

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

Wednesday October 18, 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**
- 9. New Business**
 - a. Review and Discussion of Policies**
 - i. Confidentiality of Library Records**
 - ii. Circulation Policy**
 - iii. Computer Use Policy**
- 10. Announcements**
- 11. Adjourn**

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

Call to Order – Vice Chair Ida Jo Gates called the meeting to order at 5:15 p.m.

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

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

Introductions were made for the new City Council Representative to the Library Board, City Manager Nicole Rutherford.

Public Comment – None

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

The circulation report was reviewed.

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

Correspondence – None

Librarians Report – The report was reviewed. James asked if Sami knew how many miles per month were put on the courier van. Sami said she would check on it and get an estimate.

Friends of the Library Report – The Book Store made \$826.06 in August. The next book sale will be on October 7th & 8th. The Friends will donate \$14,000.00 to the library in 2023/24. Ida Jo asked when a good time is to drop off donations. Marie said it is easiest when the bookstore is open. Bookstore hours are Tuesday through Saturday from 12:00-5:30pm.

Library Foundation Report – “After Hours at the Library”, will be held on November 4th from 7-9pm. Tickets are \$30.00 in advance and \$35.00 at the door. Gina reported that the Foundation has also been discussing new investment opportunities for a large donation received for the new library building.

Old Business –

Accommodation Statement – Sami still needs to get the formatting done but the document is complete. Peggy made a motion to accept the Coos Bay Public Library Accommodation Statement. Gina seconded the motion. The motion was unanimously approved.

New Business –

The Code of Conduct, Bulletin Boards and Literature Racks and the Art Exhibit Policies were reviewed. Revisions will be made, and the policies returned for approval at the next meeting.

Announcements –

Library Board members will all be getting library email addresses to conduct library business through. All members will also receive a device to use when doing library business.

Adjournment – Ida Jo Gates adjourned the meeting at 6:00 p.m.

Next Meeting: October 18, 2023 – 5:15 p.m.

Respectfully submitted,
Crystal Barr

SEPTEMBER 2023



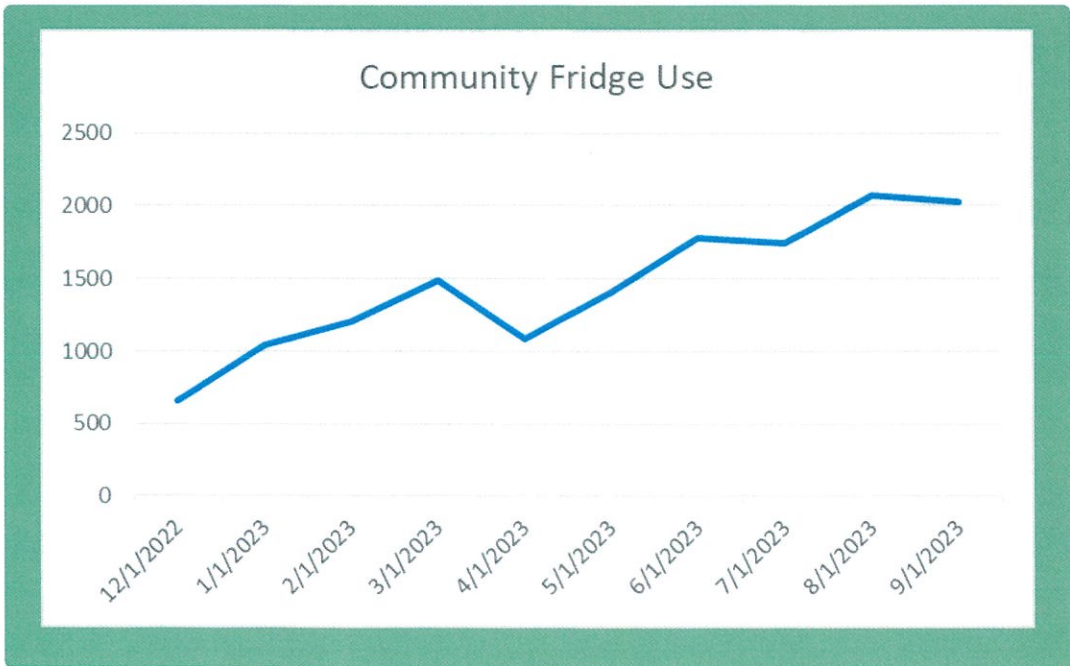
COOS BAY
PUBLIC LIBRARY

MONTHLY SUMMARY

Totals			
New Cards Issued	219		
Number of Programs	52		
Program Attendance	972		
Digital Downloads (hoopla)	720		
Wireless Internet Connections	8,067		
Reference Questions	463		
Children's Reference Questions	70		
Total Items Checked Out at Coos Bay	17,848		
Total Coos Bay Items Checked Out Anywhere Else	18,100		
	2023	2022	2021
Gate Count	6,485	5,466	3,906
Ave. Daily Circ.	754	745	663
Library Visits	7,501	6,132	4,492
Days Open	24	24	24

INVENTORY

Classification	Acquired	Discards
Adult Books	400	46
Adult Audiobooks	91	0
Adult Video	95	191
Adult Music	0	0
Video Games	0	0
Board Games	0	1
Young Adult Books	59	0
Young Adult Audio	0	0
Children's Books	293	42
Children's Audiobooks	5	0
Children's Video	6	0
Children's Music CDs	0	0
Total	949	280



City of Coos Bay
Revenues with Comparison to Budget
For the 3 Months Ending September 30, 2023

LIBRARY FUND

	Period Actual	YTD Actual	Budget	Unearned	Pcnt
<u>Carryover</u>					
07-000-300-0100	.00	00	1,450,000.00	1,450,000.00	.0
07-000-300-0200	.00	00	250,000.00	250,000.00	.0
Total Carryover	.00	00	1,700,000.00	1,700,000.00	.0
<u>Revenue From Other Agencies</u>					
07-000-340-0300	.00	00	500.00	500.00	0
07-000-340-0301	.00	00	5,000.00	5,000.00	.0
07-000-340-0303	.00	00	1,000.00	1,000.00	.0
07-000-340-0900	.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	4,142.97	18,173.85	15,000.00	(3,173.85)	121.2
Total Use Of Money & Property	4,142.97	18,173.85	15,000.00	(3,173.85)	121.2
<u>Current Services</u>					
07-000-360-0100	549.99	1,524.79	2,500.00	975.21	61.0
07-000-360-1800	192.75	528.52	2,000.00	1,471.48	26.4
Total Current Services	742.74	2,053.31	4,500.00	2,446.69	45.6
<u>Other Revenue</u>					
07-000-380-0100	105.00	226.00	100.00	(126.00)	226.0
07-000-380-0300	2,174.79	6,524.37	26,000.00	19,475.63	25.1
07-000-380-0400	.00	1,500.00	500.00	(1,000.00)	300.0
07-000-380-0900	3,830.80	4,925.80	12,000.00	7,074.20	41.1
Total Other Revenue	6,110.59	13,176.17	38,600.00	25,423.83	34.1
Total Fund Revenue	10,996.30	96,558.76	3,021,200.00	2,924,641.24	3.2

City of Coos Bay
Expenditures with Comparison to Budget
For the 3 Months Ending September 30, 2023

