brief historical perspective; Examples of successful advocacy—local-national; Choosing your battles; Who makes the rules?; Getting heard: tools for change; "Tracking" state and federal legislation.

Librarian's Report
September 2017

PROGRAMS

September

Families and Children

Lego Club (2) - 30

MGOL (8) - 261

Storytime (4) - 92

Pokemon Club (2) – 53

Furry Friends Book Club - 11

Tween Book Club - 11

Young Adult

Maker Madness – 0

TAG Meeting - 1

Adult

Maker Madness - 2

Foreign Film - 28

Spanglish - 15

Forever YA Book Club - 1

Armchair Adventures - 12

POV Islands and Whales - 18

Film Noir - 23

Books2 Film - 10

Coloring for Adults - 6

Tabletop Gaming - 6

Coos & Curry Shipwrecks - 31

Technology

Drop In Computer Lab (2) - 17

Email Refresher - 1

Beginning Computer Mouse - 3

September Room Use

Myrtlewood

Library - 9

Non Library - 3

Cedar

Library - 8

Non Library - 39

Room Turn Aways (Cedar and Myrtlewood) - 7

Art Displays

Nadine Archer Allen – Mixed Media

Far West Lapidary & Gem Society

Miscellaneous

The library collected a large box full of school supplies through the supplies for fine forgiveness program. It was delivered to Blossom Gulch for their use and to redistribute to the other schools. The library will continue to hold occasional fine forgiveness weeks.

Oregon Battle of the Books has begun. Several staff members are working with the high school team by preparing practice questions for their practice sessions.

COOS BAY PUBLIC LIBRARY ART EXHIBIT POLICY

PURPOSE: It is part of the library's function to provide access to intellectual and cultural resources of the community. Exhibits, therefore, fulfill an integral part in the library's total program of public service. Exhibits may be planned to direct the public's attention to the materials and services of the library itself, or may provide exposure to the work of artists and artisans.

A guiding principle of the library is to offer open access to a broad range of information and ideas while serving as a dynamic community hub that welcomes all residents to connect to information and to each other. Art exhibits are provided to enhance and increase community appreciation of the arts, present a variety of exhibitions in the visual arts as well as of an educational and/or historical significance, and to help local and regional artists increase their public exposure.

CONTROL: Exhibits in the library are visible to anyone who walks into the building, both children and adults who may have various degrees of sophistication. Materials of the exhibit should be chosen and arranged by the artist with this in mind.

CONDITIONS:

1. Exhibits ~~will~~ **are** normally be scheduled for a period of one month, beginning approximately on the first day to the last day of the month. It is not the intent of the library to provide permanent or continuous exhibits. ~~An artist may be scheduled to exhibit individually or may be asked to join with another artist or artists for an exhibit.~~ **Exhibit space is available to individuals or groups on a reservation basis.** Reservations may be made through the Library Director **or Display Coordinator.** ~~The Director may require~~ **A review of sample pieces of the art to be shown, or photos of them, may be required.**

2. The library exhibit area is located across from the main circulation desk. All works of art must be suitable for exhibition and must be neatly and accurately labeled by the artist. The artist or artists will be responsible for setting up the exhibit using the art hanging system provided by the library. Pins or tape may not be used to attach materials to painted or wooden surfaces. Consideration should be given to the arrangement of the display to emphasize the art without unnecessary crowding on the walls, without constricting use of the library and without creating a safety hazard.

3. The library will ~~handle publicity~~ **submit public service announcements to local media** for exhibits. ~~and the artist~~ Artists should **bring provide** publicity material to the Library Director **at least two weeks prior to** ~~the~~ opening of the exhibit. This may include artist's statement or biographical material, and a description of the works to be exhibited. Inclusion of a high-contrast photo of the artist and/or of the artist's work ~~is recommended~~ **may be submitted** for possible PR or media coverage.

4. Artists must furnish the library with a list of items to be displayed along with the value of each for insurance purposes. Works of art are covered by a library insurance policy, subject to the limits of that policy. There is a \$1,000 deductible requirement for loss or damage for which the artist would be responsible.

