

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

**Wednesday July 19, 2023**

**5:15pm**

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

**Introductions – new members**

**Board Elections**

- 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**
  - a. Accommodation Statement**
- 10. Announcements**
- 11. Adjourn**

COOS BAY PUBLIC LIBRARY  
BOARD OF TRUSTEE MEETING MINUTES  
June 21, 2023

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

**Board Members Present:** Bob More, Janice Langlinais, Peggy Christensen, Jenni DeLeon, Ida Jo Gates

**Others In Attendance:** Christina Coffman, Marie Benton, Crystal Barr

**Public Comment** – None

**Minutes and Circulation** – Minutes from the May 2023 meeting were reviewed. Ida Jo questioned if any of the board members had seen the City's library survey. Bob said that the Steering Committee members were emailed the survey, but Ida Jo was inadvertently left off the list. Peggy asked if all board members could see the final questions. Bob said that he would share the link, but for those who are not in the city limits please do not fill it out. Janice moved to approve the minutes. Peggy seconded the motion. The motion was unanimously approved.

The circulation report was reviewed.

**Treasurer's Report** – The financials for May 2023 were reviewed. The Memorial report was reviewed. Janice moved to approve the financial reports. Ida Jo seconded the motion. The motion was unanimously approved.

**Correspondence** – None

**Librarians Report** – The report was reviewed. Bob requested that the room use sheet have the totals at the bottom.

**Friends of the Library Report** – The June giveaway/sale took in \$547.76. The Book Store made \$701.00. The next sale is on August 5<sup>th</sup> & 6<sup>th</sup>. The Friends gave the library a quarterly donation of \$3,500.00.

**Library Foundation Report** – The Foundation continues to focus on fundraising for the new library building. Planning will begin soon for the fall fundraiser.

**Old Business** –

**Open Board Positions** – The two positions are still being advertised until 6/30. As well as the City Council representative.

**New Business –**

No new business

**Announcements** – Peggy and Janice thanked Bob for his service to the board.

Adjournment – R. More adjourned the meeting at 5:55 p.m.

Next Meeting: July 19, 2023 – 5:15 p.m.

Respectfully submitted,  
Crystal Barr

# JUNE 2023



## COOS BAY PUBLIC LIBRARY

### MONTHLY SUMMARY

#### Totals

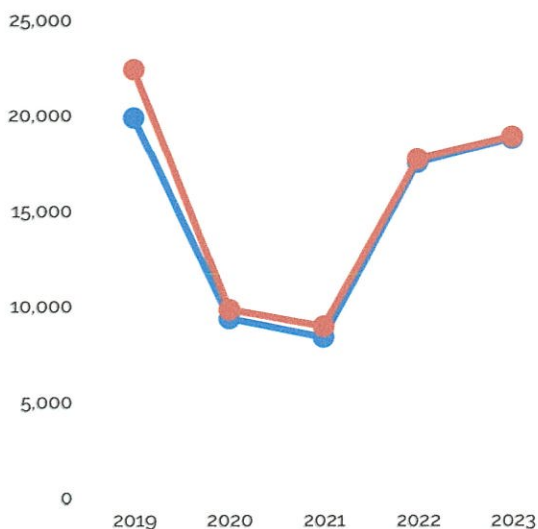
New Cards Issued	104
Number of Programs	59
Program Attendance	2,192
Digital Downloads (hoopla)	706
Wireless Internet Connections	9,901
Reference Questions	525
Children's Reference Questions	48

2023      2022      2021

Gate Count	7,215	5,215	4,281
Ave. Daily Circ.	728	676	495
Library Visits	8,219	6,021	4,281
Days Open	26	26	26

### INVENTORY

Classification	Acquired	Discards
Adult Books	222	61
Adult Audiobooks	79	89
Adult Video	50	106
Adult Music	0	2
Video Games	21	0
Board Games	0	0
Young Adult Books	23	0
Young Adult Audio	0	0
Children's Books	149	337
Children's Audiobooks	0	0
Children's Video	11	0
Children's Music CDs	0	0
<b>Total</b>	<b>555</b>	<b>595</b>



### CIRCULATION SUMMARY

Total Items Checked Out at  
Coos Bay (18,925)



Total Coos Bay Items Checked  
Out Anywhere (18,879)



\*2023 total reflects data up to current month (May 2023)

City of Coos Bay  
Combined Cash Investment  
June 30, 2023

Combined Cash Accounts

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cash Allocation Reconciliation

7 Allocation to LIBRARY FUND	1,309,356.92
Total Allocations to Other Funds	1,309,356.92
Zero Proof if Allocations Balance	1,309,356.92

City of Coos Bay  
Accounts Payable Allocation Fund  
June 30, 2023

Payables

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Accounts Payable Allocation Reconciliation

7 Allocation to LIBRARY FUND	( 11,429.20)
Total Allocations to Other Funds	( 11,429.20)
Zero Proof if Allocations Balance	( 11,429.20)

City of Coos Bay  
Balance Sheet  
June 30, 2023

LIBRARY FUND

ASSETS

07-000-100-1001	Cash - Combined Fund	1,309,356.92	
07-000-100-1015	Cash on Hand/Till Drawer	200.00	
07-000-100-1101	Prepaid Expense	18,971.08	
	Total Assets		<u>1,328,528.00</u>

LIABILITIES AND EQUITY

LIABILITIES

07-000-200-2001	Accounts Payable	11,429.20	
07-000-200-2099	AP/FS	2,379.47	
	Total Liabilities		13,808.67

