

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

Wednesday March 20, 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) Final approval of policies**
 - i) Cedar Room Agreement**
 - ii) Myrtlewood Room Agreement**
 - iii) Collection Development Policy**
- 9. New Business**
 - a. Draft of Programming Policy**
 - b. Services survey**
- 10. Announcements**

COOS BAY PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
February 21, 2024

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

Board Members Present: Gina Sutherland, Janice Langlinois, Peggy Christensen, Nichole Rutherford, Jacob Niebergall, Jenni Deleon, James Moore

Others In Attendance: Sami Pierson, Jenny Brownfield, Marie Benton, Crystal Barr

New Deputy Library Director Jenny Brownfield was introduced.

Public Comment –None

Minutes and Circulation – Minutes from the January 2024 meeting were reviewed. Gina moved to approve the minutes. Peggy seconded the motion. The motion was unanimously approved.

The circulation report was reviewed. Graphs will be added to track monthly/yearly statistics.

Treasurer's Report – The financials for January 2024 were reviewed. The Memorial Report was also reviewed. Nicole moved to approve the financial reports. Gina seconded the motion. The motion was unanimously approved.

Correspondence – None

Librarians Report – The report was reviewed.

Friends of the Library Report –The bookstore made \$618.50 in January. The February book sale made \$1,173.38. The next sale will be March 2nd & 3rd. The Friends are looking for volunteers both in the bookstore and at the sales.

Library Foundation Report – The Spelling Bee has been set for Saturday, May 4th.

Old Business –

The Coos County Library Advisory Board will hold a meeting on February 27th, 11:00am at the Coos Bay Library. The revised formula, with a multi-year rollout, will be presented with an opportunity for public comment. The Board will vote on the proposal which will then go to the Coos County Commissioners for approval.

The City of Coos Bay approved the wording for the May advisory vote for the new library location. An informational campaign will begin.

The Collection Management Policy, Cedar Room Policy and Myrtlewood Room Policy were reviewed. Further corrections were made and will be presented at the next meeting for approval.

New Business – None

Announcements – None

Adjournment – Janice Langlinais adjourned the meeting at 6:07 p.m.

Next Meeting: March 20, 2024 – 5:15 p.m.

Respectfully submitted,
Crystal Barr

FEBRUARY 2024



MONTHLY SUMMARY

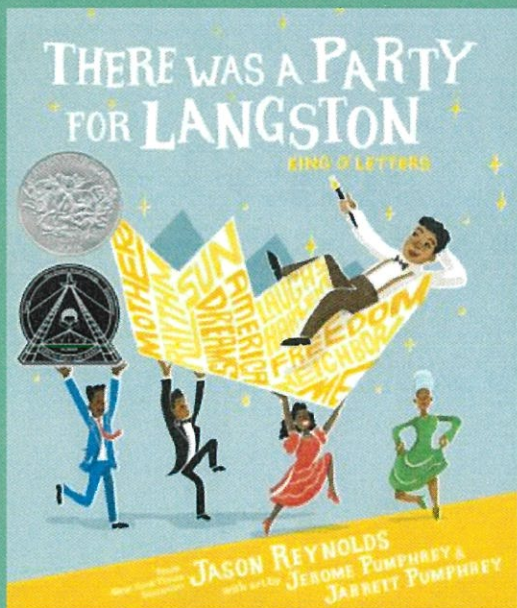
Totals

New Cards Issued	158
Number of Programs	67
Program Attendance	1,033
Digital Downloads (hoopla)	846
Wireless Internet Connections	n/a
Reference Questions	473
Children's Reference Questions	55
Total Items Checked Out at Coos Bay	21,232
Total Coos Bay Items Checked Out Anywhere Else	18,926

	2024	2023	2022
Gate Count	8,720	6,003	4,129
Ave. Daily Circ.	923	788	699
Library Visits	10,426	4,776	6,269
Days Open	23	22	24

INVENTORY

Classification	Acquired	Discards
Adult Books	229	40
Adult Audiobooks	73	408
Adult Video	119	23
Adult Music	0	0
Video Games	1	0
Board Games	0	2
Young Adult Books	10	0
Young Adult Audio	0	0
Children's Books	3	23
Children's Audiobooks	0	0
Children's Video	48	0
Children's Music CDs	0	0
Total	483	496



The Birthday Party for Langston Hughes was a great success! Although this program was designed as a children's program, we found that we had many adults without children attending as well. They were drawn by the beauty of Langston Hughes poetry and the opportunity to hear a local spoken word poet read Jason Reynolds book, There Was a Party for Langston. Everyone had fun doing the art project while eating cake provided by Black Market Gourmet and then dancing to some funky 1940s jazz. Children left with a free copy of the book to read at home.

City of Coos Bay
Combined Cash Investment
February 29, 2024

Combined Cash Accounts

Cash Allocation Reconciliation

7 Allocation to LIBRARY FUND	1,278,746.83
Total Allocations to Other Funds	1,278,746.83
Zero Proof if Allocations Balance	1,278,746.83

City of Coos Bay
Balance Sheet
February 29, 2024

LIBRARY FUND

ASSETS

07-000-100-1001	Cash - Combined Fund	1,278,746.83	
07-000-100-1015	Cash on Hand/Till Drawer	200.00	
07-000-100-1101	Prepaid Expense	11,556.23	
07-000-100-1151	Cash Restricted - Furniture	250,000.00	
	Total Assets		1,540,503.06

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	261,973.00	
	Balance - Current Date	1,290,503.06	
	Total Fund Equity		1,540,503.06
	Total Liabilities and Equity		1,540,503.06

City of Coos Bay
Revenues with Comparison to Budget
For the 8 Months Ending February 29, 2024

LIBRARY FUND

	Period Actual	YTD Actual	Budget	Unearned	Pcnt
<u>Carryover</u>					
07-000-300-0100	.00	.00	1,450,000.00	1,450,000.00	0
07-000-300-0200	.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	.00	2,280.00	500.00	(1,780.00)	456.0
07-000-340-0301	1,200.00	3,700.00	5,000.00	1,300.00	74.0
07-000-340-0303	.00	.00	1,000.00	1,000.00	.0
07-000-340-0900	.00	1,310,816.51	1,256,600.00	(54,216.51)	104.3
Total Revenue From Other Agencies	1,200.00	1,316,796.51	1,263,100.00	(53,696.51)	104.3
<u>Use Of Money & Property</u>					
07-000-350-0100	6,660.23	43,701.74	15,000.00	(28,701.74)	291.3
07-000-350-1100	.00	39.60	.00	(39.60)	0
Total Use Of Money & Property	6,660.23	43,741.34	15,000.00	(28,741.34)	291.6
<u>Current Services</u>					
07-000-360-0100	692.55	4,077.68	2,500.00	(1,577.68)	163.1
07-000-360-1800	192.06	1,460.40	2,000.00	539.60	73.0
Total Current Services	884.61	5,538.08	4,500.00	(1,038.08)	123.1
<u>Other Revenue</u>					
07-000-380-0100	.00	1,886.07	100.00	(1,786.07)	1886.1
07-000-380-0200	.01	.02	.00	(.02)	0
07-000-380-0300	2,174.79	17,398.32	26,000.00	8,601.68	66.9
07-000-380-0400	.00	1,817.00	500.00	(1,317.00)	363.4
07-000-380-0900	1,808.28	13,459.93	12,000.00	(1,459.93)	112.2
Total Other Revenue	3,983.08	34,561.34	38,600.00	4,038.66	89.5
Total Fund Revenue	12,727.92	1,400,637.27	3,021,200.00	1,620,562.73	46.4

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City of Coos Bay
Expenditures with Comparison to Budget
For the 8 Months Ending February 29, 2024

