

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

Wednesday December 20, 2023

5:15pm

**meeting will be in the library with an online option
(See library event calendar for meeting link)**

Introductions

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

11. Adjourn

COOS BAY PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
November 15, 2023

Call to Order – Chair Janice Langlinais called the meeting to order at 5:20 p.m.

Board Members Present: Janice Langlinais, Ida Jo Gates, Gina Sutherland, James Moore, Peggy Christensen, Nichole Rutherford

Others In Attendance: Sami Pierson, Christina Coffman, Crystal Barr, Zach-Executech

Public Comment – None

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

The circulation report was reviewed.

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

Correspondence – None

Librarians Report – The report was reviewed. It was noted that the Community Fridge numbers continue to go up.

Friends of the Library Report – The Book Store made \$668.49 in October. The November book sale made \$732.41. The next sale is December 2nd & 3rd.

Library Foundation Report – “After Hours at the Library” had good attendance and guest speaker Lionel Yost gave an interesting presentation on newspapers through the years in Coos County. There was a discussion on next steps for the City and the Foundation regarding the bond measure.

Old Business –

The Confidentiality of Library Records, Circulation Policy, Code of Conduct, Bulletin boards and Literature Racks and Art Exhibit were reviewed again. Further corrections will be made, and the policies returned for approval at the next meeting.

New Business –

Unattended Children, and Vulnerable Adults, Request for Reconsideration of Library Materials Form, Request for Reconsideration of Library Materials and Public Complaints were reviewed. Corrections will be made, and the policies returned for review at the next meeting.

A summary of the State Report recently submitted by Sami was reviewed. The State Library will compile numbers from the libraries around the State and Sami can use it to compare like size libraries numbers to ours.

A video of the Missoula Montana library was shown. The library encompasses a true community center with multiple partners sharing the space.

New tablets were handed out to board members along with new library email addresses to be used for library business.

Announcements – None

Adjournment – Janice Langlais adjourned the meeting at 6:26 p.m.

Next Meeting: December 20, 2023 – 5:15 p.m.

Respectfully submitted,
Crystal Barr

NOVEMBER 2023



MONTHLY SUMMARY

Totals

New Cards Issued	195
Number of Programs	47
Program Attendance	1028
Digital Downloads (hoopla)	901
Wireless Internet Connections	8,357
Reference Questions	467
Children's Reference Questions	72
Total Items Checked Out at Coos Bay	19,704
Total Coos Bay Items Checked Out Anywhere Else	19,706

	2023	2022	2021
Gate Count	7,556	5,325	3,588
Ave. Daily Circ.	896	810	725
Library Visits	9,056	6,149	3,738
Days Open	22	22	21

INVENTORY

Classification	Acquired	Discards
Adult Books	272	42
Adult Audiobooks	41	5
Adult Video	113	11
Adult Music	1	0
Video Games	0	5
Board Games	0	6
Young Adult Books	29	0
Young Adult Audio	0	0
Children's Books	95	53
Children's Audiobooks	0	0
Children's Video	12	0
Children's Music CDs	0	0
Total	563	319

Craft Takeout: A Monthly Craft Program for Teens and Adults



November's Craft Takeout: Macrame Plant Hangers

Craft Takeout is a monthly take and make craft program geared towards teens and adults that began in July 2021. This program was created during the pandemic as a way to engage patrons in a new and different way. Kits are released on the 3rd Thursday of each month and are available on a first come, first serve basis. A different craft is selected each month (with a focus on current craft trends), including crafts like November's macrame plant hangers, shibori tie dye, sashiko embroidery, needle felting, and terrariums. Each kit includes all the components needed to complete the craft and instructions. The program has become a popular fixture for teens and adults and continues to increase in popularity since it was first implemented.

City of Coos Bay
Balance Sheet
November 30, 2023

LIBRARY FUND

ASSETS

07-000-100-1001	Cash - Combined Fund	623,803.67	
07-000-100-1015	Cash on Hand/Till Drawer	200.00	
07-000-100-1101	Prepaid Expense	8,995.43	
07-000-100-1151	Cash Restricted - Furniture	250,000.00	
	Total Assets		882,999.10

LIABILITIES AND EQUITY

FUND EQUITY

07-000-200-2501	Fund Balance - Nonspendable	250,000.00	
	Unappropriated Fund Balance:		
07-000-200-2500	Fund Balance	1,028,530.06	
	Revenue over Expenditures - YTD	(395,530.96)	
	Balance - Current Date	632,999.10	
	Total Fund Equity		882,999.10
	Total Liabilities and Equity		882,999.10

City of Coos Bay
Revenues with Comparison to Budget
For the 5 Months Ending November 30, 2023

LIBRARY FUND

		Period Actual	YTD Actual	Budget	Unearned	Pcnt
<u>Carryover</u>						
07-000-300-0100	Carryover - Regular	.00	.00	1,450,000.00	1,450,000.00	.0
07-000-300-0200	Carryover - Donation/Furniture	.00	.00	250,000.00	250,000.00	.0
	Total Carryover	.00	.00	1,700,000.00	1,700,000.00	.0
<u>Revenue From Other Agencies</u>						
07-000-340-0300	State Library Grant	.00	.00	500.00	500.00	.0
07-000-340-0301	Grants	.00	.00	5,000.00	5,000.00	.0
07-000-340-0303	Federal Grants	.00	.00	1,000.00	1,000.00	.0
07-000-340-0900	Library Tax Base	192,300.43	255,455.86	1,256,600.00	1,001,144.14	20.3
	Total Revenue From Other Agencies	192,300.43	255,455.86	1,263,100.00	1,007,644.14	20.2
<u>Use Of Money & Property</u>						
07-000-350-0100	Investment Interest Income	3,706.83	25,832.34	15,000.00	(10,832.34)	172.2
07-000-350-1100	Auditorium Rental	.00	39.60	.00	(39.60)	.0
	Total Use Of Money & Property	3,706.83	25,871.94	15,000.00	(10,871.94)	172.5
<u>Current Services</u>						
07-000-380-0100	Copies	493.20	2,586.92	2,500.00	(86.92)	103.5
07-000-380-1800	Library Fees	319.83	1,020.32	2,000.00	979.68	51.0
	Total Current Services	813.03	3,607.24	4,500.00	892.76	80.2
<u>Other Revenue</u>						
07-000-380-0100	Miscellaneous	.00	420.38	100.00	(320.38)	420.4
07-000-380-0200	Cash Over/short	.01	.01	.00	(.01)	.0
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	1,500.00	500.00	(1,000.00)	300.0
07-000-380-0900	Gifts, Donations & Memorials	3,500.00	8,927.80	12,000.00	3,072.20	74.4
	Total Other Revenue	5,674.80	21,722.14	38,600.00	16,877.86	56.3
	Total Fund Revenue	202,495.09	306,657.18	3,021,200.00	2,714,542.82	10.2

City of Coos Bay
Expenditures with Comparison to Budget
For the 5 Months Ending November 30, 2023

