

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

**Wednesday September 20, 2023**

**5:15pm**

**meeting will be in the library with an online option**

**(See library event calendar for meeting link)**

**Introductions**

- 1. Public Comments**
- 2. Minutes and Circulation Reports**
- 3. Treasurer's Reports**
- 4. Correspondence**
- 5. Librarian's Report**
- 6. Friends of the Library Report**
- 7. Foundation Report**
- 8. Old Business**
  - a. Accommodation Statement - finalized**
- 9. New Business**
  - a. Review and Discussion of Policies**
    - i. Code of Conduct**
    - ii. Bulletin Boards and Literature Racks**
    - iii. Art Exhibit Policy**
- 10. Announcements**
- 11. Adjourn**

COOS BAY PUBLIC LIBRARY  
BOARD OF TRUSTEE MEETING MINUTES  
August 16, 2023

**Call to Order** – Chair Janice Langlinalis called the meeting to order at 5:15 p.m.

**Board Members Present:** Janice Langlinalis, Peggy Christensen, Ida Jo Gates, Jacob Niebergall, Gina Sutherland, James Moore, Jenni Deleon

**Others In Attendance:** Sami Pierson, Christina Coffman, Marie Benton, Nancy Shinn

**Public Comment** – None

**Minutes and Circulation** – Minutes from the July 2023 meeting were reviewed. Ida Jo moved to approve the minutes. Gina seconded the motion. The motion was unanimously approved.

The circulation report was reviewed.

**Treasurer's Report** – The final financials for 2022/2023 budget year are not available yet. The financials for July 2023 were reviewed. Gina moved to approve the financial reports. Ida Jo seconded the motion. The motion was unanimously approved.

**Correspondence** – A letter was received from a patron who recently returned to our area and asked if we could lower the cost of printing and copying or offer it for free. Sami's reply was that we have not raised the price of those services in years and the library does incur costs for the copiers, printers, and ink.

**Librarians Report** – The report was reviewed. Sami is working on extending social media to things like Book Tok. The chart of "Coos Bay Items Checked Out Anywhere" was reviewed. Jacob asked that the various library acronyms be spelled out. Sami agreed and will do a more extensive version next month. The new van has arrived and is being outfitted. Jacob asked if Sami could separate the ongoing programs from the one-time programs. He also asked if attendance for the programs could be seen in graph format for monthly comparison.

**Friends of the Library Report** – The Book Store made \$721.60 in July. The August book sale made \$1,040.91. Due to the Labor Day Holiday, there will not be a book sale in September. The next book sale will be on October 7<sup>th</sup> & 8<sup>th</sup>.

**Library Foundation Report** – Gina reported that work continues on getting ready for the fall fundraiser, "After Hours at the Library", to be held on November 4<sup>th</sup>. The Foundation is soliciting for sponsors, \$150 \$250 or \$500, as well as obtaining a speaker and silent auction items. The wine will be in a new format this year. A numbered cork will be given out with each donation and will be matched up with the

corresponding bottle at the end of the evening. The Foundation needs a Library Board representative for the Foundation Board. The annual appeal letter that recently went out had a great response.

**Old Business –**

**Accommodation Statement** – No input was given. Sami will send out the final statement for review and approval at the next meeting.

**Status of New Library Project**– The City Council decided to do an advisory vote on the downtown and Ocean Blvd. sites in May 2024. This will lead to a bond vote in November 2024. Sami and City Manager Rutherford will meet with the research company who did the survey to discuss the education campaign for the advisory vote. They will also draft an informational pamphlet on what the various boards are able to do as far as who can educate and who can advocate, etc.

**New Business – None**

**Announcements** – It is time to review the library policies. Sami will put out a few each meeting for review. Janice will not be at the September meeting.

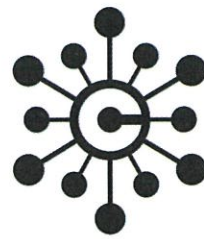
August 23<sup>rd</sup> at 6:30pm the library will be hosting the dance and music group “Danza Azteca Huitzilopochtli” at the Mingus Park amphitheater.

Adjournment – J. Langlais adjourned the meeting at 5:55 p.m.

Next Meeting: September 20, 2023 – 5:15 p.m.

Respectfully submitted,  
Crystal Barr

# AUGUST 2023



## COOS BAY PUBLIC LIBRARY

### MONTHLY SUMMARY

#### Totals

New Cards Issued	178
Number of Programs	36
Program Attendance	1207
Digital Downloads (hoopla)	763
Wireless Internet Connections	8,432
Reference Questions	498
Children's Reference Questions	67
Total Items Checked Out at Coos Bay	19,518
Total Coos Bay Items Checked Out Anywhere Else	19,633

	2023	2022	2021
Gate Count	7,613	5,614	4,411
Ave. Daily Circ.	727	698	622
Library Visits	8,543	6,132	4,492
Days Open	27	27	25

### INVENTORY

Classification	Acquired	Discards
Adult Books	303	265
Adult Audiobooks	55	89
Adult Video	91	516
Adult Music	0	0
Video Games	0	0
Board Games	0	1
Young Adult Books	34	0
Young Adult Audio	0	0
Children's Books	302	397
Children's Audiobooks	0	24
Children's Video	6	0
Children's Music CDs	0	0
<b>Total</b>	<b>791</b>	<b>1,291</b>

Wireless Use FY 22/23



City of Coos Bay  
Combined Cash Investment  
August 31, 2023

Combined Cash Accounts

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\_\_\_\_\_  
\_\_\_\_\_

Cash Allocation Reconciliation

7 Allocation to LIBRARY FUND	1,089,750 98
Total Allocations to Other Funds	1,089,750 98
Zero Proof if Allocations Balance	1,089,750 98

City of Coos Bay  
Balance Sheet  
August 31, 2023  
  
LIBRARY FUND

ASSETS			
07-000-100-1001	Cash - Combined Fund	1,089,750.98	
07-000-100-1015	Cash on Hand/Till Drawer	200.00	
07-000-100-1101	Prepaid Expense	1,300.10	
Total Assets			1,091,251.08
LIABILITIES AND EQUITY			
FUND EQUITY			
Unappropriated Fund Balance:			
07-000-200-2500	Fund Balance	1,281,813.21	
	Revenue over Expenditures - YTD	( 192,343.48)	
Balance - Current Date		1,089,469.73	
Total Fund Equity			1,089,469.73
Total Liabilities and Equity			1,089,469.73

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City of Coos Bay  
Revenues with Comparison to Budget  
For the 2 Months Ending August 31, 2023

LIBRARY FUND		Period Actual	YTD Actual	Budget	Unearned	Pcnt
<u>Carryover</u>						
07-000-300-0100	Carryover - Regular	.00	00	1,450,000.00	1,450,000.00	.0
07-000-300-0200	Carryover - Donation/Furniture	.00	00	250,000.00	250,000.00	.0
Total Carryover		.00	00	1,700,000.00	1,700,000.00	.0
<u>Revenue From Other Agencies</u>						
07-000-340-0300	State Library Grant	.00	00	500.00	500.00	.0
07-000-340-0301	Grants	.00	00	5,000.00	5,000.00	.0
07-000-340-0303	Federal Grants	.00	00	1,000.00	1,000.00	.0
07-000-340-0900	Library Tax Base	.00	63,155.43	1,256,600.00	1,193,444.57	5.0
Total Revenue From Other Agencies		.00	63,155.43	1,263,100.00	1,199,944.57	5.0
<u>Use Of Money &amp; Property</u>						
07-000-350-0100	Investment Interest Income	4,620.55	14,030.88	15,000.00	969.12	93.5
Total Use Of Money & Property		4,620.55	14,030.88	15,000.00	969.12	93.5
<u>Current Services</u>						
07-000-360-0100	Copies	459.30	974.80	2,500.00	1,525.20	39.0
07-000-360-1800	Library Fees	133.95	335.77	2,000.00	1,664.23	16.8
Total Current Services		593.25	1,310.57	4,500.00	3,189.43	29.1
<u>Other Revenue</u>						
07-000-380-0100	Miscellaneous	60.00	121.00	100.00	( 21.00)	121.0
07-000-380-0300	ESO Administration/Rent	2,174.79	4,349.58	26,000.00	21,650.42	16.7
07-000-380-0400	Reimbursements	1,500.00	1,500.00	500.00	( 1,000.00)	300.0
07-000-380-0900	Gifts, Donations & Memorials	20.00	1,095.00	12,000.00	10,905.00	9.1
Total Other Revenue		3,754.79	7,065.58	38,600.00	31,534.42	18.3
Total Fund Revenue		8,968.59	85,562.46	3,021,200.00	2,935,637.54	2.8

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City of Coos Bay  
Expenditures with Comparison to Budget  
For the 2 Months Ending August 31, 2023

