

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

Wednesday August 16, 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**
 - b. Status of new library project**
- 9. New Business**
- 10. Announcements**
- 11. Adjourn**

COOS BAY PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
July 19, 2023

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

Board Members Present: Janice Langlinais, Peggy Christensen, Ida Jo Gates, Jacob Niebergall, Gina Sutherland

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

New board member Jacob Niebergall was introduced. Peggy Christensen was appointed to another term. The City Council representative has not been chosen yet.

Elections were held for the new officers. Nominations were as follows:

President – Janice Langlinais
Vice President – Ida Jo Gates
Secretary – Gina Sutherland
Treasurer – Peggy Christensen

Gina moved to approve the proposed slate with a second from Peggy. The motion was unanimously approved.

Public Comment – None

Minutes and Circulation – Minutes from the June 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. Sami explained that all items checked out at the Coos Bay Library are included in the “Total Items Checked Out at Coos Bay” totals. “Total Items Checked Out Anywhere” are Coos Bay Library items that are checked out anywhere else except Coos Bay Library. It was suggested that the wording be changed to “Total Coos Bay Library Items Checked Out Anywhere Else”. Ida Jo asked if it was possible to get a report on how many Coos Bay items were checked out at each of the other libraries. Sami said that she could provide those numbers.

Treasurer’s Report – The draft financials for June 2023 were reviewed. Gina questioned the Revenue Line Item 07-000-380-0100 and what the total was for. Sami said she would check with the finance department. In discussions regarding the personnel costs, it was noted that there was money for additional staff, but the building will not accommodate more staff. Peggy said that with the number of programs the library is providing adequate staff is essential. Sami mentioned that the new van will be coming next week. The Memorial report was reviewed. Peggy mentioned that the \$3,500.00 quarterly

payment given by the Friend of Coos Bay Public Library was impressive. Marie said that the Friends of Coos Bay Public Library have now donated over \$500,000 in total to the library. Gina moved to approve the financial reports. Ida Jo seconded the motion. The motion was unanimously approved.

Correspondence – None

Librarians Report – The report was reviewed.

Friends of the Library Report – The Book Store made \$759.00 in July. The next sale is on August 5th & 6th.

Library Foundation Report – “After Hours at the Library” will be held in early November. It includes a silent auction, guest speaker, music, food, and drink.

Old Business –

Community Survey – The survey is complete, and the company will be presenting their findings on Tuesday, July 25, 2023, at 6:00pm in the City Council chambers. Sami reported that the survey showed that the downtown location was the most favorable location but not overwhelmingly so. With 300 responses obtained the company was pleased with the number of responses and demographics. The company will also be doing a public information campaign.

New Business –

The proposed Library Accommodation Statement was reviewed. Peggy asked if we had a speech to text option for patrons. Sami said that we have some laptops that could accommodate that. It was asked if we might be able to use a hearing loop. Sami said that could be an option.

Bob More asked if the library program promotions can be added to the Foundation website. Jacob asked if we could also add them to Book Talk on Tick Tock.

Announcements – New front sliding glass doors were installed today, replacing the original 25+ year old set. Takohachi Taiko Drumming will be at Mingus Park on 7/22 @12:00pm.

Adjournment – J. Langlinais adjourned the meeting at 6:15 p.m.

Next Meeting: August 16, 2023 – 5:15 p.m.

Respectfully submitted,
Crystal Barr

JULY 2023



MONTHLY SUMMARY

Totals

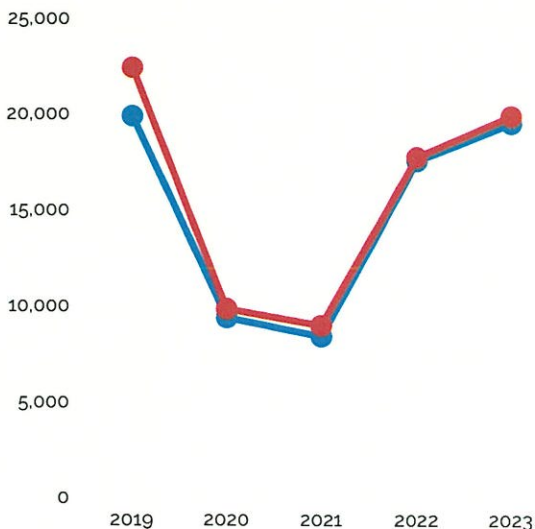
New Cards Issued	193
Number of Programs	66
Program Attendance	1698
Digital Downloads (hoopla)	715
Wireless Internet Connections	8,696
Reference Questions	581
Children's Reference Questions	64

