COOS BAY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING AGENDA

Wednesday February 15, 2023

5:15pm

meeting will be in the library with an online option

(See library event calendar for meeting link)

Introductions

1. **Public Comments**
2. **Minutes and Circulation Reports**
3. **Treasurer's Reports**
4. **Correspondence**
5. **Librarian's Report**
6. **Friends of the Library Report**
7. **Foundation Report**
8. **Old Business**
    a. **Steering Committee update**
9. **New Business**
    a. **Fee Schedule**
10. **Announcements**
11. **Adjourn**

Coos Bay Public Library

January 2023 Report

# of items added to collection – **438**

New cards issued – **211**

Total reference questions – **497**

Daily average circulation – **821**

Total # of programs – **40**

Program attendance – **975**

Total items checked out at the library – **19,316**

Total of Coos Bay items checked out anywhere – **19,700**

Total digital downloads – **633**

Total Wireless Internet Connections – **9,311**

Gate count – **6,421**

Total monthly library visits – **8,147**

COOS BAY PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
January 18, 2023

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

Board Members Present: Gina Sutherland, Bob More, Jenni DeLeon, Rob Miles, James Moore, Janice Langlinais, Peggy Christensen

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

Public Comment –None

Minutes and Circulation – Minutes from the December 2022 meeting were reviewed. James said that the closure days for 2023 that were passed at the last meeting were not in the packet. The closure dates were added at the meeting and will be included in the February meeting packet. Janice moved to approve the minutes with the corrections noted. Gina seconded the motion. The minutes were unanimously approved. The circulation report was reviewed.

Treasurer's Report – The financials for December 2022 were not available at the meeting time. The figures will be sent out when available and reviewed at the next meeting. The Memorial report was reviewed. Peggy questioned how the produce is procured for the Community Fridge. Sami explained that we have grants/donations that enable staff to purchase from South Coast Food Share as well as supplementing from local stores. There are no restrictions on who can have the produce. We track only how much is going out, zip code and how many are in the household.

Correspondence – None

Librarians Report – The report was reviewed. Sami reported that the library received a grant from the Three Rivers Foundation for books to give away at the "Read Across America" celebration on March 2nd. Gina questioned who writes grants for the library and how do we find out about them. Sami said she usually is the person to write them and is on a lot of mailing lists that the notices are pushed out on.

Friends of the Library Report – The Friends delivered their quarterly donation of $3,500 this last month. There was a book giveaway in January. The next sale is on February 4-5.

Library Foundation Report – The Annual Spelling Bee Fundraiser date was set for April 15th at the Black Market Gourmet. Teams of up to 3 are $75.00 with a maximum of 10 teams. Will also be looking for sponsors.

Old Business –

Steering Committee – Hacker is going through 4 sites for comparisons of the pros and cons of each. The current library site, Topits Park, Cascade Farm site and Newmark & LaClair.

HVAC – No fix will be forthcoming. There remain 2 units that are working.

Community Engagement Specialist – Sami said that the position has saved much staff time in researching solutions for patrons. Having a single point of contact for the various agencies and resources has been much more efficient. Still working on funding to continue the program.

Redistribution Formula – Numbers are still being analyzed.

Niche Academy – There will be a links from the new library website set to go live on February 1st.

New Business –

Rob asked if there are ways for people to take care of lost book charges. Sami explained that we do work with people. We also have a 1-book checkout, Read and Return books, and always free books in the lobby.

Announcements – Dolly Parton's Birthday Party on Jan 19th @10:30. Activities and treats will celebrate the Dolly Parton's Imagination Library Program.

Adjournment – R. More adjourned the meeting at 5:58 p.m.
Next Meeting: February 15, 2023 – 5:15 p.m.

Respectfully submitted,
Crystal Barr

COOS BAY PUBLIC LIBRARY
JANUARY 2023

INVENTORY

CLASSIFICATION	ACQUIRED	DISCARDS
Adult Books	229	387
Adult Audio Books	59	5
Adult Video	66	218
Adult Music	0	22
Adult Video Games	5	5
Board Game	0	1
Young Adult Books	9	0
Young Adult Audio	0	0
Child Books	66	62
Child Audio	0	1
Child Video	4	0
Child Music Cds	0	2
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TOTAL	**438**	**703**

CIRCULATION SUMMARY

	Total Items Checked Out At Coos Bay	Total Coos Bay Owned Items Checked Out
2023	19,316	19,700
2022	11,210	16,283
2021	8,614	8,957
2020	N/A	27,480
2019	20,417	23,122
2018	21,121	23,985

GATE COUNT: 6,421
(2022 - 4,262)

REFERENCE QUESTIONS ANSWERED:	497
YP REFERENCE QUESTIONS ANSWERED:	43
NEW PATRON REGISTRATIONS:	211

#DAYS OPEN:	**24**	**24**	**24**
DAILY AVERAGE CIRCULATION:	821	(22) 678	(21) 373

RECEIPTS FROM PATRONS

DAMAGED/LOST	$154.36
MISC	$20.60
RENT	$0.00
COPIES	$314.05
TOTAL	**$489.01**

City of Coos Bay
Combined Cash Investment
December 31, 2022

Combined Cash Accounts

Cash Allocation Reconciliation

7	Allocation to Library Fund	1,985,753.73
	Total Allocations to Other Funds	1,985,753.73
	Zero Proof if Allocations Balance	1,985,753.73

City of Coos Bay
Balance Sheet
December 31, 2022

Library Fund

	ASSETS			
07-000-100-1001	Cash - Combined Fund		1,985,753.73	
07-000-100-1015	Cash on Hand/Till Drawer		200.00	
07-000-100-1101	Prepaid Expense		2,788.49	
	Total Assets			1,988,742.22
	LIABILITIES AND EQUITY			
	FUND EQUITY			
	Unappropriated Fund Balance:			
07-000-200-2500	Fund Balance	1,412,083.31		
	Revenue over Expenditures - YTD	576,658.91		
	Balance - Current Date		1,988,742.22	
	Total Fund Equity			1,988,742.22
	Total Liabilities and Equity			1,988,742.22

City of Coos Bay
Revenues with Comparison to Budget
For the 6 Months Ending December 31, 2022

Library Fund

		Period Actual	YTD Actual	Budget	Unearned	Pcnt
	Carryover					
07-000-300-0100	Carryover - Regular	.00	.00	1,212,000.00	1,212,000.00	.0
07-000-300-0200	Carryover - Memorial/Board	.00	.00	200,000.00	200,000.00	.0
	Total Carryover	.00	.00	1,412,000.00	1,412,000.00	.0
	Revenue From Other Agencies					
07-000-340-0300	State Library Grant	.00	.00	1,500.00	1,500.00	.0
07-000-340-0301	Grants	1,985.00	19,850.00	24,850.00	5,000.00	79.9
07-000-340-0303	Federal Grants	.00	.00	1,000.00	1,000.00	.0
07-000-340-0900	Library Tax Base	999,122.83	1,244,608.86	1,220,000.00	(24,608.86)	102.0
	Total Revenue From Other Agencies	1,001,107.83	1,264,458.86	1,247,350.00	(17,108.86)	101.4
	Use Of Money & Property					
07-000-350-0100	Investment Interest Income	2,828.59	26,520.12	5,000.00	(21,520.12)	530.4
	Total Use Of Money & Property	2,828.59	26,520.12	5,000.00	(21,520.12)	530.4
	Current Services					
07-000-360-0100	Copies	300.50	1,785.24	6,000.00	4,214.76	29.8
07-000-360-1800	Library Fees	141.90	1,568.03	2,000.00	431.97	78.4
	Total Current Services	442.40	3,353.27	8,000.00	4,646.73	41.9
	Other Revenue					
07-000-380-0100	Miscellaneous	5.00	8,893.44	100.00	(8,793.44)	8893.4
07-000-380-0200	Cash Over/short	.00	.66	.00	(.66)	.0
07-000-380-0300	ESO Administration/Rent	2,174.79	13,048.74	26,000.00	12,951.26	50.2
07 000-380-0400	Reimbursements	.00	319.02	500.00	180.98	63.8
07-000-380-0900	Gifts, Donations & Memorials	3,963.85	18,868.62	10,000.00	(8,868.62)	188.7
	Total Other Revenue	6,143.64	41,130.48	36,600.00	(4,530.48)	112.4
	Total Fund Revenue	1,010,522.46	1,335,462.73	2,708,950.00	1,373,487.27	49.3

City of Coos Bay
Expenditures with Comparison to Budget
For the 6 Months Ending December 31, 2022

Library Fund

		Period Actual	YTD Actual	Budget	Unexpended	Pcnt
	Expenditures					
	Personnel Services					
07-510-510-1001	Salaries	59,180.87	351,221.33	878,730.00	527,508.67	40.0
07-510-510-1003	P.E.R.S.	14,098.83	84,153.73	212,896.00	128,742.27	39.5
07-510-510-1004	Social Security	4,422.79	26,266.54	71,238.00	44,971.46	36.9
07-510-510-1005	Employee Insurance	11,488.93	65,648.84	215,867.00	150,218.16	30.4
07-510-510-1006	Unemployment	.00	.00	3,850.00	3,850.00	.0
07-510-510-1007	Workers Compensation Insurance	85.03	492.69	836.00	343.31	58.9
07-510-510-1008	Volunteer Workers Compensation	.00	.00	59.00	59.00	.0
	Total Personnel Services	89,276.45	527,783.13	1,383,476.00	855,692.87	38.2
	Materials & Services					
07-510-520-2005	Training,Meetings,Travel,Dues	151.12	5,150.69	7,000.00	1,849.31	73.6
07-510-520-2101	Utilities	2,518.73	9,311.67	37,000.00	27,688.33	25.2
07-510-520-2102	Telephone	1,396.87	7,757.08	20,000.00	12,242.92	38.8
07-510-520-2105	Advertising	575.00	2,111.07	20,000.00	17,888.93	10.6
07-510-520-2108	Contractual	5,688.62	36,657.44	110,000.00	73,342.56	33.3
07-510-520-2120	Insurance	.00	8,077.31	12,000.00	3,922.69	67.3
07-510-520-2122	Duplicating\Data Processing	706.37	3,821.81	8,000.00	4,178.19	47.8
07-510-520-2123	Printing	.00	.00	3,000.00	3,000.00	.0
07-510-520-2205	Office Supplies	353.97	1,844.43	7,000.00	5,155.57	26.4
07-510-520-2206	Postage	.00	1,119.56	10,000.00	8,880.44	11.2
07-510-520-2225	Janitorial Supplies	254.46	889.31	3,500.00	2,610.69	25.4
07-510-520-2231	Small Equipment	1,445.17	18,534.36	38,000.00	19,465.64	48.8
07-510-520-2234	Grants	121.94	29,325.10	8,000.00	(21,325.10)	366.6
07-510-520-2235	Library Supplies	1,309.14	4,237.87	14,000.00	9,762.13	30.3
07-510-520-2236	Library Books & Records	11,298.10	44,719.13	120,000.00	75,280.87	37.3
07-510-520-2237	Periodicals	.00	5,262.08	10,000.00	4,737.92	52.6
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	437.55	3,706.79	40,850.00	37,143.21	9.1
07-510-520-2302	Office Equipment Rental	381.45	2,027.15	20,000.00	17,972.85	10.1
07-510-520-2303	Equipment Repairs/Replacement	1,090.42	1,190.42	5,000.00	3,809.58	23.8
07-510-520-2304	Equipment Maintenance Contract	37.95	8,041.44	15,000.00	6,958.56	53.6
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	4,117.35	21,647.69	50,000.00	28,352.31	43.3
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	2,047.70	13,515.61	1,000.00	(12,515.61)	1351.6
	Total Materials & Services	33,931.91	229,971.41	820,550.00	590,578.59	28.0
	Capital Outlay					
07-510-530-3008	Vehicles	.00	4.49	60,000.00	59,995.51	.0
	Total Capital Outlay	.00	4.49	60,000.00	59,995.51	.0