FUND EQUITY

	Unappropriated Fund Balance:		
07-000-200-2500	Fund Balance	1,412,083.31	
	Revenue over Expenditures - YTD	( 97,363.98)	
	Balance - Current Date	1,314,719.33	
	Total Fund Equity		<u>1,314,719.33</u>
	Total Liabilities and Equity		<u>1,328,528.00</u>

City of Coos Bay  
Revenues with Comparison to Budget  
For the 12 Months Ending June 30, 2023

**LIBRARY FUND**

		Period Actual	YTD Actual	Budget	Unearned	Pcnt
	<u>Carryover</u>					
07-000-300-0100	Carryover - Regular	.00	.00	1,212,000.00	1,212,000.00	.0
07-000-300-0200	Carryover - Donation/Furniture	.00	.00	200,000.00	200,000.00	.0
	<b>Total Carryover</b>	<b>.00</b>	<b>.00</b>	<b>1,412,000.00</b>	<b>1,412,000.00</b>	<b>.0</b>
	<u>Revenue From Other Agencies</u>					
07-000-340-0300	State Library Grant	.00	2,252.00	1,500.00	( 752.00)	150.1
07-000-340-0301	Grants	.00	29,250.00	29,250.00	.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	1,322,956.55	1,220,000.00	( 102,956.55)	108.4
	<b>Total Revenue From Other Agencies</b>	<b>.00</b>	<b>1,354,458.55</b>	<b>1,251,750.00</b>	<b>( 102,708.55)</b>	<b>108.2</b>
	<u>Use Of Money &amp; Property</u>					
07-000-350-0100	Investment Interest Income	4,676.37	57,318.97	5,000.00	( 52,318.97)	1146.4
	<b>Total Use Of Money &amp; Property</b>	<b>4,676.37</b>	<b>57,318.97</b>	<b>5,000.00</b>	<b>( 52,318.97)</b>	<b>1146.4</b>
	<u>Current Services</u>					
07-000-360-0100	Copies	429.39	4,084.45	6,000.00	1,915.55	68.1
07-000-360-1800	Library Fees	199.88	2,776.81	2,000.00	( 776.81)	138.8
	<b>Total Current Services</b>	<b>629.27</b>	<b>6,861.26</b>	<b>8,000.00</b>	<b>1,138.74</b>	<b>85.8</b>
	<u>Other Revenue</u>					
07-000-380-0100	Miscellaneous	23.75	10,581.53	100.00	( 10,481.53)	10581.
07-000-380-0200	Cash Over/short	.00	.66	.00	( .66)	.0
07-000-380-0300	ESO Administration/Rent	2,174.79	26,097.48	26,000.00	( 97.48)	100.4
07-000-380-0400	Reimbursements	.00	319.02	500.00	180.98	63.8
07-000-380-0900	Gifts, Donations & Memorials	3,935.42	34,334.44	10,000.00	( 24,334.44)	343.3
	<b>Total Other Revenue</b>	<b>6,133.96</b>	<b>71,333.13</b>	<b>36,600.00</b>	<b>( 34,733.13)</b>	<b>194.9</b>
	<b>Total Fund Revenue</b>	<b>11,439.60</b>	<b>1,489,971.91</b>	<b>2,713,350.00</b>	<b>1,223,378.09</b>	<b>54.9</b>

8



City of Coos Bay  
Expenditures with Comparison to Budget  
For the 12 Months Ending June 30, 2023

LIBRARY FUND

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Expenditures</u>					
Personnel Services					
07-510-510-1001 Salaries	60,769.80	713,526.05	878,730.00	165,203.95	81.2
07-510-510-1003 PERS Retirement	15,067.67	173,218.40	212,896.00	39,677.60	81.4
07-510-510-1004 Employer Payroll Taxes	4,781.40	54,768.47	71,238.00	16,469.53	76.9
07-510-510-1005 Employee Insurance	10,912.21	159,993.09	215,867.00	55,873.91	74.1
07-510-510-1006 Unemployment	.00	.00	3,850.00	3,850.00	.0
07-510-510-1007 Workers Compensation Insurance	83.27	954.94	836.00	( 118.94)	114.2
07-510-510-1008 Volunteer Workers Compensation	.06	.06	59.00	58.94	.1
Total Personnel Services	91,614.41	1,102,461.01	1,383,476.00	281,014.99	79.7
Materials & Services					
07-510-520-2005 Training, Meetings, Travel, Dues	.00	9,845.79	7,000.00	( 2,845.79)	140.7
07-510-520-2101 Utilities	4,113.58	26,802.93	37,000.00	10,197.07	72.4
07-510-520-2102 Telephone	1,908.79	17,038.16	20,000.00	2,961.84	85.2
07-510-520-2105 Advertising	1,896.00	7,812.17	20,000.00	12,187.83	39.1
07-510-520-2108 Contractual	9,977.67	100,827.35	110,000.00	9,172.65	91.7
07-510-520-2120 Insurance	.00	8,077.31	12,000.00	3,922.69	67.3
07-510-520-2122 Duplicating/Data Processing	560.38	9,332.17	8,000.00	( 1,332.17)	116.7
07-510-520-2123 Printing	.00	.00	3,000.00	3,000.00	.0
07-510-520-2205 Office Supplies	176.68	3,674.30	7,000.00	3,325.70	52.5
07-510-520-2206 Postage	.00	2,369.12	10,000.00	7,630.88	23.7
07-510-520-2225 Janitorial Supplies	427.95	2,376.72	3,500.00	1,123.28	67.9
07-510-520-2231 Small Equipment	859.21	25,186.66	38,000.00	12,813.34	66.3
07-510-520-2234 Grants	2,772.24	35,937.94	12,400.00	( 23,537.94)	289.8
07-510-520-2235 Library Supplies	2,342.12	7,977.06	14,000.00	6,022.94	57.0
07-510-520-2236 Library Books & Records	13,130.27	103,147.07	120,000.00	16,852.93	88.0
07-510-520-2237 Periodicals	.00	8,608.06	10,000.00	1,391.94	86.1
07-510-520-2239 State Aid to Children - Books	211.06	2,412.42	2,500.00	87.58	96.5
07-510-520-2240 Library Books/Records (Restr)	.00	.00	50,000.00	50,000.00	.0
07-510-520-2241 Programming	1,641.65	9,540.59	40,850.00	31,309.41	23.4
07-510-520-2302 Office Equipment Rental	384.84	4,441.81	20,000.00	15,558.19	22.2
07-510-520-2303 Equipment Repairs/Replacement	39.85	1,230.27	5,000.00	3,769.73	24.6
07-510-520-2304 Equipment Maintenance Contract	542.00	9,531.56	15,000.00	5,468.44	63.5
07-510-520-2305 Vehicle Maintenance/Fuel	102.43	814.91	7,000.00	6,185.09	11.6
07-510-520-2309 Building & Grounds Maintenance	5,119.05	52,956.23	50,000.00	( 2,956.23)	105.9
07-510-520-2310 Furniture (restricted)	.00	.00	200,000.00	200,000.00	.0
07-510-520-2406 Reimbursable	.00	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	2,317.75	29,759.95	1,000.00	( 28,759.95)	2976.0
Total Materials & Services	48,523.52	479,728.49	824,950.00	345,221.51	58.2
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 12 Months Ending June 30, 2023

