

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

Wednesday November 16, 2022

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. Facilities update**
 - b. Library Next Steps**
- 9. New Business**
 - a. State Report**
- 10. Announcements**
- 11. Adjourn**

Coos Bay Public Library

October 2022 Report

of items added to collection – **491**

New cards issued – **115**

Total reference questions – **509**

Daily average circulation – **688**

Total # of programs – **26**

Program attendance – **2,661**

Total items checked out at the library – **17,810**

Total of Coos Bay items checked out anywhere – **17,910**

Total digital downloads – **496**

Total Wireless Internet Connections – **10,198**

Gate count – **6,206**

Total monthly library visits – **7,057**

COOS BAY PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
October 18, 2022

Call to Order – President Bob More called the meeting to order at 5:17 p.m.

Board Members Present: Ida Jo Gates, Gina Sutherland, Janice Langlinais, Bob More, Jenni DeLeon, Rob Miles, Peggy Christensen

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

Public Comment –None

Minutes and Circulation – Minutes from the August 2022 meeting were reviewed. The minutes were approved with the correction that the “Library After Dark” is on November 5th not November 15th.

Treasurer’s Report – The financials for August 2022 were reviewed. The investment interest income line item was questioned. Sami will ask the finance department why there was a large increase. Gina questioned the staffing levels. Sami said that there is still a Librarian position open for Acquisitions. The bilingual position has been filled and one of the current staff members has also passed the test, giving the library two bilingual staff members. The staff members will be helping to update the library’s web page as well as develop program flyers. The Memorial report was also reviewed.

Correspondence – Sami read a letter from the Community Website Partnership requesting the Library Boards permission to serve alcohol samples at their scheduled fundraiser on November 13, 2022, in the library’s Myrtlewood Room. Gina made a motion to approve the request with a second by Peggy. The request was unanimously approved.

Librarians Report – Report was reviewed. Sami reported we had a very successful outreach at Marshfield where staff members gave out young adult books. Ida Jo asked about the Teen Advisory Board program. Sami said that it was a group of teens who get together once a month to provide programming ideas, what they want to see in the library and to socialize. It was also noted that all the furniture for the young adult and young person’s department is in and set up.

Friends of the Library Report – No report. The next book sale is November 5th & 6th.

Library Foundation Report – “Library After Dark” is on November 5th. Tickets are on sale now and the online auction site is up and running. Guest speaker this year is travel & food writer Adam Sawyer. Music will be provided, and food and beverages will be served. The polling report was reviewed at the last Foundation meeting. The Foundation is still waiting for the final report to review the open-ended comments.

Old Business –

Facilities Update –Bob asked if we would be seeing any laser surveys on the building. Sami has not heard anything on it and will talk to Public Works. The City is still working on the HVAC issue. Bob asked if the Board could ask for an update on the status of the HVAC for the next meeting. Sami will follow up.

County Formula Update – A draft of the updated formula was reviewed with the knowledge that the figures were only based on one year. The new formula figures will be phased in to allow for those who will pay more to adjust their budgets. Sami explained that the final formula will be reviewed by the County Library Board, each City and finally to the County Commissioners for approval.

New Business –

New Website – Sami said the library's website is getting an update and would like to include either a group photo or individual photos of each board member along with a couple of sentences about themselves. The consensus was that individual photos would be better.

Library Next Steps – A work session will be held on October 25th at 5:30pm at City Hall Council Chambers. The Steering Committee will meet on October 20th at 3:30pm at the library. Ida Jo suggested a survey to see what people want. Sami said that those questions could be included in the library's annual patron survey.

Peggy asked if the library could get the monthly newsletter out to the local schools. Peggy also asked if the monthly statistics information could get on the website.

Rob mentioned that some of the the Story Walk glass had been vandalized. Sami said that repairs were scheduled.

Announcements – October 22nd Hispanic Dance Group at the Pacific School of Dance and Artist Workshop with illustrator Deborah Hocking.

Adjournment – R. More adjourned the meeting at 6:05 p.m.

Next Meeting: November 16, 2022 – 5:15 p.m.

Respectfully submitted,
Crystal Barr

**COOS BAY PUBLIC LIBRARY
OCTOBER 2022**

INVENTORY

<u>CLASSIFICATION</u>	<u>ACQUIRED</u>	<u>DISCARDS</u>
Adult Books	264	1124
Adult Audio Books	68	86
Adult Video	109	22
Adult Music	0	0
Adult Video Games	0	0
Board Game	0	1
Young Adult Books	12	0
Young Adult Audio	0	0
Child Books	32	79
Child Audio	3	2
Child Video	3	0
Child Music Cds	0	0
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TOTAL	491	1314

CIRCULATION SUMMARY

	Total Items Checked Out At Coos Bay	Total Coos Bay Owned Items Checked Out	
2022	17,810	17,910	
2021	14,200	16,955	
2020	10,891	11,659	
2019	25,978	26,010	
2018	20,857	23,460	
2017	22,881	23,012	
GATE COUNT:	6,206		
	(2021 - 5,420)		
REFERENCE QUESTIONS ANSWERED:		509	
YP REFERENCE QUESTIONS ANSWERED:		48	
NEW PATRON REGISTRATIONS:		115	
#DAYS OPEN:	26	26	27
DAILY AVERAGE CIRCULATION:	688	(21) 652	(20) 432

RECEIPTS FROM PATRONS

DAMAGED/LOST	\$218.85
MISC	\$0.00
RENT	\$0.00
COPIES	<u>\$336.00</u>
TOTAL	<u>\$554.85</u>

City of Coos Bay
Combined Cash Investment
October 31, 2022

Combined Cash Accounts

Cash Allocation Reconciliation

7 Allocation to Library Fund	964,150.90
Total Allocations to Other Funds	964,150.90
Zero Proof if Allocations Balance	964,150.90

City of Coos Bay
Accounts Payable Allocation Fund
October 31, 2022

Payables

Accounts Payable Allocation Reconciliation

7 Allocation to Library Fund	(5,260.76)
Total Allocations to Other Funds	(5,260.76)
Zero Proof if Allocations Balance	(5,260.76)

City of Coos Bay
Balance Sheet
October 31, 2022

Library Fund

<u>ASSETS</u>			
07-000-100-1001	Cash - Combined Fund	964,150.90	
07-000-100-1015	Cash on Hand/Till Drawer	200.00	
07-000-100-1101	Prepaid Expense	1,601.33	
	Total Assets		<u>965,952.23</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
07-000-200-2001	Accounts Payable	5,260.76	
	Total Liabilities		5,260.76
<u>FUND EQUITY</u>			
Unappropriated Fund Balance:			
07-000-200-2500	Fund Balance	1,412,083.31	
	Revenue over Expenditures - YTD	(451,391.84)	
	Balance - Current Date	960,691.47	
	Total Fund Equity		<u>960,691.47</u>
	Total Liabilities and Equity		<u>965,952.23</u>

City of Coos Bay
Revenues with Comparison to Budget
For the 4 Months Ending October 31, 2022

		Library Fund				
		Period Actual	YTD Actual	Budget	Unearned	Pcnt
<u>Carryover</u>						
07-000-300-0100	Carryover - Regular	.00	.00	1,150,000.00	1,150,000.00	.0
07-000-300-0200	Carryover - Memorial/Board	.00	.00	200,000.00	200,000.00	.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	17,865.00	24,850.00	6,985.00	71.9
07-000-340-0303	Federal Grants	.00	.00	1,000.00	1,000.00	.0
07-000-340-0900	Library Tax Base	.00	.00	1,220,000.00	1,220,000.00	.0
Total Revenue From Other Agencies		.00	17,865.00	1,247,350.00	1,229,485.00	1.4
<u>Use Of Money & Property</u>						
07-000-350-0100	Investment Interest Income	1,974.72	21,256.31	5,000.00	(16,256.31)	425.1
Total Use Of Money & Property		1,974.72	21,256.31	5,000.00	(16,256.31)	425.1
<u>Current Services</u>						
07-000-360-0100	Copies	316.99	1,280.70	6,000.00	4,719.30	21.4
07-000-360-1800	Library Fees	442.16	987.67	2,000.00	1,012.33	49.4
Total Current Services		759.06	2,268.37	8,000.00	5,731.63	28.4
<u>Other Revenue</u>						
07-000-380-0100	Miscellaneous	8,792.24	8,845.44	100.00	(8,745.44)	8845.4
07-000-380-0200	Cash Over/short	.75	.66	.00	(.66)	.0
07-000-380-0300	ESO Administration/Rent	2,174.79	8,699.16	26,000.00	17,300.84	33.5
07-000-380-0400	Reimbursements	.00	319.02	500.00	180.98	63.8
07-000-380-0900	Gifts, Donations & Memorials	8,130.88	8,499.19	10,000.00	1,500.81	85.0
Total Other Revenue		19,098.66	26,363.47	36,600.00	10,236.53	72.0
Total Fund Revenue		21,832.44	67,753.15	2,646,950.00	2,579,196.85	2.6