LIBRARY FUND

		Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Expenditures</u>						
Personnel Services						
07-510-510-1001	Salaries	60,311.06	496,484.91	823,554.00	327,069.09	60.3
07-510-510-1003	PERS Retirement	16,689.66	146,193.91	244,324.00	98,130.09	59.8
07-510-510-1004	Employer Payroll Taxes	4,745.19	39,132.15	66,678.00	27,545.85	58.7
07-510-510-1005	Employee Insurance	11,265.71	109,610.61	199,054.00	89,443.39	55.1
07-510-510-1006	Unemployment	.00	24	3,600.00	3,599.76	0
07-510-510-1007	Workers Compensation Insurance	78.47	642.21	973.00	330.79	66.0
07-510-510-1008	Volunteer Workers Compensation	.55	84	67.00	66.16	1.3
Total Personnel Services		93,090.64	792,064.87	1,338,250.00	546,185.13	59.2
Materials & Services						
07-510-520-2005	Training, Meetings, Travel, Dues	1,040.30	5,371.03	11,000.00	5,628.97	48.8
07-510-520-2101	Utilities	3,304.61	16,975.93	37,000.00	20,024.07	45.9
07-510-520-2102	Telephone	1,285.88	8,006.84	21,000.00	12,993.16	38.1
07-510-520-2105	Advertising	575.00	6,780.11	20,000.00	13,219.89	33.9
07-510-520-2108	Contractual	24,536.86	87,394.00	225,000.00	137,606.00	38.8
07-510-520-2120	Insurance	.00	10,535.75	14,400.00	3,864.25	73.2
07-510-520-2122	Duplicating/Data Processing	1,418.26	9,939.37	8,200.00	(1,739.37)	121.2
07-510-520-2123	Printing	.00	192.13	3,000.00	2,807.87	6.4
07-510-520-2205	Office Supplies	530.67	3,209.39	7,000.00	3,790.61	45.9
07-510-520-2206	Postage	.00	1,113.59	12,000.00	10,886.41	9.3
07-510-520-2225	Janitorial Supplies	301.86	2,190.78	3,500.00	1,309.22	62.6
07-510-520-2231	Small Equipment	2,527.04	13,359.56	100,000.00	86,640.44	13.4
07-510-520-2234	Grants	.00	1,450.00	8,000.00	6,550.00	18.1
07-510-520-2235	Library Supplies	57.37	6,634.66	14,000.00	7,365.34	47.4
07-510-520-2236	Library Books & Records	7,595.70	64,559.43	135,000.00	70,440.57	47.8
07-510-520-2237	Periodicals	.00	8,906.04	12,000.00	3,093.96	74.2
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	1,075.32	27,136.43	60,000.00	32,863.57	45.2
07-510-520-2302	Office Equipment Rental	196.11	2,247.36	20,000.00	17,752.64	11.2
07-510-520-2303	Equipment Repairs/Replacement	.00	19.00	6,000.00	5,981.00	.3
07-510-520-2304	Equipment Maintenance Contract	39.85	9,667.09	15,000.00	5,332.91	64.5
07-510-520-2305	Vehicle Maintenance/Fuel	63.74	2,485.25	7,000.00	4,514.75	35.5
07-510-520-2309	Building & Grounds Maintenance	4,520.37	31,379.73	75,000.00	43,620.27	41.8
07-510-520-2310	Furniture (restricted)	.00	.00	300,000.00	300,000.00	.0
07-510-520-2406	Reimbursable	.00	57.00	200.00	143.00	28.5
07-510-520-2424	Library Board	.00	.00	1,500.00	1,500.00	.0
07-510-520-2450	Gifts, Donations & Memorials	1,972.39	12,810.77	25,000.00	12,189.23	51.2
Total Materials & Services		51,041.33	333,129.78	1,193,300.00	860,170.22	27.9

City of Coos Bay
Expenditures with Comparison to Budget
For the 8 Months Ending February 29, 2024

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	13,469 62	00	(13,469 62)	0
Total Debt Service	1,696 04	13,469 62	55,000 00	41,530 38	24.5
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	145,828 01	1,138,664 27	3,021,200 00	1,882,535 73	37.7
Total Fund Expenditures	145,828 01	1,138,664 27	3,021,200 00	1,882,535 73	37.7
Net Revenue Over Expenditures	(133,100 09)	261,973 00	.00	(261,973 00)	.0

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
			01/31/2024 (01/24) Balance	07-510-510-1001			436,173.85
02/20/2024	PC	7	PAYROLL TRANS FOR 2/20/2024 PAY PERIOD		3,800.00		
02/20/2024	PC	84	PAYROLL TRANS FOR 2/20/2024 PAY PERIOD		60,686.71		
02/20/2024	PC	85	PAYROLL TRANS FOR 2/20/2024 PAY PERIOD			4,175.65-	
			02/29/2024 (02/24) Period Totals and Balance		64,486.71 *	4,175.65- *	496,484.91
YTD Encumbrance			.00 YTD Actual	496,484.91 Total	496,484.91 YTD Budget	823,554.00 Unexpended	327,069.09
			01/31/2024 (01/24) Balance	07-510-510-1002			.00
			02/29/2024 (02/24) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance			.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00
			01/31/2024 (01/24) Balance	07-510-510-1003			129,504.25
02/20/2024	PB	99	PAYROLL TRANS FOR 2/20/2024 PAY PERIOD		16,689.66		
			02/29/2024 (02/24) Period Totals and Balance		16,689.66 *	.00 *	146,193.91
YTD Encumbrance			.00 YTD Actual	146,193.91 Total	146,193.91 YTD Budget	244,324.00 Unexpended	98,130.09
			01/31/2024 (01/24) Balance	07-510-510-1004			34,386.96
02/20/2024	PB	8	PAYROLL TRANS FOR 2/20/2024 PAY PERIOD		305.90		
02/20/2024	PB	95	PAYROLL TRANS FOR 2/20/2024 PAY PERIOD		4,745.19		
02/20/2024	PB	96	PAYROLL TRANS FOR 2/20/2024 PAY PERIOD			305.90-	
			02/29/2024 (02/24) Period Totals and Balance		5,051.09 *	305.90- *	39,132.15
YTD Encumbrance			.00 YTD Actual	39,132.15 Total	39,132.15 YTD Budget	66,678.00 Unexpended	27,545.85
			01/31/2024 (01/24) Balance	07-510-510-1005			98,344.90
02/20/2024	PB	98	PAYROLL TRANS FOR 2/20/2024 PAY PERIOD		11,265.71		
02/20/2024	PC	111	PAYROLL TRANS FOR 2/20/2024 PAY PERIOD		37.95		
02/20/2024	PC	112	PAYROLL TRANS FOR 2/20/2024 PAY PERIOD			37.95-	
			02/29/2024 (02/24) Period Totals and Balance		11,303.66 *	37.95- *	109,610.61
YTD Encumbrance			.00 YTD Actual	109,610.61 Total	109,610.61 YTD Budget	199,054.00 Unexpended	89,443.39
			01/31/2024 (01/24) Balance	07-510-510-1006			.24
			02/29/2024 (02/24) Period Totals and Balance		.00 *	.00 *	.24
YTD Encumbrance			.00 YTD Actual	.24 Total	.24 YTD Budget	3,600.00 Unexpended	3,599.76
			01/31/2024 (01/24) Balance	07-510-510-1007			563.74

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City of Coos Bay		Detail Ledger - Month End Report for Library				Page 2	
		Period: 02/24 - 02/24				Mar 11, 2024 03:28PM	
Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
02/29/2024	JE	63	Adjust W/C Insurance for Vacation Hours 02/24 Pay			5.21-	
02/20/2024	PB	97	PAYROLL TRANS FOR 2/20/2024 PAY PERIOD		83.68		
			02/29/2024 (02/24) Period Totals and Balance		83.68 *	5.21- *	642.21
YTD Encumbrance	00	YTD Actual	642.21 Total	642.21 YTD Budget	973.00 Unexpended	330.79	
Volunteer Workers Compensation							
			01/31/2024 (01/24) Balance	07-510-510-1008			29
02/22/2024	JE	43	RECORD OCT-DEC 2023 VOLUNTEER WORKER		.55		
			02/29/2024 (02/24) Period Totals and Balance		.55 *	.00 *	84
YTD Encumbrance	00	YTD Actual	84 Total	84 YTD Budget	67.00 Unexpended	66.16	
Accrued Vacation Liability							
			01/31/2024 (01/24) Balance	07-510-510-1009			00
			02/29/2024 (02/24) Period Totals and Balance		.00 *	.00 *	00
YTD Encumbrance	00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Meetings And Travel							
			01/31/2024 (01/24) Balance	07-510-520-2001			00
			02/29/2024 (02/24) Period Totals and Balance		.00 *	.00 *	00
YTD Encumbrance	00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Memberships, dues, publications							
			01/31/2024 (01/24) Balance	07-510-520-2003			00
			02/29/2024 (02/24) Period Totals and Balance		.00 *	.00 *	00
YTD Encumbrance	00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Training, Meetings, Travel, Dues							
			01/31/2024 (01/24) Balance	07-510-520-2005			4,330.73
02/07/2024	AP	741	Oregon Library Association		39.00		
01/22/2024	JE	19	OREGON LIBRARY ASSOC, Pierson, Public Lib Dir		30.00		
01/16/2024	JE	34	UNITED, Knight, Baggage Fee		35.00		
01/23/2024	JE	34	LORD BALTIMORE HOTEL, Knight, Lodging		811.40		
01/23/2024	JE	34	JACKSON CTY AIRPORT, Knight, Parking		90.00		
01/24/2024	JE	34	FRED MEYER FUEL, Knight, Fuel		34.90		
			02/29/2024 (02/24) Period Totals and Balance		1,040.30 *	.00 *	5,371.03
YTD Encumbrance	.00	YTD Actual	5,371.03 Total	5,371.03 YTD Budget	11,000.00 Unexpended	5,628.97	
Utilities							
			01/31/2024 (01/24) Balance	07-510-520-2101			13,671.32
02/07/2024	CD13	4	PACIFIC POWER 12447751-0018 LIBRARY		3,304.61		
			02/29/2024 (02/24) Period Totals and Balance		3,304.61 *	.00 *	16,975.93
YTD Encumbrance	00	YTD Actual	16,975.93 Total	16,975.93 YTD Budget	37,000.00 Unexpended	20,024.07	
Telephone							
			01/31/2024 (01/24) Balance	07-510-520-2102			6,720.96
01/12/2024	AP	272	USCC Services LLC		259.90		
01/21/2024	AP	298	T-Mobile USA Inc		337.47		
02/06/2024	AP	578	Asavie Technologies Inc		74.90		
01/04/2024	JE	41	8x8, Service/Long Distance		337.44		
01/22/2024	JE	41	VERIZON, 576174385-00001 Library		276.17		
			02/29/2024 (02/24) Period Totals and Balance		1,285.88 *	.00 *	8,006.84
YTD Encumbrance	00	YTD Actual	8,006.84 Total	8,006.84 YTD Budget	21,000.00 Unexpended	12,993.16	
Advertising							
			01/31/2024 (01/24) Balance	07-510-520-2105			6,205.11
01/05/2024	JE	34	EPUERTO, Promotional Ads		287.50		
01/09/2024	JE	34	EPUERTO, Promotional Ads		287.50		
			02/29/2024 (02/24) Period Totals and Balance		575.00 *	.00 *	6,780.11

