

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

Wednesday December 15, 2021

5:15pm

meeting will be in the library with an online option

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**
 - Roof Update**
 - Architecture team selection by city**
 - Policy Second Review**
 - Art Exhibits
 - Bulletin Boards and literature Racks
 - Code of Conduct
 - Unattended Children and Vulnerable Adults

Privacy of Library Records
Collection Development Policy
Reconsideration Form
Freedom to Read
Freedom to View
Free Access to Libraries for Minors
Gifts and Donations

9. New Business

New Building Update

Progress on Bond Work

10. Announcements

11. Adjourn

COOS BAY PUBLIC LIBRARY
NOVEMBER 2021 REPORT

OF ITEMS ADDED TO COLLECTION - **615**

NEW CARDS ISSUED - **92**

TOTAL REFERENCE QUESTIONS - **261**

DAILY AVERAGE CIRCULATION - **725**

TOTAL # OF PROGRAMS - **18**

PROGRAM ATTENDANCE - **448**

TOTAL ITEMS CHECKED OUT AT THE LIBRARY - **12,954**

TOTAL OF COOS BAY ITEMS CHECKED OUT ANYWHERE - **15,952**

TOTAL DIGITAL DOWNLOADS - **354**

GATE COUNT - **3,588**

TOTAL MONTHLY VISITORS - **3,738**

COOS BAY PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
November 17, 2021

Call to Order – Curt Benward called the meeting to order at 5:19 p.m.

Board Members Present: Curt Benward, Gina Sutherland, Janice Langlinais, Rob Miles, Alissa Pruess, Peggy Christianson

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

Public Comment –None

Minutes and Circulation – Minutes from the September 2021 meeting were reviewed. Gina made a motion to approve the minutes. Peggy seconded the motion. Approved unanimously. The circulation report was reviewed. Visitors and circulation continue to rise.

Treasurer's Report –October finances were reviewed. October Memorial fund will be emailed. September Memorial report was reviewed. Currently the budget is 34% complete. Expenses including personnel are at 14%. The carryover amount is sustaining the library. Peggy made a motion, Gina seconded. Unanimously passed.

Correspondence – None The city council did receive a complaint from someone about having to wear masks in the library.

Librarians Report – Reviewed. Programming in increasing. Story time has moved inside. People are really enjoying all the take and make kits we are providing. The fire department was very gracious in letting us use the stations for story times. They gave tours of the trucks, Sparky appeared, and fire station storybooks were given out. If holidays go well with no major COVID spikes in the county, the library may be able to go back to regular hours in the new year. The situation will be monitored. Some repairs need to be made to the Myrtleroom before it can be used again. The study room needs to be gutted and repaired before it can be used again due to so much water damage.

Friends of the Library Report – The Friends have had their first meeting since February 2021. The book store has been open for about three months. The store has been making over \$700 a month. There are lots of new volunteers are going to open on Tuesdays. First three Saturdays of December will be free book giveaway. Half price third Thursdays are back. The Friends are looking for more board members.

Library Foundation Report – There is a meeting tomorrow the 18th. The Foundation received a \$100,000 grant from the Judith Ann Mogan Foundation and a \$10,000 grant from Trust Management. Both will benefit the children's department. There was also a \$2.6 million approximant anonymous donation. It is to be used for the new building. The donor would like a room named after his neighbor's

child who is deceased. The exact room is to be determined. All these funds can be used as matching funds towards the NEH grant that the city submitted. Curt and Gina have been attending a workshop through Oregon Pacific Bank regarding trusts and charitable giving.

Old Business –

Roof Update – The roof is moving along. The weather has made it impossible to meet the 15th deadline. The time line is being revised.

The policies that were amended last time were reviewed again. There were a couple more corrections. In the damages portion “applicant uses the room...” should be removed from the MW policy also with the use Bennett St. parking lot line. The online scheduling section from the Cedar Room part needs to be added to the MW room policy.

The request was made to hyperlink to the mission from the Social Media Policy.

In the Circulation Policy processing fee needs to be added to the line about replacement items. A statement needs to be inserted after the last sentence of claims returned that replacement costs will be charged for anything that exceeds to the limit.

Computer Use Policy: spell out acronym, remove “other” from the third bulleted item

The packet of policies that start with Public complaints and end with Myrtlewood Room Agreement with appropriate amendments. Peggy made a motion to approve with amendments. Gina seconded. Unanimously approved.

New Business –

Three architecture teams responded to the SOQ from the City. Two firms were interviewed, Haker and HGE. While both firms did great presentations, the committee recommended Hacker. The city is in negotiations with them for a contract. They agreed to modify the original timeline to accommodate needs for the bond.

Policy Review

Art Exhibits – Took out first sentence under purpose and the phrase that starts with “present a variety” in the second sentence of the purpose. The paragraph labelled control move down to under the first paragraph in conditions. Display Coordinator replaced by designee. The last sentence under the first paragraph in conditions reworded slightly. In the second paragraph of Conditions remove “without unnecessary crowding on the walls”. The paragraph about the library providing space for a reception was removed. The next to last sentence from the end was saved and moved up but the rest removed. A phrase needs to be added about the director being able to deny an art exhibit that doesn’t meet the policy. The policy needs to specifically mention the lobby cases too since art is displayed there too.

Bulletin Boards and Literature Racks – All specific locations were eliminated and replaced with “throughout the library”. Third paragraph down added “If there is additional space,” in front of “items of general...” And e end of the sentence about boards in the study rooms added “and must be cleared when the room used ends.” And eliminated the last phrase in the original sentence. The sentence “Bulletin board space is provided on an impartial basis...” was eliminated. Second bulleted item under space limitations had posting eliminated. Fourth bulleted item had “if the bulletin board is full” eliminated and the last bulleted item was eliminated. In the literature rack section “second sentence was removed. “will be displayed if there is space” is added to the last sentence in the first paragraph. The sentence starting with Designated staff will select” is eliminated. And replaced with “All brochures must be approved by the designated staff person.” The end list of bulleted items was eliminated. Insert the phrase “acceptance of materials for display does not imply approval...” and put it in the art display policy too.

Code of Conduct – rewrite first sentence In order for everyone to enjoy the library, the following are not acceptable in the library.” Suggested to put the bulleted items in alphabetical order so as not to imply order of importance.

Vulnerable Adult and Unattended Child – fourth paragraph down took out age of 10 at staff discretion part. Nest to last paragraph change to another responsible party arrives instead of help. Take out last sentence. Change to under no circumstances staff take provide transportation – eliminate specific home location.

Confidentiality of Library Records - First portion removed and start at Coos Bay Library part. Hyperlink to outside policies from ALA.

Collection Management – There was a large overhaul. A whole new policy was presented. Mission statement needs to be updated. Selection guidelines need to be alphabetized so as not to imply importance. No changes to the reconsideration form.

Freedom to Read, Freedom to View, and Access to Library Resources and Services for Minors statements will be hyperlinked as policies that the board affirms.

Gifts and Donations – The word furnishings was removed throughout. “When appropriate” was added to the last sentence of the first paragraph. Removed “master plan”. Removed #2 and #3 entirely because it was repetitive. Add see Collection Management Policy. Second sentence in #5 removed. #6 last sentence “made by Library Board” removed. #7 cleaned up for clearer language.

Holiday Closures – Gina made a motion to accept the dates, Janice seconded. Unanimous.