City of Coos Bay
Expenditures with Comparison to Budget
For the 6 Months Ending December 31, 2022

Library Fund

		Period Actual	YTD Actual	Budget	Unexpended	Pcnt
	Debt Service					
07-510-540-1000	Lease Principal	1,044.79	1,044.79	25,000.00	23,955.21	4.2
07-510-540-1100	Lease Interest	.00	.00	5,000.00	5,000.00	.0
	Total Debt Service	1,044.79	1,044.79	30,000.00	28,955.21	3.5
	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	124,253.15	758,803.82	2,708,950.00	1,950,146.18	28.0
	Total Fund Expenditures	124,253.15	758,803.82	2,708,950.00	1,950,146.18	28.0
	Net Revenue Over Expenditures	886,269.31	576,658.91	.00	(576,658.91)	.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
Salaries			11/30/2022 (11/22) Balance	07-510-510-1001			292,040.46
12/20/2022	PC	5	PAYROLL TRANS FOR 12/20/2022 PAY PERIOD		3,800.00		
12/20/2022	PC	129	PAYROLL TRANS FOR 12/20/2022 PAY PERIOD		59,839.05		
12/20/2022	PC	130	PAYROLL TRANS FOR 12/20/2022 PAY PERIOD			4,458.18-	
			12/31/2022 (12/22) Period Totals and Balance		63,639.05 *	4,458.18- *	351,221.33
YTD Encumbrance .00 YTD Actual 351,221.33 Total 351,221.33 YTD Budget 878,730.00 Unexpended 527,508.67							
Overtime			11/30/2022 (11/22) Balance	07-510-510-1002			.00
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00							
P.E.R.S.			11/30/2022 (11/22) Balance	07-510-510-1003			70,054.90
12/20/2022	PB	161	PAYROLL TRANS FOR 12/20/2022 PAY PERIOD		14,098.83		
			12/31/2022 (12/22) Period Totals and Balance		14,098.83 *	.00 *	84,153.73
YTD Encumbrance .00 YTD Actual 84,153.73 Total 84,153.73 YTD Budget 212,896.00 Unexpended 128,742.27							
Social Security			11/30/2022 (11/22) Balance	07-510-510-1004			21,843.75
12/20/2022	PB	3	PAYROLL TRANS FOR 12/20/2022 PAY PERIOD		290.70		
12/20/2022	PB	159	PAYROLL TRANS FOR 12/20/2022 PAY PERIOD		4,422.79		
12/20/2022	PB	160	PAYROLL TRANS FOR 12/20/2022 PAY PERIOD			290.70-	
			12/31/2022 (12/22) Period Totals and Balance		4,713.49 *	290.70- *	26,266.54
YTD Encumbrance .00 YTD Actual 26,266.54 Total 26,266.54 YTD Budget 71,238.00 Unexpended 44,971.46							
Employee Insurance			11/30/2022 (11/22) Balance	07-510-510-1005			54,159.91
12/20/2022	PB	158	PAYROLL TRANS FOR 12/20/2022 PAY PERIOD		11,488.93		
12/20/2022	PC	154	PAYROLL TRANS FOR 12/20/2022 PAY PERIOD		31.12		
12/20/2022	PC	155	PAYROLL TRANS FOR 12/20/2022 PAY PERIOD			31.12-	
			12/31/2022 (12/22) Period Totals and Balance		11,520.05 *	31.12- *	65,648.84
YTD Encumbrance .00 YTD Actual 65,648.84 Total 65,648.84 YTD Budget 215,867.00 Unexpended 150,218.16							
Unemployment			11/30/2022 (11/22) Balance	07-510-510-1006			.00
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget 3,850.00 Unexpended 3,850.00							
Workers Compensation Insurance			11/30/2022 (11/22) Balance	07-510-510-1007			407.66

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
12/20/2022	PB	157	PAYROLL TRANS FOR 12/20/2022 PAY PERIOD		85.03		
			12/31/2022 (12/22) Period Totals and Balance		85.03 *	.00 *	492.69
YTD Encumbrance .00	YTD Actual 492.69	Total 492.69	YTD Budget 836.00	Unexpended 343.31			
Volunteer Workers Compensation			11/30/2022 (11/22) Balance	07-510-510-1008			.00
			12/31/2022 (12/22) 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			11/30/2022 (11/22) Balance	07-510-510-1009			.00
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance .00	YTD Actual .00	Total .00	YTD Budget .00	Unexpended .00			
Meetings And Travel			11/30/2022 (11/22) Balance	07-510-520-2001			.00
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance .00	YTD Actual .00	Total .00	YTD Budget .00	Unexpended .00			
Memberships,dues,publications			11/30/2022 (11/22) Balance	07-510-520-2003			.00
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance .00	YTD Actual .00	Total .00	YTD Budget .00	Unexpended .00			
Training,Meetings,Travel,Dues			11/30/2022 (11/22) Balance	07-510-520-2005			4,999.57
11/02/2022	JE	29	AMERICAN LIBRARY ASSOC, J.Knight, 1 yr Memb		146.64		
12/28/2022	JE	50	R/C JE31 (11/22) OR Foodhandlers, Church, Food		2.24		
12/28/2022	JE	51	R/C JE31 (11/22) OR Foodhandlers, Whitty, Food H		2.24		
			12/31/2022 (12/22) Period Totals and Balance		151.12 *	.00 *	5,150.69
YTD Encumbrance .00	YTD Actual 5,150.69	Total 5,150.69	YTD Budget 7,000.00	Unexpended 1,849.31			
Utilities			11/30/2022 (11/22) Balance	07-510-520-2101			6,792.94
12/07/2022	CD13	5	PACIFIC POWER 12447751-0018 LIBRARY		2,304.21		
11/22/2022	JE	15	CBNB WATER BOARD, Water		214.52		
			12/31/2022 (12/22) Period Totals and Balance		2,518.73 *	.00 *	9,311.67
YTD Encumbrance .00	YTD Actual 9,311.67	Total 9,311.67	YTD Budget 37,000.00	Unexpended 27,688.33			
Telephone			11/30/2022 (11/22) Balance	07-510-520-2102			6,360.21
11/12/2022	AP	261	USCC Services LLC		259.90		
12/08/2022	AP	650	Asavie Technologies Inc		74.90		
11/21/2022	JE	9	VERIZON, 576174385-00001 Library		358.09		
11/07/2022	JE	15	BROADVOICE, Internet, Telephone		703.98		
			12/31/2022 (12/22) Period Totals and Balance		1,396.87 *	.00 *	7,757.08
YTD Encumbrance .00	YTD Actual 7,757.08	Total 7,757.08	YTD Budget 20,000.00	Unexpended 12,242.92			
Advertising			11/30/2022 (11/22) Balance	07-510-520-2105			1,536.07
11/08/2022	JE	29	EPUERTO, Promotional Ads		287.50		
11/29/2022	JE	29	EPUERTO, Promotional Ads		287.50		
			12/31/2022 (12/22) Period Totals and Balance		575.00 *	.00 *	2,111.07
YTD Encumbrance .00	YTD Actual 2,111.07	Total 2,111.07	YTD Budget 20,000.00	Unexpended 17,888.93			
Contractual			11/30/2022 (11/22) Balance	07-510-520-2108			30,968.82

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
11/23/2022	AP	167	Cardinal Services Inc.		152.32		
11/25/2022	AP	168	Cardinal Services Inc.		130.56		
12/01/2022	AP	169	Cardinal Services Inc.		43.52		
11/18/2022	AP	258	C-N-B Security Inc		880.00		
11/25/2022	AP	259	C-N-B Security Inc		1,056.00		
11/28/2022	AP	260	C-N-B Security Inc		528.00		
12/08/2022	AP	539	Cardinal Services Inc.		130.56		
12/07/2022	AP	558	Sprague Pest Solutions		176.55		
12/06/2022	AP	648	C-N-B Security Inc		836.00		
12/21/2022	AP	953	Cardinal Services Inc.		304.64		
12/14/2022	AP	994	C-N-B Security Inc		1,012.00		
12/06/2022	CD14	7	11/30/22 Xpress Bill Pay Support Fees/Forms Inv #6		94.11		
11/09/2022	JE	15	ADOBE, Creative Cloud Renewal FYE 23		239.92		
11/28/2022	JE	28	AMAZON, 1 yr Business Prime Renewal, FYE23		104.44		
			12/31/2022 (12/22) Period Totals and Balance		5,688.62 *	.00 *	36,657.44

YTD Encumbrance .00 YTD Actual 36,657.44 Total 36,657.44 YTD Budget 110,000.00 Unexpended 73,342.56

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Special Counsel			11/30/2022 (11/22) Balance	07-510-520-2114			.00
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	.00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Insurance			11/30/2022 (11/22) Balance	07-510-520-2120			8,077.31
			12/31/2022 (12/22) 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

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Duplicating\Data Processing			11/30/2022 (11/22) Balance	07-510-520-2122			3,115.44
11/23/2022	AP	276	ODP Business Solutions LLC		118.92		
12/08/2022	AP	656	ODP Business Solutions LLC		344.52		
12/01/2022	AP	717	Xerox Corporation		139.50		
12/10/2022	AP	719	Xerox Corporation		9.55		
11/03/2022	JE	29	VALUETEKNO, Ink Cartridge		53.89		
11/22/2022	JE	29	DELL BUSINESS ONLINE, Printer Drum"		39.99		
			12/31/2022 (12/22) Period Totals and Balance		706.37 *	.00 *	3,821.81

YTD Encumbrance .00 YTD Actual 3,821.81 Total 3,821.81 YTD Budget 8,000.00 Unexpended 4,178.19

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Printing			11/30/2022 (11/22) Balance	07-510-520-2123			.00
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	.00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget 3,000.00 Unexpended 3,000.00

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Program & Display			11/30/2022 (11/22) Balance	07-510-520-2128			.00
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	.00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Office Supplies			11/30/2022 (11/22) Balance	07-510-520-2205			1,490.46
12/07/2022	AP	655	ODP Business Solutions LLC		225.28		
12/08/2022	AP	657	ODP Business Solutions LLC		12.48		
11/08/2022	JE	28	AMAZON, Office Supplies		9.49		
11/11/2022	JE	28	AMAZON, Ink		8.82		
11/11/2022	JE	28	AMAZON, Glue		8.98		
11/29/2022	JE	28	AMAZON, Ink		88.92		
			12/31/2022 (12/22) Period Totals and Balance		353.97 *	.00 *	1,844.43

