

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

Wednesday November 15, 2023

5:15pm

meeting will be in the library with an online option

(See library event calendar for meeting link)

Introductions

- 1. Public Comments**
- 2. Minutes and Circulation Reports**
- 3. Treasurer's Reports**
- 4. Correspondence**
- 5. Librarian's Report**
- 6. Friends of the Library Report**
- 7. Foundation Report**
- 8. Old Business**
 - a. Policy second review and approval**
 - i. Confidentiality of Library Records**
 - ii. Circulation Policy**
 - iii. Computer Use Policy**
 - iv. Code of Conduct**
 - v. Bulletin Boards and Literature Racks**
 - vi. Art Exhibit**
- 9. New Business**
 - a. Review and Discussion of Policies**
 - i. Unattended Children and Vulnerable Adults**
 - ii. Request for Reconsideration of Library Materials Form**
 - iii. Request for reconsideration of Library Materials**
 - iv. Public Complaints**
 - b. Review State Report**

10. Announcements

11. Adjourn

Sami Pierson

From: Coos Bay Public Library <no-reply@coosbaylibrary.org>
Sent: Thursday, October 5, 2023 3:06 PM
To: Coos Bay Library Board
Subject: Webform submission from: Board of Trustees

Submitted on Thu, 10/05/2023 - 15:05
Submitted by: Anonymous

Submitted values are:

Name:
The Lowes

Email: loweshop35@gmail.com

Question or Comment:

SOC Pride Book Club - Preteens, Teens, and Adults Welcome.

Our property taxes pay for the 8 county public libraries and we Do Not support this in any way, shape or form.

And Adults are also welcome? No Way.

You've overstepped your authority which belongs to the children's parents.

This program needs to be removed.

Sami Pierson

From: Coos Bay Public Library <no-reply@coosbaylibrary.org>
Sent: Monday, October 16, 2023 5:36 PM
To: Coos Bay Library Board
Subject: Webform submission from: Board of Trustees

Submitted on Mon, 10/16/2023 - 17:35
Submitted by: Anonymous

Submitted values are:

Name:
Betty Rodrigues

Email: bettyjrodrigues@gmail.com

Question or Comment:

Thank you for all the current events you are providing for the community.
Great Job.

I am a member and received your emails from the Library.

Thank you.

Betty Rodrigues

COOS BAY PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
October 18, 2023

Call to Order – Chair Janice Langlinais called the meeting to order at 5:17 p.m.

Board Members Present: Janice Langlinais, Ida Jo Gates, Jacob Niebergall, Gina Sutherland, James Moore, Jenni Deleon, Nichole Rutherford

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

Public Comment – None

Minutes and Circulation – Minutes from the September 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 September 2023 were reviewed. The Memorial Report was also reviewed. Nichole moved to approve the financial reports. Gina seconded the motion. The motion was unanimously approved.

Correspondence – None

Librarians Report – The report was reviewed. Sami reported that the ESO courier van does approximately 675 miles per week. Sami will send out the interlibrary loan figures for review at the next meeting.

Friends of the Library Report – The Book Store made \$323.18 in September. The October book sale made \$1,040.66. The next sale is November 4th & 5th.

Library Foundation Report – “After Hours at the Library” tickets are only available for purchase at the front library desk. Sami will look into adding online ticket sales for next year. Gina reported that the Foundation has decided to invest in a number of certificates of deposit for the large estate bequest. James asked if credit unions had been looked into as an option, as they usually pay better rates. Gina said she wasn’t sure but would pass the information on.

Old Business –

The Code of Conduct, Bulletin Boards and Literature Racks and the Art Exhibit Policies had several more revisions. The corrections will be returned for approval at the next meeting.

New Business –

The Confidentiality of Library Records, Circulation Policy and Computer Use Policy were reviewed. Corrections to the policies will be made and the policies returned for review at the next meeting.

Announcements –

There will be a band performance by Mariachi Monumental de Oregon on October on Thursday, November 2, 2023 at 5:00pm as part of the El Dia De Los Muertos celebration the library is hosting. The library will also be participating in the Downtown Association's Safe Trick or Treat.

Adjournment – Janice Langlinalis adjourned the meeting at 6:17 p.m.

Next Meeting: November 15, 2023 – 5:15 p.m.

Respectfully submitted,
Crystal Barr

OCTOBER 2023



COOS BAY
PUBLIC LIBRARY

MONTHLY SUMMARY

Totals

New Cards Issued	207
Number of Programs	75
Program Attendance	1339
Digital Downloads (hoopla)	783
Wireless Internet Connections	8,357
Reference Questions	606
Children's Reference Questions	87
Total Items Checked Out at Coos Bay	19,343
Total Coos Bay Items Checked Out Anywhere Else	19,948

	2023	2022	2021
Gate Count	8,070	6,206	5,420
Ave. Daily Circ.	754	688	652
Library Visits	9,620	7,057	5,518
Days Open	26	26	26

INVENTORY

Classification	Acquired	Discards
Adult Books	337	76
Adult Audiobooks	56	2
Adult Video	94	95
Adult Music	0	4
Video Games	0	5
Board Games	0	6
Young Adult Books	10	0
Young Adult Audio	0	0
Children's Books	135	131
Children's Audiobooks	0	0
Children's Video	2	0
Children's Music CDs	0	0
Total	634	319

Spice of the Month Kit

June - Chaat Masala (India) - 50

July - Chinese 5 Spice (Southern China) - 20

August - Shichimi Togarashi (Japan) - 30

September - Gochukaru (Korea) - 30

October - Thai 7 Spice (Thailand)- 30

November - Za' Tar (Egypt) - 30

City of Coos Bay
Combined Cash Investment
October 31, 2023

Combined Cash Accounts

Cash Allocation Reconciliation

7 Allocation to LIBRARY FUND	564,935.78
Total Allocations to Other Funds	564,935.78
Zero Proof if Allocations Balance	564,935.78

City of Coos Bay
Balance Sheet
October 31, 2023

LIBRARY FUND

ASSETS

07-000-100-1001	Cash - Combined Fund	584,935.78	
07-000-100-1015	Cash on Hand/Till Drawer	200.00	
07-000-100-1101	Prepaid Expense	2,716.88	
07-000-100-1151	Cash Restricted - Furniture	250,000.00	
	Total Assets		817,852.66

LIABILITIES AND EQUITY

LIABILITIES

07-000-200-2200	Visa Payable	(3,578.29)	
	Total Liabilities		(3,578.29)

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	(457,099.11)	
	Balance - Current Date	571,430.95	
	Total Fund Equity		821,430.95
	Total Liabilities and Equity		817,852.66

City of Coos Bay
Revenues with Comparison to Budget
For the 4 Months Ending October 31, 2023

LIBRARY FUND

	Period Actual	YTD Actual	Budget	Unearned	Pcnt
<u>Carryover</u>					
07-000-300-0100 Carryover - Regular	.00	.00	1,450,000.00	1,450,000.00	.0
07-000-300-0200 Carryover - Donation/Furniture	.00	.00	250,000.00	250,000.00	.0
Total Carryover	.00	.00	1,700,000.00	1,700,000.00	.0
<u>Revenue From Other Agencies</u>					
07-000-340-0300 State Library Grant	.00	.00	500.00	500.00	.0
07-000-340-0301 Grants	.00	.00	5,000.00	5,000.00	.0
07-000-340-0303 Federal Grants	.00	.00	1,000.00	1,000.00	.0
07-000-340-0900 Library Tax Base	.00	63,155.43	1,256,600.00	1,193,444.57	5.0
Total Revenue From Other Agencies	.00	63,155.43	1,263,100.00	1,199,944.57	5.0
<u>Use Of Money & Property</u>					
07-000-350-0100 Investment Interest Income	3,951.66	22,125.51	15,000.00	(7,125.51)	147.5
07-000-350-1100 Auditorium Rental	39.60	39.60	.00	(39.60)	.0
Total Use Of Money & Property	3,991.26	22,165.11	15,000.00	(7,165.11)	147.8
<u>Current Services</u>					
07-000-380-0100 Copies	568.93	2,093.72	2,500.00	406.28	83.8
07-000-380-1800 Library Fees	171.97	700.49	2,000.00	1,299.51	35.0
Total Current Services	740.90	2,794.21	4,500.00	1,705.79	62.1
<u>Other Revenue</u>					
07-000-380-0100 Miscellaneous	194.38	420.38	100.00	(320.38)	420.4
07-000-380-0300 ESO Administration/Rent	2,174.79	8,699.16	26,000.00	17,300.84	33.5
07-000-380-0400 Reimbursements	.00	1,500.00	500.00	(1,000.00)	300.0
07-000-380-0900 Gifts, Donations & Memorials	502.00	5,427.80	12,000.00	6,572.20	45.2
Total Other Revenue	2,871.17	16,047.34	38,600.00	22,552.66	41.6
Total Fund Revenue	7,603.33	104,162.09	3,021,200.00	2,917,037.91	3.5

City of Coos Bay
Expenditures with Comparison to Budget
For the 4 Months Ending October 31, 2023

