

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

Wednesday December 21, 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**
- 9. New Business**
- 10. Announcements**
- 11. Adjourn**

Coos Bay Public Library
November 2022 Report

of items added to collection – **641**

New cards issued – **119**

Total reference questions – **350**

Daily average circulation – **809**

Total # of programs – **20**

Program attendance – **553**

Total items checked out at the library – **17,800**

Total of Coos Bay items checked out anywhere – **17,827**

Total digital downloads – **559**

Total Wireless Internet Connections – **7474**

Gate count – **5,325**

Total monthly library visits – **6149**

COOS BAY PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
November 16, 2022

Call to Order – President Bob More called the meeting to order at 5:15 p.m.

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

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

Public Comment –None

Minutes and Circulation – Minutes from the October 2022 meeting were reviewed. Janice mentioned that she did not attend the last meeting as was reflected in the minutes. Peggy moved to approve the minutes with the correction that Janice did not attend the last meeting. James seconded the motion. The minutes were unanimously approved.

Treasurer’s Report – The financials for August 2022 were reviewed. The investment interest income line item that was question was addressed. Sami reported that the figures were the result of the auditors request for line-item transfers and that the figures would correct themselves going forward in the year. The Memorial report was also reviewed.

Correspondence – None

Librarians Report – Report was reviewed. Sami reported that the Library Community Fridge is up and running and has been very popular.

Friends of the Library Report – The October book sale brought in \$732.00 and the bookstore \$550. The next book sale is December 3rd & 4th.

Library Foundation Report – There was no Foundation meeting in November. The “Library After Dark” event had a lot of positive feedback.

Old Business –

Facilities Update –Sami said that the estimates to fix the HVAC unit that is out of service are very high and the City has said they would not fund the repairs. Rob said that he would reach out to the City Manager. Sami also reported that the City had begun the process to get the out of service rooms repaired.

Library Next Steps – Nothing new to report.

New Business –

State Report – The annual State Library report was reviewed. Rob asked for a final compiled report taking in all of the libraries in the State for comparison. Sami said that takes some time for the state to compile the figures, but we would get one.

Sami requested approval for a closure day on December 16, 2022 for staff training. Gina made a motion to approve with a second by Peggy. Unanimously approved.

Announcements – Peggy said that the Bay Area Concert Band would be performing on December 1st at the First Presbyterian Church. This will be the first indoor concert since 2020.

Adjournment – R. More adjourned the meeting at 6:10 p.m.
Next Meeting: December 21, 2022 – 5:15 p.m.

Respectfully submitted,
Crystal Barr

**COOS BAY PUBLIC LIBRARY
NOVEMBER 2022**

INVENTORY

<u>CLASSIFICATION</u>	<u>ACQUIRED</u>	<u>DISCARDS</u>
Adult Books	286	416
Adult Audio Books	79	78
Adult Video	81	9
Adult Music	0	1
Adult Video Games	10	1
Board Game	0	1
Young Adult Books	61	0
Young Adult Audio	0	0
Child Books	80	13
Child Audio	8	0
Child Video	36	0
Child Music Cds	0	0
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TOTAL	641	519

CIRCULATION SUMMARY

	Total Items Checked Out At Coos Bay	Total Coos Bay Owned Items Checked Out	
2022	17,800	17,827	
2021	12,954	15,952	
2020	10,432	10,614	
2019	22,784	23,469	
2018	18,829	21,055	
2017	20,608	21,940	
GATE COUNT:	5,325		
	(2021 - 3,588)		
REFERENCE QUESTIONS ANSWERED:		350	
YP REFERENCE QUESTIONS ANSWERED:		53	
NEW PATRON REGISTRATIONS:		119	
#DAYS OPEN:	22	22	21
DAILY AVERAGE CIRCULATION:	810	(21) 725	(20) 505

RECEIPTS FROM PATRONS

DAMAGED/LOST	\$355.09
MISC	\$0.00
RENT	\$0.00
COPIES	<u>\$175.44</u>
TOTAL	<u>\$530.53</u>

City of Coos Bay
Combined Cash Investment
November 30, 2022

Combined Cash Accounts

Cash Allocation Reconciliation

7 Allocation to Library Fund	1,099,822.70
Total Allocations to Other Funds	1,099,822.70
Zero Proof if Allocations Balance	1,099,822.70

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City of Coos Bay
Balance Sheet
November 30, 2022

Library Fund

ASSETS

07-000-100-1001	Cash - Combined Fund	1,099,822.70	
07-000-100-1015	Cash on Hand/Till Drawer	200.00	
07-000-100-1101	Prepaid Expense	2,450.21	
		<u> </u>	
	Total Assets		<u>1,102,472.91</u>

LIABILITIES AND EQUITY

FUND EQUITY

	Unappropriated Fund Balance:		
07-000-200-2500	Fund Balance	1,412,083.31	
	Revenue over Expenditures - YTD	(309,610.40)	
		<u> </u>	
	Balance - Current Date	1,102,472.91	
		<u> </u>	
	Total Fund Equity		<u>1,102,472.91</u>
	Total Liabilities and Equity		<u>1,102,472.91</u>