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance .00 YTD Actual 1,844.43 Total 1,844.43 YTD Budget 7,000.00 Unexpended 5,155.57							
Postage			11/30/2022 (11/22) Balance	07-510-520-2206			1,119.56
			12/31/2022 (12/22) Period Totals and Balance		.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							
Miscellaneous			11/30/2022 (11/22) Balance	07-510-520-2208			.00
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00							
Data Processing Supplies			11/30/2022 (11/22) Balance	07-510-520-2224			.00
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00							
Janitorial Supplies			11/30/2022 (11/22) Balance	07-510-520-2225			634.85
11/30/2022	AP	411	Bay Area Enterprises Inc.		204.48		
11/09/2022	JE	28	AMAZON, Janitorial Supplies		49.98		
			12/31/2022 (12/22) Period Totals and Balance		254.46 *	.00 *	889.31
YTD Encumbrance .00 YTD Actual 889.31 Total 889.31 YTD Budget 3,500.00 Unexpended 2,610.69							
Small Equipment			11/30/2022 (11/22) Balance	07-510-520-2231			17,089.19
11/04/2022	AP	455	Bibliotheca LLC		927.86		
11/29/2022	AP	484	ODP Business Solutions LLC		189.98		
11/01/2022	JE	28	AMAZON, Small Tools		19.98		
11/15/2022	JE	28	AMAZON, 3D Printer		179.99		
11/15/2022	JE	29	SYMBOLOGY ENTERPRISE, Barcode Duplicator S		76.89		
11/15/2022	JE	29	SYMBOLOGY ENTERPRISE, Barcode Duplicator S		50.47		
			12/31/2022 (12/22) Period Totals and Balance		1,445.17 *	.00 *	18,534.36
YTD Encumbrance .00 YTD Actual 18,534.36 Total 18,534.36 YTD Budget 38,000.00 Unexpended 19,465.64							
Grants			11/30/2022 (11/22) Balance	07-510-520-2234			29,203.16
11/19/2022	JE	28	AMAZON, Books, Census Grant		67.95		
11/21/2022	JE	28	AMAZON, Books, Census Grant		33.00		
11/21/2022	JE	28	AMAZON, Books, Census Grant		20.99		
			12/31/2022 (12/22) Period Totals and Balance		121.94 *	.00 *	29,325.10
YTD Encumbrance .00 YTD Actual 29,325.10 Total 29,325.10 YTD Budget 8,000.00 Unexpended (21,325.10)							
Library Supplies			11/30/2022 (11/22) Balance	07-510-520-2235			2,928.73
11/30/2022	AP	373	Showcases		53.00		
11/29/2022	AP	595	Demco		246.60		
12/12/2022	AP	707	Showcases		188.73		
12/13/2022	AP	708	Showcases		377.46		
12/19/2022	AP	894	Demco		276.16		
09/19/2022	AP	950	Showcases		32.55		
11/01/2022	JE	28	AMAZON, Laptop Bags		71.68		
11/01/2022	JE	28	AMAZON, Board Game Supplies		16.98		
11/09/2022	JE	28	AMAZON, Duffle Bag		29.99		
11/09/2022	JE	28	AMAZON, Game Parts		15.99		
			12/31/2022 (12/22) Period Totals and Balance		1,309.14 *	.00 *	4,237.87
YTD Encumbrance .00 YTD Actual 4,237.87 Total 4,237.87 YTD Budget 14,000.00 Unexpended 9,762.13							

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Library Books & Records			11/30/2022 (11/22) Balance	07-510-520-2236			33,421.03
11/09/2022	AP	135	Ingram		241.18		
11/09/2022	AP	136	Ingram		336.75		
11/16/2022	AP	137	Ingram		364.75		
11/17/2022	AP	138	Ingram		147.49		
11/18/2022	AP	139	Ingram		178.40		
11/23/2022	AP	140	Ingram		22.62		
11/23/2022	AP	141	Ingram		610.55		
11/30/2022	AP	170	Midwest Tape		1,040.27		
11/10/2022	AP	234	Cengage Learning Inc.		183.94		
11/15/2022	AP	235	Cengage Learning Inc.		61.58		
11/21/2022	AP	353	Ingram		554.87		
11/22/2022	AP	354	Ingram		74.93		
11/22/2022	AP	355	Ingram		320.20		
11/22/2022	AP	356	Ingram		236.62		
11/25/2022	AP	357	Ingram		199.89		
11/25/2022	AP	358	Ingram		131.04		
12/01/2022	AP	589	Center Point Large Print		143.22		
11/29/2022	AP	621	Ingram		82.88		
11/30/2022	AP	622	Ingram		744.35		
11/30/2022	AP	623	Ingram		335.17		
12/05/2022	AP	624	Ingram		255.09		
12/06/2022	AP	625	Ingram		82.45		
12/19/2022	AP	893	Blackstone Publishing		41.60		
12/07/2022	AP	934	Ingram		556.22		
12/09/2022	AP	935	Ingram		106.26		
12/12/2022	AP	936	Ingram		261.14		
12/07/2022	AP	992	Cengage Learning Inc.		121.56		
11/06/2022	JE	15	NETFLIX.COM, Streaming Player Programming		15.49		
11/04/2022	JE	16	BAKER-TAYLOR, Adult Books		95.12		
11/04/2022	JE	16	BAKER-TAYLOR, Audio		27.50		
11/04/2022	JE	16	BAKER-TAYLOR, Adult Books		58.17		
11/04/2022	JE	16	BAKER-TAYLOR, Dvds		536.45		
11/04/2022	JE	16	BAKER-TAYLOR, Dvds		21.44		
11/04/2022	JE	16	BAKER-TAYLOR, Adult Books		95.95		
11/04/2022	JE	16	BAKER-TAYLOR, Dvds		4.27		
11/04/2022	JE	16	BAKER-TAYLOR, Audio		43.98		
11/04/2022	JE	16	BAKER-TAYLOR, Dvds		17.86		
11/04/2022	JE	16	BAKER-TAYLOR, Dvds		338.70		
11/04/2022	JE	16	BAKER-TAYLOR, Dvds		27.12		
11/04/2022	JE	16	BAKER-TAYLOR, Adult Books		187.55		
11/11/2022	JE	16	BAKER-TAYLOR, Dvds		28.55		
11/11/2022	JE	16	BAKER-TAYLOR, Adult Books		48.29		
11/11/2022	JE	16	BAKER-TAYLOR, Dvds		27.87		
11/11/2022	JE	16	BAKER-TAYLOR, Adult Books		241.61		
11/11/2022	JE	16	BAKER-TAYLOR, Dvds		14.26		
11/11/2022	JE	16	BAKER-TAYLOR, Dvds		202.90		
11/11/2022	JE	16	BAKER-TAYLOR, Adult Books		279.06		
11/11/2022	JE	16	BAKER-TAYLOR, Adult Books		21.58		
11/11/2022	JE	16	BAKER-TAYLOR, Dvds		80.74		
11/11/2022	JE	16	BAKER-TAYLOR, YP Books		307.83		
11/04/2022	JE	28	AMAZON, YP Dvds		20.98		
11/04/2022	JE	28	AMAZON, YP Dvds		44.84		
11/05/2022	JE	28	AMAZON, YP Dvds		240.93		
11/05/2022	JE	28	AMAZON, Adult Books		156.50		
11/18/2022	JE	28	AMAZON, Adult Books		13.26		
11/25/2022	JE	28	AMAZON, Adult Books		17.99		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
11/26/2022	JE	28	AMAZON, Video Games		29.99		
11/26/2022	JE	28	AMAZON, Video Games		341.90		
11/28/2022	JE	28	AMAZON, Adult Books		17.99		
11/28/2022	JE	28	AMAZON, Adult Dvds		256.41		
			12/31/2022 (12/22) Period Totals and Balance		11,298.10 *	.00 *	44,719.13

YTD Encumbrance .00 YTD Actual 44,719.13 Total 44,719.13 YTD Budget 120,000.00 Unexpended 75,280.87

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Periodicals			11/30/2022 (11/22) Balance	07-510-520-2237			5,262.08
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	5,262.08

YTD Encumbrance .00 YTD Actual 5,262.08 Total 5,262.08 YTD Budget 10,000.00 Unexpended 4,737.92

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Microfilm			11/30/2022 (11/22) Balance	07-510-520-2238			.00
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	.00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
State Aid to Children - Books			11/30/2022 (11/22) Balance	07-510-520-2239			909.40
			12/31/2022 (12/22) 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

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Library Books/Records (Restr)			11/30/2022 (11/22) Balance	07-510-520-2240			.00
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	.00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget 50,000.00 Unexpended 50,000.00

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Programming			11/30/2022 (11/22) Balance	07-510-520-2241			3,269.24
11/05/2022	JE	28	AMAZON, Supplies, Adult Programs		74.97		
11/06/2022	JE	28	AMAZON, Supplies, Adult Programs		64.99		
11/18/2022	JE	28	AMAZON, Supplies, Adult Programs		41.97		
11/23/2022	JE	28	AMAZON, Supplies, Adult Programs		14.99		
11/23/2022	JE	28	AMAZON, Supplies, Adult Programs		19.19		
11/26/2022	JE	28	AMAZON, Supplies, Adult Programs		111.88		
11/20/2022	JE	29	APPLE.COM, iCloud Storage		.99		
11/22/2022	JE	29	BUZZSPROUT, Podcast Hosting		12.00		
11/29/2022	JE	29	FIRST BOOK, Books, Outreach		101.05		
12/28/2022	JE	50	R/C JE31 (11/22) OR Foodhandlers, Church, Food			2.24-	
12/28/2022	JE	51	R/C JE31 (11/22) OR Foodhandlers, Whitty, Food H			2.24-	
			12/31/2022 (12/22) Period Totals and Balance		442.03 *	4.48- *	3,706.79

YTD Encumbrance .00 YTD Actual 3,706.79 Total 3,706.79 YTD Budget 40,850.00 Unexpended 37,143.21

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Office Equipment Rental			11/30/2022 (11/22) Balance	07-510-520-2302			1,645.70
12/01/2022	AP	718	Xerox Corporation		121.85		
12/10/2022	AP	720	Xerox Corporation		119.90		
11/26/2022	JE	15	PITNEY BOWES LEASING, Postage Meter Rent		139.70		
			12/31/2022 (12/22) Period Totals and Balance		381.45 *	.00 *	2,027.15

YTD Encumbrance .00 YTD Actual 2,027.15 Total 2,027.15 YTD Budget 20,000.00 Unexpended 17,972.85

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Equipment Repairs/Replacement			11/30/2022 (11/22) Balance	07-510-520-2303			100.00
10/12/2022	AP	307	Area Glass & Mirror Inc.		1,090.42		
			12/31/2022 (12/22) Period Totals and Balance		1,090.42 *	.00 *	1,190.42

YTD Encumbrance .00 YTD Actual 1,190.42 Total 1,190.42 YTD Budget 5,000.00 Unexpended 3,809.58

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Equipment Maintenance Contract			11/30/2022 (11/22) Balance	07-510-520-2304			8,003.49
12/01/2022	AP	231	Advantage Security LLC		37.95		
			12/31/2022 (12/22) Period Totals and Balance		37.95 *	.00 *	8,041.44
YTD Encumbrance .00	YTD Actual 8,041.44	Total 8,041.44	YTD Budget 15,000.00	Unexpended 6,958.56			
Vehicle Maintenance/Fuel			11/30/2022 (11/22) Balance	07-510-520-2305			101.05
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	101.05
YTD Encumbrance .00	YTD Actual 101.05	Total 101.05	YTD Budget 7,000.00	Unexpended 6,898.95			
Furniture			11/30/2022 (11/22) Balance	07-510-520-2306			.00
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance .00	YTD Actual .00	Total .00	YTD Budget .00	Unexpended .00			
Building & Grounds Maintenance			11/30/2022 (11/22) Balance	07-510-520-2309			17,530.34
11/29/2022	AP	166	Aramark Uniform & Career Apparel		32.00		
11/30/2022	AP	410	Bay Area Enterprises Inc.		4,053.35		
12/13/2022	AP	629	Aramark Uniform & Career Apparel		32.00		
			12/31/2022 (12/22) Period Totals and Balance		4,117.35 *	.00 *	21,647.69
YTD Encumbrance .00	YTD Actual 21,647.69	Total 21,647.69	YTD Budget 50,000.00	Unexpended 28,352.31			
Furniture (restricted)			11/30/2022 (11/22) Balance	07-510-520-2310			.00
			12/31/2022 (12/22) 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			11/30/2022 (11/22) Balance	07-510-520-2406			12.95
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	12.95
YTD Encumbrance .00	YTD Actual 12.95	Total 12.95	YTD Budget 200.00	Unexpended 187.05			
Library Board			11/30/2022 (11/22) Balance	07-510-520-2424			.00
			12/31/2022 (12/22) 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			11/30/2022 (11/22) Balance	07-510-520-2450			11,467.91
11/17/2022	AP	633	ORCCA		14.48		
11/17/2022	AP	634	ORCCA		20.40		
12/01/2022	AP	635	ORCCA		6.24		
12/07/2022	AP	636	ORCCA		11.04		
12/02/2022	AP	646	Coos Head Food Co-op		256.75		
12/09/2022	AP	647	Coos Head Food Co-op		130.85		
11/28/2022	AP	981	ORCCA		15.20		
11/11/2022	JE	16	BAKER-TAYLOR, Books, Rotary		944.26		
11/09/2022	JE	28	AMAZON, Supplies, YP Programs		35.97		
11/12/2022	JE	28	AMAZON, Supplies, YP Programs		196.85		
11/01/2022	JE	29	ETSY.COM, YP Poster		35.49		
11/01/2022	JE	29	OR FOODHANDLERS, 3 yr Foodhandlers Card, C.		2.24		
11/01/2022	JE	29	WWW.OMSI.EDU, Traveling Exhibit		205.00		
11/04/2022	JE	29	OR FOODHANDLERS, M.Brown, 3 yr Foodhandler		2.24		
11/04/2022	JE	29	OR FOODHANDLERS, Iparraguirre, 3 yr Foodhandl		2.24		
11/04/2022	JE	29	OR FOODHANDLERS, J.Wilson, 3 yr Foodhandlers		2.24		
11/07/2022	JE	29	OR FOODHANDLERS, B.Buxton, 3 yr Foodhandler		2.24		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
11/08/2022	JE	29	OR FOODHANDLERS, C.Coffman, 3 yr Foodhandle		2.24		
11/14/2022	JE	29	OR FOODHANDLERS, S.Pierson, 3 yr Foodhandler		2.24		
11/15/2022	JE	29	MCKAY'S MARKET, Supplies, YP Programs		18.25		
11/16/2022	JE	29	OR FOODHANDLERS, M.Danville, 3 yr Foodhandle		1.96		
11/18/2022	JE	29	DOMINO'S, Supplies, YA Programs-Teen Night		37.33		
11/21/2022	JE	29	OR FOODHANDLERS, J.Knight, 3 yr Foodhandlers		1.96		
11/21/2022	JE	29	APPLE.COM, YP Music		9.99		
11/23/2022	JE	29	THE POTTERY COMPANY, Supplies, Teen Night		90.00		
			12/31/2022 (12/22) Period Totals and Balance		2,047.70 *	.00 *	13,515.61

