

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

Wednesday January 17, 2024

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) County Funding Formula Discussion**
- 9. New Business**
 - a. Policy Review**
 - i. Collection Management Policy**
 - ii. Cedar Room Policy**
 - iii. Myrtlewood Room Policy**
- 10. Announcements**

COOS BAY PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
December 20, 2023

Call to Order – Vice Chair Ida Joe Gates called the meeting to order at 5:16 p.m.

Board Members Present: Ida Jo Gates, Gina Sutherland, James Moore, Peggy Christensen, Nichole Rutherford, Jacob Niebergall, Jenni DeLeon

Others In Attendance: Sami Pierson, Christina Coffman, Crystal Barr, Marie Benton, Curt Benward, Zach-Executech

Public Comment –There was a comment sent in regarding a program. Sami will respond if necessary.

Minutes and Circulation – Minutes from the November 2023 meeting were reviewed. Nichole moved to approve the minutes. Gina seconded the motion. The motion was unanimously approved.

The circulation report was reviewed.

Treasurer's Report – The financials for November 2023 were reviewed. The Memorial Report was also reviewed. Peggy moved to approve the financial reports. Gina seconded the motion. The motion was unanimously approved.

Correspondence – None

Librarians Report – The report was reviewed. Jacob asked if Sami could order the programs by most attended. A year-end report on programming will be coming out. The Library Deputy Director position has been filled starting mid-February.

Friends of the Library Report – The Book Store made \$709.00 in November. The December book sale made \$551.00. There will not be a book sale in January, the next sale is February 3rd & 4th.

Library Foundation Report – The investment in several Certificates of Deposit was completed, which will result in much better interest rates. Information on the May vote will be going out in the mail.

Old Business –

Peggy motioned for the current slate of policies to be approved. Confidentiality of Library Records, Circulation Policy, Computer Use, Code of Conduct, Bulletin Boards and Literature Racks, Art Exhibit, Unattended Children and Vulnerable Adults, Request for Reconsideration of Library Materials Form,

Request for Reconsideration of Library Materials and Public Complaints. James seconded the motion. The motion was unanimously approved.

There was a discussion on the efforts to update the County library funding formula. Part of the plan is that the formula will roll out over the course of four years to give libraries time to adjust. The Coos Library Board Formula Committee will meet at the end of January and will take comments.

New Business –

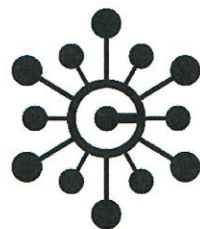
Gina made a motion to approve the three Saturday holiday closures not included in the scheduled City holidays for 2024 as well as February 29th for staff In-Service day. Nichole seconded the motion. The motion was unanimously approved.

Announcements – None

Adjournment – Ida Jo Gates adjourned the meeting at 6:32 p.m.
Next Meeting: January 17, 2024 – 5:15 p.m.

Respectfully submitted,
Crystal Barr

DECEMBER 2023



COOS BAY
PUBLIC LIBRARY

MONTHLY SUMMARY

Totals

New Cards Issued	126
Number of Programs	52
Program Attendance	690
Digital Downloads (hoopla)	770
Wireless Internet Connections	7,249
Reference Questions	451
Children's Reference Questions	69
Total Items Checked Out at Coos Bay	18,688
Total Coos Bay Items Checked Out Anywhere Else	19,045

	2023	2022	2021
Gate Count	6,685	5,312	4,695
Ave. Daily Circ.	794	826	680
Library Visits	8,729	6,231	4,596
Days Open	24	22	23

INVENTORY

Classification	Acquired	Discards
Adult Books	349	35
Adult Audiobooks	62	1
Adult Video	128	30
Adult Music	0	2
Video Games	3	0
Board Games	0	2
Young Adult Books	32	0
Young Adult Audio	0	0
Children's Books	217	332
Children's Audiobooks	0	0
Children's Video	0	0
Children's Music CDs	0	0
Total	791	402

Teen Art from Winter Art Classes



2023/24	Myrtlewood	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	27	21	13	34	95	1016	
Oct-23	34	29	16	40	119	1550	
Nov-22	32	29	15	37	113	1500	
Dec-23							
Jan-24							
Feb-24							
Mar-24							
Apr-24							
May-24							
Jun-24							
Totals	141	106	67	180	494	5386	

City of Coos Bay
Combined Cash Investment
December 31, 2023

Combined Cash Accounts

Cash Allocation Reconciliation

7 Allocation to LIBRARY FUND	<u>1,558,587.26</u>
Total Allocations to Other Funds	<u>1,558,587.26</u>
Zero Proof if Allocations Balance	<u>1,558,587.26</u>

City of Coos Bay
Balance Sheet
December 31, 2023

LIBRARY FUND

ASSETS

07-000-100-1001	Cash - Combined Fund	1,558,587.26	
07-000-100-1015	Cash on Hand/Till Drawer	200.00	
07-000-100-1101	Prepaid Expense	9,311.79	
07-000-100-1151	Cash Restricted - Furniture	250,000.00	
		<u> </u>	
	Total Assets		<u>1,818,099.05</u>

LIABILITIES AND EQUITY

FUND EQUITY

07-000-200-2501	Fund Balance - Nonspendable	250,000.00	
	Unappropriated Fund Balance:		
07-000-200-2500	Fund Balance	1,028,530.06	
	Revenue over Expenditures - YTD	539,568.99	
		<u> </u>	
	Balance - Current Date	1,568,099.05	
	Total Fund Equity		<u>1,818,099.05</u>
	Total Liabilities and Equity		<u>1,818,099.05</u>

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City of Coos Bay
Revenues with Comparison to Budget
For the 6 Months Ending December 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	2,500.00	2,500.00	5,000.00	2,500.00	50.0
07-000-340-0303 Federal Grants	.00	.00	1,000.00	1,000.00	0
07-000-340-0900 Library Tax Base	1,055,360.65	1,310,816.51	1,256,600.00	(54,216.51)	104.3
Total Revenue From Other Agencies	1,057,860.65	1,313,316.51	1,263,100.00	(50,216.51)	104.0
<u>Use Of Money & Property</u>					
07-000-350-0100 Investment Interest Income	3,706.32	29,538.66	15,000.00	(14,538.66)	196.9
07-000-350-1100 Auditorium Rental	.00	39.60	.00	(39.60)	0
Total Use Of Money & Property	3,706.32	29,578.26	15,000.00	(14,578.26)	197.2
<u>Current Services</u>					
07-000-360-0100 Copies	289.68	2,876.60	2,500.00	(376.60)	115.1
07-000-360-1800 Library Fees	99.96	1,120.28	2,000.00	879.72	56.0
Total Current Services	389.64	3,996.88	4,500.00	503.12	88.8
<u>Other Revenue</u>					
07-000-380-0100 Miscellaneous	.00	420.38	100.00	(320.38)	420.4
07-000-380-0200 Cash Over/short	.00	.01	.00	(.01)	0
07-000-380-0300 ESO Administration/Rent	2,174.79	13,048.74	26,000.00	12,951.26	50.2
07-000-380-0400 Reimbursements	.00	1,500.00	500.00	(1,000.00)	300.0
07-000-380-0900 Gifts, Donations & Memorials	670.00	9,597.80	12,000.00	2,402.20	80.0
Total Other Revenue	2,844.79	24,566.93	38,600.00	14,033.07	63.6
Total Fund Revenue	1,064,801.40	1,371,458.58	3,021,200.00	1,649,741.42	45.4

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City of Coos Bay
Expenditures with Comparison to Budget
For the 6 Months Ending December 31, 2023