LIBRARY FUND

		Period Actual	YTD Actual	Budget	Unexpended	Pcnt
Expenditures						
Personnel Services						
07-510-510-1001	Salaries	63,190.65	126,741.57	823,554.00	696,812.43	15.4
07-510-510-1003	PERS Retirement	18,998.70	38,134.23	244,324.00	206,189.77	15.6
07-510-510-1004	Employer Payroll Taxes	4,976.47	9,981.94	66,678.00	56,696.06	15.0
07-510-510-1005	Employee Insurance	10,911.38	21,822.76	199,054.00	177,231.24	11.0
07-510-510-1006	Unemployment	.00	.00	3,600.00	3,600.00	.0
07-510-510-1007	Workers Compensation Insurance	84.07	166.59	973.00	806.41	17.1
07-510-510-1008	Volunteer Workers Compensation	.00	.00	67.00	67.00	.0
Total Personnel Services		98,161.27	196,847.09	1,338,250.00	1,141,402.91	14.7
Materials & Services						
07-510-520-2005	Training,Meetings,Travel,Dues	1,542.49	2,450.53	11,000.00	8,549.47	22.3
07-510-520-2101	Utilities	.00	.00	37,000.00	37,000.00	.0
07-510-520-2102	Telephone	4,073.14	4,073.14	21,000.00	16,926.86	19.4
07-510-520-2105	Advertising	846.69	1,477.13	20,000.00	18,522.87	7.4
07-510-520-2108	Contractual	6,335.78	12,848.47	225,000.00	212,151.53	5.7
07-510-520-2120	Insurance	.00	10,535.75	14,400.00	3,864.25	73.2
07-510-520-2122	Duplicating>Data Processing	1,185.52	1,185.52	8,200.00	7,014.48	14.5
07-510-520-2123	Pnnntng	.00	.00	3,000.00	3,000.00	.0
07-510-520-2205	Office Supplies	892.26	892.26	7,000.00	6,107.74	12.8
07-510-520-2206	Postage	197.80	197.80	12,000.00	11,802.20	1.7
07-510-520-2225	Janitorial Supplies	289.97	289.97	3,500.00	3,210.03	8.3
07-510-520-2231	Small Equipment	.00	.00	100,000.00	100,000.00	.0
07-510-520-2234	Grants	.00	.00	8,000.00	8,000.00	.0
07-510-520-2235	Library Supplies	345.80	589.92	14,000.00	13,410.08	4.2
07-510-520-2236	Library Books & Records	10,702.16	16,798.71	135,000.00	118,201.29	12.4
07-510-520-2237	Periodicals	.00	5,022.22	12,000.00	6,977.78	41.9
07-510-520-2239	State Aid to Children - Books	.00	708.54	2,500.00	1,791.46	28.3
07-510-520-2240	Library Books/Records (Restr)	.00	.00	50,000.00	50,000.00	.0
07-510-520-2241	Programming	4,673.88	5,232.53	60,000.00	54,767.47	8.7
07-510-520-2302	Office Equipment Rental	245.14	365.04	20,000.00	19,634.96	1.8
07-510-520-2303	Equipment Repairs/Replacement	.00	.00	6,000.00	6,000.00	.0
07-510-520-2304	Equipment Maintenance Contract	2,611.17	8,377.84	15,000.00	6,622.16	55.9
07-510-520-2305	Vehicle Maintenance/Fuel	91.90	91.90	7,000.00	6,908.10	1.3
07-510-520-2309	Building & Grounds Maintenance	4,149.35	4,209.57	75,000.00	70,790.43	5.6
07-510-520-2310	Furniture (restricted)	.00	.00	300,000.00	300,000.00	.0
07-510-520-2406	Reimbursable	.00	28.00	200.00	172.00	14.0
07-510-520-2424	Library Board	.00	.00	1,500.00	1,500.00	.0
07-510-520-2450	Gifts, Donations & Memorials	731.99	2,390.63	25,000.00	22,609.37	9.6
Total Materials & Services		38,915.04	77,765.47	1,193,300.00	1,115,534.53	6.5



City of Coos Bay  
Expenditures with Comparison to Budget  
For the 2 Months Ending August 31, 2023

		LIBRARY FUND				
		Period Actual	YTD Actual	Budget	Unexpended	Pcnt
Debt Service						
07-510-540-1000	Lease Principal	2,752.97	3,293.38	50,000.00	46,706.62	6.6
07-510-540-1100	Lease Interest	.00	.00	5,000.00	5,000.00	.0
Total Debt Service		2,752.97	3,293.38	55,000.00	51,706.62	6.0
Other Financing Uses						
07-510-560-6001	Contingency	.00	.00	184,650.00	184,650.00	.0
07-510-560-6002	Unappropriated Ending Fund Bal	.00	.00	250,000.00	250,000.00	.0
Total Other Financing Uses		.00	.00	434,650.00	434,650.00	.0
Total Expenditures		139,829.28	277,905.94	3,021,200.00	2,743,294.06	9.2
Total Fund Expenditures		139,829.28	277,905.94	3,021,200.00	2,743,294.06	9.2
Net Revenue Over Expenditures		( 130,860.69)	( 192,343.48)	.00	192,343.48	.0

City of Coos Bay

Detail Ledger - Month End Report for Library

Page: 1

Period: 08/23 - 08/23

Sep 14, 2023 09:35AM

Report Criteria:

Actual Amounts

All Accounts

Summarize Payroll Detail

Print Period Totals

Print Grand Totals

Include Funds: 07

Page and Total by Fund

Include Placeholders: None

Include Balance Sheets: None

Include Accounts: None

Include Income Fillers: None

Include Sources: None

Include Revenues: None

All Segments Tested for Total Breaks

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Salaries							
07/31/2023 (07/23) Balance				07-510-510-1001			63,550.92
08/20/2023	PC	43	PAYROLL TRANS FOR 8/20/2023 PAY PERIOD		3,800.00		
08/20/2023	PC	128	PAYROLL TRANS FOR 8/20/2023 PAY PERIOD		63,190.65		
08/20/2023	PC	129	PAYROLL TRANS FOR 8/20/2023 PAY PERIOD			3,800.00-	
08/31/2023 (08/23) Period Totals and Balance					66,990.65 *	3,800.00- *	126,741.57
YTD Encumbrance .00 YTD Actual 126,741.57 Total 126,741.57 YTD Budget 823,554.00 Unexpended 696,812.43							
Overtime							
07/31/2023 (07/23) Balance				07-510-510-1002			.00
08/31/2023 (08/23) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00							
PERS Retirement							
07/31/2023 (07/23) Balance				07-510-510-1003			19,135.53
08/20/2023	PB	179	PAYROLL TRANS FOR 8/20/2023 PAY PERIOD		18,998.70		
08/31/2023 (08/23) Period Totals and Balance					18,998.70 *	.00 *	38,134.23
YTD Encumbrance .00 YTD Actual 38,134.23 Total 38,134.23 YTD Budget 244,324.00 Unexpended 206,189.77							
Employer Payroll Taxes							
07/31/2023 (07/23) Balance				07-510-510-1004			5,005.47
08/20/2023	PB	55	PAYROLL TRANS FOR 8/20/2023 PAY PERIOD		305.90		
08/20/2023	PB	177	PAYROLL TRANS FOR 8/20/2023 PAY PERIOD		4,976.47		
08/20/2023	PB	178	PAYROLL TRANS FOR 8/20/2023 PAY PERIOD			305.90-	
08/31/2023 (08/23) Period Totals and Balance					5,282.37 *	305.90- *	9,981.94
YTD Encumbrance .00 YTD Actual 9,981.94 Total 9,981.94 YTD Budget 66,678.00 Unexpended 56,696.06							
Employee Insurance							
07/31/2023 (07/23) Balance				07-510-510-1005			10,911.38
08/20/2023	PB	176	PAYROLL TRANS FOR 8/20/2023 PAY PERIOD		10,911.38		
08/20/2023	PC	145	PAYROLL TRANS FOR 8/20/2023 PAY PERIOD		33.40		
08/20/2023	PC	146	PAYROLL TRANS FOR 8/20/2023 PAY PERIOD			33.40-	
08/31/2023 (08/23) Period Totals and Balance					10,944.78 *	33.40- *	21,822.76
YTD Encumbrance .00 YTD Actual 21,822.76 Total 21,822.76 YTD Budget 199,054.00 Unexpended 177,231.24							
Unemployment							
07/31/2023 (07/23) Balance				07-510-510-1006			.00
08/31/2023 (08/23) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget 3,600.00 Unexpended 3,600.00							
Workers Compensation Insurance							
07/31/2023 (07/23) Balance				07-510-510-1007			82.52