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City of Coos Bay		Detail Ledger - Month End Report for Library				Page 3	
		Period: 02/24 - 02/24				Mar 11, 2024 03:28PM	
Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance		.00 YTD Actual	6,780.11 Total	6,780.11 YTD Budget	20,000.00 Unexpended	13,219.89	
Contractual		01/31/2024 (01/24) Balance		07-510-520-2108			62,857.14
01/24/2024	AP	150	Cardinal Services Inc.		221.00		
01/31/2024	AP	151	Cardinal Services Inc.		46.24		
01/08/2024	AP	267	C-N-B Security Inc		836.00		
01/19/2024	AP	268	C-N-B Security Inc		1,012.00		
01/26/2024	AP	269	C-N-B Security Inc		836.00		
01/29/2024	AP	270	C-N-B Security Inc		1,012.00		
02/07/2024	AP	518	Cardinal Services Inc.		371.80		
02/01/2024	AP	521	North Bend Public Library		15,360.00		
12/06/2023	AP	551	Sprague Pest Solutions		194.21		
02/05/2024	AP	552	Sprague Pest Solutions		194.21		
02/01/2024	AP	569	Library Market		1,125.00		
02/08/2024	AP	728	Cardinal Services Inc.		44.20		
02/14/2024	AP	729	Cardinal Services Inc.		117.00		
02/14/2024	AP	730	Cardinal Services Inc.		176.80		
02/09/2024	AP	745	C-N-B Security Inc		1,012.00		
01/26/2024	AP	748	Blume Bauer		1,500.00		
02/06/2024	CD14	1	01/31/2024 XPRESS BILLPAY SUPPORT FEES/FO		118.52		
01/17/2024	JE	17	ADOBE, Creative Cloud Renewal 1/16/23-1/15/24		359.88		
		02/29/2024 (02/24) Period Totals and Balance			24,536.86 *	.00 *	87,394.00
YTD Encumbrance		.00 YTD Actual	87,394.00 Total	87,394.00 YTD Budget	225,000.00 Unexpended	137,606.00	
Special Counsel		01/31/2024 (01/24) Balance		07-510-520-2114			.00
		02/29/2024 (02/24) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Insurance		01/31/2024 (01/24) Balance		07-510-520-2120			10,535.75
		02/29/2024 (02/24) 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		01/31/2024 (01/24) Balance		07-510-520-2122			8,521.11
01/19/2024	AP	290	ODP Business Solutions LLC		309.75		
01/29/2024	AP	585	ODP Business Solutions LLC		597.18		
02/02/2024	AP	586	ODP Business Solutions LLC		119.94		
02/01/2024	AP	723	Xerox Corporation		6.57		
02/01/2024	AP	725	Xerox Corporation		226.83		
01/29/2024	JE	35	AMAZON, Printer Toner		157.99		
		02/29/2024 (02/24) Period Totals and Balance			1,418.26 *	.00 *	9,939.37
YTD Encumbrance		.00 YTD Actual	9,939.37 Total	9,939.37 YTD Budget	8,200.00 Unexpended	(1,739.37)	
Printing		01/31/2024 (01/24) Balance		07-510-520-2123			192.13
		02/29/2024 (02/24) 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		01/31/2024 (01/24) Balance		07-510-520-2128			.00
		02/29/2024 (02/24) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Office Supplies			01/31/2024 (01/24) Balance	07-510-520-2205			2,678.72
01/16/2024	AP	288	ODP Business Solutions LLC		102.71		
01/18/2024	AP	289	ODP Business Solutions LLC		98.99		
02/07/2024	AP	483	BNT Promotional Products		17.50		
02/07/2024	AP	484	BNT Promotional Products		17.50		
12/31/2023	JE	35	AMAZON, Office Supplies		78.33		
01/02/2024	JE	35	AMAZON, Office Supplies		85.62		
01/06/2024	JE	35	AMAZON, Storage Bins		69.99		
01/07/2024	JE	35	AMAZON, Scissors		48.24		
01/27/2024	JE	35	AMAZON, Calendar		11.79		
			02/29/2024 (02/24) Period Totals and Balance		530.67 *	.00 *	3,209.39
YTD Encumbrance	.00	YTD Actual	3,209.39 Total	3,209.39 YTD Budget	7,000.00 Unexpended	3,790.61	
Postage			01/31/2024 (01/24) Balance	07-510-520-2206			1,113.59
			02/29/2024 (02/24) Period Totals and Balance		.00 *	.00 *	1,113.59
YTD Encumbrance	.00	YTD Actual	1,113.59 Total	1,113.59 YTD Budget	12,000.00 Unexpended	10,886.41	
Miscellaneous			01/31/2024 (01/24) Balance	07-510-520-2208			.00
			02/29/2024 (02/24) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Data Processing Supplies			01/31/2024 (01/24) Balance	07-510-520-2224			.00
			02/29/2024 (02/24) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Janitorial Supplies			01/31/2024 (01/24) Balance	07-510-520-2225			1,888.92
01/31/2024	AP	529	Bay Area Enterprises Inc		290.16		
01/17/2024	JE	35	AMAZON, Janitorial Supplies		11.70		
			02/29/2024 (02/24) Period Totals and Balance		301.86 *	.00 *	2,190.78
YTD Encumbrance	.00	YTD Actual	2,190.78 Total	2,190.78 YTD Budget	3,500.00 Unexpended	1,309.22	
Small Equipment			01/31/2024 (01/24) Balance	07-510-520-2231			10,832.52
01/10/2024	JE	35	AMAZON, Battery, Library of Things		22.99		
01/19/2024	JE	35	AMAZON, Restroom Baby Changing Stations		439.98		
01/23/2024	JE	35	AMAZON, Emergency Exit Signs		34.99		
01/23/2024	JE	35	AMAZON, Tools		37.70		
01/29/2024	JE	35	AMAZON, Staff Laptop, Dep. Director		1,831.49		
01/30/2024	JE	35	AMAZON, Staff Dock, Dep. Director		159.89		
			02/29/2024 (02/24) Period Totals and Balance		2,527.04 *	.00 *	13,359.56
YTD Encumbrance	.00	YTD Actual	13,359.56 Total	13,359.56 YTD Budget	100,000.00 Unexpended	86,640.44	
Grants			01/31/2024 (01/24) Balance	07-510-520-2234			1,450.00
			02/29/2024 (02/24) Period Totals and Balance		.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			01/31/2024 (01/24) Balance	07-510-520-2235			6,577.29
01/19/2024	AP	96	Demco		57.37		
			02/29/2024 (02/24) Period Totals and Balance		57.37 *	.00 *	6,634.66
YTD Encumbrance	.00	YTD Actual	6,634.66 Total	6,634.66 YTD Budget	14,000.00 Unexpended	7,365.34	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Library Books & Records			01/31/2024 (01/24) Balance	07-510-520-2236			56,963.73
01/01/2024	AP	92	Center Point Large Print		143.22		
01/17/2024	AP	112	Ingram		36.49		
01/19/2024	AP	113	Ingram		291.48		
01/22/2024	AP	114	Ingram		19.06		
01/24/2024	AP	115	Ingram		223.54		
01/25/2024	AP	116	Ingram		108.26		
01/26/2024	AP	117	Ingram		53.62		
01/11/2024	AP	169	Midwest Tape		167.67		
01/18/2024	AP	170	Midwest Tape		38.23		
01/31/2024	AP	171	Midwest Tape		2,094.00		
01/09/2024	AP	254	Cengage Learning Inc.		63.18		
01/16/2024	AP	255	Cengage Learning Inc.		30.39		
01/29/2024	AP	495	Ingram		316.63		
01/29/2024	AP	496	Ingram		98.88		
01/31/2024	AP	497	Ingram		128.31		
02/02/2024	AP	498	Ingram		428.13		
02/05/2024	AP	499	Ingram		21.14		
02/06/2024	AP	502	Ingram		211.00		
02/01/2024	AP	708	Center Point Large Print		143.22		
02/12/2024	AP	715	Ingram		383.31		
02/12/2024	AP	716	Ingram		109.28		
02/13/2024	AP	717	Ingram		336.62		
02/01/2024	AP	731	Midwest Tape		58.48		
09/18/2023	AP	746	NewsBank Inc		337.33		
01/02/2024	JE	29	BAKER TAYLOR, YP Books		8.32		
01/02/2024	JE	29	BAKER TAYLOR, Ref Book		90.00		
01/02/2024	JE	29	BAKER TAYLOR, Adult Books		48.79		
01/02/2024	JE	29	BAKER TAYLOR, Adult Books		191.76		
01/02/2024	JE	29	BAKER TAYLOR, YP Books		19.97		
01/02/2024	JE	29	BAKER TAYLOR, Adult Books		97.12		
01/02/2024	JE	29	BAKER TAYLOR, Adult Books		5.97		
01/02/2024	JE	29	BAKER TAYLOR, Ref Books		17.99		
01/02/2024	JE	29	BAKER TAYLOR, Adult Books		116.52		
01/02/2024	JE	29	BAKER TAYLOR, Adult Books		129.30		
01/02/2024	JE	29	BAKER TAYLOR, Adult Books		206.98		
01/02/2024	JE	29	BAKER TAYLOR, Adult Books		98.21		
01/06/2024	JE	34	BOOKS BY THE BAY, Books		29.98		
12/31/2023	JE	35	AMAZON, Bongo Drums, Voice Recorder		77.53		
01/02/2024	JE	35	AMAZON, Audio Books		23.87		
01/02/2024	JE	35	AMAZON, Adult Dvds		22.95		
01/09/2024	JE	35	AMAZON, Adult Dvds		20.78		
01/09/2024	JE	35	AMAZON, Adult Dvds		55.43		
01/16/2024	JE	35	AMAZON, Adult Dvds		67.92		
01/18/2024	JE	35	AMAZON, Pre-Order Price Break			01-	
01/18/2024	JE	35	AMAZON, Adult Dvds		22.65		
01/24/2024	JE	35	AMAZON, Adult Dvds		14.95		
01/25/2024	JE	35	AMAZON, Blood Pressure Monitor, Lib Of Things		23.99		
01/25/2024	JE	35	AMAZON, Violin, Library of Things		152.99		
01/25/2024	JE	35	AMAZON, Adult Dvds		15.00		
01/25/2024	JE	35	AMAZON, Adult Dvds		30.04		
01/25/2024	JE	35	AMAZON, Adult Books		87.67		
01/25/2024	JE	35	AMAZON, Adult Dvds		24.65		
01/28/2024	JE	35	AMAZON, Adult Dvds		19.96		
01/29/2024	JE	35	AMAZON, Adult Dvds		12.99		
01/30/2024	JE	35	AMAZON, Adult Dvds		19.96		
02/29/2024 (02/24) Period Totals and Balance					7,595.71 *	01- *	64,559.43