LIBRARY FUND

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Expenditures</u>					
Personnel Services					
07-510-510-1001	Salaries	58,776.26	375,564.61	823,554.00	447,989.39 45.6
07-510-510-1003	PERS Retirement	17,275.52	111,857.69	244,324.00	132,466.31 45.8
07-510-510-1004	Employer Payroll Taxes	4,633.71	29,608.12	66,678.00	37,069.88 44.4
07-510-510-1005	Employee Insurance	10,021.97	62,833.68	199,054.00	136,220.32 31.6
07-510-510-1006	Unemployment	.00	24	3,600.00	3,599.76 0
07-510-510-1007	Workers Compensation Insurance	78.62	488.25	973.00	484.75 50.2
07-510-510-1008	Volunteer Workers Compensation	.00	29	67.00	66.71 4
Total Personnel Services		90,786.08	580,352.88	1,338,250.00	757,897.12 43.4
Materials & Services					
07-510-520-2005	Training, Meetings, Travel, Dues	970.79	4,041.73	11,000.00	6,958.27 36.7
07-510-520-2101	Utilities	2,575.72	10,105.53	37,000.00	26,894.47 27.3
07-510-520-2102	Telephone	1,253.54	5,467.42	21,000.00	15,532.58 26.0
07-510-520-2105	Advertising	1,533.24	5,722.73	20,000.00	14,277.27 28.6
07-510-520-2108	Contractual	4,853.45	53,434.82	225,000.00	171,565.18 23.8
07-510-520-2120	Insurance	.00	10,535.75	14,400.00	3,864.25 73.2
07-510-520-2122	Duplicating/Data Processing	1,493.92	6,683.40	8,200.00	1,516.60 81.5
07-510-520-2123	Printing	.00	192.13	3,000.00	2,807.87 6.4
07-510-520-2205	Office Supplies	236.51	1,801.30	7,000.00	5,198.70 25.7
07-510-520-2206	Postage	500.00	1,058.10	12,000.00	10,941.90 8.8
07-510-520-2225	Janitorial Supplies	295.24	1,464.30	3,500.00	2,035.70 41.8
07-510-520-2231	Small Equipment	4,230.27	10,817.37	100,000.00	89,182.63 10.8
07-510-520-2234	Grants	1,450.00	1,450.00	8,000.00	6,550.00 18.1
07-510-520-2235	Library Supplies	451.67	5,570.77	14,000.00	8,429.23 39.8
07-510-520-2236	Library Books & Records	5,358.36	47,388.52	135,000.00	87,611.48 35.1
07-510-520-2237	Periodicals	.00	8,854.77	12,000.00	3,145.23 73.8
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	5,324.95	23,182.40	60,000.00	36,817.60 38.6
07-510-520-2302	Office Equipment Rental	139.70	1,659.03	20,000.00	18,340.97 8.3
07-510-520-2303	Equipment Repairs/Replacement	.00	.00	6,000.00	6,000.00 0
07-510-520-2304	Equipment Maintenance Contract	39.85	8,497.39	15,000.00	6,502.61 56.7
07-510-520-2305	Vehicle Maintenance/Fuel	.00	1,547.46	7,000.00	5,452.54 22.1
07-510-520-2309	Building & Grounds Maintenance	4,383.35	22,069.07	75,000.00	52,930.93 29.4
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	2,128.77	9,178.64	25,000.00	15,821.36 36.7
Total Materials & Services		37,219.33	241,459.17	1,193,300.00	951,840.83 20.2

City of Coos Bay
Expenditures with Comparison to Budget
For the 6 Months Ending December 31, 2023

LIBRARY FUND

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
Debt Service					
07-510-540-1000 Lease Principal	.00	00	50,000.00	50,000.00	0
07-510-540-1100 Lease Interest	.00	00	5,000.00	5,000.00	0
07-510-540-2000 Enterprise Lease - Principal	1,696.04	10,077.54	00	(10,077.54)	0
Total Debt Service	1,696.04	10,077.54	55,000.00	44,922.46	18.3
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	129,701.45	831,889.59	3,021,200.00	2,189,310.41	27.5
Total Fund Expenditures	129,701.45	831,889.59	3,021,200.00	2,189,310.41	27.5
Net Revenue Over Expenditures	935,099.95	539,568.99	00	(539,568.99)	0

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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							
			11/30/2023 (11/23) Balance	07-510-510-1001			316,788.35
12/20/2023	PC	5	PAYROLL TRANS FOR 12/20/2023 PAY PERIOD		3,800.00		
12/20/2023	PC	78	PAYROLL TRANS FOR 12/20/2023 PAY PERIOD		58,776.26		
12/20/2023	PC	79	PAYROLL TRANS FOR 12/20/2023 PAY PERIOD			3,800.00-	
			12/31/2023 (12/23) Period Totals and Balance		62,576.26 *	3,800.00- *	375,564.61
YTD Encumbrance							
	.00	YTD Actual	375,564.61 Total	375,564.61 YTD Budget	823,554.00 Unexpended	447,989.39	
Overtime							
			11/30/2023 (11/23) Balance	07-510-510-1002			.00
			12/31/2023 (12/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance							
	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
PERS Retirement							
			11/30/2023 (11/23) Balance	07-510-510-1003			94,582.17
12/20/2023	PB	92	PAYROLL TRANS FOR 12/20/2023 PAY PERIOD		17,275.52		
			12/31/2023 (12/23) Period Totals and Balance		17,275.52 *	.00 *	111,857.69
YTD Encumbrance							
	.00	YTD Actual	111,857.69 Total	111,857.69 YTD Budget	244,324.00 Unexpended	132,466.31	
Employer Payroll Taxes							
			11/30/2023 (11/23) Balance	07-510-510-1004			24,974.41
12/20/2023	PB	4	PAYROLL TRANS FOR 12/20/2023 PAY PERIOD		305.90		
12/20/2023	PB	88	PAYROLL TRANS FOR 12/20/2023 PAY PERIOD		4,633.71		
12/20/2023	PB	89	PAYROLL TRANS FOR 12/20/2023 PAY PERIOD			305.90-	
			12/31/2023 (12/23) Period Totals and Balance		4,939.61 *	305.90- *	29,608.12
YTD Encumbrance							
	.00	YTD Actual	29,608.12 Total	29,608.12 YTD Budget	66,678.00 Unexpended	37,069.88	
Employee Insurance							
			11/30/2023 (11/23) Balance	07-510-510-1005			52,811.71
12/20/2023	PB	91	PAYROLL TRANS FOR 12/20/2023 PAY PERIOD		10,021.97		
12/20/2023	PC	105	PAYROLL TRANS FOR 12/20/2023 PAY PERIOD		33.40		
12/20/2023	PC	106	PAYROLL TRANS FOR 12/20/2023 PAY PERIOD			33.40-	
			12/31/2023 (12/23) Period Totals and Balance		10,055.37 *	33.40- *	62,833.68
YTD Encumbrance							
	.00	YTD Actual	62,833.68 Total	62,833.68 YTD Budget	199,054.00 Unexpended	136,220.32	
Unemployment							
			11/30/2023 (11/23) Balance	07-510-510-1006			.24
			12/31/2023 (12/23) Period Totals and Balance		.00 *	.00 *	.24
YTD Encumbrance							
	.00	YTD Actual	.24 Total	.24 YTD Budget	3,600.00 Unexpended	3,599.76	
Workers Compensation Insurance							
			11/30/2023 (11/23) Balance	07-510-510-1007			409.63