LIBRARY FUND

		Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Expenditures</u>						
Personnel Services						
07-510-510-1001	Salaries	58,723.39	258,064.96	823,554.00	565,489.04	31.3
07-510-510-1003	PERS Retirement	17,260.69	77,321.48	244,324.00	167,002.52	31.7
07-510-510-1004	Employer Payroll Taxes	4,626.85	20,347.56	66,678.00	46,330.44	30.5
07-510-510-1005	Employee Insurance	10,328.61	42,483.31	199,054.00	156,570.69	21.3
07-510-510-1006	Unemployment	.00	.24	3,600.00	3,599.76	.0
07-510-510-1007	Workers Compensation Insurance	76.53	335.61	973.00	637.39	34.5
07-510-510-1008	Volunteer Workers Compensation	.00	.00	67.00	67.00	.0
Total Personnel Services		91,016.07	398,553.16	1,338,250.00	939,696.84	29.8
Materials & Services						
07-510-520-2005	Training,Meetings,Travel,Dues	.00	2,696.35	11,000.00	8,303.65	24.5
07-510-520-2101	Utilities	2,574.44	5,128.80	37,000.00	31,671.20	13.9
07-510-520-2102	Telephone	1,242.16	2,958.12	21,000.00	18,041.88	14.1
07-510-520-2105	Advertising	455.00	2,387.13	20,000.00	17,612.87	11.9
07-510-520-2108	Contractual	20,258.95	40,524.38	225,000.00	184,475.62	18.0
07-510-520-2120	Insurance	.00	10,535.75	14,400.00	3,864.25	73.2
07-510-520-2122	Duplicating\Data Processing	280.56	3,612.51	8,200.00	4,587.49	44.1
07-510-520-2123	Printing	.00	.00	3,000.00	3,000.00	.0
07-510-520-2205	Office Supplies	8.40	1,449.73	7,000.00	5,550.27	20.7
07-510-520-2206	Postage	.00	558.10	12,000.00	11,441.90	4.7
07-510-520-2225	Janitorial Supplies	319.75	828.29	3,500.00	2,671.71	23.7
07-510-520-2231	Small Equipment	604.16	1,541.15	100,000.00	98,458.85	1.5
07-510-520-2234	Grants	.00	.00	8,000.00	8,000.00	.0
07-510-520-2235	Library Supplies	1,767.82	3,354.07	14,000.00	10,645.93	24.0
07-510-520-2236	Library Books & Records	6,021.92	31,305.99	135,000.00	103,694.01	23.2
07-510-520-2237	Periodicals	.00	5,544.13	12,000.00	6,455.87	46.2
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	2,061.67	12,864.05	80,000.00	47,135.95	21.4
07-510-520-2302	Office Equipment Rental	433.64	1,183.52	20,000.00	18,816.48	5.9
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	8,417.69	15,000.00	6,582.31	56.1
07-510-520-2305	Vehicle Maintenance/Fuel	1,259.47	1,351.37	7,000.00	5,648.63	19.3
07-510-520-2309	Building & Grounds Maintenance	4,665.30	13,226.22	75,000.00	61,773.78	17.6
07-510-520-2310	Furniture (restricted)	.00	.00	300,000.00	300,000.00	.0
07-510-520-2406	Reimbursable	.00	28.00	200.00	172.00	14.0
07-510-520-2424	Library Board	.00	.00	1,500.00	1,500.00	.0
07-510-520-2450	Gifts, Donations & Memorials	2,716.42	5,818.69	25,000.00	19,181.31	23.3
Total Materials & Services		44,709.51	156,022.58	1,193,300.00	1,037,277.42	13.1

City of Coos Bay
Expenditures with Comparison to Budget
For the 4 Months Ending October 31, 2023

LIBRARY FUND

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
Debt Service					
07-510-540-1000 Lease Principal	.00	4,989.42	50,000.00	45,010.58	10.0
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	1,696.04	.00	(1,696.04)	.0
Total Debt Service	1,696.04	6,685.46	55,000.00	48,314.54	12.2
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	137,421.62	561,261.20	3,021,200.00	2,459,938.80	18.6
Total Fund Expenditures	137,421.62	561,261.20	3,021,200.00	2,459,938.80	18.6
Net Revenue Over Expenditures	(129,818.29)	(457,099.11)	.00	457,099.11	.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
<hr/>							
Salaries			09/30/2023 (09/23) Balance	07-510-510-1001			199,341.57
10/20/2023	PC	5	PAYROLL TRANS FOR 10/20/2023 PAY PERIOD		3,800.00		
10/20/2023	PC	81	PAYROLL TRANS FOR 10/20/2023 PAY PERIOD		58,723.39		
10/20/2023	PC	82	PAYROLL TRANS FOR 10/20/2023 PAY PERIOD			3,800.00-	
			10/31/2023 (10/23) Period Totals and Balance		62,523.39 *	3,800.00- *	258,064.96
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YTD Encumbrance	.00	YTD Actual	258,064.96 Total	258,064.96 YTD Budget	823,554.00 Unexpended	565,489.04	
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Overtime			09/30/2023 (09/23) Balance	07-510-510-1002			.00
			10/31/2023 (10/23) Period Totals and Balance		.00 *	.00 *	.00
<hr/>							
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
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PERS Retirement			09/30/2023 (09/23) Balance	07-510-510-1003			60,060.79
10/20/2023	PB	104	PAYROLL TRANS FOR 10/20/2023 PAY PERIOD		17,260.69		
			10/31/2023 (10/23) Period Totals and Balance		17,260.69 *	.00 *	77,321.48
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YTD Encumbrance	.00	YTD Actual	77,321.48 Total	77,321.48 YTD Budget	244,324.00 Unexpended	167,002.52	
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Employer Payroll Taxes			09/30/2023 (09/23) Balance	07-510-510-1004			15,720.71
10/20/2023	PB	4	PAYROLL TRANS FOR 10/20/2023 PAY PERIOD		305.90		
10/20/2023	PB	100	PAYROLL TRANS FOR 10/20/2023 PAY PERIOD		4,626.85		
10/20/2023	PB	101	PAYROLL TRANS FOR 10/20/2023 PAY PERIOD			305.90-	
			10/31/2023 (10/23) Period Totals and Balance		4,932.75 *	305.90- *	20,347.56
<hr/>							
YTD Encumbrance	.00	YTD Actual	20,347.56 Total	20,347.56 YTD Budget	66,678.00 Unexpended	46,330.44	
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Employee Insurance			09/30/2023 (09/23) Balance	07-510-510-1005			32,154.70
10/20/2023	PB	103	PAYROLL TRANS FOR 10/20/2023 PAY PERIOD		10,328.61		
10/20/2023	PC	106	PAYROLL TRANS FOR 10/20/2023 PAY PERIOD		33.40		
10/20/2023	PC	107	PAYROLL TRANS FOR 10/20/2023 PAY PERIOD			33.40-	
			10/31/2023 (10/23) Period Totals and Balance		10,362.01 *	33.40- *	42,483.31
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YTD Encumbrance	.00	YTD Actual	42,483.31 Total	42,483.31 YTD Budget	199,054.00 Unexpended	156,570.69	
<hr/>							
Unemployment			09/30/2023 (09/23) Balance	07-510-510-1006			.24
			10/31/2023 (10/23) Period Totals and Balance		.00 *	.00 *	.24
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YTD Encumbrance	.00	YTD Actual	.24 Total	.24 YTD Budget	3,600.00 Unexpended	3,599.76	
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Workers Compensation Insurance			09/30/2023 (09/23) Balance	07-510-510-1007			259.08

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
08/31/2023	JE	50	Adjust W/C Insurance for Vacation Hours 9/23 Payr			8.07-	
10/20/2023	PB	102	PAYROLL TRANS FOR 10/20/2023 PAY PERIOD		84.60		
			10/31/2023 (10/23) Period Totals and Balance		84.60 *	8.07- *	335.61
YTD Encumbrance		.00 YTD Actual	335.61 Total	335.61 YTD Budget	973.00 Unexpended	637.39	
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Volunteer Workers Compensation			09/30/2023 (09/23) Balance	07-510-510-1008			.00
			10/31/2023 (10/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	67.00 Unexpended	67.00	
<hr/>							
Accrued Vacation Liability			09/30/2023 (09/23) Balance	07-510-510-1009			.00
			10/31/2023 (10/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
<hr/>							
Meetings And Travel			09/30/2023 (09/23) Balance	07-510-520-2001			.00
			10/31/2023 (10/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
<hr/>							
Memberships,dues,publications			09/30/2023 (09/23) Balance	07-510-520-2003			.00
			10/31/2023 (10/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
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Training,Meetings,Travel,Dues			09/30/2023 (09/23) Balance	07-510-520-2005			2,696.35
			10/31/2023 (10/23) Period Totals and Balance		.00 *	.00 *	2,696.35
YTD Encumbrance		.00 YTD Actual	2,696.35 Total	2,696.35 YTD Budget	11,000.00 Unexpended	8,303.65	
<hr/>							
Utilities			09/30/2023 (09/23) Balance	07-510-520-2101			2,554.36
10/06/2023	CD13	3	PACIFIC POWER 12447751-0018 LIBRARY		2,266.23		
08/30/2023	JE	22	CB NB Water Board, Water		308.21		
			10/31/2023 (10/23) Period Totals and Balance		2,574.44 *	.00 *	5,128.80
YTD Encumbrance		.00 YTD Actual	5,128.80 Total	5,128.80 YTD Budget	37,000.00 Unexpended	31,871.20	
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Telephone			09/30/2023 (09/23) Balance	07-510-520-2102			1,715.96
09/12/2023	AP	182	USCC Services LLC		259.90		
09/21/2023	AP	193	T-Mobile USA Inc		315.00		
10/08/2023	AP	973	Asavie Technologies Inc		74.90		
09/04/2023	JE	49	8x8, Service/Long Distance		319.68		
09/22/2023	JE	49	VERIZON, 576174385-00001 Library		272.68		
			10/31/2023 (10/23) Period Totals and Balance		1,242.16 *	.00 *	2,958.12
YTD Encumbrance		.00 YTD Actual	2,958.12 Total	2,958.12 YTD Budget	21,000.00 Unexpended	18,041.88	
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Advertising			09/30/2023 (09/23) Balance	07-510-520-2105			1,932.13
09/30/2023	AP	460	Sinclair Television Media Inc		455.00		
			10/31/2023 (10/23) Period Totals and Balance		455.00 *	.00 *	2,387.13
YTD Encumbrance		.00 YTD Actual	2,387.13 Total	2,387.13 YTD Budget	20,000.00 Unexpended	17,612.87	
<hr/>							
Contractual			09/30/2023 (09/23) Balance	07-510-520-2108			20,265.43
09/27/2023	AP	61	Cardinal Services Inc.		154.70		
09/27/2023	AP	62	Cardinal Services Inc.		182.33		