LIBRARY FUND

		Period Actual	YTD Actual	Budget	Unexpended	Pcnt
	Debt Service					
07-510-540-1000	Lease Principal	540.41	5,141.90	25,000.00	19,858.10	20.6
07-510-540-1100	Lease Interest	.00	.00	5,000.00	5,000.00	.0
	Total Debt Service	540.41	5,141.90	30,000.00	24,858.10	17.1
	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	140,678.34	1,587,335.89	2,713,350.00	1,126,014.11	58.5
	Total Fund Expenditures	140,678.34	1,587,335.89	2,713,350.00	1,126,014.11	58.5
	Net Revenue Over Expenditures	( 129,238.74)	( 97,363.98)	.00	97,363.98	.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			05/31/2023 (05/23) Balance	07-510-510-1001			652,756.25
06/20/2023	PC	17	PAYROLL TRANS FOR 6/20/2023 PAY PERIOD		3,800.00		
06/20/2023	PC	92	PAYROLL TRANS FOR 6/20/2023 PAY PERIOD		60,769.80		
06/20/2023	PC	93	PAYROLL TRANS FOR 6/20/2023 PAY PERIOD			3,800.00-	
			06/30/2023 (06/23) Period Totals and Balance		64,569.80 *	3,800.00- *	713,526.05
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.00 *	713,526.05
YTD Encumbrance		.00 YTD Actual	713,526.05 Total	713,526.05 YTD Budget	878,730.00 Unexpended	165,203.95	
Overtime			05/31/2023 (05/23) Balance	07-510-510-1002			.00
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
PERS Retirement			05/31/2023 (05/23) Balance	07-510-510-1003			158,150.73
06/20/2023	PB	125	PAYROLL TRANS FOR 6/20/2023 PAY PERIOD		15,067.67		
			06/30/2023 (06/23) Period Totals and Balance		15,067.67 *	.00 *	173,218.40
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.00 *	173,218.40
YTD Encumbrance		.00 YTD Actual	173,218.40 Total	173,218.40 YTD Budget	212,896.00 Unexpended	39,677.60	
Employer Payroll Taxes			05/31/2023 (05/23) Balance	07-510-510-1004			49,987.07
06/20/2023	PB	23	PAYROLL TRANS FOR 6/20/2023 PAY PERIOD		305.90		
06/20/2023	PB	123	PAYROLL TRANS FOR 6/20/2023 PAY PERIOD		4,781.40		
06/20/2023	PB	124	PAYROLL TRANS FOR 6/20/2023 PAY PERIOD			305.90-	
			06/30/2023 (06/23) Period Totals and Balance		5,087.30 *	305.90- *	54,768.47
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.00 *	54,768.47
YTD Encumbrance		.00 YTD Actual	54,768.47 Total	54,768.47 YTD Budget	71,238.00 Unexpended	16,469.53	
Employee Insurance			05/31/2023 (05/23) Balance	07-510-510-1005			149,080.88
06/20/2023	PB	122	PAYROLL TRANS FOR 6/20/2023 PAY PERIOD		10,912.21		
06/20/2023	PC	122	PAYROLL TRANS FOR 6/20/2023 PAY PERIOD		31.57		
06/20/2023	PC	123	PAYROLL TRANS FOR 6/20/2023 PAY PERIOD			31.57-	
			06/30/2023 (06/23) Period Totals and Balance		10,943.78 *	31.57- *	159,993.09
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.00 *	159,993.09
YTD Encumbrance		.00 YTD Actual	159,993.09 Total	159,993.09 YTD Budget	215,867.00 Unexpended	55,873.91	
Unemployment			05/31/2023 (05/23) Balance	07-510-510-1006			.00
			06/30/2023 (13/23) 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	3,850.00 Unexpended	3,850.00	
Workers Compensation Insurance			05/31/2023 (05/23) Balance	07-510-510-1007			871.67
06/30/2023	JE	47	Adjust W/C Insurance for Vacation Hours 06/23 Pay			5.25-	
06/20/2023	PB	121	PAYROLL TRANS FOR 6/20/2023 PAY PERIOD		88.52		
			06/30/2023 (06/23) Period Totals and Balance		88.52 *	5.25- *	954.94
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.00 *	954.94
YTD Encumbrance		.00 YTD Actual	954.94 Total	954.94 YTD Budget	836.00 Unexpended	(118.94)	
Volunteer Workers Compensation			05/31/2023 (05/23) Balance	07-510-510-1008			.00
06/30/2023	JE	51	Record April-June 2023 Volunteer Workers Comp Pr		.06		
			06/30/2023 (06/23) Period Totals and Balance		.06 *	.00 *	.06
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.00 *	.06
YTD Encumbrance		.00 YTD Actual	.06 Total	.06 YTD Budget	59.00 Unexpended	58.94	
Accrued Vacation Liability			05/31/2023 (05/23) Balance	07-510-510-1009			.00
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Meetings And Travel			05/31/2023 (05/23) Balance	07-510-520-2001			.00
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Memberships,dues,publications			05/31/2023 (05/23) Balance	07-510-520-2003			.00
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Training,Meetings,Travel,Dues			05/31/2023 (05/23) Balance	07-510-520-2005			9,845.79
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.00 *	9,845.79
YTD Encumbrance		.00 YTD Actual	9,845.79 Total	9,845.79 YTD Budget	7,000.00 Unexpended	(2,845.79)	
Utilities			05/31/2023 (05/23) Balance	07-510-520-2101			22,689.35
06/06/2023	CD13	3	PACIFIC POWER 12447751-0018 LIBRARY		2,072.35		
05/23/2023	JE	11	CB NB WATER BOARD, Water		202.17		
			06/30/2023 (06/23) Period Totals and Balance		2,274.52 *	.00 *	24,963.87