City of Coos Bay
Expenditures with Comparison to Budget
For the 4 Months Ending October 31, 2022

Library Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Expenditures</u>					
Personnel Services					
07-510-510-1001	Salaries	59,839.05	232,201.41	878,730.00	646,528.59 26.4
07-510-510-1003	P.E.R.S.	14,098.83	55,956.07	212,896.00	158,939.93 26.3
07-510-510-1004	Social Security	4,477.30	17,366.45	71,238.00	53,871.55 24.4
07-510-510-1005	Employee Insurance	11,024.70	43,135.21	215,867.00	172,731.79 20.0
07-510-510-1006	Unemployment	.00	.00	3,850.00	3,850.00 .0
07-510-510-1007	Workers Compensation Insurance	86.35	321.15	836.00	514.85 38.4
07-510-510-1008	Volunteer Workers Compensation	.00	.00	59.00	59.00 .0
Total Personnel Services		89,526.23	348,980.28	1,383,476.00	1,034,495.71 25.2
Materials & Services					
07-510-520-2005	Training,Meetings,Travel,Dues	1,967.14	4,999.57	6,000.00	1,000.43 83.3
07-510-520-2101	Utilities	2,228.95	4,599.16	37,000.00	32,400.84 12.4
07-510-520-2102	Telephone	1,851.95	5,034.79	20,000.00	14,965.21 25.2
07-510-520-2105	Advertising	287.50	1,492.53	20,000.00	18,507.47 7.5
07-510-520-2108	Contractual	7,993.57	26,789.31	100,000.00	73,210.69 26.8
07-510-520-2120	Insurance	.00	8,077.31	12,000.00	3,922.69 67.3
07-510-520-2122	Duplicating>Data Processing	1,428.75	2,140.63	8,000.00	5,859.37 26.8
07-510-520-2123	Printing	.00	.00	3,000.00	3,000.00 .0
07-510-520-2205	Office Supplies	625.94	904.95	7,000.00	6,095.05 12.9
07-510-520-2206	Postage	.57	619.56	10,000.00	9,380.44 6.2
07-510-520-2225	Janitorial Supplies	276.17	489.61	3,500.00	3,010.39 14.0
07-510-520-2231	Small Equipment	7,504.01	16,914.94	35,000.00	18,085.06 48.3
07-510-520-2234	Grants	4,663.13	27,185.52	8,000.00	(19,185.52) 339.8
07-510-520-2235	Library Supplies	603.58	2,782.95	14,000.00	11,217.05 19.9
07-510-520-2236	Library Books & Records	8,897.68	28,751.93	115,000.00	86,248.07 25.0
07-510-520-2237	Periodicals	191.00	5,262.08	8,000.00	2,737.92 65.8
07-510-520-2239	State Aid to Children - Books	.00	909.40	2,500.00	1,590.60 36.4
07-510-520-2240	Library Books/Records (Restr)	.00	.00	50,000.00	50,000.00 .0
07-510-520-2241	Programming	451.77	2,136.07	34,850.00	32,713.93 6.1
07-510-520-2302	Office Equipment Rental	383.40	1,024.45	20,000.00	18,975.55 5.1
07-510-520-2303	Equipment Repairs/Replacement	.00	100.00	5,000.00	4,900.00 2.0
07-510-520-2304	Equipment Maintenance Contract	75.90	7,725.49	10,000.00	2,274.51 77.3
07-510-520-2305	Vehicle Maintenance/Fuel	101.05	101.05	7,000.00	6,898.95 1.4
07-510-520-2309	Building & Grounds Maintenance	4,739.06	13,146.99	50,000.00	36,853.01 26.3
07-510-520-2310	Furniture (restricted)	.00	.00	200,000.00	200,000.00 .0
07-510-520-2406	Reimbursable	12.95	12.95	200.00	187.05 6.5
07-510-520-2424	Library Board	.00	.00	1,500.00	1,500.00 .0
07-510-520-2450	Gifts, Donations & Memorials	5,808.98	8,963.46	1,000.00	(7,963.46) 896.4
Total Materials & Services		50,093.05	170,164.70	788,550.00	618,385.30 21.6
Capital Outlay					
07-510-530-3008	Vehicles	.00	.00	60,000.00	60,000.00 .0
Total Capital Outlay		.00	.00	60,000.00	60,000.00 .0

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City of Coos Bay
Expenditures with Comparison to Budget
For the 4 Months Ending October 31, 2022

Library Fund

		Period Actual	YTD Actual	Budget	Unexpended	Pcnt
Other Financing Uses						
07-510-560-6001	Contingency	.00	.00	164,924.00	164,924.00	.0
07-510-560-6002	Unappropriated Ending Fund Bal	.00	.00	250,000.00	250,000.00	.0
Total Other Financing Uses		.00	.00	414,924.00	414,924.00	.0
Total Expenditures		139,619.28	519,144.99	2,646,950.00	2,127,805.01	19.6
Total Fund Expenditures		139,619.28	519,144.99	2,646,950.00	2,127,805.01	19.6
Net Revenue Over Expenditures		(117,786.84)	(451,391.84)	.00	451,391.84	.0

Report Criteria:

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

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			09/30/2022 (09/22) Balance	07-510-510-1001			172,362.36
10/20/2022	PC	14	PAYROLL TRANS FOR 10/20/2022 PAY PERIOD		3,800.00		
10/20/2022	PC	88	PAYROLL TRANS FOR 10/20/2022 PAY PERIOD		59,839.05		
10/20/2022	PC	89	PAYROLL TRANS FOR 10/20/2022 PAY PERIOD			3,800.00-	
			10/31/2022 (10/22) Period Totals and Balance		63,639.05 *	3,800.00- *	232,201.41
YTD Encumbrance		.00 YTD Actual	232,201.41 Total	232,201.41 YTD Budget	878,730.00 Unexpended	646,528.59	
			09/30/2022 (09/22) Balance	07-510-510-1002			.00
			10/31/2022 (10/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
			09/30/2022 (09/22) Balance	07-510-510-1003			41,857.24
10/20/2022	PB	109	PAYROLL TRANS FOR 10/20/2022 PAY PERIOD		14,098.83		
			10/31/2022 (10/22) Period Totals and Balance		14,098.83 *	.00 *	55,956.07
YTD Encumbrance		.00 YTD Actual	55,956.07 Total	55,956.07 YTD Budget	212,896.00 Unexpended	156,939.93	
			09/30/2022 (09/22) Balance	07-510-510-1004			12,889.15
10/20/2022	PB	13	PAYROLL TRANS FOR 10/20/2022 PAY PERIOD		290.70		
10/20/2022	PB	107	PAYROLL TRANS FOR 10/20/2022 PAY PERIOD		4,477.30		
10/20/2022	PB	108	PAYROLL TRANS FOR 10/20/2022 PAY PERIOD			290.70-	
			10/31/2022 (10/22) Period Totals and Balance		4,768.00 *	290.70- *	17,366.45
YTD Encumbrance		.00 YTD Actual	17,366.45 Total	17,366.45 YTD Budget	71,238.00 Unexpended	53,871.55	
			09/30/2022 (09/22) Balance	07-510-510-1005			32,110.51
10/20/2022	PB	106	PAYROLL TRANS FOR 10/20/2022 PAY PERIOD		11,024.70		
10/20/2022	PC	116	PAYROLL TRANS FOR 10/20/2022 PAY PERIOD		31.12		
10/20/2022	PC	117	PAYROLL TRANS FOR 10/20/2022 PAY PERIOD			31.12-	
			10/31/2022 (10/22) Period Totals and Balance		11,055.82 *	31.12- *	43,135.21
YTD Encumbrance		.00 YTD Actual	43,135.21 Total	43,135.21 YTD Budget	215,867.00 Unexpended	172,731.79	
			09/30/2022 (09/22) Balance	07-510-510-1006			.00
			10/31/2022 (10/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	3,850.00 Unexpended	3,850.00	
			09/30/2022 (09/22) Balance	07-510-510-1007			234.80