5. Prices for art pieces may be posted. Transactions for the purchase of exhibit items shall be directly between the buyer and the artist. The artist must post his or her name and contact information if works are for sale so a buyer may contact the artist directly. The library shall receive no fees, commissions or other remuneration in connection with the sale of exhibit items.

6. The library will provide space for a reception upon request with advance notice. Publicity for the reception is the sole responsibility of the artist.

6. 7. Artists are responsible for removal of exhibit items on an agreed upon date. No exhibit material sold may be removed from the exhibit before the end of the exhibit period unless the library approves such removal and the rearrangement of the display. The library does not provide storage space for artwork.

**COOS BAY PUBLIC LIBRARY
ART EXHIBIT AGREEMENT**

EXHIBIT PERIOD: _____

ARTIST (S) Name: _____

Address: _____

Phone: _____

I agree to abide by the Art Exhibit Policy as stated above:

Exhibitor

Date

Approved:

Library Director/**Display Coordinator**

Date

Adopted by Board 7-19-00, reaffirmed by Board 8-22-01

Coos Bay Public Library 2017 Oregon Public Library Statistical Report

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
1.2	Street address	525 Anderson
1.3	City (enter the city ONLY)	Coos Bay
1.4	Zip	97420
1.5	Mailing address	525 Anderson
1.6	City (enter the city ONLY)	Coos Bay
1.7	Zip	97420
1.8	County	Coos
1.9	Library's main phone number (enter number without dashes or parentheses)	(541) 269-1101
1.10	Cooperative system membership or affiliation	CCLSD
1.11	Was there a boundary change in the legal service area in the last year?	No
1.12	Congressional District	4
1.13	Has the library or any of its branches moved or expanded in the last fiscal year	No
Number of public service outlets		
1.14	Central library	1
1.15	Branches	0
1.16	Bookmobiles	0
1.17	Other public service outlets	0
1.18	Number of registered users	n.c.

Part 2 - LIBRARY STAFF AS OF JUNE 30, 2017

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
2.2	Number of other persons holding the title of librarian	1.00
2.3	Total librarians in FTE (Sum of Lines 2.1 and 2.2)	6.00
2.4	Number of all other paid staff	5.60
2.5	Total paid staff in FTE (Sum of Lines 2.3 and 2.4)	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
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3.2	County	\$0
3.3	District (Library district, community college district, school district)	\$1,061,321
3.4	Total local government (Sum of 3.1 - 3.3)	\$1,061,321
3.5	State government sources	\$2,073
Federal government sources		
3.6	LSTA grants	\$0
3.7	E-rate telecommunications discount	\$0
3.8	Other federal funds	\$2,000
3.9	Federal government revenue (Sum of 3.6 - 3.8)	\$2,000
3.10	Other operating revenue	\$59,423
3.11	Total library operating revenue (Sum of 3.4, 3.5, 3.9, 3.10)	\$1,124,817
SECTION B. CAPITAL REVENUE		
3.12	Local government capital revenue	\$0
3.13	State government capital revenue	\$0
3.14	Federal government capital revenue	\$0
3.15	Other capital revenue	\$0
3.16	Total capital revenue (Sum of 3.12 - 3.15)	\$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	\$529,078
4.2	Employee benefits	\$273,101
4.3	Total staff expenditures (Sum of 4.1 and 4.2)	\$802,179
Library collection		
4.4	Books and other print materials	\$47,646
4.5	Periodicals and other serial subscriptions	\$7,748
4.6	Total expenditure on print materials (Sum of 4.4 and 4.5)	\$55,394
4.7	Electronic materials expenditures	\$4,687
4.8	Other materials expenditures	\$9,019
4.9	Total expenditures on collection (Sum of 4.6 + 4.7 + 4.8)	\$69,100
4.10	All other operating expenditures	\$201,853
4.11	Total library expenditures (Sum of 4.3 + 4.9 + 4.10)	\$1,073,132