06/30/2023	JE	2	PACIFIC POWER 12447751-0018 LIBRARY		1,839.06		
			06/30/2023 (13/23) Period Totals and Balance		1,839.06 *	.00 *	26,802.93
YTD Encumbrance		.00 YTD Actual	26,802.93 Total	26,802.93 YTD Budget	37,000.00 Unexpended	10,197.07	
Telephone			05/31/2023 (05/23) Balance	07-510-520-2102			15,129.37
05/12/2023	AP	251	USCC Services LLC		259.90		
06/06/2023	AP	741	Asavie Technologies Inc		74.90		
05/05/2023	JE	11	BROADVOICE, Telephone, Internet		730.85		
05/04/2023	JE	38	8x8, Service/Long Distance		142.47		
05/07/2023	JE	38	8X8 INC, Library and ESO Conversion and Setup C		168.63		
05/22/2023	JE	38	VERIZON, 576174385-00001 Library		272.14		
			06/30/2023 (06/23) Period Totals and Balance		1,648.89 *	.00 *	16,778.26
06/12/2023	AP	176	USCC Services LLC		259.90		
			06/30/2023 (13/23) Period Totals and Balance		259.90 *	.00 *	17,038.16
YTD Encumbrance		.00 YTD Actual	17,038.16 Total	17,038.16 YTD Budget	20,000.00 Unexpended	2,961.84	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
<b>Advertising</b>							
			05/31/2023 (05/23) Balance	07-510-520-2105			5,916.17
05/31/2023	AP	721	Sinclair Television Media Inc		455.00		
05/06/2023	JE	15	EPUERTO, Promotional Ads		287.50		
05/26/2023	JE	15	STICKERAPP, Stickers, Promotional		529.00		
05/26/2023	JE	15	EPUERTO, Promotional Ads		287.50		
05/27/2023	JE	15	STICKERAPP, Stickers, Promotional		102.00		
05/30/2023	JE	15	STICKERAPP, Stickers, Promotional		235.00		
			06/30/2023 (06/23) Period Totals and Balance		1,896.00 *	.00 *	7,812.17
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.00 *	7,812.17
<b>YTD Encumbrance</b>							
		.00 YTD Actual	7,812.17 Total	7,812.17 YTD Budget	20,000.00 Unexpended	12,187.83	
<b>Contractual</b>							
			05/31/2023 (05/23) Balance	07-510-520-2108			90,849.68
05/24/2023	AP	162	Cardinal Services Inc.		87.04		
05/24/2023	AP	247	C-N-B Security Inc		1,012.00		
05/26/2023	AP	248	C-N-B Security Inc		1,012.00		
06/07/2023	AP	648	Cardinal Services Inc.		43.52		
06/07/2023	AP	649	Cardinal Services Inc.		87.04		
06/08/2023	AP	651	Cardinal Services Inc.		272.00		
06/15/2023	AP	656	Cardinal Services Inc.		157.76		
05/31/2023	AP	739	C-N-B Security Inc		880.00		
06/11/2023	AP	740	C-N-B Security Inc		836.00		
06/21/2023	AP	941	Cardinal Services Inc.		87.04		
06/06/2023	CD14	5	05/31/23 Xpress Bill Pay Support Fees/Forms #INV-		65.97		
06/19/2023	JE	39	R/C JE 42 (5/23) CLOUDFLARE INV#CFUSA67648			7.25-	
			06/30/2023 (06/23) Period Totals and Balance		4,540.37 *	7.25- *	95,382.80
06/06/2023	AP	41	Southern Oregon University		3,200.00		
06/21/2023	AP	161	Sprague Pest Solutions		176.55		
06/14/2023	AP	171	C-N-B Security Inc		1,012.00		
06/21/2023	AP	172	C-N-B Security Inc		1,056.00		
			06/30/2023 (13/23) Period Totals and Balance		5,444.55 *	.00 *	100,827.35
<b>YTD Encumbrance</b>							
		.00 YTD Actual	100,827.35 Total	100,827.35 YTD Budget	110,000.00 Unexpended	9,172.65	
<b>Special Counsel</b>							
			05/31/2023 (05/23) Balance	07-510-520-2114			.00
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.00 *	.00
<b>YTD Encumbrance</b>							
		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
<b>Insurance</b>							
			05/31/2023 (05/23) Balance	07-510-520-2120			8,077.31
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.00 *	8,077.31
<b>YTD Encumbrance</b>							
		.00 YTD Actual	8,077.31 Total	8,077.31 YTD Budget	12,000.00 Unexpended	3,922.69	
<b>Duplicating/Data Processing</b>							
			05/31/2023 (05/23) Balance	07-510-520-2122			8,771.79
06/01/2023	AP	643	Xerox Corporation		190.12		
06/09/2023	AP	754	ODP Business Solutions LLC		28.41		
05/25/2023	AP	756	Coast to Coast Computer Products		309.96		
05/12/2023	JE	21	AMAZON, Printer Ink		31.89		
			06/30/2023 (06/23) Period Totals and Balance		560.38 *	.00 *	9,332.17
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.00 *	9,332.17
<b>YTD Encumbrance</b>							
		.00 YTD Actual	9,332.17 Total	9,332.17 YTD Budget	8,000.00 Unexpended	(1,332.17)	
<b>Printing</b>							
			05/31/2023 (05/23) Balance	07-510-520-2123			.00
			06/30/2023 (13/23) 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	3,000.00 Unexpended	3,000.00	
Program & Display			05/31/2023 (05/23) Balance	07-510-520-2128			.00
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Office Supplies			05/31/2023 (05/23) Balance	07-510-520-2205			3,497.62
06/09/2023	AP	755	ODP Business Solutions LLC		16.58		
05/08/2023	JE	15	FRED MEYER, Batteries		17.99		
05/03/2023	JE	21	AMAZON, Calendar		15.29		
05/06/2023	JE	21	AMAZON, Labels		30.24		
05/10/2023	JE	21	AMAZON, Calendar		8.99		