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City of Coos Bay		Detail Ledger - Month End Report for Library				Page: 2	
		Period: 10/22 - 10/22				Nov 09, 2022 01:53PM	
Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
10/20/2022	PB	105	PAYROLL TRANS FOR 10/20/2022 PAY PERIOD		86.35		
			10/31/2022 (10/22) Period Totals and Balance		86.35 *	.00 *	321.15
YTD Encumbrance	.00	YTD Actual	321.15 Total	321.15 YTD Budget	836.00 Unexpended	514.85	
Volunteer Workers Compensation			09/30/2022 (09/22) Balance	07-510-510-1008			.00
			10/31/2022 (10/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	59.00 Unexpended	59.00	
Accrued Vacation Liability			09/30/2022 (09/22) Balance	07-510-510-1009			.00
			10/31/2022 (10/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Meetings And Travel			09/30/2022 (09/22) Balance	07-510-520-2001			.00
			10/31/2022 (10/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Memberships,dues,publications			09/30/2022 (09/22) Balance	07-510-520-2003			.00
			10/31/2022 (10/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Training,Meetings,Travel,Dues			09/30/2022 (09/22) Balance	07-510-520-2005			3,032.43
03/31/2022	AP	246	Executech Utah Inc.		55.99		
09/29/2022	AP	391	Pierson, Sami		155.00		
09/29/2022	AP	392	Pierson, Sami		133.75		
10/17/2022	AP	804	Swank Movie Licensing USA		217.58		
09/10/2022	JE	20	AMERICAN AIR, Pierson, Airfare		30.00		
09/14/2022	JE	20	DOWNTOWN MARRIOTT, Pierson, Lodging		547.95		
09/14/2022	JE	20	CHEVRON, Fuel		26.24		
09/17/2022	JE	20	CITGO, Fuel		12.07		
09/17/2022	JE	20	AMERICAN AIR, Pierson, Baggage Fee		30.00		
09/17/2022	JE	20	AVIS RENT-A-CAR, Pierson, Car Rental		295.24		
09/18/2022	JE	20	CITY OF EUGENE AIRPORT, Pierson, Parking Fee		144.00		
09/18/2022	JE	20	COUNTRY INN & SUITES, Pierson, Lodging		158.12		
09/06/2022	JE	45	OREGON LIBRARY ASSOC, Jennifer Knight, Mem		89.20		
09/09/2022	JE	45	AMERICAN LIBRARY ASSOC, Jennifer Wilson, Me		69.20		
09/20/2022	JE	45	ORFOODHANDLERS.COM, Addis, Food Handlers		2.80		
			10/31/2022 (10/22) Period Totals and Balance		1,967.14 *	.00 *	4,999.57
YTD Encumbrance	.00	YTD Actual	4,999.57 Total	4,999.57 YTD Budget	6,000.00 Unexpended	1,000.43	
Utilities			09/30/2022 (09/22) Balance	07-510-520-2101			2,370.21
10/06/2022	CD13	2	PACIFIC POWER 12447751-0018 LIBRARY		2,041.44		
09/27/2022	JE	32	Coos Bay North Bend Water, Water		187.51		
			10/31/2022 (10/22) Period Totals and Balance		2,228.95 *	.00 *	4,599.16
YTD Encumbrance	.00	YTD Actual	4,599.16 Total	4,599.16 YTD Budget	37,000.00 Unexpended	32,400.84	
Telephone			09/30/2022 (09/22) Balance	07-510-520-2102			3,182.84
09/12/2022	AP	267	USCC Services LLC		259.90		
10/07/2022	AP	625	Asavie Technologies Inc		74.90		
10/12/2022	AP	1101	USCC Services LLC		259.90		
09/21/2022	JE	5	VERIZON, 576174385-00001 Library		361.91		

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City of Coos Bay		Detail Ledger - Month End Report for Library					Page: 3	
		Period: 10/22 - 10/22					Nov 09, 2022 01:53PM	
Date	Journal	Reference Number	Payee or Description		Account Number	Debit Amount	Credit Amount	Balance
09/06/2022	JE	32	BROADVOICE, VoIP Telephones, Internet			706.87		
09/06/2022	JE	32	ZIPLY FIBER, Landlines			188.47		
						1,851.95 *	.00 *	5,034.79
10/31/2022 (10/22) Period Totals and Balance								
YTD Encumbrance	.00	YTD Actual	5,034.79	Total	5,034.79	YTD Budget	20,000.00	Unexpended 14,965.21
<hr/>								
Advertising		09/30/2022 (09/22) Balance			07-510-520-2105			1,205.03
09/22/2022	JE	45	EPUERTO, Promotional Ads			287.50		
						287.50 *	.00 *	1,492.53
10/31/2022 (10/22) Period Totals and Balance								
YTD Encumbrance	.00	YTD Actual	1,492.53	Total	1,492.53	YTD Budget	20,000.00	Unexpended 18,507.47
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Contractual		09/30/2022 (09/22) Balance			07-510-520-2108			18,795.74
09/19/2022	AP	96	Sprague Pest Solutions			176.55		
09/22/2022	AP	329	Cardinal Services Inc.			130.56		
09/28/2022	AP	330	Cardinal Services Inc.			152.32		
10/04/2022	AP	331	Cardinal Services Inc.			43.52		
10/05/2022	AP	334	Cardinal Services Inc.			571.20		
09/22/2022	AP	431	C-N-B Security Inc			1,056.00		
09/30/2022	AP	432	C-N-B Security Inc			1,056.00		
10/12/2022	AP	565	Cardinal Services Inc.			304.64		
10/11/2022	AP	584	Sprague Pest Solutions			176.55		
10/07/2022	AP	615	C-N-B Security Inc			1,056.00		
10/19/2022	AP	725	Cardinal Services Inc.			261.12		
09/07/2022	AP	1053	Cardinal Services Inc.			549.44		
10/26/2022	AP	1054	Cardinal Services Inc.			304.64		
10/25/2022	AP	1098	C-N-B Security Inc			1,056.00		
10/14/2022	AP	1099	C-N-B Security Inc			1,056.00		
10/05/2022	CD14	3	09/30/22 XPRESS BILL PAY SUPPORT FEES/FOR			43.03		
						7,993.57 *	.00 *	26,789.31
10/31/2022 (10/22) Period Totals and Balance								
YTD Encumbrance	.00	YTD Actual	26,789.31	Total	26,789.31	YTD Budget	100,000.00	Unexpended 73,210.69
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Special Counsel		09/30/2022 (09/22) Balance			07-510-520-2114			.00
						.00 *	.00 *	.00
10/31/2022 (10/22) Period Totals and Balance								
YTD Encumbrance	.00	YTD Actual	.00	Total	.00	YTD Budget	.00	Unexpended .00
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Insurance		09/30/2022 (09/22) Balance			07-510-520-2120			8,077.31
						.00 *	.00 *	8,077.31
10/31/2022 (10/22) Period Totals and Balance								
YTD Encumbrance	.00	YTD Actual	8,077.31	Total	8,077.31	YTD Budget	12,000.00	Unexpended 3,922.69
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Duplicating>Data Processing		09/30/2022 (09/22) Balance			07-510-520-2122			711.88
09/01/2022	AP	180	Xerox Corporation			137.65		
10/01/2022	AP	561	Xerox Corporation			139.30		
09/08/2022	AP	630	ODP Business Solutions LLC			688.21		
10/07/2022	AP	816	ODP Business Solutions LLC			145.89		
10/07/2022	AP	817	ODP Business Solutions LLC			101.89		
10/12/2022	AP	818	ODP Business Solutions LLC			75.82		
09/21/2022	JE	33	AMAZON, Printer Toner			159.99		
						1,428.75 *	.00 *	2,140.63
10/31/2022 (10/22) Period Totals and Balance								
YTD Encumbrance	.00	YTD Actual	2,140.63	Total	2,140.63	YTD Budget	8,000.00	Unexpended 5,859.37
<hr/>								
Printing		09/30/2022 (09/22) Balance			07-510-520-2123			.00
						.00 *	.00 *	.00
10/31/2022 (10/22) Period Totals and Balance								