2023 2022 2021

Gate Count	6,782	5,108	4,391
Ave. Daily Circ.	797	820	620
Library Visits	7,172	5,475	4,391
Days Open	25	25	26

INVENTORY

Classification	Acquired	Discards
Adult Books	368	46
Adult Audiobooks	66	127
Adult Video	84	49
Adult Music	0	2
Video Games	20	0
Board Games	0	1
Young Adult Books	30	0
Young Adult Audio	0	0
Children's Books	228	53
Children's Audiobooks	0	0
Children's Video	11	0
Children's Music CDs	0	0
Total	807	278



CIRCULATION SUMMARY

Total Items Checked Out at Coos Bay (19,924) ■

Total Coos Bay Items Checked Out Anywhere Else (19,557) ■

*2023 total reflects data up to current month (July 2023)

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

<u>BALANCE, June 30, 2023</u>	\$ 81,625.65
 <u>DEPOSITS:</u>	
Joyce Bjorkquist Memorial Donation	\$ 750.00
Misc. Donation-Community Fridge	\$ 20.00
Misc. Donations-August 2023	<u>\$ 182.00</u>
TOTAL DEPOSITS	\$ 952.00
ACCOUNT SUB TOTAL	\$ 82,577.65
 <u>DISBURSEMENTS:</u>	
South Coast Food Share/Produce-Community Fridge	\$ 14.32
South Coast Food Share/Produce-Community Fridge	\$ 17.12
South Coast Food Share/Produce-Community Fridge	\$ 22.13
South Coast Food Share/Produce-Community Fridge	\$ 20.52
South Coast Food Share/Produce-Community Fridge	\$ 12.94
South Coast Food Share/Food Handlers Card-Community Fridge	\$ 8.99
Chefstore/Produce-Community Fridge	<u>\$ 123.92</u>
TOTAL DISBURSEMENTS	\$ 219.94
 Balance July 31, 2023	 \$ 82,357.71
 ACCOUNT SUMMARY:	
General Fund	\$ 14,786.55
Friend's Children's Fund	\$ 89.03
Kenaston Estate Donation	\$ -
Mallek Estate Memorial	\$ 52,610.89
Jones Estate Donation	\$ 7,272.59
ESD Bilingual Programming Donation	\$ 69.69
Friends Library Purchases	\$ 581.82
Rotary Donation	\$ -
Coos Bay Library Foundation-Equipment	\$ -
Mogan-CBPL Foundation	\$ -
Community Fridge	\$ 3,167.05
Coos Health & Wellness	\$ (60.80)
Dollywood	<u>\$ 3,840.89</u>
 MEMORIAL ACCOUNT FUNDS TOTAL	 \$ 82,357.71

Librarian's Report

August 2023

PROGRAMS in July

Spanglish Conversation (2) - 8 people in attendance.

Craft Take Out – 35 kits distributed

Unlimited Book Club, a partnership with North Bend Public Library, had 9 participants.

ASL Practice Place – 9 participants

Book Box Program – 83 adults, 24 teens, and 57 children participating

Story time (4) - 156 participants

Swords and Starships Podcast – 4 new episodes, 219 downloads.

The Empire and Eastside pickup/drop off sites – This is done every Friday (except holidays). 79 people served in July.