LIBRARY FUND

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Expenditures</u>					
Personnel Services					
07-510-510-1001	Salaries	72,600.00	199,341.57	823,554.00	624,212.43 24.2
07-510-510-1003	PERS Retirement	21,926.56	60,060.79	244,324.00	184,263.21 24.6
07-510-510-1004	Employer Payroll Taxes	5,738.77	15,720.71	66,678.00	50,957.29 23.6
07-510-510-1005	Employee Insurance	10,331.94	32,154.70	199,054.00	166,899.30 16.2
07-510-510-1006	Unemployment	.24	24	3,600.00	3,599.76 .0
07-510-510-1007	Workers Compensation Insurance	92.49	259.08	973.00	713.92 26.6
07-510-510-1008	Volunteer Workers Compensation	.00	.00	67.00	67.00 .0
Total Personnel Services		110,690.00	307,537.09	1,338,250.00	1,030,712.91 23.0
Materials & Services					
07-510-520-2005	Training, Meetings, Travel, Dues	245.82	2,696.35	11,000.00	8,303.65 24.5
07-510-520-2101	Utilities	2,554.36	2,554.36	37,000.00	34,445.64 6.9
07-510-520-2102	Telephone	1,061.48	1,715.96	21,000.00	19,284.04 8.2
07-510-520-2105	Advertising	455.00	1,932.13	20,000.00	18,067.87 9.7
07-510-520-2108	Contractual	7,416.96	20,265.43	225,000.00	204,734.57 9.0
07-510-520-2120	Insurance	.00	10,535.75	14,400.00	3,864.25 73.2
07-510-520-2122	Duplicating/Data Processing	2,146.43	3,331.95	8,200.00	4,868.05 40.6
07-510-520-2123	Printing	.00	.00	3,000.00	3,000.00 .0
07-510-520-2205	Office Supplies	681.86	1,441.33	7,000.00	5,558.67 20.6
07-510-520-2206	Postage	500.00	558.10	12,000.00	11,441.90 4.7
07-510-520-2225	Janitorial Supplies	218.57	508.54	3,500.00	2,991.46 14.5
07-510-520-2231	Small Equipment	936.99	936.99	100,000.00	99,063.01 9
07-510-520-2234	Grants	.00	.00	8,000.00	8,000.00 .0
07-510-520-2235	Library Supplies	996.33	1,586.25	14,000.00	12,413.75 11.3
07-510-520-2236	Library Books & Records	8,045.36	25,284.07	135,000.00	109,715.93 18.7
07-510-520-2237	Periodicals	521.91	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	5,569.85	10,802.38	60,000.00	49,197.62 18.0
07-510-520-2302	Office Equipment Rental	384.84	749.88	20,000.00	19,250.12 3.8
07-510-520-2303	Equipment Repairs/Replacement	.00	.00	6,000.00	6,000.00 .0
07-510-520-2304	Equipment Maintenance Contract	.00	8,377.84	15,000.00	6,622.16 55.9
07-510-520-2305	Vehicle Maintenance/Fuel	.00	91.90	7,000.00	6,908.10 1.3
07-510-520-2309	Building & Grounds Maintenance	4,383.35	8,560.92	75,000.00	66,439.08 11.4
07-510-520-2310	Furniture (restricted)	.00	.00	300,000.00	300,000.00 .0
07-510-520-2406	Reimbursable	.00	28.00	200.00	172.00 14.0
07-510-520-2424	Library Board	.00	.00	1,500.00	1,500.00 0
07-510-520-2450	Gifts, Donations & Memorials	714.39	3,102.27	25,000.00	21,897.73 12.4
Total Materials & Services		36,833.50	111,313.07	1,193,300.00	1,081,986.93 9.3

City of Coos Bay
Expenditures with Comparison to Budget
For the 3 Months Ending September 30, 2023

LIBRARY FUND

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
Debt Service					
07-510-540-1000 Lease Principal	1,696.04	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
Total Debt Service	1,696.04	4,989.42	55,000.00	50,010.58	9.1
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	149,219.54	423,839.58	3,021,200.00	2,597,360.42	14.0
Total Fund Expenditures	149,219.54	423,839.58	3,021,200.00	2,597,360.42	14.0
Net Revenue Over Expenditures	(138,223.24)	(327,280.82)	.00	327,280.82	.0

Report Criteria

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

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			08/31/2023 (08/23) Balance	07-510-510-1001			126,741.57
09/20/2023	PC	5	PAYROLL TRANS FOR 9/20/2023 PAY PERIOD		3,800.00		
09/20/2023	PC	81	PAYROLL TRANS FOR 9/20/2023 PAY PERIOD		72,875.22		
09/20/2023	PC	82	PAYROLL TRANS FOR 9/20/2023 PAY PERIOD			4,075.22-	
			09/30/2023 (09/23) Period Totals and Balance		76,675.22 *	4,075.22- *	199,341.57
YTD Encumbrance			.00 YTD Actual 199,341.57 Total 199,341.57 YTD Budget	823,554.00 Unexpended	624,212.43		
			08/31/2023 (08/23) Balance	07-510-510-1002			00
			09/30/2023 (09/23) Period Totals and Balance		00 *	.00 *	00
YTD Encumbrance			.00 YTD Actual 00 Total 00 YTD Budget	.00 Unexpended	00		
			08/31/2023 (08/23) Balance	07-510-510-1003			38,134.23
09/20/2023	PB	100	PAYROLL TRANS FOR 9/20/2023 PAY PERIOD		21,926.56		
			09/30/2023 (09/23) Period Totals and Balance		21,926.56 *	.00 *	60,060.79
YTD Encumbrance			.00 YTD Actual 60,060.79 Total 60,060.79 YTD Budget	244,324.00 Unexpended	184,263.21		
			08/31/2023 (08/23) Balance	07-510-510-1004			9,981.94
09/20/2023	PB	4	PAYROLL TRANS FOR 9/20/2023 PAY PERIOD		305.90		
09/20/2023	PB	96	PAYROLL TRANS FOR 9/20/2023 PAY PERIOD		5,738.77		
09/20/2023	PB	97	PAYROLL TRANS FOR 9/20/2023 PAY PERIOD			305.90-	
			09/30/2023 (09/23) Period Totals and Balance		6,044.67 *	305.90- *	15,720.71
YTD Encumbrance			.00 YTD Actual 15,720.71 Total 15,720.71 YTD Budget	66,678.00 Unexpended	50,957.29		
			08/31/2023 (08/23) Balance	07-510-510-1005			21,822.76
09/20/2023	PB	99	PAYROLL TRANS FOR 9/20/2023 PAY PERIOD		10,331.94		
09/20/2023	PC	111	PAYROLL TRANS FOR 9/20/2023 PAY PERIOD		33.40		
09/20/2023	PC	112	PAYROLL TRANS FOR 9/20/2023 PAY PERIOD			33.40-	
			09/30/2023 (09/23) Period Totals and Balance		10,365.34 *	33.40- *	32,154.70
YTD Encumbrance			.00 YTD Actual 32,154.70 Total 32,154.70 YTD Budget	199,054.00 Unexpended	166,899.30		
			08/31/2023 (08/23) Balance	07-510-510-1006			00
09/20/2023	PB	131	PAYROLL TRANS FOR 9/20/2023 PAY PERIOD		24		
			09/30/2023 (09/23) Period Totals and Balance		24 *	.00 *	.24
YTD Encumbrance			.00 YTD Actual .24 Total .24 YTD Budget	3,600.00 Unexpended	3,599.76		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Workers Compensation Insurance			08/31/2023 (08/23) Balance	07-510-510-1007			166.59
09/20/2023	PB	98	PAYROLL TRANS FOR 9/20/2023 PAY PERIOD		92.49		
			09/30/2023 (09/23) Period Totals and Balance		92.49 *	.00 *	259.08
YTD Encumbrance			.00 YTD Actual 259.08 Total 259.08 YTD Budget	973.00 Unexpended	713.92		
Volunteer Workers Compensation			08/31/2023 (08/23) Balance	07-510-510-1008			.00
			09/30/2023 (09/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance			.00 YTD Actual .00 Total .00 YTD Budget	67.00 Unexpended	67.00		
Accrued Vacation Liability			08/31/2023 (08/23) Balance	07-510-510-1009			.00
			09/30/2023 (09/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance			.00 YTD Actual .00 Total .00 YTD Budget	.00 Unexpended	.00		
Meetings And Travel			08/31/2023 (08/23) Balance	07-510-520-2001			.00
			09/30/2023 (09/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance			.00 YTD Actual .00 Total .00 YTD Budget	.00 Unexpended	.00		
Memberships, dues, publications			08/31/2023 (08/23) Balance	07-510-520-2003			.00
			09/30/2023 (09/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance			.00 YTD Actual .00 Total .00 YTD Budget	.00 Unexpended	.00		
Training, Meetings, Travel, Dues			08/31/2023 (08/23) Balance	07-510-520-2005			2,450.53
08/23/2023	JE	27	AMERICAN LIBRARY ASSOC, Coffman, Membersh		129.16		
08/16/2023	JE	35	AMERICAN LIBRARY ASSOC, J Wilson, Membersh		116.66		
			09/30/2023 (09/23) Period Totals and Balance		245.82 *	.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		
Utilities			08/31/2023 (08/23) Balance	07-510-520-2101			.00
09/06/2023	CD13	1	PACIFIC POWER 12447751-0018 LIBRARY		2,234.95		
08/01/2023	JE	9	COOS BAY NORTH BEND WATER BOARD, Water		319.41		
			09/30/2023 (09/23) Period Totals and Balance		2,554.36 *	.00 *	2,554.36
YTD Encumbrance			.00 YTD Actual 2,554.36 Total 2,554.36 YTD Budget	37,000.00 Unexpended	34,445.64		
Telephone			08/31/2023 (08/23) Balance	07-510-520-2102			654.48
08/12/2023	AP	274	USCC Services LLC		259.90		
08/22/2023	AP	453	T-Mobile USA Inc		134.40		
09/07/2023	AP	598	Asavie Technologies Inc		74.90		
08/04/2023	JE	67	8x8, Service/Long Distance		319.68		
08/22/2023	JE	67	VERIZON, 576174385-00001 Library		272.60		
			09/30/2023 (09/23) Period Totals and Balance		1,061.48 *	.00 *	1,715.96
YTD Encumbrance			.00 YTD Actual 1,715.96 Total 1,715.96 YTD Budget	21,000.00 Unexpended	19,284.04		
Advertising			08/31/2023 (08/23) Balance	07-510-520-2105			1,477.13
08/31/2023	AP	251	Sinclair Television Media Inc		455.00		
			09/30/2023 (09/23) Period Totals and Balance		455.00 *	.00 *	1,932.13
YTD Encumbrance			.00 YTD Actual 1,932.13 Total 1,932.13 YTD Budget	20,000.00 Unexpended	18,067.87		
Contractual			08/31/2023 (08/23) Balance	07-510-520-2108			12,848.47