LIBRARY FUND

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Expenditures</u>					
Personnel Services					
07-510-510-1001 Salaries	58,723.39	316,788.35	823,554.00	506,765.65	38.5
07-510-510-1003 PERS Retirement	17,260.69	94,582.17	244,324.00	149,741.83	38.7
07-510-510-1004 Employer Payroll Taxes	4,626.85	24,974.41	66,678.00	41,703.59	37.5
07-510-510-1005 Employee Insurance	10,328.40	52,811.71	199,054.00	146,242.29	26.5
07-510-510-1006 Unemployment	.00	.24	3,600.00	3,599.76	.0
07-510-510-1007 Workers Compensation Insurance	74.02	409.63	973.00	563.37	42.1
07-510-510-1008 Volunteer Workers Compensation	.29	.29	67.00	66.71	.4
Total Personnel Services	91,013.64	489,566.80	1,338,250.00	848,683.20	36.6
Materials & Services					
07-510-520-2005 Training, Meetings, Travel, Dues	374.59	3,070.94	11,000.00	7,929.06	27.9
07-510-520-2101 Utilities	2,401.01	7,529.81	37,000.00	29,470.19	20.4
07-510-520-2102 Telephone	1,255.76	4,213.88	21,000.00	16,786.12	20.1
07-510-520-2105 Advertising	1,227.36	4,189.49	20,000.00	15,810.51	21.0
07-510-520-2108 Contractual	8,056.99	48,581.37	225,000.00	176,418.63	21.6
07-510-520-2120 Insurance	.00	10,535.75	14,400.00	3,864.25	73.2
07-510-520-2122 Duplicating/Data Processing	1,479.08	5,189.48	8,200.00	3,010.52	63.3
07-510-520-2123 Printing	.00	192.13	3,000.00	2,807.87	6.4
07-510-520-2205 Office Supplies	85.27	1,564.79	7,000.00	5,435.21	22.4
07-510-520-2206 Postage	.00	558.10	12,000.00	11,441.90	4.7
07-510-520-2225 Janitorial Supplies	264.04	1,169.06	3,500.00	2,330.94	33.4
07-510-520-2231 Small Equipment	5,008.67	6,587.10	100,000.00	93,412.90	6.6
07-510-520-2234 Grants	.00	.00	8,000.00	8,000.00	.0
07-510-520-2235 Library Supplies	1,725.19	5,119.10	14,000.00	8,880.90	36.6
07-510-520-2236 Library Books & Records	9,923.99	42,030.16	135,000.00	92,969.84	31.1
07-510-520-2237 Periodicals	3,227.30	8,854.77	12,000.00	3,145.23	73.8
07-510-520-2239 State Aid to Children - Books	.00	708.54	2,500.00	1,791.46	28.3
07-510-520-2240 Library Books/Records (Restr)	.00	.00	50,000.00	50,000.00	.0
07-510-520-2241 Programming	3,410.72	17,857.45	60,000.00	42,142.55	29.8
07-510-520-2302 Office Equipment Rental	335.81	1,519.33	20,000.00	18,480.67	7.6
07-510-520-2303 Equipment Repairs/Replacement	.00	.00	6,000.00	6,000.00	.0
07-510-520-2304 Equipment Maintenance Contract	39.85	8,457.54	15,000.00	6,542.46	56.4
07-510-520-2305 Vehicle Maintenance/Fuel	196.09	1,547.46	7,000.00	5,452.54	22.1
07-510-520-2309 Building & Grounds Maintenance	4,459.50	17,685.72	75,000.00	57,314.28	23.6
07-510-520-2310 Furniture (restricted)	.00	.00	300,000.00	300,000.00	.0
07-510-520-2406 Reimbursable	.00	28.00	200.00	172.00	14.0
07-510-520-2424 Library Board	.00	.00	1,500.00	1,500.00	.0
07-510-520-2450 Gifts, Donations & Memorials	1,184.41	7,049.87	25,000.00	17,950.13	28.2
Total Materials & Services	44,655.63	204,239.84	1,193,300.00	989,060.16	17.1

City of Coos Bay
Expenditures with Comparison to Budget
For the 5 Months Ending November 30, 2023

LIBRARY FUND

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
Debt Service					
07-510-540-1000 Lease Principal	.00	4,989.42	50,000.00	45,010.58	10.0
07-510-540-1100 Lease Interest	.00	.00	5,000.00	5,000.00	.0
07-510-540-2000 Enterprise Lease - Principal	1,696.04	3,392.08	.00	(3,392.08)	.0
Total Debt Service	1,696.04	8,381.50	55,000.00	46,618.50	15.2
Other Financing Uses					
07-510-560-6001 Contingency	.00	.00	184,650.00	184,650.00	.0
07-510-560-6002 Unappropriated Ending Fund Bal	.00	.00	250,000.00	250,000.00	.0
Total Other Financing Uses	.00	.00	434,650.00	434,650.00	.0
Total Expenditures	137,365.31	702,188.14	3,021,200.00	2,319,011.86	23.2
Total Fund Expenditures	137,365.31	702,188.14	3,021,200.00	2,319,011.86	23.2
Net Revenue Over Expenditures	65,129.78	(395,530.96)	.00	395,530.96	.0

City of Coos Bay

Detail Ledger - Month End Report for Library
Period: 11/23 - 11/23Page: 1
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Report Criteria:

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

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Salaries			10/31/2023 (10/23) Balance	07-510-510-1001			258,064.96
11/20/2023	PC	15	PAYROLL TRANS FOR 11/20/2023 PAY PERIOD		3,800.00		
11/20/2023	PC	80	PAYROLL TRANS FOR 11/20/2023 PAY PERIOD		58,723.39		
11/20/2023	PC	81	PAYROLL TRANS FOR 11/20/2023 PAY PERIOD			3,800.00-	
			11/30/2023 (11/23) Period Totals and Balance		62,523.39 *	3,800.00- *	316,788.35
YTD Encumbrance		.00 YTD Actual	316,788.35 Total	316,788.35 YTD Budget	823,554.00 Unexpended	506,765.65	
Overtime			10/31/2023 (10/23) Balance	07-510-510-1002			.00
			11/30/2023 (11/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
PERS Retirement			10/31/2023 (10/23) Balance	07-510-510-1003			77,321.48
11/20/2023	PB	138	PAYROLL TRANS FOR 11/20/2023 PAY PERIOD		17,260.69		
			11/30/2023 (11/23) Period Totals and Balance		17,260.69 *	.00 *	94,582.17
YTD Encumbrance		.00 YTD Actual	94,582.17 Total	94,582.17 YTD Budget	244,324.00 Unexpended	149,741.83	
Employer Payroll Taxes			10/31/2023 (10/23) Balance	07-510-510-1004			20,347.56
11/20/2023	PB	36	PAYROLL TRANS FOR 11/20/2023 PAY PERIOD		305.90		
11/20/2023	PB	134	PAYROLL TRANS FOR 11/20/2023 PAY PERIOD		4,626.85		
11/20/2023	PB	135	PAYROLL TRANS FOR 11/20/2023 PAY PERIOD			305.90-	
			11/30/2023 (11/23) Period Totals and Balance		4,932.75 *	305.90- *	24,974.41
YTD Encumbrance		.00 YTD Actual	24,974.41 Total	24,974.41 YTD Budget	66,678.00 Unexpended	41,703.59	
Employee Insurance			10/31/2023 (10/23) Balance	07-510-510-1005			42,483.31
11/20/2023	PB	137	PAYROLL TRANS FOR 11/20/2023 PAY PERIOD		10,328.40		
11/20/2023	PC	107	PAYROLL TRANS FOR 11/20/2023 PAY PERIOD		33.40		
11/20/2023	PC	108	PAYROLL TRANS FOR 11/20/2023 PAY PERIOD			33.40-	
			11/30/2023 (11/23) Period Totals and Balance		10,361.80 *	33.40- *	52,811.71
YTD Encumbrance		.00 YTD Actual	52,811.71 Total	52,811.71 YTD Budget	199,054.00 Unexpended	146,242.29	
Unemployment			10/31/2023 (10/23) Balance	07-510-510-1006			.24
			11/30/2023 (11/23) Period Totals and Balance		.00 *	.00 *	.24
YTD Encumbrance		.00 YTD Actual	.24 Total	.24 YTD Budget	3,600.00 Unexpended	3,599.76	
Workers Compensation Insurance			10/31/2023 (10/23) Balance	07-510-510-1007			335.61