Community Yoga – 3 participants

Game Night – 14

Community Cooking – 13

Book Brunch – 2

One on One appointments – 16

Proctoring – 2

Tide of the Toddlers – 35

Change Club (5) – 74

Plan, Shop, and Save – 17

Summer Reading Live Chess - 43

Summer Reading Red Yarn - 95

Summer Reading Takshachi Taiko Drumming – 287

Summer Reading Artful Savings Painting Piggy Banks – 22

Summer Reading Cooking Together with Toddlers – 27

Summer Reading Jewelry Making – 8

Summer Reading Oregon Geology Rocks – 40

Summer Reading Readers Theatre – 4

Summer Reading Self Portrait – 7

Summer Reading Comic Book Creation - 8

Naloxone Training - 11

Outreach at Meal Program - 22

Understanding World of Computers with Dennis Dater - 9

The library provided access to wireless internet 8696, times in July

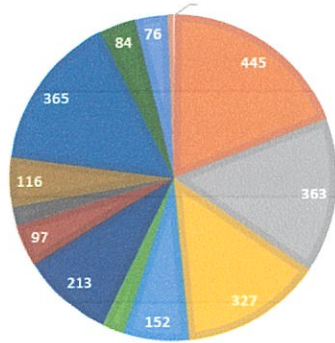
Miscellaneous

In July, there were 5,245 county-wide checkouts on Libby. 715 circulations on hoopla in July with 19 new borrowers. Well over half of what is borrowed on hoopla is audio books.

The Community Fridge served 1,742 people in July. We now have two volunteers that are helping with that program.

BORROWED IN JULY

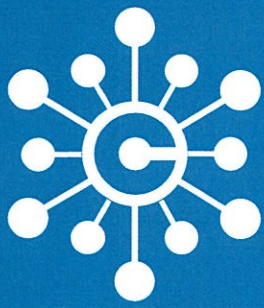
■ AGN ■ BAN ■ CCC ■ COQ ■ CPL ■ DORA ■ ESO ■ LAK ■ LANG ■ MP ■ NON ■ PORT ■ POW ■ SOCC



% of total 'Borrowed' by 'Library'

Library	Sum of Borrowed
BAN	18.94%
NON	15.54%
CCC	15.45%
COQ	13.92%
ESO	9.07%
CPL	6.47%
MP	4.94%
LAK	4.13%
PORT	3.58%
POW	3.24%
DORA	2.13%
LANG	1.87%
SOCC	0.55%
AGN	0.17%
Grand Total	100.00%

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						
Sep-23						
Oct-23						
Nov-23						
Dec-23						
Jan-24						
Feb-24						
Mar-24						
Apr-24						
May-24						
Jun-24						
Totals	22	16	14	39	91	390



COOS BAY
PUBLIC LIBRARY

THE LATEST at COOS BAY PUBLIC LIBRARY AUGUST 2023

FOR MORE INFORMATION:

541-269-1101

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!

AUGUST BOOK CLUBS

BOOK BRUNCH: AUGUST 12

11:00am – 12:00pm in the Myrtlewood Room

The Alice Network by Kate Quinn

UNLIMITED BOOK CLUB: AUGUST 17

6:00PM – 7:00PM on Zoom

Becoming Abolitionists by Derecka Purnell

SWORDS & STARSHIPS

AUGUST LIBRARY PODCAST SCHEDULE

Super Mario Bros. Movie (2023) Review feat.

Mac from Two Nerds in a Pod (08/04)

Mini Episode: What's That Sound!? (08/11)

Nostalgic Watch Recommendations (08/18)

Mini Episode: Stardew Valley feat. Christina (08/25)