City of Coos Bay		Detail Ledger - Month End Report for Library				Page: 2	
		Period: 08/23 - 08/23				Sep 14, 2023 09:35AM	
Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
08/31/2023	JE	45	Adjust W/C Insurance for Vacation Hours 8/23 Payr			6.50-	
08/20/2023	PB	175	PAYROLL TRANS FOR 8/20/2023 PAY PERIOD		90.57		
			08/31/2023 (08/23) Period Totals and Balance		90.57 *	6.50- *	166.59
YTD Encumbrance		.00 YTD Actual	166.59 Total	166.59 YTD Budget	973.00 Unexpended	806.41	
Volunteer Workers Compensation			07/31/2023 (07/23) Balance	07-510-510-1008			.00
			08/31/2023 (08/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	67.00 Unexpended	67.00	
Accrued Vacation Liability			07/31/2023 (07/23) Balance	07-510-510-1009			.00
			08/31/2023 (08/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Meetings And Travel			07/31/2023 (07/23) Balance	07-510-520-2001			.00
			08/31/2023 (08/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Memberships, dues, publications			07/31/2023 (07/23) Balance	07-510-520-2003			.00
			08/31/2023 (08/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Training, Meetings, Travel, Dues			07/31/2023 (07/23) Balance	07-510-520-2005			908.04
07/27/2023	AP	251	Danville, Melissa		58.00		
07/27/2023	AP	252	Danville, Melissa		117.90		
07/27/2023	AP	280	Iparraguirre, Eugene		58.00		
07/27/2023	AP	281	Iparraguirre, Eugene			47.77-	
07/27/2023	AP	282	Church, Emily		58.00		
07/27/2023	AP	283	Church, Emily			44.71-	
07/10/2023	AP	530	Oregon Library Association		86.94		
07/20/2023	JE	21	ASHLAND HILLS HOTEL, Lodging, SSD Conferenc		378.80		
07/20/2023	JE	21	LUNA @ ASHLAND HILLS, Meal, SSD Conference,		23.62		
07/20/2023	JE	21	LUNA @ ASHLAND HILLS, Meal, SSD Conference,		24.58		
07/21/2023	JE	21	LUNA @ ASHLAND HILLS, Meal, SSD Conference,		24.15		
07/21/2023	JE	21	ZOEYS CAFE Meal, SSD Conference, E Church		7.65		
07/22/2023	JE	21	ASHLAND HILLS HOTEL, Lodging, SSD Conferenc		388.45		
07/22/2023	JE	21	ASHLAND HILLS HOTEL, Lodging, SSD Conferenc		356.40		
07/22/2023	JE	21	MCKAY'S, Meal, SSD Conference, E.Church		12.48		
07/07/2023	JE	53	COOS BAY DOWNTOWN ASSOC, Wednesday Mar		40.00		
			08/31/2023 (08/23) Period Totals and Balance		1,634.97 *	92.48- *	2,450.53
YTD Encumbrance		.00 YTD Actual	2,450.53 Total	2,450.53 YTD Budget	11,000.00 Unexpended	8,549.47	
Utilities			07/31/2023 (07/23) Balance	07-510-520-2101			.00
			08/31/2023 (08/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	37,000.00 Unexpended	37,000.00	
Telephone			07/31/2023 (07/23) Balance	07 510-520-2102			.00
07/12/2023	AP	64	USCC Services LLC		259.90		
08/07/2023	AP	549	Asavie Technologies Inc		74.90		
07/10/2023	JE	20	BROADVOICE, Early Contract Termination Fee		3,418.66		
07/03/2023	JE	59	8x8, Service/Long Distance		319.68		
			08/31/2023 (08/23) Period Totals and Balance		4,073.14 *	.00 *	4,073.14

City of Coos Bay		Detail Ledger - Month End Report for Library					Page: 3	
		Period: 08/23 - 08/23					Sep 14, 2023 09:35AM	
Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance	
YTD Encumbrance		.00 YTD Actual	4,073.14 Total	4,073.14 YTD Budget	21,000.00 Unexpended	16,926.86		
Advertising		07/31/2023 (07/23) Balance		07-510-520-2105			630.44	
07/31/2023	AP	537	Sinclair Television Media Inc		455.00			
07/11/2023	JE	21	DOLLAR TREE, Ear Buds		41.25			
07/27/2023	JE	21	EPUERTO, Promotional Ads		287.50			
07/20/2023	JE	29	AMAZON, Flash Drives		47.98			
07/10/2023	JE	53	ETSY.COM, Library Enthusiast Pin		14.96			
		08/31/2023 (08/23) Period Totals and Balance			846.69 *	.00 *	1,477.13	
YTD Encumbrance		.00 YTD Actual	1,477.13 Total	1,477.13 YTD Budget	20,000.00 Unexpended	18,522.87		
Contractual		07/31/2023 (07/23) Balance		07-510-520-2108			6,512.69	
07/21/2023	AP	45	Cardinal Services Inc.		287.30			
07/23/2023	AP	63	C-N-B Security Inc		1,056.00			
08/02/2023	AP	182	Cardinal Services Inc.		784.55			
08/10/2023	AP	513	Cardinal Services Inc.		353.60			
08/16/2023	AP	516	Cardinal Services Inc.		1,016.60			
08/17/2023	AP	519	Cardinal Services Inc.		298.35			
08/07/2023	AP	536	Sprague Pest Solutions		176.55			
08/04/2023	AP	547	C-N-B Security Inc		1,012.00			
08/13/2023	AP	548	C-N-B Security Inc		1,012.00			
07/12/2023	AP	712	Cardinal Services Inc.		198.90			
08/21/2023	AP	714	Cardinal Services Inc.			33.15-		
08/22/2023	AP	715	Cardinal Services Inc.		44.20			
08/23/2023	AP	717	Cardinal Services Inc.		.00			
08/23/2023	AP	718	Cardinal Services Inc.		66.30			
08/08/2023	CD14	6	7/31/23 Xpress Bill Pay Support Fee/Forms Inv# IN		62.58			
		08/31/2023 (08/23) Period Totals and Balance			6,368.93 *	33.15- *	12,848.47	
YTD Encumbrance		.00 YTD Actual	12,848.47 Total	12,848.47 YTD Budget	225,000.00 Unexpended	212,151.53		
Special Counsel		07/31/2023 (07/23) Balance		07-510-520-2114			.00	
		08/31/2023 (08/23) Period Totals and Balance			.00 *	.00 *	.00	
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00		
Insurance		07/31/2023 (07/23) Balance		07-510-520-2120			10,535.75	
		08/31/2023 (08/23) Period Totals and Balance			.00 *	.00 *	10,535.75	
YTD Encumbrance		.00 YTD Actual	10,535.75 Total	10,535.75 YTD Budget	14,400.00 Unexpended	3,864.25		
Duplicating/Data Processing		07/31/2023 (07/23) Balance		07-510-520-2122			.00	
07/17/2023	AP	66	ODP Business Solutions LLC		23.48			
08/01/2023	AP	508	Xerox Corporation		287.09			
08/09/2023	AP	552	ODP Business Solutions LLC		564.99			
07/28/2023	AP	554	Coast to Coast Computer Products		309.96			
		08/31/2023 (08/23) Period Totals and Balance			1,185.52 *	.00 *	1,185.52	
YTD Encumbrance		.00 YTD Actual	1,185.52 Total	1,185.52 YTD Budget	8,200.00 Unexpended	7,014.48		
Printing		07/31/2023 (07/23) Balance		07-510-520-2123			.00	
		08/31/2023 (08/23) Period Totals and Balance			.00 *	.00 *	.00	
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	3,000.00 Unexpended	3,000.00		

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		Period: 08/23 - 08/23				Sep 14, 2023 09:35AM	
Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Program & Display		07/31/2023 (07/23) Balance		07-510-520-2128			00
		08/31/2023 (08/23) Period Totals and Balance			00 *	.00 *	00
YTD Encumbrance		.00 YTD Actual	00 Total	00 YTD Budget	.00 Unexpended		00
Office Supplies		07/31/2023 (07/23) Balance		07-510-520-2205			00
07/17/2023	AP	67	ODP Business Solutions LLC		49.41		
07/15/2023	AP	68	ODP Business Solutions LLC		11.10		
08/09/2023	AP	550	ODP Business Solutions LLC		224.97		
08/09/2023	AP	551	ODP Business Solutions LLC		138.53		
08/14/2023	AP	798	ODP Business Solutions LLC		136.99		
07/18/2023	JE	20	PITNEY BOWES, Postage Meter Ink		132.79		
07/03/2023	JE	29	AMAZON, Sign Holders		106.79		
07/15/2023	JE	29	AMAZON, Tape		66.26		
07/19/2023	JE	29	AMAZON, Planner		25.42		
		08/31/2023 (08/23) Period Totals and Balance			892.26 *	.00 *	892.26
YTD Encumbrance		00 YTD Actual	892.26 Total	892.26 YTD Budget	7,000.00 Unexpended	6,107.74	
Postage		07/31/2023 (07/23) Balance		07-510-520-2206			00
07/26/2023	JE	20	PITNEY BOWES LEASING, Postage Meter		139.70		
07/11/2023	JE	21	US POST OFFICE, Postage		58.10		
		08/31/2023 (08/23) Period Totals and Balance			197.80 *	.00 *	197.80
YTD Encumbrance		00 YTD Actual	197.80 Total	197.80 YTD Budget	12,000.00 Unexpended	11,802.20	
Miscellaneous		07/31/2023 (07/23) Balance		07-510-520-2208			00
		08/31/2023 (08/23) Period Totals and Balance			00 *	.00 *	00
YTD Encumbrance		00 YTD Actual	.00 Total	00 YTD Budget	.00 Unexpended		00
Data Processing Supplies		07/31/2023 (07/23) Balance		07-510-520-2224			.00
		08/31/2023 (08/23) Period Totals and Balance			00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	00 YTD Budget	.00 Unexpended		00
Janitorial Supplies		07/31/2023 (07/23) Balance		07-510-520-2225			.00
07/31/2023	AP	348	Bay Area Enterprises Inc.		253.13		
07/04/2023	JE	29	AMAZON, Soap Dispenser, Womens Lobby		36.84		
		08/31/2023 (08/23) Period Totals and Balance			289.97 *	.00 *	289.97
YTD Encumbrance		.00 YTD Actual	289.97 Total	289.97 YTD Budget	3,500.00 Unexpended	3,210.03	
Small Equipment		07/31/2023 (07/23) Balance		07-510-520-2231			.00
		08/31/2023 (08/23) Period Totals and Balance			00 *	.00 *	00
YTD Encumbrance		.00 YTD Actual	00 Total	00 YTD Budget	100,000.00 Unexpended	100,000.00	
Grants		07/31/2023 (07/23) Balance		07-510-520-2234			.00
		08/31/2023 (08/23) Period Totals and Balance			00 *	.00 *	00
YTD Encumbrance		00 YTD Actual	00 Total	00 YTD Budget	8,000.00 Unexpended	8,000.00	
Library Supplies		07/31/2023 (07/23) Balance		07-510-520-2235			244.12
08/23/2023	AP	707	Showcases		155.52		
07/04/2023	JE	29	AMAZON, Case, Library of Things		65.99		
07/12/2023	JE	29	AMAZON, Cases, Library of Things		16.39		