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance		00 YTD Actual	64,559.43 Total	64,559.43 YTD Budget	135,000.00 Unexpended	70,440.57	
Periodicals			01/31/2024 (01/24) Balance	07-510-520-2237			8,906.04
			02/29/2024 (02/24) Period Totals and Balance		00 *	00 *	8,906.04
YTD Encumbrance		00 YTD Actual	8,906.04 Total	8,906.04 YTD Budget	12,000.00 Unexpended	3,093.96	
Microfilm			01/31/2024 (01/24) Balance	07-510-520-2238			.00
			02/29/2024 (02/24) 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			01/31/2024 (01/24) Balance	07-510-520-2239			708.54
			02/29/2024 (02/24) 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)			01/31/2024 (01/24) Balance	07-510-520-2240			.00
			02/29/2024 (02/24) 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			01/31/2024 (01/24) Balance	07-510-520-2241			26,061.11
02/05/2024	AP	500	Ingram		108.20		
12/27/2023	AP	915	PenFelt Studio		480.00		
01/12/2024	JE	34	SAFEWAY, Supplies, Adult Prog, Book Brunch		35.15		
01/12/2024	JE	34	DOMINO'S, Supplies, YP Prog, Teen After Hours		64.45		
01/16/2024	JE	34	THE POTTERY CO, YP Prog, Mug Painting		110.00		
01/17/2024	JE	34	APPLE.COM, iCloud Storage		.99		
01/19/2024	JE	34	APPLE.COM, Music, YP Prog, Storytime		10.99		
01/22/2024	JE	34	BUZZSPROUT, Pod Cast Hosting		12.00		
01/23/2024	JE	34	FRED MEYER, Supplies, Adult Prog, Game Night		126.35		
01/14/2024	JE	35	AMAZON, Supplies, Adult Prog, Craft Takeout		112.40		
01/24/2024	JE	35	AMAZON, Supplies, Adult Prog, Movie Bundles		14.79		
			02/29/2024 (02/24) Period Totals and Balance		1,075.32 *	00 *	27,136.43
YTD Encumbrance		00 YTD Actual	27,136.43 Total	27,136.43 YTD Budget	60,000.00 Unexpended	32,863.57	
Office Equipment Rental			01/31/2024 (01/24) Balance	07-510-520-2302			2,051.25
02/01/2024	AP	724	Xerox Corporation		70.87		
02/01/2024	AP	726	Xerox Corporation		125.24		
			02/29/2024 (02/24) Period Totals and Balance		196.11 *	00 *	2,247.36
YTD Encumbrance		00 YTD Actual	2,247.36 Total	2,247.36 YTD Budget	20,000.00 Unexpended	17,752.64	
Equipment Repairs/Replacement			01/31/2024 (01/24) Balance	07-510-520-2303			19.00
			02/29/2024 (02/24) Period Totals and Balance		00 *	00 *	19.00
YTD Encumbrance		00 YTD Actual	19.00 Total	19.00 YTD Budget	6,000.00 Unexpended	5,981.00	
Equipment Maintenance Contract			01/31/2024 (01/24) Balance	07-510-520-2304			9,627.24
02/01/2024	AP	239	Advantage Security LLC		39.85		
			02/29/2024 (02/24) Period Totals and Balance		39.85 *	00 *	9,667.09
YTD Encumbrance		.00 YTD Actual	9,667.09 Total	9,667.09 YTD Budget	15,000.00 Unexpended	5,332.91	
Vehicle Maintenance/Fuel			01/31/2024 (01/24) Balance	07-510-520-2305			2,421.51