Announcements

Brief discussion about the upward trend in book challenges and the article included in the packet.

Adjournment – C. Benward adjourned the meeting at 7:10 p.m.

Next Meeting: December 15, 2021 – 5:15 p.m.

Respectfully submitted,
Samantha Pierson

COOS BAY PUBLIC LIBRARY NOVEMBER 2021

INVENTORY

<u>CLASSIFICATION</u>	<u>ACQUIRED</u>	<u>DISCARDS</u>
Adult Books	320	74
Adult Audio Books	64	0
Adult Video	109	4
Adult Music	0	1
Adult Video Games	0	0
Library of Things	0	0
Young Adult Books	3	0
Young Adult Audio	0	0
Child Books	118	173
Child Audio	0	0
Child Video	1	0
Child Music Cds	0	1
TOTAL	615	253

CIRCULATION SUMMARY

	Total Items Checked Out At Coos Bay	Total Coos Bay Owned Items Checked Out
2021	12,954	15,952
2020	10,432	10,614
2019	22,784	23,469
2018	18,829	21,055
2017	20,608	21,940
2016	21,826	23,882

GATE COUNT: 3,588
(2020 - 1339)

REFERENCE QUESTIONS ANSWERED: 261
YP REFERENCE QUESTIONS ANSWERED: 23
NEW PATRON REGISTRATIONS: 92

#DAYS OPEN: **22** **21** **22**
DAILY AVERAGE CIRCULATION: 725 (20) 505 (19) 1067

RECEIPTS FROM PATRONS

DISKS/MISC.	\$5.00
DAMAGE/LOSS	\$141.92
RENT	\$0.00
BOOK BAGS	\$0.00
COPIES	<u>\$266.31</u>
TOTAL	<u>\$413.23</u>

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**Coos Bay Public Library
Memorial Funds Checking Account
October 2021**

<u>BALANCE, September 30, 2021</u>	\$ 72,973.50
U of O STEM Pilot	\$ 300.00
Misc. Donations-October 2021	\$ 24.22
TOTAL DEPOSITS	\$ 324.22
<u>DISBURSEMENTS:</u>	
Amazon, Supplies-UofO Pilot	\$ 264.84
Amazon, YP Shelving	\$ 113.90
Amazon, Book-Kittrell Memorial	\$ 25.00
TOTAL DISBURSEMENTS	\$ 403.74
Balance October 31, 2021	\$ 72,893.98

General Fund	\$ 11,253.59
Friend's Children's Fund	\$ 606.66
Kenaston Estate Donation	\$ -
Mallek Estate Memorial	\$ 52,610.89
Jones Estate Donation	\$ 7,272.59
Coos Bay Library Foundation YP Book Donation	\$ -
U of O STEM Pilot	\$ 35.16
Friends Library Purchases	\$ 3,788.58
Rotary Donation	\$ (5,129.05)
Coos Bay Library Foundation-Equipment	\$ -
Coos Bay Library Foundation-Audios	\$ -
Eagles Large Print Fund	\$ -
Dollywood	\$ 2,569.46

MEMORIAL ACCOUNT FUNDS TOTAL **\$ 73,007.88**

**Coos Bay Public Library
Memorial Funds Checking Account
November 2021**

<u>BALANCE, October 31, 2021</u>	\$ 72,893.98
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Misc. Donations-November 2021	\$ 4.00
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TOTAL DEPOSITS	\$ 4.00
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DISBURSEMENTS:

Amazon, Book-Conlee Memorial	\$ 11.85
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Ingra, Books-Rotary	\$ 1,084.30
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TOTAL DISBURSEMENTS	\$ 1,096.15
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Balance November 30, 2021	\$ 71,801.83
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General Fund	\$ 11,245.74
Friend's Children's Fund	\$ 606.66
Kenaston Estate Donation	\$ -
Mallek Estate Memorial	\$ 52,610.89
Jones Estate Donation	\$ 7,272.59
Coos Bay Library Foundation YP Book Donation	\$ -
U of O STEM Pilot	\$ 35.16
Friends Library Purchases	\$ 3,674.68
Rotary Donation	\$ (6,213.35)
Coos Bay Library Foundation-Equipment	\$ -
Coos Bay Library Foundation-Audios	\$ -
Eagles Large Print Fund	\$ -
Dollywood	\$ 2,569.46

MEMORIAL ACCOUNT FUNDS TOTAL	\$ 71,801.83
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City of Coos Bay
Combined Cash Investment
November 30, 2021

Combined Cash Accounts

Cash Allocation Reconciliation

7 Allocation to Library Fund	950,376.05
Total Allocations to Other Funds	950,376.05
Zero Proof if Allocations Balance	950,376.05

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City of Coos Bay
Balance Sheet
November 30, 2021

Library Fund

ASSETS

07-000-100-1001	Cash - Combined Fund	950,376.05	
07-000-100-1015	Cash on Hand/Till Drawer	200.00	
07-000-100-1101	Prepaid Expense	23,291.39	
	Total Assets		973,867.44

LIABILITIES AND EQUITY

FUND EQUITY

Unappropriated Fund Balance:			
07-000-200-2500	Fund Balance	1,246,846.24	
	Revenue over Expenditures - YTD	(272,978.80)	
	Balance - Current Date		973,867.44
	Total Fund Equity		973,867.44
	Total Liabilities and Equity		973,867.44

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City of Coos Bay
Revenues with Comparison to Budget
For the 5 Months Ending November 30, 2021

Library Fund

	Period Actual	YTD Actual	Budget	Unearned	Pcnt
<u>Carryover</u>					
07-000-300-0100 Carryover - Regular	.00	.00	1,200,000.00	1,200,000.00	.0
07-000-300-0200 Carryover - Memorial/Board	.00	.00	150,000.00	150,000.00	.0
Total Carryover	.00	.00	1,350,000.00	1,350,000.00	.0
<u>Revenue From Other Agencies</u>					
07-000-340-0300 State Library Grant	.00	.00	1,500.00	1,500.00	.0
07-000-340-0301 Grants	.00	.00	3,000.00	3,000.00	.0
07-000-340-0303 Federal Grants	.00	.00	3,000.00	3,000.00	.0
07-000-340-0900 Library Tax Base	188,426.25	188,426.25	1,150,000.00	961,573.75	16.4
Total Revenue From Other Agencies	188,426.25	188,426.25	1,157,500.00	969,073.75	16.3
<u>Use Of Money & Property</u>					
07-000-350-0100 Interest	364.90	2,412.83	8,000.00	5,587.17	30.2
07-000-350-1100 Auditorium Rental	.00	.00	2,000.00	2,000.00	.0
Total Use Of Money & Property	364.90	2,412.83	10,000.00	7,587.17	24.1
<u>Current Services</u>					
07-000-360-0100 Copies	718.31	1,719.07	7,000.00	5,280.93	24.6
07-000-360-1800 Library Fees	177.87	973.17	2,000.00	1,026.83	48.7
Total Current Services	896.18	2,692.24	9,000.00	6,307.76	29.9
<u>Other Revenue</u>					
07-000-380-0100 Miscellaneous	5.00	45.20	100.00	54.80	45.2
07-000-380-0300 ESO Administration/Rent	2,174.79	10,873.95	26,000.00	15,126.05	41.8
07-000-380-0400 Reimbursements	.00	5.00	1,000.00	995.00	.5
07-000-380-0900 Gifts, Donations & Memorials	28.22	14,667.01	5,000.00	(9,667.01)	293.3
Total Other Revenue	2,208.01	25,591.16	32,100.00	6,508.84	79.7
Total Fund Revenue	191,895.34	219,122.48	2,558,600.00	2,339,477.52	8.6