05/12/2023	JE	21	AMAZON, Calendars		10.89		
05/13/2023	JE	21	AMAZON, Calendars		53.94		
05/13/2023	JE	21	AMAZON, Crowd Counters		7.79		
05/20/2023	JE	21	AMAZON, Writing Pads		8.99		
05/28/2023	JE	21	AMAZON, Card Holders		5.98		
			06/30/2023 (06/23) Period Totals and Balance		176.68 *	.00 *	3,674.30
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.00 *	3,674.30
YTD Encumbrance		.00 YTD Actual	3,674.30 Total	3,674.30 YTD Budget	7,000.00 Unexpended	3,325.70	
Postage			05/31/2023 (05/23) Balance	07-510-520-2206			2,369.12
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.00 *	2,369.12
YTD Encumbrance		.00 YTD Actual	2,369.12 Total	2,369.12 YTD Budget	10,000.00 Unexpended	7,630.88	
Miscellaneous			05/31/2023 (05/23) Balance	07-510-520-2208			.00
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Data Processing Supplies			05/31/2023 (05/23) Balance	07-510-520-2224			.00
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Janitorial Supplies			05/31/2023 (05/23) Balance	07-510-520-2225			1,948.77
05/31/2023	AP	1037	Bay Area Enterprises Inc.		372.00		
05/02/2023	JE	21	AMAZON, Wipes		14.97		
05/19/2023	JE	21	AMAZON, Air Freshener		15.99		
05/20/2023	JE	21	AMAZON, Kleenex		24.99		
			06/30/2023 (06/23) Period Totals and Balance		427.95 *	.00 *	2,376.72
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.00 *	2,376.72
YTD Encumbrance		.00 YTD Actual	2,376.72 Total	2,376.72 YTD Budget	3,500.00 Unexpended	1,123.28	
Small Equipment			05/31/2023 (05/23) Balance	07-510-520-2231			24,327.45
05/02/2023	JE	21	AMAZON, Tools		11.20		
05/03/2023	JE	21	AMAZON, Mouse Pads		55.76		
05/03/2023	JE	21	AMAZON, Computer Monitor, YP Office		105.57		
05/04/2023	JE	21	AMAZON, Riser Workstations		257.74		
05/04/2023	JE	21	AMAZON, Computer Mice		58.40		
05/04/2023	JE	21	AMAZON, Computer Keyboard		28.49		
05/06/2023	JE	21	AMAZON, Computer Cables		25.17		
05/10/2023	JE	21	AMAZON, Printer		99.99		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
05/10/2023	JE	21	AMAZON, Computer Cables, Hard Drive		163.90		
05/17/2023	JE	21	AMAZON, Fan		52.99		
			06/30/2023 (06/23) Period Totals and Balance		859.21 *	.00 *	25,186.66
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.00 *	25,186.66
YTD Encumbrance		.00 YTD Actual	25,186.66 Total	25,186.66 YTD Budget	38,000.00 Unexpended	12,813.34	
Grants			05/31/2023 (05/23) Balance	07-510-520-2234			33,165.70
05/06/2023	JE	15	FIRST BOOK, Books, Clackamas ESD Grant		159.20		
05/06/2023	JE	15	FIRST BOOK, Books, Clackamas ESD Grant		319.70		
05/09/2023	JE	15	FIRST BOOK, Books, Clackamas ESD Grant		859.25		
05/09/2023	JE	15	FIRST BOOK, Books, Clackamas ESD Grant		1,434.09		
			06/30/2023 (06/23) Period Totals and Balance		2,772.24 *	.00 *	35,937.94
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.00 *	35,937.94
YTD Encumbrance		.00 YTD Actual	35,937.94 Total	35,937.94 YTD Budget	12,400.00 Unexpended	(23,537.94)	
Library Supplies			05/31/2023 (05/23) Balance	07-510-520-2235			5,634.94
05/25/2023	AP	109	Demco		545.58		
05/26/2023	AP	133	Showcases		1,448.50		
05/19/2023	AP	236	City of Coos Bay - ESO		59.40		
06/16/2023	AP	930	Showcases		187.65		
05/17/2023	JE	15	ELM USA, Disk Resurface Supplies		100.99		
			06/30/2023 (06/23) Period Totals and Balance		2,342.12 *	.00 *	7,977.06
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.00 *	7,977.06
YTD Encumbrance		.00 YTD Actual	7,977.06 Total	7,977.06 YTD Budget	14,000.00 Unexpended	6,022.94	
Library Books & Records			05/31/2023 (05/23) Balance	07-510-520-2236			90,016.80
05/10/2023	AP	117	Ingram		620.57		
05/11/2023	AP	118	Ingram		805.12		
05/12/2023	AP	119	Ingram		694.45		
05/12/2023	AP	120	Ingram		262.46		
05/15/2023	AP	121	Ingram		283.38		
05/17/2023	AP	122	Ingram		330.55		
05/17/2023	AP	123	Ingram		550.76		
05/23/2023	AP	126	Ingram		389.79		
05/23/2023	AP	127	Ingram		110.37		
05/11/2023	AP	169	Midwest Tape		53.98		
05/18/2023	AP	170	Midwest Tape		95.19		
05/31/2023	AP	171	Midwest Tape		1,620.91		
05/03/2023	AP	237	Cengage Learning Inc.		218.33		
06/01/2023	AP	597	Blackstone Publishing		41.60		
06/01/2023	AP	598	Center Point Large Print		143.22		
05/26/2023	AP	605	Ingram			16.38-	
05/26/2023	AP	606	Ingram		490.87		
05/30/2023	AP	607	Ingram		19.38		
05/30/2023	AP	608	Ingram		351.16		
06/04/2023	AP	609	Ingram		255.24		
06/05/2023	AP	610	Ingram		905.05		
06/05/2023	AP	611	Ingram		393.69		
06/07/2023	AP	612	Ingram		35.75		
05/25/2023	AP	657	Midwest Tape		64.96		
06/09/2023	AP	920	Ingram		268.34		
06/09/2023	AP	921	Ingram		500.27		
06/01/2023	AP	944	Midwest Tape		125.93		
06/07/2023	AP	945	Midwest Tape		155.92		