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City of Coos Bay		Detail Ledger - Month End Report for Library				Page: 4	
		Period: 10/22 - 10/22				Nov 09, 2022 01:53PM	
Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	3,000.00 Unexpended	3,000.00	
Program & Display		09/30/2022 (09/22) Balance		07-510-520-2128			.00
		10/31/2022 (10/22) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Office Supplies		09/30/2022 (09/22) Balance		07-510-520-2205			279.01
08/19/2022	AP	629	ODP Business Solutions LLC		136.79		
09/08/2022	AP	631	ODP Business Solutions LLC		105.24		
09/08/2022	AP	632	ODP Business Solutions LLC		83.49		
10/12/2022	AP	819	ODP Business Solutions LLC		12.70		
09/03/2022	JE	33	AMAZON, Supplies, Office		104.74		
09/04/2022	JE	33	AMAZON, Planner		15.60		
09/06/2022	JE	33	AMAZON, Calendars		42.50		
09/11/2022	JE	33	AMAZON, Calendars		27.96		
09/19/2022	JE	33	AMAZON, Calendars		27.96		
09/24/2022	JE	33	AMAZON, Calendars		10.92		
09/27/2022	JE	33	AMAZON, Calendars		17.77		
10/19/2022	JE	47	R/C JE33 #10 (10/22) LIBRARY AMAZON VISA TO		40.27		
		10/31/2022 (10/22) Period Totals and Balance			625.94 *	.00 *	904.95
YTD Encumbrance		.00 YTD Actual	904.95 Total	904.95 YTD Budget	7,000.00 Unexpended	6,095.05	
Postage		09/30/2022 (09/22) Balance		07-510-520-2206			618.99
10/31/2022	JE	53	Postage Charges for October 2022		.57		
		10/31/2022 (10/22) Period Totals and Balance			.57 *	.00 *	619.56
YTD Encumbrance		.00 YTD Actual	619.56 Total	619.56 YTD Budget	10,000.00 Unexpended	9,380.44	
Miscellaneous		09/30/2022 (09/22) Balance		07-510-520-2208			.00
		10/31/2022 (10/22) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Data Processing Supplies		09/30/2022 (09/22) Balance		07-510-520-2224			.00
		10/31/2022 (10/22) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Janitorial Supplies		09/30/2022 (09/22) Balance		07-510-520-2225			213.44
10/05/2022	AP	576	Bay Area Enterprises Inc.		220.03		
09/01/2022	JE	33	AMAZON, Carpet Cleaner		20.70		
09/24/2022	JE	33	AMAZON, Wipes		11.95		
09/27/2022	JE	33	AMAZON, Tissue		23.49		
		10/31/2022 (10/22) Period Totals and Balance			276.17 *	.00 *	489.61
YTD Encumbrance		.00 YTD Actual	489.61 Total	489.61 YTD Budget	3,500.00 Unexpended	3,010.39	
Small Equipment		09/30/2022 (09/22) Balance		07-510-520-2231			9,410.93
12/16/2021	AP	245	Executech Utah Inc.		3,375.96		
05/31/2022	AP	247	Executech Utah Inc.		3,957.30		
09/22/2022	AP	464	Battery X-Change & Repair Inc		69.99		
09/02/2022	JE	33	AMAZON, Supplies, 3D printer		9.99		
09/03/2022	JE	33	AMAZON, Supplies, 3D printer		76.11		
09/04/2022	JE	33	AMAZON, Computer Cables		40.38		
09/04/2022	JE	33	AMAZON, Supplies, 3D printer		14.55		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
09/14/2022	JE	34	BAKER TAYLOR, Adult Books		31.08		
09/14/2022	JE	34	BAKER TAYLOR, Adult Books		15.54		
09/14/2022	JE	34	BAKER TAYLOR, Dvds		21.44		
09/14/2022	JE	34	BAKER TAYLOR, Adult Books		16.09		
09/14/2022	JE	34	BAKER TAYLOR, Adult Books		107.07		
09/14/2022	JE	34	BAKER TAYLOR, Adult Books		43.83		
09/14/2022	JE	34	BAKER TAYLOR, Adult Books		29.98		
09/14/2022	JE	34	BAKER TAYLOR, Audios		271.08		
09/19/2022	JE	34	BAKER TAYLOR, Audios		42.88		
09/19/2022	JE	34	BAKER TAYLOR, Adult Books		16.10		
09/19/2022	JE	34	BAKER TAYLOR, Adult Books		15.54		
09/20/2022	JE	34	BAKER TAYLOR, Adult Books		269.88		
09/20/2022	JE	34	BAKER TAYLOR, Adult Books		57.80		
09/20/2022	JE	34	BAKER TAYLOR, Adult Books		21.15		
09/20/2022	JE	34	BAKER TAYLOR, Adult Books		34.31		
09/20/2022	JE	34	BAKER TAYLOR, Music Cds		145.86		
09/20/2022	JE	34	BAKER TAYLOR, Adult Lg Prnt		34.42		
09/20/2022	JE	34	BAKER TAYLOR, Adult Books		410.34		
09/20/2022	JE	34	BAKER TAYLOR, Audios		36.29		
09/20/2022	JE	34	BAKER TAYLOR, Adult Books		97.67		
09/20/2022	JE	34	BAKER TAYLOR, Dvds		79.32		
09/20/2022	JE	34	BAKER TAYLOR, Dvds		40.01		
09/20/2022	JE	34	BAKER TAYLOR, Audios		27.50		
09/23/2022	JE	34	BAKER TAYLOR, Adult Books		78.81		
09/23/2022	JE	34	BAKER TAYLOR, Adult Books		15.53		
09/23/2022	JE	34	BAKER TAYLOR, Adult Books		22.80		
09/23/2022	JE	34	BAKER TAYLOR, Music Cds		10.21		
09/23/2022	JE	34	BAKER TAYLOR, Adult Books		63.82		
09/23/2022	JE	34	BAKER TAYLOR, Adult Books		5.97		
09/23/2022	JE	34	BAKER TAYLOR, Adult Books		125.39		
09/23/2022	JE	34	BAKER TAYLOR, Adult Books		18.04		
09/23/2022	JE	34	BAKER TAYLOR, YP Books		33.32		
09/23/2022	JE	34	BAKER TAYLOR, YP DVD		25.01		
09/23/2022	JE	34	BAKER TAYLOR, Adult Books		60.12		
09/23/2022	JE	34	BAKER TAYLOR, Adult Books		14.98		
09/23/2022	JE	34	BAKER TAYLOR, Audios		42.89		
09/23/2022	JE	34	BAKER TAYLOR, Adult Lg Prnt		18.87		
09/23/2022	JE	34	BAKER TAYLOR, YA Books		10.54		
09/23/2022	JE	34	BAKER TAYLOR, Adult Books		15.53		
09/23/2022	JE	34	BAKER TAYLOR, Adult Lg Prnt		16.65		
09/23/2022	JE	34	BAKER TAYLOR, YP Books		43.81		
09/23/2022	JE	34	BAKER TAYLOR, Adult Books		110.98		
09/23/2022	JE	34	BAKER TAYLOR, Adult Books		17.99		
10/31/2022 (10/22) Period Totals and Balance					8,897.68 *	.00 *	28,751.93
YTD Encumbrance	.00	YTD Actual	28,751.93 Total	28,751.93 YTD Budget	115,000.00 Unexpended	86,248.07	
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Periodicals			09/30/2022 (09/22) Balance	07-510-520-2237			5,071.08
10/12/2022	AP	1048	The World		116.00		
08/31/2022	JE	45	HEARST MEMBERSHIP, Road and Track Subscripti		41.70		
08/31/2022	JE	45	HEARST MEMBERSHIP, Bicycling Subscription, FY		33.30		
10/31/2022 (10/22) Period Totals and Balance					191.00 *	.00 *	5,262.08
YTD Encumbrance	.00	YTD Actual	5,262.08 Total	5,262.08 YTD Budget	8,000.00 Unexpended	2,737.92	
<hr/>							
Microfilm			09/30/2022 (09/22) Balance	07-510-520-2238			.00
10/31/2022 (10/22) 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	
State Aid to Children - Books		09/30/2022 (09/22) Balance		07-510-520-2239			909.40
		10/31/2022 (10/22) Period Totals and Balance			.00 *	.00 *	909.40
YTD Encumbrance		.00 YTD Actual	909.40 Total	909.40 YTD Budget	2,500.00 Unexpended	1,590.60	
Library Books/Records (Restr)		09/30/2022 (09/22) Balance		07-510-520-2240			.00
		10/31/2022 (10/22) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	50,000.00 Unexpended	50,000.00	
Programming		09/30/2022 (09/22) Balance		07-510-520-2241			1,684.30
09/10/2022	JE	33	AMAZON, Books, Adult Programs		248.80		
09/24/2022	JE	33	AMAZON, Supplies, Adult Programs		44.07		
09/27/2022	JE	33	AMAZON, Supplies, Adult Programs		119.92		
09/17/2022	JE	45	APPLE.COM, Icloud Storage		.99		
09/19/2022	JE	45	APPLE.COM, Apple Music Subscription, YP Progra		9.99		
09/22/2022	JE	45	BUZZSPROUT, Pod Cast Hosting		12.00		
09/29/2022	JE	45	FIRST BOOK, Books, Outreach		16.00		
		10/31/2022 (10/22) Period Totals and Balance			451.77 *	.00 *	2,136.07
YTD Encumbrance		.00 YTD Actual	2,136.07 Total	2,136.07 YTD Budget	34,850.00 Unexpended	32,713.93	
Office Equipment Rental		09/30/2022 (09/22) Balance		07-510-520-2302			641.05
09/01/2022	AP	182	Xerox Corporation		121.85		
10/01/2022	AP	562	Xerox Corporation		121.85		
09/26/2022	JE	32	PITNEY BOWES LEASING, Postage Meter Rent		139.70		
		10/31/2022 (10/22) Period Totals and Balance			383.40 *	.00 *	1,024.45
YTD Encumbrance		.00 YTD Actual	1,024.45 Total	1,024.45 YTD Budget	20,000.00 Unexpended	18,975.55	
Equipment Repairs/Replacement		09/30/2022 (09/22) Balance		07-510-520-2303			100.00
		10/31/2022 (10/22) Period Totals and Balance			.00 *	.00 *	100.00
YTD Encumbrance		.00 YTD Actual	100.00 Total	100.00 YTD Budget	5,000.00 Unexpended	4,900.00	
Equipment Maintenance Contract		09/30/2022 (09/22) Balance		07-510-520-2304			7,649.59
10/01/2022	AP	394	Advantage Security LLC		37.95		
11/01/2022	AP	1065	Advantage Security LLC		37.95		
		10/31/2022 (10/22) Period Totals and Balance			75.90 *	.00 *	7,725.49
YTD Encumbrance		.00 YTD Actual	7,725.49 Total	7,725.49 YTD Budget	10,000.00 Unexpended	2,274.51	
Vehicle Maintenance/Fuel		09/30/2022 (09/22) Balance		07-510-520-2305			.00
08/31/2022	AP	339	CECO Inc		101.05		
		10/31/2022 (10/22) Period Totals and Balance			101.05 *	.00 *	101.05
YTD Encumbrance		.00 YTD Actual	101.05 Total	101.05 YTD Budget	7,000.00 Unexpended	6,898.95	
Furniture		09/30/2022 (09/22) Balance		07-510-520-2306			.00
		10/31/2022 (10/22) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Building & Grounds Maintenance		09/30/2022 (09/22) Balance		07-510-520-2309			8,407.93
09/20/2022	AP	202	Aramark Uniform & Career Apparel		32.00		