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
01/31/2024	AP	539	CECO Inc		63.74		
02/29/2024 (02/24) Period Totals and Balance					63.74 *	.00 *	2,485.25
YTD Encumbrance		00 YTD Actual	2,485.25 Total	2,485.25 YTD Budget	7,000.00 Unexpended	4,514.75	
Furniture		01/31/2024 (01/24) Balance		07-510-520-2306			.00
02/29/2024 (02/24) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance		00 YTD Actual	00 Total	00 YTD Budget	00 Unexpended	.00	
Building & Grounds Maintenance		01/31/2024 (01/24) Balance		07-510-520-2309			26,859.36
01/29/2024	AP	6	Farr's True Value Hdwr		17.92		
01/31/2024	AP	97	Farr's True Value Hdwr		49.11		
01/31/2024	AP	528	Bay Area Enterprises Inc.		4,053.35		
02/05/2024	AP	706	Agn-Tech Design		266.00		
02/12/2024	AP	722	SC&AGE Inc.		30.00		
01/27/2024	JE	17	ARAMARK UNIFORM, Mats		32.00		
01/13/2024	JE	17	ARAMARK UNIFORM, Mats		32.00		
01/13/2024	JE	35	AMAZON, Plant Saucers		39.99		
02/29/2024 (02/24) Period Totals and Balance					4,520.37 *	.00 *	31,379.73
YTD Encumbrance		00 YTD Actual	31,379.73 Total	31,379.73 YTD Budget	75,000.00 Unexpended	43,620.27	
Furniture (restricted)		01/31/2024 (01/24) Balance		07-510-520-2310			.00
02/29/2024 (02/24) 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		01/31/2024 (01/24) Balance		07-510-520-2406			57.00
02/29/2024 (02/24) Period Totals and Balance					.00 *	.00 *	57.00
YTD Encumbrance		00 YTD Actual	57.00 Total	57.00 YTD Budget	200.00 Unexpended	143.00	
Library Board		01/31/2024 (01/24) Balance		07-510-520-2424			.00
02/29/2024 (02/24) 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		01/31/2024 (01/24) Balance		07-510-520-2450			10,838.38
01/17/2024	AP	41	ORCCA		42.88		
01/17/2024	AP	42	ORCCA		41.60		
12/29/2023	AP	176	ORCCA		58.80		
01/19/2024	AP	177	ORCCA		39.12		
02/05/2024	AP	501	Ingram		60.28		
01/30/2024	AP	536	ORCCA		66.24		
02/02/2024	AP	537	ORCCA		39.76		
02/06/2024	AP	538	ORCCA		27.60		
01/30/2024	AP	732	ORCCA		39.68		
02/09/2024	AP	733	ORCCA		61.84		
02/12/2024	AP	734	ORCCA		39.44		
12/26/2023	AP	904	Ocasio, Angel		850.00		
01/02/2024	JE	19	CHEFSTORE, Produce, Community Fridge		45.57		
01/16/2024	JE	19	CHEFSTORE, Produce, Community Fridge		56.76		
01/23/2024	JE	19	CHEFSTORE, Produce, Community Fridge		80.74		
01/06/2024	JE	34	CHEFSTORE, Produce, Community Fridge		60.86		
01/10/2024	JE	34	CHEFSTORE, Produce, Community Fridge		45.37		
01/24/2024	JE	34	THE READING WAREHOUSE, Books, Outreach		147.82		

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01/29/2024	JE	34	THE READING WAREHOUSE, Books, Outreach			168.03		
			02/29/2024 (02/24) Period Totals and Balance			1,972.39 *	00 *	12,810.77
YTD Encumbrance		00 YTD Actual	12,810.77 Total	12,810.77 YTD Budget	25,000.00 Unexpended	12,189.23		
Bad Debt Expense			01/31/2024 (01/24) Balance		07-510-520-2500			.00
			02/29/2024 (02/24) Period Totals and Balance			.00 *	00 *	.00
YTD Encumbrance		00 YTD Actual	00 Total	00 YTD Budget	00 Unexpended	.00		
Computer Hardware & Software			01/31/2024 (01/24) Balance		07-510-530-3001			.00
			02/29/2024 (02/24) Period Totals and Balance			.00 *	00 *	.00
YTD Encumbrance		00 YTD Actual	00 Total	00 YTD Budget	00 Unexpended	.00		
Vehicles			01/31/2024 (01/24) Balance		07-510-530-3008			.00
			02/29/2024 (02/24) Period Totals and Balance			.00 *	00 *	.00
YTD Encumbrance		00 YTD Actual	00 Total	00 YTD Budget	00 Unexpended	.00		
Audio Visual Equipment			01/31/2024 (01/24) Balance		07-510-530-3022			.00
			02/29/2024 (02/24) Period Totals and Balance			.00 *	00 *	.00
YTD Encumbrance		00 YTD Actual	00 Total	00 YTD Budget	00 Unexpended	.00		
Library Equipment			01/31/2024 (01/24) Balance		07-510-530-3023			.00
			02/29/2024 (02/24) Period Totals and Balance			.00 *	00 *	.00
YTD Encumbrance		00 YTD Actual	00 Total	00 YTD Budget	00 Unexpended	.00		
Building Project			01/31/2024 (01/24) Balance		07-510-530-3118			.00
			02/29/2024 (02/24) Period Totals and Balance			.00 *	00 *	.00
YTD Encumbrance		00 YTD Actual	00 Total	00 YTD Budget	00 Unexpended	.00		
Lease Principal			01/31/2024 (01/24) Balance		07-510-540-1000			.00
			02/29/2024 (02/24) 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			01/31/2024 (01/24) Balance		07-510-540-1100			.00
			02/29/2024 (02/24) 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			01/31/2024 (01/24) Balance		07-510-540-1200			.00
			02/29/2024 (02/24) Period Totals and Balance			.00 *	00 *	.00
YTD Encumbrance		00 YTD Actual	00 Total	00 YTD Budget	.00 Unexpended	.00		
Enterprise Lease - Principal			01/31/2024 (01/24) Balance		07-510-540-2000			11,773.58
02/20/2024	CD13	5	ENTERPRISE PAYMENT 583157A INV#FBN49668			540.41		
02/20/2024	CD13	5	ENTERPRISE PAYMENT 583157A INV#FBN49668			1,155.63		
			02/29/2024 (02/24) Period Totals and Balance			1,696.04 *	00 *	13,469.62
YTD Encumbrance		00 YTD Actual	13,469.62 Total	13,469.62 YTD Budget	00 Unexpended	(13,469.62)		

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Enterprise Lease - Interest			01/31/2024 (01/24) Balance	07-510-540-2100			.00
			02/29/2024 (02/24) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	00	YTD Actual	00 Total	00 YTD Budget	00 Unexpended		.00
Subscription Principal			01/31/2024 (01/24) Balance	07-510-540-3000			.00
			02/29/2024 (02/24) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	00	YTD Actual	00 Total	00 YTD Budget	00 Unexpended		.00
Subscription Interest			01/31/2024 (01/24) Balance	07-510-540-3100			.00
			02/29/2024 (02/24) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	00	YTD Actual	00 Total	00 YTD Budget	00 Unexpended		.00
Contingency			01/31/2024 (01/24) Balance	07-510-560-6001			.00
			02/29/2024 (02/24) 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			01/31/2024 (01/24) Balance	07-510-560-6002			.00
			02/29/2024 (02/24) 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			01/31/2024 (01/24) Balance	07-510-560-6003			.00
			02/29/2024 (02/24) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	00	YTD Actual	00 Total	00 YTD Budget	00 Unexpended		.00
Number of Transactions: 168 Number of Accounts: 61					Debit	Credit	Proof
Total LIBRARY FUND:					150,352.73	4,524.72-	145,828.01
Number of Transactions: 168 Number of Accounts: 61					Debit	Credit	Proof
Grand Totals:					150,352.73	4,524.72-	145,828.01

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

**Coos Bay Public Library
Memorial Funds Checking Account
February 2024**

BALANCE, January 31, 2024 \$ 83,855.99

DEPOSITS:

Coos Health & Wellness \$ 416.40

TOTAL DEPOSITS \$ 416.40

ACCOUNT SUB TOTAL \$ 84,272.39

DISBURSEMENTS:

Ingram/Books-Bjorkquist Memorials \$ 60.28

South Coast Food Share/Produce-Community Fridge \$ 66.24

South Coast Food Share/Produce-Community Fridge \$ 39.68

South Coast Food Share/Produce-Community Fridge \$ 39.76

South Coast Food Share/Produce-Community Fridge \$ 27.60

Angel Ocasio/YP Programs-Comedy Music Show \$ 850.00

South Coast Food Share/Produce-Community Fridge \$ 61.84

South Coast Food Share/Produce-Community Fridge \$ 39.44

OR State Food Safety/Food Handlers Card-Deputy Director \$ 10.00

National Grocers, Bimart, Safeway, Oriental Trading/Supplies-YP Programs \$ 601.71

Ingram/Books-Coos Health & Wellness \$ 416.40

Reading Warehouse/Books-Outreach \$ 120.18

TOTAL DISBURSEMENTS \$ 2,333.13

Balance February 29, 2024 \$ 81,939.26

ACCOUNT SUMMARY:

General Fund \$ 14,587.73

Friend's Children's Fund \$ 2,374.45

Kenaston Estate Donation \$ -

Mallek Estate Memorial \$ 52,610.89

Jones Estate Donation \$ 7,272.59

ESD Bilingual Programming Donation \$ 69.69

Friends Library Purchases \$ 284.26

Rotary Donation \$ -

Community Fridge \$ 898.76

Coos Health & Wellness \$ -

Dollywood \$ 3,840.89

MEMORIAL ACCOUNT FUNDS TOTAL \$ 81,939.26

Librarian's Report



COOS BAY
PUBLIC LIBRARY

March 2024

Virtual and Take Home Programs

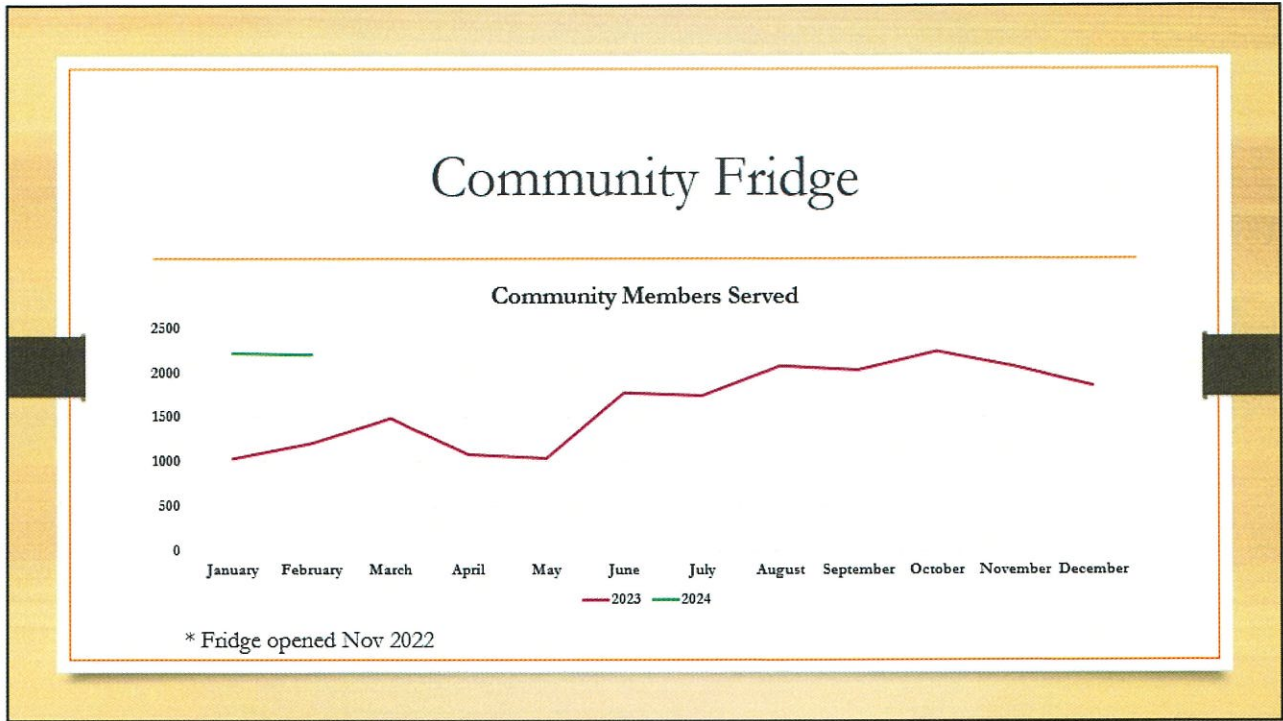
- Spanglish - 3
- Unlimited Book Club - 14
- Community Yoga - 9
- Spice of the Month - 30
- ASL Practice Place - 5
- Craft Takeout - 30
- Book Box (3) - 170
- Swords & Starships Podcast (4) - 155
- Community Cooking - 20
- Teen Wellness Kits - 55

Other Programs in February

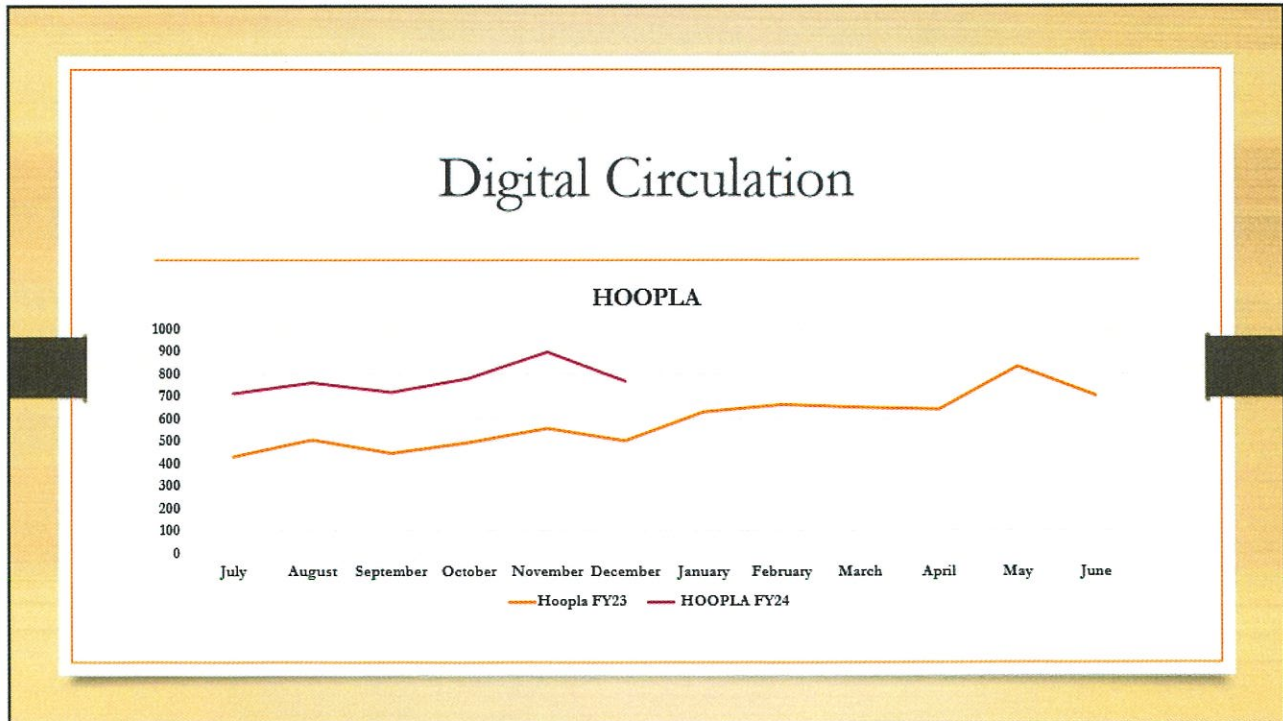
- SOC Pride Book Club - 1
- Test Proctoring - 15
- Spanglish - 2
- Read and Craft Book Club - 8
- Book Brunch - 5
- Anti-Valentine's Day for Teens - 4
- A Party for Langston Hughes - 26
- Drop in Computer Lab - 13
- Dungeons & Dragons - 14
- Equity Corps Immigration - 19
- Maker Lab - 8
- Rock Painting - 32
- One on One Tech Appts - 10
- Tea Tasting - 26
- Head Start Storytimes - 32
- Head Start Event - 4
- Change Club (4) - 32
- Free Build with Legos - 45
- Baby Storytimes (4) - 64
- Storytime (3) - 58
- Underwater Storytime - 35

Notes

- Eastside and Empire Drop offs (8) served 54 in February
- The Community Fridge served 2,198 people in February
- There were 5,069 county-wide checkouts on Libby in February. There were 846 circulations on hoopla and 20 new borrowers.

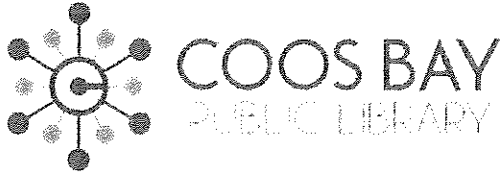


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8

2023/24	Myrtlewood	Myrtlewood	Myrtlewood	Cedar	Cedar	Cedar	Total Use	Estimated Attendance
	Library Use	Non-Library Use	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	21	33	15			36	105	1750
Jan-24	6	36	2			56	100	1640
Feb-24	52	30	21			50	153	1400
Mar-24								
Apr-24								
May-24								
Jun-24								
Totals	220	205	105		322	852	10176	



COOS BAY PUBLIC LIBRARY

525 Anderson Avenue.

Coos Bay, OR 97459

(541) 269-1101 | coosbaylibrary.org

Cedar Room Agreement

The Cedar Room has an occupancy limit of 22. Available hours are 7:00am – 10:00pm.

The Cedar Room is available free of charge for public use as a shared community benefit. **The Cedar Room 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 keep the room clean and in excellent condition for all to enjoy. Please care for the room as you would any space 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 and 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. 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

- 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.
- No smoking, vaping 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 OLCC and 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 can be used in or on doors, walls, ceilings or furniture.
- If the room is needed for library purposes, a reservation can be cancelled with at least two weeks' notice.

IMPORTANT REMINDERS

- Check the room, lobby, and restrooms for people and left behind items before leaving.
- Lock and secure all doors if it is after library open hours.