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
09/15/2023	AP	72	North Bend Public Library		15,360.00		
09/18/2023	AP	354	Sprague Pest Solutions		194.21		
09/29/2023	AP	477	C-N-B Security Inc		1,012.00		
10/01/2023	AP	478	C-N-B Security Inc		924.00		
10/04/2023	AP	558	Cardinal Services Inc.		154.70		
10/05/2023	AP	560	Cardinal Services Inc.		88.40		
10/11/2023	AP	696	Cardinal Services Inc.		491.73		
10/18/2023	AP	699	Cardinal Services Inc.		248.63		
10/18/2023	AP	701	Cardinal Services Inc.		184.09		
10/09/2023	AP	812	Sprague Pest Solutions		194.21		
10/13/2023	AP	848	C-N-B Security Inc		1,012.00		
10/06/2023	CD14	4	09/30/23 Xpress Bill Pay Support Fees/Forms # INV		57.95		
			10/31/2023 (10/23) Period Totals and Balance		20,258.95 *	.00 *	40,524.38
YTD Encumbrance		.00 YTD Actual	40,524.38 Total	40,524.38 YTD Budget	225,000.00 Unexpended	184,475.62	
Special Counsel			09/30/2023 (09/23) Balance	07-510-520-2114			.00
			10/31/2023 (10/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Insurance			09/30/2023 (09/23) Balance	07-510-520-2120			10,535.75
			10/31/2023 (10/23) 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			09/30/2023 (09/23) Balance	07-510-520-2122			3,331.95
10/01/2023	AP	688	Xerox Corporation		125.24		
10/10/2023	AP	690	Xerox Corporation		33.70		
10/10/2023	AP	999	ODP Business Solutions LLC		121.62		
			10/31/2023 (10/23) Period Totals and Balance		280.56 *	.00 *	3,612.51
YTD Encumbrance		.00 YTD Actual	3,612.51 Total	3,612.51 YTD Budget	8,200.00 Unexpended	4,587.49	
Printing			09/30/2023 (09/23) Balance	07-510-520-2123			.00
			10/31/2023 (10/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	3,000.00 Unexpended	3,000.00	
Program & Display			09/30/2023 (09/23) Balance	07-510-520-2128			.00
			10/31/2023 (10/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Office Supplies			09/30/2023 (09/23) Balance	07-510-520-2205			1,441.33
09/21/2023	AP	375	ODP Business Solutions LLC		8.40		
			10/31/2023 (10/23) Period Totals and Balance		8.40 *	.00 *	1,449.73
YTD Encumbrance		.00 YTD Actual	1,449.73 Total	1,449.73 YTD Budget	7,000.00 Unexpended	5,550.27	
Postage			09/30/2023 (09/23) Balance	07-510-520-2206			558.10
			10/31/2023 (10/23) Period Totals and Balance		.00 *	.00 *	558.10
YTD Encumbrance		.00 YTD Actual	558.10 Total	558.10 YTD Budget	12,000.00 Unexpended	11,441.90	
Miscellaneous			09/30/2023 (09/23) Balance	07-510-520-2208			.00
			10/31/2023 (10/23) Period Totals and Balance		.00 *	.00 *	.00

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City of Coos Bay		Detail Ledger - Month End Report for Library				Page: 4	
		Period: 10/23 - 10/23				Nov 09, 2023 02:38PM	
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	
Data Processing Supplies			09/30/2023 (09/23) Balance	07-510-520-2224			.00
			10/31/2023 (10/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Janitorial Supplies			09/30/2023 (09/23) Balance	07-510-520-2225			508.54
09/30/2023	AP	712	Bay Area Enterprises Inc.		306.89		
10/11/2023	AP	1001	ODP Business Solutions LLC		12.86		
			10/31/2023 (10/23) Period Totals and Balance		319.75 *	.00 *	828.29
YTD Encumbrance		.00 YTD Actual	828.29 Total	828.29 YTD Budget	3,500.00 Unexpended	2,671.71	
Small Equipment			09/30/2023 (09/23) Balance	07-510-520-2231			936.99
09/08/2023	AP	194	Broadvoice		249.00		
10/10/2023	AP	998	ODP Business Solutions LLC		168.60		
10/12/2023	AP	1000	ODP Business Solutions LLC		186.56		
			10/31/2023 (10/23) Period Totals and Balance		604.16 *	.00 *	1,541.15
YTD Encumbrance		.00 YTD Actual	1,541.15 Total	1,541.15 YTD Budget	100,000.00 Unexpended	98,458.85	
Grants			09/30/2023 (09/23) Balance	07-510-520-2234			.00
			10/31/2023 (10/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	8,000.00 Unexpended	8,000.00	
Library Supplies			09/30/2023 (09/23) Balance	07-510-520-2235			1,586.25
10/12/2023	AP	865	Paper Roll Products LLC		134.73		
10/05/2023	AP	889	Demco		644.35		
10/05/2023	AP	913	Showcases		59.94		
10/05/2023	AP	914	Showcases		74.30		
10/06/2023	AP	915	Showcases		854.50		
			10/31/2023 (10/23) Period Totals and Balance		1,767.82 *	.00 *	3,354.07
YTD Encumbrance		.00 YTD Actual	3,354.07 Total	3,354.07 YTD Budget	14,000.00 Unexpended	10,645.93	
Library Books & Records			09/30/2023 (09/23) Balance	07-510-520-2236			25,284.07
09/12/2023	AP	258	Ingram		14.89		
09/12/2023	AP	259	Ingram		192.49		
09/12/2023	AP	280	Ingram		171.62		
09/15/2023	AP	281	Ingram		560.75		
09/18/2023	AP	282	Ingram		408.29		
09/19/2023	AP	263	Ingram		33.29		
09/19/2023	AP	264	Ingram		175.46		
09/20/2023	AP	265	Ingram		248.20		
09/20/2023	AP	266	Ingram		75.69		
09/21/2023	AP	423	Ingram		57.96		
09/25/2023	AP	424	Ingram		694.73		
09/21/2023	AP	454	Midwest Tape		13.99		
09/30/2023	AP	455	Midwest Tape		1,711.81		
10/01/2023	AP	623	Center Point Large Print		143.22		
09/26/2023	AP	668	Ingram		367.11		
09/27/2023	AP	669	Ingram		51.09		
09/29/2023	AP	670	Ingram		668.70		
10/03/2023	AP	671	Ingram		127.03		
09/12/2023	AP	818	Cengage Learning Inc.		283.11		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
10/05/2023	AP	936	Midwest Tape		22.49		
			10/31/2023 (10/23) Period Totals and Balance		6,021.92 *	.00 *	31,305.99
YTD Encumbrance .00 YTD Actual 31,305.99 Total 31,305.99 YTD Budget 135,000.00 Unexpended 103,694.01							
Periodicals							
			09/30/2023 (09/23) Balance	07-510-520-2237			5,544.13
			10/31/2023 (10/23) Period Totals and Balance		.00 *	.00 *	5,544.13
YTD Encumbrance .00 YTD Actual 5,544.13 Total 5,544.13 YTD Budget 12,000.00 Unexpended 6,455.87							
Microfilm							
			09/30/2023 (09/23) Balance	07-510-520-2238			.00
			10/31/2023 (10/23) 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							
			09/30/2023 (09/23) Balance	07-510-520-2239			708.54
			10/31/2023 (10/23) 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)							
			09/30/2023 (09/23) Balance	07-510-520-2240			.00
			10/31/2023 (10/23) 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							
			09/30/2023 (09/23) Balance	07-510-520-2241			10,802.38
09/18/2023	AP	422	Ingram		154.96		
09/18/2023	JE	21	AMERICAN PAPER OPTICS, Eclipse Glasses Give		1,906.71		
			10/31/2023 (10/23) Period Totals and Balance		2,061.67 *	.00 *	12,864.05
YTD Encumbrance .00 YTD Actual 12,864.05 Total 12,864.05 YTD Budget 60,000.00 Unexpended 47,135.95							
Office Equipment Rental							
			09/30/2023 (09/23) Balance	07-510-520-2302			749.88
10/01/2023	AP	689	Xerox Corporation		174.04		
10/10/2023	AP	691	Xerox Corporation		119.90		
09/26/2023	JE	22	PITNEY BOWES LEASING, Postage Meter Rent		139.70		
			10/31/2023 (10/23) Period Totals and Balance		433.64 *	.00 *	1,183.52
YTD Encumbrance .00 YTD Actual 1,183.52 Total 1,183.52 YTD Budget 20,000.00 Unexpended 18,816.48							
Equipment Repairs/Replacement							
			09/30/2023 (09/23) Balance	07-510-520-2303			.00
			10/31/2023 (10/23) 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							
			09/30/2023 (09/23) Balance	07-510-520-2304			8,377.84
10/01/2023	AP	350	Advantage Security LLC		39.85		
			10/31/2023 (10/23) Period Totals and Balance		39.85 *	.00 *	8,417.69
YTD Encumbrance .00 YTD Actual 8,417.69 Total 8,417.69 YTD Budget 15,000.00 Unexpended 6,582.31							
Vehicle Maintenance/Fuel							
			09/30/2023 (09/23) Balance	07-510-520-2305			91.90
09/27/2023	AP	293	Tom and Gigs LLC		1,200.00		
10/16/2023	AP	724	CECO Inc		59.47		
			10/31/2023 (10/23) Period Totals and Balance		1,259.47 *	.00 *	1,351.37
YTD Encumbrance .00 YTD Actual 1,351.37 Total 1,351.37 YTD Budget 7,000.00 Unexpended 5,648.63							

City of Coos Bay		Detail Ledger - Month End Report for Library				Page: 6	
		Period: 10/23 - 10/23				Nov 09, 2023 02:38PM	
Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Furniture		09/30/2023 (09/23) Balance		07-510-520-2306			.00
		10/31/2023 (10/23) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00		
Building & Grounds Maintenance		09/30/2023 (09/23) Balance		07-510-520-2309			8,560.92
09/11/2023	AP	389	Agri-Tech Design		266.00		
09/30/2023	AP	711	Bay Area Enterprises Inc.		4,053.35		
10/10/2023	AP	883	Agri-Tech Design		266.00		
10/20/2023	AP	905	Oregon Tool & Supply Inc		15.95		
09/09/2023	JE	22	ARAMARK UNIFORM, Mats		32.00		
09/23/2023	JE	22	ARAMARK UNIFORM, Mats		32.00		
		10/31/2023 (10/23) Period Totals and Balance			4,665.30 *	.00 *	13,226.22
YTD Encumbrance	.00 YTD Actual	13,226.22 Total	13,226.22 YTD Budget	75,000.00 Unexpended	61,773.78		
Furniture (restricted)		09/30/2023 (09/23) Balance		07-510-520-2310			.00
		10/31/2023 (10/23) 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		09/30/2023 (09/23) Balance		07-510-520-2406			28.00
		10/31/2023 (10/23) 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		09/30/2023 (09/23) Balance		07-510-520-2424			.00
		10/31/2023 (10/23) 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		09/30/2023 (09/23) Balance		07-510-520-2450			3,102.27
09/21/2023	AP	295	ORCCA		25.60		
09/25/2023	AP	296	ORCCA		12.88		
10/04/2023	AP	456	ORCCA		36.42		
09/28/2023	AP	718	ORCCA		27.12		
10/02/2023	AP	719	ORCCA		23.76		
10/09/2023	AP	720	ORCCA		30.62		
10/12/2023	AP	721	ORCCA		33.94		
10/17/2023	AP	722	ORCCA		26.08		
10/02/2023	AP	1120	Zavala, Arturo		2,500.00		
		10/31/2023 (10/23) Period Totals and Balance			2,716.42 *	.00 *	5,818.69
YTD Encumbrance	.00 YTD Actual	5,818.69 Total	5,818.69 YTD Budget	25,000.00 Unexpended	19,181.31		
Bad Debt Expense		09/30/2023 (09/23) Balance		07-510-520-2500			.00
		10/31/2023 (10/23) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00		
Computer Hardware & Software		09/30/2023 (09/23) Balance		07-510-530-3001			.00
		10/31/2023 (10/23) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00		
Vehicles		09/30/2023 (09/23) Balance		07-510-530-3008			.00
		10/31/2023 (10/23) Period Totals and Balance			.00 *	.00 *	.00