Period: 06/23 - 13/23

Jul 12, 2023 02:04PM

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
05/10/2023	JE	15	TARGET.COM , Board Games		24.99		
05/10/2023	JE	15	TARGET.COM , Board Games		29.99		
05/10/2023	JE	15	TARGET.COM , Board Games		29.99		
05/10/2023	JE	15	TARGET.COM , Board Games		19.99		
05/10/2023	JE	15	TARGET.COM , Board Games		16.99		
05/10/2023	JE	15	TARGET.COM , Board Games		22.99		
05/10/2023	JE	15	TARGET.COM , Board Games		22.99		
05/10/2023	JE	15	TARGET.COM , Board Games		22.99		
05/10/2023	JE	15	TARGET.COM , Board Games		19.99		
05/01/2023	JE	21	AMAZON, Adult Dvds		29.95		
05/03/2023	JE	21	AMAZON, Board Games		64.99		
05/03/2023	JE	21	AMAZON, Equipment, Library of Things		76.98		
05/03/2023	JE	21	AMAZON, Board Games		426.69		
05/03/2023	JE	21	AMAZON, Adult Books		15.95		
05/03/2023	JE	21	AMAZON, Adult Books		36.95		
05/03/2023	JE	21	AMAZON, Board Games		40.00		
05/04/2023	JE	21	AMAZON, Adult Books		62.98		
05/05/2023	JE	21	AMAZON, Adult Dvds		22.99		
05/05/2023	JE	21	AMAZON, Equipment, Library of Things		799.79		
05/07/2023	JE	21	AMAZON, Adult Dvds		42.92		
05/08/2023	JE	21	AMAZON, Adult Dvds		19.95		
05/09/2023	JE	21	AMAZON, Board Games		49.99		
05/10/2023	JE	21	AMAZON, Board Games		39.99		
05/10/2023	JE	21	AMAZON, Board Games		24.99		
05/10/2023	JE	21	AMAZON, Board Games		27.95		
05/11/2023	JE	21	AMAZON, Adult Dvds		17.99		
05/13/2023	JE	21	AMAZON, Board Games		524.10		
05/14/2023	JE	21	AMAZON, Adult Dvds		13.29		
05/15/2023	JE	21	AMAZON, Adult Dvds		72.90		
05/22/2023	JE	21	AMAZON, Adult Dvds		49.92		
			06/30/2023 (06/23) Period Totals and Balance		12,459.41 *	16.38- *	102,459.83
06/12/2023	AP	62	Ingram		593.23		
06/13/2023	AP	63	Ingram		62.77		
06/14/2023	AP	64	Ingram		31.24		
			06/30/2023 (13/23) Period Totals and Balance		687.24 *	.00 *	103,147.07
YTD Encumbrance	.00	YTD Actual	103,147.07 Total	103,147.07 YTD Budget	120,000.00 Unexpended	16,852.93	
Periodicals			05/31/2023 (05/23) Balance	07-510-520-2237			8,608.06
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.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	
Microfilm			05/31/2023 (05/23) Balance	07-510-520-2238			.00
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
State Aid to Children - Books			05/31/2023 (05/23) Balance	07-510-520-2239			2,201.36
05/02/2023	JE	15	ILLINOIS LIBRARY ASSOC, Supplies, Ready to Re		211.06		
			06/30/2023 (06/23) Period Totals and Balance		211.06 *	.00 *	2,412.42
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.00 *	2,412.42
YTD Encumbrance	.00	YTD Actual	2,412.42 Total	2,412.42 YTD Budget	2,500.00 Unexpended	87.58	
Library Books/Records (Restr)			05/31/2023 (05/23) Balance	07-510-520-2240			.00
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.00 *	.00