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City of Coos Bay		Detail Ledger - Month End Report for Library				Page: 8	
		Period: 10/22 - 10/22				Nov 09, 2022 01:53PM	
Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
10/04/2022	AP	203	Aramark Uniform & Career Apparel		32.00		
10/03/2022	AP	297	Art Signs		197.31		
10/05/2022	AP	575	Bay Area Enterprises Inc		4,053.35		
10/04/2022	AP	835	Agri-Tech Design		266.00		
10/17/2022	AP	949	Umpqua Valley Fire Service Inc.		51.19		
09/30/2022	AP	974	Access Information Protected		75.21		
10/18/2022	AP	1052	Aramark Uniform & Career Apparel		32.00		
10/31/2022 (10/22) Period Totals and Balance					4,739.06 *	.00 *	13,146.99
YTD Encumbrance	.00	YTD Actual	13,146.99 Total	13,146.99 YTD Budget	50,000.00 Unexpended	36,853.01	
Furniture (restricted)		09/30/2022 (09/22) Balance		07-510-520-2310			.00
		10/31/2022 (10/22) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	200,000.00 Unexpended	200,000.00	
Reimbursable		09/30/2022 (09/22) Balance		07-510-520-2406			.00
12/29/2020	AP	261	Jones, Eli			14.99-	
10/12/2022	AP	822	Earle, Jacob		12.95		
10/11/2022	JE	24	R/C State Dated AP Ck# 123403 (01/21) Jones Eli D		14.99		
10/31/2022 (10/22) Period Totals and Balance					27.94 *	14.99- *	12.95
YTD Encumbrance	.00	YTD Actual	12.95 Total	12.95 YTD Budget	200.00 Unexpended	187.05	
Library Board		09/30/2022 (09/22) Balance		07-510-520-2424			.00
		10/31/2022 (10/22) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	1,500.00 Unexpended	1,500.00	
Gifts, Donations & Memorials		09/30/2022 (09/22) Balance		07-510-520-2450			3,154.48
10/03/2022	AP	308	Demco		3,028.82		
10/05/2022	AP	699	Ingram		70.77		
10/09/2022	AP	702	Ingram		223.00		
10/19/2022	AP	1006	Demco		828.63		
08/31/2022	JE	33	AMAZON, Supplies, YP Programs		6.99		
08/31/2022	JE	33	AMAZON, Supplies, Adult Programs		16.98		
08/31/2022	JE	33	AMAZON, Supplies, Adult Programs		6.99		
08/31/2022	JE	33	AMAZON, Supplies, YP Programs		13.99		
09/01/2022	JE	33	AMAZON, Supplies, YP Programs		17.95		
09/02/2022	JE	33	AMAZON, Supplies, Adult Programs		43.88		
09/10/2022	JE	33	AMAZON, Supplies, Adult Programs		57.01		
09/17/2022	JE	33	AMAZON, Supplies, Adult Programs		137.15		
09/27/2022	JE	33	AMAZON, Supplies, YP Programs		5.82		
09/29/2022	JE	33	AMAZON, Supplies, YP Programs		10.31		
09/29/2022	JE	33	AMAZON, Supplies, YP Programs		223.35		
10/31/2022	JE	40	R/C AP280 (10/22) BALLET FOLKLORICO INV202		650.00		
09/12/2022	JE	45	OTC BRANDS INC, Supplies, YP Programs		288.35		
09/13/2022	JE	45	MCKAY'S MARKET, Supplies, YP Programs		4.99		
09/26/2022	JE	45	THE POTTERY CO, Supplies, YP Programs		174.00		
10/31/2022 (10/22) Period Totals and Balance					5,808.98 *	.00 *	8,963.46
YTD Encumbrance	.00	YTD Actual	8,963.46 Total	8,963.46 YTD Budget	1,000.00 Unexpended	(7,963.46)	
Bad Debt Expense		09/30/2022 (09/22) Balance		07-510-520-2500			.00
		10/31/2022 (10/22) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			Computer Hardware & Software	07-510-530-3001			.00
			09/30/2022 (09/22) Balance				.00
			10/31/2022 (10/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		.00
			Vehicles	07-510-530-3008			.00
			09/30/2022 (09/22) Balance				.00
			10/31/2022 (10/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	60,000.00 Unexpended	60,000.00	
			Audio Visual Equipment	07-510-530-3022			.00
			09/30/2022 (09/22) Balance				.00
			10/31/2022 (10/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
			Library Equipment	07-510-530-3023			.00
			09/30/2022 (09/22) Balance				.00
			10/31/2022 (10/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
			Building Project	07-510-530-3118			.00
			09/30/2022 (09/22) Balance				.00
			10/31/2022 (10/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
			Lease Principal	07-510-540-1000			.00
			09/30/2022 (09/22) Balance				.00
			10/31/2022 (10/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
			Lease Interest	07-510-540-1100			.00
			09/30/2022 (09/22) Balance				.00
			10/31/2022 (10/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
			Non-Lease Component	07-510-540-1200			.00
			09/30/2022 (09/22) Balance				.00
			10/31/2022 (10/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
			Contingency	07-510-560-6001			.00
			09/30/2022 (09/22) Balance				.00
			10/31/2022 (10/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	164,924.00 Unexpended	164,924.00	
			Unappropriated Ending Fund Bal	07-510-560-6002			.00
			09/30/2022 (09/22) Balance				.00
			10/31/2022 (10/22) 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	07-510-560-6003			.00
			09/30/2022 (09/22) Balance				.00
			10/31/2022 (10/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Number of Transactions: 213 Number of Accounts: 57					Debit	Credit	Proof