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
08/30/2023	AP	173	Cardinal Services Inc.		397.80		
09/06/2023	AP	174	Cardinal Services Inc.		668.53		
08/18/2023	AP	259	C-N-B Security Inc		1,012.00		
08/25/2023	AP	260	C-N-B Security Inc		1,012.00		
09/13/2023	AP	417	Cardinal Services Inc.		60.78		
09/13/2023	AP	418	Cardinal Services Inc.		176.80		
09/01/2023	AP	451	Niche Academy LLC		1,770.83		
09/20/2023	AP	566	Cardinal Services Inc.		359.13		
08/31/2023	AP	595	C-N-B Security Inc		1,012.00		
09/08/2023	AP	596	C-N-B Security Inc		880.00		
09/06/2023	CD14	4	08/31/23 XPRESS BILL PAY SUPPORT FEES/FOR		67.09		
09/30/2023 (09/23) Period Totals and Balance					7,416.96 *	.00 *	20,265.43
YTD Encumbrance	.00	YTD Actual	20,265.43 Total	20,265.43 YTD Budget	225,000.00 Unexpended		204,734.57
Special Counsel			08/31/2023 (08/23) Balance	07-510-520-2114			.00
			09/30/2023 (09/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		.00
Insurance			08/31/2023 (08/23) Balance	07-510-520-2120			10,535.75
			09/30/2023 (09/23) 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			08/31/2023 (08/23) Balance	07-510-520-2122			1,185.52
07/13/2023	AP	293	ODP Business Solutions LLC		97.90		
07/14/2023	AP	294	ODP Business Solutions LLC		574.16		
08/28/2023	AP	295	ODP Business Solutions LLC		121.62		
09/01/2023	AP	410	Xerox Corporation		196.86		
09/08/2023	AP	607	ODP Business Solutions LLC		40.99		
09/14/2023	AP	608	ODP Business Solutions LLC		574.16		
09/15/2023	AP	609	ODP Business Solutions LLC		424.96		
08/03/2023	JE	36	AMAZON, Ink Cartridges		65.89		
08/27/2023	JE	36	AMAZON, Ink Cartridges		49.89		
09/30/2023 (09/23) Period Totals and Balance					2,146.43 *	.00 *	3,331.95
YTD Encumbrance	.00	YTD Actual	3,331.95 Total	3,331.95 YTD Budget	8,200.00 Unexpended		4,868.05
Printing			08/31/2023 (08/23) Balance	07-510-520-2123			.00
			09/30/2023 (09/23) 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			08/31/2023 (08/23) Balance	07-510-520-2128			.00
			09/30/2023 (09/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		.00
Office Supplies			08/31/2023 (08/23) Balance	07-510-520-2205			759.47
09/06/2023	AP	606	ODP Business Solutions LLC		33.64		
08/02/2023	JE	10	ART CONNECTION, Retirement Gift-Craddock		112.70		
08/01/2023	JE	35	GREENDISK, Technotrash Cans		174.95		
08/09/2023	JE	35	BI-MART, Tape		7.98		
08/22/2023	JE	35	FARR'S TRUE VALUE, Keys		7.96		
08/23/2023	JE	35	BI-MART, Batteries		27.98		
08/28/2023	JE	35	SAFEWAY, Community Engagement Going Away		15.00		

