

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

**Wednesday, September 19, 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  
Library Standards  
Steering Committee
10. New Business  
Allocation Formula
12. Announcements
13. Adjournment

## Coos Bay Public Library August Report

# of items added to collection - 863

New cards issued - 99

Total reference questions - 1032

Daily average circulation - 860

Total # of programs - 53

Program attendance - 1091

Total items checked out at the library - 20,745

Total of Coos Bay items checked out anywhere - 23,227

Total digital downloads - 27

Gate count - 15,010

Total monthly visitors - 16,565

COOS BAY PUBLIC LIBRARY  
BOARD OF TRUSTEE MEETING MINUTES  
August 15, 2018

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

**Board Members present:** Curt Benward, Alissa Pruess, Kathy Erickson, Gina Sutherland, Steve Metz, James Moore, Bob More and Jennifer Groth.

**Others in Attendance:** Marie Benton and Sami Pierson.

**Public Comment** – None

**Minutes and Circulation** – We reviewed minutes of the July 18<sup>th</sup> board meeting and July circulation figures. Steve Metz made a motion to approve the minutes and Bob More seconded. Approved unanimously.

Bob More said that he believed the downward trend in circulation and gate count was a concern. Gina Sutherland said the popularity and number of library programs offered, the near-constant use of the library's meeting rooms and the many electronic items checked out every month were other important data that reflected important elements of library services. Bob agreed, but thought the average person looking at the monthly circulation summary would conclude that library use was decreasing and its value to our community might be diminishing. It was suggested that we revise the format of this summary page to include the number of programs offered each month and total program attendance.

**Treasurer's Report** – We reviewed year-end revenue and expenditures figures. Sami reported that we have just over \$600,000 remaining to pay expenses until the first County tax payment arrives in the fall. The library expended 83.1% of the annual Personnel Services budget but was short one staff member for part of the year. Materials and Services expenditures were 86.2% of the budgeted amount for the year. The budget line item for the security guard is Contractual Services. Sami said that County tax payments for the past year were higher than expected. Bob More made a motion to approve the Treasurer's Report and Steve Metz seconded. Unanimously approved.

**Correspondence** – None

**Librarian's Report** – Sami told us that there was great response for library staff presence at the County Fair and Wednesday Farmers' Markets. Staff publicized library programs and services, answered questions and gave away books at these events. The floor in the Myrtlewood Room will be replaced within the next few days. The unsightly stained rug will be replaced with a click-together flooring product that is both durable and washable. If the new floor creates problems with the room's acoustics, acoustic wall panels can be installed. Sami commented that staff have noted some long-absent patrons returning to the library since we hired a security guard.

**Friends of the Library Report** – Marie Benton reported that the July book sale brought in \$1099 and June book store sales were \$657.15. The next book sale will be October 6<sup>th</sup> and 7<sup>th</sup>. Books and materials will be half-price tomorrow in the Friends Book Store from noon to 5:30 p. m.

**City Council Library Board Representative** – Jennifer Groth told us that she has accepted a position with the Rural Development Initiative in Eugene and that this was her last Board meeting. We will not have a City Council representative until the new Council is seated in January. We thanked Jennifer for her service to the library and wished her the very best.

**Library Foundation Report**– Steve Metz reported that planning is now well underway for the “After Hours at the Library” fundraiser on October 20<sup>th</sup>. He urged Board members to attend and/or sponsor the event and to consider donating an item for the silent auction. The Foundation has a year-end balance of \$140,120 and voted to establish a separate account for donations dedicated to the new library building.

**Old Business –**

**Library Standards** – Board members turned in their scored copies of the Library Standards. Sami will tally our “Yes” or “No” checkmarks for each standard, which will tell her how well she has communicated our library’s status in meeting each standard. We will review one section of the Standards at every other Board meeting until we complete the document. We will discuss the “Governance” standard at the September meeting. Curt Benward said it was important for all Board members to take responsibility for the Advocacy standards and actively work to convey a positive image of the library.

**Policy Manual** – We received a revised copy of the Library Policy Manual at our last meeting. Sami asked us read this over before our next meeting and to email corrections or editing suggestions to her. Sami proposed going over one section of the Policy Manual at alternate Board meetings.

**Steering Committee** – The Steering Committee met earlier this week. After hearing from two professional fundraising consultants the group has concluded that we will likely have to go out for a bond measure. Steering Committee members, Board members, as well as members of the Foundation and the Friends will attend a City Council work session in January to discuss a possible measure. May of 2020 may be a likely target date for putting a bond measure before voters, and the amount of the bond will need to be decided.

**New Business – None**

**Announcements** – Sami told us that the library will hold a Fine Forgiveness Drive from August 20<sup>th</sup> through August 30<sup>th</sup>. Library fines will be forgiven with donations of school supplies. The library received a \$3,000 “Refreshing Collections” grant to purchase books for children.

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

**Next meeting: September 19<sup>th</sup> at 5:15 p. m.**

Respectfully submitted,

G. Sutherland

**COOS BAY PUBLIC LIBRARY  
AUGUST 2018**

**INVENTORY**

<u>CLASSIFICATION</u>	<u>ACQUIRED</u>
Adult Books	248
Adult Audio Books	55
Adult Video	85
Adult Miscellaneous	0
Young Adult Books	64
Young Adult Audio	6
Child Books	385
Child Audio	11
Child Video	9
Child Miscellaneous	0
<b>TOTAL</b>	<b>863</b>

**CIRCULATION SUMMARY**

	<b>Total Items Checked Out At Coos Bay</b>	<b>Total Coos Bay Owned Items Checked Out</b>		
<b>2018</b>	20,745	23,227		
<b>2017</b>	25,082	25,333		
<b>2016</b>	23,917	26,035		
<b>2015</b>	21,725	23,438		
<b>2014</b>	21,948	24,744		
<b>2013</b>	22,954	25,557		
<b>GATE COUNT:</b>	15,010			
	(2017 - 15,016)			
<b>REFERENCE QUESTIONS ANSWERED:</b>		914		
<b>YP REFERENCE QUESTIONS ANSWERED:</b>		118		
<b>NEW PATRON REGISTRATIONS:</b>		99		
<b>#DAYS OPEN:</b>	<b>27</b>	<b>27</b>	<b>27</b>	
<b>DAILY AVERAGE CIRCULATION:</b>	860	(17) 938	(16) 964	

**RECEIPTS FROM PATRONS**

FINES	\$1,052.19
DISKS/MISC.	\$62.15
DAMAGE/LOSS	\$171.98
RENT	\$75.00
BOOK BAGS	\$21.00
COPIES	<u>\$570.65</u>
<b>TOTAL</b>	<b><u>\$1,952.97</u></b>

City of Coos Bay  
 Revenues with Comparison to Budget  
 For the 1 Months Ending July 31, 2018

Library Fund

	Period Actual	YTD Actual	Budget	Unearned	Pcnt
<u>Carryover</u>					
07-000-300-0100 Carryover - Regular	.00	.00	715,000.00	715,000.00	.0
Total Carryover	.00	.00	715,000.00	715,000.00	.0
<u>Revenue From Other Agencies</u>					
07-000-340-0300 State Library Grant	.00	.00	1,200.00	1,200.00	.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	1,010,000.00	1,010,000.00	.0
Total Revenue From Other Agencies	.00	.00	1,021,200.00	1,021,200.00	.0
<u>Use Of Money &amp; Property</u>					
07-000-350-0100 Interest	1,733.86	1,733.86	6,000.00	4,266.14	28.9
07-000-350-1100 Auditorium Rental	.00	.00	2,000.00	2,000.00	.0
Total Use Of Money & Property	1,733.86	1,733.86	8,000.00	6,266.14	21.7
<u>Current Services</u>					
07-000-360-0100 Copies	441.45	441.45	6,500.00	6,058.55	6.8
07-000-360-1800 Library Fees	1,007.05	1,007.05	14,200.00	13,192.95	7.1
Total Current Services	1,448.50	1,448.50	20,700.00	19,251.50	7.0
<u>Other Revenue</u>					
07-000-380-0400 Reimbursements	31.00	31.00	400.00	369.00	7.8
07-000-380-0900 Gifts, Donations & Memorials	909.42	909.42	18,000.00	17,090.58	5.1
Total Other Revenue	940.42	940.42	18,400.00	17,459.58	5.1
Total Fund Revenue	4,122.78	4,122.78	1,783,300.00	1,779,177.22	.2

City of Coos Bay  
Expenditures with Comparison to Budget  
For the 1 Months Ending July 31, 2018