YTD Encumbrance .00 YTD Actual 13,515.61 Total 13,515.61 YTD Budget 1,000.00 Unexpended (12,515.61)

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Bad Debt Expense			11/30/2022 (11/22) Balance	07-510-520-2500			.00
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	.00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Computer Hardware & Software			11/30/2022 (11/22) Balance	07-510-530-3001			.00
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	.00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Vehicles			11/30/2022 (11/22) Balance	07-510-530-3008			4.49
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	4.49

YTD Encumbrance .00 YTD Actual 4.49 Total 4.49 YTD Budget 60,000.00 Unexpended 59,995.51

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Audio Visual Equipment			11/30/2022 (11/22) Balance	07-510-530-3022			.00
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	.00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Library Equipment			11/30/2022 (11/22) Balance	07-510-530-3023			.00
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	.00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Building Project			11/30/2022 (11/22) Balance	07-510-530-3118			.00
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	.00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Lease Principal			11/30/2022 (11/22) Balance	07-510-540-1000			.00
12/20/2022	CD13	12	Enterprise Payment 583157A Inv# FBN4614157		1,044.79		
			12/31/2022 (12/22) Period Totals and Balance		1,044.79 *	.00 *	1,044.79

YTD Encumbrance .00 YTD Actual 1,044.79 Total 1,044.79 YTD Budget 25,000.00 Unexpended 23,955.21

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Lease Interest			11/30/2022 (11/22) Balance	07-510-540-1100			.00
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	.00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget 5,000.00 Unexpended 5,000.00

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Non-Lease Component			11/30/2022 (11/22) Balance	07-510-540-1200			.00
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	.00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Contingency			11/30/2022 (11/22) Balance	07-510-560-6001			.00
			12/31/2022 (12/22) 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			11/30/2022 (11/22) Balance	07-510-560-6002			.00
			12/31/2022 (12/22) 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			11/30/2022 (11/22) Balance	07-510-560-6003			.00
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00 YTD Actual		.00 Total .00 YTD Budget	.00 Unexpended	.00		

	Debit	Credit	Proof
Number of Transactions: 174 Number of Accounts: 57			
Total Library Fund:	129,037.63	4,784.48-	124,253.15

	Debit	Credit	Proof
Number of Transactions: 174 Number of Accounts: 57			
Grand Totals:	129,037.63	4,784.48-	124,253.15

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

City of Coos Bay
Combined Cash Investment
January 31, 2023

Combined Cash Accounts

Cash Allocation Reconciliation

7	Allocation to Library Fund	1,836,388.97
	Total Allocations to Other Funds	1,836,388.97
	Zero Proof if Allocations Balance	1,836,388.97

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City of Coos Bay
Balance Sheet
January 31, 2023

Library Fund

	ASSETS			
07-000-100-1001	Cash - Combined Fund		1,836,388.97	
07-000-100-1015	Cash on Hand/Till Drawer		200.00	
07-000-100-1101	Prepaid Expense		8,460.86	
	Total Assets			1,845,049.83
	LIABILITIES AND EQUITY			
	FUND EQUITY			
	Unappropriated Fund Balance:			
07-000-200-2500	Fund Balance	1,412,083.31		
	Revenue over Expenditures - YTD	432,966.52		
	Balance - Current Date		1,845,049.83	
	Total Fund Equity			1,845,049.83
	Total Liabilities and Equity			1,845,049.83

City of Coos Bay
Revenues with Comparison to Budget
For the 7 Months Ending January 31, 2023

Library Fund

		Period Actual	YTD Actual	Budget	Unearned	Pcnt
	Carryover					
07-000-300-0100	Carryover - Regular	.00	.00	1,212,000.00	1,212,000.00	.0
07-000-300-0200	Carryover - Memorial/Board	.00	.00	200,000.00	200,000.00	.0
	Total Carryover	.00	.00	1,412,000.00	1,412,000.00	.0
	Revenue From Other Agencies					
07-000-340-0300	State Library Grant	2,252.00	2,252.00	1,500.00	(752.00)	150.1
07-000-340-0301	Grants	5,000.00	24,850.00	24,850.00	.00	100.0
07-000-340-0303	Federal Grants	.00	.00	1,000.00	1,000.00	.0
07-000-340-0900	Library Tax Base	.00	1,244,608.86	1,220,000.00	(24,608.86)	102.0
	Total Revenue From Other Agencies	7,252.00	1,271,710.86	1,247,350.00	(24,360.86)	102.0
	Use Of Money & Property					
07-000-350-0100	Investment Interest Income	.00	26,520.12	5,000.00	(21,520.12)	530.4
	Total Use Of Money & Property	.00	26,520.12	5,000.00	(21,520.12)	530.4
	Current Services					
07-000-360-0100	Copies	356.55	2,141.79	6,000.00	3,858.21	35.7
07-000-360-1800	Library Fees	172.35	1,740.38	2,000.00	259.62	87.0
	Total Current Services	528.90	3,882.17	8,000.00	4,117.83	48.5
	Other Revenue					
07-000-380-0100	Miscellaneous	1,613.54	10,506.98	100.00	(10,406.98)	10507.
07-000-380-0200	Cash Over/short	.00	.66	.00	(.66)	.0
07-000-380-0300	ESO Administration/Rent	2,174.79	15,223.53	26,000.00	10,776.47	58.6
07-000-380-0400	Reimbursements	.00	319.02	500.00	180.98	63.8
07-000-380-0900	Gifts, Donations & Memorials	2,266.98	21,135.60	10,000.00	(11,135.60)	211.4
	Total Other Revenue	6,055.31	47,185.79	36,600.00	(10,585.79)	128.9
	Total Fund Revenue	13,836.21	1,349,298.94	2,708,950.00	1,359,651.06	49.8

City of Coos Bay
Expenditures with Comparison to Budget
For the 7 Months Ending January 31, 2023

Library Fund

		Period Actual	YTD Actual	Budget	Unexpended	Pcnt
	Expenditures					
	Personnel Services					
07-510-510-1001	Salaries	59,944.65	411,165.98	878,730.00	467,564.02	46.8
07-510-510-1003	P.E.R.S.	14,122.86	98,276.59	212,896.00	114,619.41	46.2
07-510-510-1004	Social Security	4,714.95	30,981.49	71,238.00	40,256.51	43.5
07-510-510-1005	Employee Insurance	39,805.75	105,454.59	215,867.00	110,412.41	48.9
07-510-510-1006	Unemployment	.00	.00	3,850.00	3,850.00	.0
07-510-510-1007	Workers Compensation Insurance	85.64	578.33	836.00	257.67	69.2
07-510-510-1008	Volunteer Workers Compensation	.00	.00	59.00	59.00	.0
	Total Personnel Services	118,673.85	646,456.98	1,383,476.00	737,019.02	46.7
	Materials & Services					
07-510-520-2005	Training,Meetings,Travel,Dues	218.52	5,369.21	7,000.00	1,630.79	76.7
07-510-520-2101	Utilities	2,611.85	11,923.52	37,000.00	25,076.48	32.2
07-510-520-2102	Telephone	1,656.87	9,413.95	20,000.00	10,586.05	47.1
07-510-520-2105	Advertising	.00	2,111.07	20,000.00	17,888.93	10.6
07-510-520-2108	Contractual	6,156.08	42,813.52	110,000.00	67,186.48	38.9
07-510-520-2120	Insurance	.00	8,077.31	12,000.00	3,922.69	67.3
07-510-520-2122	Duplicating\Data Processing	734.67	4,556.48	8,000.00	3,443.52	57.0
07-510-520-2123	Printing	.00	.00	3,000.00	3,000.00	.0
07-510-520-2205	Office Supplies	214.98	2,059.41	7,000.00	4,940.59	29.4
07-510-520-2206	Postage	249.56	1,369.12	10,000.00	8,630.88	13.7
07-510-520-2225	Janitorial Supplies	128.80	1,018.11	3,500.00	2,481.89	29.1
07-510-520-2231	Small Equipment	2,867.50	21,401.86	38,000.00	16,598.14	56.3
07-510-520-2234	Grants	83.70	29,408.80	8,000.00	(21,408.80)	367.6
07-510-520-2235	Library Supplies	14.33	4,252.20	14,000.00	9,747.80	30.4
07-510-520-2236	Library Books & Records	10,138.51	54,857.64	120,000.00	65,142.36	45.7
07-510-520-2237	Periodicals	3,345.98	8,608.06	10,000.00	1,391.94	86.1
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	489.50	4,196.29	40,850.00	36,653.71	10.3
07-510-520-2302	Office Equipment Rental	259.60	2,286.75	20,000.00	17,713.25	11.4
07-510-520-2303	Equipment Repairs/Replacement	.00	1,190.42	5,000.00	3,809.58	23.8
07-510-520-2304	Equipment Maintenance Contract	37.05	8,079.39	15,000.00	6,920.61	53.9
07-510-520-2305	Vehicle Maintenance/Fuel	123.93	224.98	7,000.00	6,775.02	3.2
07-510-520-2309	Building & Grounds Maintenance	4,777.89	26,425.58	50,000.00	23,574.42	52.9
07-510-520-2310	Furniture (restricted)	.00	.00	200,000.00	200,000.00	.0
07-510-520-2406	Reimbursable	14.99	27.94	200.00	172.06	14.0
07-510-520-2424	Library Board	.00	.00	1,500.00	1,500.00	.0
07-510-520-2450	Gifts, Donations & Memorials	4,729.54	18,245.15	1,000.00	(17,245.15)	1824.5
	Total Materials & Services	38,854.75	268,826.16	820,550.00	551,723.84	32.8
	Capital Outlay					
07-510-530-3008	Vehicles	.00	4.49	60,000.00	59,995.51	.0
	Total Capital Outlay	.00	4.49	60,000.00	59,995.51	.0