COOS BAY PUBLIC LIBRARY

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MYRTLEWOOD ROOM AGREEMENT

The Cedar Room has an occupancy limit of 100. Available hours are 7:00am – 10:00pm. The Myrtlewood Meeting Room is available free of charge for public use as a shared community benefit. **The Myrtlewood Room 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 keep the room clean and in excellent condition for all to enjoy. Please care for the room as you would any space 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

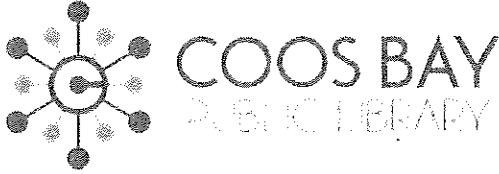
8 hours - \$ 240.00 (max. daily charge)

SCHEDULING

Scheduled hours need to include set-up and clean-up time. Reservations will not be accepted 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 privately owned equipment or materials at the end of the meeting.



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KEYS

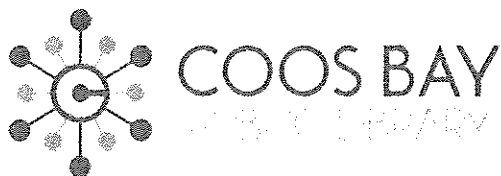
Meetings scheduled to begin or end outside of library open hours will require a key check out. Groups are responsible for checking out the key during open hours prior to the meeting time. A valid Coastline card is necessary to check out keys. Return keys immediately following room use to library staff 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

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- Alcohol is only permitted after regular library hours and with special board approval. Alcohol service must meet any permit requirements of OLCC and the City of Coos Bay.
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- If the room is needed for library purposes, a reservation can be cancelled with at least two weeks' notice.

IMPORTANT REMINDERS

- Check the room, lobby, and restrooms for people and left behind items before leaving.
- Lock and secure all doors if it is after library open hours.



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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.

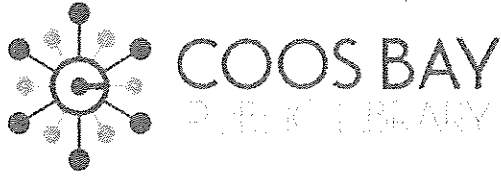
LIBRARY MISSION

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.

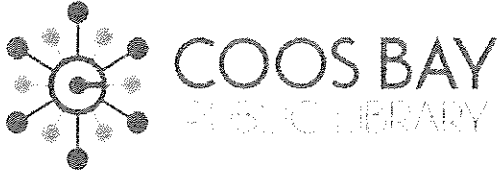
SELECTION RESPONSIBILITY

The library collection is managed by professional staff 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.

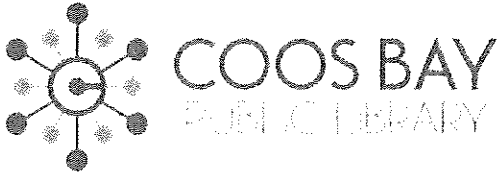
DIVERSITY

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. While the library prefers that no constraints be placed on monetary gifts, 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.



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COLLECTION MAINTENANCE

The library staff 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. 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.

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.

PROGRAMMING POLICY

PURPOSE

The program policy supports the library in its mission by defining programming principles. It provides direction to library staff with guidelines to assist them in the development of library programs and events. It is also intended to inform the public about the principles and criteria by which library- sponsored programs are selected.

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.

PHILOSOPHY AND SCOPE

Programs expand the library's role as a community resource and introduce patrons and non-users to library resources. They provide entertainment and/or educational value with the purpose of supporting the interests and needs of the community. Programs feature a variety of speakers and subjects, and the library staff will seek diversity in our presenters, including diverse ages, racial identities, genders, religions, sexual orientations, physical condition, cultural and ethnic backgrounds, education level, economic status, and learning style. The library is for everyone. Staff make every effort to offer reasonable accommodations when possible.

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 GUIDELINES AND CRITERIA

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

A. Programs are subject to staff time, budget, and space availability. Staff will

consider when the target audience is most likely to be available, although still subject to space availability. Programs may require registration for participants.

B. The Library may partner with other agencies, organizations, businesses, and individuals provided the programs and exhibits are compatible with the Library's mission and vision.

C. There will be program breaks for regularly scheduled events. Breaks allow staff to recuperate and plan future events.

D. If a prize is given, it must be picked up within a reasonable amount of time. If the prize is not picked up, it is forfeit and may be given to another winner.

E. The library may host programs with differing perspectives. The purpose of such programs will be to inform or entertain and not to persuade or convert.

F. Library programs are not for selling products or promoting a business.

1. Buying a product cannot be a requirement to attending and fully enjoying the event.
2. Only library-sponsored or co-sponsored programs, events, or exhibits may involve monetary solicitation, sale of items, or fundraising activities. Sales cannot be the purpose of the program.
3. Information about the presenter's organization may be made available by request or on a table for participants.
4. Presenters may not actively solicit participants' contact information but may leave an optional sign-in sheet at a table.

G. Programs may be designed with certain age-limit parameters. Exceptions may be made at the discretion of the presenter or organizer.

H. Programs should be free or very low cost to participants. The exception being if the program is designed to raise money for the library, Friends of the Library, or library related campaigns.

I. The Director of the Coos Bay Public Library has the final decision on a program.

SPONSORSHIP

Most library programs are planned by library staff but may be funded (presenter fees, materials) by the Friends of the Library.

Presenters may be paid via in-kind services where the presenter benefits from community recognition, advertising, or promotional opportunities.

Donation of prizes for a program is an opportunity for sponsorship.

DISCLAIMERS

The Coos Bay Public Library recognizes that at any given time some programs, events, or exhibits may be deemed inappropriate or offensive by some patrons. Selection of programs and events are based on the principles stated in this policy. Library programs, events, and exhibits will not exclude topics solely on the grounds that they may be controversial. Responsibility for the exposure of children to library programs rests with their parents or legal guardians. Library programming will not be inhibited by the possibility that children will be exposed to the content.

Library sponsorship of a program or exhibit does not constitute an endorsement of the content of the program or exhibit. Beliefs and opinions expressed during library programs by speakers, presenters, performers, or participants do not necessarily represent the viewpoint of the Coos Bay Public Library.

Patrons requesting that programs be cancelled may complete a "Request for Program Reconsideration." The petition must be filled out and delivered in person to library staff. The Library Director will make the final decision as to the suitability of the program and the program will remain on the library calendar during this time.

COOS BAY PUBLIC LIBRARY
REQUEST FOR RECONSIDERATION
OF LIBRARY PROGRAMS

Program _____

Program Date _____

Request initiated by _____

Address _____ Telephone _____

What brought this program to your attention?

Please comment on the specifics that concern you.

What would you like the Coos Bay Public Library to do about this program?

Signature _____ Date _____

Return to:

Library Director

Coos Bay Public Library

525 Anderson Avenue

Coos Bay, OR 97420

COMMUNITY SURVEY

1. How often do you visit the library?

- Daily or weekly
- Several times a month
- Once a month
- Once every few months
- Several times a year
- Rarely or never

We thank you for taking time to complete our 2024 Community Survey. Your input will guide us in enhancing library services, programming, and resources to better meet your needs. By sharing your thoughts and experiences, you're contributing to a library that enriches lives and strengthens our community.

2. How important are the following library services to you?

	VERY IMPORTANT	IMPORTANT	SOMEWHAT IMPORTANT	NOT IMPORTANT	DON'T KNOW
Ability to browse books, CDs, DVDs, magazines, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In person help with research, technology, or finding good books	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In person story times	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use a library computer or printer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In person programs and events for children/teens	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In person programs and events for adults	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Play areas for children	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Places to sit, read, study, or meet in the library	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. Please rank the following service options based on what is most important to you and your family. (Cont.)

	VERY IMPORTANT	IMPORTANT	SOMEWHAT IMPORTANT	NOT IMPORTANT	DONT KNOW
Book Boxes (hand-picked sets of materials for kids or adults to read, watch, or play)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

4. How important are the following virtual or socially distanced library services to you?

	VERY IMPORTANT	IMPORTANT	SOMEWHAT IMPORTANT	NOT IMPORTANT	DONT KNOW
Downloadable e-books, audiobooks, magazines and videos	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wi-fi access in the parking lot	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Phone or online assistance with research, technology or finding good books	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Virtual story times	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Virtual programs and events for children and teens	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Virtual programs for adults	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. How important are each of the following options to you?

	VERY IMPORTANT	IMPORTANT	SOMEWHAT IMPORTANT	NOT IMPORTANT	DONT KNOW
Lounge (armchair) seating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Individual study desks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Group table seating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dedicated quiet area for reading and study	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8. What, if anything, limits your use of the library?