Library Fund

		Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Library Fund</u>						
Personnel Services						
07-510-510-1001	Salaries	47,153.50	47,153.50	668,787.00	621,633.50	7.1
07-510-510-1003	P.E.R.S.	9,378.81	9,378.81	115,799.00	106,420.19	8.1
07-510-510-1004	Social Security	3,571.52	3,571.52	51,171.00	47,599.48	7.0
07-510-510-1005	Employee Insurance	9,800.59	9,800.59	205,917.00	196,116.41	4.8
07-510-510-1006	Unemployment	.00	.00	16,150.00	16,150.00	.0
07-510-510-1007	Workers Compensation	64.95	64.95	2,620.00	2,555.05	2.5
07-510-510-1008	Volunteer Workers Compensation	.00	.00	162.00	162.00	.0
Total Personnel Services		69,969.37	69,969.37	1,060,606.00	990,636.63	6.6
Materials & Services						
07-510-520-2005	Training, Meetings, Travel, Dues	487.68	487.68	8,000.00	7,512.32	6.1
07-510-520-2101	Utilities	.00	.00	42,000.00	42,000.00	.0
07-510-520-2102	Telephone	.00	.00	13,200.00	13,200.00	.0
07-510-520-2105	Advertising	.00	.00	8,000.00	8,000.00	.0
07-510-520-2108	Contractual	1,591.23	1,591.23	12,000.00	10,408.77	13.3
07-510-520-2120	Insurance	20,768.19	20,768.19	21,000.00	231.81	98.9
07-510-520-2122	Duplicating	.00	.00	7,200.00	7,200.00	.0
07-510-520-2123	Printing	.00	.00	3,000.00	3,000.00	.0
07-510-520-2205	Office Supplies	126.97	126.97	2,200.00	2,073.03	5.8
07-510-520-2206	Postage	500.00	500.00	2,500.00	2,000.00	20.0
07-510-520-2225	Janitorial Supplies	.00	.00	4,400.00	4,400.00	.0
07-510-520-2231	Small Equipment	.00	.00	33,000.00	33,000.00	.0
07-510-520-2234	Grants	599.88	599.88	11,200.00	10,600.12	5.4
07-510-520-2235	Library Supplies	478.96	478.96	14,000.00	13,521.04	3.4
07-510-520-2236	Library Books & Records	5,019.11	5,019.11	82,000.00	76,980.89	6.1
07-510-520-2237	Periodicals	170.55	170.55	8,500.00	8,329.45	2.0
07-510-520-2238	Microfilm	.00	.00	200.00	200.00	.0
07-510-520-2239	State Aid to Children - Books	.00	.00	2,100.00	2,100.00	.0
07-510-520-2302	Office Equipment Rental	.00	.00	5,200.00	5,200.00	.0
07-510-520-2303	Equipment Repairs/Replacement	.00	.00	7,000.00	7,000.00	.0
07-510-520-2304	Equipment Maintenance Contract	6,836.06	6,836.06	9,500.00	2,663.94	72.0
07-510-520-2309	Building & Grounds Maintenance	50.00	50.00	33,000.00	32,950.00	.2
07-510-520-2406	Reimbursable	.00	.00	300.00	300.00	.0
07-510-520-2424	Library Board	.00	.00	600.00	600.00	.0
07-510-520-2450	Gifts, Donations & Memorials	1,038.21	1,038.21	18,000.00	16,961.79	5.8
Total Materials & Services		37,666.84	37,666.84	348,100.00	310,433.16	10.8
Other Financing Uses						
07-510-560-6001	Contingency	.00	.00	374,594.00	374,594.00	.0
Total Other Financing Uses		.00	.00	374,594.00	374,594.00	.0
Total Library Fund		107,636.21	107,636.21	1,783,300.00	1,675,663.79	6.0

City of Coos Bay  
 Expenditures with Comparison to Budget  
 For the 1 Months Ending July 31, 2018

Library Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
Total Fund Expenditures	107,636.21	107,636.21	1,783,300.00	1,675,663.79	6.0
Net Revenue Over Expenditures	( 103,513.43)	( 103,513.43)	.00	103,513.43	.0



City of Coos Bay  
Balance Sheet  
August 31, 2018

Library Fund

ASSETS

07-000-100-1001	Cash - Combined Fund	791,597.26	
07-000-100-1015	Petty Cash	200.00	
	Total Assets		<u>791,797.26</u>

LIABILITIES AND EQUITY

FUND EQUITY

	Unappropriated Fund Balance:		
07-000-200-2500	Fund Balance	977,464.84	
	Revenue over Expenditures - YTD	( 185,667.58)	
	Balance - Current Date		<u>791,797.26</u>
	Total Fund Equity		<u>791,797.26</u>
	Total Liabilities and Equity		<u>791,797.26</u>

City of Coos Bay  
 Revenues with Comparison to Budget  
 For the 2 Months Ending August 31, 2018

		Library Fund				
		Period Actual	YTD Actual	Budget	Unearned	Pcnt
<u>Carryover</u>						
07-000-300-0100	Carryover - Regular	.00	.00	715,000.00	715,000.00	.0
	<b>Total Carryover</b>	<b>.00</b>	<b>.00</b>	<b>715,000.00</b>	<b>715,000.00</b>	<b>.0</b>
<u>Revenue From Other Agencies</u>						
07-000-340-0300	State Library Grant	.00	.00	1,200.00	1,200.00	.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	1,010,000.00	1,010,000.00	.0
	<b>Total Revenue From Other Agencies</b>	<b>.00</b>	<b>.00</b>	<b>1,021,200.00</b>	<b>1,021,200.00</b>	<b>.0</b>
<u>Use Of Money &amp; Property</u>						
07-000-350-0100	Interest	1,631.70	3,365.56	6,000.00	2,634.44	56.1
07-000-350-1100	Auditorium Rental	75.00	75.00	2,000.00	1,925.00	3.8
	<b>Total Use Of Money &amp; Property</b>	<b>1,706.70</b>	<b>3,440.56</b>	<b>8,000.00</b>	<b>4,559.44</b>	<b>43.0</b>
<u>Current Services</u>						
07-000-360-0100	Copies	722.75	1,164.20	6,500.00	5,335.80	17.9
07-000-360-1800	Library Fees	1,509.15	2,516.20	14,200.00	11,683.80	17.7
	<b>Total Current Services</b>	<b>2,231.90</b>	<b>3,680.40</b>	<b>20,700.00</b>	<b>17,019.60</b>	<b>17.8</b>
<u>Other Revenue</u>						
07-000-380-0400	Reimbursements	31.50	62.50	400.00	337.50	15.6
07-000-380-0900	Gifts, Donations & Memorials	24.91	934.33	18,000.00	17,065.67	5.2
	<b>Total Other Revenue</b>	<b>56.41</b>	<b>996.83</b>	<b>18,400.00</b>	<b>17,403.17</b>	<b>5.4</b>
	<b>Total Fund Revenue</b>	<b>3,995.01</b>	<b>8,117.79</b>	<b>1,783,300.00</b>	<b>1,775,182.21</b>	<b>.5</b>

City of Coos Bay  
Expenditures with Comparison to Budget  
For the 2 Months Ending August 31, 2018