AUGUST TAKE AND MAKE KITS

MONDAY, AUGUST 7

SPICE PASSPORT: SHICHIMI TOGARASHI

THURSDAY, AUGUST 17

CRAFT TAKEOUT: CELESTIAL

EMBROIDERY KITS



EXPLORE AUGUST'S CULINARY PROGRAMS

SAVOR THE TASTE OF SUMMER

August 15, 16, and 17 from 1:00pm – 3:00pm each day, tweens grades 5-8 are welcomed to **Cooking Camp**, where they will learn basic cooking skills and use their new expertise to make a meal at home using included ingredients. On August 22 & 23 from 11:00am – 1:00pm, teens are invited to learn how to save money at the grocery store and eat well on a budget in **Plan, Shop, Save & Cook**. Individuals who attend the sessions on both August 22 & 23 will receive a FREE 12" electric skillet. Finally, join library assistant Gene on Zoom on August 24 from 5:30pm – 6:30pm to make mouth watering Black Bean Smash Burgers in **Community Cooking with the Co-Op**. Visit the Coos Head Food Co-Op beginning Thursday, August 17 to sign up for a \$25 ingredient voucher for the event, available while supplies last. **REGISTRATION IS REQUIRED FOR EACH EVENT.**

1
AUG

BUILDING CHALLENGE

EXPRESS YOURSELF WITH KEVA PLANKS, STRAWBEES, AND LEGO BUILDING BLOCKS

10:00AM - 12:00PM IN THE MYRTLEWOOD ROOM, AGES: PRESCHOOL, SCHOOL AGE, TWEEN, TEEN

STORYBOOK "LIVE"

SEE STORIES COME TO LIFE AT A LIMITED RUN PERFORMANCE BY CBPL'S READER'S THEATER ENSEMBLE

4:00PM - 5:00PM IN THE MYRTLEWOOD ROOM ALL AGES WELCOME TO ATTEND PERFORMANCE

15
AUG

READER'S THEATRE

KIDS AGES 10-14 ARE INVITED TO BRING PICTURE BOOKS TO LIFE WITH READING AND ACTING.

4:00PM - 5:00PM IN THE MYRTLEWOOD ROOM REHEARSALS TUESDAYS JULY 25, AUGUST 1, & AUGUST 8 AGES: KIDS, SCHOOL AGE, 10-14. REGISTRATION REQUIRED.

1
AUG

17
AUG

ASL PRACTICE PLACE

WITH INSTRUCTOR KANDY BERGQUIST TOPIC: SUMMER/VACATION

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

2
AUG

STORYTIME IN THE LIBRARY WEDNESDAYS IN AUGUST

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

DROP-IN COMPUTER LAB

HAVE QUESTIONS ABOUT OPERATING YOUR COMPUTER, SMARTPHONE, OR TABLET? DROP BY FOR HELP HANDLING TRICKY TECHNOLOGY!

1:00PM - 3:00PM IN THE MYRTLEWOOD ROOM AGES: ADULT

18
AUG

STUFFED ANIMAL SLEEPOVER

DROP OFF YOUR FAVORITE STUFFED ANIMAL AT THE LIBRARY FOR A SPECIAL OVERNIGHT CAMPOUT!

11:00AM - 1:00PM IN THE KIDS & FAMILIES SECTION PICK UP YOUR STUFFED FRIEND FRIDAY, AUGUST 4 AGES: KIDS, INFANT, TODDLER, PRESCHOOL, SCHOOL AGE

3
AUG

18
AUG

KAY JENNINGS AUTHOR TALK

VISIT THE COOS BAY PUBLIC LIBRARY FOR A PRESENTATION BY KAY JENNINGS, AUTHOR OF THE PORT STERLING MYSTERIES

3:30PM - 4:30PM IN THE MYRTLEWOOD ROOM AGES: TEEN, ADULT

3
AUG

LAWN GAMES

PLAY OLD-FASHIONED LAWN GAMES WITH THE COOS BAY PUBLIC LIBRARY AT MINGUS PARK

2:00PM - 3:30PM AT THE MINGUS PARK AMPHITHEATER RAIN OR SHINE! AGES: KIDS, SCHOOL AGE, TWEEN, TEEN, FAMILY

TIDE OF THE TODDLERS

NATURALISTS FROM THE SOUTH SLOUGH ARE VISITING FOR A SPECIAL ANIMAL THEMED STORYTIME! NATURE CRAFT INCLUDED

10:30AM - 11:30AM IN THE MYRTLEWOOD ROOM AGES: INFANT, TODDLER, FAMILY. PRE-REGISTRATION REQUIRED.