- I don't have time to visit the library.
- Library hours are inconvenient.
- The library doesn't offer anything I want or need.
- Parking or transportation is a challenge.
- The library's location is not convenient.
- I don't feel welcome at the library.
- I'm concerned about my privacy.
- I don't want to incur fines or fees.
- I can find what I need on the internet.
- I buy the books and other materials I need.
- I have a disability that makes using the library challenging.
- Other (please specify)

9. How do you prefer to hear about upcoming events or other news about the library?

- Website
- E-mail newsletter
- Facebook
- Instagram
- Printed materials in the library (flyers, bookmarks, posters)
- Other (please specify)

- Displays within the library
- Local news media (newspaper/radio/etc.)
- Online news/community calendars



COOS BAY
PUBLIC LIBRARY

THE LATEST at COOS BAY PUBLIC LIBRARY MARCH 2024

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!

MARCH BOOK CLUBS

03/05: READ + CRAFT BOOK CLUB
BRING YOUR FAVORITE BOOK TO SHARE!
03/09: BOOK BRUNCH
MAAME BY JESSICA GEORGE
03/21: UNLIMITED BOOK CLUB
OLGA DIES DREAMING BY XOCHITL
GONZALES



FROM SERVICE TO STORIES

MEET JENNY, COOS BAY LIBRARY'S NEW DEPUTY DIRECTOR

Meet Jenny, the newest addition to the leadership team at Coos Bay Public Library. With a rich background in service and education, Jenny brings a wealth of experience and passion to her role as Deputy Director. Originally hailing from Sunnyside, Washington, Jenny's journey to Coos Bay has spanned from coast to coast and beyond. After dedicating 20 years of her life to the military, serving proudly in the Air Force, Jenny retired in Tampa, Florida in 2017. In her post-military career, Jenny has worn many hats, from school teacher to school librarian, and eventually found her calling in public library work.

Beyond her professional achievements, Jenny is a devoted family person. Married with three adult children and two adorable grandchildren, she cherishes every moment spent with her loved ones.

Reflecting on her new home, Jenny expresses her admiration for Coos Bay's picturesque charm. "Every day," she says, "I feel like I'm driving through a postcard on my way to work."

With her unique blend of leadership, experience, and dedication, Jenny is poised to make a significant impact in enriching the lives of the community members served by the Coos Bay Public Library. Say hello to Jenny and join us in welcoming her to this exciting new chapter!

SWORDS & STARSHIPS



THIS MONTH'S PODCAST EPISODES

SHORT EPISODE: WOULD YOU RATHER BE 10 FT OR 10 IN TALL? (03/01)
WILLOW (1988) MOVIE REVIEW (03/08)
SHORT EPISODE: CRYPTIDS (03/15)
FAVORITE BOOKS FEATURING CHARACTERS WITH DISABILITIES (03/22)
SHORT EPISODE: TELEKINESIS OR TELEPATHY? (03/29)

"March is the month of expectation, the things we do not know." - EMILY DICKINSON

2/3 MAR

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

03/02 FROM 10:00AM - 4:00PM & 03/03 FROM 12:00PM - 3:00PM
9:00AM ADMITTANCE FOR FRIENDS OF THE LIBRARY MEMBERS

DROP-IN TECH LAB

JOIN DEDICATED LIBRARY STAFF AND TECH-SAVVY VOLUNTEERS FOR HELP WITH YOUR SMARTPHONE, TABLET, LAPTOP, OR PC!

2:00PM - 4:00PM IN THE MYRTLEWOOD ROOM. AGES: ADULT

15 MAR

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

2 MAR

DUNGEONS & DRAGONS
BRING YOUR FAVORITE LEVEL FIVE CHARACTER FOR A ONE-SHOT GAME OF DUNGEONS & DRAGONS 5E.

4:00PM - 7:00PM IN THE MYRTLEWOOD ROOM
AGES: EVERYONE. REGISTRATION REQUIRED.

15 MAR

4 MAR

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

COMEDY FOR KIDS WITH ÁNGEL OCASIO
JOIN NATIONALLY RECOGNIZED PHYSICAL COMEDIAN ÁNGEL OCASIO FOR A THRILLING DISPLAY OF MAGIC, JUGGLING, MUSIC, & COMEDY IN ENGLISH AND SPANISH!

2:00PM - 3:00PM IN THE MYRTLEWOOD ROOM. AGES: KIDS, FAMILIES

16 MAR

BABY STORYTIME
MEETING TUESDAYS IN MARCH. MEET OTHER CAREGIVERS AND LEARN SONGS, RHYMES, AND EARLY LITERACY TIPS!

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

5 MAR

A PERIOD PARTY: CRAFTS & CUPCAKES
CREATE A PERIOD BRACELET, EAT CUPCAKES, AND LEARN MORE ABOUT YOUR MENSTRUAL CYCLE WITH WOMEN'S HEALTH SPECIALIST DR. VERONICA SIMMONDS.

5:30PM - 6:30PM IN THE MYRTLEWOOD ROOM. KIDS AGED 10-15; PARENTS OR GUARDIANS WELCOME. ATTEND FOR A FREE BOOK.

19 MAR

6 MAR

STORYTIME IN THE LIBRARY
WEDNESDAYS IN MARCH

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

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

21 MAR

PRESCHOOL COOKING
YOUNG CHEFS ARE INVITED TO LEARN BASIC COOKING SKILLS WITH THE OSU EXTENSION SERVICES FOOD HERO PROGRAM!

10:00AM - 11:00AM IN THE MYRTLEWOOD ROOM.
AGES: TODDLER, PRESCHOOL

7 MAR

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

21 MAR

7 MAR

HOW TO HOMESTEAD: CHICKEN HEALTH
A CLASS FOR BEGINNERS LEARNING HOW TO RAISE CHICKENS. TOPICS INCLUDE CHICKS, HENS & LAYING, NUTRITION, & MORE!

2:00PM - 4:00PM IN THE MYRTLEWOOD ROOM.
AGES: TWEEN, TEEN, ADULT

ASL PRACTICE PLACE
WITH INSTRUCTOR KANDY BERGQUIST
TOPIC: SPRING

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

21 MAR

¡SPANGLISH! CONVERSATIONAL PROGRAM

5:00PM - 6:00PM ON ZOOM 03/07
10:30AM - 11:30AM IN THE LIBRARY ON 03/16

7/16 MAR

HOPE IN PARKINSON'S
JOIN DR. JEFF KRAAKEVIK FOR A PRESENTATION ON NEW PARKINSON'S RESEARCH AND TREATMENTS.

3:30PM - 5:00PM IN THE MYRTLEWOOD ROOM
AGES: EVERYONE. REGISTRATION REQUIRED.

21 MAR

8 MAR

TEEN AFTER HOURS
GAMES, PIZZA, CRAFTS, AND MUSIC FOR TEENS AGES 12-18!
MARCH CRAFT: PEEPS DIORAMAS.

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

COOS BAY MAKER LAB
HANG OUT, EXPERIMENT, AND LEARN SOMETHING NEW IN THIS ALL-AGES MEET-UP! LEARN MORE ON OUR WEBSITE.

1:00PM - 3:00PM IN THE MYRTLEWOOD ROOM
AGES: EVERYONE (KIDS 12 & UNDER MUST HAVE AN ADULT)

23 MAR

FELTING FUN WITH LEBRIE RICH
CREATE AN ADORABLE FELTED FROG WITH ARTIST LEBRIE RICH! SUPPLIES LIMITED; REGISTRATION REQUIRED.

2:00PM - 3:30PM IN THE MYRTLEWOOD ROOM FOR KIDS GRADES 4-8
4:00PM - 5:30PM IN THE MYRTLEWOOD ROOM FOR TEENS & ADULTS

9 MAR

MAKING A GARDENING JOURNAL
LEARN TO MAKE A JOURNAL THAT CAN BE USED TO ORGANIZE YOUR GARDENING.

4:00PM - 5:30PM IN THE MYRTLEWOOD ROOM. AGES: EVERYONE

23 MAR

14 MAR

READ ACROSS AMERICA CELEBRATION
CELEBRATE READING WITH THE COOS BAY COMMUNITY!
ENJOY STORIES, CRAFTS, CUPCAKES, & A FREE BOOK FOR KIDS.

5:00PM - 6:30PM IN THE MYRTLEWOOD ROOM
AGES: KIDS, TODDLER, PRESCHOOL, FAMILY, EVERYONE

TEA TASTING
SAMPLE ARTISANAL TEAS FROM TEAS, TINCTURES, & TONICS

12:00PM - 2:00PM IN THE MYRTLEWOOD ROOM. AGES: EVERYONE

28 MAR

COMMUNITY YOGA WITH INSTRUCTOR KELLI BOSAK

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

14 MAR

GAME NIGHT
ENJOY FREE SNACKS AND GAMES FROM CBPL'S COLLECTION

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

29 MAR