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City of Coos Bay		Detail Ledger - Month End Report for Library				Page: 5	
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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
07/14/2023	JE	29	AMAZON, Case, Library of Things		15.99		
07/15/2023	JE	29	AMAZON, Case, Library of Things		11.99		
07/16/2023	JE	29	AMAZON, Cases, Library of Things		49.93		
07/19/2023	JE	29	AMAZON, Cases, Library of Things		29.99		
08/31/2023 (08/23) Period Totals and Balance					345.80 *	00 *	589.92
YTD Encumbrance	00	YTD Actual	589.92 Total	589.92 YTD Budget	14,000.00 Unexpended	13,410.08	
Library Books & Records		07/31/2023 (07/23) Balance		07-510-520-2236			6,096.55
07/20/2023	AP	4	Blackstone Publishing		41.60		
07/12/2023	AP	17	Ingram		496.61		
07/18/2023	AP	18	Ingram		120.50		
07/18/2023	AP	19	Ingram		427.18		
07/10/2023	AP	57	Cengage Learning Inc.		127.16		
07/19/2023	AP	153	Ingram		350.39		
07/19/2023	AP	154	Ingram		551.07		
07/20/2023	AP	155	Ingram		540.77		
07/24/2023	AP	156	Ingram		16.68		
07/25/2023	AP	157	Ingram		436.21		
07/25/2023	AP	158	Ingram		167.51		
07/25/2023	AP	159	Ingram		63.34		
07/20/2023	AP	185	Midwest Tape		22.49		
07/31/2023	AP	186	Midwest Tape		1,689.89		
08/01/2023	AP	489	Center Point Large Print		143.22		
07/31/2023	AP	494	Ingram		685.12		
08/01/2023	AP	495	Ingram		50.91		
08/01/2023	AP	496	Ingram		37.04		
08/03/2023	AP	497	Ingram		260.45		
08/07/2023	AP	498	Ingram		406.82		
08/09/2023	AP	499	Ingram		602.07		
08/09/2023	AP	500	Ingram		535.15		
08/10/2023	AP	501	Ingram		497.97		
08/10/2023	AP	502	Ingram		342.02		
08/10/2023	AP	503	Ingram		270.39		
07/27/2023	AP	521	Midwest Tape		59.97		
08/03/2023	AP	522	Midwest Tape		104.95		
08/11/2023	AP	696	Ingram		237.52		
08/14/2023	AP	697	Ingram		292.43		
08/15/2023	AP	698	Ingram		41.58		
08/08/2023	AP	787	Cengage Learning Inc.		281.51		
07/02/2023	JE	29	AMAZON, Audio Book		24.99		
07/04/2023	JE	29	AMAZON, YP Books		18.99		
07/05/2023	JE	29	AMAZON, Video Games		138.93		
07/06/2023	JE	29	AMAZON, Adult Book		15.30		
07/08/2023	JE	29	AMAZON, Music Cd		11.79		
07/19/2023	JE	29	AMAZON, Adult Dvds		358.68		
07/24/2023	JE	29	AMAZON, Adult Dvds		35.97		
07/24/2023	JE	29	AMAZON, Adult Dvds		19.99		
07/26/2023	JE	29	AMAZON, Dvd Price Drop Credit			70-	
07/29/2023	JE	29	AMAZON, Adult Books		14.99		
07/29/2023	JE	29	AMAZON, YA Books		9.99		
07/30/2023	JE	29	AMAZON, Adult Books		71.77		
07/30/2023	JE	29	AMAZON, Adult Dvds		42.99		
07/30/2023	JE	29	AMAZON, Music Cds		24.98		
07/30/2023	JE	29	AMAZON, Music Cds		12.98		
08/31/2023 (08/23) Period Totals and Balance					10,702.86 *	70- *	16,798.71
YTD Encumbrance	00	YTD Actual	16,798.71 Total	16,798.71 YTD Budget	135,000.00 Unexpended	118,201.29	

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance	
Periodicals		07/31/2023 (07/23) Balance		07-510-520-2237			5,022.22	
		08/31/2023 (08/23) Period Totals and Balance			.00 *	.00 *	5,022.22	
YTD Encumbrance	.00	YTD Actual	5,022.22 Total	5,022.22 YTD Budget	12,000.00 Unexpended	6,977.78		
Microfilm		07/31/2023 (07/23) Balance		07-510-520-2238			.00	
		08/31/2023 (08/23) Period Totals and Balance			.00 *	.00 *	.00	
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00		
State Aid to Children - Books		07/31/2023 (07/23) Balance		07-510-520-2239			708.54	
		08/31/2023 (08/23) Period Totals and Balance			.00 *	.00 *	708.54	
YTD Encumbrance	.00	YTD Actual	708.54 Total	708.54 YTD Budget	2,500.00 Unexpended	1,791.46		
Library Books/Records (Restr)		07/31/2023 (07/23) Balance		07-510-520-2240			.00	
		08/31/2023 (08/23) Period Totals and Balance			.00 *	.00 *	.00	
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	50,000.00 Unexpended	50,000.00		
Programming		07/31/2023 (07/23) Balance		07-510-520-2241			558.65	
07/25/2023	AP	160	Ingram		258.27			
05/10/2023	AP	284	Huitzilopochtli Dancing & Teaching our		775.00			
03/07/2023	AP	285	Takohachi Inc		1,050.00			
07/17/2023	AP	286	Matthews, Jackie G		120.00			
08/18/2023	AP	801	Aley, Tamara S		200.00			
07/07/2023	JE	21	SAFEWAY, Supplies, Adult Programs, Book Brunch		40.02			
07/11/2023	JE	21	NEW MEDIA PRODUCTIONS, Pod Cast Award Fee		50.00			
07/11/2023	JE	21	THE READING WAREHOUSE, Books, Outreach		435.10			
07/13/2023	JE	21	SCHOLASTIC EDUCATION, Books, Outreach		568.29			
07/17/2023	JE	21	APPLE.COM, Icloud Storage		99			
07/19/2023	JE	21	THE READING WAREHOUSE, Books, Outreach		384.31			
07/19/2023	JE	21	APPLE.COM, Music Subscription, YP Programs, St		10.99			
07/21/2023	JE	21	BI-MART, Tape, YP Programs, Summer Reading		34.95			
07/22/2023	JE	21	BUZZSPROUT, Pod Cast Hosting		12.00			
07/27/2023	JE	21	FRED MEYER, Supplies, Adult Programs, Game Ni		103.61			
06/30/2023	JE	29	AMAZON, Wagon, Outreach		89.99			
07/02/2023	JE	29	AMAZON, Supplies, Adult Programs, Spices		20.62			
07/06/2023	JE	29	AMAZON, Supplies, YP Programs, Summer Readin		28.77			
07/06/2023	JE	29	AMAZON, Supplies, YP Programs, Summer Readin		27.97			
07/11/2023	JE	29	AMAZON, Supplies, Adult Programs, Book Box		181.93			
07/17/2023	JE	29	AMAZON, Supplies, Adult Programs, Spices		75.98			
07/25/2023	JE	29	AMAZON, Supplies, Game Night		80.88			
07/20/2023	JE	53	THE READING WAREHOUSE, Books, Outreach		124.21			
		08/31/2023 (08/23) Period Totals and Balance			4,673.88 *	.00 *	5,232.53	
YTD Encumbrance	.00	YTD Actual	5,232.53 Total	5,232.53 YTD Budget	60,000.00 Unexpended	54,767.47		
Office Equipment Rental		07/31/2023 (07/23) Balance		07-510-520-2302			119.90	
08/01/2023	AP	509	Xerox Corporation		125.24			
08/10/2023	AP	510	Xerox Corporation		119.90			
		08/31/2023 (08/23) Period Totals and Balance			245.14 *	.00 *	365.04	
YTD Encumbrance	.00	YTD Actual	365.04 Total	365.04 YTD Budget	20,000.00 Unexpended	19,634.96		
Equipment Repairs/Replacement		07/31/2023 (07/23) Balance		07-510-520-2303			.00	
		08/31/2023 (08/23) Period Totals and Balance			.00 *	.00 *	.00	