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City of Coos Bay
Expenditures with Comparison to Budget
For the 5 Months Ending November 30, 2021

Library Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pct
<u>Expenditures</u>					
Personnel Services					
07-510-510-1001 Salaries	51,026.50	252,695.33	851,394.00	598,698.67	29.7
07-510-510-1003 P.E.R.S.	11,487.54	57,017.95	206,226.00	149,208.05	27.7
07-510-510-1004 Social Security	3,822.19	18,907.29	69,038.00	50,130.71	27.4
07-510-510-1005 Employee Insurance	8,614.81	42,659.46	434,498.00	391,838.54	9.8
07-510-510-1006 Unemployment	.00	415.00	3,850.00	3,435.00	10.8
07-510-510-1007 Workers Compensation Insurance	77.66	389.23	864.00	474.77	45.1
07-510-510-1008 Volunteer Workers Compensation	.00	.00	100.00	100.00	.0
Total Personnel Services	75,028.70	372,084.26	1,565,970.00	1,193,885.74	23.8
Materials & Services					
07-510-520-2005 Training,Meetings,Travel,Dues	.00	479.31	5,000.00	4,520.69	9.6
07-510-520-2101 Utilities	2,123.20	9,138.47	37,000.00	27,861.53	24.7
07-510-520-2102 Telephone	1,852.17	6,973.36	9,000.00	2,026.64	77.5
07-510-520-2105 Advertising	717.50	2,468.00	20,000.00	17,532.00	12.3
07-510-520-2108 Contractual	4,216.98	13,267.71	85,000.00	71,732.29	15.6
07-510-520-2120 Insurance	.00	6,304.00	12,000.00	5,696.00	52.5
07-510-520-2122 Duplicating\Data Processing	(60.20)	1,425.61	8,000.00	6,574.39	17.8
07-510-520-2123 Printing	.00	.00	3,000.00	3,000.00	.0
07-510-520-2205 Office Supplies	354.41	1,248.57	7,000.00	5,751.43	17.8
07-510-520-2206 Postage	2,006.00	5,035.19	10,000.00	4,964.81	50.4
07-510-520-2225 Janitorial Supplies	44.60	121.51	3,500.00	3,378.49	3.5
07-510-520-2231 Small Equipment	66.42	676.17	35,000.00	34,323.83	1.9
07-510-520-2234 Grants	408.50	1,130.49	8,000.00	6,869.51	14.1
07-510-520-2235 Library Supplies	59.40	1,670.88	14,000.00	12,329.12	11.9
07-510-520-2236 Library Books & Records	8,701.74	31,787.88	115,000.00	83,212.12	27.6
07-510-520-2237 Periodicals	463.48	5,780.70	8,000.00	2,219.30	72.3
07-510-520-2239 State Aid to Children - Books	.00	604.16	2,500.00	1,895.84	24.2
07-510-520-2240 Library Books/Records (Restr)	.00	.00	50,000.00	50,000.00	.0
07-510-520-2241 Programming	1,412.30	6,350.91	7,000.00	649.09	90.7
07-510-520-2302 Office Equipment Rental	378.60	1,633.40	20,000.00	18,366.60	8.2
07-510-520-2303 Equipment Repairs/Replacement	.00	.00	5,000.00	5,000.00	.0
07-510-520-2304 Equipment Maintenance Contract	37.95	2,013.92	10,000.00	7,986.08	20.1
07-510-520-2305 Vehicle Maintenance/Fuel	.00	82.36	7,000.00	6,917.64	1.2
07-510-520-2309 Building & Grounds Maintenance	7,221.06	19,662.23	40,000.00	20,337.77	49.2
07-510-520-2310 Furniture (restricted)	.00	.00	100,000.00	100,000.00	.0
07-510-520-2406 Reimbursable	.00	.00	200.00	200.00	.0
07-510-520-2424 Library Board	.00	.00	500.00	500.00	.0
07-510-520-2450 Gifts, Donations & Memorials	1,856.24	2,162.19	5,000.00	2,837.81	43.2
Total Materials & Services	31,860.35	120,017.02	626,700.00	506,682.98	19.2
Capital Outlay					
07-510-530-3001 Computer Hardware & Software	.00	.00	10,000.00	10,000.00	.0
Total Capital Outlay	.00	.00	10,000.00	10,000.00	.0

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City of Coos Bay
Expenditures with Comparison to Budget
For the 5 Months Ending November 30, 2021

Library Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
Other Financing Uses					
07-510-560-6001 Contingency	.00	.00	193,424.00	193,424.00	.0
07-510-560-6002 Unappropriated Ending Fund Bal	.00	.00	162,506.00	162,506.00	.0
Total Other Financing Uses	.00	.00	355,930.00	355,930.00	.0
Total Expenditures	106,889.05	492,101.28	2,558,600.00	2,066,498.72	19.2
Total Fund Expenditures	106,889.05	492,101.28	2,558,600.00	2,066,498.72	19.2
Net Revenue Over Expenditures	85,006.29	(272,978.80)	.00	272,978.80	.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
			10/31/2021 (10/21) Balance	07-510-510-1001			201,668.83
11/20/2021	PC	5	PAYROLL TRANS FOR 11/20/2021 PAY PERIOD		3,800.00		
11/20/2021	PC	83	PAYROLL TRANS FOR 11/20/2021 PAY PERIOD		51,026.50		
11/20/2021	PC	84	PAYROLL TRANS FOR 11/20/2021 PAY PERIOD			3,800.00-	
			11/30/2021 (11/21) Period Totals and Balance		54,826.50 *	3,800.00- *	252,695.33
YTD Encumbrance			.00 YTD Actual	252,695.33 Total	252,695.33 YTD Budget	851,394.00 Unexpended	598,698.67
			10/31/2021 (10/21) Balance	07-510-510-1002			.00
			11/30/2021 (11/21) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance			.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00
			10/31/2021 (10/21) Balance	07-510-510-1003			45,530.41
11/20/2021	PB	109	PAYROLL TRANS FOR 11/20/2021 PAY PERIOD		11,487.54		
			11/30/2021 (11/21) Period Totals and Balance		11,487.54 *	.00 *	57,017.95
YTD Encumbrance			.00 YTD Actual	57,017.95 Total	57,017.95 YTD Budget	206,226.00 Unexpended	149,208.05
			10/31/2021 (10/21) Balance	07-510-510-1004			15,085.10
11/20/2021	PB	3	PAYROLL TRANS FOR 11/20/2021 PAY PERIOD		290.70		
11/20/2021	PB	107	PAYROLL TRANS FOR 11/20/2021 PAY PERIOD		3,822.19		
11/20/2021	PB	108	PAYROLL TRANS FOR 11/20/2021 PAY PERIOD			290.70-	
			11/30/2021 (11/21) Period Totals and Balance		4,112.89 *	290.70- *	18,907.29
YTD Encumbrance			.00 YTD Actual	18,907.29 Total	18,907.29 YTD Budget	69,038.00 Unexpended	50,130.71
			10/31/2021 (10/21) Balance	07-510-510-1005			34,044.65
11/20/2021	PB	106	PAYROLL TRANS FOR 11/20/2021 PAY PERIOD		8,614.81		
11/20/2021	PC	111	PAYROLL TRANS FOR 11/20/2021 PAY PERIOD		28.93		
11/20/2021	PC	112	PAYROLL TRANS FOR 11/20/2021 PAY PERIOD			28.93-	
			11/30/2021 (11/21) Period Totals and Balance		8,643.74 *	28.93- *	42,659.46
YTD Encumbrance			.00 YTD Actual	42,659.46 Total	42,659.46 YTD Budget	434,498.00 Unexpended	391,838.54
			10/31/2021 (10/21) Balance	07-510-510-1006			415.00
			11/30/2021 (11/21) Period Totals and Balance		.00 *	.00 *	415.00
YTD Encumbrance			.00 YTD Actual	415.00 Total	415.00 YTD Budget	3,850.00 Unexpended	3,435.00
			10/31/2021 (10/21) Balance	07-510-510-1007			311.57