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
12/21/2023	CD12	1	SAIF CORP WC PREM INSTALLMENT PMT & FYE			.13-	
12/31/2023	JE	48	ADJUST W/C INSURANCE FOR VACATION HOUR			4.53-	
12/20/2023	PB	90	PAYROLL TRANS FOR 12/20/2023 PAY PERIOD		83.28		
			12/31/2023 (12/23) Period Totals and Balance		83.28 *	4.66- *	488.25
YTD Encumbrance		.00 YTD Actual	488.25 Total	488.25 YTD Budget	973.00 Unexpended	484.75	
<hr/>							
Volunteer Workers Compensation			11/30/2023 (11/23) Balance	07-510-510-1008			.29
			12/31/2023 (12/23) Period Totals and Balance		.00 *	.00 *	.29
YTD Encumbrance		.00 YTD Actual	.29 Total	.29 YTD Budget	67.00 Unexpended	66.71	
<hr/>							
Accrued Vacation Liability			11/30/2023 (11/23) Balance	07-510-510-1009			.00
			12/31/2023 (12/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
<hr/>							
Meetings And Travel			11/30/2023 (11/23) Balance	07-510-520-2001			.00
			12/31/2023 (12/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
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Memberships,dues,publications			11/30/2023 (11/23) Balance	07-510-520-2003			.00
			12/31/2023 (12/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
<hr/>							
Training,Meetings,Travel,Dues			11/30/2023 (11/23) Balance	07-510-520-2005			3,070.94
11/17/2023	JE	37	AMER LIB ASSOC, Knight, Conference 2024 Regist		395.00		
11/17/2023	JE	37	AMER LIB ASSOC, Knight, Membership FYE24		134.38		
11/20/2023	JE	37	UNITED, Knight, Airfare		316.40		
11/20/2023	JE	37	TRAVEL GUARD GROUP INC, Knight, Flight Insura		20.57		
11/28/2023	JE	38	AMAZON, Business Prime Membership FYE24		104.44		
			12/31/2023 (12/23) Period Totals and Balance		970.79 *	.00 *	4,041.73
YTD Encumbrance		.00 YTD Actual	4,041.73 Total	4,041.73 YTD Budget	11,000.00 Unexpended	6,958.27	
<hr/>							
Utilities			11/30/2023 (11/23) Balance	07-510-520-2101			7,529.81
12/07/2023	CD13	5	PACIFIC POWER 12447751-0018 LIBRARY		2,331.97		
11/02/2023	JE	33	CBNBWB, Water		243.75		
			12/31/2023 (12/23) Period Totals and Balance		2,575.72 *	.00 *	10,105.53
YTD Encumbrance		.00 YTD Actual	10,105.53 Total	10,105.53 YTD Budget	37,000.00 Unexpended	26,894.47	
<hr/>							
Telephone			11/30/2023 (11/23) Balance	07-510-520-2102			4,213.88
11/12/2023	AP	118	USCC Services LLC		259.90		
11/21/2023	AP	127	T-Mobile USA Inc		315.00		
12/06/2023	AP	701	Asavie Technologies Inc		74.90		
11/05/2023	JE	43	8x8, Service/Long Distance		327.93		
11/22/2023	JE	43	VERIZON, 576174385-00001 Library		275.81		
			12/31/2023 (12/23) Period Totals and Balance		1,253.54 *	.00 *	5,467.42
YTD Encumbrance		.00 YTD Actual	5,467.42 Total	5,467.42 YTD Budget	21,000.00 Unexpended	15,532.58	
<hr/>							
Advertising			11/30/2023 (11/23) Balance	07-510-520-2105			4,189.49
11/30/2023	AP	349	Sinclair Television Media Inc		455.00		
11/02/2023	JE	20	NATIONAL PEN CO, Promotional Pens		983.40		

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
11/01/2023	JE	29	INDEED, Library Sponsored Job Posting		52.29		
11/15/2023	JE	37	DOLLAR TREE, Head Phones		42.55		
12/31/2023 (12/23) Period Totals and Balance					1,533.24 *	.00 *	5,722.73
YTD Encumbrance		.00 YTD Actual	5,722.73 Total	5,722.73 YTD Budget	20,000.00 Unexpended		14,277.27
Contractual		11/30/2023 (11/23) Balance		07-510-520-2108			48,581.37
11/16/2023	AP	63	Cardinal Services Inc.		88.40		
11/22/2023	AP	64	Cardinal Services Inc.		426.02		
11/29/2023	AP	65	Cardinal Services Inc.		138.72		
11/29/2023	AP	66	Cardinal Services Inc.		121.55		
11/17/2023	AP	116	C-N-B Security Inc		902.00		
12/06/2023	AP	275	Cardinal Services Inc.		184.96		
12/06/2023	AP	276	Cardinal Services Inc.		132.60		
11/24/2023	AP	378	C-N-B Security Inc		913.00		
12/01/2023	AP	379	C-N-B Security Inc		528.00		
12/04/2023	AP	380	C-N-B Security Inc		1,012.00		
12/06/2023	CD14	3	11/30/23 XPRESS BILL PAY SUPPORT FEES/FOR		166.28		
11/09/2023	JE	33	ADOBE, Creative Subscription Renewal FYE24		239.92		
12/31/2023 (12/23) Period Totals and Balance					4,853.45 *	.00 *	53,434.82
YTD Encumbrance		.00 YTD Actual	53,434.82 Total	53,434.82 YTD Budget	225,000.00 Unexpended		171,565.18
Special Counsel		11/30/2023 (11/23) Balance		07-510-520-2114			.00
12/31/2023 (12/23) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		.00
Insurance		11/30/2023 (11/23) Balance		07-510-520-2120			10,535.75
12/31/2023 (12/23) 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		11/30/2023 (11/23) Balance		07-510-520-2122			5,189.48
10/02/2023	AP	121	ODP Business Solutions LLC		455.99		
11/22/2023	AP	122	ODP Business Solutions LLC		574.86		
11/09/2023	AP	126	Coast to Coast Computer Products		159.98		
12/01/2023	AP	399	ODP Business Solutions LLC		140.42		
11/13/2023	JE	38	AMAZON, Printer Cartridge		55.89		
11/16/2023	JE	38	AMAZON, Printer Cartridges		106.78		
12/31/2023 (12/23) Period Totals and Balance					1,493.92 *	.00 *	6,683.40
YTD Encumbrance		.00 YTD Actual	6,683.40 Total	6,683.40 YTD Budget	8,200.00 Unexpended		1,516.60
Printing		11/30/2023 (11/23) Balance		07-510-520-2123			192.13
12/31/2023 (12/23) Period Totals and Balance					.00 *	.00 *	192.13
YTD Encumbrance		.00 YTD Actual	192.13 Total	192.13 YTD Budget	3,000.00 Unexpended		2,807.87
Program & Display		11/30/2023 (11/23) Balance		07-510-520-2128			.00
12/31/2023 (12/23) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		.00
Office Supplies		11/30/2023 (11/23) Balance		07-510-520-2205			1,564.79
11/07/2023	JE	38	AMAZON, Sign Holders		141.33		
11/14/2023	JE	38	AMAZON, Sign Holders		47.59		