11

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
08/01/2023	JE	36	AMAZON, First Aid Supplies		18.44		
08/02/2023	JE	36	AMAZON, Calendar		16.13		
08/02/2023	JE	36	AMAZON, Index Cards		12.91		
08/03/2023	JE	36	AMAZON, Rubberbands		19.80		
08/06/2023	JE	36	AMAZON, Kleenex, Kitchen Supplies		86.14		
08/09/2023	JE	36	AMAZON, Calendars		36.28		
08/09/2023	JE	36	AMAZON, Batteries		32.09		
08/09/2023	JE	36	AMAZON, Calendar		23.34		
08/10/2023	JE	36	AMAZON, Calendars		26.72		
08/12/2023	JE	36	AMAZON, Tape		9.89		
08/12/2023	JE	36	AMAZON, Erasers		5.20		
08/24/2023	JE	36	AMAZON, Key Tags		14.71		
09/30/2023 (09/23) Period Totals and Balance					681.86 *	.00 *	1,441.33
YTD Encumbrance	.00	YTD Actual	1,441.33 Total	1,441.33 YTD Budget	7,000.00 Unexpended	5,558.67	
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Postage			08/31/2023 (08/23) Balance	07-510-520-2206			58.10
09/19/2023	AP	548	Pitney Bowes Global Financial LLC		500.00		
09/30/2023 (09/23) Period Totals and Balance					500.00 *	.00 *	558.10
YTD Encumbrance	.00	YTD Actual	558.10 Total	558.10 YTD Budget	12,000.00 Unexpended	11,441.90	
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Miscellaneous			08/31/2023 (08/23) Balance	07-510-520-2208			.00
09/30/2023 (09/23) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
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Data Processing Supplies			08/31/2023 (08/23) Balance	07-510-520-2224			.00
09/30/2023 (09/23) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
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Janitorial Supplies			08/31/2023 (08/23) Balance	07-510-520-2225			289.97
08/31/2023	AP	350	Bay Area Enterprises Inc.		218.57		
09/30/2023 (09/23) Period Totals and Balance					218.57 *	.00 *	508.54
YTD Encumbrance	.00	YTD Actual	508.54 Total	508.54 YTD Budget	3,500.00 Unexpended	2,991.46	
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Small Equipment			08/31/2023 (08/23) Balance	07-510-520-2231			.00
08/02/2023	JE	35	UMPQUA VALLEY FIRE, Fire Extinguisher		57.00		
08/26/2023	JE	36	AMAZON, Printer		480.99		
08/30/2023	JE	36	AMAZON, Electronic Cutting Machine		399.00		
09/30/2023 (09/23) Period Totals and Balance					936.99 *	.00 *	936.99
YTD Encumbrance	.00	YTD Actual	936.99 Total	936.99 YTD Budget	100,000.00 Unexpended	99,063.01	
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Grants			08/31/2023 (08/23) Balance	07-510-520-2234			.00
09/30/2023 (09/23) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	8,000.00 Unexpended	8,000.00	
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Library Supplies			08/31/2023 (08/23) Balance	07-510-520-2235			589.92
08/24/2023	AP	103	Demco		879.49		
08/28/2023	AP	255	City of Coos Bay - ESO		99.00		
08/08/2023	JE	36	AMAZON, Supplies, Library of Things		17.84		
09/30/2023 (09/23) Period Totals and Balance					996.33 *	.00 *	1,586.25
YTD Encumbrance	.00	YTD Actual	1,586.25 Total	1,586.25 YTD Budget	14,000.00 Unexpended	12,413.75	

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Library Books & Records			08/31/2023 (08/23) Balance	07-510-520-2236			17,238.71
08/22/2023	AP	128	Ingram		248.87		
08/22/2023	AP	129	Ingram		540.88		
08/22/2023	AP	130	Ingram		101.81		
08/24/2023	AP	131	Ingram		90.76		
08/26/2023	AP	132	Ingram		381.48		
08/29/2023	AP	133	Ingram		160.58		
08/29/2023	AP	134	Ingram		323.51		
08/29/2023	AP	135	Ingram		191.49		
08/31/2023	AP	181	Midwest Tape		1,665.97		
08/17/2023	AP	261	InfoUSA Marketing Inc		212.00		
07/28/2023	AP	270	Value Line Publishing LLC		1,732.50		
09/01/2023	AP	476	Center Point Large Print		143.22		
08/30/2023	AP	540	Ingram		149.28		
08/30/2023	AP	541	Ingram		76.80		
08/31/2023	AP	543	Ingram		183.25		
09/05/2023	AP	544	Ingram		61.48		
09/05/2023	AP	545	Ingram		148.59		
09/05/2023	AP	546	Ingram		201.90		
08/24/2023	AP	568	Midwest Tape		58.73		
08/31/2023	AP	569	Midwest Tape		58.97		
09/07/2023	AP	570	Midwest Tape		28.98		
09/14/2023	AP	571	Midwest Tape		64.95		
08/22/2023	JE	8	BAKER TAYLOR, Adult Books		84.36		
08/22/2023	JE	8	BAKER TAYLOR, Reference Book		14.99		
08/22/2023	JE	8	BAKER TAYLOR, Adult Books		48.83		
08/22/2023	JE	8	BAKER TAYLOR, Adult Books		64.39		
08/22/2023	JE	8	BAKER TAYLOR, Adult Books		31.18		
08/22/2023	JE	8	BAKER TAYLOR, Adult Books		47.71		
08/22/2023	JE	8	BAKER TAYLOR, Adult Books		33.30		
08/22/2023	JE	8	BAKER TAYLOR, Adult Books		15.54		
08/22/2023	JE	8	BAKER TAYLOR, Adult Books		161.51		
07/31/2023	JE	36	AMAZON, Adult Audios		27.29		
07/31/2023	JE	36	AMAZON, Adult Dvds		74.43		
07/31/2023	JE	36	AMAZON, Adult Dvds		18.99		
08/02/2023	JE	36	AMAZON, Adult Books		44.97		
08/07/2023	JE	36	AMAZON, Adult Dvds		7.99		
08/12/2023	JE	36	AMAZON, Adult Dvds		47.94		
08/12/2023	JE	36	AMAZON, Adult Dvds		9.96		
08/18/2023	JE	36	AMAZON, Adult Dvds		17.99		
08/19/2023	JE	36	AMAZON, Adult Dvds		22.95		
08/20/2023	JE	36	AMAZON, Adult Dvds		25.97		
08/20/2023	JE	36	AMAZON, Adult Dvds		30.26		
08/20/2023	JE	36	AMAZON, Adult Dvds		5.97		
08/21/2023	JE	36	AMAZON, Adult Dvds		33.95		
08/21/2023	JE	36	AMAZON, Adult Dvds		219.07		
08/24/2023	JE	36	AMAZON, YP Dvds		17.96		
08/26/2023	JE	36	AMAZON, Adult Dvds		51.95		
08/27/2023	JE	36	AMAZON, Adult Dvds		29.99		
08/28/2023	JE	36	AMAZON, YP Dvds		9.96		
08/29/2023	JE	36	AMAZON, Adult Dvds		19.96		
09/30/2023 (09/23) Period Totals and Balance					8,045.36 *	00 *	25,284.07
YTD Encumbrance		00 YTD Actual	25,284.07 Total	25,284.07 YTD Budget	135,000.00 Unexpended	109,715.93	
Periodicals			08/31/2023 (08/23) Balance	07-510-520-2237			5,022.22