City of Coos Bay
Revenues with Comparison to Budget
For the 5 Months Ending November 30, 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	245,486.03	245,486.03	1,220,000.00	974,513.97	20.1
	Total Revenue From Other Agencies	245,486.03	263,351.03	1,247,350.00	983,998.97	21.1
<u>Use Of Money & Property</u>						
07-000-350-0100	Investment Interest Income	2,435.22	23,691.53	5,000.00	(18,691.53)	473.8
	Total Use Of Money & Property	2,435.22	23,691.53	5,000.00	(18,691.53)	473.8
<u>Current Services</u>						
07-000-360-0100	Copies	204.04	1,484.74	6,000.00	4,515.26	24.8
07-000-360-1800	Library Fees	438.46	1,426.13	2,000.00	573.87	71.3
	Total Current Services	642.50	2,910.87	8,000.00	5,089.13	36.4
<u>Other Revenue</u>						
07-000-380-0100	Miscellaneous	43.00	8,888.44	100.00	(8,788.44)	8888.4
07-000-380-0200	Cash Over/short	.00	.66	.00	(.66)	.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	319.02	500.00	180.98	63.8
07-000-380-0900	Gifts, Donations & Memorials	6,405.58	14,904.77	10,000.00	(4,904.77)	149.1
	Total Other Revenue	8,623.37	34,986.84	36,600.00	1,613.16	95.6
	Total Fund Revenue	257,187.12	324,940.27	2,646,950.00	2,322,009.73	12.3

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City of Coos Bay
Expenditures with Comparison to Budget
For the 5 Months Ending November 30, 2022

Library Fund

		Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Expenditures</u>						
<u>Personnel Services</u>						
07-510-510-1001	Salaries	59,839.05	292,040.46	878,730.00	586,689.54	33.2
07-510-510-1003	P.E.R.S.	14,098.83	70,054.90	212,896.00	142,841.10	32.9
07-510-510-1004	Social Security	4,477.30	21,843.75	71,238.00	49,394.25	30.7
07-510-510-1005	Employee Insurance	11,024.70	54,159.91	215,867.00	161,707.09	25.1
07-510-510-1006	Unemployment	.00	.00	3,850.00	3,850.00	.0
07-510-510-1007	Workers Compensation Insurance	86.51	407.66	836.00	428.34	48.8
07-510-510-1008	Volunteer Workers Compensation	.00	.00	59.00	59.00	.0
Total Personnel Services		89,526.39	438,506.68	1,383,476.00	944,969.32	31.7
<u>Materials & Services</u>						
07-510-520-2005	Training,Meetings,Travel,Dues	.00	4,999.57	6,000.00	1,000.43	83.3
07-510-520-2101	Utilities	2,193.78	6,792.94	37,000.00	30,207.06	18.4
07-510-520-2102	Telephone	1,325.42	6,360.21	20,000.00	13,639.79	31.8
07-510-520-2105	Advertising	43.54	1,536.07	20,000.00	18,463.93	7.7
07-510-520-2108	Contractual	4,179.51	30,968.82	100,000.00	69,031.18	31.0
07-510-520-2120	Insurance	.00	8,077.31	12,000.00	3,922.69	67.3
07-510-520-2122	Duplicating/Data Processing	974.81	3,115.44	8,000.00	4,884.56	38.9
07-510-520-2123	Printing	.00	.00	3,000.00	3,000.00	.0
07-510-520-2205	Office Supplies	585.51	1,490.46	7,000.00	5,509.54	21.3
07-510-520-2206	Postage	500.00	1,119.56	10,000.00	8,880.44	11.2
07-510-520-2225	Janitorial Supplies	145.24	634.85	3,500.00	2,865.15	18.1
07-510-520-2231	Small Equipment	174.25	17,089.19	35,000.00	17,910.81	48.8
07-510-520-2234	Grants	2,017.64	29,203.16	8,000.00	(21,203.16)	365.0
07-510-520-2235	Library Supplies	145.78	2,928.73	14,000.00	11,071.27	20.9
07-510-520-2236	Library Books & Records	4,669.10	33,421.03	115,000.00	81,578.97	29.1
07-510-520-2237	Periodicals	.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	1,133.17	3,269.24	34,850.00	31,580.76	9.4
07-510-520-2302	Office Equipment Rental	621.25	1,645.70	20,000.00	18,354.30	8.2
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	278.00	8,003.49	10,000.00	1,996.51	80.0
07-510-520-2305	Vehicle Maintenance/Fuel	.00	101.05	7,000.00	6,898.95	1.4
07-510-520-2309	Building & Grounds Maintenance	4,383.35	17,530.34	50,000.00	32,469.66	35.1
07-510-520-2310	Furniture (restricted)	.00	.00	200,000.00	200,000.00	.0
07-510-520-2406	Reimbursable	.00	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	2,504.45	11,467.91	1,000.00	(10,467.91)	1146.8
Total Materials & Services		25,874.80	196,039.50	788,550.00	592,510.50	24.9
<u>Capital Outlay</u>						
07-510-530-3008	Vehicles	4.49	4.49	60,000.00	59,995.51	.0
Total Capital Outlay		4.49	4.49	60,000.00	59,995.51	.0