City of Coos Bay		Detail Ledger - Month End Report for Library				Page: 7	
		Period: 10/23 - 10/23				Nov 09, 2023 02:38PM	
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	
Audio Visual Equipment			09/30/2023 (09/23) Balance	07-510-530-3022			.00
			10/31/2023 (10/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Library Equipment			09/30/2023 (09/23) Balance	07-510-530-3023			.00
			10/31/2023 (10/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Building Project			09/30/2023 (09/23) Balance	07-510-530-3118			.00
			10/31/2023 (10/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Lease Principal			09/30/2023 (09/23) Balance	07-510-540-1000			4,989.42
			10/31/2023 (10/23) Period Totals and Balance		.00 *	.00 *	4,989.42
YTD Encumbrance		.00 YTD Actual	4,989.42 Total	4,989.42 YTD Budget	50,000.00 Unexpended	45,010.58	
Lease Interest			09/30/2023 (09/23) Balance	07-510-540-1100			.00
			10/31/2023 (10/23) 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			09/30/2023 (09/23) Balance	07-510-540-1200			.00
			10/31/2023 (10/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Enterprise Lease - Principal			09/30/2023 (09/23) Balance	07-510-540-2000			.00
10/20/2023 CD13		6	Enterprise Payment 583157A Inv#FBN4868412		540.41		
10/20/2023 CD13		6	Enterprise Payment 583157A Inv#FBN4868412		1,155.63		
			10/31/2023 (10/23) Period Totals and Balance		1,696.04 *	.00 *	1,696.04
YTD Encumbrance		.00 YTD Actual	1,696.04 Total	1,696.04 YTD Budget	.00 Unexpended	(1,696.04)	
Enterprise Lease - Interest			09/30/2023 (09/23) Balance	07-510-540-2100			.00
			10/31/2023 (10/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Subscription Principal			09/30/2023 (09/23) Balance	07-510-540-3000			.00
			10/31/2023 (10/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Subscription Interest			09/30/2023 (09/23) Balance	07-510-540-3100			.00
			10/31/2023 (10/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Contingency			09/30/2023 (09/23) Balance	07-510-560-6001			.00
			10/31/2023 (10/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	184,650.00 Unexpended	184,650.00	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Unappropriated Ending Fund Bal			09/30/2023 (09/23) Balance	07-510-560-6002			.00
			10/31/2023 (10/23) 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			09/30/2023 (09/23) Balance	07-510-560-6003			.00
			10/31/2023 (10/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Number of Transactions: 93 Number of Accounts: 61					Debit	Credit	Proof
Total LIBRARY FUND:					141,568.99	4,147.37-	137,421.62
Number of Transactions: 93 Number of Accounts: 61					Debit	Credit	Proof
Grand Totals:					141,568.99	4,147.37-	137,421.62

- 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

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

<u>BALANCE, September 30, 2023</u>	\$ 83,506.46
 <u>DEPOSITS:</u>	
Misc. Donation-Community Fridge	\$ 2.00
B. Butler Donation	<u>\$ 500.00</u>
TOTAL DEPOSITS	\$ 502.00
ACCOUNT SUB TOTAL	\$ 84,008.46
 <u>DISBURSEMENTS:</u>	
South Coast Food Share/Produce-Community Fridge	\$ 36.42
South Coast Food Share/Produce-Community Fridge	\$ 27.12
South Coast Food Share/Produce-Community Fridge	\$ 30.62
South Coast Food Share/Produce-Community Fridge	\$ 23.76
South Coast Food Share/Produce-Community Fridge	\$ 33.94
South Coast Food Share/Produce-Community Fridge	\$ 26.08
South Coast Food Share/Produce-Community Fridge	\$ 14.96
South Coast Food Share/Produce-Community Fridge	\$ 25.92
South Coast Food Share/Produce-Community Fridge	\$ 38.24
South Coast Food Share/Produce-Community Fridge	\$ 26.96
Chefstore	<u>\$ 49.37</u>
TOTAL DISBURSEMENTS	\$ 333.39
 Balance October 31, 2023	 \$ 83,675.07
 ACCOUNT SUMMARY:	
General Fund	\$ 14,927.63
Friend's Children's Fund	\$ 2,576.16
Kenaston Estate Donation	\$ -
Mallek Estate Memorial	\$ 52,610.89
Jones Estate Donation	\$ 7,272.59
ESD Bilingual Programming Donation	\$ 69.69
Friends Library Purchases	\$ 85.36
Rotary Donation	\$ -
Community Fridge	\$ 2,291.86
Coos Health & Wellness	\$ -
Dollywood	<u>\$ 3,840.89</u>
 MEMORIAL ACCOUNT FUNDS TOTAL	 \$ 83,675.07

Librarian's Report



November 2023

Reoccurring Programs

- Spanglish (2) - 8
- ASL Practice Place - 6
- Book Brunch - 3
- Craft Take Out - 45
- Unlimited Book Club - 11
- Book Box Program (3) - 177
- Swords and Starships Podcast (4) - 323
- Game Night - 15
- Change Club (5) - 58
- Storytime (4) - 89
- Read and Craft Book Club - 5
- Beginning Reader Book Club - 6
- Baby Storytime (4) - 5
- Community Yoga - 5

Other Programs in October

- Cookie Decorating - 18
- SOC Pride Book Club - 1
- Dungeon & Dragons Rotating Campaign - 16
- Constellation Cross Stitch - 3
- Engineering Challenge: Legos - 4
- Teen Zine Spooky Things - 3
- Book Tasting for 4th Graders (3) - 82
- Storytime with the Fire Department - 24
- Frankentoys - 21
- Proctoring - 6
- One on One Tech Appts - 7
- Swords 7 Startships Trivingo! - 15
- Halloween Dance Party - 72
- Drop In lab - 16
- Teen After Hours - 15
- Tide of the Toddlers - 31
- Tea Tasting - 19
- Noche Hispana - 7
- Poetry Day - 25
- SWOCC Planetarium - 34
- Pumpkin Take and Make - 104
- Head Start Story Time (3) - 52

Notes

- Eastside and Empire Drop off served 68 in October
- The Community Fridge served 2,238 people in October
- There were 4,423 county-wide checkouts on Libby in October. There were 783 circulations on hoopla and 23 new borrowers.
- The library provided access to wireless internet 8,357 times in October.

A handwritten signature in black ink, appearing to be "da".

REVISED LIBRARY POLICIES FOR APPROVAL



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

Confidentiality of Library Records Policy

Coos Bay Public Library respects and protects the confidentiality of patrons' registration and circulation records. Furthermore, these records are protected by Oregon State Law. Oregon State law recognizes Coos Bay Public Library as a public body subject to the Public Records Law; however, [ORS 192.355.23](#) provides the following exemption from disclosure of library public records:

The records of a library, including:

- (a) Circulation records, showing use of specific library material by a named person;
- (b) The name of a library patron together with the address or telephone number of the patron; and
- (c) The electronic mail address of a patron.

The purpose of this policy is to affirm that the library recognizes these records as confidential. This policy serves as official notification to the public and library employees that such records shall not be made available to any agency of state, federal, or local government except as required by law.

In addition to the legal protections, Coos Bay Public Library extends confidentiality to patron information sought or received, materials consulted or borrowed, wired or transmitted, and includes database search records, reference interviews, public computer use, attendance at classes and events, interlibrary loan transactions and other records. Coos Bay Library works with all contracted technology and other vendors to ensure security and appropriate use of any personal identifiable information obtained through the vendor relationship.

Library employees may not access any information about patrons or their circulation records for any purpose except as it relates to the transaction of library business.

Coos Bay Public Library reserves the right to use library records for administrative purposes, such as recovering overdue materials, payment for lost items, customer surveys or other administrative mailings.

The Library does not allow use of library records for fundraising or political purposes.



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Circulation Policy

A library patron should present their library card to check out materials. If the library card is not in their possession, materials may be checked out with photo identification.

Patrons with outstanding fees over \$5.00 will not be allowed to check out additional materials.

Each card has a limit of fifty (50) items checked out at any one time.

Most circulating material may be borrowed by cardholders for either seven (7) days or three (3) weeks (21 days), depending on format. Special collections may have other borrowing times. Digital platform downloads have varying checkout periods.

Due dates are available through a receipt at time of checkout or by logging into their online account.

CHECK IN POLICY

Items may be returned to any Coos or Curry County library in a designated book return. All items are checked for damage and for missing pieces before they are checked in and removed from a patron's account.



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ITEMS RETURNED INCOMPLETE

If a patron returns an item that is lacking one or more of its components, the patron is responsible for returning the missing component(s). The library will contact the patron. The item will not be removed from the patron's account (i.e. will not be checked-in) until the missing component(s) is/are returned. In the event the patron does not return the missing component(s) the item will be considered "lost" and the patron will be assessed the appropriate fees.

RENEWAL POLICY

Library materials automatically renew up to two times as long as there are no holds on the material. Digital materials may differ.

LOST MATERIALS

If a patron loses an item, the patron is responsible for the replacement cost of that item. The replacement cost will be the amount the item is listed for sale as a new item and a processing fee. The patron can replace or substitute the lost item with another item with approval of library staff and pay the processing fee. In the event a lost item that has been paid for is found and returned to the library within ninety (90) days, the patron will receive a refund minus the processing fee.

OVERDUE MATERIALS

Materials checked out and not returned sixty-three (63) days after the due date are considered "lost." The patron is billed for the replacement costs of the materials plus processing fees.



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DAMAGED MATERIALS

Damage to items beyond normal wear and tear, this includes purposefully defacing or destroying library material, is the responsibility of the patron. Fees for damaged materials may be the replacement cost for the material including a processing fee.

If the patron has lost or permanently damaged a DVD, Blu Ray, or Music CD but still has the case, the patron is responsible for the entire amount of the item. The price of the case will not be subtracted from the replacement cost including a processing fee.

CLAIMS RETURNED OR CLAIMS NEVER HAD

When a library patron claims that an item still charged out to them has been returned to the library, or that they never borrowed that item in the first place, the patron may request that the library mark the item as "Claims Returned". Patrons are limited to five (5) claimed returns in total for the duration of their valid library card. A patron will pay all replacement costs if they exceed the limit.

HOLDS

Patrons may place up to twenty-five (25) hold requests on circulating items. Items are held for nine (9) days for patron pickup. If the item is not picked up within the time allotted, the hold is cancelled, and the item is returned to circulation or fills the next hold in the queue.