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
11/20/2021	PB	105	PAYROLL TRANS FOR 11/20/2021 PAY PERIOD		77.66		
			11/30/2021 (11/21) Period Totals and Balance		77.66 *	.00 *	389.23
YTD Encumbrance .00 YTD Actual 389.23 Total 389.23 YTD Budget 864.00 Unexpended 474.77							
Volunteer Workers Compensation							
			10/31/2021 (10/21) Balance	07-510-510-1008			.00
			11/30/2021 (11/21) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget 100.00 Unexpended 100.00							
Accrued Vacation Liability							
			10/31/2021 (10/21) Balance	07-510-510-1009			.00
			11/30/2021 (11/21) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00							
Meetings And Travel							
			10/31/2021 (10/21) Balance	07-510-520-2001			.00
			11/30/2021 (11/21) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00							
Memberships,dues,publications							
			10/31/2021 (10/21) Balance	07-510-520-2003			.00
			11/30/2021 (11/21) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00							
Training,Meetings,Travel,Dues							
			10/31/2021 (10/21) Balance	07-510-520-2005			479.31
			11/30/2021 (11/21) Period Totals and Balance		.00 *	.00 *	479.31
YTD Encumbrance .00 YTD Actual 479.31 Total 479.31 YTD Budget 5,000.00 Unexpended 4,520.69							
Utilities							
			10/31/2021 (10/21) Balance	07-510-520-2101			7,015.27
11/08/2021	CD13	5	PACIFIC POWER 12447751-0018 LIBRARY		1,961.79		
10/26/2021	JE	32	CBAY NBEND WATER BOARD, Water, Sewer		161.41		
			11/30/2021 (11/21) Period Totals and Balance		2,123.20 *	.00 *	9,138.47
YTD Encumbrance .00 YTD Actual 9,138.47 Total 9,138.47 YTD Budget 37,000.00 Unexpended 27,861.53							
Telephone							
			10/31/2021 (10/21) Balance	07-510-520-2102			5,121.19
10/07/2021	AP	140	Asavie Technologies Inc		74.90		
10/12/2021	AP	144	USCC Services LLC		474.80		
10/06/2021	JE	32	BROADVOICE, VoIP Telephone, Internet		649.85		
10/09/2021	JE	32	ZIPLY FIBER, Landline Telephone Service		174.38		
10/21/2021	JE	40	10 - VERIZON, 576174385-00001 Library		478.24		
			11/30/2021 (11/21) Period Totals and Balance		1,852.17 *	.00 *	6,973.36
YTD Encumbrance .00 YTD Actual 6,973.36 Total 6,973.36 YTD Budget 9,000.00 Unexpended 2,026.64							
Advertising							
			10/31/2021 (10/21) Balance	07-510-520-2105			1,750.50
09/30/2021	AP	108	Sinclair Television Media Inc		430.00		
10/08/2021	JE	34	EPUERTO, Promotional Ads		287.50		
			11/30/2021 (11/21) Period Totals and Balance		717.50 *	.00 *	2,468.00
YTD Encumbrance .00 YTD Actual 2,468.00 Total 2,468.00 YTD Budget 20,000.00 Unexpended 17,532.00							
Contractual							
			10/31/2021 (10/21) Balance	07-510-520-2108			9,050.73
10/05/2021	AP	106	Sprague Pest Solutions		160.50		
10/02/2021	AP	128	C-N-B Security Inc		774.00		

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
10/06/2021	AP	129	C-N-B Security Inc		774.00		
10/13/2021	AP	130	C-N-B Security Inc		774.00		
10/26/2021	AP	131	C-N-B Security Inc		774.00		
11/19/2021	AP	1071	ArchiveSocial Inc		923.15		
11/05/2021	CD14	5	11/01/21 Xpress Bill Pay Support Fees/Forms Inv#6		37.33		
			11/30/2021 (11/21) Period Totals and Balance		4,216.98 *	.00 *	13,267.71
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YTD Encumbrance	.00	YTD Actual	13,267.71 Total	13,267.71 YTD Budget	85,000.00 Unexpended	71,732.29	
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Special Counsel			10/31/2021 (10/21) Balance	07-510-520-2114			.00
			11/30/2021 (11/21) Period Totals and Balance		.00 *	.00 *	.00
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YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
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Insurance			10/31/2021 (10/21) Balance	07-510-520-2120			6,304.00
			11/30/2021 (11/21) Period Totals and Balance		.00 *	.00 *	6,304.00
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YTD Encumbrance	.00	YTD Actual	6,304.00 Total	6,304.00 YTD Budget	12,000.00 Unexpended	5,696.00	
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Duplicating/Data Processing			10/31/2021 (10/21) Balance	07-510-520-2122			1,485.81
10/10/2021	AP	67	Xerox Corporation		8.50		
11/01/2021	AP	499	Xerox Corporation		59.10		
11/10/2021	AP	699	Xerox Corporation		120.90		
10/16/2021	JE	30	AMAZON, Copy Paper		18.49		
10/17/2021	JE	30	AMAZON, Copy Paper		31.99		
11/30/2021	JE	56	R/C Per G/L Review 07/21-11/21			186.14-	
11/30/2021	JE	56	R/C Per G/L Review 07/21-11/21			113.04-	
			11/30/2021 (11/21) Period Totals and Balance		238.98 *	299.18- *	1,425.61
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YTD Encumbrance	.00	YTD Actual	1,425.61 Total	1,425.61 YTD Budget	8,000.00 Unexpended	6,574.39	
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Printing			10/31/2021 (10/21) Balance	07-510-520-2123			.00
			11/30/2021 (11/21) Period Totals and Balance		.00 *	.00 *	.00
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YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	3,000.00 Unexpended	3,000.00	
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Program & Display			10/31/2021 (10/21) Balance	07-510-520-2128			.00
			11/30/2021 (11/21) Period Totals and Balance		.00 *	.00 *	.00
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YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
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Office Supplies			10/31/2021 (10/21) Balance	07-510-520-2205			894.16
10/31/2021	AP	749	Access Information Protected		55.23		
11/30/2021	JE	56	R/C Per G/L Review 07/21-11/21		186.14		
11/30/2021	JE	56	R/C Per G/L Review 07/21-11/21		113.04		
			11/30/2021 (11/21) Period Totals and Balance		354.41 *	.00 *	1,248.57
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YTD Encumbrance	.00	YTD Actual	1,248.57 Total	1,248.57 YTD Budget	7,000.00 Unexpended	5,751.43	
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Postage			10/31/2021 (10/21) Balance	07-510-520-2206			3,029.19
11/06/2021	AP	483	Pitney Bowes Global Financial LLC		2,000.00		
11/07/2021	AP	666	Ingram		6.00		
			11/30/2021 (11/21) Period Totals and Balance		2,006.00 *	.00 *	5,035.19
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YTD Encumbrance	.00	YTD Actual	5,035.19 Total	5,035.19 YTD Budget	10,000.00 Unexpended	4,964.81	
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Miscellaneous			10/31/2021 (10/21) Balance	07-510-520-2208			.00
			11/30/2021 (11/21) Period Totals and Balance		.00 *	.00 *	.00