19
AUG

SPANGLISH! CONVERSATIONAL PROGRAM

5:00PM - 6:00PM ON ZOOM 08/03
10:30AM - 11:30AM IN THE LIBRARY ON 08/19

3/19
AUG

SPLISH, SPLASH, SUMMER BASH!

CELEBRATE THE END OF SUMMER WITH A POOL PARTY AND ENJOY FREE BOOKS, PIZZA, SNACKS, & SWIMMING

4:00PM - 6:00PM AT THE MINGUS PARK POOL. AGES: 18 AND UNDER. CHILDREN UNDER 6 MUST BE ACCOMPANIED BY AN ADULT IN THE POOL. ADULTS MUST BE ACCOMPANIED BY A YOUNG PERSON IN THEIR LIFE UNDER THE AGE OF 18.

19
AUG

5/6
AUG

FRIENDS OF THE LIBRARY BOOK SALE GET GREAT DEALS & SUPPORT YOUR LIBRARY

08/05 FROM 10:00AM* - 4:00PM & 08/06 FROM 12:00PM - 3:00PM
9:00AM ADMITTANCE FOR FRIENDS OF THE LIBRARY MEMBERS

FRUGAL LIVING

LEARN TIPS AND TRICKS FOR FRUGAL LIVING AND PREPARING FOR THE UPCOMING HOLIDAYS!

6:00PM - 7:30PM IN THE MYRTLEWOOD ROOM, AGES: TEEN, ADULT

21
AUG

COMMUNITY YOGA WITH INSTRUCTOR KELLI BOSAK

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

9
AUG

PLAN, SHOP, SAVE & COOK

TEENS ARE INVITED TO LEARN HOW TO SAVE MONEY AT THE GROCERY STORE AND EAT WELL ON A BUDGET.

11:00AM - 1:00PM IN THE MYRTLEWOOD ROOM ATTEND BOTH SESSIONS TO RECEIVE AN ELECTRIC SKILLET AGES: TEENS, 14-19. REGISTRATION REQUIRED.

22/23
AUG

10
AUG

SEASCAPE PAINT-ALONG WITH LOCAL ARTIST MEGAN GRAY

PAINT A SEASCAPE WITH MEGAN GRAY! NO PRIOR EXPERIENCE IS REQUIRED, ALL SUPPLIES PROVIDED.

3:00PM - 5:00PM IN THE MYRTLEWOOD ROOM. AGES: TEEN, ADULT. 20 PARTICIPANT LIMIT. ASL INTERPRETATION AVAILABLE.

DANZA AZTECA HUTZOPOCHTLI

ATTEND A MUSIC AND DANCE PERFORMANCE HONORING THE UNIQUE STORIES OF AZTEC CULTURAL HERITAGE

6:30PM - 7:30PM AT THE MINGUS PARK AMPHITHEATER AGES: KIDS, TEEN, ADULT, FAMILY, EVERYONE. IN THE EVENT OF RAIN MEET AT COOS BAY FIRE DEPARTMENT AT 450 ELROD AVENUE

23
AUG

MURDER MYSTERY DINNER PARTY FOR YOUNG PEOPLE AGED 12-18

HELP SOLVE A MYSTERY IN A SPECIAL DINNER THEATER EVENT FOR TEENS. ENJOY INTRIGUE, PIZZA, AND GAMES!

6:00PM - 8:00PM IN THE MYRTLEWOOD, AGES: 12-18

11
AUG

24
AUG

COMMUNITY COOKING WITH THE CO-OP

STARRING GENE

THIS MONTH'S RECIPE: BLACK BEAN SMASH BURGER

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

15/17
AUG

COOKING CAMP

TWEENS GRADES 5-8 ARE INVITED TO EXPLORE BASIC COOKING SKILLS AND APPLY THEM TO MAKE DELICIOUS RECIPES

1:00PM - 3:00PM IN THE MYRTLEWOOD ROOM ON AUGUST 15, 16, & 17 AGES: TWEEN, TEEN. PRE-REGISTRATION REQUIRED

GAME NIGHT

ENJOY FREE SNACKS AND GAMES FROM CBPL'S COLLECTION

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

25
AUG

City of Coos Bay Account Inquiry - Transactions
 Periods: 07/22 - 08/23
 Account: 07-000-380-0100 Miscellaneous
 8/1/2023
 Page: 1