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YTD Encumbrance		.00 YTD Actual	.00 Total	00 YTD Budget	6,000.00 Unexpended	6,000.00		
Equipment Maintenance Contract				07/31/2023 (07/23) Balance	07-510-520-2304		5,766.67	
08/01/2023	AP	52	Advantage Security LLC		39.85			
05/31/2023	AP	287	Daida		2,006.59			
08/23/2023	AP	716	Cardinal Services Inc.		524.88			
09/01/2023	AP	783	Advantage Security LLC		39.85			
08/31/2023 (08/23) Period Totals and Balance					2,611.17 *	.00 *	8,377.84	
YTD Encumbrance		.00 YTD Actual	8,377.84 Total	8,377.84 YTD Budget	15,000.00 Unexpended	6,622.16		
Vehicle Maintenance/Fuel				07/31/2023 (07/23) Balance	07-510-520-2305		.00	
07/20/2023	JE	21	CHEVRON, Fuel, SSD Conference		44.01			
07/30/2023	JE	53	EXXON STATION, 208, Fuel for Corolla		47.89			
08/31/2023 (08/23) Period Totals and Balance					91.90 *	.00 *	91.90	
YTD Encumbrance		.00 YTD Actual	91.90 Total	91.90 YTD Budget	7,000.00 Unexpended	6,908.10		
Furniture				07/31/2023 (07/23) Balance	07-510-520-2306		.00	
08/31/2023 (08/23) Period Totals and Balance					.00 *	.00 *	.00	
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00		
Building & Grounds Maintenance				07/31/2023 (07/23) Balance	07-510-520-2309		60.22	
07/31/2023	AP	347	Bay Area Enterprises Inc.		4,053.35			
07/01/2023	JE	20	ARAMARK UNIFORM, Mats		32.00			
07/15/2023	JE	20	ARAMARK UNIFORM, Mats		32.00			
07/29/2023	JE	20	ARAMARK UNIFORM, Mats		32.00			
08/31/2023 (08/23) Period Totals and Balance					4,149.35 *	.00 *	4,209.57	
YTD Encumbrance		.00 YTD Actual	4,209.57 Total	4,209.57 YTD Budget	75,000.00 Unexpended	70,790.43		
Furniture (restricted)				07/31/2023 (07/23) Balance	07-510-520-2310		.00	
08/31/2023 (08/23) Period Totals and Balance					.00 *	.00 *	.00	
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	300,000.00 Unexpended	300,000.00		
Reimbursable				07/31/2023 (07/23) Balance	07-510-520-2406		28.00	
08/31/2023 (08/23) Period Totals and Balance					.00 *	.00 *	28.00	
YTD Encumbrance		.00 YTD Actual	28.00 Total	28.00 YTD Budget	200.00 Unexpended	172.00		
Library Board				07/31/2023 (07/23) Balance	07-510-520-2424		.00	
08/31/2023 (08/23) Period Totals and Balance					.00 *	.00 *	.00	
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	1,500.00 Unexpended	1,500.00		
Gifts, Donations & Memorials				07/31/2023 (07/23) Balance	07-510-520-2450		1,658.64	
07/24/2023	AP	187	ORCCA		20.00			
07/24/2023	AP	188	ORCCA		4.00			
07/28/2023	AP	189	ORCCA		27.68			
08/10/2023	AP	504	Ingram		425.88			
08/03/2023	AP	523	ORCCA		22.56			
08/07/2023	AP	524	ORCCA		13.60			
08/10/2023	AP	525	ORCCA		26.96			
08/14/2023	AP	526	ORCCA		18.08			



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08/21/2023	AP	730	ORCCA		29.76				
08/21/2023	AP	731	ORCCA		10.56				
07/08/2023	IE	21	CHEFSTORE, Produce, Community Fridge		70.04				
07/22/2023	JE	21	CHEFSTORE, Produce, Community Fridge		53.88				
07/26/2023	JE	21	ORLA ONLINE TRAINING, Food Handlers Card, R.		8.99				
08/31/2023 (08/23) Period Totals and Balance					731.99 *	.00 *	2,390.63		
YTD Encumbrance	.00	YTD Actual	2,390.63 Total	2,390.63 YTD Budget	25,000.00 Unexpended	22,609.37			
Bad Debt Expense			07/31/2023 (07/23) Balance	07-510-520-2500			.00		
08/31/2023 (08/23) Period Totals and Balance					.00 *	.00 *	.00		
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00			
Computer Hardware & Software			07/31/2023 (07/23) Balance	07-510-530-3001			.00		
08/31/2023 (08/23) Period Totals and Balance					.00 *	.00 *	.00		
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00			
Vehicles			07/31/2023 (07/23) Balance	07-510-530-3008			.00		
08/31/2023 (08/23) Period Totals and Balance					.00 *	.00 *	.00		
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00			
Audio Visual Equipment			07/31/2023 (07/23) Balance	07-510-530-3022			.00		
08/31/2023 (08/23) Period Totals and Balance					.00 *	.00 *	.00		
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00			
Library Equipment			07/31/2023 (07/23) Balance	07-510-530-3023			.00		
08/31/2023 (08/23) Period Totals and Balance					.00 *	.00 *	.00		
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00			
Building Project			07/31/2023 (07/23) Balance	07-510-530-3118			.00		
08/31/2023 (08/23) Period Totals and Balance					.00 *	.00 *	.00		
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00			
Lease Principal			07/31/2023 (07/23) Balance	07-510-540-1000			540.41		
08/21/2023	CD13	3	Enterprise Payment 583157A Inv#FBN4811345		540.41				
08/21/2023	CD13	3	Enterprise Payment 583157A Inv#FBN4811345		2,212.56				
08/31/2023 (08/23) Period Totals and Balance					2,752.97 *	.00 *	3,293.38		
YTD Encumbrance	.00	YTD Actual	3,293.38 Total	3,293.38 YTD Budget	50,000.00 Unexpended	46,706.62			
Lease Interest			07/31/2023 (07/23) Balance	07-510-540-1100			.00		
08/31/2023 (08/23) Period Totals and Balance					.00 *	.00 *	.00		
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	5,000.00 Unexpended	5,000.00			
Non-Lease Component			07/31/2023 (07/23) Balance	07-510-540-1200			.00		
08/31/2023 (08/23) Period Totals and Balance					.00 *	.00 *	.00		
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00			
Contingency			07/31/2023 (07/23) Balance	07-510-560-6001			.00		
08/31/2023 (08/23) Period Totals and Balance					.00 *	.00 *	.00		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	184,650.00 Unexpended	184,650.00	
Unappropriated Ending Fund Bal			07/31/2023 (07/23) Balance	07-510-560-6002			.00
			08/31/2023 (08/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	250,000.00 Unexpended	250,000.00	
Contingency - Library Board			07/31/2023 (07/23) Balance	07-510-560-6003			.00
			08/31/2023 (08/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Number of Transactions: 172 Number of Accounts: 57					Debit	Credit	Proof
Total LIBRARY FUND:					144,101.41	4,272.13-	139,829.28
Number of Transactions: 172 Number of Accounts: 57					Debit	Credit	Proof
Grand Totals:					144,101.41	4,272.13-	139,829.28

- Report Criteria:
- Actual Amounts
  - All Accounts
  - Summarize Payroll Detail
  - Print Period Totals
  - Print Grand Totals
  - Include Funds: 07
  - Page and Total by Fund
  - Include Placeholders: None
  - Include Balance Sheets: None
  - Include Accounts: None
  - Include Income Filers: None
  - Include Sources: None
  - Include Revenues: None
  - All Segments Tested for Total Breaks

**Coos Bay Public Library  
Memorial Funds Checking Account  
August 2023**

<u>BALANCE, July 31, 2023</u>	\$ 82,357.71
 <b><u>DEPOSITS:</u></b>	
Misc. Donation-Community Fridge	\$ <u>20.00</u>
TOTAL DEPOSITS	\$ 20.00
ACCOUNT SUB TOTAL	\$ 82,377.71
  <b><u>DISBURSEMENTS:</u></b>	
South Coast Food Share/Produce-Community Fridge	\$ 4.00
South Coast Food Share/Produce-Community Fridge	\$ 20.00
South Coast Food Share/Produce-Community Fridge	\$ 27.68
South Coast Food Share/Produce-Community Fridge	\$ 22.56
South Coast Food Share/Produce-Community Fridge	\$ 13.60
South Coast Food Share/Produce-Community Fridge	\$ 26.96
South Coast Food Share/Produce-Community Fridge	\$ 18.08
Ingram/Books-Muenchrath Memorial	\$ 23.40
Ingram/Books-Dibble Memorial	\$ 26.33
Ingram/Books-Hutcherson Memorial	\$ 35.10
Ingram/Books-Burdg Memorial	\$ 92.34
Ingram/Goldman Donation	\$ 245.71
South Coast Food Share/Produce-Community Fridge	\$ 29.76
South Coast Food Share/Produce-Community Fridge	\$ 10.56
Chefstore/Produce-Community Fridge	\$ 41.98
Chefstore, McKays/Produce-Community Fridge	\$ 152.05
Fred Meyer/Supplies-YP Programs	\$ 12.87
Ingram/Books-Outreach	\$ 181.70
Reading Warehouse/Books-Outreach	\$ <u>156.23</u>
TOTAL DISBURSEMENTS	\$ 1,140.91
 <b>Balance August 31, 2023</b>	 <b>\$ 81,236.80</b>

**ACCOUNT SUMMARY:**

General Fund	\$ 14,363.67
Friend's Children's Fund	\$ 76.16
Kenaston Estate Donation	\$ -
Mallek Estate Memorial	\$ 52,610.89
Jones Estate Donation	\$ 7,272.59
ESD Bilingual Programming Donation	\$ 69.69
Friends Library Purchases	\$ 243.89
Rotary Donation	\$ -
Coos Bay Library Foundation-Equipment	\$ -
Mogan-CBPL Foundation	\$ -
Community Fridge	\$ 2,819.82
Coos Health & Wellness	\$ (60.80)
Dollywood	\$ 3,840.89

**MEMORIAL ACCOUNT FUNDS TOTAL** **\$ 81,236.80**

# Librarian's Report



COOS BAY  
PUBLIC LIBRARY

September 2023

## Reoccurring Programs

- Spanglish (2) - 11
- ASL Practice Place - 8
- Book Brunch - 4
- Craft Take Out - 42
- Unlimited Book Club - 9
- Book Box Program (3) - 185
- Swords and Starships Podcast (4) - 221
- Community Yoga - 6
- Game Night - 12
- Community Cooking - 27
- Change Club (4) - 45
- Storytime (3) - 99