20

City of Coos Bay

Detail Ledger - Month End Report for Library
Period: 10/22 - 10/22

Page: 10
Nov 09, 2022 01:53PM

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Total Library Fund:					144,446.36	4,827.08-	139,619.28
Number of Transactions: 213 Number of Accounts: 57					Debit	Credit	Proof
Grand Totals:					144,446.36	4,827.08-	139,619.28

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

21

**Coos Bay Public Library
Memorial Funds Checking Account
October 2022**

<u>BALANCE, September 30, 2022</u>	\$ 76,615.97
 <u>DEPOSITS:</u>	
Friends Coos Bay Public Library	\$ 3,500.00
Coos Bay Public Library Foundation-Mogan Foundation	\$ 4,561.67
United Way/Dollywood	\$ 29.93
Misc. Donations-October 2022	\$ 29.87
TOTAL DEPOSITS	\$ 8,121.47
ACCOUNT SUB TOTAL	\$ 84,737.44
 <u>DISBURSEMENTS:</u>	
Ballet Folklorico-YP Programs-Dance	\$ 650.00
Demco/Furniture-Mogan Foundation	\$ 3,028.82
Ingram/Books-Coos Health & Wellness	\$ 293.77
Demco/Shelf Adapters-Equipment Fund	\$ 857.82
Amazon/Supplies-YP Programs-Book Box, Storytime, Crafts	\$ 495.00
McKays, Apple.com, Mahaffy Ranch/Supplies-YP Programs	\$ 537.12
TOTAL DISBURSEMENTS	\$ 5,862.53
Balance October 31, 2022	\$ 78,874.91
 ACCOUNT SUMMARY:	
General Fund	\$ 12,980.33
Friend's Children's Fund	\$ 520.27
Kenaston Estate Donation	\$ -
Mallek Estate Memorial	\$ 52,610.89
Jones Estate Donation	\$ 7,272.59
ESD Bilingual Programming Donation	\$ 669.69
Friends Library Purchases	\$ 1,897.79
Rotary Donation	\$ -
Coos Bay Library Foundation-Equipment	\$ -
Mogan-CBPL Foundation	\$ -
Coos Health & Wellness	\$ (293.77)
Dollywood	\$ 3,217.12
MEMORIAL ACCOUNT FUNDS TOTAL	\$ 78,874.91

Librarian's Report

November 2022

PROGRAMS in October

Spanglish Conversation (2) 4 people in attendance.

Community Cooking with the Co-Op - 23 participants and 20 YouTube views

Craft Take Out -48 kits distributed

Unlimited Book Club, a partnership with Coos History Museum and North Bend Public Library had 8 participants.

ASL Practice Place - 9 participants

Book Box Program - 74 adults, 17 teens, and 63 children participating

Story time (4) - 127 participants

Swords and Starships Podcast - 4 episodes, 208 downloads.

The Empire and Eastside pickup/drop off sites - This is done every Friday (except holidays). 94 people served in October.

Community Yoga - 10 participants

Young Writers in the Library (4) - 13

All Ages Illustrator Program – 31

Game Night (2) - 19

Fire Station Story time (2) - 39

Take and Paint Pumpkins – 150

Taller Con Ballet Folkorico – 18

Treat or Treating in the Library – 350

Broadcast of Oregon House #9 Forum – 2

Broadcast of 4th Congressional District Forum – 3

Read and Craft Book Club – 5

Toddler Dance Party – 70

Teen Advisory Board – 4

Beginner Reader Book Club - 5

Dying Well: Hospice – 4 attendees

Dying Well: Care for the Caregiver - 0

Dying Well: Coos Bay Chapel – 3 attendees, 10 views on YouTube

The library provided access to wireless internet 10,198 times in October.

Miscellaneous

In October there were 4,639 county-wide checkouts on OverDrive. 496 circulations on hoopla in October with 19 new borrowers.

Youth Services have started two new book clubs. One club is for beginning readers and the other is for late elementary/early middle school students.

As usual, the Fire Department was very gracious while hosting us for a couple of special story times at their Empire and Main Stations. They had tours, story time, and all the kids received a special fire house related book.

2022/23	Myrtlewood	Myrtlewood	Myrtlewood	Cedar	Cedar	Cedar	Total Use	Estimated Attendance
	Library Use	Non-Library Use	Library Use	Library Use	Non-Library Use			(minus library program attendance already reported)
Jul-21	18	8	13	19	58	208		
Aug-21	11	9	10	17	47	518		
Sep-21	5	14	10	23	52	711		
Oct-21	16	7	9	33	65	851		
Nov-21	0	0	0	0	0			
Dec-21	0	0	0	0	0			
Jan-22	0	0	0	0	0			
Feb-22	0	0	0	0	0			
Mar-22	0	0	0	0	0			
Apr-22	0	0	0	0	0			
May-22	0	0	0	0	0			
Jun-22	0	0	0	0	0			
Totals	0	0	0	0	0			

2022 Oregon Public Library Statistical Report

2022 Oregon Public Library Statistical Report

City of Coos Bay Library

Sami Pierson
525 Anderson Avenue
Coos Bay, OR 97420

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

Sami Pierson

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

Application Form

Part 1 - General Information

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

Examples of boundary changes include:

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

No

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

No

Question 113b New address

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

Question 118 Registered Users*

0

Question 119 Registered Users Added*

0

Part 2 - Staff & Volunteers

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

4.8

Question 203 Total Librarians (in FTE)*

Include all librarians (as FTE) reported in Question 201 here as well.

5.8

28

Question 204 All other paid staff (in FTE)*

6.9

Question 206 Total number of volunteers (individuals)*

32

Question 207 Total volunteer hours*

1795

Question 209 Friends of the Library*

Yes

Question 210 Library Foundation*

Yes

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

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

12

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

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

2

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

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

0

214 Number of temporary or on-call positions*

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

0

Staffing notes

Optional.

Part 3 - Revenue

Question 301 City Revenue*

Round to the nearest dollar.

\$0.00

Question 302 County Revenue*

Round to the nearest dollar.

\$0.00

Question 303 District Revenue*

Round to the nearest dollar.

\$1,355,482.00

Question 305 State Revenue*

Round to the nearest dollar.

\$2,374.00

Question 306 LSTA and ARPA Grant Revenue

Report *only* ARPA funds received via the State Library. Report any other ARPA funding in Question 308.

\$0.00

Question 308 Other Federal Revenue*

Report *all other* ARPA funds or funding from federal sources here (other than any received via the State Library).

Round to the nearest dollar.

\$0.00

Question 310 Other Operating Revenue*

Round to the nearest dollar.

\$15,192.00

Question 312 Local Capital Revenue*

Round to the nearest dollar.

\$0.00

Question 313 State Capital Revenue*

Round to the nearest dollar.

\$0.00

Question 314 Federal Capital Revenue*

Round to the nearest dollar.

\$0.00

Question 315 Other Capital Revenue*

Round to the nearest dollar.

\$0.00

Revenue Notes

Optional.

Part 4 - Expenditures

Question 401 Salaries and Wages Expenditures*

Round to the nearest dollar.

\$623,907.00

Question 402 Employee Benefits Expenditures*

Round to the nearest dollar.

\$339,264.00

Question 406 Total Expenditures on Print Materials*

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

\$54,541.00

Question 407 Electronic Materials Expenditures*

Round to the nearest dollar.

\$21,875.00

Question 408 Other Materials Expenditures*

Round to the nearest dollar.

\$22,700.00

Question 410a All Other Operating Expenditures*

Round to the nearest dollar.

\$527,584.00

Question 410b Internal service charges

Select all that apply.

Question 412 Library Construction Expenditures*

Round to the nearest dollar.

\$0.00

Question 413 Capital Equipment Expenditures*

Round to the nearest dollar.

\$0.00

Question 414 Other Capital Expenditures*

Round to the nearest dollar.

\$0.00

Expenditures Notes

Optional.