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
09/05/2023	AP	136	The News-Review		169.25		
08/17/2023	JE	35	GANNETT, Register Guard Subscription Renewal F		267.67		
08/25/2023	JE	35	THE ATLANTIC, Subscription Renewal FYE24		70.83		
08/25/2023	JE	35	THE ATLANTIC, Subscription Renewal Prepaid		14.16		
			09/30/2023 (09/23) Period Totals and Balance		521.91 *	.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	
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Microfilm			08/31/2023 (08/23) Balance	07-510-520-2238			00
			09/30/2023 (09/23) Period Totals and Balance		.00 *	.00 *	00
YTD Encumbrance		00 YTD Actual	00 Total	00 YTD Budget	00 Unexpended	00	
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State Aid to Children - Books			08/31/2023 (08/23) Balance	07-510-520-2239			708.54
			09/30/2023 (09/23) 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	
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Library Books/Records (Restr)			08/31/2023 (08/23) Balance	07-510-520-2240			00
			09/30/2023 (09/23) Period Totals and Balance		.00 *	.00 *	00
YTD Encumbrance		00 YTD Actual	00 Total	00 YTD Budget	50,000.00 Unexpended	50,000.00	
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Programming			08/31/2023 (08/23) Balance	07-510-520-2241			5,232.53
05/10/2023	AP	450	PenFelt Studio		450.00		
08/15/2023	JE	10	FRED MEYER, Supplies, YP Programs, Cooking Ca		87.66		
08/01/2023	JE	35	STICKERAPP, Podcast Stickers		144.00		
08/09/2023	JE	35	THE READING WAREHOUSE, Books		87.38		
08/11/2023	JE	35	MCKAY'S MARKET, Supplies, YP Programs, Murde		16.87		
08/11/2023	JE	35	StickerApp, Poetry Month Stickers		114.00		
08/11/2023	JE	35	SAFEWAY, Supplies, Adult Programs, Book Brunch		50.88		
08/11/2023	JE	35	DOMINO'S, Supplies, YP Programs, Murder Myster		15.99		
08/11/2023	JE	35	DOMINO'S, Supplies, YP Programs, Murder Myster		33.73		
08/11/2023	JE	35	DOMINO'S, Supplies, YP Programs, Murder Myster		57.45		
08/16/2023	JE	35	FRED-MEYER, Supplies, YP Programs, Cooking C		3.29		
08/16/2023	JE	35	FRED-MEYER, Supplies, YP Programs, Cooking C		101.49		
08/18/2023	JE	35	APPLE.COM, Icloud Storage		.99		
08/19/2023	JE	35	DOMINO'S, Supplies, YP Programs, Pool Party		216.42		
08/19/2023	JE	35	MCKAY'S MARKET, Supplies, YP Programs, Pool P		55.11		
08/19/2023	JE	35	APPLE.COM, Music, YP Programs, Storytime		10.99		
08/22/2023	JE	35	BUZZSPROUT, Podcast Hosting		12.00		
08/24/2023	JE	35	OTC BRANDS INC, Supplies, YP Programs, Book		327.97		
08/25/2023	JE	35	MOMIJI SUSHI, Supplies, YP Summer Reading		100.00		
08/25/2023	JE	35	SAFEWAY, Supplies, Adult Programs, Game Night		38.97		
08/28/2023	JE	35	CUSTOM INK, Supplies, YP Summer Reading Prog		674.58		
08/29/2023	JE	35	HOOTSUITE INC, Social Media Management Platfo		990.00		
08/29/2023	JE	35	HOOTSUITE INC, Social Media Management Platfo		198.00		
08/01/2023	JE	36	AMAZON, Supplies, Adult Programs, Book Box		128.72		
08/02/2023	JE	36	AMAZON, Supplies, YP Programs, Storytime		129.88		
08/04/2023	JE	36	AMAZON, Supplies, Adult Programs, Craft Takeout		223.86		
08/09/2023	JE	36	AMAZON, Supplies, Adult Programs, Book Box		91.80		
08/09/2023	JE	36	AMAZON, Supplies, Adult Programs, Craft Takeout		39.95		
08/10/2023	JE	36	AMAZON, Sealer		10.06		
08/12/2023	JE	36	AMAZON, Supplies, Adult Programs, Blackout Poetr		109.97		
08/15/2023	JE	36	AMAZON, Supplies, Adult Programs, Spice Passpor		17.72		
08/19/2023	JE	36	AMAZON, Supplies, Adult Programs, Summer Read		10.99		
08/19/2023	JE	36	AMAZON, Supplies, Adult Programs, Summer Read		16.99		

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
08/19/2023	JE	36	AMAZON, Supplies, Adult Programs, Summer Read		127.47		
08/20/2023	JE	36	AMAZON, Books, Adult Programs, Banned Books B		241.56		
08/20/2023	JE	36	AMAZON, Supplies, Adult Programs, Craft Takeout		196.08		
08/21/2023	JE	36	AMAZON, Books, Adult Programs, Banned Books B		11.22		
08/22/2023	JE	36	AMAZON, Supplies, Adult Programs, Craft Takeout		32.00		
08/29/2023	JE	36	AMAZON, Supplies, YP Programs, Take & Make Kit		31.98		
08/29/2023	JE	36	AMAZON, Supplies, YP Programs, Take & Make Kit		25.76		
08/30/2023	JE	36	AMAZON, Supplies, Adult Programs, Book Brunch		154.10		
08/30/2023	JE	36	AMAZON, Supplies, YP Programs, Summer Readin		21.16		
08/30/2023	JE	36	AMAZON, Supplies, YP Programs, Summer Readin		27.99		
08/30/2023	JE	36	AMAZON, Supplies, YP Programs, Take & Make Kit		77.87		
08/30/2023	JE	36	AMAZON, Supplies, YP Programs, Summer Readin		49.00		
08/30/2023	JE	36	AMAZON, Supplies, YP Programs, Summer Readin		5.95		
			09/30/2023 (09/23) Period Totals and Balance		5,569.85 *	.00 *	10,802.38
YTD Encumbrance	.00	YTD Actual	10,802.38 Total	10,802.38 YTD Budget	60,000.00 Unexpended	49,197.62	
Office Equipment Rental			08/31/2023 (08/23) Balance	07-510-520-2302			365.04
09/01/2023	AP	411	Xerox Corporation		125.24		
09/10/2023	AP	412	Xerox Corporation		119.90		
08/26/2023	JE	9	PITNEY BOWES LEASING, Postage Meter Rent		139.70		
			09/30/2023 (09/23) Period Totals and Balance		384.84 *	.00 *	749.88
YTD Encumbrance	.00	YTD Actual	749.88 Total	749.88 YTD Budget	20,000.00 Unexpended	19,250.12	
Equipment Repairs/Replacement			08/31/2023 (08/23) Balance	07-510-520-2303			.00
			09/30/2023 (09/23) 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			08/31/2023 (08/23) Balance	07-510-520-2304			8,377.84
			09/30/2023 (09/23) Period Totals and Balance		.00 *	.00 *	8,377.84
YTD Encumbrance	.00	YTD Actual	8,377.84 Total	8,377.84 YTD Budget	15,000.00 Unexpended	6,622.16	
Vehicle Maintenance/Fuel			08/31/2023 (08/23) Balance	07-510-520-2305			91.90
			09/30/2023 (09/23) Period Totals and Balance		.00 *	.00 *	91.90
YTD Encumbrance	.00	YTD Actual	91.90 Total	91.90 YTD Budget	7,000.00 Unexpended	6,908.10	
Furniture			08/31/2023 (08/23) Balance	07-510-520-2306			.00
			09/30/2023 (09/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Building & Grounds Maintenance			08/31/2023 (08/23) Balance	07-510-520-2309			4,177.57
08/09/2023	AP	102	Agri-Tech Design		266.00		
08/31/2023	AP	349	Bay Area Enterprises Inc		4,053.35		
08/13/2023	JE	9	ARAMARK, Mats		32.00		
08/26/2023	JE	9	ARAMARK, Mats		32.00		
			09/30/2023 (09/23) Period Totals and Balance		4,383.35 *	.00 *	8,560.92
YTD Encumbrance	.00	YTD Actual	8,560.92 Total	8,560.92 YTD Budget	75,000.00 Unexpended	66,439.08	
Furniture (restricted)			08/31/2023 (08/23) Balance	07-510-520-2310			.00
			09/30/2023 (09/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	300,000.00 Unexpended	300,000.00	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Reimbursable							
			08/31/2023 (08/23) Balance	07-510-520-2406			28.00
			09/30/2023 (09/23) 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							
			08/31/2023 (08/23) Balance	07-510-520-2424			00
			09/30/2023 (09/23) 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							
			08/31/2023 (08/23) Balance	07-510-520-2450			2,387.88
08/25/2023	AP	182	ORCCA		29.12		
08/28/2023	AP	183	ORCCA		17.76		
09/04/2023	AP	184	ORCCA		8.72		
09/07/2023	AP	185	ORCCA		28.08		
08/30/2023	AP	542	Ingram		186.04		
08/30/2023	AP	579	ORCCA		26.24		
09/11/2023	AP	580	ORCCA		16.16		
09/13/2023	AP	581	ORCCA		32.80		
09/18/2023	AP	582	ORCCA		19.21		
08/28/2023	JE	10	CHEFSTORE, Produce, Community Fridge		41.98		
07/31/2023	JE	35	CHEFSTORE, Produce, Community Fridge		123.60		
08/01/2023	JE	35	MCKAY'S MARKET, Produce, Community Fridge		28.45		
08/24/2023	JE	35	THE READING WAREHOUSE, Books, Outreach		156.23		
			09/30/2023 (09/23) Period Totals and Balance		714.39 *	00 *	3,102.27
YTD Encumbrance	.00	YTD Actual	3,102.27 Total	3,102.27 YTD Budget	25,000.00 Unexpended	21,897.73	
Bad Debt Expense							
			08/31/2023 (08/23) Balance	07-510-520-2500			00
			09/30/2023 (09/23) Period Totals and Balance		00 *	00 *	00
YTD Encumbrance	.00	YTD Actual	00 Total	00 YTD Budget	00 Unexpended	00	
Computer Hardware & Software							
			08/31/2023 (08/23) Balance	07-510-530-3001			00
			09/30/2023 (09/23) Period Totals and Balance		00 *	00 *	00
YTD Encumbrance	.00	YTD Actual	00 Total	00 YTD Budget	00 Unexpended	00	
Vehicles							
			08/31/2023 (08/23) Balance	07-510-530-3008			00
			09/30/2023 (09/23) Period Totals and Balance		00 *	00 *	00
YTD Encumbrance	.00	YTD Actual	00 Total	00 YTD Budget	00 Unexpended	00	
Audio Visual Equipment							
			08/31/2023 (08/23) Balance	07-510-530-3022			00
			09/30/2023 (09/23) Period Totals and Balance		00 *	00 *	00
YTD Encumbrance	.00	YTD Actual	00 Total	00 YTD Budget	00 Unexpended	00	
Library Equipment							
			08/31/2023 (08/23) Balance	07-510-530-3023			00
			09/30/2023 (09/23) Period Totals and Balance		00 *	00 *	00
YTD Encumbrance	00	YTD Actual	00 Total	00 YTD Budget	00 Unexpended	00	
Building Project							
			08/31/2023 (08/23) Balance	07-510-530-3118			00
			09/30/2023 (09/23) Period Totals and Balance		00 *	00 *	00
YTD Encumbrance	.00	YTD Actual	00 Total	00 YTD Budget	00 Unexpended	00	