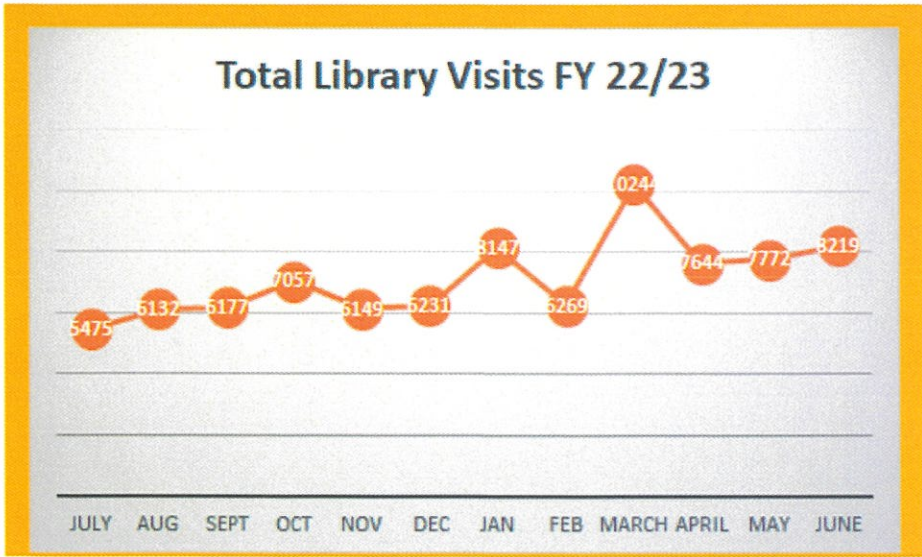
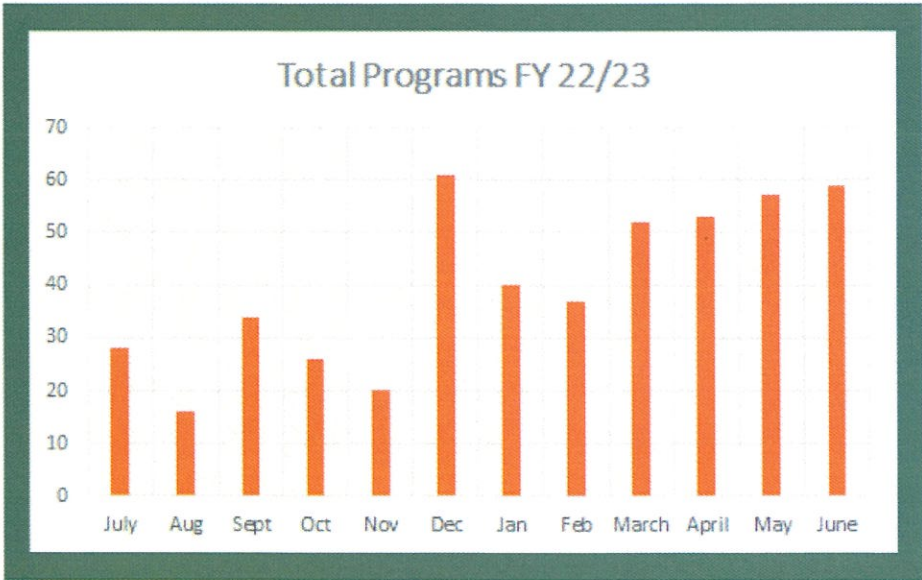
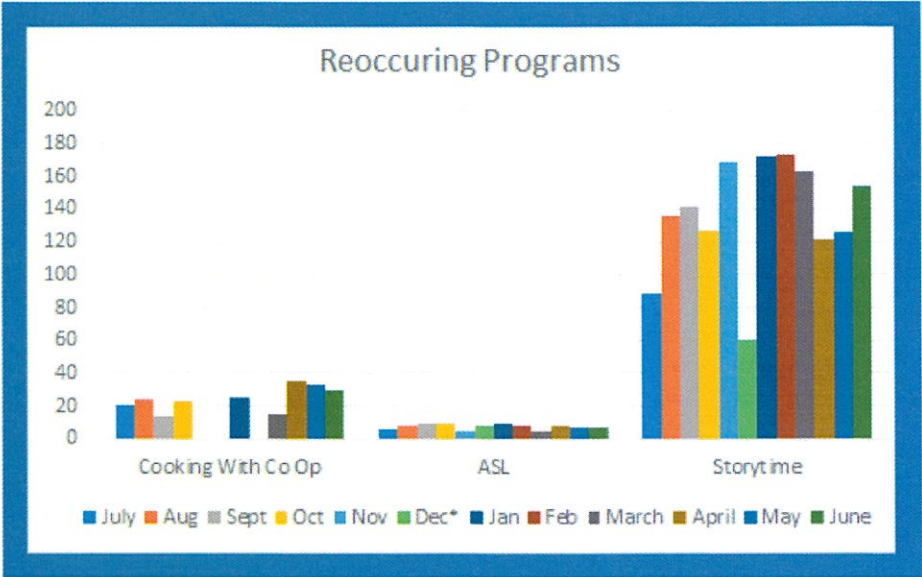
## Other Programs

- Summer Reading Building Challenge - 43
- Summer Reading Stuffed Animal Camp Out - 23
- Summer Reading Lawn Games - 23
- Summer Reader Murder Mystery for Teens - 22
- Summer Reading Cooking Camp (3) - 27
- Summer Reading Splish Slash Pool Party - 59
- Summer Reading Readers' Theater (4) - 23
- Megan Gray Paint Along - 20
- Drop in Computer Lab - 9
- Kay Jennings Author Talk - 14
- Danza Azteca Huitzilopochtli - 260
- Drop In Computer Lab - 9
- Frugal Living: Life in General and Holidays - 6

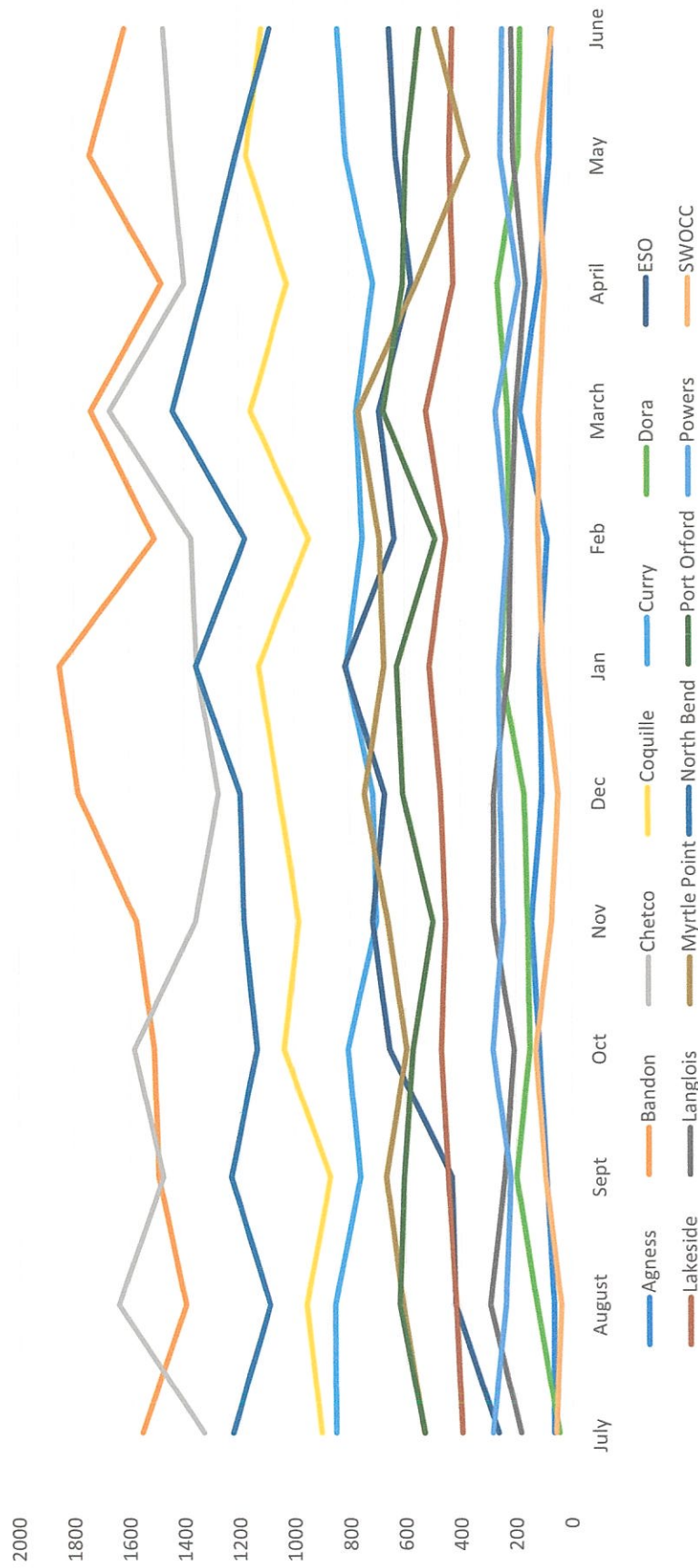
## Notes

- Eastside and Empire Drop off served 97 in August
- The Community Fridge served 2,076 people in August
- There were 5,812 county-wide checkouts on Library in August. There were 763 circulations on hoopla and 22 new borrowers.
- The library provided access to wireless internet 8,432 times in August.