City of Coos Bay		Detail Ledger - Month End Report for Library				Page: 2	
		Period: 11/23 - 11/23				Dec 11, 2023 01:35PM	
Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
11/30/2023	JE	7	Adjust W/C Insurance for Vacation Hours 10/23 Pay			5.03-	
11/30/2023	JE	44	ADJUST W/C INSURANCE FOR VACATION HOUR			4.53-	
11/20/2023	PB	136	PAYROLL TRANS FOR 11/20/2023 PAY PERIOD		83.58		
11/30/2023 (11/23) Period Totals and Balance					83.58 *	9.56- *	409.63
YTD Encumbrance	.00	YTD Actual	409.63 Total	409.63 YTD Budget	973.00 Unexpended	563.37	
Volunteer Workers Compensation				10/31/2023 (10/23) Balance	07-510-510-1008		.00
11/17/2023	JE	8	Record July-Sept 2023 Volunteer Worker's Comp Pr		.29		
11/30/2023 (11/23) Period Totals and Balance					.29 *	.00 *	.29
YTD Encumbrance	.00	YTD Actual	.29 Total	.29 YTD Budget	67.00 Unexpended	66.71	
Accrued Vacation Liability				10/31/2023 (10/23) Balance	07-510-510-1009		.00
11/30/2023 (11/23) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Meetings And Travel				10/31/2023 (10/23) Balance	07-510-520-2001		.00
11/30/2023 (11/23) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Memberships,dues,publications				10/31/2023 (10/23) Balance	07-510-520-2003		.00
11/30/2023 (11/23) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Training,Meetings,Travel,Dues				10/31/2023 (10/23) Balance	07-510-520-2005		2,696.35
11/08/2023	AP	441	Pierson, Sami		33.00		
11/08/2023	AP	442	Pierson, Sami		35.00		
11/01/2023	AP	721	Swank Movie Licensing USA		228.67		
10/16/2023	JE	40	OREGON LIBRARY ASSOCIATION, Pierson, Librar		18.00		
10/25/2023	JE	47	REFORMA, Coffman, 1 year Membership		26.64		
10/25/2023	JE	47	REFORMA, Iparraguirre, 1 Year Membership		16.64		
10/25/2023	JE	47	REFORMA, Wilson, 1 Year Membership		16.64		
11/30/2023 (11/23) Period Totals and Balance					374.59 *	.00 *	3,070.94
YTD Encumbrance	.00	YTD Actual	3,070.94 Total	3,070.94 YTD Budget	11,000.00 Unexpended	7,929.06	
Utilities				10/31/2023 (10/23) Balance	07-510-520-2101		5,128.80
11/08/2023	CD13	5	PACIFIC POWER 12447751-0018 LIBRARY		2,084.01		
10/04/2023	JE	41	CB NB Water Board, Water		317.00		
11/30/2023 (11/23) Period Totals and Balance					2,401.01 *	.00 *	7,529.81
YTD Encumbrance	.00	YTD Actual	7,529.81 Total	7,529.81 YTD Budget	37,000.00 Unexpended	29,470.19	
Telephone				10/31/2023 (10/23) Balance	07-510-520-2102		2,958.12
10/12/2023	AP	580	USCC Services LLC		259.90		
10/21/2023	AP	603	T-Mobile USA Inc		315.00		
11/08/2023	AP	727	Asavie Technologies Inc		74.90		
10/04/2023	JE	53	8x8, Service/Long Distance		330.15		
10/22/2023	JE	53	VERIZON, 576174385-00001 Library		275.81		
11/30/2023 (11/23) Period Totals and Balance					1,255.76 *	.00 *	4,213.88
YTD Encumbrance	.00	YTD Actual	4,213.88 Total	4,213.88 YTD Budget	21,000.00 Unexpended	16,786.12	

City of Coos Bay		Detail Ledger - Month End Report for Library					Page: 3	
		Period: 11/23 - 11/23					Dec 11, 2023 01:35PM	
Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance	
Advertising		10/31/2023 (10/23) Balance		07-510-520-2105			2,962.13	
11/02/2023	AP	337	BNT Promotional Products		680.88			
11/14/2023	AP	617	BNT Promotional Products		50.48			
10/31/2023	AP	705	Sinclair Television Media Inc		455.00			
10/11/2023	JE	47	STICKERAPP, Library Logo Stickers		41.00			
		11/30/2023 (11/23) Period Totals and Balance			1,227.36 *	.00 *	4,189.49	
YTD Encumbrance		.00 YTD Actual	4,189.49 Total	4,189.49 YTD Budget	20,000.00 Unexpended	15,810.51		
Contractual		10/31/2023 (10/23) Balance		07-510-520-2108			40,524.38	
10/25/2023	AP	428	Cardinal Services Inc.		397.80			
10/27/2023	AP	429	Cardinal Services Inc.		115.60			
11/01/2023	AP	430	Cardinal Services Inc.		500.59			
10/20/2023	AP	463	C-N-B Security Inc		1,012.00			
10/23/2023	AP	464	C-N-B Security Inc		1,012.00			
10/26/2023	AP	475	I-Secure Inc		41.00			
11/08/2023	AP	673	Cardinal Services Inc.		298.35			
11/08/2023	AP	674	Cardinal Services Inc.		176.80			
11/08/2023	AP	675	Cardinal Services Inc.		115.60			
11/15/2023	AP	677	Cardinal Services Inc.		259.25			
11/09/2023	AP	700	Sprague Pest Solutions		194.21			
09/15/2023	AP	717	C-N-B Security Inc		836.00			
09/22/2023	AP	718	C-N-B Security Inc		1,012.00			
10/31/2023	AP	719	C-N-B Security Inc		1,012.00			
11/10/2023	AP	720	C-N-B Security Inc		1,012.00			
11/06/2023	CD14	1	10/31/23 Xpress Bill Pay Support Fees/Forms #INV-		61.79			
		11/30/2023 (11/23) Period Totals and Balance			8,056.99 *	.00 *	48,581.37	
YTD Encumbrance		.00 YTD Actual	48,581.37 Total	48,581.37 YTD Budget	225,000.00 Unexpended	176,418.63		
Special Counsel		10/31/2023 (10/23) Balance		07-510-520-2114			.00	
		11/30/2023 (11/23) Period Totals and Balance			.00 *	.00 *	.00	
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00		
Insurance		10/31/2023 (10/23) Balance		07-510-520-2120			10,535.75	
		11/30/2023 (11/23) 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		10/31/2023 (10/23) Balance		07-510-520-2122			3,710.40	
10/16/2023	AP	476	ODP Business Solutions LLC		455.99			
10/16/2023	AP	477	ODP Business Solutions LLC		212.76			
10/25/2023	AP	478	ODP Business Solutions LLC		319.14			
10/20/2023	AP	534	Xerox Corporation		7.64			
11/01/2023	AP	663	Xerox Corporation		1.05			
11/01/2023	AP	665	Xerox Corporation		333.16			
10/31/2023	AP	739	ODP Business Solutions LLC		149.34			
		11/30/2023 (11/23) Period Totals and Balance			1,479.08 *	.00 *	5,189.48	
YTD Encumbrance		.00 YTD Actual	5,189.48 Total	5,189.48 YTD Budget	8,200.00 Unexpended	3,010.52		
Printing		10/31/2023 (10/23) Balance		07-510-520-2123			192.13	
		11/30/2023 (11/23) Period Totals and Balance			.00 *	.00 *	192.13	
YTD Encumbrance		.00 YTD Actual	192.13 Total	192.13 YTD Budget	3,000.00 Unexpended	2,807.87		

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City of Coos Bay		Detail Ledger - Month End Report for Library				Page: 4	
		Period: 11/23 - 11/23				Dec 11, 2023 01:35PM	
Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Program & Display			10/31/2023 (10/23) Balance	07-510-520-2128			.00
			11/30/2023 (11/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		
Office Supplies			10/31/2023 (10/23) Balance	07-510-520-2205			1,479.52
10/24/2023	AP	531	SC&AGE Inc.		10.00		
10/08/2023	JE	52	AMAZON.COM, Tape		35.28		
10/11/2023	JE	52	AMAZON.COM, Magnetic Tape		39.99		
			11/30/2023 (11/23) Period Totals and Balance		85.27 *	.00 *	1,564.79
YTD Encumbrance		.00 YTD Actual	1,564.79 Total	1,564.79 YTD Budget	7,000.00 Unexpended	5,435.21	
Postage			10/31/2023 (10/23) Balance	07-510-520-2206			558.10
			11/30/2023 (11/23) Period Totals and Balance		.00 *	.00 *	558.10
YTD Encumbrance		.00 YTD Actual	558.10 Total	558.10 YTD Budget	12,000.00 Unexpended	11,441.90	
Miscellaneous			10/31/2023 (10/23) Balance	07-510-520-2208			.00
			11/30/2023 (11/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Data Processing Supplies			10/31/2023 (10/23) Balance	07-510-520-2224			.00
			11/30/2023 (11/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Janitorial Supplies			10/31/2023 (10/23) Balance	07-510-520-2225			905.02
10/31/2023	AP	250	Bay Area Enterprises Inc.		233.68		
10/01/2023	JE	52	AMAZON.COM, Kleenex		30.36		
			11/30/2023 (11/23) Period Totals and Balance		264.04 *	.00 *	1,169.06
YTD Encumbrance		.00 YTD Actual	1,169.06 Total	1,169.06 YTD Budget	3,500.00 Unexpended	2,330.94	
Small Equipment			10/31/2023 (10/23) Balance	07-510-520-2231			1,578.43
10/08/2023	JE	40	APPLE.COM, Library Board Member Ipad, Case		886.00		
09/29/2023	JE	41	APPLE.COM, Library Board Member Ipad, Case		857.00		
09/29/2023	JE	41	APPLE.COM, Library Board Member Ipad, Case		886.00		
10/08/2023	JE	41	APPLE.COM, Library Board Member Ipad, Case		2,257.00		
10/28/2023	JE	52	AMAZON.COM, Ladder, Bungee Cords, Library Van		122.67		
			11/30/2023 (11/23) Period Totals and Balance		5,008.67 *	.00 *	6,587.10
YTD Encumbrance		.00 YTD Actual	6,587.10 Total	6,587.10 YTD Budget	100,000.00 Unexpended	93,412.90	
Grants			10/31/2023 (10/23) Balance	07-510-520-2234			.00
			11/30/2023 (11/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	8,000.00 Unexpended	8,000.00	
Library Supplies			10/31/2023 (10/23) Balance	07-510-520-2235			3,393.91
10/13/2023	AP	340	Demco		191.88		
11/01/2023	AP	621	Demco		219.35		
11/02/2023	AP	622	Demco		191.88		
11/08/2023	AP	926	University of Minnesota		1,087.00		
10/18/2023	JE	52	AMAZON.COM, Bags, Board Games		15.19		
10/18/2023	JE	52	AMAZON.COM, Bags, Board Games		19.89		
			11/30/2023 (11/23) Period Totals and Balance		1,725.19 *	.00 *	5,119.10