SECTION B. CAPITAL OUTLAY

4.12	Library construction and related expenditures (incl. building sites)	\$0
4.13	Capital equipment expenditures (e.g. new automated systems)	\$17,682
4.14	Other capital outlay	\$0
4.15	Total capital outlay (Sum 4.12 - 4.14)	\$17,682

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	99,611
5.2	Number of physical units added.	4,082

Audio materials

5.3	Number of physical units (cassettes, records, compact discs, etc.)	11,152
5.4	Number of physical units added.	666

Video materials

5.5	Number of physical units	8,920
5.6	Number of physical units added.	1,155

Current print serial subscriptions

5.7	Number of subscriptions	200
5.8	Number of subscriptions added.	0

Other library materials

5.9	Number of physical units	407
5.10	Number of physical units added	88

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)	120,290
5.12	Total number of physical units added (Sum of 5.2 + 5.4 + 5.6 + 5.8 + 5.10)	5,991

SECTION B - DIGITAL OR DOWNLOADABLE COLLECTION

E-books

5.13	Number of units in Library2Go	42,148
5.14	Number of units added in Library2Go	6,309
5.15	Number of units owned locally or by consortia that are not part of Library2Go	0
5.16	Number of units owned locally or by consortia added that are not part of Library2Go	0
5.17	Total units of e-books (Sum of 5.13 and 5.15)	42,148
5.18	Total units of e-books added (Sum of 5.14 and 5.16)	6,309

Downloadable Audio Materials

5.19	Number of downloadable audio units in Library2Go	23,280
5.20	Number of downloadable units added in Library2Go	2,508
5.21	Number of downloadable units owned locally or by consortia that are not part of Library2Go	0
5.22	Number of downloadable units owned locally or by consortia added that are not part of Library2Go	0
5.23	Total downloadable audio materials (Sum of 5.19 and 5.21)	23,280
5.24	Total units of downloadable audio materials added (Sum of 5.20 and 5.22)	2,508

Downloadable Video Materials

5.25	Number of downloadable units in Library2Go	0
		0

5.26	Number of downloadable units added in Library2Go	
5.27	Number of downloadable units owned locally or by consortia that are not part of Library2Go	0
5.28	Number of downloadable units owned locally or by consortia locally added that are not part of Library2Go	0
5.29	Total downloadable video units (Sum of 5.25 and 5.27)	0
5.30	Total downloadable video units added (Sum of 5.26 and 5.28)	0
5.31	Total digital or downloadable units (Sum of 5.17, 5.23, 5.29)	65,428
5.32	Total digital or downloadable units added (Sum of 5.18, 5.24, 5.30)	8,817
5.33	Total physical and digital units (Sum of 5.11 and 5.31)	185,718
5.34	Total physical and digital units added (Sum of 5.12 and 5.32)	14,808
Electronic Collections		
5.35	Number of Statewide electronic collections (formerly databases)	24
5.36	Number of Statewide electronic collections (formerly databases) added	0
5.37	Number of Local or Local Consortial electronic collections (formerly databases)	5
5.38	Number of Local or Local Consortial electronic collections (formerly databases) added	0
Total licensed databases		
5.39	Total electronic collections (formerly databases) (Sum of 5.35 and 5.37)	29.00
5.40	Total electronic collections (formerly databases) added (Sum of 5.36 and 5.38)	0

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
6.2	In a typical week, total hours open M-F (5:00pm to close)	9
6.3	In a typical week, total hours open Saturday-Sunday (open to 5:00 pm)	5
6.4	In a typical week, total hours open Saturday-Sunday (5:00 pm to close)	1
6.5	Total hours in typical week (Sum of 6.1 - 6.4)	48.0
6.6	Number of weeks main library is open	52
6.7	Total annual public service hours for main library	2,370
6.8	Total annual public service hours for all public outlets for the fiscal year. (Sum of 6.7 and 9.9)	2,370
6.9	Library visits (total annual attendance at all library facilities)	183,810
6.10	Successful retrievals from the statewide electronic collections (formerly databases)	448
6.11	Successful retrievals from purchased local or local consortial electronic collections (formerly databases)	16,620
6.12	Total of Successful retrievals of electronic information (Sum of 6.10 and 6.11)	17,068.00
Circulation of library materials at all facilities for the fiscal year		
6.13	Number of first-time circulation of adult materials	172,817
6.14	Number of renewals of adult materials	55,586