Borrowed by other libraries FY 22/23



# Accommodation Statement

**The Coos Bay Public Library is committed to providing access to materials for all patrons. Please ask for accommodation at the Circulation or Reference Desk. If your disability is invisible, please self-identify when seeking assistance. The following services are provided:**

## **ACCESSIBLE PARKING**

Accessible parking is available on the left side of the Library's main doors (near Anderson Street). Curb cuts for wheelchairs and strollers are located near accessible parking spots, as well as where 6th street intersects with the library's sidewalk. The library's entrance is a set of automatic sliding doors.

## **VISION ASSISTANCE**

The Reference Desk has the following for in-house use (we ask patrons to trade ID for the following items while at the library):

- Extra Large keyboard
- Portable digital magnifier
- Reading glasses
- Magnifying glass

Reference staff can also help enlarge print on computer screens if necessary.

## **RESTROOMS**

There are two sets of multiple-stall restrooms inside the library:

- One set is located in the entrance lobby (it is typically locked unless an after-hours event is happening) and has braille on the signage.
- The other set is located on the wall opposite of the front circulation desk (the art wall). All bathrooms are wheelchair accessible.

## **BOOK AND MEDIA RETRIEVAL**

- Library staff can help you find and locate materials.
- If you are unable to carry items while searching for books or media, we have small shopping carts available for in-library use.
- Canvas book bags are available for purchase at the circulation desk.
- In a case where a patron is unable to retrieve items from the library shelves, patrons can place holds ahead of time and pick up at the hold shelf or front

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desk. You can place holds by logging into your account online or by calling the front desk. You will be notified of completed holds by email or postal mail.

## **PUBLIC COMPUTERS (NO LIBRARY CARD REQUIRED FOR USE)**

The reference desk has the following for in-house use (we ask patrons to trade ID for the following items while at the library):

- Extra large keyboard
- Portable digital magnifier
- Reading glasses
- Magnifying glass
- Trackball computer mouse for those who lack fine motor skills.
- Headphones (for purchase)

Reference librarians are available to help you navigate computer use, however they are NOT required to do the following for patrons:

- Type on or touch the computer.
- Enter usernames or passwords.
- Give legal advice for personal documents.

## **PRINTS/FAX**

Printing, faxing, and proctoring are available. Please click on the following link to see prices and details:

Printing & Faxing: [www.coosbaylibrary.org/print-fax](http://www.coosbaylibrary.org/print-fax)

Proctoring: [www.coosbaylibrary.org/proctor](http://www.coosbaylibrary.org/proctor)

## **TELEPHONES**

At this time the library does not have public telephones for patron use. The front desk will call for a ride to come pick up patrons if asked. Video calling from public computers is also unavailable for patron use since public computers are all in a shared space. Patrons are invited to bring their own devices and reserve a room for making phone or video calls.

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## DEAF, HARD OF HEARING, OR SPANISH SPEAKERS

- If you require an interpreter for an event, please contact the library at least two weeks in advance.
- If you want to ensure Closed Captioning will be available for video events, please feel free to email the library ahead of time.
- More information for Spanish Speakers can be found on our Hispanohablantes page at: [www.coosbaylibrary.org/es](http://www.coosbaylibrary.org/es)

## EXTENDED SERVICES OFFICE

- The Extended Services Office (ESO) offers a variety of services for patrons that are unable to make it into one of our Coastline Libraries, including:
  - Homebound adults
  - residents of retirement or adult care homes
  - residents of assisted living facilities
- Call or email ESO at
  - 541-269-1101
  - [eso@coastlinelibrarynetwork.org](mailto:eso@coastlinelibrarynetwork.org)

## ANYTHING WE'RE MISSING?

It is a priority for Coos Bay Public Library to select and acquire, whenever possible, resources and technologies that are accessible to all and compliant with the Americans with Disabilities Act. For library collections that aren't accessible, we are committed to providing reasonable accommodations and timely access to users with disabilities. For accommodations that take planning, please contact the library ahead of time.



COOS BAY PUBLIC LIBRARY  
525 Anderson Avenue,  
Coos Bay, OR 97459  
(541) 269-1101 | coosbaylibrary.org

# CODE OF CONDUCT

In order for everyone to enjoy the library, the following is not acceptable in the library:

- Animals of any type, other than service animals in the library
- Destroying or damaging library property
- Eating inside the library
- Engaging in activities prohibited by law

Engaging in any behavior that interferes with others use of the library, or with the ability of the staff to perform their duties. Examples of behavior or activities may include but not limited to:

*Climbing, running, loud noise, throwing things, pushing and shoving, misusing library property, verbal or physical harassment of staff and others, threats, engaging in sexual conduct, intoxication.*

- Odors which are disruptive to patrons or staff
- Possessing a weapon, except as allowed by state law
- Sleeping
- Smoking and vapor devices
- Solicitations
- Unauthorized removal of library property
- Using library facilities for the purpose of bathing

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**COOS BAY PUBLIC LIBRARY**

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Coos Bay, OR 97459

(541) 269-1101 | coosbaylibrary.org

## BULLETIN BOARDS AND LITERATURE RACKS POLICY

### BULLETIN BOARDS

The bulletin boards in the library are reserved for library announcements. Bulletin Boards are located throughout the library. Boards in the study room and the two meeting rooms are for temporary use only by individuals or groups using the rooms and must be cleared when the room use ends.

Bulletin boards in the Children's Room are reserved for displays by the Youth Librarian. If there is additional space, items of general community interest will be posted on the boards by library staff.

Posted items may include, but not be limited to: announcements of local or regional community events, activities of local community organizations, public notices, meeting announcements, or educational announcements.

Any person or group may submit items for posting. Designated staff will approve items for display and post them. Items placed on bulletin boards without staff approval will be removed and discarded.

Acceptance of material for display does not imply approval or disapproval by the library or the City of Coos Bay of the ideas or opinions expressed.

Items will be rejected for posting if they are in violation of any legal statute. Items rejected for posting may be appealed to the Library Board of Trustees.

Because of space limitations, the following restrictions apply:

- Only one copy of an item will be posted.
- Unusually large posters may be refused
- A person or organization may display only one item at a time
- A person or organization may submit an item for posting each month but is not guaranteed repeated posting if space is limited.



**COOS BAY PUBLIC LIBRARY**

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(541) 269-1101 | [coosbaylibrary.org](http://coosbaylibrary.org)**LITERATURE RACKS**

Most of the literature racks located inside the library will be used to display library related items. Brochures of general interest, primarily brochures that provide information about local or regional agencies or organizations, and that are in accordance with the library's mission and goals will be displayed if there is space.

Any person or organization may submit copies of brochures for members of the public to take from the racks. All brochures must be approved by the designated staff person. Items placed in the racks without staff approval will be removed and discarded.

Placement of materials in these general literature racks does not imply either approval or disapproval by the library or City of Coos Bay.



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## ART EXHIBIT POLICY

Art exhibits are provided to enhance and increase community appreciation of the arts, including those of an educational and/or historical significance, and to help local and regional artists increase their public exposure.

Exhibits in the lobby cases or on the library walls are visible to children and adults with varying degrees of sophistication. Materials of the exhibit should be chosen and arranged by the artist with this in mind.

Exhibits are normally scheduled for a period of one calendar month. It is not the intent of the library to provide permanent or continuous exhibits. Exhibit space is available to individuals or groups. The exhibit area is available on a first-come first served, advanced reservation basis. Reservations are to be made through the Library Director or designee. Sample pieces of the art may be required for review before scheduling an exhibit. The Library Director can deny any art exhibit that does not meet the policy.

The library exhibit area is located across from the main circulation desk and in the lobby cases. 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 constricting use of the library and without creating a safety hazard.

The library will submit public service announcement to local media for exhibits. Artists should provide publicity material to the Library Director two weeks prior to opening of the exhibit. This may include artist's statement or biographical material and a description of the works to be exhibited. A high-contrast photo of the artist and/or of the artist's work may be submitted for possible newspaper coverage.

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.



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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 their 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. 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. Acceptance of material for display does not imply approval or disapproval by the library or the City of Coos Bay of the ideas or opinions expressed.

2023/24	Myrtlewood	Myrtlewood	Cedar	Cedar	Total Use	Estimated Attendance
	Library Use	Non-Library Use	Library Use	Non-Library Use		(minus library program attendance already reported)
Jul-23	22	16	14	39	91	390
Aug-23	26	11	9	30	76	930
Sep-22						
Oct-23						
Nov-22						
Dec-23						
Jan-24						
Feb-24						
Mar-24						
Apr-24						
May-24						
Jun-24						
Totals	48	27	23	69	167	1320





# THE LATEST at **COOS BAY** **PUBLIC LIBRARY** **SEPTEMBER 2023**

## FOR MORE INFORMATION:

541-269-1101

[www.coosbaylibrary.org](http://www.coosbaylibrary.org)

## COME SEE US!

525 Anderson Avenue

Coos Bay, OR 97420



**Find us on Facebook!**



**Find us on Instagram!**



**Find us on YouTube!**

## COMMUNITY ENGAGEMENT SPECIALIST

GET ONE-ON-ONE HELP ACCESSING COMMUNITY RESOURCES, APPLYING FOR JOBS, OR FILLING OUT GOVERNMENT FORMS!