Library Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Library Fund</u>					
<b>Personnel Services</b>					
07-510-510-1001	Salaries	46,965.14	94,118.64	668,787.00	574,668.36 14.1
07-510-510-1003	P.E.R.S.	8,577.77	17,956.58	115,799.00	97,842.42 15.5
07-510-510-1004	Social Security	3,557.18	7,128.70	51,171.00	44,042.30 13.9
07-510-510-1005	Employee Insurance	9,800.59	19,601.18	205,917.00	186,315.82 9.5
07-510-510-1006	Unemployment	.00	.00	16,150.00	16,150.00 .0
07-510-510-1007	Workers Compensation	66.15	131.10	2,620.00	2,488.90 5.0
07-510-510-1008	Volunteer Workers Compensation	.00	.00	162.00	162.00 .0
<b>Total Personnel Services</b>		<b>68,966.83</b>	<b>138,936.20</b>	<b>1,060,606.00</b>	<b>921,669.80 13.1</b>
<b>Materials &amp; Services</b>					
07-510-520-2005	Training,Meetings,Travel,Dues	.00	487.68	8,000.00	7,512.32 6.1
07-510-520-2101	Utilities	2,844.61	2,844.61	42,000.00	39,155.39 6.8
07-510-520-2102	Telephone	.00	.00	13,200.00	13,200.00 .0
07-510-520-2105	Advertising	600.00	600.00	8,000.00	7,400.00 7.5
07-510-520-2108	Contractual	3,480.28	5,071.51	12,000.00	6,928.49 42.3
07-510-520-2120	Insurance	.00	20,768.19	21,000.00	231.81 98.9
07-510-520-2122	Duplicating	691.36	691.36	7,200.00	6,508.64 9.6
07-510-520-2123	Printing	.00	.00	3,000.00	3,000.00 .0
07-510-520-2205	Office Supplies	84.79	211.76	2,200.00	1,988.24 9.6
07-510-520-2206	Postage	.00	500.00	2,500.00	2,000.00 20.0
07-510-520-2225	Janitorial Supplies	468.03	468.03	4,400.00	3,931.97 10.6
07-510-520-2231	Small Equipment	.00	.00	33,000.00	33,000.00 .0
07-510-520-2234	Grants	382.94	982.82	11,200.00	10,217.18 8.8
07-510-520-2235	Library Supplies	528.64	1,007.60	14,000.00	12,992.40 7.2
07-510-520-2236	Library Books & Records	3,067.67	8,086.78	82,000.00	73,913.22 9.9
07-510-520-2237	Periodicals	.00	170.55	8,500.00	8,329.45 2.0
07-510-520-2238	Microfilm	.00	.00	200.00	200.00 .0
07-510-520-2239	State Aid to Children - Books	.00	.00	2,100.00	2,100.00 .0
07-510-520-2302	Office Equipment Rental	288.09	288.09	5,200.00	4,911.91 5.5
07-510-520-2303	Equipment Repairs/Replacement	194.87	194.87	7,000.00	6,805.13 2.8
07-510-520-2304	Equipment Maintenance Contract	282.59	7,118.65	9,500.00	2,381.35 74.9
07-510-520-2309	Building & Grounds Maintenance	2,677.20	2,727.20	33,000.00	30,272.80 8.3
07-510-520-2406	Reimbursable	.00	.00	300.00	300.00 .0
07-510-520-2424	Library Board	.00	.00	600.00	600.00 .0
07-510-520-2450	Gifts, Donations & Memorials	1,591.26	2,629.47	18,000.00	15,370.53 14.6
<b>Total Materials &amp; Services</b>		<b>17,182.33</b>	<b>54,849.17</b>	<b>348,100.00</b>	<b>293,250.83 15.8</b>
<b>Other Financing Uses</b>					
07-510-560-6001	Contingency	.00	.00	374,594.00	374,594.00 .0
<b>Total Other Financing Uses</b>		<b>.00</b>	<b>.00</b>	<b>374,594.00</b>	<b>374,594.00 .0</b>
<b>Total Library Fund</b>		<b>86,149.16</b>	<b>193,785.37</b>	<b>1,783,300.00</b>	<b>1,589,514.63 10.9</b>

City of Coos Bay  
 Expenditures with Comparison to Budget  
 For the 2 Months Ending August 31, 2018

Library Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
Total Fund Expenditures	86,149.16	193,785.37	1,783,300.00	1,589,514.63	10.9
Net Revenue Over Expenditures	( 82,154.15)	( 185,667.58)	.00	185,667.58	.0

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

BALANCE, July 31, 2018 \$ 20,568.76

**DEPOSITS:**

Misc. Donations-August 2018 \$ 14.41  
TOTAL DEPOSITS \$14.41

**DISBURSEMENTS:**

Amazon/Library of Things Circulating Boxes	\$52.97
McKays, Dollar Tree, Safeway, Walmart/Refreshments-Books2Film, Fantasia, Listen,Lunch, Learn	\$50.03
McKays, Big Lots, Safeway/Refreshments-Driver Permit Class, Film Noir, Books2Film	
Thing Fling, Game Night	\$173.40
Amazon/Book-Adult Programs-Books2Film	\$9.94
Safeway, United Grocers-Refreshments/Shakjespear's Words, Words, Words,	
Lunch, Listen&Learn, Thing Fling	\$52.52
Center Point Large Print/Kenaston Donation	\$136.02
Center Point Large Print/Kenaston Donation	\$50.68
Amazon/YP Storytime Supplies	\$235.95
Recorded Books/Dvd-Foreign Films	\$41.60
Amazon/Dvd-Arm Chair Adventures	\$17.99
Amazon/Adult Summer Reading Prizes	\$29.52
Amazon-YP Summer Reading Prizes (Amazon Kindles) , Storytime Supplies	\$127.16
Safeway, Dollar Tree, Walmart, Joann Fabric/Refreshments-Film Noir, Books2Film,	
Volunteer Fair, Spanglish. Display Supplies	\$50.13
Dairy Queen/YP Summer Reading Givaways	\$26.95
Ross Stores/Baskets for Outreach	\$37.96
Cranberry Sweets/YP Summer Reading Givaways	\$24.52
The Pottery Company/YP Summer Reading Givaways	\$50.00
Apple Itunes, Safeway, Dollar Tree, Fred Meyer Cricket Media, Bimart/YP Summer Reading Prizes,	
Refreshments-PJ Storytime, Music for storytimes	\$ 166.25
<b>TOTAL DISBURSEMENTS</b>	<b>\$ 1,333.59</b>
	<b><u>\$ 19,249.58</u></b>

General Fund	\$ 8,386.56
Friend's Children's Fund	\$ 2,627.40
Care Connections	\$ 0.78
Kenaston Estate Donation	\$ (186.70)
Mallek Estate Memorial	\$ 121.17
Coos Bay Library Foundation Donation	\$ (13.30)
E-Books	\$ 35.00
Friends Library Purchases	\$ 7,932.07
Rotary Donation	\$ -
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 - August 31, 2018** **\$ 19,249.58**

**CD Balance** **\$ 52,489.72**

Librarian's Report

August 2018

**PROGRAMS**

***Families and Children***

Lego Club (2) - 50

MGOL (10) - 252

Storytime (5) - 229

Pokemon Club (2) - 18

DHS baby group (1) - 6

Lego Robotics (2) - 35

Birdhouse building (2) - 52

PJ Storytime - 50

Border Collie International - 65

Summer Adventure Checkpoints (3) - 45

***Young Adult***

Harry Potter Escape Room (7) - 44

***Adult***

Foreign Film - 39

Spanglish - 14

Forever YA Book Club - 5

Armchair Adventures - 25

Pushing the Limits - 3

Film Noir - 32

Books2 Film - 11

Adult Tabletop Games - 12

Proctoring - 4

Volunteer Fair - 82

***Technology***

Drop In Computer Lab (2) - 9

Introduction to Google Drive - 9

***Room Use***

Myrtlewood

Library - 12

Non Library - 3

Cedar

Library - 7

Non Library - 55

***Art Displays***

Walls and Lobby: Kathy Andreasen

***Miscellaneous***

**In August there were, county-wide, 4239 checkouts on OverDrive. 27 circulations on hoopla in August.**

**Throughout the summer the library held Summer Adventure check-ins, alternating weeks between Empire and Eastside, with the idea that kids didn't have to travel to the library to claim reading prizes and participate. As the summer went, we modified the plan slightly and it became a time to hand out free books without any expectation of the kids keeping reading logs. The kids were very excited to get books each week and by the end of summer were waiting for staff to arrive. Despite not obtaining our original goal, the effort is well worth it and will be continued next year.**

**The library also spent many of the Wednesdays of summer at the Farmer's Market. It gave staff a chance to interact with many other people, advertise our new programs, such as Library of Things. We handed out free kids and adult books each Wednesday, in addition to marketing materials.**

**The Mytlewood Room received a bit of a make over with new, cleanable flooring. Even with the knowledge that we won't be in this building for many more years, the investment was well worth it.**

	Myrtlewood		Cedar		Total Use
	Library Use	Non-Library Use	Library Use	Non-Library Use	
Jul-17	17	3	9	25	54
Aug-17	10	7	7	42	66
Sep-17	9	3	8	39	59
Oct-17	22	5	12	34	73
Nov-17	14	6	13	41	74
Dec-17	9	5	4	38	56
Jan-18	11	7	5	34	57
Feb-18	12	10	5	37	64
Mar-18	15	9	7	40	71
Apr-18	10	9	5	39	63
May-18	10	9	6	39	64
Jun-18	13	4	5	54	76
Totals	152	77	86	462	777



**Estimated Attendance**

(minus library program  
attendance already reported)