In order to check out the hold item, the patron must present the library card on which the hold request was made or be a designated cardholder associated with the patron who originally placed the hold. No pickups will be allowed without the originating card or a designated patron association. If a patron presents the card that originated the hold or the patron has an associated library account, check-out will be allowed even if the cardholder is not present at the time of pick-up. No other account information will be shared.



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Computer Use Policy

Coos Bay Public Library makes computers and Internet access available in support of the library's role as a provider of current resources for lifelong learning, social exchange, and entertainment.

CBPL (Coos Bay Public Library) cannot control the nature or content of information accessed on the Internet, nor can the library protect users from information they might find offensive. Not all information on the Internet is accurate, current, or complete. Library users are encouraged to be critical consumers and to evaluate the validity of information carefully. If a user has concerns about the quality or content of a site, they should contact the original producer/developer of that site. Users are responsible for the access points they reach. Parents of minor children are responsible for their children's use of the Internet.

Any use of CBPL computers and/or Internet service that interferes with activities of the library, its users or its network is strictly prohibited. Prohibited behaviors include, but are not limited to:

- accessing material harmful to minors
- harassing, bullying, libeling, or slandering
- using the Internet for any illegal
- damaging equipment
- altering computer hardware or software, including screen settings
- disrupting electronic communications
- violating copyright or software licensing
- violating another user's privacy

The standards of intellectual freedom and confidentiality endorsed by the American Library Association and incorporated into CBPL policies for traditional media shall apply also to the use of electronic media, including the Internet.

Library staff are responsible for ensuring this policy is enforced. Violations of this policy can result in loss of Internet privileges and may be subject to prosecution by local, state, or federal authorities.



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PRINTING AND DOWNLOADING

Users may print electronic files or copy them to a personal portable storage device.

- The charge for printouts is displayed during the printing process and is subject to change.
- The library may offer portable storage devices for sale and the cost is subject to change.

Users should be aware that downloaded files may contain viruses. CBPL is not responsible for damage which may result from files downloaded from the Internet. Users must adhere to copyright and software licensing when downloading.

STAFF ASSISTANCE

CBPL staff will assist patrons with Internet use as time permits but cannot offer personal instruction. Formal instruction or information on the Internet may be offered by the library at designated times.

Users are responsible for configuring their own equipment. The library is not responsible for any changes made to an individual computer's settings and does not guarantee that a user's hardware will work with the library's wireless connection.

Coos Bay Public Library cannot guarantee viewing privacy, nor can the library guarantee the privacy of information sent or received over the Internet.



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Code of Conduct

For everyone to enjoy the library, the following are not acceptable:

Animals of any type, other than service animals in the library

Destroying or damaging library property

Eating inside the library

Engaging in activities prohibited by law

Engaging in any behavior that interferes with others use of the library, or with the ability of the staff to perform their duties.

Examples of behavior or activities may include but not limited to:

- climbing
- running
- loud noises
- throwing things
- pushing and shoving
- misusing library property
- verbal or physical harassment of staff and others
- threats
- engaging in sexual conduct
- intoxication

Odors which are disruptive to patrons or staff

Possessing a weapon, except as allowed by state law

Sleeping

Smoking and use of vaping devices

Solicitations

Unauthorized removal of library property

Using library facilities for the purpose of bathing or laundry

Bulletin Boards and Literature Racks Policy

BULLETIN BOARDS

The bulletin boards in the library are reserved for library announcements. If there is additional space items of general community interest will be posted on the boards by library staff.

Boards in the study room and the two meeting rooms are for temporary use only by individuals or groups using the rooms and must be cleared when room use ends.

Bulletin boards in the Children's Room are reserved for displays by the Youth Librarian.

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

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

Display does not imply approval or disapproval by the library or the City of Coos Bay of the ideas or opinions expressed or implied.

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

Because of space limitations, the following restrictions apply:

- Only one copy of an item will be posted
- Unusually large posters may be refused (generally over 11 x 17)
- A person or organization may display only one item at a time
- A person or organization may submit an item for posting each month but is not guaranteed repeated posting if space is limited



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LITERATURE RACKS

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

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

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



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Art Exhibit Policy

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

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

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

The library exhibit area is located across from the main circulation desk and in the lobby cases. All works of art must be suitable for exhibition and must be neatly and accurately labeled by the artist. The artist or artists will be responsible for setting up the exhibit using the art hanging system provided by the library. Pins or tape may not be used to attach materials to painted or wooden surfaces. Consideration should be given to the arrangement of the display to emphasize the art without constricting use of the library and without creating a safety hazard.

Artists must furnish the library with a list of items to be displayed along with the value of each for insurance purposes. Works of art are covered by a library insurance policy, subject to the limits of that policy. There is a \$1,000 deductible requirement for loss or damage for which the artist would be responsible.

Prices for art pieces may be posted. Transactions for the purchase of exhibit items shall be directly between the buyer and the artist. The artist must post their name and contact information if works are for sale so a buyer may contact the artist



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directly. The library shall receive no fees, commissions or other remuneration in connection with the sale of exhibit items. No exhibit material sold may be removed from the exhibit before the end of the exhibit period unless the library approves such removal and the rearrangement of the display. Material for display does not imply approval or disapproval by the library or the City of Coos Bay of the ideas or opinions expressed or implied.

LIBRARY POLICIES FOR REVIEW



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UNATTENDED CHILDREN AND VULNERABLE ADULTS POLICY

Coos Bay Public Library strives to provide a welcoming and safe environment for all community members. The Library is particularly concerned for the safety of children and vulnerable adults on the Library premises.

While the Library is concerned for the safety of children or vulnerable adults on Library grounds, the Library does not act in loco parentis (in place of parents). A parent, legal guardian, teacher, custodian or caregiver is responsible for monitoring the activities and managing the behavior of children or vulnerable adults during their Library visits.

Vulnerable adults are functionally, mentally or physically unable to care for themselves and should not be left alone in the Library including at programs. This includes adults who need staff help beyond assistance with normal library services.

Children 10 years of age and younger must be accompanied and directly supervised at all times by a parent or other responsible caregiver who is 12 years of age or older. Older children (age 11 and older) are welcome to use the library independently, however, responsibility for minors using the library rests with the parent/guardian. Children are subject to Library rules and policies concerning behavior, conduct, and demeanor.

During Library hours, when the safety of an unattended child or vulnerable adult is in question, Library staff will attempt to contact the caregiver before calling authorities. In the case of an immediate safety concern, staff will contact authorities immediately and then attempt to contact the caregiver. Staff will stay with the person until another responsible party arrives.

In the event a child under the age of 15 or vulnerable adult is still at the library after the library closes to the public, the Librarian in Charge and one other staff member will wait 15 minutes and then authorities will be called to take charge of the situation. Attempts will be made during that 15 minutes to reach a caregiver or parent, but under no circumstances should staff transport anyone. If at any time staff are concerned for the safety of the child or vulnerable adult, they may contact authorities immediately.

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REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

The library values your opinion. If, after discussing your concerns with the Library Director, you would like to formally request that the library take action, you may do so by completing this form. Please return the form to any librarian.

Have you read/viewed/listened to the entire work? Yes No

Please describe the item in question as fully as you are able:

Author:_____

Title:_____

Publisher:_____ Date of Publication:_____

Format (book, DVD, audio CD, etc.):_____

Call number or location in the library:_____



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Please state the action you wish taken on this item:

- Add it to the library
- Shelf it elsewhere
- Remove it from the library
- Other: _____

Why? (Use other side or additional pages if necessary.)

Please explain how such action would improve the library's service to the community:

If requesting removal of the material, do you have recommendations for other materials to use in place of it?



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What do you believe might be the result of reading/viewing/listening to this material?

How was the material brought to your attention?

Your Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Signature: _____ Date: _____

I am acting as a spokesperson for the following group or association:

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Request for Reconsideration of Library Materials:
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REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

The library welcomes feedback on the collection from the public. Any resident of Coos Bay's regular service area with a concern about an item in the library's collection will be immediately referred to the Library Director or, in the absence of the Library Director, to the Deputy Library Director. If, after speaking with the Director or Deputy Library Director about their concerns, the patron wishes to formally request the removal of the material in question, the following process will be followed:

- The patron will be provided with a copy of the Coos Bay Library's Collection Management Policy, including the Request for Reconsideration of Library Materials form.
- Only one item at a time will be considered per patron.
- The patron must have read/viewed/listened to the item in question in its entirety.
- If the patron wishes to pursue the matter, the completed reconsideration form must be submitted.
- The Library Director will review the form and decide to include or remove of the material within four weeks of receipt of the form. The Director will provide the patron with a written explanation of their decision.
- The patron may appeal the Library Director's decision to the Library Board within two months of receiving the Director's reply. The Board will reconsider the decision based on whether the item in question conforms to the selection guidelines outlined in the Board-approved Collection Management Policy.
- Once the Library Board of Trustees has taken formal action on a Request for Reconsideration of Library Materials, no further complaints will be considered by the Board for the same title.

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PUBLIC COMPLAINTS POLICY

The Board welcomes constructive criticism to improve the Library. All complaints should be resolved through the proper channels in the following order:

1. Staff
2. Management
3. Director
4. Board

Any complaint about the Library, including policies, regulations, facilities, or services, will be referred through proper administrative channels before being presented to the Board for consideration and action. The Library Director or staff will summarize a public complaint in writing before that complaint comes before the Board.

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Summary of FY 2023 State Report

Physical Collection – 108,038	-3% from last year
Physical Circulation – 218,854	+13% from last year
Digital Circulation – 37,284	+16% from last year
Meeting Room Use – 859	+60% from last year
Number of Live Children's Programs (ages 0-12) – 130	+57% from last year
Attendance at Children's Programs – 4,772	+70% from last year
Number of Live Young Adult Programs (ages 12-18) – 57	-5% from last year
Attendance at Young Adult Programs – 822	+53% from last year
Number of Live Adult Programs (ages 19+) – 138	+87% from last year
Attendance at Adult Programs – 1,842	+83% from last year
Number of General Ages Live Programs – 120	+67% from last year
Attendance at General Ages Programs – 2,639	-9% from last year
Library Visits – 85,516	+28% from last year

2023 Oregon Public Library Statistical Report

2023 Oregon Public Library Statistical Report

City of Coos Bay Library

Sami Pierson
525 Anderson Avenue
Coos Bay, OR 97420

spierson@coosbaylibrary.org
O: 541-269-1101

Sami Pierson

spierson@coosbaylibrary.org
O: 541-269-1101 x229

Application Form

Part 1 - General Information

Question 111 Was there a (geographic) boundary change in the legal service area in the last year?*

Examples of boundary changes include:

- a municipality, county, or district annexes land
- when one municipality in a county becomes either an independent city or its own county necessitating its exclusion from the first county's geography
- an administrative entity contracts to provide public library service for some additional geographic area other than the geographic area for which it was established (e.g., a municipal library contracts to serve county residents)

No

Question 113 Has the library or any of its branches moved (or changed address) in the last year?*

No

Question 113b New address

If answered *Yes*, please include the new address (and branch name, if applicable) here.