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
11/14/2023	JE	38	AMAZON, Sign Holders		47.59		
			12/31/2023 (12/23) Period Totals and Balance		236.51 *	.00 *	1,801.30
YTD Encumbrance		.00 YTD Actual	1,801.30 Total	1,801.30 YTD Budget	7,000.00 Unexpended	5,198.70	
Postage			11/30/2023 (11/23) Balance	07-510-520-2206			558.10
12/19/2023	AP	699	Pitney Bowes Global Financial LLC		500.00		
			12/31/2023 (12/23) Period Totals and Balance		500.00 *	.00 *	1,058.10
YTD Encumbrance		.00 YTD Actual	1,058.10 Total	1,058.10 YTD Budget	12,000.00 Unexpended	10,941.90	
Miscellaneous			11/30/2023 (11/23) Balance	07-510-520-2208			.00
			12/31/2023 (12/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Data Processing Supplies			11/30/2023 (11/23) Balance	07-510-520-2224			.00
			12/31/2023 (12/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Janitorial Supplies			11/30/2023 (11/23) Balance	07-510-520-2225			1,169.06
11/30/2023	AP	503	Bay Area Enterprises Inc.		202.88		
11/03/2023	JE	37	BI-MART, Janitorial Supplies		8.87		
11/16/2023	JE	37	BI-MART, Kitchen Supplies		25.19		
11/15/2023	JE	38	AMAZON, Janitorial Supplies		18.41		
11/16/2023	JE	38	AMAZON, Janitorial Supplies		20.89		
11/16/2023	JE	38	AMAZON, Janitorial Supplies		19.00		
			12/31/2023 (12/23) Period Totals and Balance		295.24 *	.00 *	1,464.30
YTD Encumbrance		.00 YTD Actual	1,464.30 Total	1,464.30 YTD Budget	3,500.00 Unexpended	2,035.70	
Small Equipment			11/30/2023 (11/23) Balance	07-510-520-2231			6,587.10
11/25/2023	JE	20	GLOBAL INDUSTRIAL, Meeting Room Tables		1,031.79		
11/28/2023	JE	33	LUMENS, Meeting Room Tables		3,100.00		
11/16/2023	JE	37	FARR'S TRUE VALUE, 3D Printer Supplies		.99		
11/22/2023	JE	37	FARR'S TRUE VALUE, 3D Printer Part		1.00		
11/29/2023	JE	38	AMAZON, Air Purifier		96.49		
			12/31/2023 (12/23) Period Totals and Balance		4,230.27 *	.00 *	10,817.37
YTD Encumbrance		.00 YTD Actual	10,817.37 Total	10,817.37 YTD Budget	100,000.00 Unexpended	89,182.63	
Grants			11/30/2023 (11/23) Balance	07-510-520-2234			.00
11/21/2023	AP	103	Coos Head Food Co-op		550.00		
10/31/2023	JE	37	NOVA COLOR, Paint, Coos Co Cultural Grant		788.52		
10/31/2023	JE	37	JERRYS ARTARAMA, Canvas, Coos Co Cultural Gr		111.48		
			12/31/2023 (12/23) Period Totals and Balance		1,450.00 *	.00 *	1,450.00
YTD Encumbrance		.00 YTD Actual	1,450.00 Total	1,450.00 YTD Budget	8,000.00 Unexpended	6,550.00	
Library Supplies			11/30/2023 (11/23) Balance	07-510-520-2235			5,119.10
11/09/2023	AP	3	Brodart Co		258.76		
11/22/2023	JE	38	AMAZON, Tape		85.86		
11/23/2023	JE	38	AMAZON, Storage Totes		82.06		
11/26/2023	JE	38	AMAZON, Storage Totes		24.99		
			12/31/2023 (12/23) Period Totals and Balance		451.67 *	.00 *	5,570.77
YTD Encumbrance		.00 YTD Actual	5,570.77 Total	5,570.77 YTD Budget	14,000.00 Unexpended	8,429.23	

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Library Books & Records		11/30/2023 (11/23) Balance		07-510-520-2236			42,030.16
11/27/2023	AP	2	Blackstone Publishing		41.60		
11/14/2023	AP	15	Ingram		302.78		
11/15/2023	AP	16	Ingram		380.22		
11/15/2023	AP	17	Ingram		254.88		
11/20/2023	AP	18	Ingram		619.87		
11/21/2023	AP	20	Ingram		55.04		
11/27/2023	AP	21	Ingram		508.46		
11/28/2023	AP	22	Ingram		32.91		
11/07/2023	AP	101	Cengage Learning Inc.		252.72		
11/30/2023	AP	229	Ingram		201.63		
12/04/2023	AP	230	Ingram		403.28		
11/10/2023	AP	285	Midwest Tape		19.99		
11/16/2023	AP	286	Midwest Tape		13.99		
11/22/2023	AP	287	Midwest Tape		19.49		
11/30/2023	AP	288	Midwest Tape		1,783.79		
11/01/2023	JE	38	AMAZON, Projector, Library of Things		169.98		
11/04/2023	JE	38	AMAZON, Adult Books		14.55		
11/05/2023	JE	38	AMAZON, Board Games		49.98		
11/06/2023	JE	38	AMAZON, Adult Dvds		39.92		
11/07/2023	JE	38	AMAZON, Adult Dvds		54.95		
11/07/2023	JE	38	AMAZON, Adult Dvds		19.96		
11/11/2023	JE	38	AMAZON, YP Kits		36.48		
11/13/2023	JE	38	AMAZON, Adult Dvds		67.90		
11/13/2023	JE	38	AMAZON, Adult Dvds		13.99		
12/31/2023 (12/23) Period Totals and Balance					5,358.36 *	.00 *	47,388.52
YTD Encumbrance	.00 YTD Actual	47,388.52 Total	47,388.52 YTD Budget	135,000.00 Unexpended	87,611.48		
Periodicals		11/30/2023 (11/23) Balance		07-510-520-2237			8,854.77
12/31/2023 (12/23) Period Totals and Balance					.00 *	.00 *	8,854.77
YTD Encumbrance	.00 YTD Actual	8,854.77 Total	8,854.77 YTD Budget	12,000.00 Unexpended	3,145.23		
Microfilm		11/30/2023 (11/23) Balance		07-510-520-2238			.00
12/31/2023 (12/23) 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		11/30/2023 (11/23) Balance		07-510-520-2239			708.54
12/31/2023 (12/23) 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)		11/30/2023 (11/23) Balance		07-510-520-2240			.00
12/31/2023 (12/23) 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		11/30/2023 (11/23) Balance		07-510-520-2241			17,857.45
11/17/2023	AP	111	Friends of South Slough		700.00		
11/29/2023	JE	20	READING WAREHOUSE, Books, Outreach		297.47		
10/31/2023	JE	37	JERRYS ARTARAMA, Canvas, Winter Art Program		84.05		
11/01/2023	JE	37	WalmartYP Programs, El Dia De Los Muertos		26.07		
11/02/2023	JE	37	BLICK ART, Supplies, Winter Art Program		561.78		
11/09/2023	JE	37	SAFEWAY, Supplies, Adult Programs, Book Brunch		20.47		

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
11/15/2023	JE	37	FRED-MEYER, Supplies, Adult Programs, Mocktails		102.96		
11/17/2023	JE	37	MCKAY'S MARKET, Adult Programs, Game Night		6.05		
11/18/2023	JE	37	FRED-MEYER, Supplies, Adult Programs, Mocktails		8.99		
11/18/2023	JE	37	APPLE.COM, Icloud Storage		.99		
11/19/2023	JE	37	APPLE.COM, Music, YP Programs		10.99		
11/21/2023	JE	37	SMUGMUG.COM, Online Photo Storage FYE24		68.78		
11/22/2023	JE	37	BUZZSPROUT, Podcast Hosting		12.00		
11/24/2023	JE	37	SCHOLASTIC EDUCATION, Books, Outreach		1,696.60		
11/24/2023	JE	37	SCHOLASTIC EDUCATION, Books, Outreach		864.90		
11/29/2023	JE	37	SO IT GOES COFFEEHOUSE, Adult Prog, Urban S		120.50		
10/31/2023	JE	38	AMAZON, Adult Programs, Mocktails		52.79		
11/05/2023	JE	38	AMAZON, YP Programs, Pumpkin Painting		8.99		
11/05/2023	JE	38	AMAZON, Adult Programs, Sketch Writing		90.86		
11/05/2023	JE	38	AMAZON, Adult Programs, Sketch Writing		29.99		
11/08/2023	JE	38	AMAZON, Adult Programs, Mocktails		5.99		
11/12/2023	JE	38	AMAZON, Adult Programs, Sketch Writing		66.56		
11/20/2023	JE	38	AMAZON, Adult Programs, Book Boxes		135.40		
11/21/2023	JE	38	AMAZON, Adult Programs, Pride Book Club		114.65		
11/28/2023	JE	38	AMAZON, YP Programs, Winter Reading		237.12		
			12/31/2023 (12/23) Period Totals and Balance		5,324.95 *	.00 *	23,182.40
YTD Encumbrance	.00	YTD Actual	23,182.40 Total	23,182.40 YTD Budget	60,000.00 Unexpended	36,817.60	
Office Equipment Rental			11/30/2023 (11/23) Balance	07-510-520-2302			1,519.33
11/28/2023	JE	33	PITNEY BOWES LEASING, Postage Meter Rent		139.70		
			12/31/2023 (12/23) Period Totals and Balance		139.70 *	.00 *	1,659.03
YTD Encumbrance	.00	YTD Actual	1,659.03 Total	1,659.03 YTD Budget	20,000.00 Unexpended	18,340.97	
Equipment Repairs/Replacement			11/30/2023 (11/23) Balance	07-510-520-2303			.00
			12/31/2023 (12/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	6,000.00 Unexpended	6,000.00	
Equipment Maintenance Contract			11/30/2023 (11/23) Balance	07-510-520-2304			8,457.54
12/01/2023	AP	97	Advantage Security LLC		39.85		
			12/31/2023 (12/23) Period Totals and Balance		39.85 *	.00 *	8,497.39
YTD Encumbrance	.00	YTD Actual	8,497.39 Total	8,497.39 YTD Budget	15,000.00 Unexpended	6,502.61	
Vehicle Maintenance/Fuel			11/30/2023 (11/23) Balance	07-510-520-2305			1,547.46
			12/31/2023 (12/23) Period Totals and Balance		.00 *	.00 *	1,547.46
YTD Encumbrance	.00	YTD Actual	1,547.46 Total	1,547.46 YTD Budget	7,000.00 Unexpended	5,452.54	
Furniture			11/30/2023 (11/23) Balance	07-510-520-2306			.00
			12/31/2023 (12/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Building & Grounds Maintenance			11/30/2023 (11/23) Balance	07-510-520-2309			17,685.72
11/30/2023	AP	502	Bay Area Enterprises Inc.		4,053.35		
12/04/2023	AP	695	Agri-Tech Design		266.00		
11/04/2023	JE	33	ARAMARK, Mats		32.00		
11/18/2023	JE	33	ARAMARK, Mats		32.00		
			12/31/2023 (12/23) Period Totals and Balance		4,383.35 *	.00 *	22,069.07
YTD Encumbrance	.00	YTD Actual	22,069.07 Total	22,069.07 YTD Budget	75,000.00 Unexpended	52,930.93	