City of Coos Bay
Expenditures with Comparison to Budget
For the 5 Months Ending November 30, 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	115,405.68	634,550.67	2,646,950.00	2,012,399.33	24.0
Total Fund Expenditures	115,405.68	634,550.67	2,646,950.00	2,012,399.33	24.0
Net Revenue Over Expenditures	141,781.44	(309,610.40)	.00	309,610.40	.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
			10/31/2022 (10/22) Balance	07-510-510-1001			232,201.41
11/20/2022	PC	38	PAYROLL TRANS FOR 11/20/2022 PAY PERIOD		3,800.00		
11/20/2022	PC	139	PAYROLL TRANS FOR 11/20/2022 PAY PERIOD		59,839.05		
11/20/2022	PC	140	PAYROLL TRANS FOR 11/20/2022 PAY PERIOD			3,800.00-	
			11/30/2022 (11/22) Period Totals and Balance		63,639.05 *	3,800.00- *	292,040.46
YTD Encumbrance		.00 YTD Actual	292,040.46 Total	292,040.46 YTD Budget	878,730.00 Unexpended	586,689.54	
			10/31/2022 (10/22) Balance	07-510-510-1002			.00
			11/30/2022 (11/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
			10/31/2022 (10/22) Balance	07-510-510-1003			55,956.07
11/20/2022	PB	229	PAYROLL TRANS FOR 11/20/2022 PAY PERIOD		14,098.83		
			11/30/2022 (11/22) Period Totals and Balance		14,098.83 *	.00 *	70,054.90
YTD Encumbrance		.00 YTD Actual	70,054.90 Total	70,054.90 YTD Budget	212,896.00 Unexpended	142,841.10	
			10/31/2022 (10/22) Balance	07-510-510-1004			17,366.45
11/20/2022	PB	56	PAYROLL TRANS FOR 11/20/2022 PAY PERIOD		290.70		
11/20/2022	PB	227	PAYROLL TRANS FOR 11/20/2022 PAY PERIOD		4,477.30		
11/20/2022	PB	228	PAYROLL TRANS FOR 11/20/2022 PAY PERIOD			290.70-	
			11/30/2022 (11/22) Period Totals and Balance		4,768.00 *	290.70- *	21,843.75
YTD Encumbrance		.00 YTD Actual	21,843.75 Total	21,843.75 YTD Budget	71,238.00 Unexpended	49,394.25	
			10/31/2022 (10/22) Balance	07-510-510-1005			43,135.21
11/20/2022	PB	226	PAYROLL TRANS FOR 11/20/2022 PAY PERIOD		11,024.70		
11/20/2022	PC	167	PAYROLL TRANS FOR 11/20/2022 PAY PERIOD		31.12		
11/20/2022	PC	168	PAYROLL TRANS FOR 11/20/2022 PAY PERIOD			31.12-	
			11/30/2022 (11/22) Period Totals and Balance		11,055.82 *	31.12- *	54,159.91
YTD Encumbrance		.00 YTD Actual	54,159.91 Total	54,159.91 YTD Budget	215,867.00 Unexpended	161,707.09	
			10/31/2022 (10/22) Balance	07-510-510-1006			.00
			11/30/2022 (11/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	3,850.00 Unexpended	3,850.00	
			10/31/2022 (10/22) Balance	07-510-510-1007			321.15

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
11/20/2022	P8	225	PAYROLL TRANS FOR 11/20/2022 PAY PERIOD		86.51		
			11/30/2022 (11/22) Period Totals and Balance		86.51 *	.00 *	407.66
YTD Encumbrance .00 YTD Actual 407.66 Total 407.66 YTD Budget 836.00 Unexpended 428.34							
Volunteer Workers Compensation							
			10/31/2022 (10/22) Balance	07-510-510-1008			.00
			11/30/2022 (11/22) 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							
			10/31/2022 (10/22) Balance	07-510-510-1009			.00
			11/30/2022 (11/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00							
Meetings And Travel							
			10/31/2022 (10/22) Balance	07-510-520-2001			.00
			11/30/2022 (11/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00							
Memberships, dues, publications							
			10/31/2022 (10/22) Balance	07-510-520-2003			.00
			11/30/2022 (11/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00							
Training, Meetings, Travel, Dues							
			10/31/2022 (10/22) Balance	07-510-520-2005			4,999.57
			11/30/2022 (11/22) Period Totals and Balance		.00 *	.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							
			10/31/2022 (10/22) Balance	07-510-520-2101			4,599.16
11/07/2022	CD13	2	PACIFIC POWER 12447751-0018 LIBRARY		2,019.27		
10/25/2022	JE	20	COOS BAY NORTH BEND WATER BOARD, Water		174.51		
			11/30/2022 (11/22) Period Totals and Balance		2,193.78 *	.00 *	6,792.94
YTD Encumbrance .00 YTD Actual 6,792.94 Total 6,792.94 YTD Budget 37,000.00 Unexpended 30,207.06							
Telephone							
			10/31/2022 (10/22) Balance	07-510-520-2102			5,034.79
11/07/2022	AP	482	Asavie Technologies Inc		74.90		
10/21/2022	JE	1	VERIZON, 576174385-00001 Library		358.09		
10/05/2022	JE	20	BROADVOICE, VoIP Telephones, Internet		703.96		
10/08/2022	JE	20	ZIPLY FIBER, Landline Telephone		188.47		
			11/30/2022 (11/22) Period Totals and Balance		1,325.42 *	.00 *	6,360.21
YTD Encumbrance .00 YTD Actual 6,360.21 Total 6,360.21 YTD Budget 20,000.00 Unexpended 13,639.79							
Advertising							
			10/31/2022 (10/22) Balance	07-510-520-2105			1,492.53
10/22/2022	JE	21	AMAZON, Flash Drives		43.54		
			11/30/2022 (11/22) Period Totals and Balance		43.54 *	.00 *	1,536.07
YTD Encumbrance .00 YTD Actual 1,536.07 Total 1,536.07 YTD Budget 20,000.00 Unexpended 18,463.93							
Contractual							
			10/31/2022 (10/22) Balance	07-510-520-2108			26,789.31
11/02/2022	AP	420	Cardinal Services Inc.		413.44		
11/03/2022	AP	421	Cardinal Services Inc.		65.28		
11/04/2022	AP	422	Cardinal Services Inc.		598.40		
11/09/2022	AP	425	Cardinal Services Inc.		54.40		