360

1469

527

1313

1427

1361

1373

1499

1514

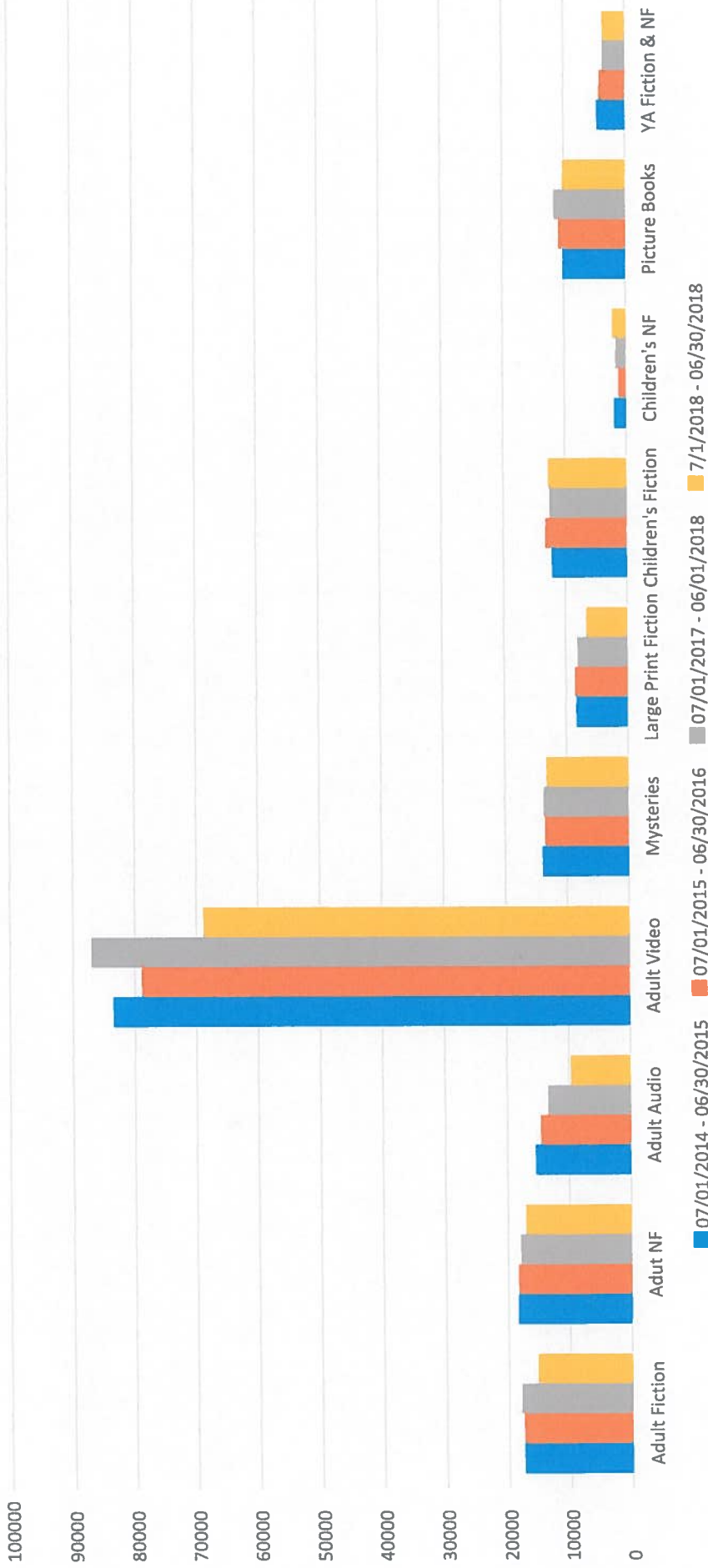
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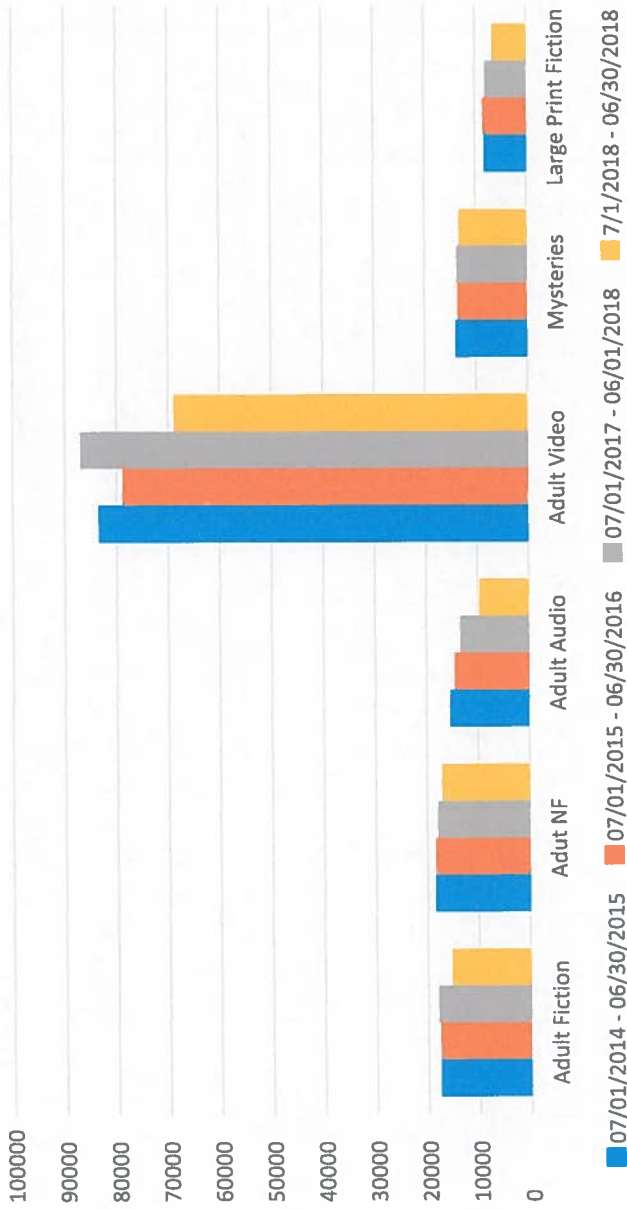
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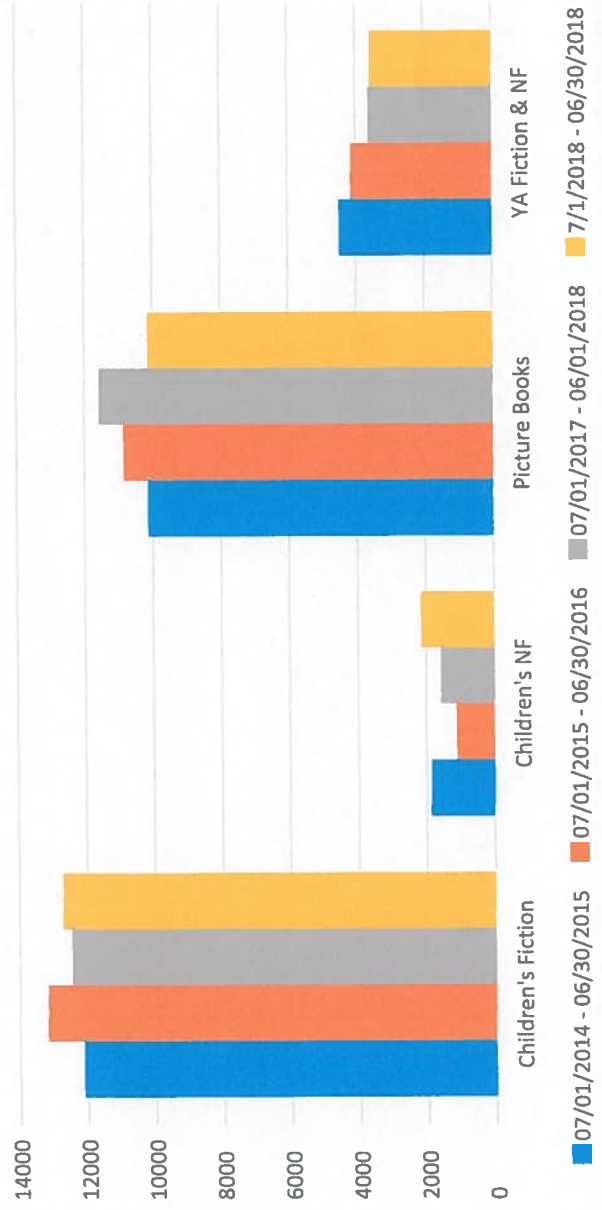
# Circulation



## Adult Circ



## Childrens





Coos Bay Public Library Calendar  
**September 2018**  
 525 Anderson, Coos Bay, OR 541-269-1101  
[www.coosbaylibrary.org](http://www.coosbaylibrary.org)



SEPTEMBER ART  
 Walls: Paintings by David Castleberry  
 Lobby: Jewelry by Linda Morris



Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p><b>2</b> HAPPY <b>3</b></p>	<p><b>The Stories of Our Lives: local writers share their memoirs</b>            Thursday, Sept. 6th 7 p.m.</p> <p>Writers from Sally Harrold's Autobiography/Memoir class will share short selections from their memoirs. Present and former class members who have published their writing will have copies of their publications for sale after the readings.</p>	<p><b>4</b> <b>LEGO CLUB</b>  <b>3:30-4:30</b></p>	<p><b>5</b> MGOL 9:30 a.m.            Storytime 10:30 a.m.            Computer Lab 2 - 4            Readers Group 6:00</p>	<p><b>6</b> MGOL 9:30  <b>Stories of Our Lives - Memoirs</b>  <b>7 p.m.</b></p> <p>Science &amp; book discussion            Sept. 26th 4:00 p.m.</p>	<p><b>7</b></p> <p><b>Quackery</b>  <b>A Brief History of the Worst Ways to Cure Everything</b>  <i>by Lydia Kang &amp; Nate Pedersen</i>            Sept. 26th 4:00 p.m.</p>	<p><b>1</b> CLOSED</p>
<p><b>9</b></p> <p><b>10</b> <b>Forever YA Book Club 6:00</b></p>	<p><b>11</b> <b>Armchair Adventures 2:00 p.m.</b></p>	<p><b>12</b> MGOL 9:30 a.m.            Storytime 10:30 a.m.</p>	<p><b>13</b> MGOL 9:30  <b>MGOL 9:30</b></p>	<p><b>14</b> <b>Foreign Film 7:00 p.m.</b></p>	<p><b>15</b> <b>Hold SPANGLISH 10:30-noon</b></p>	<p><b>8</b></p>
<p><b>16</b> <b>Film Noir 4:00 p.m</b></p>	<p><b>17</b> <b>Books2Film Book Club 6:00 p.m.</b>  <b>Book discussion &amp; film screening</b></p>	<p><b>18</b></p>	<p><b>19</b> MGOL 9:30 am            Storytime 10:30 a.m.  <b>Library Board 5:15</b></p>	<p><b>20</b> MGOL 9:30  <b>TWEEN BOOK CLUB 3:45</b>  <b>1/2 Price Day in Bookstore!</b></p>	<p><b>21</b> <b>LEGO CLUB 3:30-4:30</b></p>	<p><b>22</b> <b>Local Authors' Panel 1:00 pm</b></p>
<p><b>23</b></p> <p><b>24</b> <b>Drop-in Computer Lab 10 - 12</b></p>	<p><b>25</b></p>	<p><b>26</b> MGOL 9:30 a.m.            Storytime 10:30 a.m.  <b>POKEMON 3:30</b>  <b>Pushing the Limits 4:00</b></p>	<p><b>27</b> <b>MGOL 9:30</b></p>	<p><b>28</b> <b>Tabletop Game Night 7:00 p.m</b></p>	<p><b>29</b> <b>Halloween Costume Swap 9:00 am</b></p>	<p><b>29</b> <b>Halloween Costume Swap 9:00 am</b></p>
<p><b>30</b></p>	<p><b>Halloween Costume Swap Saturday, Sept. 29 9:00-11:00 a.m.</b></p> <p>Bring your clean, gently used Halloween costume to the library <b>September 4-28</b>. For every item you bring, you will receive a ticket/tickets with which you can "purchase" a new-to-you item at the Costume Swap on <b>Sept. 29th from 9:00-11:00 a.m.</b></p> <p>For details, please refer to the Costume Swap Guidelines on our site, or call the library.</p>					

**LOCAL AUTHORS' PANEL Saturday, September 22 1:00 - 3:00**

Four local authors will present their work; answer questions; and sign and sell their books. Carol Sanders of Coos Bay will share her latest novel, *The Shadow of Celene*. Author of the Native American Shaman series, Faye Westlake Newman, will present her fiction. North Bend poet, Thomas Mitchell will read his poetry. And, nonfiction author, Amber Higgins of Florence, will talk about how family dogs can help owners with disasters.

≡ MENU

A Publication of the Public Library Association

# PUBLIC LIBRARIES ONLINE

MAGAZINE FEATURE

SEPTEMBER/OCTOBER 2017



## The 2017 Public Library Data Service Report: Characteristics and Trends

by Ian Reid: edited by Carl Thompson on December 4, 2017

Ian Reid is VP, Customer Service, and Carl Thompson is President, Counting Opinions (SQUIRE) Ltd., Toronto. Contact Ian at [ireid@countingopinions.com](mailto:ireid@countingopinions.com). Contact Carl at [cthompson@countingopinions.com](mailto:cthompson@countingopinions.com). Ian is currently reading *The Dark Tower* by Stephen King. Carl is currently reading *Seniority* by Shawn O'Shea.

65

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The Public Library Data Service (PLDS) annual survey is conducted by Counting Opinions (SQUIRE) Ltd. (CO) on behalf of the Public Library Association (PLA). This 2017 survey of

fully responding to the request for data, a response rate of 54 percent (a 12.9 percent increase over 2016).



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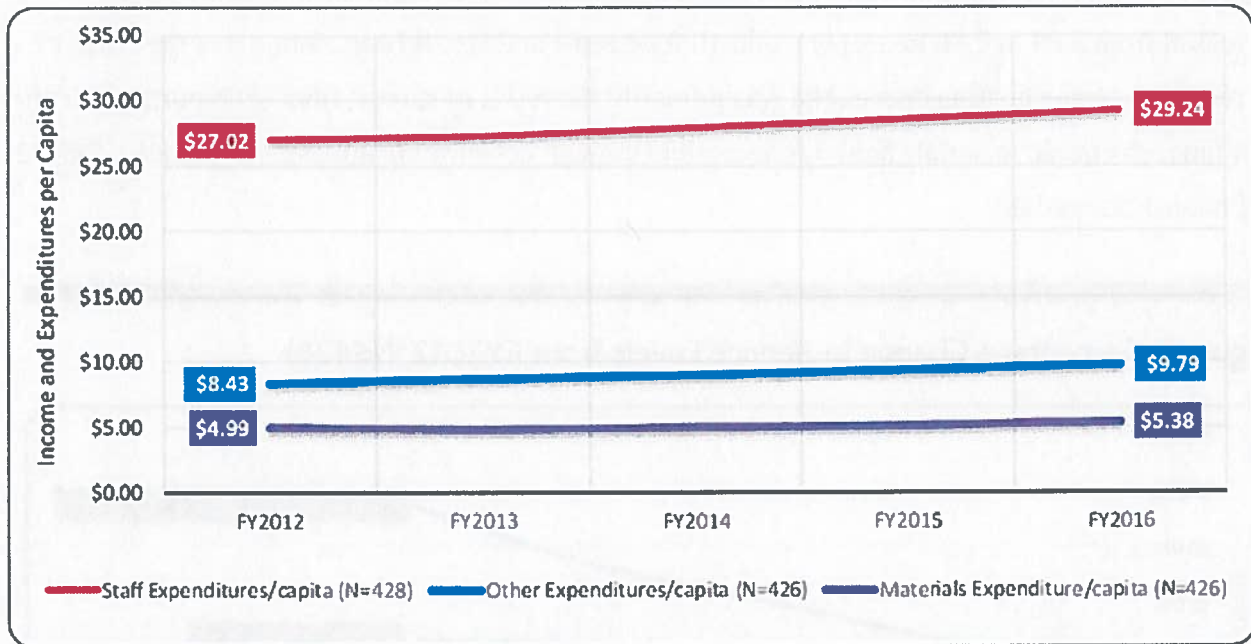
Copies of the survey including definitions are available online via the [PLDS Survey site](#) and at [www.plametrics.org](http://www.plametrics.org).

## Summary

The following summary of key findings is based primarily on analysis of results from the cohort of continuously reporting libraries:

- Over the last five years library programs per capita have grown at a rate (6.3 percent) twice the decrease in circulation per capita (-3.0 percent).
- Since 2012, staff expenditures (representing over 67 percent of operating expenditures) increased 7.05 percent while the number of staff/capita decreased -1.5 percent.
- Electronic circulation is growing steadily at a rate of 11.7 percent, but not sufficiently to off set the decline in physical materials circulation.
- Consortial sharing relationships for electronic materials significantly increased Holdings for libraries with a Population of Legal Service Area <100,000.
- Declines in circulation may in part be a result of changes in measurement over time (differences in circulation policies especially for electronic materials) and due to an overall decline in library usage that mirrors the decline in unemployment rates (that have dropped steadily since 2011), reductions in usage of CD/DVD materials and a slowing uptake in electronic usage.
- While expenditure on CD/DVD materials (\$2.26/capita) decreased \$0.02 in FY2016 there was a decline in share (-4.08 percent) of overall circulation.

**Figure 2. 5YR Trend Expenditures Per Capita by Type**



Based on those libraries that have responded continuously for the past ten years (N=161), spending levels on materials in FY2016 (\$5.92 per capita) is just shy of the pre-recession levels (\$5.93 per capita) which peaked in FY2008 (Figure 3). This pattern of spending also appears to be consistent with the growth in US GDP (most continuously responding libraries being American).