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			08/31/2023 (08/23) Balance	07-510-540-1000			3,293.38
09/20/2023	CD13	3	Enterprise Payment 583157A Inv#FBN4830426		540.41		
09/20/2023	CD13	3	Enterprise Payment 583157A Inv#FBN4830426		1,155.63		
			09/30/2023 (09/23) Period Totals and Balance		1,696.04 *	.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	
			08/31/2023 (08/23) Balance	07-510-540-1100			.00
			09/30/2023 (09/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00 YTD Actual		.00 Total	.00 YTD Budget	5,000.00 Unexpended	5,000.00	
			08/31/2023 (08/23) Balance	07-510-540-1200			.00
			09/30/2023 (09/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00 YTD Actual		.00 Total	.00 YTD Budget	.00 Unexpended	.00	
			08/31/2023 (08/23) Balance	07-510-540-2000			.00
			09/30/2023 (09/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00 YTD Actual		.00 Total	.00 YTD Budget	.00 Unexpended	.00	
			08/31/2023 (08/23) Balance	07-510-540-2100			.00
			09/30/2023 (09/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00 YTD Actual		.00 Total	.00 YTD Budget	.00 Unexpended	.00	
			08/31/2023 (08/23) Balance	07-510-540-3000			.00
			09/30/2023 (09/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00 YTD Actual		.00 Total	.00 YTD Budget	.00 Unexpended	.00	
			08/31/2023 (08/23) Balance	07-510-540-3100			.00
			09/30/2023 (09/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00 YTD Actual		.00 Total	.00 YTD Budget	.00 Unexpended	.00	
			08/31/2023 (08/23) Balance	07-510-560-6001			.00
			09/30/2023 (09/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00 YTD Actual		.00 Total	.00 YTD Budget	184,650.00 Unexpended	184,650.00	
			08/31/2023 (08/23) Balance	07-510-560-6002			.00
			09/30/2023 (09/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00 YTD Actual		.00 Total	.00 YTD Budget	250,000.00 Unexpended	250,000.00	
			08/31/2023 (08/23) Balance	07-510-560-6003			.00
			09/30/2023 (09/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00 YTD Actual		.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Number of Transactions: 191 Number of Accounts: 61					Debit	Credit	Proof
Total LIBRARY FUND:					153,634.06	4,414.52-	149,219.54
Number of Transactions: 191 Number of Accounts: 61					Debit	Credit	Proof

17

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Grand Totals:					153,634.06	4,414.52-	149,219.54

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

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

BALANCE, August 31, 2023 \$ 81,236.80

DEPOSITS:

Friends of Coos Bay Public Library/Quarterly Donation	\$ 3,500.00
Coos Health & Wellness/Book Reimbursement	\$ 60.80
Misc. Donation/Community Fridge	\$ 20.00
Misc. Donations-September 2023	<u>\$ 250.00</u>

TOTAL DEPOSITS \$ 3,830.80

ACCOUNT SUB TOTAL \$ 85,067.60

DISBURSEMENTS:

South Coast Food Share/Produce-Community Fridge	\$ 29.12
South Coast Food Share/Produce-Community Fridge	\$ 17.76
South Coast Food Share/Produce-Community Fridge	\$ 8.72
South Coast Food Share/Produce-Community Fridge	\$ 28.08
South Coast Food Share/Produce-Community Fridge	\$ 26.24
Ingram/Books-Burdg Memorial	\$ 10.09
Ingram/Books-Goldman Donation	\$ 29.25
Ingram/Books-Blew Donation	\$ 23.40
Ingram/Books-Price Memorial	\$ 83.82
Ingram/Poresky Donation	\$ 39.48
South Coast Food Share/Produce-Community Fridge	\$ 16.16
South Coast Food Share/Produce-Community Fridge	\$ 32.80
South Coast Food Share/Produce-Community Fridge	\$ 19.21
Reading Warehouse, Scholastic Books/Books-Outreach	\$ 1,158.53
South Coast Food Share/Produce-Community Fridge	\$ 12.88
South Coast Food Share/Produce-Community Fridge	<u>\$ 25.60</u>

TOTAL DISBURSEMENTS \$ 1,561.14

Balance September 30, 2023 **\$ 83,506.46**

ACCOUNT SUMMARY:

General Fund	\$ 14,427.63
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	\$ 2,623.25
Coos Health & Wellness	\$ -
Dollywood	\$ 3,840.89

MEMORIAL ACCOUNT FUNDS TOTAL \$ 83,506.46

Librarian's Report



October 2023

Reoccurring Programs

- Spanglish (2) - 11
- ASL Practice Place - 9
- Book Brunch - 5
- Craft Take Out - 24
- Unlimited Book Club - 12
- Book Box Program (3) - 185
- Swords and Starships Podcast (4) - 246
- Game Night - 13
- Community Cooking - 31
- Change Club (5) - 47
- Storytime (3) - 68
- Read and Craft Book Club - 6
- Beginning Reader Book Club - 17
- Baby Storytime (2) - 5

Other Programs in September

- Banned Book Bingo - 13
- Black Out Poetry Coasters - 10
- Digital Art Studio - 3
- DIY Felt Mushrooms - 24
- Dungeon & Dragons One Shot - 11
- Felting Fun For Tweens - 20
- Engineering Challenge: Keva Plank - 18
- Foreign Film - 6
- 6th Grade Tours (5) - 119
- Understanding the World of Computers - 6
- Storytime with the Fire Department - 30
- Baby/Toddler Clothes Swap - 23
- Proctoring - 1
- One on One Tech Appts - 8

Notes

- Eastside and Empire Drop off served 95 in September
- The Community Fridge served 2,031 people in September
- There were 4,501 county-wide checkouts on Libby in September. There were 720 circulations on hoopla and 32 new borrowers.
- The library provided access to wireless internet 8,067 times in September.