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Data Processing Supplies			10/31/2021 (10/21) Balance	07-510-520-2224			.00
			11/30/2021 (11/21) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Janitorial Supplies			10/31/2021 (10/21) Balance	07-510-520-2225			76.91
10/11/2021	JE	30	AMAZON, Kleenex		44.60		
			11/30/2021 (11/21) Period Totals and Balance		44.60 *	.00 *	121.51
YTD Encumbrance		.00 YTD Actual	121.51 Total	121.51 YTD Budget	3,500.00 Unexpended	3,378.49	
Small Equipment			10/31/2021 (10/21) Balance	07-510-520-2231			609.75
09/30/2021	JE	30	AMAZON, Book Shelf		66.42		
			11/30/2021 (11/21) Period Totals and Balance		66.42 *	.00 *	676.17
YTD Encumbrance		.00 YTD Actual	676.17 Total	676.17 YTD Budget	35,000.00 Unexpended	34,323.83	
Grants			10/31/2021 (10/21) Balance	07-510-520-2234			721.99
09/29/2021	AP	544	Coos County Extension		408.50		
			11/30/2021 (11/21) Period Totals and Balance		408.50 *	.00 *	1,130.49
YTD Encumbrance		.00 YTD Actual	1,130.49 Total	1,130.49 YTD Budget	8,000.00 Unexpended	6,869.51	
Library Supplies			10/31/2021 (10/21) Balance	07-510-520-2235			1,611.48
10/18/2021	AP	122	City of Coos Bay - ESO		59.40		
			11/30/2021 (11/21) Period Totals and Balance		59.40 *	.00 *	1,670.88
YTD Encumbrance		.00 YTD Actual	1,670.88 Total	1,670.88 YTD Budget	14,000.00 Unexpended	12,329.12	
Library Books & Records			10/31/2021 (10/21) Balance	07-510-520-2236			23,086.14
10/22/2021	AP	6	Blackstone Publishing		41.60		
10/01/2021	AP	7	Center Point Large Print		139.62		
10/07/2021	AP	31	Ingram		90.97		
10/14/2021	AP	32	Ingram		23.38		
10/15/2021	AP	33	Ingram		82.06		
10/19/2021	AP	34	Ingram		53.72		
10/19/2021	AP	35	Ingram		24.02		
10/21/2021	AP	73	Brilliance Publishing Inc.		85.00		
10/27/2021	AP	75	Marshfield High School		40.00		
10/27/2021	AP	445	Ingram		187.29		
10/28/2021	AP	446	Ingram		123.13		
10/12/2021	AP	570	Cengage Learning Inc.		25.34		
10/19/2021	AP	571	Cengage Learning Inc.		122.80		
11/01/2021	AP	638	Center Point Large Print		139.62		
11/02/2021	AP	662	Ingram		125.21		
11/03/2021	AP	664	Ingram		175.40		
11/07/2021	AP	665	Ingram		86.80		
11/04/2021	AP	706	EBSCO Information Services		420.00		
10/31/2021	AP	715	Midwest Tape		792.27		
11/08/2021	AP	924	Ingram		123.45		
11/11/2021	AP	925	Ingram		70.76		
11/04/2021	AP	1023	Cengage Learning Inc.		123.45		
10/02/2021	JE	30	AMAZON, Microphone, Library of Things		29.99		
10/05/2021	JE	30	AMAZON, Adult Dvds		39.91		