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Furniture (restricted)							
			11/30/2023 (11/23) Balance	07-510-520-2310			.00
			12/31/2023 (12/23) 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							
			11/30/2023 (11/23) Balance	07-510-520-2406			28.00
			12/31/2023 (12/23) 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							
			11/30/2023 (11/23) Balance	07-510-520-2424			.00
			12/31/2023 (12/23) 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							
			11/30/2023 (11/23) Balance	07-510-520-2450			7,049.87
11/13/2023	AP	14	Ingram		252.72		
11/20/2023	AP	19	Ingram		489.34		
11/14/2023	AP	79	ORCCA		31.12		
11/20/2023	AP	80	ORCCA		24.37		
11/27/2023	AP	81	ORCCA		24.16		
11/15/2023	AP	228	Ingram		1,136.35		
11/29/2023	AP	289	ORCCA		25.76		
11/30/2023	AP	290	ORCCA		44.00		
12/05/2023	AP	291	ORCCA		29.60		
11/03/2023	JE	37	CHEFSTORE, Produce, Community Fridge		71.35		
			12/31/2023 (12/23) Period Totals and Balance		2,128.77 *	.00 *	9,178.64
YTD Encumbrance	.00 YTD Actual	9,178.64 Total	9,178.64 YTD Budget	25,000.00 Unexpended	15,821.36		
Bad Debt Expense							
			11/30/2023 (11/23) Balance	07-510-520-2500			.00
			12/31/2023 (12/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00		
Computer Hardware & Software							
			11/30/2023 (11/23) Balance	07-510-530-3001			.00
			12/31/2023 (12/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00		
Vehicles							
			11/30/2023 (11/23) Balance	07-510-530-3008			.00
			12/31/2023 (12/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00		
Audio Visual Equipment							
			11/30/2023 (11/23) Balance	07-510-530-3022			.00
			12/31/2023 (12/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00		
Library Equipment							
			11/30/2023 (11/23) Balance	07-510-530-3023			.00
			12/31/2023 (12/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00		
Building Project							
			11/30/2023 (11/23) Balance	07-510-530-3118			.00
			12/31/2023 (12/23) Period Totals and Balance		.00 *	.00 *	.00

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Lease Principal			11/30/2023 (11/23) Balance	07-510-540-1000			.00
			12/31/2023 (12/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	50,000.00 Unexpended	50,000.00	
Lease Interest			11/30/2023 (11/23) Balance	07-510-540-1100			.00
			12/31/2023 (12/23) 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			11/30/2023 (11/23) Balance	07-510-540-1200			.00
			12/31/2023 (12/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Enterprise Lease - Principal			11/30/2023 (11/23) Balance	07-510-540-2000			8,381.50
12/20/2023	CD13	9	ENTERPRISE PAYMENT 583157A INV#FBN49009		540.41		
12/20/2023	CD13	9	ENTERPRISE PAYMENT 583157A INV#FBN49009		1,155.63		
			12/31/2023 (12/23) Period Totals and Balance		1,696.04 *	.00 *	10,077.54
YTD Encumbrance		.00 YTD Actual	10,077.54 Total	10,077.54 YTD Budget	.00 Unexpended	(10,077.54)	
Enterprise Lease - Interest			11/30/2023 (11/23) Balance	07-510-540-2100			.00
			12/31/2023 (12/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Subscription Principal			11/30/2023 (11/23) Balance	07-510-540-3000			.00
			12/31/2023 (12/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Subscription Interest			11/30/2023 (11/23) Balance	07-510-540-3100			.00
			12/31/2023 (12/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Contingency			11/30/2023 (11/23) Balance	07-510-560-6001			.00
			12/31/2023 (12/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	184,650.00 Unexpended	184,650.00	
Unappropriated Ending Fund Bal			11/30/2023 (11/23) Balance	07-510-560-6002			.00
			12/31/2023 (12/23) 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			11/30/2023 (11/23) Balance	07-510-560-6003			.00
			12/31/2023 (12/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Number of Transactions: 136					Number of Accounts: 61		
					Debit	Credit	Proof

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City of Coos Bay

Detail Ledger - Month End Report for Library
Period: 12/23 - 12/23

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Total LIBRARY FUND:					133,845.41	4,143.96-	129,701.45
Number of Transactions: 136 Number of Accounts: 61					Debit	Credit	Proof
Grand Totals:					133,845.41	4,143.96-	129,701.45

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

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

BALANCE, November 30, 2023 \$ 85,486.86

DEPOSITS:

Blew Donation	\$ 500.00
Baker Donation	\$ 100.00
Poresky Donation	\$ 50.00
Misc. Donations-December 2023	\$ 40.00

TOTAL DEPOSITS \$ 690.00

ACCOUNT SUB TOTAL \$ 86,176.86

DISBURSEMENTS:

South Coast Food Share/Produce-Community Fridge	\$ 44.00
South Coast Food Share/Produce-Community Fridge	\$ 25.76
South Coast Food Share/Produce-Community Fridge	\$ 29.60
Ingram/Books-Rotary	\$ 1,136.35
South Coast Food Share/Produce-Community Fridge	\$ 55.08
Chefstore/Produce-Community Fridge	\$ 143.01
Reading Warehouse/Books-Outreach	\$ 365.07
Amazon/Dvds-Butler Donation	\$ 216.75

TOTAL DISBURSEMENTS \$ 2,015.62

Balance December 31, 2023 \$ 84,161.24

ACCOUNT SUMMARY:

General Fund	\$ 14,958.02
Friend's Children's Fund	\$ 4,326.16
Kenaston Estate Donation	\$ -
Mallek Estate Memorial	\$ 52,610.89
Jones Estate Donation	\$ 7,272.59
ESD Bilingual Programming Donation	\$ 69.69
Friends Library Purchases	\$ 720.29
Rotary Donation	\$ (1,391.88)
Community Fridge	\$ 1,754.59
Coos Health & Wellness	\$ -
Dollywood	\$ 3,840.89

MEMORIAL ACCOUNT FUNDS TOTAL \$ 84,161.24

Librarian's Report



January 2024

Virtual and Take Home Programs

- Spanglish - 4
- Unlimited Book Club - 4
- ASL Practice Place - 7
- Community Yoga - 10
- Spice of the Month - 24
- Craft Takeout - 30
- Swords and Starships Podcast - 75
- Book Box (3) - 169

*Supplies for the Winter Art for Teens series were funded by a grant from Coos County Cultural Coalition. The series covered urban sketching, charcoal, acrylics, multimedia, and more.