**Figure 3. Materials Expenditure Per Capita (N=161) and US GDP**

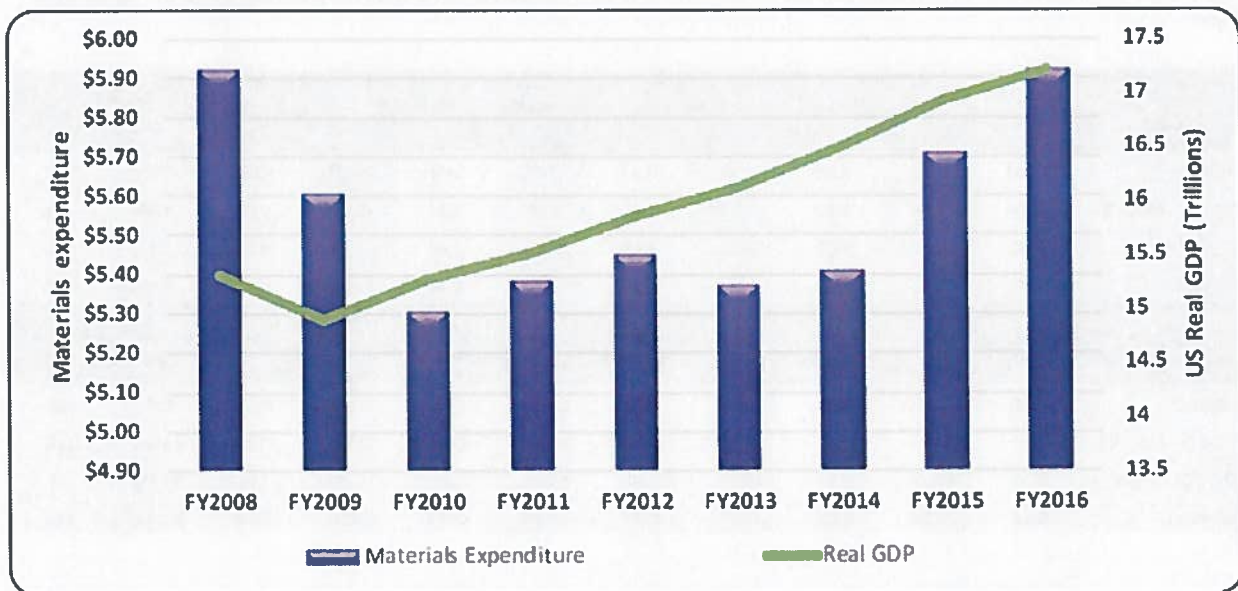


Figure 4 also shows that since FY2012, almost all output service level indicators (on a per capita basis) continue to decrease except for programs (11.7 percent), and in-library use (0.28 in-library uses/ capita), which has rebounded significantly since FY2014, but still well below FY2012 counts. In the past year (FY2015-16) the following have decreased (least to greatest: circulation (-3.0 percent), visits (-3.6 percent), and reference transactions (-9.8 percent). Since 2012, only programs per capita (27 percent) from 11.97 to 15.26 programs/capita. This increasing emphasis on programming is one indication of how library services are transitioning. Pew Research, found from the “Libraries 2016” survey that 80 percent of respondents (U.S. adults 16 and older) say libraries should offer programs to teach people digital skills.<sup>2</sup> As programming gains importance and requires more resources of the library (money, staff, space, collateral, equipment, etc.), libraries will need to better prepare to demonstrate their efficiency and effectiveness in service delivery. Efforts by the PLA and **Project Outcome** support measures of program effectiveness that are increasingly important. Libraries will also need to find better measures of program delivery costs and efficiencies, to complete the new measures of effectiveness in programming as evidence for stakeholders to support libraries as they maintain and grow these services.

It is equally important to better inform library administrators as they allocate resources. Currently, most data sets (PLDS included) have no data on budgets and program development expenditures. These might be combined with “other expenditures” and/or buried in the “staff” costs. While it is reasonable to assume that as more programs are offered, costs are also increasing, currently there is no data support measures at a macro level, and in most instances, libraries do not know their true programming costs at a micro level (e.g., per program, per participant, etc.). Currently, therefore, it is difficult to assess the impact on budgets resulting from increases in library program service delivery and on comparative resource allocations.

The Weebly logo is displayed in a blue, rounded font.The text "Have an idea?" is positioned to the right of the Weebly logo.A blue rectangular button with the text "Start your website" in white.

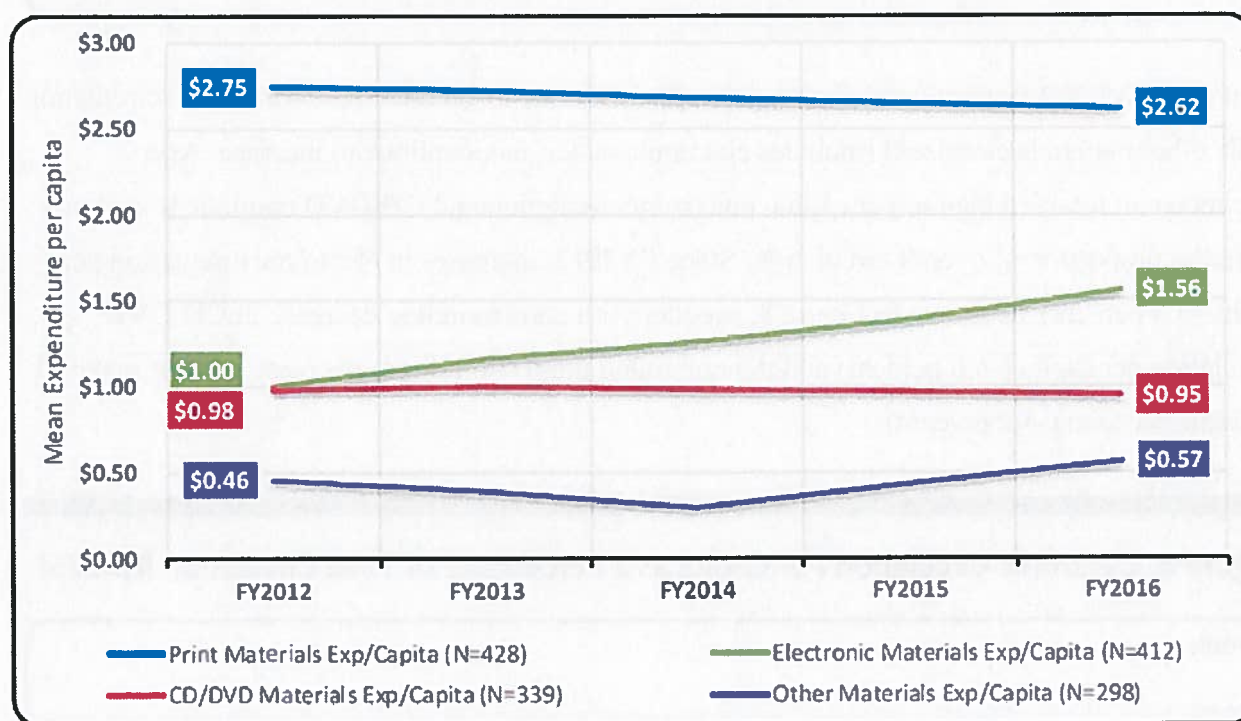
Unemployment rates more than doubled in the United States (Figure 5) during the recent recession.<sup>3</sup> At the same time, library visits and circulation increased before steadily decreasing as unemployment declined to pre-recession levels. This is not likely the only factor affecting the



N	03	03	03	04	03
Mean	\$4.85	\$4.72	\$4.81	\$5.03	\$5.34
Median	\$4.90	\$5.10	\$5.16	\$5.19	\$5.72

Figure 6 shows changes in mean materials expenditures per capita by type. Mean electronic materials expenditure increased \$0.56 (55.9 percent). While average spending on print materials decreased \$0.12 (-4.5 percent) and mean CD/DVD expenditures decreased \$0.03 (-3.2 percent). Mean other material expenditures increased \$0.11 (23.2 percent).