6.15	Number of first-time circulation of young adult (YA) materials	7,981
6.16	Number of renewals of young adult (YA) materials	2,034
6.17	Number of first-time circulation of children's materials	47,148
6.18	Number of renewals of children's materials	10,153
6.19	First-time circulation not separated into adult, YA or children's materials	n.c.
6.20	Renewals not separated into adult, YA or children's materials	n.c.
6.21	Total first-time circulation (sum of 6.13, 6.15, 6.17, 6.19)	227,946
6.22	Total renewals (sum of 6.14, 6.16, 6.18, 6.20)	67,773
6.23	Total circulation of adult materials (Sum of 6.13 and 6.14)	228,403
6.24	Total circulation of young adult (YA) materials (Sum of 6.15 and 6.16)	10,015
6.25	Total circulation of children's materials (Sum of 6.17 and 6.18)	57,301
6.26	Total circulation not separated into adult, YA or children's materials (Sum of 6.19 - 6.20)	0
6.27	Total physical item circulation (Sum of 6.23 - 6.26)	295,719
6.28	Number of circulations of electronic materials (record Library2Go here)	14,619
6.29	Number of circulations of electronic materials (record local e-books and e-audio)	0
6.30	Total number of circulations of electronic materials (Sum of 6.28 and 6.29)	14,619.00
6.31	Total circulation of physical and electronic materials (Sum of 6.27 + 6.30)	310,338
6.32	Electronic Content Use (Sum of 6.30 + 6.12)	31,687
6.33	Total Collection Use (Sum of 6.30 + 6.27 + 6.12)	327,406
6.34	Total number of reference transactions	11,214
Programs or presentations sponsored by the library		
6.35	Number of children's programs	169
6.36	Number of persons attending children's programs (adults and children)	6,492
6.37	Number of young adult programs	29
6.38	Number of persons attending young adult programs	183
6.39	Number of programs for adults	260
6.40	Number of persons attending programs for adults	4,080
6.41	Total number of programs (Sum 6.35 + 6.37 + 6.39)	458
6.42	Total program attendance (Sum 6.36 + 6.38 + 6.40)	10,755
Best practices for children's programming		
6.43	Does your library have a summer reading program?	Yes
6.44	Does your library provide outreach to children and/or families, childcare providers, and preschool teachers?	Yes
6.45	Does your library provide training in early literacy for parents or childcare providers , and preschool teachers?	Yes
Interlibrary loans and borrowings		
6.46	Interlibrary loans lent using a shared catalog or integrated library system	52,992
6.47	Interlibrary loans lent to all other libraries not in shared catalog or integrated library system	946
6.48	Total loans lent to other libraries (Sum of 6.46 + 6.47)	53,938

6.49	Interlibrary loans borrowed using a shared catalog or integrated library system	19,002
6.50	Interlibrary loans borrowed from libraries not in shared catalog or integrated library system	857
6.51	Total loans borrowed from other libraries (Sum of 6.49 + 6.50)	19,859

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)	67
7.2	Total volunteer hours	3,611

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:
- B. High:
- C. Fixed Amount:

7.4 Assistant Director, hourly salary range

- A. Low:
- B. High:
- 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:
- 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
B.	Time period for overdue book fines:	day