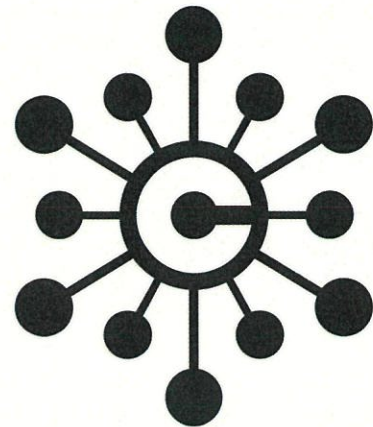
Notes

- Eastside and Empire Drop offs (10) served 1,043 in December
- The Community Fridge served 1,854 people in December
- There were 5,033 county-wide checkouts on Libby in December. There were 770 circulations on hoopla and 21 new borrowers.
- The library provided access to wireless internet 7,249 times in December.

Other Programs in December

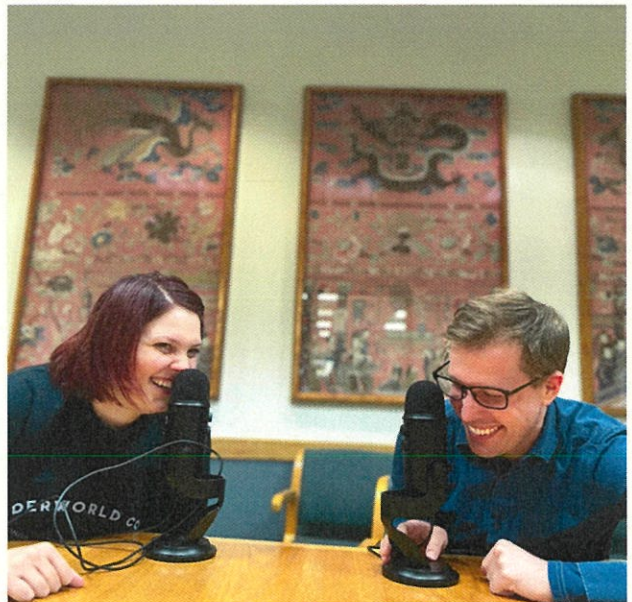
- DIY Bat Box (2) - 47
- Head Start Storytimes (2) - 45
- Storytimes (4) - 42
- Free Build with Legos - 43
- Change Club (4) - 39
- Winter Art for Teens* (5) - 34
- Baby Storytimes (2) - 32
- Tea Tasting - 31
- Game Night - 16
- Drop in Computer Lab - 14
- Volunteer with Vita - 11
- Head Start Outreach - 10
- Read and Craft Book Club - 8
- SOC Pride Book Club - 8
- Engineering Challenge Strawbees - 5
- Urban Sketching for Teens - 4
- One on One Tech Appts - 4
- Book Brunch - 3

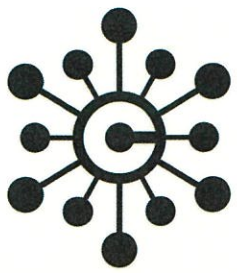
FY 22/23 REPORT



COOS BAY
PUBLIC LIBRARY

22





COOS BAY
PUBLIC LIBRARY

2022-2023
YEAR IN REVIEW

85,516

Total Library Visits



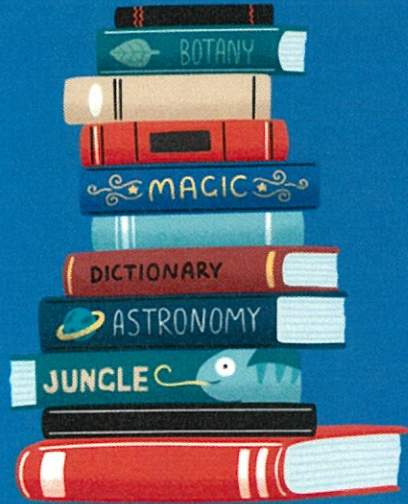
7,088

Total Reference Questions



119,828

Wireless Sessions



Total
Physical
Checkouts
218,854

37,284
Total Digital
Checkouts



859

Total Number of Times
Meeting Rooms Were Used



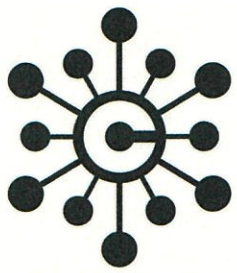
445

Number of Programs

10,075

Program Attendance





COMMUNITY FRIDGE

This year, CBPL partnered with South Coast Food Share (SCFS) and The Beet Food Systems Consortium to make healthy produce more accessible to members of the Coos Bay community. SCFS provided the fridge and The Beet funds our food and operational costs. Library patrons can obtain fresh produce six days a week during the library's open hours.

Everyone who enters the library will be eligible for free produce after being asked a few questions (name, address, number of people in household) that are used only for statistics.



READ ACROSS AMERICA

Readers of all ages were invited to celebrate the joy of reading at the Coos Bay Public Library on March 2nd at the annual Read Across America event. Guest readers from the community shared books in a variety of languages and local organizations provided hands-on crafts and games. All kids and teens under 18 received a free book.

The annual event was a great success with over 100 readers in attendance.



FRIDAYS AT THE FIREHOUSE

The library continued to make weekly visits to the Eastside and Empire Departments on Friday mornings. Not only were library patrons able to pick up holds and return library books but a variety of free books were available for readers to take.

The program continues to be a success amongst readers of all ages.





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COLLECTION MANAGEMENT POLICY

PURPOSE

The Collection Management Policy supports the library in its mission by defining collection development principles. It provides direction for the growth and development of collections and communicates these guiding principles to library staff and the Coos Bay community.

LIBRARY MISSION

Coos Bay Public Library connects our community to information in various forms, ensures equitable access to information and technology, and provides opportunities for learning, cultural enrichment, and improved quality of life.

COLLECTION SCOPE

The Coos Bay Public Library provides materials in a broad range of subjects and formats to reflect the community's informational and recreational needs, interests, and diversity.

The library collection emphasizes breadth over depth, and while the library may provide supplemental materials to persons pursuing educational programs, due to budgetary and space constraints the library will not normally collect textbooks or materials on specialized academic subjects that would not also be appropriate for and useful to the general public. The library also relies upon the Coastline cooperative to obtain materials from other Coos County libraries and will not necessarily purchase materials that can be obtained from other Coastline libraries, unless demand is high.



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The library strives to collect materials in the formats that are most relevant to the Coos Bay community, and the formats collected may change in response to evolving technology. Considerations for adding formats to or removing formats from the library's collection include demand, cost, and the ability to house and maintain collected items.

GUIDING PRINCIPLES

The Coos Bay Public Library upholds individuals' right to access information that may be controversial in nature and supports the right of each family to decide which items are appropriate for use by their children. The library and library employees have a professional responsibility to be inclusive, not exclusive, in developing materials collections and to comply with the tenets of the [American Library Association's Bill of Rights](#), [Freedom to Read Statement](#), and [Access to Library Resources and Services for Minors](#).

SELECTION RESPONSIBILITY

The library collection is managed by a team with oversight by the Library Director. Staff members are assigned to review sources of purchasing information, monitor collection usage, and make selections based on accepted professional practice and an assigned budget.

SELECTION GUIDELINES AND CRITERIA

General criteria for selecting library materials include, but are not limited to, the following:

- Appropriateness to interest and skills of intended audience
- Authenticity of historical, regional, or social setting
- Availability from other libraries and interlibrary loan
- Budget and space limitations
- Contemporary significance, popular interest, or permanent value
- Local emphasis



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- An original or alternative point of view
- Professional, high-quality content that has been independently and positively reviewed in a major review journal. Paid or amateur reviews are not considered.
- Prominence, authority, and/or competence of author or creator
- Public demand, interest, or need
- Relation to existing collection
- Suitability of subject and style for the intended audience
- Timeliness of information

The library may acquire self-published items if they are created by a local resident, have special local or regional significance, or otherwise comply with the selection criteria detailed in this policy.