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
11/09/2022	AP	426	Cardinal Services Inc.		152.32		
11/02/2022	AP	462	C-N-B Security Inc		1,056.00		
11/16/2022	AP	588	Cardinal Services Inc.		87.04		
11/16/2022	AP	589	Cardinal Services Inc.		217.60		
11/17/2022	AP	590	Cardinal Services Inc.		261.12		
11/10/2022	AP	655	Sprague Pest Solutions		176.55		
11/10/2022	AP	690	C-N-B Security Inc		1,056.00		
11/04/2022	CD14	4	10/31/2022 XPRESS BILLPAY SUPPORT FEES/FO		41.36		
			11/30/2022 (11/22) Period Totals and Balance		4,179.51 *	00 *	30,968.82
YTD Encumbrance .00 YTD Actual 30,968.82 Total 30,968.82 YTD Budget 100,000.00 Unexpended 69,031.18							
Special Counsel 10/31/2022 (10/22) Balance 07-510-520-2114 .00							
11/30/2022 (11/22) Period Totals and Balance .00 * 00 * .00							
YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00							
Insurance 10/31/2022 (10/22) Balance 07-510-520-2120 8,077.31							
11/30/2022 (11/22) Period Totals and Balance .00 * 00 * 8,077.31							
YTD Encumbrance .00 YTD Actual 8,077.31 Total 8,077.31 YTD Budget 12,000.00 Unexpended 3,922.69							
Duplicating/Data Processing 10/31/2022 (10/22) Balance 07-510-520-2122 2,140.63							
09/10/2022	AP	272	Xerox Corporation		6.31		
10/10/2022	AP	274	Xerox Corporation		6.18		
09/19/2022	AP	356	ODP Business Solutions LLC		142.22		
10/05/2022	AP	359	ODP Business Solutions LLC		617.93		
11/01/2022	AP	575	Xerox Corporation		191.68		
11/10/2022	AP	577	Xerox Corporation		10.49		
			11/30/2022 (11/22) Period Totals and Balance		974.81 *	00 *	3,115.44
YTD Encumbrance .00 YTD Actual 3,115.44 Total 3,115.44 YTD Budget 8,000.00 Unexpended 4,884.56							
Printing 10/31/2022 (10/22) Balance 07-510-520-2123 .00							
11/30/2022 (11/22) Period Totals and Balance .00 * 00 * .00							
YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget 3,000.00 Unexpended 3,000.00							
Program & Display 10/31/2022 (10/22) Balance 07-510-520-2128 .00							
11/30/2022 (11/22) Period Totals and Balance .00 * 00 * .00							
YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00							
Office Supplies 10/31/2022 (10/22) Balance 07-510-520-2205 904.95							
10/04/2022	AP	357	ODP Business Solutions LLC		99.99		
10/04/2022	AP	358	ODP Business Solutions LLC		56.65		
11/02/2022	AP	376	BNT Promotional Products		13.64		
10/05/2022	JE	21	AMAZON, Duplicate Charge Credit			27.96-	
10/07/2022	JE	21	AMAZON, Stamps		21.98		
10/10/2022	JE	21	AMAZON, Hole Punch		41.86		
10/16/2022	JE	21	AMAZON, Markers, Ink		64.75		
10/25/2022	JE	21	AMAZON, Storage Containers		26.40		
10/27/2022	JE	21	AMAZON, Storage Bins		209.97		
10/29/2022	JE	21	AMAZON, Tape		40.45		
10/30/2022	JE	21	AMAZON, Staplers		37.78		
			11/30/2022 (11/22) Period Totals and Balance		613.47 *	27.96- *	1,490.46
YTD Encumbrance .00 YTD Actual 1,490.46 Total 1,490.46 YTD Budget 7,000.00 Unexpended 5,509.54							