**Figure 6. Mean Materials Expenditures Per Capita by Type**



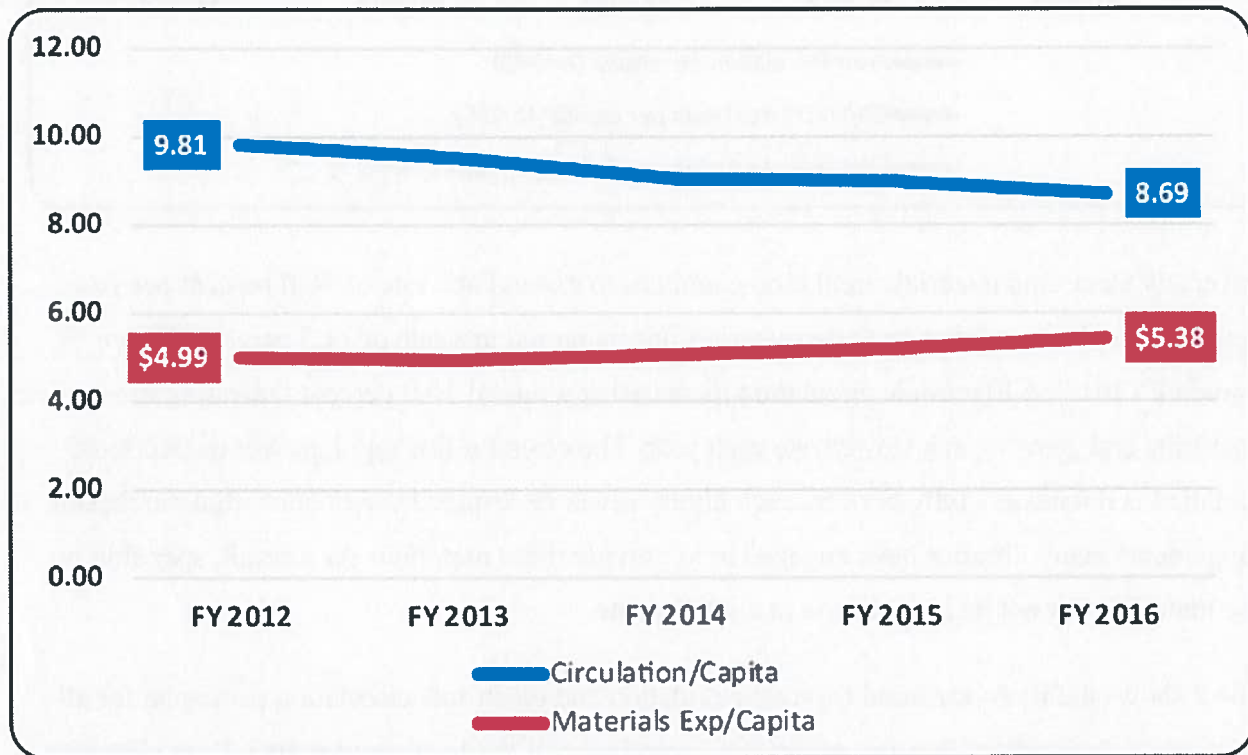
These per capita spending trends align with patterns of usage that emerge from the data. For example, among the continuously responding libraries (N=427), Figure 7 shows per capita circulation by type of material as a percentage of total circulation for those that report circulation by type of material (i.e., not total circulation only).

**Figure 7. Circulation Per Capita by Type of Material as a Percentage of Total Circulation, Continuously Responding Libraries (N≤266)**



Correspondingly, libraries are adjusting their spending on materials. As Figure 9 demonstrates, overall circulation per capita continues to decline at a rate of -3.0 percent per year while overall materials spending has increased at a rate of 1.9 percent per year.

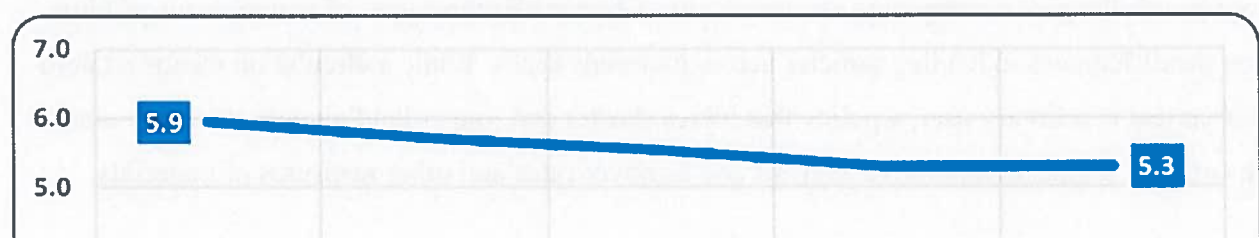
**Figure 9. Circulation and Material Expenditure Per Capita (N=428)**



Spending on CD/DVD, as shown in Figure 6, is relatively unchanged over the last five years but mean circulation of these items has decreased at -6.5 percent per year, as shown in Figure 10; likely a result of increases in use of music and video downloading services.

Similarly print materials circulation has decreased by -2.9 percent each year, as depicted in Figure 10. Since 2012, print materials expenditure has decreased at a rate -1.1 percent (see Figure 6).

**Figure 10. Circulation by Type Per Capita**



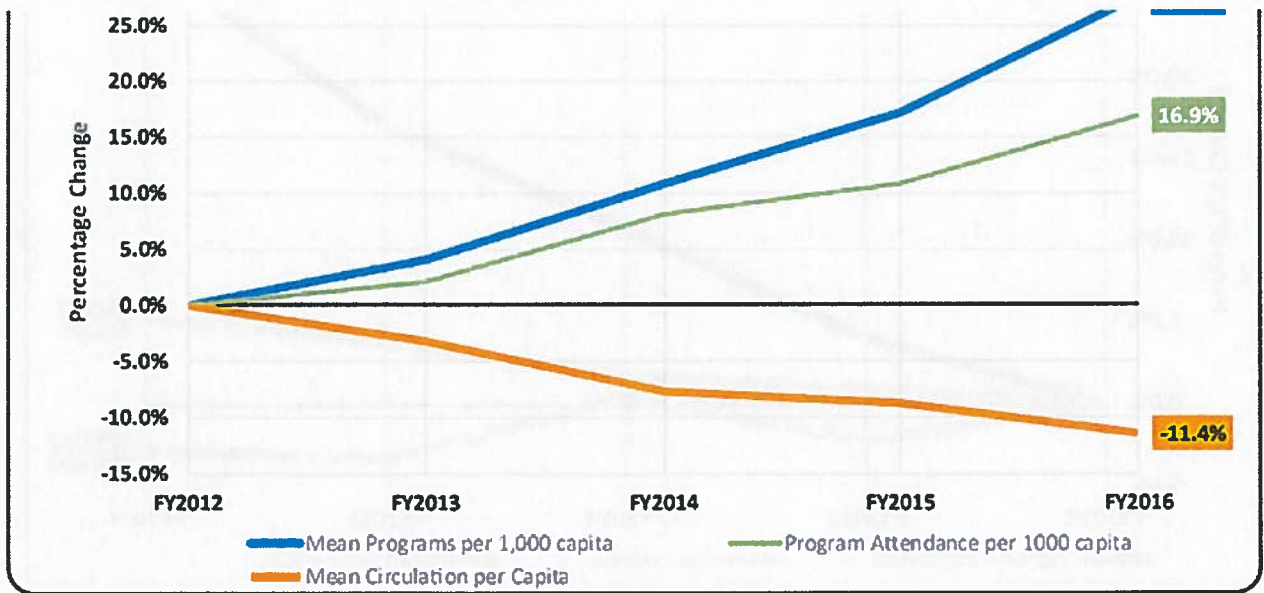
availability (for lending). This means that circulation counts between peer institutions and between material types within the same institution and over time, are becoming increasingly difficult to compare. Some policies may not be solely at the discretion of the library especially with e-materials downloaded from third parties and/or as part of a consortium. Factors such as number of copies, simultaneous uses and/or total days of use also factor in consistent measurement of circulation. As a result, the upcoming 2018 PLDS survey includes new questions about circulation policy and counts for various material types, in hopes of developing better measures for understanding these trends.

Table 3 shows the five-year trend for holdings per capita for all continuously responding libraries grouped by legal service area. Small Libraries serving populations less than 100,000 (N=222) show the highest per capita increase in holdings (8.7 percent annually), largely impacted by consortial membership agreements providing access to large repositories of electronic materials, first reported in FY2015. The addition of these titles has significantly increased the average number of holdings per capita. Similarly, libraries serving populations of 100,000– 499,999 also increased their holdings per capita in FY2015 (5.2 percent) and FY2016 (6.8 percent). This new reality likely means greater variability in holdings trends given the immediate impact of sizeable changes afforded by such consortial arrangements. The large libraries have reduced their holdings on average -1.6 percent despite higher spending in FY2015-16 as compared to the three preceding years (see Table 1).

**Table 3. Five-Year Trend. Holdings Per Capita by Population Group. Continuously Responding Libraries (N=429)**

Holdings/Capita	FY2012	Percent Change	FY2013	Percent Change	FY2014	Percent Change	FY2015	Percent Change	FY2016	Five-Year Growth Rate	N
< 100,000	4.27	5.6%	4.50	5.4%	4.75	30.5%	6.20	-3.8%	5.96	8.7%	221
100,000 - 499,999	2.86	-0.9%	2.83	-0.5%	2.82	5.2%	2.96	6.8%	3.16	2.6%	144
500,000 or more	2.47	-2.6%	2.41	-2.0%	2.36	-0.6%	2.35	-1.1%	2.32	-1.6%	63
<b>All Libraries</b>	<b>2.73</b>	<b>-1.1%</b>	<b>2.70</b>	<b>-0.6%</b>	<b>2.69</b>	<b>5.4%</b>	<b>2.83</b>	<b>0.9%</b>	<b>2.86</b>	<b>1.1%</b>	<b>428</b>

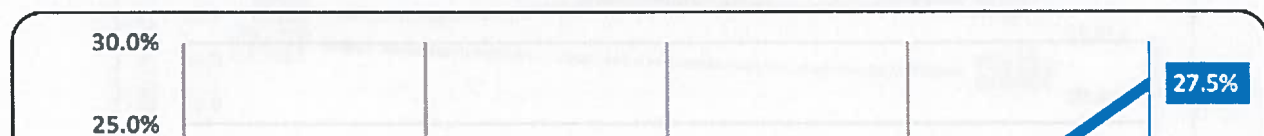
Collection turnover rates also reflect the trends in the composition of holdings and circulation. These large increases in holdings have led to lower collection turnover rates. Figure 11 shows that since FY2014 libraries serving populations less than 500,000 have the highest decline in the turnover rate. Larger libraries serving populations over 500,000 show a decrease in holdings over the last five years, with corresponding declines in circulation and turnover.