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
10/11/2021	JE	30	AMAZON, Adult Dvds		11.99		
10/12/2021	JE	30	AMAZON, Adult Dvds		21.99		
10/12/2021	JE	30	AMAZON, Adult Dvds		20.32		
10/15/2021	JE	30	AMAZON, Adult Dvds		26.99		
10/17/2021	JE	30	AMAZON, Adult Dvds		19.99		
10/20/2021	JE	30	AMAZON, Pre Order Price Refund			2.03-	
10/20/2021	JE	30	AMAZON, Adult Dvds		32.32		
10/22/2021	JE	30	AMAZON, Adult Dvds		27.76		
10/23/2021	JE	30	AMAZON, Adult Dvds		75.54		
10/25/2021	JE	30	AMAZON, Adult Dvds		9.99		
10/27/2021	JE	30	AMAZON, Adult Dvds		12.99		
10/05/2021	JE	31	BAKER TAYLOR, Adult Books		46.74		
10/05/2021	JE	31	BAKER TAYLOR, Adult Books		17.99		
10/05/2021	JE	31	BAKER TAYLOR, Adult Dvds		95.03		
10/05/2021	JE	31	BAKER TAYLOR, Adult Books		47.71		
10/05/2021	JE	31	BAKER TAYLOR, Adult Dvds		10.71		
10/05/2021	JE	31	BAKER TAYLOR, Adult Books		30.49		
10/05/2021	JE	31	BAKER TAYLOR, Adult Books		61.60		
10/05/2021	JE	31	BAKER TAYLOR, Adult Books		17.99		
10/05/2021	JE	31	BAKER TAYLOR, Adult Books		58.23		
10/05/2021	JE	31	BAKER TAYLOR, Adult Books		204.89		
10/05/2021	JE	31	BAKER TAYLOR, Adult Books		16.65		
10/05/2021	JE	31	BAKER TAYLOR, Adult Books		12.00		
10/05/2021	JE	31	BAKER TAYLOR, Adult Books		323.75		
10/05/2021	JE	31	BAKER TAYLOR, YP Books		276.94		
10/05/2021	JE	31	BAKER TAYLOR, Audio Books		107.24		
10/07/2021	JE	31	BAKER TAYLOR, Adult Books		85.00		
10/07/2021	JE	31	BAKER TAYLOR, Adult Dvds		14.29		
10/07/2021	JE	31	BAKER TAYLOR, Adult Books		77.70		
10/07/2021	JE	31	BAKER TAYLOR, YP Dvd		28.58		
10/07/2021	JE	31	BAKER TAYLOR, Adult Books		124.29		
10/07/2021	JE	31	BAKER TAYLOR, Adult Dvds		36.42		
10/07/2021	JE	31	BAKER TAYLOR, Adult Dvds		25.01		
10/07/2021	JE	31	BAKER TAYLOR, Audio Books		60.48		
10/07/2021	JE	31	BAKER TAYLOR, YP Books		27.17		
10/21/2021	JE	31	BAKER TAYLOR, YP Books		339.00		
10/21/2021	JE	31	BAKER TAYLOR, YP Dvd		4.27		
10/21/2021	JE	31	BAKER TAYLOR, Adult Dvds		35.70		
10/21/2021	JE	31	BAKER TAYLOR, Adult Dvds		28.59		
10/21/2021	JE	31	BAKER TAYLOR, Adult Books		226.56		
10/21/2021	JE	31	BAKER TAYLOR, YP Dvd		42.88		
10/21/2021	JE	31	BAKER TAYLOR, YP Books		162.42		
10/21/2021	JE	31	BAKER TAYLOR, Audio Books		173.20		
10/21/2021	JE	31	BAKER TAYLOR, Adult Dvds		82.14		
10/21/2021	JE	31	BAKER TAYLOR, Adult Books		74.87		
10/21/2021	JE	31	BAKER TAYLOR, Adult Books		32.74		
10/21/2021	JE	31	BAKER TAYLOR, Adult Books		231.11		
10/21/2021	JE	31	BAKER TAYLOR, Adult Books		16.65		
10/21/2021	JE	31	BAKER TAYLOR, YP Books		81.44		
10/21/2021	JE	31	BAKER TAYLOR, YP Dvd		25.01		
10/21/2021	JE	31	BAKER TAYLOR, Adult Books		61.60		
10/21/2021	JE	31	BAKER TAYLOR, YP Dvd		7.86		
10/21/2021	JE	31	BAKER TAYLOR, Adult Books		16.65		
10/21/2021	JE	31	BAKER TAYLOR, Adult Books		55.49		
10/21/2021	JE	31	BAKER TAYLOR, Adult Dvds		14.29		
10/21/2021	JE	31	BAKER TAYLOR, Adult Books		15.53		
10/25/2021	JE	31	BAKER TAYLOR, Adult Dvds		28.59		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
10/25/2021	JE	31	BAKER TAYLOR, YP Books		32.17		
10/25/2021	JE	31	BAKER TAYLOR, Adult Dvds		34.30		
10/25/2021	JE	31	BAKER TAYLOR, Adult Dvds		12.86		
10/25/2021	JE	31	BAKER TAYLOR, Adult Books		348.40		
10/25/2021	JE	31	BAKER TAYLOR, YP Books		69.87		
10/25/2021	JE	31	BAKER TAYLOR, Adult Dvds		25.02		
10/25/2021	JE	31	BAKER TAYLOR, Adult Dvds		124.30		
10/25/2021	JE	31	BAKER TAYLOR, Adult Books		63.25		
10/25/2021	JE	31	BAKER TAYLOR, Adult Books		10.19		
10/25/2021	JE	31	BAKER TAYLOR, Audio Books		43.99		
10/25/2021	JE	31	BAKER TAYLOR, Adult Dvds		17.87		
10/25/2021	JE	31	BAKER TAYLOR, YP Books		283.17		
10/25/2021	JE	31	BAKER TAYLOR, Audio Books		41.24		
10/25/2021	JE	31	BAKER TAYLOR, Adult Dvds		28.59		
10/25/2021	JE	31	BAKER TAYLOR, Adult Books		39.13		
10/25/2021	JE	31	BAKER TAYLOR, Adult Books		62.70		
10/25/2021	JE	31	BAKER TAYLOR, Adult Books		10.19		
10/25/2021	JE	31	BAKER TAYLOR, Adult Dvds		21.44		
10/25/2021	JE	31	BAKER TAYLOR, Adult Books		8.32		
10/25/2021	JE	31	BAKER TAYLOR, Adult Books		61.03		
10/25/2021	JE	31	BAKER TAYLOR, Adult Books		23.16		
10/25/2021	JE	31	BAKER TAYLOR, Adult Books		19.43		
10/06/2021	JE	32	NETFLIX, Library Streaming Player Programming		13.99		
11/23/2021	JE	42	R/C AP #662 11/21 Ingram Inv#55658925 to Gifts &			100.00-	
11/23/2021	JE	43	R/C AP #706 11/21 EBSCO Inv#100169324-1 to Pr		420.00		
			11/30/2021 (11/21) Period Totals and Balance		8,803.77 *	102.03- *	31,787.88
YTD Encumbrance	.00	YTD Actual	31,787.88 Total	31,787.88 YTD Budget	115,000.00 Unexpended	83,212.12	
Periodicals			10/31/2021 (10/21) Balance	07-510-520-2237			5,317.22
09/15/2021	AP	1011	Rivistas LLC		463.48		
			11/30/2021 (11/21) Period Totals and Balance		463.48 *	.00 *	5,780.70
YTD Encumbrance	.00	YTD Actual	5,780.70 Total	5,780.70 YTD Budget	8,000.00 Unexpended	2,219.30	
Microfilm			10/31/2021 (10/21) Balance	07-510-520-2238			.00
			11/30/2021 (11/21) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Slate Aid to Children - Books			10/31/2021 (10/21) Balance	07-510-520-2239			604.16
			11/30/2021 (11/21) Period Totals and Balance		.00 *	.00 *	604.16
YTD Encumbrance	.00	YTD Actual	604.16 Total	604.16 YTD Budget	2,500.00 Unexpended	1,895.84	
Library Books/Records (Restr)			10/31/2021 (10/21) Balance	07-510-520-2240			.00
			11/30/2021 (11/21) 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			10/31/2021 (10/21) Balance	07-510-520-2241			4,938.61
11/01/2021	AP	531	Movie Licensing USA		217.60		
10/02/2021	JE	30	AMAZON, Supplies, Adult Programs, Craft Takeout		64.95		
10/02/2021	JE	30	AMAZON, Supplies, Adult Programs, Craft Takeout		59.94		
10/03/2021	JE	30	AMAZON, Supplies, Adult Programs, Craft Takeout		13.00		
10/04/2021	JE	30	AMAZON, Supplies, Adult Programs, Craft Takeout		60.45		
10/05/2021	JE	30	AMAZON, Items Returned-damaged			26.98-	