16



Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	50,000.00 Unexpended	50,000.00	
Programming			05/31/2023 (05/23) Balance	07-510-520-2241			7,898.94
05/18/2023	AP	125	Ingram		47.40		
05/15/2023	AP	471	Sawyer, Adam		150.00		
05/25/2023	JE	12	PENFELT STUDIO, Supplies, Adult Programs		465.00		
05/04/2023	JE	15	SAFEWAY, Supplies, Adult Programs		45.97		
05/04/2023	JE	15	JOANN, Supplies, Adult Programs		95.01		
05/09/2023	JE	15	FIRST BOOK, Books, Outreach		222.49		
05/12/2023	JE	15	SAFEWAY, Supplies, Adult Programs		50.62		
05/17/2023	JE	15	APPLE.COM, Icloud Storage		.99		
05/19/2023	JE	15	FIRST BOOK, Books, Outreach		13.20		
05/22/2023	JE	15	BUZZSPROUT, Pod Cast Hosting		12.00		
05/25/2023	JE	15	FRED MEYER, Supplies, Adult Programs		51.48		
05/10/2023	JE	21	AMAZON, Supplies, Adult Programs		18.00		
05/15/2023	JE	21	AMAZON, Supplies, Adult Programs		148.93		
05/20/2023	JE	21	AMAZON, Supplies, Adult Programs		30.00		
05/20/2023	JE	21	AMAZON, Supplies, Adult Programs		23.91		
05/22/2023	JE	21	AMAZON, Supplies, Adult Programs		165.03		
05/28/2023	JE	21	AMAZON, Supplies, Adult Programs		24.99		
05/28/2023	JE	21	AMAZON, Supplies, Adult Programs		76.63		
			06/30/2023 (06/23) Period Totals and Balance		1,641.65 *	.00 *	9,540.59
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.00 *	9,540.59
YTD Encumbrance		.00 YTD Actual	9,540.59 Total	9,540.59 YTD Budget	40,850.00 Unexpended	31,309.41	
Office Equipment Rental			05/31/2023 (05/23) Balance	07-510-520-2302			4,056.97
06/01/2023	AP	644	Xerox Corporation		125.24		
06/10/2023	AP	645	Xerox Corporation		119.90		
05/26/2023	JE	11	PITNEY BOWES LEASING, Postage Meter		139.70		
			06/30/2023 (06/23) Period Totals and Balance		384.84 *	.00 *	4,441.81
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.00 *	4,441.81
YTD Encumbrance		.00 YTD Actual	4,441.81 Total	4,441.81 YTD Budget	20,000.00 Unexpended	15,558.19	
Equipment Repairs/Replacement			05/31/2023 (05/23) Balance	07-510-520-2303			1,190.42
06/01/2023	AP	230	Advantage Security LLC		39.85		
			06/30/2023 (06/23) Period Totals and Balance		39.85 *	.00 *	1,230.27
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.00 *	1,230.27
YTD Encumbrance		.00 YTD Actual	1,230.27 Total	1,230.27 YTD Budget	5,000.00 Unexpended	3,769.73	
Equipment Maintenance Contract			05/31/2023 (05/23) Balance	07-510-520-2304			8,989.56
06/09/2023	AP	103	Comfort Flow Heating		542.00		
			06/30/2023 (13/23) Period Totals and Balance		542.00 *	.00 *	9,531.56
YTD Encumbrance		.00 YTD Actual	9,531.56 Total	9,531.56 YTD Budget	15,000.00 Unexpended	5,468.44	
Vehicle Maintenance/Fuel			05/31/2023 (05/23) Balance	07-510-520-2305			712.48
05/31/2023	AP	178	CECO Inc		102.43		
			06/30/2023 (06/23) Period Totals and Balance		102.43 *	.00 *	814.91
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.00 *	814.91
YTD Encumbrance		.00 YTD Actual	814.91 Total	814.91 YTD Budget	7,000.00 Unexpended	6,185.09	
Furniture			05/31/2023 (05/23) Balance	07-510-520-2306			.00
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.00 *	.00