City of Coos Bay
Expenditures with Comparison to Budget
For the 7 Months Ending January 31, 2023

Library Fund

		Period Actual	YTD Actual	Budget	Unexpended	Pcnt
	Debt Service					
07-510-540-1000	Lease Principal	.00	1,044.79	25,000.00	23,955.21	4.2
07-510-540-1100	Lease Interest	.00	.00	5,000.00	5,000.00	.0
	Total Debt Service	.00	1,044.79	30,000.00	28,955.21	3.5
	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	157,528.60	916,332.42	2,708,950.00	1,792,617.58	33.8
	Total Fund Expenditures	157,528.60	916,332.42	2,708,950.00	1,792,617.58	33.8
	Net Revenue Over Expenditures	(143,692.39)	432,966.52	.00	(432,966.52)	.0

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City of Coos Bay — Detail Ledger - Month End Report for Library — Page: 1

Period: 01/23 - 01/23 — Feb 08, 2023 03:19PM

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

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Salaries			12/31/2022 (12/22) Balance	07-510-510-1001			351,221.33
01/20/2023	PC	5	PAYROLL TRANS FOR 1/20/2023 PAY PERIOD		3,800.00		
01/20/2023	PC	97	PAYROLL TRANS FOR 1/20/2023 PAY PERIOD		59,944.65		
01/20/2023	PC	98	PAYROLL TRANS FOR 1/20/2023 PAY PERIOD			3,800.00-	
			01/31/2023 (01/23) Period Totals and Balance		63,744.65 *	3,800.00- *	411,165.98
YTD Encumbrance .00	YTD Actual 411,165.98	Total 411,165.98	YTD Budget 878,730.00	Unexpended 467,564.02			
Overtime			12/31/2022 (12/22) Balance	07-510-510-1002			.00
			01/31/2023 (01/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance .00	YTD Actual .00	Total .00	YTD Budget .00	Unexpended .00			
P.E.R.S.			12/31/2022 (12/22) Balance	07-510-510-1003			84,153.73
01/20/2023	PB	135	PAYROLL TRANS FOR 1/20/2023 PAY PERIOD		14,122.86		
			01/31/2023 (01/23) Period Totals and Balance		14,122.86 *	.00 *	98,276.59
YTD Encumbrance .00	YTD Actual 98,276.59	Total 98,276.59	YTD Budget 212,896.00	Unexpended 114,619.41			
Social Security			12/31/2022 (12/22) Balance	07-510-510-1004			26,266.54
01/20/2023	PB	4	PAYROLL TRANS FOR 1/20/2023 PAY PERIOD		305.90		
01/20/2023	PB	133	PAYROLL TRANS FOR 1/20/2023 PAY PERIOD		4,714.95		
01/20/2023	PB	134	PAYROLL TRANS FOR 1/20/2023 PAY PERIOD			305.90-	
			01/31/2023 (01/23) Period Totals and Balance		5,020.85 *	305.90- *	30,981.49
YTD Encumbrance .00	YTD Actual 30,981.49	Total 30,981.49	YTD Budget 71,238.00	Unexpended 40,256.51			
Employee Insurance			12/31/2022 (12/22) Balance	07-510-510-1005			65,648.84
01/20/2023	PB	132	PAYROLL TRANS FOR 1/20/2023 PAY PERIOD		39,805.75		
01/20/2023	PC	124	PAYROLL TRANS FOR 1/20/2023 PAY PERIOD		31.12		
01/20/2023	PC	125	PAYROLL TRANS FOR 1/20/2023 PAY PERIOD			31.12-	
			01/31/2023 (01/23) Period Totals and Balance		39,836.87 *	31.12- *	105,454.59
YTD Encumbrance .00	YTD Actual 105,454.59	Total 105,454.59	YTD Budget 215,867.00	Unexpended 110,412.41			
Unemployment			12/31/2022 (12/22) Balance	07-510-510-1006			.00
			01/31/2023 (01/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance .00	YTD Actual .00	Total .00	YTD Budget 3,850.00	Unexpended 3,850.00			
Workers Compensation Insurance			12/31/2022 (12/22) Balance	07-510-510-1007			492.69

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
01/20/2023	PB	131	PAYROLL TRANS FOR 1/20/2023 PAY PERIOD		85.64		
			01/31/2023 (01/23) Period Totals and Balance		85.64 *	.00 *	578.33
YTD Encumbrance .00 YTD Actual 578.33 Total 578.33 YTD Budget 836.00 Unexpended 257.67							
Volunteer Workers Compensation			12/31/2022 (12/22) Balance	07-510-510-1008			.00
			01/31/2023 (01/23) 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			12/31/2022 (12/22) Balance	07-510-510-1009			.00
			01/31/2023 (01/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00							
Meetings And Travel			12/31/2022 (12/22) Balance	07-510-520-2001			.00
			01/31/2023 (01/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00							
Memberships,dues,publications			12/31/2022 (12/22) Balance	07-510-520-2003			.00
			01/31/2023 (01/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00							
Training,Meetings,Travel,Dues			12/31/2022 (12/22) Balance	07-510-520-2005			5,150.69
01/13/2023	JE	11	R/C JE 29 (12/22) OR FOOD HANDLERS CARD B		2.24		
01/13/2023	JE	12	R/C JE 29 (12/22) OR FOOD HANDLERS CARD B		2.24		
01/13/2023	JE	13	R/C JE 29 (12/22) OR FOOD HANDLERS CARD IP		2.24		
01/31/2023	JE	14	R/C JE 29 (12/22) OR FOOD HANDLERS CARD W		2.24		
01/31/2023	JE	15	R/C JE 29 (12/22) OR FOOD HANDLERS CARD B		2.24		
01/13/2023	JE	16	R/C JE 29 (12/22) OR FOOD HANDLERS CARD C		2.24		
01/13/2023	JE	17	R/C JE 29 (12/22) OR FOOD HANDLERS CARD PI		2.24		
01/13/2023	JE	18	R/C JE 29 (12/22) OR FOOD HANDLERS CARD D		1.96		
01/13/2023	JE	19	R/C JE 29 (12/22) OR FOOD HANDLERS CARD K		1.96		
12/16/2022	JE	25	FRED MEYER, Supplies, Staff Training		46.52		
12/16/2022	JE	25	ABBYS LEGENDARY PIZZA, Supplies, Staff Trainin		152.40		
			01/31/2023 (01/23) Period Totals and Balance		218.52 *	.00 *	5,369.21
YTD Encumbrance .00 YTD Actual 5,369.21 Total 5,369.21 YTD Budget 7,000.00 Unexpended 1,630.79							
Utilities			12/31/2022 (12/22) Balance	07-510-520-2101			9,311.67
01/09/2023	CD13	2	PACIFIC POWER 12447751-0018 LIBRARY		2,470.18		
12/27/2022	JE	24	CBNB Water Board, Water		141.67		
			01/31/2023 (01/23) Period Totals and Balance		2,611.85 *	.00 *	11,923.52
YTD Encumbrance .00 YTD Actual 11,923.52 Total 11,923.52 YTD Budget 37,000.00 Unexpended 25,076.48							
Telephone			12/31/2022 (12/22) Balance	07-510-520-2102			7,757.08
12/12/2022	AP	221	USCC Services LLC		259.90		
01/09/2023	AP	773	Asavie Technologies Inc		74.90		
01/12/2023	AP	900	USCC Services LLC		259.90		
12/22/2022	JE	6	VERIZON, 576174385-00001 Library		358.09		
12/05/2022	JE	24	BROADVOICE, Telephone, Internet		704.08		
			01/31/2023 (01/23) Period Totals and Balance		1,656.87 *	.00 *	9,413.95
YTD Encumbrance .00 YTD Actual 9,413.95 Total 9,413.95 YTD Budget 20,000.00 Unexpended 10,586.05							

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Advertising			12/31/2022 (12/22) Balance	07-510-520-2105			2,111.07
			01/31/2023 (01/23) Period Totals and Balance		.00 *	.00 *	2,111.07
YTD Encumbrance			.00 YTD Actual 2,111.07 Total 2,111.07 YTD Budget 20,000.00 Unexpended 17,888.93				
Contractual			12/31/2022 (12/22) Balance	07-510-520-2108			36,657.44
12/23/2022	AP	118	Cardinal Services Inc.		65.28		
12/28/2022	AP	119	Cardinal Services Inc.		451.52		
12/29/2022	AP	120	Cardinal Services Inc.		261.12		
12/23/2022	AP	216	C-N-B Security Inc		1,012.00		
01/04/2023	AP	299	Cardinal Services Inc.		282.88		
10/21/2022	AP	367	C-N-B Security Inc		1,012.00		
01/11/2023	AP	670	Cardinal Services Inc.		130.56		
01/18/2023	AP	671	Cardinal Services Inc.		130.56		
01/04/2023	AP	740	Sprague Pest Solutions		176.55		
12/28/2022	AP	770	C-N-B Security Inc		704.00		
01/14/2023	AP	771	C-N-B Security Inc		836.00		
01/25/2023	AP	850	Cardinal Services Inc.		130.56		
01/07/2023	AP	893	C-N-B Security Inc		704.00		
01/05/2023	CD14	3	12/31/22 Xpress Bill Pay Support Fees/Forms Inv#		149.05		
12/13/2022	JE	30	WHENTOWORK INC, Staff Scheduling Program, F		110.00		
			01/31/2023 (01/23) Period Totals and Balance		6,156.08 *	.00 *	42,813.52
YTD Encumbrance			.00 YTD Actual 42,813.52 Total 42,813.52 YTD Budget 110,000.00 Unexpended 67,186.48				
Special Counsel			12/31/2022 (12/22) Balance	07-510-520-2114			.00
			01/31/2023 (01/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance			.00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00				
Insurance			12/31/2022 (12/22) Balance	07-510-520-2120			8,077.31
			01/31/2023 (01/23) 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			12/31/2022 (12/22) Balance	07-510-520-2122			3,821.81
01/10/2023	AP	664	Xerox Corporation		5.00		
01/10/2023	AP	779	ODP Business Solutions LLC		426.13		
12/27/2022	JE	25	AMAZON.COM, Paper		12.99		
12/14/2022	JE	48	AMAZON, Chair		213.08		
12/28/2022	JE	48	AMAZON. Ink Cartridges		77.47		
			01/31/2023 (01/23) Period Totals and Balance		734.67 *	.00 *	4,556.48
YTD Encumbrance			.00 YTD Actual 4,556.48 Total 4,556.48 YTD Budget 8,000.00 Unexpended 3,443.52				
Printing			12/31/2022 (12/22) Balance	07-510-520-2123			.00
			01/31/2023 (01/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance			.00 YTD Actual .00 Total .00 YTD Budget 3,000.00 Unexpended 3,000.00				
Program & Display			12/31/2022 (12/22) Balance	07-510-520-2128			.00
			01/31/2023 (01/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance			.00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00				
Office Supplies			12/31/2022 (12/22) Balance	07-510-520-2205			1,844.43
12/18/2022	JE	25	AMAZON.COM, Office Supplies		14.99		