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
10/06/2021	JE	30	AMAZON, Supplies, Adult Programs, Craft Takeout		26.98		
10/08/2021	JE	30	AMAZON, Supplies, Adult Programs, Book Boxes		94.95		
10/10/2021	JE	30	AMAZON, Supplies, Adult Programs, Book Boxes		92.94		
10/11/2021	JE	30	AMAZON, Supplies-YP Programs		50.15		
10/15/2021	JE	30	AMAZON, Supplies-Adult Programs		16.99		
10/20/2021	JE	30	AMAZON, Supplies, Adult Programs		10.88		
10/23/2021	JE	30	AMAZON, Supplies, YP Programs, Book Boxes		101.94		
10/22/2021	JE	34	BUZZSPROUT, Monthly Podcast Hosting		12.00		
10/18/2021	JE	34	MAHAFFY RANCH, Pumpkins, YP Programs		300.00		
10/12/2021	JE	34	APPLE.COM, Monthly Icloud Storage Fee		.99		
10/07/2021	JE	34	ART CONNECTION, Supplies-Adult Programs		100.00		
10/06/2021	JE	34	FRC COOS BAY, Supplies-Adult Program		20.00		
10/06/2021	JE	34	FRC COOS BAY, Supplies-Adult Program		20.00		
10/06/2021	JE	34	FRC COOS BAY, Supplies-Adult Program		20.00		
10/06/2021	JE	34	FRC COOS BAY, Supplies-Adult Program		20.00		
10/06/2021	JE	34	BOOKS BY THE BAY, Supplies-Adult Program		80.00		
10/06/2021	JE	34	SO IT GOES COFFEEHOUSE, Supplies, Adult Prog		40.00		
10/01/2021	JE	34	FIRST BOOK, Books, Outreach		15.52		
11/30/2021 (11/21) Period Totals and Balance					1,439.28 *	26.98- *	6,350.91
YTD Encumbrance	.00	YTD Actual	6,350.91 Total	6,350.91 YTD Budget	7,000.00 Unexpended	649.09	
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Office Equipment Rental			10/31/2021 (10/21) Balance	07-510-520-2302			1,254.80
10/10/2021	AP	66	Xerox Corporation		119.90		
11/01/2021	AP	500	Xerox Corporation		119.00		
10/26/2021	JE	32	PITNEY BOWES, Postage Meter Rent		139.70		
11/30/2021 (11/21) Period Totals and Balance					378.60 *	.00 *	1,633.40
YTD Encumbrance	.00	YTD Actual	1,633.40 Total	1,633.40 YTD Budget	20,000.00 Unexpended	18,366.60	
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Equipment Repairs/Replacement			10/31/2021 (10/21) Balance	07-510-520-2303			.00
11/30/2021 (11/21) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	5,000.00 Unexpended	5,000.00	
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Equipment Maintenance Contract			10/31/2021 (10/21) Balance	07-510-520-2304			1,975.97
11/01/2021	AP	105	Advantage Security LLC		37.95		
11/30/2021 (11/21) Period Totals and Balance					37.95 *	.00 *	2,013.92
YTD Encumbrance	.00	YTD Actual	2,013.92 Total	2,013.92 YTD Budget	10,000.00 Unexpended	7,986.08	
<hr/>							
Vehicle Maintenance/Fuel			10/31/2021 (10/21) Balance	07-510-520-2305			82.36
11/30/2021 (11/21) Period Totals and Balance					.00 *	.00 *	82.36
YTD Encumbrance	.00	YTD Actual	82.36 Total	82.36 YTD Budget	7,000.00 Unexpended	6,917.64	
<hr/>							
Furniture			10/31/2021 (10/21) Balance	07-510-520-2306			.00
11/30/2021 (11/21) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
<hr/>							
Building & Grounds Maintenance			10/31/2021 (10/21) Balance	07-510-520-2309			12,441.17
10/19/2021	AP	77	Aramark Uniform & Career Apparel		32.00		
09/30/2021	AP	529	Bay Area Enterprises Inc.		3,345.25		
09/30/2021	AP	530	Bay Area Enterprises Inc.		131.33		
11/08/2021	AP	635	Agri-Tech Design		242.00		
10/31/2021	AP	721	Bay Area Enterprises Inc.		3,345.25		

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
10/31/2021	AP	722	Bay Area Enterprises Inc.		125.23		
			11/30/2021 (11/21) Period Totals and Balance		7,221.06 *	.00 *	19,662.23
YTD Encumbrance .00 YTD Actual 19,662.23 Total 19,662.23 YTD Budget 40,000.00 Unexpended 20,337.77							
Furniture (restricted) 10/31/2021 (10/21) Balance 07-510-520-2310 .00							
11/30/2021 (11/21) Period Totals and Balance .00 * .00 * .00							
YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget 100,000.00 Unexpended 100,000.00							
Reimbursable 10/31/2021 (10/21) Balance 07-510-520-2406 .00							
11/30/2021 (11/21) Period Totals and Balance .00 * .00 * .00							
YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget 200.00 Unexpended 200.00							
Library Board 10/31/2021 (10/21) Balance 07-510-520-2424 .00							
11/30/2021 (11/21) Period Totals and Balance .00 * .00 * .00							
YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget 500.00 Unexpended 500.00							
Gifts, Donations & Memorials 10/31/2021 (10/21) Balance 07-510-520-2450 305.95							
11/01/2021	AP	447	Ingram		1,084.30		
11/02/2021	AP	663	Ingram		268.20		
10/05/2021	JE	30	AMAZON, Book, Kittrell Memorial		25.00		
10/14/2021	JE	30	AMAZON, Shelving, FLP Equipment Fund		113.90		
10/16/2021	JE	30	AMAZON, Supplies, YP Programs		25.95		
10/18/2021	JE	30	AMAZON, Supplies, YP Programs		107.46		
10/18/2021	JE	30	AMAZON, Supplies, YP Programs		66.41		
10/18/2021	JE	30	AMAZON, Supplies, YP Programs		39.12		
10/19/2021	JE	30	AMAZON, Supplies, YP Programs		25.90		
11/23/2021	JE	42	R/C AP #662 11/21 Ingram Inv#55658925 to Gifts &		100.00		
			11/30/2021 (11/21) Period Totals and Balance		1,856.24 *	.00 *	2,162.19
YTD Encumbrance .00 YTD Actual 2,162.19 Total 2,162.19 YTD Budget 5,000.00 Unexpended 2,837.81							
Bad Debt Expense 10/31/2021 (10/21) Balance 07-510-520-2500 .00							
11/30/2021 (11/21) Period Totals and Balance .00 * .00 * .00							
YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00							
Computer Hardware & Software 10/31/2021 (10/21) Balance 07-510-530-3001 .00							
11/30/2021 (11/21) Period Totals and Balance .00 * .00 * .00							
YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget 10,000.00 Unexpended 10,000.00							
Audio Visual Equipment 10/31/2021 (10/21) Balance 07-510-530-3022 .00							
11/30/2021 (11/21) Period Totals and Balance .00 * .00 * .00							
YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00							
Library Equipment 10/31/2021 (10/21) Balance 07-510-530-3023 .00							
11/30/2021 (11/21) Period Totals and Balance .00 * .00 * .00							
YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00							
Building Project 10/31/2021 (10/21) Balance 07-510-530-3118 .00							
11/30/2021 (11/21) Period Totals and Balance .00 * .00 * .00							

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Contingency			10/31/2021 (10/21) Balance	07-510-560-6001			.00
			11/30/2021 (11/21) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	193,424.00 Unexpended	193,424.00	
Unappropriated Ending Fund Bal			10/31/2021 (10/21) Balance	07-510-560-6002			.00
			11/30/2021 (11/21) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	162,506.00 Unexpended	162,506.00	
Contingency - Library Board			10/31/2021 (10/21) Balance	07-510-560-6003			.00
			11/30/2021 (11/21) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Number of Transactions: 194 Number of Accounts: 53					Debit	Credit	Proof
Total Library Fund:					111,436.87	4,547.82-	106,889.05
Number of Transactions: 194 Number of Accounts: 53					Debit	Credit	Proof
Grand Totals:					111,436.87	4,547.82-	106,889.05

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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Librarian's Report

December 2021

PROGRAMS

Spanglish Conversation (2) with 6 people in attendance.

Forever Young Adult Book Group met with 6 in attendance.

Community Cooking with the Co-Op had 24 attendees.

Craft Take Out – 50 kits distributed and 78 views on Facebook Live

Unlimited Book Club, a partnership with Coos History Museum and North Bend Public Library had 7 participants.

ASL Practice Place – 7 participants

Story time (4) – 38 participants

Book Box Program – 75 adults and 68 children participating

Swords and Starships Podcast – 16 downloads

The Empire and Eastside pickup/drop off sites continue.