Question 118 Registered Users*

0

Question 119 Registered Users Added*

0

Part 2 - Staff & Volunteers

Question 201 Librarians with ALA/MLS (in FTE)*

1.0 FTE = 1 position at 40 hours per week

4.8

Question 203 Total Librarians (in FTE)*

Include all positions (as FTE) reported in Question 201 here, as well as any other librarians positions that do not require a MLS.

1.0 FTE = 1 position at 40 hours per week

5.8

Question 204 All other paid staff (in FTE)*

1.0 FTE = 1 position at 40 hours per week

7.1

Question 206 Total number of volunteers (individuals)*

54

Question 207 Total volunteer hours*

2583

Question 209 Friends of the Library*

Yes

Question 210 Library Foundation*

Yes

Question 211 Number of full-time permanent positions (37.5 hours/week or more)*

Report the number of permanent positions (individual positions, *not* FTE) budgeted at your library scheduled for 37.5 hours per week or more (on average). Include any currently vacant full-time positions. *Permanent* in this context refers to any position that is not specifically identified as temporary or on-call.

10

Question 212 Number of part-time permanent positions between 20 and 37.5 hours/week*

Report the number of permanent positions (individual positions, *not* FTE) budgeted at your library scheduled between 20 and 37.49 hours per week (on average). Include any currently vacant full-time positions. *Permanent* in this context refers to any position that is not specifically identified as temporary or on-call.

4

Question 213 Number of part-time permanent positions (less than 20 hours/week)*

Report the number of permanent positions (individual positions, *not* FTE) budgeted at your library scheduled for less than 20 hours per week (on average). Include any currently vacant full-time positions. *Permanent* in this context refers to any position that is not specifically identified as temporary or on-call.

0

Question 214 Number of temporary or on-call positions*

Report the number of temporary or on-call positions your library has. A *Temporary* position could be any limited-duration position (e.g., for grant-funded projects) that is not included in your library's regular staffing budget year-to-year. *On-call* positions are those that do not typically work a set number of hours per week or month.

5

Staffing notes

Optional.

Part 3 - Revenue**Question 301 City Revenue***

Round to the nearest dollar.

\$0.00

Question 302 County Revenue*

Round to the nearest dollar.

\$0.00

Question 303 District Revenue*

Round to the nearest dollar.

\$1,322,957.00

Question 305a Ready to Read Grant Revenue

State-based Ready to Read Grant funds. This will be pre-filled by the State Library. Please report all other state-based revenue in Question 305b.

\$2,252.00

Question 305b Other State Revenue*

Please report all other state-sourced revenue here (*other than* Ready to Read grant amounts pre-filled in Question 305a). Round to the nearest dollar.

\$0.00

Question 306 LSTA Grant Revenue

Federal LSTA funds received via the State Library (this amount will be pre-filled). **Please report all other federally-based funding in Question 308.**

\$0.00

Question 308 Other Federal Revenue*

Report **all other** federally-sourced revenue (*other than* LSTA grant funds reported in Question 306) here. Round to the nearest dollar.

\$0.00

Question 310 Other Operating Revenue*

Round to the nearest dollar.

\$159,918.00

Question 312 Local Capital Revenue*

Round to the nearest dollar.

\$0.00

Question 313 State Capital Revenue*

Round to the nearest dollar.

\$0.00

Question 314 Federal Capital Revenue*

Round to the nearest dollar.

\$0.00

Question 315 Other Capital Revenue*

Round to the nearest dollar.

\$0.00

Revenue Notes

Optional. If any Revenue category above had a significant change (+/- 10%) from the previous year, please explain why.

Part 4 - Expenditures

Question 401 Salaries and Wages Expenditures*

Round to the nearest dollar.

\$713,526.00

Question 402 Employee Benefits Expenditures*

Round to the nearest dollar.

\$388,738.00

Question 406 Total Expenditures on Print Materials*

Round to the nearest dollar. Please include total expenditures on all books, periodicals, and other print materials here.

\$61,855.00

Question 407 Electronic Materials Expenditures*

Round to the nearest dollar.

\$24,023.00

Question 408 Other Materials Expenditures*

Round to the nearest dollar.

\$25,197.00

Question 410a All Other Operating Expenditures*

Round to the nearest dollar.

\$388,370.00

Question 410b Internal service charges

Select all that apply.

Question 412 Library Construction Expenditures*

Round to the nearest dollar.

\$0.00

Question 413 Capital Equipment Expenditures*

Round to the nearest dollar.

\$0.00

Question 414 Other Capital Expenditures*

Round to the nearest dollar.

\$0.00

Expenditures Notes

Optional. If any Expenditures category above had a significant change (+/- 10%) from the previous year, please explain why.

Part 5 - Collections

Question 501 Print Items*

80834

Question 502 Print Items Added*

4413

Question 503 Physical Audio Items*

12474

Question 504 Physical Audio Items Added*

643

Question 505 Physical Video Items*

12805

Question 506 Physical Video Items Added*

856

Question 507 Other Physical Library Materials*

1925

Question 508 Other Physical Library Materials Added*

143

Question 511 Ebook units in Library2Go*

NOTE: For Library2Go (ODLC) participating libraries, please enter **60,044** in this field. If not participating, enter 0.

60044

Question 512 Ebook Units Added to Library2Go*

NOTE: For Library2Go (ODLC) participating libraries, please enter **10,916** in this field. If not participating, enter 0.

10916

Question 513 Ebook Units Owned or Licensed Locally other than Library2Go Collection*

List all other e-book units in your library's collection (purchased/licensed through an OverDrive Advantage account, Bibliotheca, etc.), or held by a consortia other than ODLC/Library2Go.

844848

Question 514 Ebook Units Added Owned or Licensed Locally*

List all other e-book units added to your library's collection (purchased/licensed through an OverDrive Advantage account, Bibliotheca, etc.), or held by a consortia other than ODLC/Library2Go.

159375

Question 517 Digital Audiobook Units in Library2Go*

NOTE: For Library2Go (ODLC) participating libraries, please enter **37,391** in this field. If not participating, enter 0.

37391

Question 518 Digital Audiobook Units Added in Library2Go*

NOTE: For Library2Go (ODLC) participating libraries, please enter **5,254** in this field. If not participating, enter 0.

5254

Question 519 Digital Audiobook Units Owned or Licensed Locally*

List all other digital audiobook units in your library's collection (purchased/licensed through an OverDrive Advantage account, Bibliotheca, etc.), or held by a consortia other than ODLC/Library2Go.

207705

Question 520 Digital Audiobook Units Added Owned or Licensed Locally*

List all other digital audiobook units added to your library's collection (purchased/licensed through an OverDrive Advantage account, Bibliotheca, etc.), or held by a consortia other than ODLC/Library2Go.

45537

Question 525 Digital Video Units Owned or Licensed Locally*

List all digital video units in your library's collection (purchased/licensed through Kanopy, etc.), or held by your district, cooperative, or consortia.

69198

Question 526 Digital Video Units Added, Owned or Licensed Locally*

List all digital video units added to your library's collection (purchased/licensed through Kanopy, etc.), or held by your district, cooperative, or consortia.

8048

Question 533a Number of Physical Spanish language items*

Please report the total number of *physical* items in the library's collection in Spanish. This should include all physical material types (print, audio, video).

753

Question 533b Number of Digital Spanish language items*

Please report the total number of *digital* items in the library's collection in Spanish. This should include all digital material types (e-books, audio, video). **NOTE: For Library2Go (ODLC) participating libraries, you should include 2,008 in this field, plus any additional digital items your library has in Spanish.**

2247

Question 534 Items in other languages

Please report items in the library's collection that are in languages other than English or Spanish. Check all that apply.

Arabic
 Chinese (including Mandarin & Cantonese)
 French
 German
 Hindi
 Ilocano, Samoan or Hawaiian
 Japanese
 Korean
 Russian
 Swahili
 Tagalog
 Thai, Lao
 Ukrainian
 Vietnamese
 other

Question 535 Databases Licensed Locally or by local consortium*

Report the number of licensed electronic collections [previously called databases], for which temporary or permanent access rights have been acquired through payment by the local library, cooperative or consortium agreement. An example would be a genealogy database purchased by your library or funded by a regional consortium or cooperative for member libraries. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data. **Do not include audio and e-book collections with circulation periods.**

12

Question 536 Databases Added Licensed Locally or by local consortium*

See above - enter number of new resources added.

1

Collections notes

Optional.

Part 6 - Circulation & Collection Use

Question 601 Successful Retrievals from Statewide Electronic Resources*

The State Library will pre-fill the total usage from both resources (Gale/CENGAGE and LearningExpress Library) for all libraries, except for WCCLS members. **WCCLS member libraries should receive their usage stats from WCCLS and report them here.**

345

Question 602 Successful Retrievals from Local Databases*

Report retrievals of all *other* electronic collections (other than the Statewide databases) that require user authentication but do not have a circulation period. Typically, this information can be obtained from the vendor. If complete data is not accessible, please report what you can access.

50241

Question 610 First time Circulation of Adult Materials*

If your library does not differentiate materials circulation between age categories, enter **-1** here and report the total first-time circulation and renewals in Questions 618 and 619 respectively.

88718

Question 611 Renewals of Adult Materials*

If your library does not differentiate materials circulation between age categories, enter **-1** here and report the total first-time circulation and renewals in Questions 618 and 619 respectively.

63160

Question 612 First time Circulation of Young Adult Materials*

If your library does not differentiate materials circulation between age categories, enter **-1** here and report the total first-time circulation and renewals in Questions 618 and 619 respectively.

4519

Question 613 Renewals of Young Adult Materials*

If your library does not differentiate materials circulation between age categories, enter **-1** here and report the total first-time circulation and renewals in Questions 618 and 619 respectively.

3251

Question 614 First time Circulation of Childrens Materials*

If your library does not differentiate materials circulation between age categories, enter **-1** here and report the total first-time circulation and renewals in Questions 618 and 619 respectively.

34753

Question 615 Renewals of Childrens Materials*

If your library does not differentiate materials circulation between age categories, enter *-1* here and report the total first-time circulation and renewals in Questions 618 and 619 respectively.

23025

Question 616 First time Circulation of Other library materials*

If your library does not differentiate materials circulation, enter *-1* here and report the total first-time circulation and renewals in Questions 618 and 619 respectively.

1045

Question 617 Renewals of Other library materials*

If your library does not differentiate materials circulation, enter *-1* here and report the total first-time circulation and renewals in Questions 618 and 619 respectively.