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
12/27/2022	JE	25	AMAZON.COM, Sign Holders		57.98		
12/02/2022	JE	48	AMAZON, Paper Cutter		106.57		
12/06/2022	JE	48	AMAZON, Credit for Missing Parts			10.77-	
12/17/2022	JE	48	AMAZON, Supplies, Adult Programs		13.99		
12/17/2022	JE	48	AMAZON, Adult Dvds		4.99		
12/28/2022	JE	48	AMAZON, Office Supplies, Planner		27.23		
			01/31/2023 (01/23) Period Totals and Balance		225.75 *	10.77- *	2,059.41
YTD Encumbrance		.00 YTD Actual	2,059.41 Total 2,059.41 YTD Budget	7,000.00 Unexpended	4,940.59		
Postage			12/31/2022 (12/22) Balance	07-510-520-2206			1,119.56
12/19/2022	AP	456	Purchase Power		249.56		
			01/31/2023 (01/23) Period Totals and Balance		249.56 *	.00 *	1,369.12
YTD Encumbrance		.00 YTD Actual	1,369.12 Total 1,369.12 YTD Budget	10,000.00 Unexpended	8,630.88		
Miscellaneous			12/31/2022 (12/22) Balance	07-510-520-2208			.00
			01/31/2023 (01/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total .00 YTD Budget	.00 Unexpended	.00		
Data Processing Supplies			12/31/2022 (12/22) Balance	07-510-520-2224			.00
			01/31/2023 (01/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total .00 YTD Budget	.00 Unexpended	.00		
Janitorial Supplies			12/31/2022 (12/22) Balance	07-510-520-2225			889.31
12/31/2022	AP	320	Bay Area Enterprises Inc.		123.64		
12/16/2022	JE	25	BI-MART, Janitorial Supplies		5.16		
			01/31/2023 (01/23) Period Totals and Balance		128.80 *	.00 *	1,018.11
YTD Encumbrance		.00 YTD Actual	1,018.11 Total 1,018.11 YTD Budget	3,500.00 Unexpended	2,481.89		
Small Equipment			12/31/2022 (12/22) Balance	07-510-520-2231			18,534.36
10/21/2022	AP	757	Executech Utah Inc.		2,857.53		
12/15/2022	JE	48	AMAZON, Adult Dvds		9.97		
			01/31/2023 (01/23) Period Totals and Balance		2,867.50 *	.00 *	21,401.86
YTD Encumbrance		.00 YTD Actual	21,401.86 Total 21,401.86 YTD Budget	38,000.00 Unexpended	16,598.14		
Grants			12/31/2022 (12/22) Balance	07-510-520-2234			29,325.10
12/22/2022	AP	270	Ingram		83.70		
			01/31/2023 (01/23) Period Totals and Balance		83.70 *	.00 *	29,408.80
YTD Encumbrance		.00 YTD Actual	29,408.80 Total 29,408.80 YTD Budget	8,000.00 Unexpended	(21,408.80)		
Library Supplies			12/31/2022 (12/22) Balance	07-510-520-2235			4,237.87
12/17/2022	JE	25	SLEEVE CITY, Dvd Cases		14.33		
			01/31/2023 (01/23) Period Totals and Balance		14.33 *	.00 *	4,252.20
YTD Encumbrance		.00 YTD Actual	4,252.20 Total 4,252.20 YTD Budget	14,000.00 Unexpended	9,747.80		
Library Books & Records			12/31/2022 (12/22) Balance	07-510-520-2236			44,719.13
12/13/2022	AP	71	Ingram		561.84		
12/13/2022	AP	72	Ingram		379.01		
12/13/2022	AP	73	Ingram		296.21		
12/13/2022	AP	74	Ingram		328.92		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
12/13/2022	AP	75	Ingram		211.93		
12/14/2022	AP	76	Ingram		116.40		
12/19/2022	AP	77	Ingram		173.11		
12/28/2022	AP	187	Rivistas LLC		544.69		
12/14/2022	AP	197	Cengage Learning Inc.		90.37		
12/20/2022	AP	265	Ingram		102.01		
12/20/2022	AP	266	Ingram		101.68		
12/21/2022	AP	267	Ingram		89.64		
12/22/2022	AP	268	Ingram		2.91		
12/23/2022	AP	271	Ingram		192.07		
12/27/2022	AP	273	Ingram		370.87		
12/27/2022	AP	274	Ingram		77.34		
12/31/2022	AP	313	Midwest Tape		1,086.61		
01/01/2023	AP	610	Center Point Large Print		143.22		
12/28/2022	AP	635	Ingram		157.94		
01/03/2022	AP	636	Ingram		24.06		
01/04/2023	AP	637	Ingram		280.97		
01/04/2023	AP	638	Ingram		25.80		
01/09/2023	AP	639	Ingram		231.94		
01/05/2023	AP	686	Midwest Tape		33.73		
01/05/2023	AP	687	Midwest Tape		13.99		
01/20/2023	AP	795	Blackstone Publishing		41.60		
01/03/2023	AP	833	Ingram		363.09		
01/10/2023	AP	834	Ingram		313.31		
01/11/2023	AP	835	Ingram		164.11		
01/13/2023	AP	836	Ingram		154.29		
01/13/2023	AP	837	Ingram		323.12		
11/17/2022	AP	858	Midwest Tape		79.45		
11/23/2022	AP	859	Midwest Tape		209.94		
11/23/2022	AP	860	Midwest Tape		14.99		
12/01/2022	AP	861	Midwest Tape		23.24		
12/01/2022	AP	862	Midwest Tape		49.47		
12/07/2022	AP	863	Midwest Tape		209.64		
12/07/2022	AP	864	Midwest Tape		34.99		
12/14/2022	AP	865	Midwest Tape		167.68		
12/14/2022	AP	866	Midwest Tape		14.99		
12/22/2022	AP	867	Midwest Tape		26.24		
12/28/2022	AP	868	Midwest Tape		37.48		
01/11/2023	AP	869	Midwest Tape		183.90		
01/11/2023	AP	870	Midwest Tape		37.97		
01/19/2023	AP	871	Midwest Tape		24.99		
01/19/2023	AP	872	Midwest Tape		39.99		
12/09/2022	JE	23	BAKER TAYLOR, Dvds		21.44		
12/09/2022	JE	23	BAKER TAYLOR, Adult Books		122.08		
12/09/2022	JE	23	BAKER TAYLOR, YP Books		19.96		
12/15/2022	JE	23	BAKER TAYLOR, Adult Books		53.25		
12/15/2022	JE	23	BAKER TAYLOR, Adult Books, Large Print		17.21		
12/15/2022	JE	23	BAKER TAYLOR, Adult Books		84.84		
12/15/2022	JE	23	BAKER TAYLOR, Adult Books		14.96		
12/15/2022	JE	23	BAKER TAYLOR, Dvds		132.89		
12/15/2022	JE	23	BAKER TAYLOR, Dvds		35.74		
12/15/2022	JE	23	BAKER TAYLOR, Adult Books		49.38		
12/15/2022	JE	23	BAKER TAYLOR, Dvds		39.26		
12/15/2022	JE	23	BAKER TAYLOR, Dvds		17.86		
12/15/2022	JE	23	BAKER TAYLOR, Adult Books		47.16		
12/15/2022	JE	23	BAKER TAYLOR, Dvds		92.16		
12/15/2022	JE	23	BAKER TAYLOR, Adult Books		64.34		

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
12/15/2022	JE	23	BAKER TAYLOR, Audio Books		82.47		
12/15/2022	JE	23	BAKER TAYLOR, Adult Books		54.37		
12/15/2022	JE	23	BAKER TAYLOR, Audio Books		89.62		
12/15/2022	JE	23	BAKER TAYLOR, YP Books		5.54		
12/21/2022	JE	23	BAKER TAYLOR, Adult Books		15.54		
12/21/2022	JE	23	BAKER TAYLOR, Adult Books		14.99		
12/06/2022	JE	24	NETFLIX.COM, Library Streaming Player Program		15.49		
12/22/2022	JE	25	WAL-MART, Microphone, Library of Things		9.88		
12/03/2022	JE	48	AMAZON, Video Games		49.94		
12/03/2022	JE	48	AMAZON, Adult Dvds		17.96		
12/10/2022	JE	48	AMAZON, Supplies, Adult Programs		9.98		
12/10/2022	JE	48	AMAZON, Adult Dvds		53.18		
12/12/2022	JE	48	AMAZON, Adult Books		16.99		
12/13/2022	JE	48	AMAZON, Adult Dvds		103.89		
12/13/2022	JE	48	AMAZON, Adult Dvds		304.51		
12/13/2022	JE	48	AMAZON, Adult Dvds		32.55		
12/13/2022	JE	48	AMAZON, Music CDs		18.95		
12/13/2022	JE	48	AMAZON, Adult Audio		29.98		
12/13/2022	JE	48	AMAZON, Adult Audio		29.98		
12/14/2022	JE	48	AMAZON, Order Price Drop			.97-	
12/14/2022	JE	48	AMAZON, Copy Paper		14.70		
12/16/2022	JE	48	AMAZON, Sign Holders		98.79		
12/17/2022	JE	48	AMAZON, Adult Dvds		14.99		
12/17/2022	JE	48	AMAZON, Adult Dvds		58.84		
12/21/2022	JE	48	AMAZON, Music Cd		19.78		
12/21/2022	JE	48	AMAZON, Adult Dvds		13.99		
12/22/2022	JE	48	AMAZON, Preorder Price Drop			1.69-	
			01/31/2023 (01/23) Period Totals and Balance		10,141.17 *	2.66- *	54,857.64

YTD Encumbrance .00 YTD Actual 54,857.64 Total 54,857.64 YTD Budget 120,000.00 Unexpended 65,142.36

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Periodicals			12/31/2022 (12/22) Balance	07-510-520-2237			5,262.08
12/28/2022	AP	188	Rivistas LLC		3,345.98		
			01/31/2023 (01/23) Period Totals and Balance		3,345.98 *	.00 *	8,608.06

YTD Encumbrance .00 YTD Actual 8,608.06 Total 8,608.06 YTD Budget 10,000.00 Unexpended 1,391.94

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Microfilm			12/31/2022 (12/22) Balance	07-510-520-2238			.00
			01/31/2023 (01/23) Period Totals and Balance		.00 *	.00 *	.00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
State Aid to Children - Books			12/31/2022 (12/22) Balance	07-510-520-2239			909.40
			01/31/2023 (01/23) 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

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Library Books/Records (Restr)			12/31/2022 (12/22) Balance	07-510-520-2240			.00
			01/31/2023 (01/23) Period Totals and Balance		.00 *	.00 *	.00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget 50,000.00 Unexpended 50,000.00

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Programming			12/31/2022 (12/22) Balance	07-510-520-2241			3,706.79
12/06/2022	JE	25	ZOOM.US, Subscription Renewal, FYE 23		122.43		
12/06/2022	JE	25	ZOOM.US, Subscription Renewal		50.10		
12/17/2022	JE	25	APPLE.COM, Icloud Storage		.99		
12/22/2022	JE	25	BUZZSPROUT, Podcast Hosting		12.00		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
11/30/2022	JE	48	AMAZON, Supplies, Adult Programs		4.25		
11/30/2022	JE	48	AMAZON, Supplies, Adult Programs		6.99		
12/01/2022	JE	48	AMAZON, Supplies, Adult Programs		12.60		
12/02/2022	JE	48	AMAZON, Supplies, Adult Programs		56.14		
12/02/2022	JE	48	AMAZON, Supplies, Adult Programs		9.59		
12/03/2022	JE	48	AMAZON, Suspected Fraudulent Charge		65.98		
12/06/2022	JE	48	AMAZON, Pens		11.14		
12/06/2022	JE	48	AMAZON, Supplies, YP Programs		10.25		
12/08/2022	JE	48	AMAZON, Supplies, Adult Programs		83.88		
12/08/2022	JE	48	AMAZON, Supplies, YP Programs		10.25		
12/09/2022	JE	48	AMAZON, Supplies, Adult Programs		8.69		
12/09/2022	JE	48	AMAZON, Adult Audios		59.24		
12/10/2022	JE	48	AMAZON, Adult Audios		14.99		
12/17/2022	JE	48	AMAZON, Batteries		15.97		
12/03/2022	JE	48	TRFR FRAUD TRANSACTION			65.98-	
			01/31/2023 (01/23) Period Totals and Balance		555.48 *	65.98- *	4,196.29

YTD Encumbrance .00 YTD Actual 4,196.29 Total 4,196.29 YTD Budget 40,850.00 Unexpended 36,653.71