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City of Coos Bay Detail Ledger - Month End Report for Library Page: 5
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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance	.00	YTD Actual	5,119.10 Total	5,119.10 YTD Budget	14,000.00 Unexpended	8,880.90	
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Library Books & Records			10/31/2023 (10/23) Balance	07-510-520-2236			32,106.17
10/26/2023	AP	335	Blackstone Publishing		41.60		
10/27/2023	AP	424	EBSCO Information Services		882.00		
10/12/2023	AP	433	Midwest Tape		108.19		
10/19/2023	AP	434	Midwest Tape		19.99		
10/31/2023	AP	435	Midwest Tape		1,776.92		
10/10/2023	AP	451	Cengage Learning Inc.		219.13		
11/01/2023	AP	537	Marshfield High School		60.00		
08/23/2023	AP	614	Blackstone Publishing		41.60		
09/22/2023	AP	615	Blackstone Publishing		41.60		
11/01/2023	AP	619	Center Point Large Print		143.22		
10/05/2023	AP	630	Ingram		359.40		
10/10/2023	AP	631	Ingram		191.20		
10/10/2023	AP	632	Ingram		145.06		
10/12/2023	AP	633	Ingram		57.72		
10/13/2023	AP	635	Ingram		148.78		
10/13/2023	AP	636	Ingram		470.41		
10/16/2023	AP	637	Ingram		406.24		
10/17/2023	AP	638	Ingram		22.30		
10/17/2023	AP	639	Ingram		119.00		
10/18/2023	AP	640	Ingram		117.78		
10/19/2023	AP	641	Ingram		37.22		
10/20/2023	AP	642	Ingram		209.31		
10/24/2023	AP	643	Ingram		46.81		
10/26/2023	AP	644	Ingram		206.05		
10/30/2023	AP	646	Ingram		460.58		
10/30/2023	AP	647	Ingram		657.88		
11/01/2023	AP	648	Ingram		277.90		
11/01/2023	AP	649	Ingram		31.05		
11/05/2023	AP	650	Ingram		153.23		
11/07/2023	AP	653	Ingram		382.11		
11/07/2023	AP	654	Ingram		39.70		
11/08/2023	AP	655	Ingram		27.75		
11/08/2023	AP	656	Ingram		177.43		
11/10/2023	AP	657	Ingram		179.03		
10/26/2023	AP	682	Midwest Tape		105.44		
11/02/2023	AP	683	Midwest Tape		76.96		
10/23/2023	AP	701	Rivistas LLC		827.05		
09/29/2023	JE	52	AMAZON.COM, Adult Dvds		19.98		
10/02/2023	JE	52	AMAZON.COM, Adult Dvds		25.98		
10/02/2023	JE	52	AMAZON.COM, Adult Dvds		46.95		
10/09/2023	JE	52	AMAZON.COM, Adult Dvds		19.96		
10/09/2023	JE	52	AMAZON.COM, Adult Books		50.14		
10/18/2023	JE	52	AMAZON.COM, Endoscope, Library of Things		16.39		
10/18/2023	JE	52	AMAZON.COM, Croquet Set, Library of Things		51.10		
10/22/2023	JE	52	AMAZON.COM, Adult Dvds		257.95		
10/23/2023	JE	52	AMAZON.COM, Adult Dvds		84.88		
10/28/2023	JE	52	AMAZON.COM, YP Books		58.06		
10/30/2023	JE	52	AMAZON.COM, Adult Dvds		24.96		
11/30/2023 (11/23) Period Totals and Balance					9,923.99 *	.00 *	42,030.16
YTD Encumbrance	.00	YTD Actual	42,030.16 Total	42,030.16 YTD Budget	135,000.00 Unexpended	92,969.84	
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Periodicals			10/31/2023 (10/23) Balance	07-510-520-2237			5,627.47

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City of Coos Bay		Detail Ledger - Month End Report for Library					Page: 6	
		Period: 11/23 - 11/23					Dec 11, 2023 01:35PM	
Date	Journal	Reference Number	Payee or Description		Account Number	Debit Amount	Credit Amount	Balance
10/26/2023	AP	416	The World			116.00		
10/23/2023	AP	702	Rivistas LLC			3,111.30		
11/30/2023 (11/23) Period Totals and Balance						3,227.30 *	.00 *	8,854.77
YTD Encumbrance	.00	YTD Actual	8,854.77	Total	8,854.77	YTD Budget	12,000.00	Unexpended 3,145.23
Microfilm			10/31/2023 (10/23) Balance		07-510-520-2238			.00
11/30/2023 (11/23) Period Totals and Balance						.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00	YTD Budget	.00	Unexpended .00
State Aid to Children - Books			10/31/2023 (10/23) Balance		07-510-520-2239			708.54
11/30/2023 (11/23) Period Totals and Balance						.00 *	.00 *	708.54
YTD Encumbrance	.00	YTD Actual	708.54	Total	708.54	YTD Budget	2,500.00	Unexpended 1,791.46
Library Books/Records (Restr)			10/31/2023 (10/23) Balance		07-510-520-2240			.00
11/30/2023 (11/23) Period Totals and Balance						.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00	YTD Budget	50,000.00	Unexpended 50,000.00
Programming			10/31/2023 (10/23) Balance		07-510-520-2241			14,446.73
10/31/2023	AP	493	Sweetflix			46.14		
10/12/2023	AP	634	Ingram			153.64		
10/26/2023	AP	645	Ingram			20.45		
11/05/2023	AP	651	Ingram			82.05		
09/29/2023	JE	47	SAFEWAY, Supplies, Adult Programs, Mocktails, For			44.87		
09/29/2023	JE	47	SAFEWAY, Supplies, Adult Programs, Game Night			42.56		
10/06/2023	JE	47	SAFEWAY, Supplies, Adult Programs, Mocktails			22.99		
10/10/2023	JE	47	DOLLAR TREE, Supplies, YP Programs, Frakentoy			23.75		
10/10/2023	JE	47	SOUTH COAST HOSPICE THRIFT, YP Programs,			15.38		
10/12/2023	JE	47	THE READING WAREHOUSE, Books, Outreach			158.98		
10/12/2023	JE	47	EMPIRE DONUTS, Supplies, YP Programs, Book T			149.69		
10/12/2023	JE	47	BI-MART, Supplies, YP Programs, Book Talk			38.91		
10/13/2023	JE	47	SAFEWAY, Supplies, Adult Programs, Book Brunch			63.49		
10/17/2023	JE	47	APPLE.COM, Icloud Storage			.99		
10/18/2023	JE	47	MAHAFFY RANCH, Pumpkins, YP Programs, Givea			350.00		
10/19/2023	JE	47	APPLE.COM, Music Downloads, YP Programs, Stor			10.99		
10/20/2023	JE	47	SAFEWAY, Supplies Adult Prog, Hispanic Potluck, G			120.42		
10/20/2023	JE	47	DOMINOS, Supplies, YP Programs, Teen After Hour			96.51		
10/22/2023	JE	47	BUZZSPROUT, Podcast Hosting			12.00		
10/01/2023	JE	52	AMAZON.COM, Supplies, Adult Programs, Coffee &			31.58		
10/01/2023	JE	52	AMAZON.COM, Supplies, Adult Programs, Coffee &			139.14		
10/01/2023	JE	52	AMAZON.COM, Supplies, Adult Programs, Craft Ta			363.92		
10/03/2023	JE	52	AMAZON.COM, Supplies, Adult Programs, Coffee &			73.08		
10/03/2023	JE	52	AMAZON.COM, Supplies, YP Programs, Read and			30.20		
10/04/2023	JE	52	AMAZON.COM, Supplies, Adult Programs, Coffee &			76.05		
10/04/2023	JE	52	AMAZON.COM, Supplies, YP Programs, Read and			83.57		
10/05/2023	JE	52	AMAZON.COM, Supplies, Adult Programs, Coffee &			10.99		
10/05/2023	JE	52	AMAZON.COM, Supplies, YP Programs, Read and			10.99		
10/06/2023	JE	52	AMAZON.COM, Supplies, Adult Programs, Mocktail			29.99		
10/06/2023	JE	52	AMAZON.COM, Supplies, YP Programs, Read and			10.95		
10/10/2023	JE	52	AMAZON.COM, Supplies, Adult Programs, Mocktail			37.99		
10/11/2023	JE	52	AMAZON.COM, Supplies, YP Programs, Teen After			27.17		
10/13/2023	JE	52	AMAZON.COM, Supplies, Adult Programs, Mocktail			55.99		
10/14/2023	JE	52	AMAZON.COM, Supplies, YP Programs, ESD Billing			69.69		
10/15/2023	JE	52	AMAZON.COM, Supplies, YP Programs, Day of the			38.16		