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			10/31/2022 (10/22) Balance	07-510-520-2206			619.56
11/02/2022	AP	408	Pitney Bowes Global Financial LLC		500.00		
			11/30/2022 (11/22) Period Totals and Balance		500.00 *	00 *	1,119.56
YTD Encumbrance		.00 YTD Actual	1,119.56 Total	1,119.56 YTD Budget	10,000.00 Unexpended	8,880.44	
			10/31/2022 (10/22) Balance	07-510-520-2208			.00
			11/30/2022 (11/22) Period Totals and Balance		.00 *	00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
			10/31/2022 (10/22) Balance	07-510-520-2224			.00
			11/30/2022 (11/22) Period Totals and Balance		.00 *	00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
			10/31/2022 (10/22) Balance	07-510-520-2225			489.61
10/31/2022	AP	313	Bay Area Enterprises Inc.		145.24		
			11/30/2022 (11/22) Period Totals and Balance		145.24 *	00 *	634.85
YTD Encumbrance		.00 YTD Actual	634.85 Total	634.85 YTD Budget	3,500.00 Unexpended	2,865.15	
			10/31/2022 (10/22) Balance	07-510-520-2231			16,914.94
11/08/2022	AP	604	Umpqua Valley Fire Service Inc.		61.95		
10/16/2022	JE	21	AMAZON, Small Tools		38.99		
10/27/2022	JE	21	AMAZON, Computer Cable		36.98		
10/29/2022	JE	21	AMAZON, Cables		10.88		
10/30/2022	JE	21	AMAZON, Fan		24.45		
10/14/2022	JE	31	FARR'S TRUE VALUE, Shelving Hardware		1.00		
			11/30/2022 (11/22) Period Totals and Balance		174.25 *	00 *	17,089.19
YTD Encumbrance		.00 YTD Actual	17,089.19 Total	17,089.19 YTD Budget	35,000.00 Unexpended	17,910.81	
			10/31/2022 (10/22) Balance	07-510-520-2234			27,185.52
08/31/2022	AP	178	Goss, Elizabeth Ames		1,175.00		
10/18/2022	AP	396	Ingram		16.40		
10/25/2022	AP	400	Ingram		63.12		
10/27/2022	AP	404	Ingram		14.62		
11/08/2022	AP	560	Ingram		32.16		
09/07/2022	AP	830	Jen Hernandez Art LLC		368.65		
10/10/2022	JE	21	AMAZON, Books, ESD Grant		347.69		
			11/30/2022 (11/22) Period Totals and Balance		2,017.64 *	00 *	29,203.16
YTD Encumbrance		.00 YTD Actual	29,203.16 Total	29,203.16 YTD Budget	8,000.00 Unexpended	(21,203.16)	
			10/31/2022 (10/22) Balance	07-510-520-2235			2,782.95
11/16/2022	AP	668	City of Coos Bay - ESO		118.80		
10/19/2022	JE	21	AMAZON, Cork Sheets		26.98		
			11/30/2022 (11/22) Period Totals and Balance		145.78 *	00 *	2,928.73
YTD Encumbrance		.00 YTD Actual	2,928.73 Total	2,928.73 YTD Budget	14,000.00 Unexpended	11,071.27	
			10/31/2022 (10/22) Balance	07-510-520-2236			28,751.93
10/18/2022	AP	394	Ingram		153.76		
10/19/2022	AP	397	Ingram		144.36		
10/24/2022	AP	398	Ingram		171.53		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
10/26/2022	AP	401	Ingram		194.70		
10/27/2022	AP	402	Ingram		113.03		
10/28/2022	AP	405	Ingram		55.34		
10/27/2022	AP	417	Marshfield High School		55.00		
10/31/2022	AP	438	Midwest Tape		1,070.31		
10/13/2022	AP	452	Cengage Learning Inc.		214.33		
10/24/2022	AP	453	Cengage Learning Inc.		60.78		
03/16/2022	AP	508	Blackstone Publishing		41.60		
10/14/2022	AP	509	Blackstone Publishing		41.60		
11/04/2022	AP	510	Blackstone Publishing		41.60		
11/01/2022	AP	511	Center Point Large Print		143.22		
11/07/2022	AP	556	Ingram		300.88		
11/09/2022	AP	557	Ingram		77.10		
11/08/2022	AP	558	Ingram		23.83		
10/06/2022	JE	20	NETFLIX, Library Streaming Player Programming		15.49		
10/22/2022	JE	21	AMAZON, Supplies, Library of Things		84.00		
10/24/2022	JE	31	NICHE ACADEMY, Online Database, FYE 23		1,666.64		
			11/30/2022 (11/22) Period Totals and Balance		4,669.10 *	00 *	33,421.03
YTD Encumbrance	.00	YTD Actual	33,421.03 Total	33,421.03 YTD Budget	115,000.00 Unexpended		81,578.97
Periodicals			10/31/2022 (10/22) Balance	07-510-520-2237			5,262.08
			11/30/2022 (11/22) Period Totals and Balance		.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
Microfilm			10/31/2022 (10/22) Balance	07-510-520-2238			.00
			11/30/2022 (11/22) 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			10/31/2022 (10/22) Balance	07-510-520-2239			909.40
			11/30/2022 (11/22) 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)			10/31/2022 (10/22) Balance	07-510-520-2240			.00
			11/30/2022 (11/22) 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			10/31/2022 (10/22) Balance	07-510-520-2241			2,136.07
10/18/2022	JE	21	AMAZON, Supplies, Adult Programs		67.96		
10/01/2022	JE	31	FIRST BOOK, Books, Outreach		895.00		
10/06/2022	JE	31	FRED-MEYER, Supplies, Adult Programs		66.33		
10/12/2022	JE	31	FRED MEYER, Supplies, Adult Programs		78.41		
10/17/2022	JE	31	APPLE.COM, Icloud Storage		.99		
10/20/2022	JE	31	SAFEWAY, Supplies, Adult Programs		8.00		
10/22/2022	JE	31	BUZZSPROUT, Pod Cast Hosting		12.00		
10/29/2022	JE	31	OR FOODHANDLERS.COM, Church, Food Handler		2.24		
10/29/2022	JE	31	OR FOODHANDLERS.COM, Whitty, Food Handlers		2.24		
			11/30/2022 (11/22) Period Totals and Balance		1,133.17 *	00 *	3,269.24
YTD Encumbrance	.00	YTD Actual	3,269.24 Total	3,269.24 YTD Budget	34,850.00 Unexpended		31,580.76
Office Equipment Rental			10/31/2022 (10/22) Balance	07-510-520-2302			1,024.45
09/10/2022	AP	273	Xerox Corporation		119.90		