COMMUNITY SPOTLIGHT:

Paul Addis, Coos Bay Public Library



Thank you to Paul Addis, reference librarian for The Coos Bay Public, for your tireless work for the community!

Not only does Paul accomplish the busy work of being a reference librarian, but he manages to do so much more!

Paul brought the Community Fridge into the Coos Bay Public Library, which served over 2,000 individuals last month! The work of keeping the fridge stocked and fresh largely falls onto Paul's shoulders.

On top of this, Paul coordinates Walking Club, Community Yoga, the Unlimited Bookclub, Community Cooking with the Co-op, and an ASL Group. He's also a member of Coos Hispanic Allies, he's on the leadership team for The Beet Food Systems, and he's a valuable member of the local Food and Nutrition Group. Where does he find the time?

Thank you for all that you do, Paul!

REVISED LIBRARY POLICIES FOR APPROVAL



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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



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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.



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 the room use ends.

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

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

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

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

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

Because of space limitations, the following restrictions apply:

- Only one copy of an item will be posted
- Unusually large posters may be refused (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 by the library or City of Coos Bay.

LIBRARY POLICIES FOR REVIEW



COOS BAY PUBLIC LIBRARY

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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 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. In addition, Coos Bay Library works with all contracted vendors to ensure security of records.

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 is returned to the library, the patron will receive a refund minus the processing fee according to library procedures within 90 days of payment.

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, including purposefully defacing or destroying library material, is the responsibility of the patron. Fees for damaged materials may be the replacement cost for the material.

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.

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 without proper identification or presenting the library card.



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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, he 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 or unethical purpose
- 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.

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

Library staff are responsible for ensuring this policy is enforced. The use of computers will be monitored by Library staff. Violations of this policy can result in



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loss of Internet privileges and may be subject to prosecution by local, state, or federal authorities.

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.

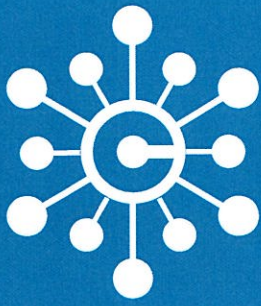
Users should be aware that downloaded files may contain viruses. CBPL is not responsible for damage which may result from files downloaded from the Internet. Users must adhere to copyright and software licensing when downloading.

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.

2023/24	Myrtlewood	Myrtlewood	Myrtlewood	Cedar	Cedar	Cedar	Total Use	Estimated Attendance (minus library program attendance already reported)
	Library Use		Non-Library Use	Library Use		Non-Library Use		
Jul-23		22		16	14		39	91
Aug-23		26		11	9		30	76
Sep-22		27		21	13		34	95
Oct-23								
Nov-22								
Dec-23								
Jan-24								
Feb-24								
Mar-24								
Apr-24								
May-24								
Jun-24								
Totals		75		48	36	103	262	2336



COOS BAY
PUBLIC LIBRARY

THE LATEST at COOS BAY PUBLIC LIBRARY OCTOBER 2023

FOR MORE INFORMATION:

541-269-1101

www.coosbaylibrary.org

COME SEE US!

525 Anderson Avenue

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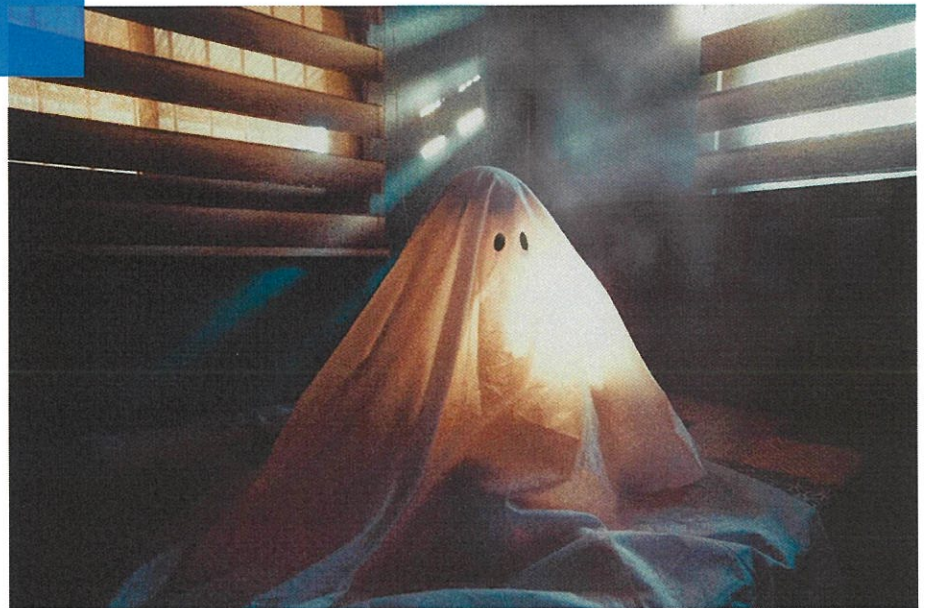
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SWORDS & STARSHIPS

OCTOBER LIBRARY PODCAST SCHEDULE

SHORT: WEREWOLF OR VAMPIRE? (10/06)

100TH EPISODE: CORALINE (2009) (10/13)

SHORT: SAMPLING FAMOUS LITERARY FOODS (10/20)

DELICIOUS DESCRIPTIONS OF FOOD FROM BOOKS

(10/27)

OCTOBER BOOK CLUBS

10/03: READ + CRAFT BOOK CLUB (GRADES 4-6)

OUT OF MY HEART BY SHARON M. DRAPER

10/14: BOOK BRUNCH (ADULTS)

LESSONS IN CHEMISTRY BY BONNIE GARMUS

10/18: SOC PRIDE BOOK CLUB (TWEEN, TEEN, ADULT)

THE LANGUAGE OF SEABIRDS BY WILL TAYLOR

10/19: UNLIMITED BOOK CLUB (TEENS, ADULTS)

THE PERSONAL LIBRARIAN BY MARIE BENEDICT &

VICTORIA CHRISTOPHER MURRAY

10/24: BEGINNING READER BOOK CLUB (K-3)

OCTOBER'S THEME: SPOOKY STORIES

OCTOBER TAKE AND MAKE KITS

MONDAY, OCTOBER 2: SPICE PASSPORT

THURSDAY, OCTOBER 19: CRAFT TAKEOUT

SASHIKO COASTERS

THURSDAY, OCTOBER 19: PUMPKIN PAINTING

KIT (AGES 0-18)

COSTUMES, COOKIES, AND... ZOMBIES!?