7.11 Fines for overdue videos

A.	Fines:	\$1.00
B.	Time period for overdue video fines:	day
7.12 Fines for other overdue material -- type of material		
A.	Type of material:	other
B.	Fines:	\$0.15
C.	Time period for other overdue material fines:	day
7.13	Charge for interlibrary loan	as charged by other library / OCLC cost
7.14 Charge for non-resident borrowing privileges per year		
A.	Charge for individuals:	\$100.00
B.	Charge for family:	\$100.00
7.15	Number of circulations made without charge to non-residents	120,142
Friends of the Library, Library or District Board, and/or Library Foundation		
7.16	Does your library have a library board?	Yes
7.17	Does your library have a Friends of the Library group?	Yes
7.18	Does your library have a Library Foundation?	Yes
7.19	Are you using the Public Library Standards published by the Oregon Library Association?	Yes

Part 8 - LIBRARY TECHNOLOGY

8.1	Total annual number of uses (sessions) of public Internet computers	33,900
8.2	Total number of Internet terminals used by general public	21
8.3	Number of wireless sessions provided by library annually	20,394
8.4	Type of Internet connection at main library	Cable
8.5	Internet speed at main library	6.1M-10Mbps
8.6	Name of automation consortia library belongs to	Coos County LSD
8.7	Vendor of integrated library system (ILS)	Koha

Part 9 - LIBRARY FACILITIES

9.1	Square footage of main library. (NOTE: includes staff areas, enter 0 for bookmobiles)	25,872
9.2	Total system square footage (total of 9.1 + 9.8)	25,872
Please fill out a branch section for each branch or bookmobile.		
9.3	Name of branch	
9.4	Branch street address	
9.5	Branch city	
9.6	Branch zip code (5 digits)	
9.7	Branch phone number	
9.8	Branch square footage	
9.9	Public service hours per year at this location	
9.10	Number of weeks of the year this facility was open	
9.11	Type of Internet connection of this facility	
9.12	Internet connection speed of this facility	

Part 10

- 10.1 I have reviewed and, if needed, updated the library directory information on the online directory at www.oregon.gov/osl/LD/Pages/directories.aspx. Yes

Part 11 - LIBRARY PROGRESS REPORT

Library Progress Report for past fiscal year - Optional

- 11.1 Progress report for this past year.
Please report on significant developments in your library this past fiscal year.

How does your library use the annual report data? Please indicate all that apply:

- | | | |
|-------|---|-----|
| 11.2a | Report to governing body | Yes |
| 11.2b | Report to advisory groups | Yes |
| 11.2c | Inform Friends groups and Foundations | Yes |
| 11.2d | Manage resources (staff time, hours, collections) | Yes |
| 11.2e | Inform strategic plan | Yes |
| 11.2f | Establish quantitative measures of success | Yes |
| 11.2g | Compare our library to peer libraries | Yes |
| 11.2h | Identify usage and resource trends of the library | Yes |
| 11.2i | Other: please specify | |

Part 12 - STATE USE ONLY

Administrative Entity

- | | | |
|------|--------------------------------|------------------------------|
| 12.1 | Population served | 25505 |
| 12.2 | FSCS ID | OR0114 |
| 12.3 | Interlibrary relationship code | ME - Fed or coop Member |
| 12.4 | Legal basis code | CI - City |
| 12.5 | Administrative structure code | SO - Single outlet, admin in |
| 12.6 | FSCS public library definition | Yes |
| 12.7 | Geographic code | C11 - City exactly |

Main Service Outlet

- | | | |
|-------|-----------------------------|-------------------------|
| 12.8 | Name of main service outlet | COOS BAY PUBLIC LIBRARY |
| 12.9 | FSCS ID | OR0114 |
| 12.10 | FSCS ID sequence number | 2 |
| 12.11 | Outlet type code | CE |

Other Service Outlets

- | | | |
|-------|---------------------------|--|
| 12.12 | Name of branch (from 9.3) | |
| 12.13 | FSCS ID | |
| 12.14 | FSCS ID sequence number | |
| 12.15 | Outlet type code | |

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

- | | | |
|-------|--------------|--------------------------------------|
| 12.16 | Name | Samantha Pierson |
| 12.17 | Phone Number | (541) 269-1101 |
| 12.18 | Email | spierson@coastlinelibrarynetwork.org |