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
10/10/2022	AP	275	Xerox Corporation		119.90		
11/01/2022	AP	576	Xerox Corporation		121.85		
11/10/2022	AP	578	Xerox Corporation		119.90		
10/26/2022	JE	20	PITNEY BOWES LEASING, Postage Meter Rent		139.70		
			11/30/2022 (11/22) Period Totals and Balance		621.25 *	.00 *	1,645.70
<hr/>							
YTD Encumbrance	.00	YTD Actual	1,645.70 Total	1,645.70 YTD Budget	20,000.00 Unexpended		18,354.30
<hr/>							
Equipment Repairs/Replacement			10/31/2022 (10/22) Balance	07-510-520-2303			100.00
			11/30/2022 (11/22) Period Totals and Balance		.00 *	.00 *	100.00
<hr/>							
YTD Encumbrance	.00	YTD Actual	100.00 Total	100.00 YTD Budget	5,000.00 Unexpended		4,900.00
<hr/>							
Equipment Maintenance Contract			10/31/2022 (10/22) Balance	07-510-520-2304			7,725.49
10/31/2022	AP	439	Comfort Flow Heating		278.00		
			11/30/2022 (11/22) Period Totals and Balance		278.00 *	.00 *	8,003.49
<hr/>							
YTD Encumbrance	.00	YTD Actual	8,003.49 Total	8,003.49 YTD Budget	10,000.00 Unexpended		1,996.51
<hr/>							
Vehicle Maintenance/Fuel			10/31/2022 (10/22) Balance	07-510-520-2305			101.05
			11/30/2022 (11/22) Period Totals and Balance		.00 *	.00 *	101.05
<hr/>							
YTD Encumbrance	.00	YTD Actual	101.05 Total	101.05 YTD Budget	7,000.00 Unexpended		6,898.95
<hr/>							
Furniture			10/31/2022 (10/22) Balance	07-510-520-2306			.00
			11/30/2022 (11/22) Period Totals and Balance		.00 *	.00 *	.00
<hr/>							
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		.00
<hr/>							
Building & Grounds Maintenance			10/31/2022 (10/22) Balance	07-510-520-2309			13,146.99
10/31/2022	AP	312	Bay Area Enterprises Inc.		4,053.35		
11/01/2022	AP	419	Aramark Uniform & Career Apparel		32.00		
11/08/2022	AP	504	Agri-Tech Design		266.00		
11/15/2022	AP	585	Aramark Uniform & Career Apparel		32.00		
			11/30/2022 (11/22) Period Totals and Balance		4,383.35 *	.00 *	17,530.34
<hr/>							
YTD Encumbrance	.00	YTD Actual	17,530.34 Total	17,530.34 YTD Budget	50,000.00 Unexpended		32,469.66
<hr/>							
Furniture (restricted)			10/31/2022 (10/22) Balance	07-510-520-2310			.00
			11/30/2022 (11/22) Period Totals and Balance		.00 *	.00 *	.00
<hr/>							
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	200,000.00 Unexpended		200,000.00
<hr/>							
Reimbursable			10/31/2022 (10/22) Balance	07-510-520-2406			12.95
			11/30/2022 (11/22) Period Totals and Balance		.00 *	.00 *	12.95
<hr/>							
YTD Encumbrance	.00	YTD Actual	12.95 Total	12.95 YTD Budget	200.00 Unexpended		187.05
<hr/>							
Library Board			10/31/2022 (10/22) Balance	07-510-520-2424			.00
			11/30/2022 (11/22) Period Totals and Balance		.00 *	.00 *	.00
<hr/>							
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	1,500.00 Unexpended		1,500.00
<hr/>							
Gifts, Donations & Memorials			10/31/2022 (10/22) Balance	07-510-520-2450			8,963.46
10/18/2022	AP	395	Ingram		780.57		
10/25/2022	AP	399	Ingram		121.80		
10/27/2022	AP	403	Ingram		53.55		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
11/04/2022	AP	410	SC&AGE Inc.		200.00		
11/08/2022	AP	559	Ingram		316.41		
10/02/2022	JE	21	AMAZON, Supplies, YP Programs		101.13		
10/02/2022	JE	21	AMAZON, Supplies, YP Programs		103.47		
10/05/2022	JE	21	AMAZON, Supplies, YP Programs		11.60		
10/20/2022	JE	21	AMAZON, Supplies, YP Programs		34.98		
10/21/2022	JE	21	AMAZON, Supplies, YP Programs		22.46		
10/21/2022	JE	21	AMAZON, Supplies, YP Programs		10.81		
10/24/2022	JE	21	AMAZON, Supplies, YP Programs		129.75		
10/24/2022	JE	21	AMAZON, Supplies, YP Programs		44.95		
10/29/2022	JE	21	AMAZON, Supplies, YP Programs		35.85		
10/11/2022	JE	31	MCKAY'S MARKET, Supplies, YP Programs		44.17		
10/11/2022	JE	31	JOANN, Supplies, YP Programs		32.96		
10/13/2022	JE	31	MAHAFFY RANCH, Supplies, YP Programs		450.00		
10/19/2022	JE	31	APPLE.COM, Music Subscription, YP Programs		9.99		
11/30/2022 (11/22) Period Totals and Balance					2,504.45 *	00 *	11,467.91
YTD Encumbrance		.00 YTD Actual	11,467.91 Total	11,467.91 YTD Budget	1,000.00 Unexpended	(10,467.91)	
Bad Debt Expense		10/31/2022 (10/22) Balance		07-510-520-2500			.00
11/30/2022 (11/22) Period Totals and Balance					.00 *	00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Computer Hardware & Software		10/31/2022 (10/22) Balance		07-510-530-3001			.00
11/30/2022 (11/22) Period Totals and Balance					.00 *	00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Vehicles		10/31/2022 (10/22) Balance		07-510-530-3008			.00
11/09/2022	AP	516	Farr's True Value Hdwr		3.11		
11/09/2022	AP	519	Farr's True Value Hdwr		1.38		
11/30/2022 (11/22) Period Totals and Balance					4.49 *	00 *	4.49
YTD Encumbrance		.00 YTD Actual	4.49 Total	4.49 YTD Budget	60,000.00 Unexpended	59,995.51	
Audio Visual Equipment		10/31/2022 (10/22) Balance		07-510-530-3022			.00
11/30/2022 (11/22) Period Totals and Balance					.00 *	00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Library Equipment		10/31/2022 (10/22) Balance		07-510-530-3023			.00
11/30/2022 (11/22) Period Totals and Balance					.00 *	00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Building Project		10/31/2022 (10/22) Balance		07-510-530-3118			.00
11/30/2022 (11/22) Period Totals and Balance					.00 *	00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Lease Principal		10/31/2022 (10/22) Balance		07-510-540-1000			.00
11/30/2022 (11/22) Period Totals and Balance					.00 *	00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Lease Interest		10/31/2022 (10/22) Balance		07-510-540-1100			.00
11/30/2022 (11/22) Period Totals and Balance					.00 *	00 *	.00