383

Question 618 First time Circulation of Materials not separated into above categories*

0

Question 619 Renewals of Materials not separated into above categories*

0

Question 630 Circulation of Library2Go Materials*

If your library does not participate in Library2Go/ODLC, please enter *-1* here.

23797

Question 631 Circulation of Locally Owned or Licensed eContent*

Please report all e-content platform circulations here, *except* for general Library2Go content, if applicable. Include any circulation from additional e-content platforms purchased locally (including **OverDrive Advantage** circulation) here, or circs from additional shared consortium e-content collections. Please report **Kanopy** and **Hoopla** usage stats here.

13487

Question 650 Items loaned to other libraries within resource-sharing network*

28870

Question 651 Interlibrary Loans - Items Loaned to All Other Libraries*

Number of true ILLs loaned to libraries outside of your shared catalog or resource-sharing network.

604

Question 653 Items borrowed from libraries within resource-sharing network*

20410

Question 654 Interlibrary Loans - Items Borrowed from All Other Libraries*

Number of true ILLs borrowed from libraries outside of your shared catalog or resource-sharing network.

614

Question 660 Circulations Made to Non Residents without Charge*

92196

Circulation notes

Optional.

Part 7 - Programs & Services

Question 701 Reference Transactions*

5375

Question 701b Reference Transactions Reporting Method*

Actual count (we track each transaction as it happens)

Question 711 Meeting Room Usage*

859

Question 712 Does your library provide a Summer Reading Program*

Yes

Question 751 Live Program Sessions for Children Ages 0 to 5*

A program session targeted at children ages 0-5 is any planned event for which the primary audience is infants, toddlers, or preschool-age children.

82

Question 752 Attendance at Live Programs for Children Ages 0 to 5*

The count of the audience at all program sessions for which the primary audience is children ages 0 to 5 years. Please count all attendees of these program sessions regardless of age.

2416

Question 753 Live Program Sessions for Children Ages 6 to 11*

A program session targeted at children ages 6-11 is any planned event for which the primary audience is elementary-school-age children.

48

Question 754 Attendance at Live Programs for Children Ages 6 to 11*

The count of the audience at all program sessions for which the primary audience is children ages 6 to 11 years. Please count all attendees of these program sessions regardless of age.

2356

Question 755 Live Program Sessions for Young Adults Ages 12 to 18*

A young adult program session is any planned event for which the primary audience is young adults ages 12 to 18 years.

57

Question 756 Attendance at Live Programs for Young Adults Ages 12 to 18*

The count of the audience at all program sessions for which the primary audience is young adults ages 12 to 18 years. Please count all attendees of these program sessions regardless of age.

822

Question 757 Live Program Sessions for Adults Age 19 or Older*

An adult program session is any planned event for which the primary audience is adults age 19 or older.

138

Question 758 Attendance at Live Programs for Adults Age 19 or Older*

The count of the audience at all program sessions for which the primary audience is adults age 19 or older. Please count all attendees of these program sessions regardless of age.

1842

Question 759 Live General Interest Program Sessions*

A general interest program session is any planned event that is appropriate for any age group or multiple age groups.

120

Question 760 Attendance at Live General Interest Programs*

The count of the audience at program sessions that are appropriate for any age group or multiple age groups. Please count all attendees of these program sessions regardless of age.

2639

Question 761 Number of Live In Person Onsite Program Sessions

An in-person onsite program session is any planned event that includes an in-person attendance option and takes place at library facilities.

340

Question 762 Live In Person Onsite Program Attendance

The count of in-person attendance at program sessions that take place at library facilities.

7560

Question 763 Number of Live, In Person, Offsite Program Sessions

An in-person offsite program session is any planned event that includes an in-person attendance option and takes place somewhere other than the library or the library grounds.

96

Question 764 Live, In Person, Offsite Program Attendance

The count of in-person attendance at program sessions that take place somewhere other than the library.

2655

Question 765 Number of Live, Virtual Program Sessions

A synchronous (live) virtual program session is any planned event that is streamed virtually and can be viewed live as it progresses (i.e., live-streaming).

56

Question 766 Live, Virtual Program Attendance

The count of live attendance at virtual program sessions.

528

Question 767 Total Number of Recorded Program Presentations

An asynchronous program presentation is any recording of program content that cannot be viewed live as it unfolds (i.e., on-demand streaming).

52

Question 768 Total Views of Recorded Program Presentations within 30 days

The count of views of asynchronous program presentations for a period of 30 days the presentation was posted, even if that period extends beyond the survey reporting period (or fiscal year).

2171

Question 780 Number of self-directed activities

Optional. Estimates are fine. Please report the number of self-directed activities your library created throughout the year. Self-directed activities are program-like activities the library produces that do not necessitate direct staff interaction with patrons in real time. Report activities aimed at any age group. Activities can be onsite at the library, or elsewhere in the community. These may include, but are not limited to:

- Take-&-make kits
- Passive programs
- White board, magnetic poetry, and/or sticky-note prompts (for example, Question of the Week)
- Guessing jars
- Crafting corners
- Games and puzzles
- Scavenger hunts

14

Question 781 Number of participants in self-directed activities.

Optional. Please report the approximate number of patrons participating in self-directed activities. Estimates are totally OKAY. For take-&-make kits, assume a 1-kit to 1-participant ratio, unless activities were designed for families/multi-generational interaction.

798

Programs & Services Notes

Optional.

Part 8 - Technology & Facilities

Question 801 Number of Sessions of Public Internet Computers and Devices*

10379

Question 801b Reporting Method for total number of Internet computer sessions*

Actual count (we track each transaction as it happens)

Question 802 Number of Public Internet Computers and Devices*

19

Question 803 Tell us about your library WiFi*

Wi-Fi extends outside building (left on 24/7)

Question 804 Wireless Sessions*

119828

Question 804b Reporting Method for Wireless Sessions*

Actual count (we track each transaction as it happens)

Question 805 Internet Download Speed*

376.60

Question 806 Internet Upload Speed*

363.00

Question 807 Name of Shared ILS Consortium*

Coastline

Question 808 Name of Integrated Library System (ILS) product*

Koha

Question 809 Website Visits*

121751

Question 810 Scheduled Weekday Open Hours*

Report regularly scheduled hours in a typical week, open to 5pm Monday through Friday. For multi-outlet libraries, report only the hours for the main/central branch.

1780

Question 811 Scheduled Weeknight Open Hours*

Report regularly scheduled hours in a typical week, 5pm to close Monday through Friday. For multi-outlet libraries, report only the hours for the main/central branch.

260

Question 812 Scheduled Weekend Daytime Open Hours*

Report regularly scheduled hours in a typical week, from open to 5pm Saturday & Sunday. For multi-outlet libraries, report only the hours for the main/central branch.

260

Question 813 Scheduled Weekend Evening Open Hours*

Report regularly scheduled hours in a typical week, from 5pm to close Saturday & Sunday. For multi-outlet libraries, report only the hours for the main/central branch.

52

Question 815 Number of Weeks Library Was Open*

For multi-outlet libraries, report only the weeks open for the main/central branch.

52

Question 816 Total Number of Open Hours*

For multi-outlet libraries, report only the total hours for the main or central library.

2352

Question 817 Library Visits*

85516

Question 817b Library Visits Reporting Method*

Actual count (we track each visit as it happens)

Question 822 Date of Most Recent Structural Remodel of Building

Please enter the year of your library's most recent structural remodel. For multi-outlet libraries, report on the main/central branch. If unknown, report 0000.

1994

Change in Square Footage?*

Did any of your library's facilities gain or loose square footage during this period?

No

Technology & Facilities notes

Optional.

Part 9 - Fines, Fees, & Salary Survey

Question 901 Overdue Fines for Adult Materials*

Does your library charge overdue fines on adult materials?

No

Question 902 Overdue Fines for Childrens Materials*

Does your library charge overdue fines on children's materials?

No

Question 903 Overdue Fines for Young Adult Materials*

Does your library charge overdue fines on materials for young adults (YA)?

No

Question 904 Notes on fines**Question 905 Fee for Interlibrary Loans***

as charged by other library / OCLC cost

Question 906 Annual fee for nonresident patrons*

\$100.00

Question 950 Director Hourly Salary Low

Please report the bottom of the salary range as an hourly equivalent (annual salary / 2,080 hours = hourly wage) or (monthly salary x 12 months / 2,080 = hourly wage).

\$42.43

Question 951 Director Hourly Salary High

Please report the top of the salary range as an hourly equivalent (annual salary / 2,080 hours = hourly wage) or (monthly salary x 12 months / 2,080 = hourly wage).

\$54.14

Question 952 Supervisory Librarian Hourly Salary Low

Please report the bottom of the salary range as an hourly equivalent (annual salary / 2,080 hours = hourly wage) or (monthly salary x 12 months / 2,080 = hourly wage).

Question 953 Supervisory Librarian Hourly Salary High

Please report the top of the salary range as an hourly equivalent (annual salary / 2,080 hours = hourly wage) or (monthly salary x 12 months / 2,080 = hourly wage).

Question 954 Non Supervisory Librarian Hourly Salary Low

Please report the bottom of the salary range as an hourly equivalent (annual salary / 2,080 hours = hourly wage) or (monthly salary x 12 months / 2,080 = hourly wage).

\$22.61

Question 955 Non Supervisory Librarian Hourly Salary High

Please report the top of the salary range as an hourly equivalent (annual salary / 2,080 hours = hourly wage) or (monthly salary x 12 months / 2,080 = hourly wage).

\$28.18

Question 956 Library Assistant Hourly Salary Low

Please report the bottom of the salary range as an hourly equivalent (annual salary / 2,080 hours = hourly wage) or (monthly salary x 12 months / 2,080 = hourly wage).

Question 957 Library Assistant Hourly Salary High

Please report the top of the salary range as an hourly equivalent (annual salary / 2,080 hours = hourly wage) or (monthly salary x 12 months / 2,080 = hourly wage).

Question 958 Library Clerk Hourly Salary Low

Please report the bottom of the salary range as an hourly equivalent (annual salary / 2,080 hours = hourly wage) or (monthly salary x 12 months / 2,080 = hourly wage).

Question 959 Library Clerk Hourly Salary High

Please report the top of the salary range as an hourly equivalent (annual salary / 2,080 hours = hourly wage) or (monthly salary x 12 months / 2,080 = hourly wage).

Part 10 - Admin Information & Policies

Question 1001 Population Served

This will be pre-filled by the State Library.

28798

The following **Questions 1009 - 1013** are required and will be used to help determine whether your library meets the Minimum Conditions for Public Libraries in Oregon as established by HB2243. For more information on these minimum conditions, please [refer to this guide](#).