Community Yoga – 12 participants

One on One Appts – 2

Young Writers in the Library (2) - 9

Engineer It! Kits - 50 participants

Miscellaneous

In November there were 4799, county-wide, checkouts on OverDrive. 96 circulations on hoopla in November with 8 new borrowers.

The roof is progressing and is at about the 75% mark. The weather has been a challenge to the project but it is still progressing.

The county's library allocation committee has been meeting and have come up with a potential new approach. It creates tiers: small, medium, and large. The top and bottom tier would be supplemented so the small at least maintain where they are and the large ones to account for the extras they provide for the county system. The plan has built in growth and has pieces that can be adjusted without having to

reinvent the formula. Haley Lagesse is still working on the spreadsheets to demonstrate how it will work but it has great promises.

Architecture firms were interviewed for the new library project. Hacker was awarded the contract by the City. The whole project is on a very tight schedule to make deadlines for the bond. Various meetings are being scheduled for December to kick off the project.

Interviews were held to fill the Embedded Social Worker position. This is a partnership project with North Bend and Lakeside Libraries. Hopefully the position will be filled and the project can launch soon.

Christina Coffman and Sami Pierson attended Library Journal's Design Institute online. It provided a lot of information.

2021/22	Myrtlewood Library Use	Myrtlewood Non-Library Use	Cedar Library Use	Cedar Non-Library Use	Total Use	Estimated Attendance (minus library program attendance already reported)
Jul-21	0	0	0	4	4	8
Aug-21	0	0	3	18	21	81
Sep-21	0	0	3	13	16	76
Oct-21	0	0	3	14	17	98
Nov-21	0	0	4	21	25	150
Dec-21			0	0	0	
Jan-22			0	0	0	
Feb-22			0	0	0	
Mar-22			0	0	0	
Apr-22			0	0	0	
May-22						
Jun-22						
Totals						413

COOS BAY PUBLIC LIBRARY

ART EXHIBIT POLICY

Art exhibits are provided to enhance and increase community appreciation of the arts, present a variety of exhibitions in the visual arts as well as 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 anyone who walks into the building, both children and adults who may have various 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 month, beginning approximately on the first day to the last day of the 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, advance 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.

The library will submit public service announcement to local media for exhibits. Artists should provide publicity material to the Library Director two weeks prior to opening of the exhibit. This may include artist's statement or biographical material and a description of the works to be exhibited. A high-contrast photo of the artist and/or of the artist's work may be submitted for possible newspaper coverage.

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 his or her name and contact information if works are for sale so a buyer may contact the artist 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. Acceptance of material for display does not imply approval or disapproval by the library or the City of Coos Bay of the ideas or opinions expressed.

COOS BAY PUBLIC LIBRARY
ART EXHIBIT AGREEMENT

EXHIBIT PERIOD: _____

ARTIST (S) Name: _____

Address: _____

Phone: _____

I agree to abide by the Art Exhibit Policy as stated above:

Exhibitor

Date

Approved:

Library Director/Display Coordinator

Date

Adopted by Board 7-19-00, reaffirmed by Board 8-22-01,
reviewed 8/17, reviewed 6/2019

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. Bulletin Boards are located throughout the library. Meeting Room. 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.

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.

Acceptance of material for 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
- 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.

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.

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

Reviewed by Board 6/18

Code of Conduct

In order for everyone to enjoy the library, the following is not acceptable in the library:

Animals of any type, other than service dogs

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 are, but not limited to:

Climbing, running, loud noise, 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 vapor devices

Solicitations

Unauthorized removal of library property

Using library facilities for the purpose of bathing

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 doubt, 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.

6/2019

Policy on Confidentiality of Library Records

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.

6/2019

Coos Bay Public Library Collection Management Policy

Purpose

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

Library Mission

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

Collection Scope

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

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

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

Guiding Principles

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

Selection Responsibility

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

Selection Guidelines and Criteria

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

- **Appropriateness to interest and skills of intended audience**
- **Authenticity of historical, regional, or social setting**
- **Availability from other libraries and interlibrary loan**
- **Budget and space limitations**
- **Contemporary significance, popular interest, or permanent value**
- **Diversity of viewpoint**
- **The library may acquire self-published items if they are created by a local resident, have special local or regional significance, or otherwise comply with the selection criteria detailed in this policy.**
- **Local emphasis**
- **An original or alternative point of view**
- **Professional, high-quality content that has been independently and positively reviewed in a major review journal. Paid or amateur reviews are not considered.**
- **Prominence, authority, and/or competence of author or creator**
- **Public demand, interest, or need**
- **Relation to existing collection**
- **Suitability of subject and style for the intended audience**
- **Timeliness of information**

Diversity

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

Gifts and Donations

The Coos Bay Public Library welcomes gifts of materials. Donated items will be added to the

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

The library also encourages monetary donations to be used in the acquisition of new materials for the collection. The library prefers that no constraints be placed on monetary gifts, but a donor may identify a general subject area or format if they so choose. All specific item selections will be made by trained library staff.

Collection Maintenance

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

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

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

Special Collections

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

“Read and Return” Collections

The library maintains uncatalogued “read and return” collections for patrons who are unable to check out materials with a library card. The collections comprise of materials donated to the library in good condition and are not subject to the criteria for selection and retention of materials detailed elsewhere in this policy.

Oregon Collection

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

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:

- **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.**
- **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.**
- **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.**

7/2019

Coos Bay Public Library
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: _____

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?

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:

GIFTS and DONATIONS POLICY

The library acknowledges the great importance of gifts and donations to the Library's future growth and development. In recognition of such, the library welcomes gifts of cash, securities, library materials, or real property. These gifts help enrich and improve the Library's resources. Coos Bay Public Library Foundation may also work with a donor when appropriate.

ACCEPTANCE OF GIFTS

1. Any donations or gifts to the library must be consistent with the library's policies, goals, and objectives.
2. Books or other library materials purchased by the donor for presentation to the library will be gratefully accepted provided they meet the library's selection policies and procedures and, in the opinion of the professional staff, they enhance the value of the library's collections.
3. Donated materials are evaluated according to the same criteria as purchased material. Items not added to the collection may be sold at Friends of the Library's book sales, donated, or disposed of in another way.
4. All donations become the sole property of the library. No gifts are accepted unless freely given to the library without restriction to be used as the library sees fit.
5. The decision as to the acceptance of and equipment shall be made by the Library Director.
6. The decision as to the acceptance and location of gifts of exterior or interior ornamentation, sculpture, and signage shall be made by the Library Director.

7. Gifts of cash, securities, real property, and bequests that support the mission of the library will be handled by the Library Director. The Director will work with the library Board and Coos Bay Public Library Foundation, regarding terms of acceptance that are compatible with library policies, the donor's intent, and applicable laws.

DISPOSITION OF GIFTS

1. Gift items will be integrated into the regular library collections or otherwise handled as any other material belonging to the library.

2. The library will place a bookplate into books purchased with donated monies when appropriate; however, the library will not agree to form separate collections of either donated materials or materials purchased with donated money.

3. The Library retains unconditional ownership of an accepted gift. Once conveyed to the library, no gift will be returned to the donor.

4. All gifts may be utilized, sold or disposed of in the best interest of the Library. The library is not obligated to keep donated materials for any length of time.

5. The library will not appraise items for tax purposes except in certain circumstances.

9/2019