10:00AM - 5:00PM IN THE CEDAR ROOM ON MONDAYS & FRIDAYS. CALL 541-808-7244 OR WRITE LIZ DAVENPORT@CHW.COOS.OR.US TO MAKE AN APPOINTMENT

## SWORDS & STARSHIPS

### SEPTEMBER LIBRARY PODCAST SCHEDULE

VIRTUAL BOOK CLUB: *PRIME MERIDIAN* BY SYLVIA MORENO GARCIA (09/01)  
SHORT: CENSORSHIP (REBROADCAST FOR BANNED BOOKS WEEK) (09/08)  
LORDS & STARSHIPS (09/15)  
SHORT: SWOONS & STABBINGS SUMMER CAMP (09/22)

## AUGUST TAKE AND MAKE KITS

**MONDAY, SEPTEMBER 11**

SPICE PASSPORT: TO BE ANNOUNCED

**THURSDAY, SEPTEMBER 21**

CRAFT TAKEOUT: SHIBORI TEA TOWELS



## SEPTEMBER PROGRAMS SPOTLIGHT: ARTS & CRAFTS

### GET CRAFTY THIS FALL

Explore your creativity this month with our arts & crafts based programming! Students grades 4-6 kick off the month with Read + Craft Book Club on Tuesday, September 12. On Thursday, September 21, teens and adults are invited to ask at the circulation desk for Craft Takeout kits featuring supplies and instructions to make beautiful shibori tea towels. On Friday, September 29, we'll be hosting a drop-in workshop for making blackout poetry coasters. Finally, Coos Bay Public Library is delighted to welcome needle felt artist LeBrie Rich of Penfelt Studio for two workshops on Saturday, September 30. First, in Felting Fun for Tweens, Rich will guide students grades 4-8 in creating their own frog, piece of pizza, or item from their imagination in felt. Next, Rich welcomes teens and adults to attend her DIY Felt Mushroom Workshop. Supplies to all programs will be provided at no cost; registration required for some events.



2/4  
SEPT

## LIBRARY CLOSED

IN OBSERVATION OF LABOR DAY

REGULAR OPEN HOURS RESUME TUESDAY, SEPTEMBER 5



## ENGINEERING CHALLENGE

### KEVA PLANK BUILDING

PROBLEM SOLVE, EXPERIMENT, AND BUILD AT THE LIBRARY!

3:30PM - 4:30PM IN THE MYRTLEWOOD ROOM  
AGES: KIDS AGE 8+

19  
SEPT

## iSPANGLISH! CONVERSATIONAL PROGRAM

5:00PM - 6:00PM ON ZOOM 09/07  
IN-LIBRARY SESSION DATE TO BE DETERMINED

7/  
TBD  
SEPT

8  
SEPT

## FOREIGN FILM NIGHT

WATCH A FOREIGN MOVIE WITH SUBTITLES AND ENJOY SOME LIGHT SNACKS

4:00PM - 7:00PM IN THE MYRTLEWOOD ROOM  
AGES: ADULT



## BOOK BRUNCH

THE INVISIBLE LIFE OF ADDIE LARUE BY V.E. SCHWAB  
JOIN US FOR A STRESS-FREE MONTHLY GATHERING FOR PEOPLE WHO LOVE BOOKS AND BREAKFAST FOOD

11:00AM - 12:00PM IN THE MYRTLEWOOD ROOM. AGES: ADULTS  
WAFFLES, ORANGE JUICE, & COFFEE WILL BE PROVIDED.

9  
SEPT

12  
SEPT

## BABY STORYTIME

TUESDAYS SEPTEMBER 12, 19, & 26. MEET OTHER CAREGIVERS AND LEARN SONGS, RHYMES, AND EARLY LITERACY TIPS!

10:00AM - 10:30AM IN THE MYRTLEWOOD ROOM.  
AGES: INFANT & PARENT OR CAREGIVER

## READ + CRAFT BOOK CLUB FOR YOUNG PEOPLE GRADES 4-6

LUPE WONG WON'T DANCE BY DONNA BARBA HIGUERA  
DISCUSS A MONTHLY BOOK AND MAKE A CRAFT!

3:30PM - 4:30PM IN THE CEDAR ROOM. AGES: KIDS, SCHOOL AGE

12  
SEPT

13  
SEPT

## STORYTIME IN THE LIBRARY

WEDNESDAYS SEPTEMBER 13, 20, & 27

10:00AM - 10:30AM IN THE MYRTLEWOOD ROOM.  
AGES: BABIES, TODDLERS, PRESCHOOL

## DUNGEONS & DRAGONS ONE SHOT

BRING YOUR LEVEL 5 CHARACTER TO PLAY OR USE ONE OF OUR PRE-MADE CHARACTERS!

4:00PM - 7:00PM IN THE MYRTLEWOOD ROOM  
AGES: TEEN, ADULT. REGISTRATION REQUIRED.

13  
SEPT

14  
SEPT

## BANNED BOOK BINGO

LEARN ABOUT THE TOP BANNED BOOKS IN THE PAST FEW YEARS VIA BINGO! PRIZES INCLUDE BANNED BOOKS AND OTHER GOODIES.

3:00PM - 5:00PM IN THE MYRTLEWOOD ROOM  
AGES: EVERYONE



## COMMUNITY YOGA WITH INSTRUCTOR KELLI BOSAK

6:00PM - 7:00PM VIA ZOOM. ALL AGES WELCOME

14  
SEPT

15  
SEPT

## UNDERSTANDING THE WORLD OF COMPUTERS WITH DENNIS

LEARN TO TRANSFER IMPORTANT PHOTOS OR VIDEOS FROM YOUR MOBILE DEVICE TO YOUR COMPUTER HARD DRIVE!

2:00PM - 4:00PM IN THE MYRTLEWOOD ROOM  
AGES: ADULT. PLEASE BRING YOUR TECH TO THE WORKSHOP!

21  
SEPT

## ASL PRACTICE PLACE

WITH INSTRUCTOR KANDY BERGQUIST  
TOPIC TO BE ANNOUNCED

12:00PM - 1:00PM VIA ZOOM. ALL AGES WELCOME



## UNLIMITED BOOK CLUB

IN THE UPPER COUNTRY BY KAI THOMAS

6:00PM - 7:00PM VIA ZOOM. AGES: TEENS & ADULTS



21  
SEPT

22  
SEPT

## DIGITAL ART STUDIO

BRING IN YOUR DIGITAL ART DEVICE, BE IT A LAPTOP OR TABLET, TO LEARN SOME QUICK TECHNIQUES TO IMPROVE YOUR DIGITAL ART. ALL EXPERIENCE LEVELS WELCOME!

3:00PM - 4:30PM IN THE MYRTLEWOOD ROOM. AGES: EVERYONE

## BEGINNING READER BOOK CLUB

EXPLORE NEW BOOKS AND DO A FUN EXPERIMENT OR ART PROJECT! SEPTEMBER'S THEME: COMIC BOOKS

3:30PM - 4:30PM IN THE MYRTLEWOOD ROOM. AGES: KIDS K-3

23  
SEPT

24  
SEPT

## BABY/TODDLER CLOTHING SWAP

BRING OUTGROWN CHILDREN'S CLOTHING TO THIS FREE CLOTHING EXCHANGE!

10:30AM - 11:30AM IN THE MYRTLEWOOD ROOM. AGES: INFANT, TODDLER, PRESCHOOL. IN-PERSON EVENT. NO DROP OFFS.

## STORYTIME WITH THE COOS BAY FIRE DEPARTMENT

10:00AM - 10:30AM AT STATION NO. 1, 450 ELROD AVENUE  
AGES: INFANT, TODDLER, PRESCHOOL



21  
SEPT

28  
SEPT

## COMMUNITY COOKING WITH THE CO-OP

STARRING JAMAR! THIS MONTH'S RECIPE: CORNBREAD

FRITTERS, GARDEN SALAD, & ROASTED PEARS

5:30PM - 6:30PM VIA ZOOM. AGES: TEENS, ADULTS, FAMILIES

## BLACKOUT POETRY COASTERS

MAKE PRACTICAL ART IN THIS DROP-IN WORKSHOP!

2:00PM - 5:00PM IN THE MYRTLEWOOD ROOM. AGES: TEEN, ADULT

29  
SEPT

29  
SEPT

## GAME NIGHT

ENJOY FREE SNACKS AND GAMES FROM CBPL'S COLLECTION

6:00PM - 9:00PM IN THE MYRTLEWOOD ROOM. AGES: TEENS, ADULTS

## FELTING FUN FOR TWEENS

CREATE YOUR VERY OWN FROG, PIECE OF PIZZA, OR ITEM FROM YOUR IMAGINATION IN FELT WITH THE HELP OF AN EXPERT!

10:00AM - 11:30AM IN THE MYRTLEWOOD ROOM  
AGES: KIDS, TWEEN, GRADES 4-8. PRE-REGISTRATION REQUIRED.

30  
SEPT

30  
SEPT

## DIY FELT MUSHROOMS

GET YOUR CRAFT ON WITH THE DUCHESS OF FELT, LEBBIE RICH OF PENFELT! LEARN TO CREATE A FELT MUSHROOM FOR FALL.

2:00PM - 3:30PM IN THE MYRTLEWOOD ROOM  
AGES: TEEN, ADULT. PRE-REGISTRATION REQUIRED