DIVERSITY

Our goal is to collect materials that reflect a wide range of views, expressions, opinions, and interests. Specific items acquired for the collection may include those that are unorthodox, unpopular with the majority, or controversial in nature. The Library's acquisition of such material does not constitute endorsement of the material's content.

GIFTS AND DONATIONS

The Coos Bay Public Library welcomes gifts of materials. Donated items will be added to the collection only if they meet the selection guidelines expressed in this policy. By donating an item to the library, the donor acknowledges that if the library chooses not to add the item to the collection, it will be given to the Friends of the Library to be sold in the Friends Bookstore or at a book sale, or otherwise disposed of as the library staff and/or the Friends of the Library see fit.

The library also encourages monetary donations to be used in the acquisition of new materials for the collection. The library prefers that no constraints be placed on



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monetary gifts, but a donor may identify a general subject area or format if they so choose. All specific item selections will be made by trained library staff.

COLLECTION MAINTENANCE

The Library continuously evaluates the collection to ensure its usefulness and relevance to the community and creates the necessary space for newer materials to be added to the collection. This evaluation relies on staff professional expertise to assess the content of the collection for the ever-changing needs of the community. Damaged, destroyed, or lost items may not be replaced due to:

- Availability in other local collections
- Damaged or poor condition
- Insufficient use
- Number of copies in the collection
- Obsolescence: No longer timely, accurate, or relevant
- Space or budget limitations

Withdrawn items in good condition are given to the Friends of the Library to be sold, donated, or disposed of as the Friends see fit.

SPECIAL COLLECTIONS

The following library collections may utilize different guidelines for selection, retention, and use than the rest of the library:

"Read and Return" Collections

The library maintains uncatalogued "read and return" collections for patrons who are unable to check out materials with a library card. The collection is comprised of materials donated to the library in good condition and may not be subjected to the criteria for selection and retention of materials detailed elsewhere in this policy.



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Oregon Collection

The library collects and archives materials pertaining to the state of Oregon with an emphasis on Coos County. This collection is available for in-library use only.



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CEDAR ROOM AGREEMENT

The Cedar Room is available free of charge for public use as a shared community benefit. **It is not available to groups conducting sales or charging fees to the general public.** The library provides basic cleaning, maintenance and furniture arrangement as a service to the community and depends on users of the room to help in keeping the room clean and in excellent condition for all to enjoy. Please care for the room as you would any home in which you are a guest.

SCHEDULING

The Cedar Room is in high demand so reservations will not be accepted on a continuous basis unless specifically approved by the Library Director. Reservations can be made through the library's website, calling the library during business hours, or in person at the Reference Desk. Reserving a room and not showing up to use it without cancelling the reservation may result in restriction on future reservations.

EQUIPMENT AVAILABLE

- Large screen television that can be used with laptops and DVD players
- White board

CLEANUP AND DAMAGES

No cleaning fees or deposits are charged, but the responsible party will be billed for any loss, damage, or excessive cleaning at cost to cover the extra expense to the library. Food and beverages can be consumed but the kitchen is not available. Please dispose of all debris in the waste containers. The user must remove overflow trash from the premises. The library is not responsible for lost or stolen items.



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KEYS

Meetings scheduled to begin or end outside of library open hours will require a key check out. Groups are responsible for checking out the key during open hours prior to the meeting time. A valid Coastline card is necessary to check out keys. Please return keys immediately following room use to library staff during open hours or through the outside book drop during closed hours. There is no key deposit but there is a \$100 charge for unreturned keys. Keys will open the interior meeting room as well as the exterior door to the right of the main entrance.

GENERAL POLICIES

- No Smoking or use of flammable materials in the building.
- Alcohol is only permitted after regular library hours and with special board approval. Alcohol service must meet any permit requirements of the City of Coos Bay.
- Applicants are responsible for limiting room occupancy to the posted number of people as required by fire regulations.
- No tacks, nails, or adhesive tape in or on doors, walls or furniture.
- If the room is needed for library purposes, a reservation can be cancelled with at least two weeks notice.
- Advertising for the scheduled room usage must not imply that the library or City of Coos Bay is sponsoring or endorsing the meeting or group.

IMPORTANT REMINDERS

- Before leaving, check the room, lobby, and restrooms for people and left behind items.
- Lock and secure all doors.



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MYRTLEWOOD ROOM AGREEMENT

The Myrtlewood Meeting Room is available for public use as a shared community benefit. The library provides basic cleaning, maintenance and furniture arrangement as a service to the community and depends on users of the room to help in keeping the room clean and in excellent condition for all to enjoy. Please care for the room as you would any home in which you are a guest.

ROOM FEES

Rental fees are to defray a portion of the operation and maintenance of the meeting room and presentation equipment. The fees are payable in advance unless billing is prearranged. The room is free of charge for City of Coos Bay use.

3 hours - \$90.00 (base rate)	6 hours - \$180.00
4 hours - \$120.00	7 hours - \$210.00
5 hours - \$150.00	8 hours - \$240.00 (max. daily charge)

SCHEDULING

Scheduled hours need to include set-up and clean-up time. Reservations cannot be on a continuous basis unless specifically approved by the Library Director. Rental fees may be refunded if cancellation is made at least 48 hours prior to scheduled use. Reservations can be made through the library's website, calling the library during business hours, or in person at the Reference Desk.

CLEANUP AND DAMAGES:

Basic cleaning is included in the room rental fee without additional charge. Please dispose of all food and debris in the waste containers provided. Wipe counters and tables and leave the room in good condition. The user must remove overflow trash from the premises. Please remove any outside equipment or displays at the end of the meeting.



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KEYS

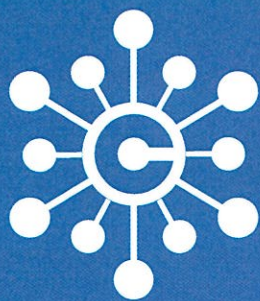
Meetings scheduled to begin or end outside of library open hours will require a key check out. Groups are responsible for checking out the key during open hours prior to the meeting time. A valid Coastline card is necessary to check out keys. Please return keys immediately following room use to library staff during open hours or through the outside book drop during closed hours. There is no key deposit but there is a \$100 charge for unreturned keys. Keys will open the interior meeting room as well as the exterior door to the right of the main entrance. There is a separate key for kitchen use.

GENERAL POLICIES

- No Smoking or use of flammable materials in the building.
- Alcohol is only permitted after regular library hours and with special approval by the board. Alcohol service must meet any of the permit requirements of the City of Coos Bay.
- Applicants are responsible for limiting room occupancy to the posted number of people as required by fire regulations.
- No tacks, nails, or adhesive tape in or on doors, walls or furniture.
- If the room is needed for library purposes, a reservation can be cancelled with at least two weeks' notice.
- Advertising for the scheduled room usage must not imply that the library or City of Coos Bay is sponsoring or endorsing the meeting or group.

IMPORTANT REMINDERS

- If the kitchen was used, make sure stove and oven are off and coffee pot is unplugged.
- Before leaving, check the room, lobby, and restrooms for people and left behind items.
- Lock and secure all doors.



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THE LATEST at COOS BAY PUBLIC LIBRARY JANUARY 2024

FOR MORE INFORMATION:

541-269-1101

www.coosbaylibrary.org

COME SEE US!

525 Anderson Avenue

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 Find us on Facebook!

 Find us on Instagram!

 Find us on YouTube!



WHAT'S YOUR GOAL?

LEARN A LANGUAGE

The **Mango Languages** app, available for free using your library card number, offers virtual courses on 37 different languages from the convenience of your phone, tablet, or computer!

READ MORE BOOKS

Get a jump start on this year's reading by picking up a bingo sheet for our **Winter Reading Challenge**, open to all ages through March 2, 2024! Or...

Sign up for a **BookBox** to get a personalized library book selection each month along with a monthly newsletter and a small gift.