CREEPY & COZY OCTOBER EVENTS

Spooky season doesn't need to be scary! Coos Bay Public Library has lined up a grim gallery of seasonal programs, with tricks and treats for people of all ages. Young people aged 8-18 are invited to make a "creature" by mixing parts of different toys to make their own unique monster in our *Frankentoy* event on Friday, October 13! Free *Pumpkin Painting Kits* (and subsequent contest entry!) will be available to folks aged 0-18 while supplies last beginning on Thursday, October 19. Teens are invited to groan and shuffle to October 20's *Teen After Hours: Night of the Living Dead* and make peculiar periodicals in October 26's *Teen Zine Workshop: Spooky Things*. Finally, kids aged 0-5 of the storytime set are invited to a thrilling, chilling *Halloween Dance Party* on October 31! Prefer snuggly over spooky vibes? Teens and adults can learn to decorate festive fall cookies from the experts at *Cookie Decorating* on Thursday, October 19, and warm their bones at October 26's *Tea Tasting* event curated by Teas, Tinctures, & Tonics.

3 OCT

BABY STORYTIME
TUESDAYS OCTOBER 3, 10, 17 & 24. MEET OTHER CAREGIVERS AND LEARN SONGS, RHYMES, AND EARLY LITERACY TIPS!
10:00AM - 10:30AM IN THE MYRTLEWOOD ROOM, AGES: INFANT & PARENT OR CAREGIVER

STORYTIME IN THE LIBRARY
WEDNESDAYS IN OCTOBER
10:00AM - 10:30AM IN THE MYRTLEWOOD ROOM, AGES: BABIES, TODDLERS, PRESCHOOL

4 OCT

5 OCT

NATIONAL POETRY DAY
ENJOY COFFEE AND POETRY AT SO IT GOES COFFEEHOUSE
11:00AM - 1:00PM AT SO IT GOES COFFEEHOUSE (190 CENTRAL AVE) AGES: EVERYONE. LIMITED SUPPLY OF FREE BOOKS & STICKERS.

CONSTELLATION CROSS STITCH
CREATE YOUR OWN CELESTIAL WALL HANGING WHILE LEARNING THE BASICS OF CROSS STITCHING!
3:30PM - 4:30PM IN THE CEDAR ROOM FOR YOUNG PEOPLE AGES 10-18

5 OCT

5/21 OCT

iSPANGLISH! CONVERSATIONAL PROGRAM
5:00PM - 6:00PM ON ZOOM 10/05
10:30AM - 11:30AM IN THE LIBRARY ON 10/21

FRIENDS OF THE LIBRARY BOOK SALE
GET GREAT DEALS & SUPPORT YOUR LIBRARY
10/07 FROM 10:00AM - 4:00PM & 10/08 FROM 12:00PM - 3:00PM
9:00AM ADMITTANCE FOR FRIENDS OF THE LIBRARY MEMBERS

7/8 OCT

13 OCT

SWOCC PLANETARIUM AT COOS BAY FIRE DEPARTMENT
PREPARE FOR THE SOLAR ECLIPSE BY LEARNING ABOUT ASTRONOMY WITH SWOCC'S NEW PORTABLE PLANETARIUM
10:00AM - 11:00AM AT COOS BAY FIRE STATION NO 1. 450 ELROD AVE. AGES: EVERYONE.

SWORDS & STARSHIPS PRESENTS TRIVINGO
SCI-FI AND FANTASY FANS ARE INVITED TO VIE FOR PRIZES IN AN EXCITING GAME OF TRIVIA + BINGO!
5:00PM - 7:00PM IN THE MYRTLEWOOD ROOM AGES: EVERYONE

12 OCT

12 OCT

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

FRANKENTOYS
MAKE A "CREATURE" BY MIXING AND MATCHING PARTS OF DIFFERENT TOYS! ALL SUPPLIES PROVIDED.
10:30AM - 11:30AM IN THE MYRTLEWOOD ROOM AGES 8 - 18: KIDS, TWEEN, TEEN

13 OCT

13 OCT

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

ENGINEERING CHALLENGE: LEGOS
PROBLEM SOLVE, EXPERIMENT, AND BUILD AT THE LIBRARY!
3:30PM - 4:30PM IN THE MYRTLEWOOD ROOM AGES: KIDS AGE 8+

17 OCT

ASL PRACTICE PLACE
WITH INSTRUCTOR KANDY BERGQUIST
TOPIC: HOLIDAYS
12:00PM - 1:00PM VIA ZOOM. ALL AGES WELCOME

19 OCT

19 OCT

COOKIE DECORATING CLASS
TEENS AND ADULTS ARE INVITED TO LEARN FANCY FALL ICING TECHNIQUES FROM BAKING EXPERTS RHODA & SHELLY!
3:00PM - 5:00PM IN THE MYRTLEWOOD ROOM AGES: TEEN, ADULT. LIMITED CAPACITY: FIRST-COME, FIRST-SERVE.

DROP-IN COMPUTER LAB
GET ONE-ON-ONE HELP WITH TRICKY TECHNOLOGY
2:00PM - 4:00PM IN THE MYRTLEWOOD ROOM AGES: ADULT. PLEASE BRING YOUR TECH TO THE MEETING!

20 OCT

20 OCT

TEEN AFTER HOURS: NIGHT OF THE LIVING DEAD
JOIN US FOR AN EVENING OF FOOD, GAMES, & CRAFTS! COME IN ZOMBIE COSTUME OR GET ZOMBIFIED AT THE EVENT.
6:00PM - 8:00PM IN THE MYRTLEWOOD ROOM. AGES 12 - 18

TIDE OF THE TODDLERS
NATURALISTS FROM THE SOUTH SLOUGH ARE VISITING FOR A SPECIAL ANIMAL THEMED STORYTIME! NATURE CRAFT INCLUDED
10:30AM - 11:30AM IN THE MYRTLEWOOD ROOM AGES: INFANT, TODDLER, FAMILY. PRE-REGISTRATION REQUIRED.

19 OCT

21 OCT

HISPANIC POTLUCK
JOIN US FOR A POTLUCK LUNCH HOSTED ENTIRELY IN SPANISH!
1:00PM - 3:00PM IN THE MYRTLEWOOD ROOM AGES: ADULT, FAMILY

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.

25 OCT

26 OCT

TEA TASTING
SAMPLE ARTISANAL WITCHY WOMAN & MOON HARBOR CHAI TEAS FROM LOCAL BUSINESS TEAS, TINCTURES, & TONICS
12:00PM - 2:00PM IN THE MYRTLEWOOD ROOM. AGES: EVERYONE

TEEN ZINE WORKSHOP: SPOOKY THINGS
YOUNG PEOPLE AGED 12-18 ARE INVITED TO LEARN THE BASICS OF ZINE-MAKING AT THIS FUN, FRIGHTENING DIY WORKSHOP
3:30PM - 5:30PM IN THE CEDAR ROOM, AGES: TEEN

26 OCT

26 OCT

COMMUNITY COOKING WITH THE CO-OP
STARRING JAMAR! OCTOBER'S DISH: QUINOA VEGETABLE SOUP
5:30PM - 6:30PM VIA ZOOM, AGES: TEENS, ADULTS, FAMILIES

STORYTIME WITH THE COOS BAY FIRE DEPARTMENT
10:00AM - 10:30AM AT EMPIRE FIRE STATION, 189 S WALL ST AGES: INFANT, TODDLER, PRESCHOOL

27 OCT

27 OCT

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

HALLOWEEN DANCE PARTY
KIDS AGES 0-5 ARE INVITED TO DRESS-UP AND DANCE TO KID-FRIENDLY MUSIC, LEARN NEW RHYMES AND HALLOWEEN SONGS!
10:30AM - 11:00AM IN THE MYRTLEWOOD ROOM AGES: INFANT, TODDLER, FAMILY

31 OCT