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
10/15/2023	JE	52	AMAZON.COM, Supplies, Adult Programs, Craft Ta		99.85		
10/15/2023	JE	52	AMAZON.COM, Supplies, YP Programs, Read and		30.25		
10/15/2023	JE	52	AMAZON.COM, Supplies, Adult Programs, Craft Ta		199.70		
10/15/2023	JE	52	AMAZON.COM, Supplies, Adult Programs, Mocktail		224.80		
10/17/2023	JE	52	AMAZON.COM, Supplies, YP Programs, Read and		19.63		
10/23/2023	JE	52	AMAZON.COM, Books, YP Programs, Beginning R		20.98		
10/24/2023	JE	52	AMAZON.COM, Books, YP Programs, Beginning R		35.93		
10/27/2023	JE	52	AMAZON.COM, Supplies, YP Programs, Read and		17.70		
10/28/2023	JE	52	AMAZON.COM, Supplies, YP Programs, Book Boxe		218.61		
			11/30/2023 (11/23) Period Totals and Balance		3,410.72 *	.00 *	17,857.45
YTD Encumbrance	.00	YTD Actual	17,857.45 Total	17,857.45 YTD Budget	60,000.00 Unexpended	42,142.55	
Office Equipment Rental			10/31/2023 (10/23) Balance	07-510-520-2302			1,183.52
11/01/2023	AP	664	Xerox Corporation		70.87		
11/01/2023	AP	666	Xerox Corporation		125.24		
10/26/2023	JE	41	PITNEY BOWES LEASING, Postage Meter Rent		139.70		
			11/30/2023 (11/23) Period Totals and Balance		335.81 *	.00 *	1,519.33
YTD Encumbrance	.00	YTD Actual	1,519.33 Total	1,519.33 YTD Budget	20,000.00 Unexpended	18,480.67	
Equipment Repairs/Replacement			10/31/2023 (10/23) Balance	07-510-520-2303			.00
			11/30/2023 (11/23) 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			10/31/2023 (10/23) Balance	07-510-520-2304			8,417.69
11/01/2023	AP	443	Advantage Security LLC		39.85		
			11/30/2023 (11/23) Period Totals and Balance		39.85 *	.00 *	8,457.54
YTD Encumbrance	.00	YTD Actual	8,457.54 Total	8,457.54 YTD Budget	15,000.00 Unexpended	6,542.46	
Vehicle Maintenance/Fuel			10/31/2023 (10/23) Balance	07-510-520-2305			1,351.37
10/31/2023	AP	437	CECO Inc		47.15		
10/20/2023	JE	20	US UPFITTERS, 209, Grab Bar for Van		34.68		
10/01/2023	JE	20	ACE HARDWARE, 209, Supplies for Outfitting Van		9.20		
10/01/2023	JE	20	ACE HARDWARE, 209, Supplies for Outfitting Van		17.29		
09/30/2023	JE	20	LNL LUMBER, 209, Supplies for Outfitting Cargo Ar		54.00		
10/27/2023	JE	40	SAFEWAY FUEL, Pierson, Librarian's Meeting		33.77		
			11/30/2023 (11/23) Period Totals and Balance		196.09 *	.00 *	1,547.46
YTD Encumbrance	.00	YTD Actual	1,547.46 Total	1,547.46 YTD Budget	7,000.00 Unexpended	5,452.54	
Furniture			10/31/2023 (10/23) Balance	07-510-520-2306			.00
			11/30/2023 (11/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Building & Grounds Maintenance			10/31/2023 (10/23) Balance	07-510-520-2309			13,226.22
10/31/2023	AP	249	Bay Area Enterprises Inc.		4,053.35		
10/19/2023	AP	528	Oregon Tool & Supply Inc		17.90		
09/28/2023	AP	612	Agri-Tech Design		266.00		
08/03/2023	AP	738	I-Secure Inc		41.00		
11/01/2023	AP	1011	Golder Company Inc		17.25		
10/07/2023	JE	41	ARAMARK UNIFORM, Mats		32.00		
10/21/2023	JE	41	ARAMARK UNIFORM, Mats		32.00		
			11/30/2023 (11/23) Period Totals and Balance		4,459.50 *	.00 *	17,685.72

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							Period: 11/23 - 11/23		Dec 11, 2023 01:35PM
Date	Journal	Reference Number	Payee or Description		Account Number	Debit Amount	Credit Amount	Balance	
YTD Encumbrance		.00 YTD Actual	17,685.72 Total	17,685.72 YTD Budget	75,000.00 Unexpended	57,314.28			
Furniture (restricted)			10/31/2023 (10/23) Balance		07-510-520-2310			.00	
			11/30/2023 (11/23) Period Totals and Balance			.00 *	.00 *	.00	
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	300,000.00 Unexpended	300,000.00			
Reimbursable			10/31/2023 (10/23) Balance		07-510-520-2406			28.00	
			11/30/2023 (11/23) 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			10/31/2023 (10/23) Balance		07-510-520-2424			.00	
			11/30/2023 (11/23) 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			10/31/2023 (10/23) Balance		07-510-520-2450			5,865.46	
09/21/2023 AP	492	Karen Kitchen				850.00			
10/19/2023 AP	544	ORCCA				14.96			
10/23/2023 AP	545	ORCCA				25.92			
10/26/2023 AP	546	ORCCA				38.24			
10/30/2023 AP	547	ORCCA				26.96			
11/05/2023 AP	652	Ingram				90.14			
11/03/2023 AP	689	ORCCA				31.36			
11/06/2023 AP	690	ORCCA				29.94			
11/14/2023 AP	691	ORCCA				27.52			
10/28/2023 JE	47	CHEFSTORE, Produce, Community Fridge				49.37			
			11/30/2023 (11/23) Period Totals and Balance			1,184.41 *	.00 *	7,049.87	
YTD Encumbrance		.00 YTD Actual	7,049.87 Total	7,049.87 YTD Budget	25,000.00 Unexpended	17,950.13			
Bad Debt Expense			10/31/2023 (10/23) Balance		07-510-520-2500			.00	
			11/30/2023 (11/23) Period Totals and Balance			.00 *	.00 *	.00	
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00			
Computer Hardware & Software			10/31/2023 (10/23) Balance		07-510-530-3001			.00	
			11/30/2023 (11/23) Period Totals and Balance			.00 *	.00 *	.00	
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00			
Vehicles			10/31/2023 (10/23) Balance		07-510-530-3008			.00	
			11/30/2023 (11/23) Period Totals and Balance			.00 *	.00 *	.00	
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00			
Audio Visual Equipment			10/31/2023 (10/23) Balance		07-510-530-3022			.00	
			11/30/2023 (11/23) Period Totals and Balance			.00 *	.00 *	.00	
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00			
Library Equipment			10/31/2023 (10/23) Balance		07-510-530-3023			.00	
			11/30/2023 (11/23) Period Totals and Balance			.00 *	.00 *	.00	
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00			