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	
Non-Lease Component			10/31/2022 (10/22) Balance	07-510-540-1200			.00
			11/30/2022 (11/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Contingency			10/31/2022 (10/22) Balance	07-510-560-6001			.00
			11/30/2022 (11/22) 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			10/31/2022 (10/22) Balance	07-510-560-6002			.00
			11/30/2022 (11/22) 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			10/31/2022 (10/22) Balance	07-510-560-6003			.00
			11/30/2022 (11/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Number of Transactions: 123 Number of Accounts: 57					Debit	Credit	Proof
Total Library Fund:					119,555.46	4,149.78-	115,405.68
Number of Transactions: 123 Number of Accounts: 57					Debit	Credit	Proof
Grand Totals:					119,555.46	4,149.78-	115,405.68

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 2022**

<u>BALANCE, October 31, 2022</u>	\$ 78,874.91
 <u>DEPOSITS:</u>	
Coos Head Food Co-op/Community Fridge	\$ 6,400.00
TOTAL DEPOSITS	\$ 6,400.00
ACCOUNT SUB TOTAL	\$ 85,274.91
 <u>DISBURSEMENTS:</u>	
Ingram/Books-Coos Health & Wellness	\$ 70.77
Ingram/Books-Coos Health & Wellness	\$ 121.88
Ingram/Books-Rotary	\$ 709.80
Ingram/Books-Coos Health & Wellness	\$ 53.55
Ingram/Books-Coos Health & Wellness	\$ 316.41
Amazon/Supplies-YP Programs-Book Box, Storytime, Crafts	\$ 232.82
McKays, Apple.com, Dominos, Pottery Co.-YA/YP Programs	\$ 396.06
OR Foodhandlers.com/9 Food Handlers Cards	\$ 90.00
Baker Taylor/Rotary	\$ 944.26
JE-from Outreach	\$ 29.19
TOTAL DISBURSEMENTS	\$ 2,964.74
 Balance November 30, 2022	 \$ 82,310.17
 <u>ACCOUNT SUMMARY:</u>	
General Fund	\$ 12,980.33
Friend's Children's Fund	\$ (108.61)
Kenaston Estate Donation	\$ -
Mallek Estate Memorial	\$ 52,610.89
Jones Estate Donation	\$ 7,272.59
ESD Bilingual Programming Donation	\$ 669.69
Friends Library Purchases	\$ 1,868.60
Rotary Donation	\$ (1,654.06)
Coos Bay Library Foundation-Equipment	\$ -
Mogan-CBPL Foundation	\$ -
Community Fridge	\$ 6,310.00
Coos Health & Wellness	\$ (856.38)
Dollywood	\$ 3,217.12
MEMORIAL ACCOUNT FUNDS TOTAL	\$ 82,310.17

Librarian's Report

December 2022

PROGRAMS in November

Spanglish Conversation (2) 10 people in attendance.

Craft Take Out -35 kits distributed

Unlimited Book Club, a partnership with Coos History Museum and North Bend Public Library had 10 participants.

ASL Practice Place - 5 participants

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

Story time (5) - 169 participants

Swords and Starships Podcast - no new episodes, 49 downloads.

The Empire and Eastside pickup/drop off sites - This is done every Friday (except holidays). 26 people served in November (2 Fridays were holidays).

Community Yoga - 8 participants

Young Writers in the Library - 1

Read and Craft Book Club - 4

Teen Advisory Board – 2

Teen After Hours - 12

Beginner Reader Book Club - 12

Dying Well: Processing Grief – 2 attendees

Head Start Parent Night – 16

Create Your Own Online Marketplace – 6

Naloxone Training – 2

Intro to Paper Cutting for Kids – 21

Intro to Paper Cutting for Adults – 9

The library provided access to wireless internet 7,474 times in November.

Miscellaneous

In November there were 4,824 county-wide checkouts on OverDrive. 559 circulations on hoopla in November with 19 new borrowers.

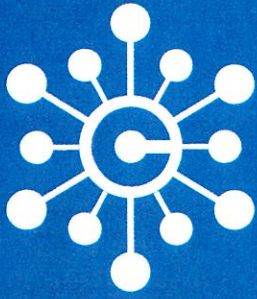
All the content has been provided for the new website which should launch in January.

One of the new features of the website will be Niche Academy. This is a video tutorial that has a section for staff and a section for the public. It provides tutorials for things like hoopla and Library2Go, Microsoft products, and more.

The Community Fridge continues to do well. From the opening on November 9, 2022, to December 14, 2022 there have been 288 distributions to 653 people for a total of 1,377 pounds of fruit and vegetables.

2022/23	Myrtlewood	Myrtlewood	Cedar	Cedar	Cedar	Total Use	Estimated Attendance
	Library Use	Non-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	13	13	16	26	68	824	
Dec-21	0	0	0	0			
Jan-22	0	0	0	0			
Feb-22	0	0	0	0			
Mar-22	0	0	0	0			
Apr-22	0	0	0	0			
May-22	0	0	0	0			
Jun-22	0	0	0	0			
Totals	0	0	0	0	0		

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COOS BAY
PUBLIC LIBRARY

THE LATEST at COOS BAY PUBLIC LIBRARY DECEMBER 2022

FOR MORE INFORMATION:

541-269-1101

www.coosbaylibrary.org

COME SEE US!

525 Anderson Avenue

Coos Bay, OR 97420



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COMMUNITY ART PROJECT



ALL OPEN HOURS DECEMBER 19 – 30

Work on a community art project by painting a tile at the Coos Bay Public Library! During the last two weeks of the year, participants are invited to paint a tile for the library. Tile painting focus will be on hopes and dream for our community in the future and/or what the library means to you. Tiles will remain the property of the library and will be put on display at the library and may be used in a future art installation. All ages are welcome to attend; see the front desk for details.