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Office Equipment Rental			12/31/2022 (12/22) Balance	07-510-520-2302			2,027.15
01/10/2023	AP	665	Xerox Corporation		119.90		
12/26/2022	JE	24	PITNEY BOWES, Postage Meter Rent		139.70		
			01/31/2023 (01/23) Period Totals and Balance		259.60 *	.00 *	2,286.75

YTD Encumbrance .00 YTD Actual 2,286.75 Total 2,286.75 YTD Budget 20,000.00 Unexpended 17,713.25

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Equipment Repairs/Replacement			12/31/2022 (12/22) Balance	07-510-520-2303			1,190.42
			01/31/2023 (01/23) Period Totals and Balance		.00 *	.00 *	1,190.42

YTD Encumbrance .00 YTD Actual 1,190.42 Total 1,190.42 YTD Budget 5,000.00 Unexpended 3,809.58

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Equipment Maintenance Contract			12/31/2022 (12/22) Balance	07-510-520-2304			8,041.44
01/01/2023	AP	339	Advantage Security LLC		37.95		
			01/31/2023 (01/23) Period Totals and Balance		37.95 *	.00 *	8,079.39

YTD Encumbrance .00 YTD Actual 8,079.39 Total 8,079.39 YTD Budget 15,000.00 Unexpended 6,920.61

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Vehicle Maintenance/Fuel			12/31/2022 (12/22) Balance	07-510-520-2305			101.05
12/31/2022	AP	329	CECO Inc		43.39		
01/16/2023	AP	697	CECO Inc		80.54		
			01/31/2023 (01/23) Period Totals and Balance		123.93 *	.00 *	224.98

YTD Encumbrance .00 YTD Actual 224.98 Total 224.98 YTD Budget 7,000.00 Unexpended 6,775.02

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Furniture			12/31/2022 (12/22) Balance	07-510-520-2306			.00
			01/31/2023 (01/23) Period Totals and Balance		.00 *	.00 *	.00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Building & Grounds Maintenance			12/31/2022 (12/22) Balance	07-510-520-2309			21,647.69
12/12/2022	AP	1	Agri-Tech Design		266.00		
12/27/2022	AP	116	Aramark Uniform & Career Apparel		32.00		
12/31/2022	AP	319	Bay Area Enterprises Inc.		4,053.35		
01/02/2023	AP	604	Agri-Tech Design		266.00		
01/10/2023	AP	669	Aramark Uniform & Career Apparel		32.00		
01/19/2023	AP	873	Umpqua Valley Fire Service Inc.		54.95		
12/31/2022	AP	883	Access Information Protected		73.59		
			01/31/2023 (01/23) Period Totals and Balance		4,777.89 *	.00 *	26,425.58

YTD Encumbrance .00 YTD Actual 26,425.58 Total 26,425.58 YTD Budget 50,000.00 Unexpended 23,574.42

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Furniture (restricted)			12/31/2022 (12/22) Balance	07-510-520-2310			.00
			01/31/2023 (01/23) Period Totals and Balance		.00 *	.00 *	.00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget 200,000.00 Unexpended 200,000.00

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Reimbursable			12/31/2022 (12/22) Balance	07-510-520-2406			12.95
12/09/2022	AP	780	Aurdahl, Melissa		14.99		
			01/31/2023 (01/23) Period Totals and Balance		14.99 *	.00 *	27.94

YTD Encumbrance .00 YTD Actual 27.94 Total 27.94 YTD Budget 200.00 Unexpended 172.06

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Library Board			12/31/2022 (12/22) Balance	07-510-520-2424			.00
			01/31/2023 (01/23) Period Totals and Balance		.00 *	.00 *	.00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget 1,500.00 Unexpended 1,500.00

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Gifts, Donations & Memorials			12/31/2022 (12/22) Balance	07-510-520-2450			13,515.61
12/19/2022	AP	78	Ingram		181.70		
12/22/2022	AP	269	Ingram		64.82		
12/23/2022	AP	272	Ingram		104.00		
12/14/2022	AP	325	ORCCA		48.29		
12/26/2022	AP	326	ORCCA		12.00		
12/29/2022	AP	327	ORCCA		20.99		
01/04/2023	AP	328	ORCCA		19.20		
01/12/2023	AP	696	ORCCA		25.04		
11/23/2022	AP	761	Coos Head Food Co-op		3,000.00		
11/23/2022	AP	762	Coos Head Food Co-op		215.83		
01/13/2023	JE	11	R/C JE 29 (12/22) OR FOOD HANDLERS CARD B			2.24-	
01/13/2023	JE	12	R/C JE 29 (12/22) OR FOOD HANDLERS CARD B			2.24-	
01/13/2023	JE	13	R/C JE 29 (12/22) OR FOOD HANDLERS CARD IP			2.24-	
01/31/2023	JE	14	R/C JE 29 (12/22) OR FOOD HANDLERS CARD W			2.24-	
01/31/2023	JE	15	R/C JE 29 (12/22) OR FOOD HANDLERS CARD B			2.24-	
01/13/2023	JE	16	R/C JE 29 (12/22) OR FOOD HANDLERS CARD C			2.24-	
01/13/2023	JE	17	R/C JE 29 (12/22) OR FOOD HANDLERS CARD PI			2.24-	
01/13/2023	JE	18	R/C JE 29 (12/22) OR FOOD HANDLERS CARD D			1.96-	
01/13/2023	JE	19	R/C JE 29 (12/22) OR FOOD HANDLERS CARD K			1.96-	
12/03/2022	JE	25	BROWN DOG GADGETS, Supplies, YP Programs		78.51		
12/03/2022	JE	25	CHEFSTORE, Supplies, Community Fridge		107.51		
12/08/2022	JE	25	FIRST BOOK, Books, Outreach		6.20		
12/10/2022	JE	25	CHEFSTORE, Produce, Bags, Community Fridge		61.98		
12/17/2022	JE	25	CHEFSTORE, Produce, Bags, Community Fridge		25.33		
12/19/2022	JE	25	APPLE.COM, Music, YP Programs		10.99		
12/20/2022	JE	25	CHEFSTORE, Bags, Community Fridge		9.57		
12/20/2022	JE	25	QUIPPLY.COM, Bags, Community Fridge		57.41		
12/23/2022	JE	25	ETSY.COM, Posters, YA Programs		12.99		
12/27/2022	JE	25	ORIENTAL TRADING, Supplies, YP Programs		174.97		
12/28/2022	JE	25	CHEFSTORE, Bags, Community Fridge		12.76		
12/15/2022	JE	29	MCKAY'S MARKET, Supplies, YP Programs		9.29		
12/03/2022	JE	48	AMAZON, Books, Price Memorial		56.67		
12/03/2022	JE	48	AMAZON, Books, Price Memorial		13.06		
12/03/2022	JE	48	AMAZON, Supplies, YP Programs		159.87		
12/04/2022	JE	48	AMAZON, Supplies, YP Programs		28.40		
12/23/2022	JE	48	AMAZON, Supplies, YP Programs		82.86		
12/23/2022	JE	48	AMAZON, Supplies, YP Programs		127.92		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
12/26/2022	JE	48	AMAZON, Supplies, YP Programs		20.98		
			01/31/2023 (01/23) Period Totals and Balance		4,749.14 *	19.60- *	18,245.15

YTD Encumbrance .00 YTD Actual 18,245.15 Total 18,245.15 YTD Budget 1,000.00 Unexpended (17,245.15)

Account	Description	Account Number	Debit Amount	Credit Amount	Balance
Bad Debt Expense	12/31/2022 (12/22) Balance	07-510-520-2500			.00
	01/31/2023 (01/23) Period Totals and Balance		.00 *	.00 *	.00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00

Account	Description	Account Number	Debit Amount	Credit Amount	Balance
Computer Hardware & Software	12/31/2022 (12/22) Balance	07-510-530-3001			.00
	01/31/2023 (01/23) Period Totals and Balance		.00 *	.00 *	.00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00

Account	Description	Account Number	Debit Amount	Credit Amount	Balance
Vehicles	12/31/2022 (12/22) Balance	07-510-530-3008			4.49
	01/31/2023 (01/23) Period Totals and Balance		.00 *	.00 *	4.49

YTD Encumbrance .00 YTD Actual 4.49 Total 4.49 YTD Budget 60,000.00 Unexpended 59,995.51

Account	Description	Account Number	Debit Amount	Credit Amount	Balance
Audio Visual Equipment	12/31/2022 (12/22) Balance	07-510-530-3022			.00
	01/31/2023 (01/23) Period Totals and Balance		.00 *	.00 *	.00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00

Account	Description	Account Number	Debit Amount	Credit Amount	Balance
Library Equipment	12/31/2022 (12/22) Balance	07-510-530-3023			.00
	01/31/2023 (01/23) Period Totals and Balance		.00 *	.00 *	.00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00

Account	Description	Account Number	Debit Amount	Credit Amount	Balance
Building Project	12/31/2022 (12/22) Balance	07-510-530-3118			.00
	01/31/2023 (01/23) Period Totals and Balance		.00 *	.00 *	.00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00

Account	Description	Account Number	Debit Amount	Credit Amount	Balance
Lease Principal	12/31/2022 (12/22) Balance	07-510-540-1000			1,044.79
	01/31/2023 (01/23) Period Totals and Balance		.00 *	.00 *	1,044.79

YTD Encumbrance .00 YTD Actual 1,044.79 Total 1,044.79 YTD Budget 25,000.00 Unexpended 23,955.21

Account	Description	Account Number	Debit Amount	Credit Amount	Balance
Lease Interest	12/31/2022 (12/22) Balance	07-510-540-1100			.00
	01/31/2023 (01/23) Period Totals and Balance		.00 *	.00 *	.00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget 5,000.00 Unexpended 5,000.00

Account	Description	Account Number	Debit Amount	Credit Amount	Balance
Non-Lease Component	12/31/2022 (12/22) Balance	07-510-540-1200			.00
	01/31/2023 (01/23) Period Totals and Balance		.00 *	.00 *	.00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00

Account	Description	Account Number	Debit Amount	Credit Amount	Balance
Contingency	12/31/2022 (12/22) Balance	07-510-560-6001			.00
	01/31/2023 (01/23) Period Totals and Balance		.00 *	.00 *	.00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget 164,924.00 Unexpended 164,924.00

Account	Description	Account Number	Debit Amount	Credit Amount	Balance
Unappropriated Ending Fund Bal	12/31/2022 (12/22) Balance	07-510-560-6002			.00
	01/31/2023 (01/23) 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	250,000.00 Unexpended	250,000.00		
Contingency - Library Board			12/31/2022 (12/22) Balance	07-510-560-6003			.00
			01/31/2023 (01/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total .00 YTD Budget	.00 Unexpended	.00		

	Debit	Credit	Proof
Number of Transactions: 222 Number of Accounts: 57			
Total Library Fund:	161,764.63	4,236.03-	157,528.60
Number of Transactions: 222 Number of Accounts: 57	Debit	Credit	Proof
Grand Totals:	161,764.63	4,236.03-	157,528.60

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
January 2023

BALANCE, December 31, 2022	$ 85,199.37
DEPOSITS:	
Coos Bay Public Library Foundation/Dollywood	$ 587.76
Coos Bay- North Bend Rotary	$ 1,654.06
United Way Donation/Dollywood	$ 22.16
Misc. Donations-January 2023	$ 3.00
TOTAL DEPOSITS	$ 2,266.98
ACCOUNT SUB TOTAL	$ 87,466.35
DISBURSEMENTS:	
Ingram/Books-Coos Health & Wellness	$ 64.74
Ingram/Books-YP Programs	$ 104.00
South Coast Food Share/Produce-Community Fridge	$ 100.48
South Coast Food Share, Coos Head Co-op/Produce-Community Fridge	$ 240.87
Mckays, Safeway, Apple.com, Dominos/Supplies-YA, YP Programs	$ 203.82
Amazon/Supplies-YP Programs-Book Boxes, Storytime	$ 156.75
OR Foodhandlers, Chef Store/License, Produce-Community Fridge	$ 318.64
Firstbook/Books-Outreach	$ 487.34
Demco/Chairs-YA Section	$ 1,210.02
Ingram/Book-Thomas Memorial	$ 24.98
TOTAL DISBURSEMENTS	$ 2,911.64
Balance January 31, 2023	**$ 84,554.71**
ACCOUNT SUMMARY:	
General Fund	$ 13,338.62
Friend's Children's Fund	$ 1,018.48
Kenaston Estate Donation	$ -
Mallek Estate Memorial	$ 52,610.89
Jones Estate Donation	$ 7,272.59
ESD Bilingual Programming Donation	$ 669.69
Friends Library Purchases	$ 1,729.62
Rotary Donation	$ -
Coos Bay Library Foundation-Equipment	$ -
Mogan-CBPL Foundation	$ -
Community Fridge	$ 4,995.05
Coos Health & Wellness	$ (921.12)
Dollywood	$ 3,840.89
MEMORIAL ACCOUNT FUNDS TOTAL	**$ 84,554.71**

Librarian's Report

February 2023

PROGRAMS in January

Spanglish Conversation (2) - 5 people in attendance.