City of Coos Bay		Detail Ledger - Month End Report for Library				Page: 9	
		Period: 11/23 - 11/23				Dec 11, 2023 01:35PM	
Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Building Project			10/31/2023 (10/23) Balance	07-510-530-3118			.00
			11/30/2023 (11/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		.00
Lease Principal			10/31/2023 (10/23) Balance	07-510-540-1000			4,989.42
			11/30/2023 (11/23) Period Totals and Balance		.00 *	.00 *	4,989.42
YTD Encumbrance		.00 YTD Actual	4,989.42 Total	4,989.42 YTD Budget	50,000.00 Unexpended	45,010.58	
Lease Interest			10/31/2023 (10/23) Balance	07-510-540-1100			.00
			11/30/2023 (11/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	5,000.00 Unexpended	5,000.00	
Non-Lease Component			10/31/2023 (10/23) Balance	07-510-540-1200			.00
			11/30/2023 (11/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Enterprise Lease - Principal			10/31/2023 (10/23) Balance	07-510-540-2000			1,696.04
11/20/2023 CD13	6	Enterprise Payment 583157A Inv#FBN4885852			540.41		
11/20/2023 CD13	6	Enterprise Payment 583157A Inv#FBN4885852			1,155.63		
			11/30/2023 (11/23) Period Totals and Balance		1,696.04 *	.00 *	3,392.08
YTD Encumbrance		.00 YTD Actual	3,392.08 Total	3,392.08 YTD Budget	.00 Unexpended	(3,392.08)	
Enterprise Lease - Interest			10/31/2023 (10/23) Balance	07-510-540-2100			.00
			11/30/2023 (11/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Subscription Principal			10/31/2023 (10/23) Balance	07-510-540-3000			.00
			11/30/2023 (11/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Subscription Interest			10/31/2023 (10/23) Balance	07-510-540-3100			.00
			11/30/2023 (11/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Contingency			10/31/2023 (10/23) Balance	07-510-560-6001			.00
			11/30/2023 (11/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	184,650.00 Unexpended	184,650.00	
Unappropriated Ending Fund Bal			10/31/2023 (10/23) Balance	07-510-560-6002			.00
			11/30/2023 (11/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	250,000.00 Unexpended	250,000.00	
Contingency - Library Board			10/31/2023 (10/23) Balance	07-510-560-6003			.00
			11/30/2023 (11/23) 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: 61					Debit	Credit	Proof

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City of Coos Bay			Detail Ledger - Month End Report for Library			Page: 10	
			Period: 11/23 - 11/23			Dec 11, 2023 01:35PM	
Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Total LIBRARY FUND:					141,514.17	4,148.86-	137,365.31
Number of Transactions: 194 Number of Accounts: 61					Debit	Credit	Proof
Grand Totals:					141,514.17	4,148.86-	137,365.31
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
November 2023**

BALANCE, October 31, 2023 \$ 83,675.07

DEPOSITS:

Friends of Coos Bay Public Library/Quarterly Donation \$ 3,500.00

TOTAL DEPOSITS \$ 3,500.00

ACCOUNT SUB TOTAL \$ 87,175.07

DISBURSEMENTS:

Karen Kitchen/YP Programs-Storytimes \$ 850.00

Ingram/Books-Dibble, Price Memorials, Blew Donation \$ 90.14

South Coast Food Share/Produce-Community Fridge \$ 31.36

South Coast Food Share/Produce-Community Fridge \$ 29.94

South Coast Food Share/Produce-Community Fridge \$ 27.52

Ingram/Books-Dibble, Bjorkquist Memorials, Goldman & Blew Donations \$ 252.72

Ingram/Books-Rotary \$ 255.53

South Coast Food Share/Produce-Community Fridge \$ 31.12

South Coast Food Share/Produce-Community Fridge \$ 24.37

South Coast Food Share/Produce-Community Fridge \$ 24.16

Chefstore \$ 71.35

TOTAL DISBURSEMENTS \$ 1,688.21

Balance November 30, 2023 \$ 85,486.86

ACCOUNT SUMMARY:

General Fund \$ 14,584.77

Friend's Children's Fund \$ 4,226.16

Kenaston Estate Donation \$ -

Mallek Estate Memorial \$ 52,610.89

Jones Estate Donation \$ 7,272.59

ESD Bilingual Programming Donation \$ 69.69

Friends Library Purchases \$ 1,085.36

Rotary Donation \$ (255.53)

Community Fridge \$ 2,052.04

Coos Health & Wellness \$ -

Dollywood \$ 3,840.89

MEMORIAL ACCOUNT FUNDS TOTAL \$ 85,486.86

Librarian's Report



December 2023

Reoccurring Programs

- Spanglish (2) - 6
- ASL Practice Place - 11
- Book Brunch - 3
- Craft Take Out - 45
- Unlimited Book Club - 10
- Book Box Program (3) - 177
- Swords and Starships Podcast - 71
- Game Night - 21
- Change Club (3) - 35
- Storytime (4) - 98
- Read and Craft Book Club - 5
- Beginning Reader Book Club - 2
- Baby Storytime (4) - 38
- Community Yoga - 10
- Spice of the Month - 24

Other Programs in November

- SOC Pride Book Club - 1
- Dungeon & Dragons Rotating Campaign - 11
- Engineering Challenge: Legos - 9
- Art Supply Swap - 100
- Creating Mocktails - 9
- Native Story Hour (2) - 78
- Preschool Cooking with OSU - 6
- Tea Tasting - 32
- Understanding Computers - 9
- Dia de los Muertos - 180
- Free Buildin with Legos - 3
- Living Well With Parkinsons - 18
- Proctoring - 11
- One on One Tech Appts - 5

Notes

- Eastside and Empire Drop off (4) served 40 in November
- The Community Fridge served 2,067 people in November
- There were 5,010 county-wide checkouts on Libby in November. There were 901 circulations on hoopla and 28 new borrowers.
- The library provided access to wireless internet 7,394 times in November.
- The search for a new Deputy Director has begun.

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2023/24	Myrtlewood	Myrtlewood	Cedar	Cedar	Total Use	Estimated Attendance
	Library Use	Non-Library Use	Library Use	Non-Library Use		(minus library program attendance already reported)
Jul-23	22	16	14	39	91	390
Aug-23	26	11	9	30	76	930
Sep-22	27	21	13	34	95	1016
Oct-23	34	29	16	40	119	1550
Nov-22	32	29	15	37	113	1500
Dec-23						
Jan-24						
Feb-24						
Mar-24						
Apr-24						
May-24						
Jun-24						
Totals	141	106	67	180	494	5386



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
- (c) The electronic mail address of a patron.

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

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

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

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

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



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.

ITEMS RETURNED INCOMPLETE

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

RENEWAL POLICY

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



LOST MATERIALS

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

OVERDUE MATERIALS

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

DAMAGED MATERIALS

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

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

CLAIMS RETURNED OR CLAIMS NEVER HAD

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



HOLDS

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

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



COMPUTER USE POLICY

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

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

Any use of CBPL computers and/or Internet service that interferes with the 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 purposes
- damaging equipment
- altering computer hardware or software, including screen settings
- disrupting electronic communications
- violating copyright or software licensing
- violating another user's privacy

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

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



PRINTING AND DOWNLOADING

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

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

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

STAFF ASSISTANCE

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

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

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



CODE OF CONDUCT

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

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

Destroying or damaging library property

Eating inside the library

Engaging in activities prohibited by law

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

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

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

Odors which are disruptive to patrons or staff

Possessing a weapon, except as allowed by state law

Sleeping

Smoking and use of vaping devices

Solicitations

Unauthorized removal of library property

Using library facilities for the purpose of bathing or laundry



BULLETIN BOARDS AND LITERATURE RACKS POLICY

BULLETIN BOARDS

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

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

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

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

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

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

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

Because of space limitations, the following restrictions apply:

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



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.



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



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 cannot be left alone in the Library, including at programs. This includes adults who need staff help beyond assistance with normal library services.

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

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

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



REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS FORM

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 the Library Director or Deputy Director.

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: _____

Which specific parts are offensive or inappropriate? Please provide specific page numbers, scenes, etc.



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 do you recommend this action?

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

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

How was the material brought to your attention?



Have you read :

Collection Management Policy ____ yes ____no

Freedom to Read Statement ____yes____no

Library Bill of Rights ____yes____no

Freedom to View Statement ____yes____no

Your Name:_____

Street Address:_____

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

Signature:_____ Date:_____

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

Please include the group's contact information including websites, email, and phone number.

Administration Use:

Received by:

Date:



REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

It is the goal of Coos Bay Public Library to provide materials for the interest, information, and enlightenment of all customers. Materials shall not be excluded because of the origin, background, or views of those contributing to their creation. The Library shall provide materials and information presenting varied points of view on current and historical issues. Library materials should meet the standard established in the Collection Management Policy and shall not be removed because of partisan or doctrinal disapproval.

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 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:

1. 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 along with other related documents.
2. Only one item at a time will be considered per patron.
3. The patron must have read/viewed/listened to the item in question in its entirety.
4. If the patron wishes to pursue the matter, the completed reconsideration form must be submitted.
5. The Library Director will review the form and decide to include or remove the material within four weeks of receipt of the form. The Director will provide the patron with a written explanation of their decision.
6. The patron may appeal the Library Director's decision to the Library Board of Trustees within two months of receiving the Director's reply. The Board of Trustees will reconsider the decision based on whether the item in question conforms to the selection guidelines outlined in the 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.