EAT MORE VEGGIES

Get FREE fruits and vegetables from our **CBPL Community Fridge** after answering three painless questions: your first name, what town you live in, and how many people are in your household. Everyone is eligible! Or...

Check out recurring monthly culinary programs like **Spice of the Month** and **Community Cooking with the Co-Op!** We also have an extensive cookbook collection for and an international recipe database called **AtoZ World Food**.

RESOLUTIONS IN REACH

TURN YOUR 2024 GOALS INTO ACHIEVEMENTS

It's a brand new year and the Coos Bay Public Library is here to support you in achieving your resolutions! Whether your goals involve diving into a new hobby, expanding your knowledge, or embracing a healthier lifestyle, our library is brimming with resources to help you succeed. Explore our vast collection of books covering diverse topics from wellness and self-improvement to cooking, fitness, and personal growth. Additionally, access our digital resources for e-books, audiobooks, and informative databases, perfect for learning something new or delving deeper into a subject of interest. From fitness guides to language learning materials and creative pursuits, let the library be your partner in conquering your resolutions this year!



NEW YEAR'S DAY CLOSURE

THE LIBRARY WILL RESUME NORMAL HOURS OF OPERATION AT 10:00AM ON TUESDAY, JANUARY 2

1
JAN

2
JAN

SPICE OF THE MONTH

EXPLORE THE WORLD FROM HOME WITH EXOTIC SPICES!
SPICE KITS AVAILABLE AT CIRCULATION DESK

VOLUNTEER WITH VITA

JOIN COOS BAY PUBLIC LIBRARY AND SOUTH COAST BUSINESS TO LEARN ABOUT VOLUNTEER INCOME TAX ASSISTANCE (VITA). NO EXPERIENCE NECESSARY; TRAINING PROVIDED.
12:00PM - 2:00PM IN THE CEDAR ROOM ON 01/02 & 01/06
AGES: ADULT

2/6
JAN

2
JAN

READ + CRAFT BOOK CLUB

THE SEA IN WINTER BY CHRISTINE DAY
3:30PM - 4:30PM IN THE CEDAR ROOM
AGES: KIDS GRADES 4-6



ISPANGLISH! CONVERSATIONAL PROGRAM

5:00PM - 6:00PM ON ZOOM 01/04
10:30AM - 11:30AM IN THE LIBRARY ON 01/20

4/20
JAN

5
JAN

SWORDS & STARSHIPS PODCAST

MINI EPISODE: MOST ANTICIPATED 2024 RELEASES (01/05)
FAVORITE COZY READS (01/12)
MINI EPISODE: WHAT'S THAT SOUND?! (01/19)
FAVORITE REVIVED CLASSICS (01/26)
NEW EPISODES AVAILABLE!



FREE-BUILD WITH LEGO® BUILDING BLOCKS

BRING YOUR IMAGINATION TO LIFE! ALL SUPPLIES PROVIDED
12:00PM - 1:30PM IN THE KIDS & FAMILIES SECTION
AGES: CHILDREN AND YOUNG PEOPLE UNDER AGE 18

6
JAN

9
JAN

BABY STORYTIME

TUESDAYS JANUARY 9, 16, 23, & 30. MEET OTHER CAREGIVERS AND LEARN SONGS, RHYMES, AND EARLY LITERACY TIPS!
10:00AM - 10:30AM IN THE MYRTLEWOOD ROOM.
AGES: INFANT & PARENT OR CAREGIVER

STORYTIME IN THE LIBRARY

WEDNESDAYS, JANUARY 10, 17, 24, & 31
10:00AM - 10:30AM IN THE MYRTLEWOOD ROOM.
AGES: BABIES, TODDLERS, PRESCHOOL

10
JAN

11
JAN

TEA TASTING

SAMPLE ARTISANAL TEAS FROM TEAS, TINCTURES, & TONICS
12:00PM - 2:00PM IN THE MYRTLEWOOD ROOM. AGES: EVERYONE

COMMUNITY YOGA WITH INSTRUCTOR KELLI BOSAK

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

11
JAN

12
JAN

TEEN AFTER-HOURS

TEENS 12-18 ARE INVITED TO A SPECIAL AFTER-HOURS EVENT AT THE LIBRARY WITH DIY MUG PAINTING AND PIZZA
6:00PM - 8:00PM IN THE MYRTLEWOOD ROOM
AGES: TEENS 12-18. PIZZA, CRAFTS, AND GAMES PROVIDED!

13
JAN

BOOK BRUNCH

THE NIGHT WATCHMAN BY LOUISE ERDRICH
11:00AM - 12:00PM IN THE MYRTLEWOOD ROOM
AGES: ADULT. WAFFLES, JUICE, COFFEE, ETC. PROVIDED.

MARTIN LUTHER KING JR. DAY CLOSURE

THE LIBRARY WILL RESUME NORMAL HOURS OF OPERATION AT 10:00AM ON TUESDAY, JANUARY 16

15
JAN

17
JAN

SOUTHERN OREGON COAST PRIDE BOOK CLUB

FINE: A COMIC ABOUT GENDER BY RHEA EWING
5:00PM - 6:00PM IN THE MYRTLEWOOD ROOM
AGES: TWEEN, TEEN, & ADULT

18
JAN

CRAFT TAKEOUT

TEENS AND ADULTS ARE INVITED TO PICK UP A CRAFT KIT WITH COMPLETE INSTRUCTIONS AND MATERIALS
CRAFT KITS AVAILABLE AT CIRCULATION DESK

18
JAN

ASL PRACTICE PLACE

WITH INSTRUCTOR KANDY BERGQUIST
TOPIC: NEW YEARS TRADITIONS
12:00PM - 1:00PM VIA ZOOM. ALL AGES WELCOME



18
JAN

UNLIMITED BOOK CLUB

OUR HOUSE IS ON FIRE: SCENES OF A FAMILY AND A PLANET IN CRISIS BY GRETA THUNBERG, SVANTE THUNBERG, MALENA ERNMAN, & BEATA ERNMAN
6:00PM - 7:00PM ON ZOOM
AGES: TEEN, ADULT

19
JAN

UNDERSTANDING THE WORLD OF COMPUTERS WITH DENNIS

LEARN TO CONNECT TO FRIENDS OF FAMILY WITH SOCIAL MEDIA & SHARE CONTENT ONLINE
2:00PM - 4:00PM IN THE MYRTLEWOOD ROOM. AGES: ADULT



20
JAN

STORIES FOR A WINTER DAY

PATRICIA WHEREAT-PHILIPS OF THE CONFEDERATED TRIBES OF THE COOS, LOWER UMPQUA, & SIUSLAW WILL SHARE A SPECIAL PRESENTATION OF STORIES OF THE SOUTH COAST
10:30AM - 11:30AM IN THE MYRTLEWOOD ROOM. AGES: EVERYONE

25
JAN

ADULT CRAFTERNOON

BRING A CRAFT PROJECT AND ENJOY SOCIALIZING WHILE YOU WORK! COLORING PAGES AVAILABLE.
11:00AM - 1:00PM IN THE MYRTLEWOOD ROOM
AGES: TEEN, ADULT

25
JAN

COMMUNITY COOKING WITH THE CO-OP STARRING SAM & ALEX BAUGH!

THIS MONTH'S RECIPE: PASTA!
5:30PM - 6:30PM VIA ZOOM. AGES: TEENS, ADULTS, FAMILIES

26
JAN

GAME NIGHT

ENJOY FREE SNACKS AND GAMES FROM CBPL'S COLLECTION
6:00PM - 9:00PM IN THE MYRTLEWOOD ROOM. AGES: TEENS, ADULTS

27
JAN

PUZZLE-OFF

COMPETE HEAD TO HEAD TO COMPLETE A PUZZLE IN GROUPS OF FOUR, WINNING TEAM WILL RECEIVE A PRIZE!
1:00PM - 5:00PM IN THE MYRTLEWOOD ROOM
AGES: EVERYONE. REGISTRATION REQUIRED.