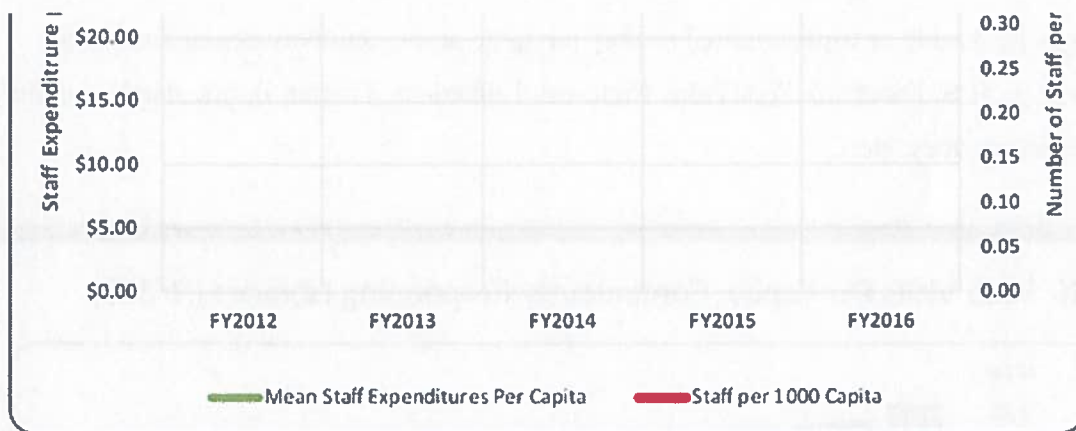


While libraries continue to invest in holdings (despite decreasing use), it is apparent that they are allocating more resources to programming although there are no specific measures available to confirm this other than the obvious. Programming competes for resources including space, personnel, equipment, materials, management time, time spent on community engagement, and more. As this trend continues, library management will increasingly need better ongoing measures (efficiency and effectiveness data) as they adapt and optimize the mix of traditional and new services including programming.

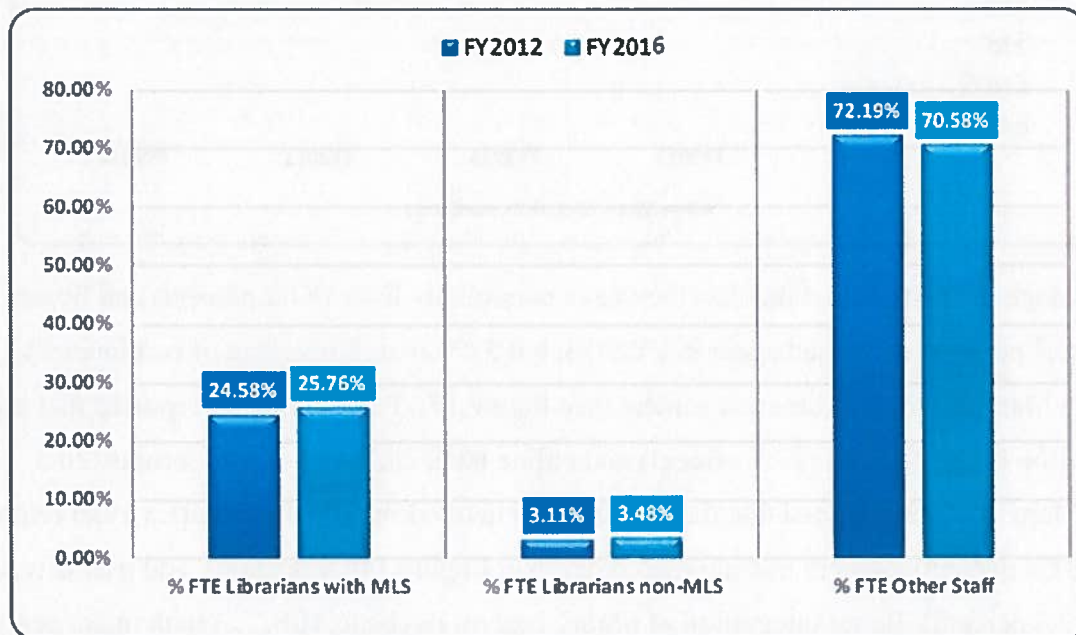
Figure 13 contrasts the rate of increase in programming with a much slower growth in hours of operation and declines in staff per capita. If the growth in programming continues, it may be constrained by potential capacity issues, such as hours open, staff resources and space, although these may not be of immediate concern depending on where/when and how programs are delivered (in-library, online, asynchronously, in community). Nevertheless, expanding the number of hours open to accommodate more programming (perhaps at more convenient times) implies a potential increase in commitment for additional resources, including staff. Correspondingly, there will be a need for libraries to justify those commitments.

**Figure 13. Percentage Change Programs, Hours Open and Staff Per Capita, Continuously Responding Libraries (N=429)**





**Figure 15. Mean Percentage Composition of Staff (MLS, Non-MLS and Other) Continuously Responding Libraries (N=427)**



## Technology

Web visits (see Figure 16) continue to decline (-5.8 percent in FY2016). This may be attributed to several factors that complicate the process of tracking virtual visits. This includes factors such as: almost 70 percent of continuously responding libraries report having library apps for mobile devices and over 95 percent use social networking (see Figure 17). Since native apps are distinct from the website, it is likely these users are using an app rather than visiting the library website for the service/materials they need. Similarly, social network pages can be accessed without first visiting or possibly ever visiting the library website, so these web visits may not be counted—or



- **Bureau of Labor Statistics.** 2017. Employment status of the civilian non-institutional population, 1946 to date. 2017. [Accessed 30 October 2017].
- **Pew Research Center: Internet, Science & Tech.** 2017. Smartphones, Tablets Grew in Recent Years; Other Devices Declined or Stayed Flat | Pew Research Center. [ONLINE] Available at: . [Accessed 7 September 2017].

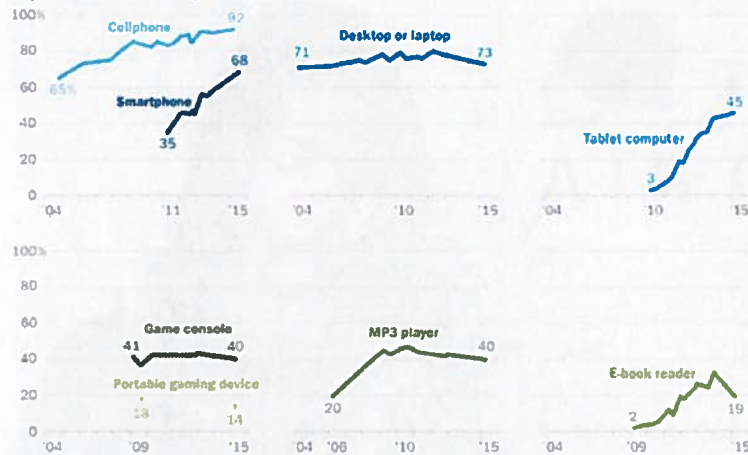
## PLAmetrics

PLAmetrics.org is your portal to the Public Library Data Service (PLDS) Statistical Report digital database. The database offers you access to all the yearly PLDS data currently available (FY02–FY16) and access to the IMLS data (FY00–FY15). The report is compiled from surveys submitted by public libraries across the United States and Canada and presents timely and topical data on finances, library resources, annual use figures, and technology to assist public library administrators in making informed management decisions.

### Appendix–Pew Research: Technology Device Ownership: 2015\*

#### Smartphones, Tablets Grew in Recent Years; Other Devices Declined or Stayed Flat

% of U.S. adults who own the following devices



Source: Pew Research Center survey conducted March 17–April 12, 2015. Smartphone data based on Pew Research survey conducted June 10–July 12, 2015. Trend data are from previous Pew Research surveys.

PEW RESEARCH CENTER

\* Pew Research Center: Internet, Science & Tech. 2017. Libraries 2016 | Pew Research Center. [ONLINE] Available at: <http://www.pewinternet.org/2016/09/09/libraries-2016/>. [Accessed 5 September 2017].

Tags: **PLDS**, **plds statistical report**

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