PUBLIC COMPLAINTS POLICY

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

1. Staff
2. Management
3. Director
4. Coos Bay Public Library Board of Trustees

Any complaint about the Library, including policies, regulations, facilities, or services, will be referred through proper administrative channels. If the complaint is not resolved by the Director, it can be reviewed by the Board for consideration and action. The complaint must be submitted in writing to the Chair.

Note: There are separate policies and procedures for library materials and programs.

1. Memorandum

In 2018, the Coos Library Board (CLB) directed a Distribution Committee, made up of CLB members, library stakeholders and me as a representative for the library directors' group, to work on revising the distribution formula. After a series of meetings, the library directors recommended the creation of a formula using both population and usage data. The directors placed a priority on several goals set by the CLB's Distribution Committee.

- Provide a rationale for the distribution method.
- Have a distribution that is fair and equitable to all libraries.
- Base the distribution on verifiable, current data.
- Create a method that will be consistent and predictable over time.

The following criteria were also identified as a priority.

- Use data from the annual state library report provided by each library.
- Base distribution on relevant service data.
- Consider the impact of various methods on overall countywide provision of services.

Based on recent discussions with my fellow library directors, these are still a priority.

Following these initial efforts, committee work was suspended in late 2018 while new service area boundaries were determined. The library directors produced a service area map that utilized census data, their knowledge about usage patterns, and township & range information via a GIS mapping system. The Coos Library Board adopted this service area map in August 2019. The service area map was shared with the State Library and is now used annually to calculate a library's designated service population. The new service areas did create notable changes in population for some libraries. Because of the pandemic, all groups involved paused work on a new formula.

The Distribution Committee began meeting again in 2021. The committee developed a tentative timeline for the process and outlined stakeholder involvement. At this time, the library directors' group revisited the criteria used to determine the usage portion of the formula. Because of the large swings in funding levels created by past formula drafts, the group was in favor of removing the smallest libraries, those serving less than 3% of the county population, from the equation and giving supplemental funding to the largest libraries, those serving more than 20% of the population, for the services provided that benefited countywide. Consensus among library directors and committee members was... *the role of our libraries in county operations differs. This idea goes back to the formation of the library district, when the County chose to fund small libraries in communities across the county, rather than going with a book mobile model of service. Larger libraries carry the weight of operations for the county – more staffing and larger facilities, to plan county-wide programs and services, provide reference services, etc. and house the bulk of our physical materials. Smaller libraries create multiple*

points of service and maintain a physical presence for libraries even in more remote areas. Larger libraries require more funding to do their work and smaller libraries require at least a minimum amount to keep the doors open.

Then, the library directors group defined the elements of service that would constitute usage for the formula:

- Total Physical Circulation (as reported by KOHA)
- Total Digital Circulation - not Library2Go (as reported by individual libraries)
- Circ by borrowers outside of precinct (as reported by KOHA)
- Total Check in (as reported by KOHA)
- Visits (as reported by individual libraries to SLO)
- Computer Use (as reported by individual libraries to SLO)

At various points in the process, the group considered including open hours and programming data in this set, but ultimately found that they were not suitable for inclusion and did not align with the previously laid out priorities.

In 2022, turnover on the Coos Library Board and new library directors in the district resulted in new questions about the distribution and disagreement regarding the direction of the process. However, the library directors group reached consensus on a new formula and began considering a transition plan.

Distribution percentage = (3-year average usage * .75) + (3-year average population * .25)

The committee began meeting on a regular basis again in January 2023. The focus of our discussions has been primarily about the transition to a new formula that included a base for the smallest libraries, Dora and Powers, and supplement for the largest, Coos Bay and North Bend. These additions to the calculations were originally added to prevent Dora and Powers from dropping below a tenable level of funding.

Because of our inability to reach consensus on a transition plan, I decided to revisit past versions of the formula and my notes from prior discussions. The changes caused by the new service area (population) map have worked out of the data set. I am now recommending that we reconsider the need for a base or supplemental amount for any library, and rather than trying to adjust the percentages we should apply the formula gradually, as originally proposed.

II. Distribution Formula

Three-year averages will be used to calculate the figures used in the distribution formula. Using a three-year statistical average for each data set adds stability to the equation. The distribution formula would be applied annually, with a two-fiscal year gap between reporting and application. For example, to calculate the distribution percentages for FY 2024-2025, data from FYs 2019-2020, 2020-2021 and 2021-2022 would be used. Time between statistical reporting and formula application is required to accommodate the budget making process.

Previously, the group had considered a one-year gap between reporting and application, but I now recommend a longer lead time.

Distribution percentage = (Percent of county usage x .75) + (Percent of county population served x .25)

Percent of county population served =

Add three years of State Library of Oregon (SLO) assigned "Population Served."

Calculate percentage of 3-year total of countywide population served.

Library population served / total countywide population served over three years.

Percent of county usage =

Add three years of a library's usage for the following:

- Total Physical Circulation (as reported by KOHA)
- Total Digital Circulation - not Library2Go (as reported by individual libraries)
- Circ by borrowers outside of precinct (as reported by KOHA)
- Total Check in (as reported by KOHA)
- Visits (as reported by individual libraries to SLO)
- Computer Use (as reported by individual libraries to SLO)

Calculate percentage of 3-year total of countywide usage.

Library usage / total countywide usage.

The final distribution percentage will go to the 8th decimal place, as the current does.

III. Implementation

To minimize the fiscal impact of a new distribution formula and following the original recommendation of the CLB Distribution Committee, the formula should be incrementally applied.

Fiscal Year 2025: Use statistics from Fiscal Years 2020, 2021, and 2022. 75% existing distribution percentage, 25% new distribution percentage from statistics.

Bandon	0.12085542
Coos Bay	0.37265040
Coquille	0.10654520
Dora	0.01806905
Myrtle Point	0.07810473
Powers	0.02758972
Lakeside	0.03060043
North Bend	0.24558505

Fiscal Year 2026: Use statistics from Fiscal Years 2021, 2022, and 2023. 50% existing distribution percentage, 50% updated distribution percentage from statistics.

Fiscal Year 2027: Use statistics from Fiscal Years 2022, 2023, and 2024. 25% existing distribution percentage, 75% updated distribution percentage from statistics.

Fiscal Years 2028 and onward the formula would be applied annually.

Per the original recommendations set out by the committee and directors, at the end of the initial transition period, the method should be reviewed and may be adjusted to include additional years' data.

In the event of an extended facility closure, planned or unplanned, a library's data set may be adjusted to mitigate the effect of the closure. In the event of an extended closure, at the discretion of the CLB, data from the month(s) affected could be replaced with data from the same month(s) in the prior year.

IV. Conclusion

In addition to seeking input from the various stakeholders, the library directors and the CLB need to resolve some lingering issues with statistical collection.

Dora and Powers have previously submitted usage estimates to the State Library report for computer use and visits. If they continue to do so, the district should define the collection method and time so that they are as accurate as possible and equitable.

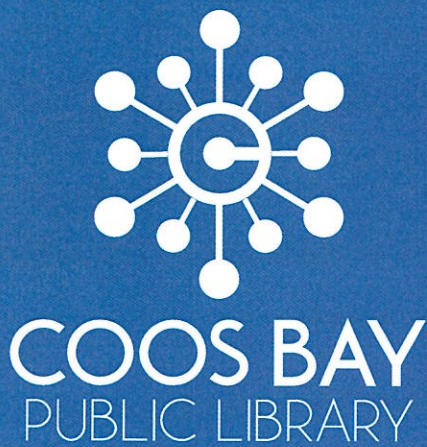
Secondly, it is my impression that further discussion and clarification among directors regarding how to include program attendance in Visits may be needed. Several libraries have programming spaces outside of the area that is covered by our electronic people counters.

Lastly, it is important that all involved understand that the usage factors defined here will likely need to be updated as usage trends change. For example, it is likely that Computer Use will eventually become less important to the operation of a library and will be replaced by another service.

Estimate for FY 2026 These figures WILL CHANGE because of new annual statistics
 Calculate distribution at 50% current percentage, 50% new

	Bandon	Coos Bay	Coquille	Dora	Myrtle Point	Powers	Lakeside	North Bend	
Current	0.5	0.11047989	0.37351472	0.11255210	0.01784751	0.07781038	0.02902703	0.02615246	0.25261591
New	0.5	0.15198201	0.37005743	0.08852451	0.01873365	0.07898778	0.02327779	0.04394434	0.22449245
FY 2026		0.13123095	0.37178608	0.10053831	0.01829058	0.07839908	0.02615241	0.03504840	0.23855418
Difference from prior year		4.98%	-0.14%	-3.46%	0.73%	0.23%	-3.19%	8.24%	-1.74%
Cumulative difference		18.78%	-0.46%	-10.67%	2.48%	0.76%	-9.90%	34.02%	-5.57%

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THE LATEST ^{at} **COOS BAY** **PUBLIC LIBRARY** **DECEMBER 2023**

FOR MORE INFORMATION:

541-269-1101

www.coosbaylibrary.org

COME SEE US!