Question 1009 Link to Statewide Gale Resources*

<https://www.coosbaylibrary.org/online-resources>

Question 1010 Link to Statewide LearningExpress Library Resources*

https://www.coosbaylibrary.org/online-resources?field_db_type_target_id%5B257%5D=257

Question 1011 Link to Library Collection Management Policy*

<https://www.coosbaylibrary.org/policies>

Question 1012 Link to Library Circulation Policy*

<https://www.coosbaylibrary.org/policies>

Question 1013 Link to Library Patron Confidentiality Policy*

<https://www.coosbaylibrary.org/policies>

Policies notes

Optional.

We are currently reviewing all of the policies so I didn't post specific links. They will all be listed on this page.

Reporting Burden / Branch and Bookmobile Report

Branch and/or Bookmobile Report Link

If your library has more than one public service outlet (i.e., multiple branches and/or a bookmobile), please click the **globe icon** below -- or copy & paste the link below into a browser -- and complete the green highlighted cells for each location to your best ability.

If your library has only one location and no bookmobile, please ignore this question. :-) The field below should be blank.

Reporting Burden (in hours)*

Please report the total number of hours spent collecting and reporting this data for your library. Include all staff and/or volunteer time involved, as well as any time spent throughout the year compiling these statistics. Round to the nearest hour.

28

File Attachment Summary

Applicant File Uploads

No files were uploaded

64

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							
Dec-23							
Jan-24							
Feb-24							
Mar-24							
Apr-24							
May-24							
Jun-24							
Totals	109	77	52	143	381	3886	



COOS BAY
PUBLIC LIBRARY

THE LATEST at **COOS BAY** **PUBLIC LIBRARY** **NOVEMBER 2023**

FOR MORE INFORMATION:

541-269-1101

www.coosbaylibrary.org

COME SEE US!

525 Anderson Avenue

Coos Bay, OR 97420

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 **Find us on YouTube!**



AFTER HOURS AT THE LIBRARY

SATURDAY, NOVEMBER 4 AT 7:00PM

The Coos Bay Public Library Foundation's annual fall fundraiser will take place at 7:00PM on Saturday, November 4. This year's fundraiser will have locally brewed, distilled, and roasted beverages paired with appetizers from Black Market Gourmet. There will also be a silent auction, live music, and a guest speaker. Tickets are on sale at the Coos Bay Public Library for \$30 in advance or \$35 at the door. Proceeds support ongoing improvements and key programs for the library. For more information call (541) 269-1101 x3601.

NOVEMBER TAKE AND MAKE KITS

MONDAY, NOVEMBER 6: SPICE PASSPORT

THURSDAY, NOVEMBER 16:

CRAFT TAKEOUT



BRING SOME FUN TO THIS YEAR'S FAMILY GATHERING
EXPLORE CBPL'S BOARD GAME COLLECTION

Create family memories to cherish this year by choosing from the hundreds of board games offered for loan at Coos Bay Public Library! We have games for every mood, age, and occasion, with a special section of games for young children that don't require reading. From classics like *Clue* and *Settlers of Catan* to modern marvels like *Wingspan* and *Terraforming Mars*, there's something here for everyone to love. Each patron is permitted to check out up to three games at a time. Teens and adults are invited to join us for **Game Night** on Friday, November 17 and a game of **Dungeons & Dragons** on Wednesday, November 29 (registration required). For the younger crowd, we'll be hosting a **Free-Build with LEGO® Building Blocks** on Saturday, November 4 & an **Engineering Challenge** for kids aged 8+ on Tuesday, November 21. Have fun!

65

1 NOV

STORYTIME IN THE LIBRARY
WEDNESDAYS NOVEMBER 1, 8, 15, & 29
 10:00AM - 10:30AM IN THE MYRTLEWOOD ROOM.
 AGES: BABIES, TODDLERS, PRESCHOOL

BOOK BRUNCH
THE WORD IS MURDER BY ANTHONY HOROWITZ
 11:00AM - 12:00PM IN THE MYRTLEWOOD ROOM
 AGES: ADULT. WAFFLES, JUICE, COFFEE, ETC. PROVIDED.

11 NOV

¡SPANGLISH! CONVERSATIONAL PROGRAM
 5:00PM - 6:00PM ON ZOOM 11/01
 10:30AM - 11:30AM IN THE LIBRARY ON 11/18


1/18 NOV

SOUTHERN OREGON COAST PRIDE BOOK CLUB
QUEER AS ALL GET OUT BY SHELBY CRISWELL
 5:00PM - 6:00PM IN THE MYRTLEWOOD ROOM & ON ZOOM
 AGES: TWEEN, TEEN, & ADULT.

15 NOV

2 NOV

DÍA DE LOS MUERTOS
 CELEBRATE MEXICAN CULTURE WITH FOOD, CRAFTS, AND LIVE MUSIC AT THIS ALL AGES FAMILY EVENT.
 5:00PM - 7:00PM IN THE MYRTLEWOOD ROOM
 AGES: EVERYONE



OSU EXTENSION: PRESCHOOL COOKING
 PARTICIPANTS WILL LEARN BASIC KITCHEN SKILLS
 10:00AM - 11:00AM IN THE MYRTLEWOOD ROOM
 AGES 0-5 WITH A PARENT OR CAREGIVER


16 NOV

FRIENDS OF THE LIBRARY BOOK SALE
 GET GREAT DEALS & SUPPORT YOUR LIBRARY
 11/04 FROM 10:00AM - 4:00PM & 11/05 FROM 12:00PM - 3:00PM
 9:00AM ADMITTANCE FOR FRIENDS OF THE LIBRARY MEMBERS

4/5 NOV

16 NOV

ASL PRACTICE PLACE
 WITH INSTRUCTOR KANDY BERGQUIST
 TOPIC: FAMILY EVENTS
 12:00PM - 1:00PM VIA ZOOM, AGES: TEEN, ADULT



4 NOV

FREE-BUILD WITH LEGO BUILDING BLOCKS
 YOUNG PEOPLE UNDER AGE 18 ARE INVITED TO MAKE THEIR OWN LEGO CREATION! LEGOS WILL REMAIN AT THE LIBRARY.
 12:00PM - 1:30PM IN THE KIDS & FAMILIES SECTION
 AGES: KIDS, SCHOOL AGE, TWEEN, TEEN, FAMILY

UNLIMITED BOOK CLUB
A TALE FOR THE TIME BEING BY RUTH OZEKI
 6:00PM - 7:00PM ON ZOOM
 AGES: TEEN, ADULT



16 NOV

FOREIGN FILM NIGHT
 WATCH A FOREIGN MOVIE AND ENJOY SOME LIGHT SNACKS
 4:00PM - 7:00PM IN THE MYRTLEWOOD ROOM
 AGES: ADULT

6 NOV

17 NOV

UNDERSTANDING THE WORLD OF COMPUTERS
 LEARN TO AVOID SCAMS AND RECOGNIZE SAFE WEBSITES
 1:00PM - 3:00PM IN THE MYRTLEWOOD ROOM. AGES: ADULT

7 NOV

BABY STORYTIME
 JOIN US ON TUESDAYS IN NOVEMBER. MEET OTHER CAREGIVERS AND LEARN SONGS, RHYMES, AND EARLY LITERACY TIPS!
 10:00AM - 10:30AM IN THE MYRTLEWOOD ROOM.
 AGES: INFANT & PARENT OR CAREGIVER

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

17 NOV

READ + CRAFT BOOK CLUB
THE CARDBOARD KINGDOM BY CHAD SELL
 3:30PM - 4:30PM IN THE CEDAR ROOM
 AGES: KIDS GRADES 4-6



7 NOV

18 NOV

MAKE A MOCKTAIL
 LEARN TO MAKE MOCKTAILS! **REGISTRATION REQUIRED.**
 1:00PM - 4:00PM IN THE MYRTLEWOOD ROOM. AGES: ADULT

8 NOV

LIVING WELL WITH PARKINSON'S DISEASE
 LEARN THE IMPORTANCE OF EXERCISE, NUTRITION, SOCIALIZATION, & SELF-CARE FOR FOLKS LIVING WITH PARKINSON'S
 1:00PM - 2:30PM IN THE MYRTLEWOOD ROOM
 AGES: ADULTS. [PRE-REGISTER @ PRO.EVENTBRITE.COM](https://www.pro.eventbrite.com)

ENGINEERING CHALLENGE
 EXPLORE, BUILD, AND SOLVE AN ENGINEERING CHALLENGE AT COOS BAY PUBLIC LIBRARY! THIS MONTH: BRIDGE BUILDING
 3:30PM - 4:30PM IN THE MYRTLEWOOD ROOM. AGES: KIDS 8+

21 NOV

ART SWAP
 DONATE NEW OR GENTLY-USED ART SUPPLIES AND PICK UP SOMETHING NEW FOR FREE AT THE ART SWAP!
 10:00AM - 2:00PM IN THE MYRTLEWOOD ROOM
 AGES: EVERYONE. SEE WEBSITE FOR GUIDELINES.

9 NOV

21/22 NOV

NATIVE STORY HOUR WITH KAREN KITCHEN
 AN HOUR OF NATIVE STORIES, CULTURE, AND SONGS
 6:00PM - 7:00PM IN THE MYRTLEWOOD ROOM ON 11/21
 10:00AM - 11:00AM IN THE MYRTLEWOOD ROOM ON 11/22
 AGES: INFANT, KIDS, TODDLER, SCHOOL AGE, FAMILY

9 NOV

COMMUNITY YOGA WITH INSTRUCTOR KELLI BOSAK
 6:00PM - 7:00PM VIA ZOOM. ALL AGES WELCOME

THANKSGIVING HOLIDAY CLOSURE
 THE LIBRARY WILL RESUME NORMAL HOURS OF OPERATION AT 10:00AM ON MONDAY, NOVEMBER 27

23/26 NOV


VETERANS DAY HOLIDAY CLOSURE
 THE LIBRARY WILL RESUME NORMAL HOURS OF OPERATION AT 12:00PM ON SATURDAY, OCTOBER 11

10 NOV

28 NOV

BEGINNING READER BOOK CLUB
 LOOK AT THE ELEMENTS OF A RECIPE AND CREATE YOUR OWN!
 3:30PM - 4:30PM IN THE MYRTLEWOOD ROOM | FOR KIDS GRADES K-3

DUNGEONS & DRAGONS ROTATING CAMPAIGN
 BRING YOUR LEVEL 5 CHARACTER TO PLAY OR USE ONE OF OUR PRE-MADE CHARACTERS!
 4:00PM - 7:00PM IN THE MYRTLEWOOD ROOM
 AGES: TEEN, ADULT. **REGISTRATION REQUIRED.**



29 NOV

30 NOV

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