EXPLORE OREGON'S DINO-STORY ENJOY A TRAVELING EXHIBIT FROM THE UNIVERSITY OF OREGON'S MUSEUM OF NATURAL AND CULTURAL HISTORY

Dinosaurs are coming to the Coos Bay Public Library! December 19 – January 13, the library will host a traveling exhibit on loan from the University of Oregon's Museum of Natural and Cultural History, Oregon's Dino-Story. Uncover the mystery of Oregon's dinosaur history! Join us for this dino-mite adventure and explore the clues that fossils reveal about Oregon during the Age of Dinosaurs.

While the exhibit is here, look for exciting dinosaur themed activities, including creating Paper-Circuit Dinosaurs (12/20), a Dino Dance Party (12/21) and a visit by OMSI in early January. Roar into a new year at the Coos Bay Public Library!

24

UPCOMING!

1
DEC

YOUNG WRITERS GROUP
WRITING GROUP FOR TEENS & TWEENS
MEETING DECEMBER 1, 8, & 15
4:00PM - 5:00PM IN THE LIBRARY, AGES 12-18



SWORDS & STARSHIPS PODCAST

MINI EPISODES (12/02, 12/16, & 12/30)
A WORD ABOUT HOMELESS PATRONS
FEATURING CBPL DIRECTOR SAMI (12/09)
A NIGHTMARE BEFORE CHRISTMAS (1993)
MOVIE REVIEW (12/23)
NEW EPISODES AVAILABLE!



2
DEC

FRIDAY MORNING DROP OFF & PICK-UP (DEC 2, 9, & 30)
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

2
DEC

FREE-BUILD WITH LEGO® BUILDING BLOCKS
FOR CHILDREN AND YOUNG PEOPLE UNDER AGE 18

12:00PM - 1:30PM IN THE CHILDREN AND FAMILIES SECTION
AGES: KIDS, TWEEN, TEEN, FAMILY

3
DEC

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



5
DEC

READ + CRAFT BOOK CLUB

GHOST BY JASON REYNOLDS

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

6
DEC

7
DEC

STORYTIME IN THE LIBRARY
WEDNESDAYS DECEMBER 7, 14, & 21

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

iSPANGLISH! CONVERSATIONAL PROGRAM

12:00PM - 1:00PM ON ZOOM 12/07
10:30AM - 11:30AM IN THE LIBRARY ON 12/17

7
DEC

9
DEC

CRAFT TAKEOUT: PAINTED SNOWFLAKE WOOD SLICES

KITS AVAILABLE. CRAFT-ALONG TUTORIAL ON YOUTUBE & FACEBOOK



MONSTER MAKERS WITH POLYMER CLAY
LEARN ABOUT HOW PLANTS AND ANIMALS EVOLVE TO THRIVE IN THEIR NATURAL ENVIRONMENTS AND DESIGN YOUR OWN POLYMER CLAY CREATURE TO TAKE HOME

10:00AM - 11:30AM IN THE MYRTLEWOOD ROOM. SPACES LIMITED.
PRE-REGISTRATION REQUIRED. AGES: KIDS AGE 8-12

10
DEC

10
DEC

VOLUNTEER INCOME TAX ASSISTANCE (VITA) PROGRAM RECRUITMENT

O&A & SIGN-UPS IN THE LIBRARY 5 CEDAR ROOM:
12/10 FROM 1:00PM - 3:00PM | 12/14 FROM 10:00AM - 12:00PM
12/17 FROM 2:00PM - 4:00PM | 12/20 FROM 4:00PM - 6:00PM
12/29 FROM 10:00AM - 12:00PM

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

13
DEC

13
DEC

CREATE YOUR OWN JOURNAL

LEARN TO CRAFT AND CUSTOMIZE YOUR OWN JOURNAL!
MATERIALS PROVIDED, PRE-REGISTRATION REQUIRED

4:00PM - 6:00PM IN THE MYRTLEWOOD ROOM, AGES 15+

ASL PRACTICE PLACE
WITH INSTRUCTOR KANDY BERGQUIST
TOPIC: LOOKING FORWARD

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



15
DEC

15
DEC

UNLIMITED BOOK CLUB

GO BACK TO WHERE YOU CAME FROM BY WAJAHAT ALI

6:00PM - 7:00PM VIA ZOOM, AGES: TEENS & ADULTS

LIBRARY CLOSED FOR STAFF IN-SERVICE

REGULAR OPEN HOURS RESUME SATURDAY, DECEMBER 17



16
DEC

19-30
DEC

ALL AGES: TILE PAINTING

SHOW YOUR HOPES AND DREAMS FOR THE FUTURE OF OUR COMMUNITY AND/OR WHAT THE LIBRARY MEANS TO YOU BY PAINTING A TILE FOR DISPLAY AT THE LIBRARY

ALL DAY IN THE LIBRARY DECEMBER 19 - 30
AGES: EVERYONE

DIY PAPER CIRCUIT DINOSAUR

CREATE YOUR OWN LIGHT-UP DINOSAUR USING PAPER CIRCUITS!

10:30AM - 11:30AM IN THE MYRTLEWOOD ROOM, AGES: 8-12
PRE-REGISTRATION REQUIRED. LIMITED SPACES AVAILABLE



20
DEC

21
DEC

DINOSAUR DANCE PARTY & STORYTIME

VISIT THE UNIVERSITY OF OREGON'S VISITING DINOSAUR EXHIBIT AND PARTICIPATE IN A ONE-OF-A-KIND DANCE PARTY!

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

LIBRARY CLOSED

IN OBSERVATION OF THE HOLIDAY WEEKEND

REGULAR OPEN HOURS RESUME TUESDAY, DECEMBER 27



23-26
DEC

30
DEC

GAME NIGHT

ENJOY FREE SNACKS AND GAMES FROM CBPL'S COLLECTION

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

LIBRARY CLOSED

IN OBSERVATION OF NEW YEARS HOLIDAY WEEKEND

REGULAR OPEN HOURS RESUME TUESDAY, JANUARY 3

31
DEC

25