Period	Date	Journal	Reference	Description	Amount
07/22	07/08/2022	CR	99007510.0001	Online Payment - AYLA M THOMAS	(5.00)
07/22	07/08/2022	CR	99007514.0001	Online Payment - REBECCA PETERSON	(5.00)
08/22	08/09/2022	CR	99007647.0001	Online Payment - KRISTIN B BARRETT	(5.00)
09/22	09/06/2022	CR	99007724.0001	Online Payment - INSTANT ISSUE BRANDED	(5.00)
09/22	09/26/2022	CR	99007765.0001	Online Payment - DAWn Blowers	(3.20)
09/22	09/26/2022	CR	99007767.0001	Online Payment - JENNIFER L GALLANT	(10.00)
09/22	09/28/2022	JE	52.0002	R/C CR1049267 (09/22) Jury Duty Reimbursement Cry	(20.00)
10/22	10/03/2022	CR	99007793.0001	Online Payment - SUMMER TUCKER	(5.00)
10/22	10/05/2022	CR	99007801.0001	Online Payment - JOHANNA R CIELO	(1.20)
10/22	10/14/2022	CR	99007819.0001	Online Payment - SIDNEY M MUSTAIN	(13.40)
10/22	10/21/2022	CRJE	1.0004	Library ECF Hotspot Service Reimbursement	(8,772.64)
11/22	11/10/2022	CR	99007884.0001	Online Payment - KAREN KINSEY	(5.00)
11/22	11/18/2022	CR	99007900.0001	Online Payment - CHRISTINA A UNDERWOOD	(5.00)
11/22	11/22/2022	CR	99007904.0001	Online Payment - TONIMINMAN INMAN	(33.00)
12/22	12/14/2022	CR	99008737.0001	Online Payment - SYLVIA E HALLER	(5.00)
01/23	01/04/2023	CR	1049724.0001	Miscellaneous - Zply Fiber Refund	(118.31)
01/23	01/06/2023	CR	99009133.0001	Online Payment - JIMMY DELZELL	(1.00)
01/23	01/12/2023	CR	99009173.0001	Online Payment - SUSAN HANSEN	(5.00)
01/23	01/23/2023	CR	99009256.0001	Online Payment - LLOYD L LUTHRINGER	(10.00)
01/23	01/31/2023	CR	99009328.0001	Online Payment - PAUL J SCHMIDT	(4.60)

Transaction type: Actual

City of Coos Bay

Account Inquiry - Transactions
 Periods: 07/22 - 08/23
 Account: 07-000-380-0100 Miscellaneous

8/1/2023
 Page: 2

Period	Date	Journal	Reference	Description	Amount
01/23	01/27/2023	CRJE	1.0006	2022 Commercial Visa Rewards	(1,474.63)
02/23	02/06/2023	CR	99009399.0001	Online Payment - BARBARA A WERST	(5.00)
03/23	03/17/2023	CR	99009575.0001	Online Payment - LINDA SINGLETON	(.80)
03/23	03/30/2023	CR	1050015.0001	Miscellaneous - Jury Duty Reimb - Jennifer Knight	(45.00)
06/23	06/20/2023	CR	99010044.0001	Online Payment - KAYLA NEILSEN	(5.00)
06/23	06/20/2023	CR	99010046.0001	Online Payment - NATALIE ANN MANDER	(15.00)
06/23	06/26/2023	CR	99010062.0001	Online Payment - SHYANNE N ALLEGAR	(3.75)
07/23	07/27/2023	CR	1050323.0001	Miscellaneous - OLA - Conference Travel Stipend	(60.00)
07/23	07/29/2023	CR	99010172.0001	Online Payment - FAWNEY N HART CLARK	(1.00)
					10,642.53-

Transaction type: Actual