525 Anderson Avenue
Coos Bay, OR 97420

 **Find us on Facebook!**

 **Find us on Instagram!**

 **Find us on YouTube!**

WINTER ART PROGRAMS

YOUNG PEOPLE AGED 12-18 ARE INVITED TO SEVERAL SPECIAL ART PROGRAMS FROM DECEMBER 19 - 29

TUESDAY, DECEMBER 19: URBAN SKETCHING
12:00PM - 2:00PM AT SO IT GOES COFFEEHOUSE
GET A FREE SKETCHBOOK AND DRINK VOUCHER AS YOU PRACTICE DRAWING ON LOCATION AT SO IT GOES COFFEEHOUSE

WEDNESDAY, DECEMBER 20: CHARCOAL PORTRAITS

1:00PM - 4:00PM IN THE MYRTLEWOOD ROOM
LEARN SOME NEW DRAWING TECHNIQUES THROUGH THE MEDIUM OF CHARCOAL

THURSDAY, DECEMBER 21: MINIATURE MASTERPIECES

1:00PM - 4:00PM IN THE MYRTLEWOOD ROOM
PAINT MINIATURE REPLICAS OF CLASSIC MASTERPIECES

WEDNESDAY, DECEMBER 27: GUIDED PAINTING
1:00PM - 4:00PM IN THE MYRTLEWOOD ROOM
TAKE PART IN A GUIDED PAINTING EXPERIENCE INSPIRED BY A VAN GOGH STILL LIFE. **REGISTRATION REQUIRED.**

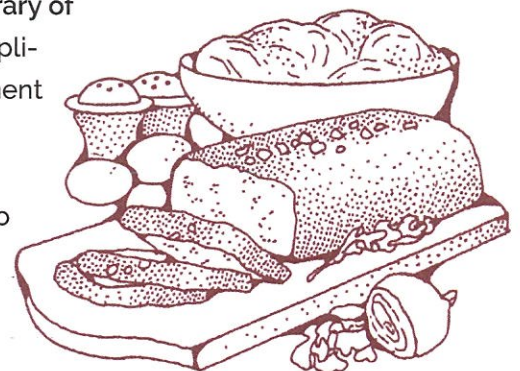
THURSDAY, DECEMBER 28: PORTRAIT PAINTING
1:00PM - 4:00PM IN THE MYRTLEWOOD ROOM
LEARN TO USE COLOR THEORY TO CREATE MORE INTERESTING PORTRAITS

FRIDAY, DECEMBER 29: MIXED MEDIA PROJECT
1:00PM - 4:00PM IN THE MYRTLEWOOD ROOM
WORK WITH OTHER ARTISTS TO CREATE A LARGE COLLABORATIVE PIECE



EXPLORE NEW RECIPES WITH OUR LIBRARY OF THINGS **EAT, DRINK, & BE MERRY**

The library is the best place in town to discover new recipes through our extensive stock of cookbooks, Spice of the Month program, and the digital A to Z WorldFood Database, but did you know your library can lend you an air fryer, spiralizer, or automatic breadmaker as well? Bring something unexpected to your holiday table this year by taking advantage of our extensive Library of Things, a collection of tools, appliances, and recreational equipment available to anyone 18 years or older with a Standard Patron Coastline card and a valid photo ID. Ask for a Library of Things agreement form at the circulation desk to take advantage of this service.



DECEMBER PROGRAMS



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

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

2/3
DEC

2
DEC

FREE-BUILD WITH LEGO® BUILDING BLOCKS

BRING YOUR IMAGINATION TO LIFE! ALL SUPPLIES PROVIDED

12:00PM - 1:30PM IN THE KIDS & FAMILIES SECTION
AGES: CHILDREN AND YOUNG PEOPLE UNDER AGE 18

SPICE OF THE MONTH

EXPLORE THE WORLD FROM HOME WITH EXOTIC SPICES!

SPICE KITS AVAILABLE AT CIRCULATION DESK

4
DEC

5
DEC

BABY STORYTIME

TUESDAYS DECEMBER 5 & 12. MEET OTHER CAREGIVERS
AND LEARN SONGS, RHYMES, AND EARLY LITERACY TIPS!

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

READ • CRAFT BOOK CLUB

RACE TO THE SUN BY REBECCA ROANHORSE

3:30PM - 4:30PM IN THE CEDAR ROOM
AGES: KIDS GRADES 4-6

5
DEC

5
DEC

STORYTIME IN THE LIBRARY

WEDNESDAYS DECEMBER 6 & 13

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



COASTER MAKING

MAKE YOUR OWN UNIQUE BLACKOUT POETRY COASTER!

3:00PM - 5:00PM IN THE MYRTLEWOOD ROOM
AGES: TEEN, ADULT

7
DEC

7
DEC

ISPANGLISH! CONVERSATIONAL PROGRAM

5:00PM - 6:00PM ON ZOOM 12/07
NO IN-PERSON MEETING THIS MONTH

BOOK BRUNCH

THE BEAR & THE NIGHTINGALE BY KATHERINE ARDEN

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

9
DEC

14
DEC

TEA TASTING

SAMPLE ARTISINAL TEAS FROM TEAS, TINCTURES, & TONICS

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

COMMUNITY YOGA WITH INSTRUCTOR KELLI BOSAK

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

14
DEC

15
DEC

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!

16
DEC

DIY BAT BOXES WITH A NATURALIST

CREATE A BAT HABITAT AND LEARN MORE ABOUT LOCAL BATS WITH SOUTH SLOUGH RESERVE STAFF

10:00AM - 12:00PM IN THE MYRTLEWOOD ROOM
& 2:00PM - 4:00PM IN THE MYRTLEWOOD ROOM
AGES: EVERYONE. PARTICIPANTS UNDER 16 MUST BE
ACCOMPANIED BY AN ADULT. REGISTRATION REQUIRED.



ENGINEERING CHALLENGE

EXPLORE, BUILD, AND SOLVE AN ENGINEERING CHALLENGE AT
COOS BAY PUBLIC LIBRARY! THIS MONTH: STRAWBEES

3:30PM - 4:30PM IN THE MYRTLEWOOD ROOM, AGES: KIDS 8+

19
DEC

20
DEC

SOUTHERN OREGON COAST PRIDE BOOK CLUB

THE GOLDEN HOUR BY NIKI SMITH

5:00PM - 6:00PM IN THE MYRTLEWOOD ROOM
AGES: TWEEN, TEEN, & ADULT.



CRAFT TAKEOUT

TEENS AND ADULTS ARE INVITED TO PICK UP A CRAFT
KIT WITH COMPLETE INSTRUCTIONS AND MATERIALS

CRAFT KITS AVAILABLE AT CIRCULATION DESK

21
DEC

21
DEC

VOLUNTEER WITH VITA

JOIN COOS BAY PUBLIC LIBRARY AND SOUTH COAST BUSI-
NESS TO LEARN ABOUT VOLUNTEER INCOME TAX ASSISTANCE
(VITA). NO EXPERIENCE NECESSARY; TRAINING PROVIDED.

10:00AM - 12:00PM IN THE CEDAR ROOM
AGES: ADULT

ASL PRACTICE PLACE WITH INSTRUCTOR KANDY BERGQUIST TOPIC: WINTER SEASON

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



21
DEC

21
DEC

UNLIMITED BOOK CLUB

EVICTED BY MATTHEW DESMOND

6:00PM - 7:00PM ON ZOOM
AGES: TEEN, ADULT



HOLIDAY CLOSURE

THE LIBRARY WILL RESUME NORMAL HOURS OF OPERATION
AT 10:00AM ON TUESDAY, DECEMBER 26

22/25
DEC

29
DEC

GAME NIGHT

ENJOY FREE SNACKS AND GAMES FROM CBPL'S COLLECTION

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

WINTER READING CHALLENGE

Light up the year's darkest months with an all-ages reading challenge! Beginning December 4, pick up a bingo sheet from Coos Bay Public Library or sign up digitally using the Beanstack app. Earn an entry into the grand prize drawing for each bingo or badge you earn (maximum of five). Pick up a small prize at the library for the first row you complete! One guaranteed prize per person.