Craft Take Out – 48 kits distributed with 32 video views

Unlimited Book Club, a partnership with Coos History Museum and North Bend Public Library had 9 participants.

ASL Practice Place – 10 participants

Book Box Program – 80 adults, 19 teens, and 62 children participating

Story time (4) - 172 participants

Swords and Starships Podcast – 4 new episodes, 204 downloads.

The Empire and Eastside pickup/drop off sites – This is done every Friday (except holidays). 40 people served in January

Community Yoga – 10 participants

Read and Craft Book Club – 7

Teen Advisory Board – 2

Game Night – 6

Free Build Legos – 46

Head Start Outreach – 17

Proctoring – 1

One-on-One Appts – 3

Wee Wonders with OMSI – 36

Teen After Hours – 22

Dolly Parton's Birthday Party – 34

Prehistoric Dinos with OMSI – 65

Community Cooking – 25 participants with 20 YouTube views

The library provided access to wireless internet 9,311 times in January.

Miscellaneous

In January there were 4802 county-wide checkouts on OverDrive. 633 circulations on hoopla in January with 30 new borrowers.

The website launched on the last day of the month. It now operates on an updated version of Drupal. It is a new, easier to use interface. Staff will continue to go through the pages to make sure the correct information was transferred.

Christina and Sami started working with Penny Hummel on a services survey. It will be available to all patrons both in paper form and online. This will help us understand what services need to be advertised more and which ones patrons find the most important.

City Council held their goal setting work session. The library is featured prominently under the facility goals.

Cooking with the Coop returned this month. The program will have guest chefs each month since Jamar is not able to do it on a consistent basis anymore.

The Community Fridge served 1,040 people in 407 households in January.

2023 CLOSURE DATES

January 2
January 16
February 20
May 27-29
July 4
September 2-4
November 11
November 21-23
December 22-25

Technology fee of 5% to be applied to all city fees excluding state surcharge fees and refundable bond deposits

Online Payments: The City may utilize the services of online payment vendors to allow customers to make payments which will involve a service fee.

<u>Land Developments</u>: The City may collect fees related to improvements required as a condition of approval for development which shall be roughly proportional to the impact of the development. The review body must make findings in the approval document(s) that indicate the need for the required improvements. Development may not occur until required mitigation is in place or guaranteed, in conformance with the provisions of the applicable code.

<u>Liquor License</u> (subject to the limits of ORS 471.166)

Original (initial) application fee $100.00

Change in ownership, location, or privilege $75.00

Renewal or temporary $35.00

<u>Scout Cabin</u>

Non-profit organizations or governmental agencies $10.50

Private groups, individuals, or other organizations $52.50

Damage deposit $105.00

<u>LIBRARY</u>

Replacement Library Card $1.00

Lost Items .... price of the item plus $5.~~25~~00 processing fee

Copies
- Black and white $0.20
- Color $0.25

~~Fax .... $1.00 per page~~

Room Rental
- Cedar Room .... No Charge
- Myrtlewood Room (three-hour minimum) .... $30.00/hr.

2022/23	Myrtlewood	Myrtlewood	Cedar	Cedar	Total Use	Estimated Attendance
	Library Use	Non-Library Use	Library Use	Non-Library Use		(minus library program attendance already reported)
Jul-22	18	8	13	19	58	208
Aug-22	11	9	10	17	47	518
Sep-22	5	14	10	23	52	711
Oct-22	16	7	9	33	65	851
Nov-22	13	13	16	26	68	824
Dec-22	8	13	19	26	66	919
Jan-23	16	16	12	40	84	1360
Feb-23	0	0	0	0		
Mar-23	0	0	0	0		
Apr-23	0	0	0	0		
May-23	0	0	0	0		
Jun-23	0	0	0	0		
Totals	0	0	0	0		

THE LATEST at COOS BAY PUBLIC LIBRARY FEBRUARY 2023

COOS BAY
PUBLIC LIBRARY

FOR MORE INFORMATION:
541-269-1101
www.coosbaylibrary.org

COME SEE US!
525 Anderson Avenue
Coos Bay, OR 97420

Find us on Facebook!

Find us on Instagram!

Find us on YouTube!

NEW! CRAFT HANGOUT

ON THURSDAY, FEBRUARY 16

Attention crafty teens and adults! Pick up a Craft Takeout kit and then join us in the Myrtlewood Room from 11:00am - 12:00pm for some crafting company or hands-on help with your kit.

READ ACROSS AMERICA

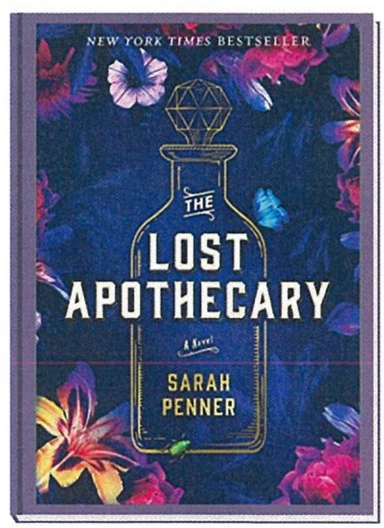
SAVE THE DATE: MARCH 2

Celebrate the joy of reading at the Coos Bay Public Library! Attend to enjoy guest readings of books in a variety of languages as well as hands-on crafts and games provided by local organizations.

BOOKS + BRUNCH = PERFECTION

JOIN US ON SATURDAY, FEBRUARY 11 FROM 11:00AM – 12:00PM IN THE MYRTLEWOOD ROOM

Book Brunch is a book club devoted to reading, unrestricted by genre... plus, of course, brunch! Each month we will read a book, then meet the second Saturday of the next month to enjoy tasty breakfast foods and a chat. This is a no pressure club so if you didn't finish the book, that's ok (just know there will be spoilers!). We're all here to share our love of books and breakfast food!



FEBRUARY'S BOOK

UPCOMING!

1 FEB
STORYTIME IN THE LIBRARY
WEDNESDAYS IN FEBRUARY
10:00AM IN THE MYRTLEWOOD ROOM.
AGES: BABIES, TODDLERS, PRESCHOOL, FAMILIES

1 FEB
¡SPANGLISH! CONVERSATIONAL PROGRAM
12:00PM - 1:00PM ON ZOOM 02/01
10:30AM - 11:30AM IN THE LIBRARY ON 02/18

3 FEB
SWORDS & STARSHIPS PODCAST
BOOK POD: RING SHOUT (02/03)
GRAPHIC NOVELS 2023 (02/10)
ALIEN (1979) REVIEW (02/17)
MINI EPISODE: SWOONS & STABBINGS (02/24)
NEW EPISODES AVAILABLE!

3 FEB
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

3 FEB
FRIDAY MORNING DROP OFF & PICK-UP
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

4 FEB
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

4&5 FEB
FRIENDS OF THE LIBRARY BOOK SALE
GET GREAT DEALS & SUPPORT YOUR LIBRARY
02/04 FROM 10:00AM* - 4:00PM & 02/05 FROM 12:00PM - 3:00PM
*9:00AM ADMITTANCE FOR FRIENDS OF THE LIBRARY MEMBERS

7 FEB
READ + CRAFT BOOK CLUB
ONE CRAZY SUMMER BY RITA WILLIAMS-GARCIA
3:30PM - 4:30PM IN THE CEDAR ROOM, FOR KIDS GRADES 4-6

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

10 FEB
FOREIGN FILM NIGHT
FEBRUARY'S FILM: *DEAD PIGS* (2018)
COUNTRIES OF ORIGIN: CHINA, UNITED STATES
5:00PM - 7:00PM IN THE MYRTLEWOOD ROOM.
AGES: TEENS, ADULTS

11 FEB
STORYTIME AT THE CHARLESTON MARINE LIFE CENTER
FALL IN LOVE WITH A SEA CREATURE
LISTEN TO A STORY, MAKE A VALENTINE FOR DISPLAY AT THE MARINE LIFE CENTER, & VISIT THE ANIMALS!
10:00AM - 11:00AM AT THE CHARLESTON MARINE LIFE CENTER
AGES: TODDLERS, PRESCHOOL, FAMILY
EVENT FREE FOR CHILDREN AND THEIR GROWN-UPS

11 FEB
BOOK BRUNCH
THE LOST APOTHECARY BY SARAH PENNER
JOIN US FOR A STRESS-FREE MONTHLY GATHERING FOR PEOPLE WHO LOVE BOOKS AND BREAKFAST FOOD
11:00AM - 12:00PM IN THE MYRTLEWOOD ROOM. AGES: ADULTS
WAFFLES, ORANGE JUICE, & COFFEE WILL BE PROVIDED

14 FEB
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

14 FEB
ANTI-VALENTINE'S DAY PARTY FOR TEENS
TEENS 12-18 ARE INVITED TO AN EVENING OF CRAFTS, GAMES, & COOKIE DECORATING AT THE LIBRARY.
4:00PM - 6:00PM IN THE MYRTLEWOOD ROOM. AGES: 12-18

16 FEB
CRAFT HANGOUT: FACEHUGGER FAUX TAXIDERMY
TEENS & ADULTS ARE INVITED TO CRAFT ALONG WITH LIBRARIANS BRITTNEY & JOSHUA
11:00AM - 12:00PM IN THE MYRTLEWOOD ROOM

16 FEB
ASL PRACTICE PLACE
WITH INSTRUCTOR KANDY BERGQUIST
TOPIC: INTERNET & DEVICES
12:00PM - 1:00PM VIA ZOOM. ALL AGES WELCOME

16 FEB
UNLIMITED BOOK CLUB
HARLEM SHUFFLE BY COLSON WHITEHEAD
6:00PM - 7:00PM VIA ZOOM. AGES: TEENS & ADULTS

17&24 FEB
PLAN, SHOP, SAVE & COOK WITH OSU
TEENS AGED 14-19 ARE INVITED TO LEARN ABOUT MAKING NUTRITIOUS MEALS WHILE SAVING MONEY AT THE GROCERY STORE.
FRI 02/17 FROM 2:00PM - 4:00PM IN THE MYRTLEWOOD ROOM
FRI 02/24 FROM 2:00PM - 4:00PM IN THE MYRTLEWOOD ROOM
PRE-REGISTRATION REQUIRED. PARTICIPANTS WILL RECIEVE INGREDIENTS TO COOK A MEAL AT HOME. ATTEND BOTH SESSIONS TO GET A FREE ELECTRIC SKILLET.

23 FEB
COMMUNITY COOKING WITH THE CO-OP
STARRING LIBRARY ASSISTANT GENE IPARRAGUIRRE!
THIS MONTH'S RECIPE: FRENCH COTTAGE PIE
5:30PM - 6:30PM VIA ZOOM. AGES: TEENS, ADULTS, FAMILIES

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