Part 5 - Collections

Question 501 Print Items*

85280

Question 502 Print Items Added*

3879

Question 503 Physical Audio Items*

12348

Question 504 Physical Audio Items Added*

418

Question 505 Physical Video Items*

12734

Question 506 Physical Video Items Added*

762

Question 507 Other Physical Library Materials*

621

Question 508 Other Physical Library Materials Added*

71

Question 511 Ebook units in Library2Go*

If your library participates in Library2Go/ODLC, please enter **56,416** here. If your library does not participate in Library2Go, please enter 0.

56416

Question 512 Ebook Units Added to Library2Go*

If your library participates in Library2Go/ODLC, please enter **8,403** here. If your library does not participate in Library2Go, please enter 0.

8403

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

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

695684

Question 514 Ebook Units Added Owned or Licensed Locally*

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

243539

Question 517 Digital Audiobook Units in Library2Go*

If your library participates in Library2Go/ODLC, please enter **35,057**. If your library does not participate in Library2Go, please enter 0.

35057

Question 518 Digital Audiobook Units Added in Library2Go*

If your library participates in Library2Go/ODLC, please enter **3,841**. If your library does not participate in Library2Go, please enter 0.

3841

Question 519 Digital Audiobook Units Owned or Licensed Locally*

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

173685

Question 520 Digital Audiobook Units Added Owned or Licensed Locally*

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

64806

Question 525 Digital Video Units Owned or Licensed Locally*

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

61381

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

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

21183

Question 533a Number of Physical Spanish language items*

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

724

Question 533b Number of Digital Spanish language items*

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

660

Question 535 Databases Licensed Locally or by local consortium*

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

11

34

Question 534 Items in other languages

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

French
German
Japanese
Korean
other

Question 536 Databases Added Licensed Locally or by local consortium*

See above - enter number of new resources added.

1

Collections notes

Optional.

Part 6 - Circulation & Collection Use

Question 601 Successful Retrievals from Statewide Electronic Resources*

The FY2021-22 usage reports from both **Gale** and **LearningExpress Library** are [now available here](#).

Please note: Libraries that provide access to Gale resources and LearningExpress Library through a central account for their library system should contact their library system administrator for assistance in getting the data for your specific library.

122

Question 602 Successful Retrievals from Local Databases*

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

57050

Question 610 First time Circulation of Adult Materials*

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

78163

Question 611 Renewals of Adult Materials*

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

53287

Question 612 First time Circulation of Young Adult Materials*

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

3620

Question 613 Renewals of Young Adult Materials*

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

2399

Question 614 First time Circulation of Childrens Materials*

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

24951

Question 615 Renewals of Childrens Materials*

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

16195

Question 616 First time Circulation of Other library materials*

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

414

Question 617 Renewals of Other library materials*

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

296

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

0

Question 619 Renewals of Materials not separated into above categories*

0

Question 630 Circulation of Library2Go Materials*

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

22006

Question 631 Circulation of Locally Owned or Licensed eContent*

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

9446

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

45007

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

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

552

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

3879

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

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

485

Question 660 Circulations Made to Non Residents without Charge*

89942

Circulation notes

Optional.

Part 7 - Programs & Services

Question 701 Reference Transactions*

11020

Question 701b Reference Transactions Reporting Method*

Actual count (we track each transaction as it happens)

Question 711 Meeting Room Usage*

345

Question 712 Does your library provide a Summer Reading Program*

Yes

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

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

51

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

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

1201

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

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

5

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

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

236

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

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

60

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

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

384

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

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

18

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

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

318

Question 759 Live General Interest Program Sessions*

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

39

Question 760 Attendance at Live General Interest Programs*

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

2900

Question 761 Number of Live In Person Onsite Program Sessions*

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

127

Question 762 Live In Person Onsite Program Attendance*

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

3103

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

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

37

Question 764 Live, In Person, Offsite Program Attendance*

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

2260

Question 765 Number of Live, Virtual Program Sessions*

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

132

Question 766 Live, Virtual Program Attendance*

The count of live attendance at virtual program sessions.

2306

Question 767 Total Number of Recorded Program Presentations*

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

49

Question 768 Total Views of Recorded Program Presentations within 30 days*

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

2071

Question 780 Number of self-directed activities

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

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

26

Question 781 Number of participants in self-directed activities.

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

1892

Programs & Services Notes

Optional.

Part 8 - Technology & Facilities

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

7088

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

Actual count (we track each transaction as it happens)

Question 802 Number of Public Internet Computers and Devices*

18

Question 803 Tell us about your library WiFi*

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

Question 804 Wireless Sessions*

111737

Question 804b Reporting Method for Wireless Sessions*

Actual count (we track each transaction as it happens)

Question 805 Internet Download Speed*

124.00

Question 806 Internet Upload Speed*

398.00

Question 807 Name of Shared ILS Consortium*

Coastline

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

Koha

Question 809 Website Visits*

291115

Question 810 Scheduled Weekday Open Hours*

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

30

Question 811 Scheduled Weeknight Open Hours*

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

5

Question 812 Scheduled Weekend Daytime Open Hours*

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

2

Question 813 Scheduled Weekend Evening Open Hours*

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

1

Question 815 Number of Weeks Library Was Open*

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

51

Question 816 Total Number of Open Hours*

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

1938

Question 817 Library Visits*

61446

Question 817b Library Visits Reporting Method*

Actual count (we track each visit as it happens)

Question 822 Date of Most Recent Structural Remodel of Building*

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

1984

Change in Square Footage?*

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

No

Technology & Facilities notes

Optional.

Part 9 - Fines, Fees, & Salary Survey

Question 901 Overdue Fines for Adult Materials*

Does your library charge overdue fines on adult materials?

No

Question 902 Overdue Fines for Childrens Materials*

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

No

Question 903 Overdue Fines for Young Adult Materials*

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

No

Question 904 Notes on fines

Question 905 Fee for Interlibrary Loans*

as charged by other library / OCLC cost

Question 906 Annual fee for nonresident patrons*

\$100.00

Question 950 Director Hourly Salary Low

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

Question 951 Director Hourly Salary High

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

Question 952 Supervisory Librarian Hourly Salary Low

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

Question 953 Supervisory Librarian Hourly Salary High

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

Question 954 Non Supervisory Librarian Hourly Salary Low

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

Question 955 Non Supervisory Librarian Hourly Salary High

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

Question 956 Library Assistant Hourly Salary Low

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

Question 957 Library Assistant Hourly Salary High

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

Question 958 Library Clerk Hourly Salary Low

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

Question 959 Library Clerk Hourly Salary High

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

Part 10 - Admin Information & Policies**Question 1001 Population Served**

This will be pre-filled by the State Library.

28817

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

Question 1009 Link to Statewide Gale Resources*

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

Question 1010 Link to Statewide LearningExpress Library Resources*

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

Question 1011 Link to Library Collection Management Policy*

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

Question 1012 Link to Library Circulation Policy*

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

Question 1013 Link to Library Patron Confidentiality Policy*

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

Policies notes

Optional.

COVID-19

CV01 - Outlets Closed Due to COVID-19?*

No

CV02 - Public Services During COVID-19?*

Yes

CV05 - Electronic Library Cards Issued During COVID-19?*

No

CV06 - Reference Services during COVID-19?*

Yes

CV07 - Curbside Services During COVID-19?*

Yes

CV11 - External WiFi Access During COVID-19?*

Yes

CV12 - External WiFi Access Increased During COVID-19?*

Yes

CV13 - Staff Reassigned During COVID-19?*

No

CV14 - Number of Weeks Library Was Closed Due to COVID-19.*

0

CV15 - Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19.*

0

Reporting Burden & Self-Brag!

Reporting Burden (in hours)*

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

28

Something you're proud of!

Optional.

Tell us about something in the past year that you are proud of at your library. **Please note:** the State Library of Oregon may use this information for public communications, etc.

Photo of your library

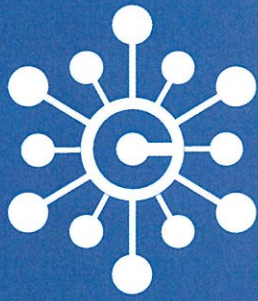
Optional.

Please upload a photo of your library. An outdoor photo of your building's main façade is preferred but interior views are okay, too. If your library has multiple branches, please upload a photo of your main or central branch. By submitting a photo, you are acknowledging you have the rights to this image, and you agree to allow the State Library of Oregon to use this image in data visualizations, and general communications and publications.

File Attachment Summary

Applicant File Uploads

No files were uploaded



COOS BAY
PUBLIC LIBRARY

THE LATEST at COOS BAY PUBLIC LIBRARY NOVEMBER 2022

FOR MORE INFORMATION:

541-269-1101

www.coosbaylibrary.org

COME SEE US!

525 Anderson Avenue

Coos Bay, OR 97420



Find us on Facebook!



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Find us on YouTube!



HANDS-ON PAPERCUTTING WORKSHOPS



**TWO SESSIONS AVAILABLE ON
SATURDAY, NOVEMBER 19**

Author and illustrator Elizabeth Goss will be visiting Coos Bay Public Library for two engaging papercutting workshops this month.

She will provide a brief history of the art form, discuss the various tools used for paper art around the world, and guide participants in making their own papercuttings.

The first session, from 11:00AM – 12:00PM, will include options for participants as young as 8 to join in on the fun, while the second session (1:00PM – 2:00PM) will make exclusive use of hobby knives and is thus restricted to participants age 13 and older. Spaces limited; pre-registration suggested.

NEW! CBPL COMMUNITY FRIDGE

The Coos Bay Public library has partnered with South Coast Food Share and The Beet Food Systems Consortium to make healthy produce more accessible to members of the Coos Bay community. Coos Bay Public Library patrons will be able to obtain fresh fruit and vegetables six days a week during the library's open hours.

You might ask, for who? The answer is YOU! Everyone who enters the library will be eligible for free produce after being asked a few questions (name, address, # of people in household) that will only be used for statistics. We will not share your personal information. During the pandemic, the USDA increased Supplemental Nutrition Assistance Program (SNAP) benefits by 15%, about \$27 per person, via an Emergency Allotment (EA). The USDA has granted extensions to certain states, including Oregon, through November. In anticipation of the EA going away, the library is excited to be part of the solution as locals shift from buying at stores and markets to using pantries and other programs like the CBPL Community Fridge! We should be ready to serve you by mid-November.

UPCOMING!

1 NOV **READ + CRAFT BOOK CLUB**
REZ DOGS BY JOSEPH BRUCHAC
 3:30PM - 4:30PM IN THE CEDAR ROOM, FOR KIDS GRADES 4-6

STORYTIME IN THE LIBRARY
WEDNESDAYS NOVEMBER 2, 9, 16, 23, & 30
 10:00AM IN THE MYRTLEWOOD ROOM, AGES: BABIES, TODDLERS, PRESCHOOL, FAMILIES

2/19 NOV **iSPANGLISH! CONVERSATIONAL PROGRAM**
 12:00PM - 1:00PM ON ZOOM 11/02
 10:30AM - 11:30AM IN THE LIBRARY ON 11/19

3 NOV **THE ART OF DYING WELL**
PROCESSING GRIEF WITH TRISHA GEDEROS (LCSW)
 1:00PM - 2:00PM IN THE MYRTLEWOOD ROOM, AGES: TEEN, ADULT, FAMILY

3 NOV **YOUNG WRITERS GROUP**
 WRITING GROUP FOR TEENS & TWEENS
 MEETING NOVEMBER 3, 10, & 17
 4:00PM - 5:00PM IN THE LIBRARY, AGES: 12-18

4 NOV **FRIDAY MORNING DROP OFF & PICK-UP (NOV 4 & 18)**
 GET LIBRARY SERVICE AND BROWSE FREE BOOKS EVERY FRIDAY IN A NEIGHBORHOOD NEAR YOU!
 EASTSIDE FIRE STATION 9:00AM - 9:30PM
 EMPIRE FIRE STATION 10:00AM - 10:30PM

5/6 NOV **FRIENDS OF THE LIBRARY BOOK SALES**
 NOTE: THE LIBRARY WILL NOT BE OPEN TO THE PUBLIC DURING THE SUNDAY, NOVEMBER 6 BOOK SALE
SAT, NOV 5: 10:00AM - 4:00PM IN THE MYRTLEWOOD & CEDAR ROOMS (EARLY 9:00AM OPENING FOR FRIENDS OF THE LIBRARY MEMBERS)
SUN, NOV 6: 12:00PM - 3:00PM, \$1 A BAG IN MYRTLEWOOD ROOM & HALF PRICE IN CEDAR ROOM

5 NOV **AFTER HOURS AT THE LIBRARY**
 2022 FALL FUNDRAISER WITH GUEST SPEAKER ADAM SAWYER
 7:00PM - 8:00PM IN THE LIBRARY, TICKETS ON SALE AT CBPL: \$30 IN ADVANCE OR \$35 AT THE DOOR

7 NOV **COMMUNITY ENGAGEMENT SPECIALIST TAMMY ALEY AVAILABLE**
 MONDAYS & FRIDAYS THIS MONTH
 10:00AM - 11:00AM BY APPOINTMENT ONLY
 11:00AM - 4:00PM DROP IN OR APPT

7 NOV **NALOXONE TRAININGS**
 LEARN TO USE A LIFESAVING MEDICATION & RECEIVE A FREE KIT
 EVERY HALF HOUR STARTING AT 4:00PM AND ENDING AT 6:00PM IN THE MYRTLEWOOD ROOM

8 NOV **TEEN ADVISORY BOARD**
 TEENS 12-18 ARE INVITED TO HELP PLAN PROGRAMS, EARN SERVICE HOURS, & GAIN LEADERSHIP SKILLS!
 3:30PM - 4:30PM IN THE CEDAR ROOM, AGES 12-18

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

10 NOV **CRAFT TAKEOUT: DIY MARKER MUGS**
 KITS AVAILABLE, CRAFT-ALONG TUTORIAL ON YOUTUBE & FACEBOOK

11 NOV **LIBRARY CLOSED IN OBSERVATION OF VETERAN'S DAY**
 REGULAR OPEN HOURS RESUME SATURDAY, NOVEMBER 12

12 NOV **CREATE YOUR OWN ONLINE MARKETPLACE**
 TWO LOCAL ARTISTS WILL DISCUSS THE PROS AND CONS OF VARIOUS E-COMMERCE SITES SUCH AS ETSY, SHOPIFY, AND GODADDY
 11:00PM - 12:00PM IN THE MYRTLEWOOD ROOM, AGES: TWEEN, TEEN, ADULT

15 NOV **BEGINNING READER BOOK CLUB**
 BUILDING IDEAS WITH BOOKS
 3:30PM - 4:30PM IN THE MYRTLEWOOD ROOM, AGES: KIDS GRADE K-3, SPACES LIMITED, PRE-REGISTRATION SUGGESTED.

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

17 NOV **UNLIMITED BOOK CLUB**
THE SALT PATH BY RAYNOR WINN
 6:00PM - 7:00PM VIA ZOOM, AGES: TEENS & ADULTS

18 NOV **TEEN AFTER HOURS**
 YOUNG PEOPLE 12-18 ARE INVITED TO A SPECIAL AFTER-HOURS EVENT PLANNED BY AND FOR TEENS. WATCH A MOVIE, EAT PIZZA, PLAY GAMES AND MEET OTHER TEENS!
 6:00PM - 8:00PM IN THE MYRTLEWOOD ROOM, AGES: TWEENS, TEENS

19 NOV **INTRO TO PAPER CUTTING WITH CHILDREN'S ILLUSTRATOR ELIZABETH GOSS**
 HANDS-ON PAPER CUTTING WORKSHOP WITH SCISSOR OPTION FOR ARTISTS AGED 8-12. NO EXPERIENCE NECESSARY!
 11:00AM - 12:00PM IN THE MYRTLEWOOD ROOM, SPACES LIMITED, PRE-REGISTRATION SUGGESTED, AGES: KIDS 8+, TWEENS, TEENS, ADULTS

19 NOV **INTRO TO PAPER CUTTING (WITH A KNIFE!) FEATURING ELIZABETH GOSS**
 PAPER CUTTING WORKSHOP USING HOBBY KNIVES FOR PARTICIPANTS AGED 13+. NO EXPERIENCE NECESSARY!
 1:00PM - 2:00PM IN THE MYRTLEWOOD ROOM, SPACES LIMITED, PRE-REGISTRATION SUGGESTED, AGES: TEENS, ADULTS

24-26 NOV **LIBRARY CLOSED**
 IN OBSERVATION OF THE THANKSGIVING HOLIDAY
 REGULAR OPEN HOURS RESUME MONDAY, NOVEMBER 28