Period: 06/23 - 13/23

Jul 12, 2023 02:04PM

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	
Building & Grounds Maintenance			05/31/2023 (05/23) Balance	07-510-520-2309			47,837.18
06/08/2023	AP	596	Agri-Tech Design		266.00		
06/07/2023	AP	718	Perry's Supply		127.70		
05/31/2023	AP	724	Access Information Protected		95.25		
06/05/2023	AP	737	Builders FirstSource Inc		387.41		
05/26/2023	AP	792	Farr's True Value Hdwr		9.84		
06/05/2023	AP	794	Farr's True Value Hdwr		33.58		
06/14/2023	AP	904	Farr's True Value Hdwr		24.77		
06/14/2023	AP	922	North Coast Electric Company		31.19		
06/13/2023	AP	977	Builders FirstSource Inc		25.96		
05/31/2023	AP	1036	Bay Area Enterprises Inc.		4,053.35		
05/06/2023	JE	11	ARAMARK UNIFORM, Mats		32.00		
05/20/2023	JE	11	ARAMARK UNIFORM, Mats		32.00		
			06/30/2023 (06/23) Period Totals and Balance		5,119.05 *	.00 *	52,956.23
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.00 *	52,956.23
YTD Encumbrance		.00 YTD Actual	52,956.23 Total	52,956.23 YTD Budget	50,000.00 Unexpended	(2,956.23)	
Furniture (restricted)			05/31/2023 (05/23) Balance	07-510-520-2310			.00
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	200,000.00 Unexpended	200,000.00	
Reimbursable			05/31/2023 (05/23) Balance	07-510-520-2406			27.94
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.00 *	27.94
YTD Encumbrance		.00 YTD Actual	27.94 Total	27.94 YTD Budget	200.00 Unexpended	172.06	
Library Board			05/31/2023 (05/23) Balance	07-510-520-2424			.00
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	1,500.00 Unexpended	1,500.00	
Gifts, Donations & Memorials			05/31/2023 (05/23) Balance	07-510-520-2450			27,442.20
05/18/2023	AP	124	Ingram		108.95		
05/17/2023	AP	172	ORCCA		11.52		
05/17/2023	AP	173	ORCCA		7.04		
05/18/2023	AP	174	ORCCA		18.87		
05/18/2023	AP	175	ORCCA		12.40		
05/30/2023	AP	176	ORCCA		20.24		
05/30/2023	AP	177	ORCCA		3.04		
06/07/2023	AP	658	ORCCA		26.53		
06/07/2023	AP	659	ORCCA		18.32		
06/08/2023	AP	660	ORCCA		17.60		
06/26/2023	AP	769	Simply Magic LLC		750.00		
05/01/2023	JE	15	CHEFSTORE, Produce, Community Fridge		16.90		
05/18/2023	JE	15	DOLLAR TREE, Supplies, YP Programs		10.00		
05/18/2023	JE	15	MCKAY'S MARKET, Supplies, YP Programs		4.79		
05/19/2023	JE	15	APPLE.COM, Music, YP Programs		10.99		
05/19/2023	JE	15	DOMINO'S, Supplies, YP Programs		29.29		
05/24/2023	JE	15	MCPHEE.COM, Supplies, YP Programs		262.21		
05/25/2023	JE	15	OTC BRANDS INC, Supplies, YP Programs		82.97		
05/02/2023	JE	21	AMAZON, Books, Rotary		239.60		
05/03/2023	JE	21	AMAZON, Supplies, YP Programs		11.87		
05/06/2023	JE	21	AMAZON, Supplies, YP Programs		119.54		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
05/13/2023	JE	21	AMAZON, Supplies, YP Programs		12.99		
05/28/2023	JE	21	AMAZON, Supplies, YP Programs		7.59		
05/28/2023	JE	21	AMAZON, Supplies, YP Programs		63.76		
05/28/2023	JE	21	AMAZON, Supplies, YP Programs		21.58		
05/28/2023	JE	21	AMAZON, Supplies, YP Programs		8.99		
05/28/2023	JE	21	AMAZON, Supplies, YP Programs		54.66		
05/29/2023	JE	21	AMAZON, Supplies, YP Programs		295.35		
			06/30/2023 (06/23) Period Totals and Balance		2,247.59 *	.00 *	29,689.79
06/13/2023	AP	105	ORCCA		5.36		
06/15/2023	AP	106	ORCCA		29.84		
06/19/2023	AP	107	ORCCA		11.68		
06/22/2023	AP	108	ORCCA		16.16		
06/26/2023	AP	109	ORCCA		7.12		
			06/30/2023 (13/23) Period Totals and Balance		70.16 *	.00 *	29,759.95
YTD Encumbrance	.00	YTD Actual	29,759.95 Total	29,759.95 YTD Budget	1,000.00 Unexpended	(28,759.95)	
Bad Debt Expense			05/31/2023 (05/23) Balance	07-510-520-2500			.00
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Computer Hardware & Software			05/31/2023 (05/23) Balance	07-510-530-3001			.00
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Vehicles			05/31/2023 (05/23) Balance	07-510-530-3008			4.49
			06/30/2023 (13/23) 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	
Audio Visual Equipment			05/31/2023 (05/23) Balance	07-510-530-3022			.00
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Library Equipment			05/31/2023 (05/23) Balance	07-510-530-3023			.00
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Building Project			05/31/2023 (05/23) Balance	07-510-530-3118			.00
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Lease Principal			05/31/2023 (05/23) Balance	07-510-540-1000			4,601.49
06/30/2023	JE	48	RECORD ENTERPRISE PAYMENT 583157A INV#		540.41		
			06/30/2023 (06/23) Period Totals and Balance		540.41 *	.00 *	5,141.90
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.00 *	5,141.90
YTD Encumbrance	.00	YTD Actual	5,141.90 Total	5,141.90 YTD Budget	25,000.00 Unexpended	19,858.10	
Lease Interest			05/31/2023 (05/23) Balance	07-510-540-1100			.00
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	5,000.00 Unexpended	5,000.00	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
<hr/>							
Non-Lease Component			05/31/2023 (05/23) Balance	07-510-540-1200			.00
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00		
<hr/>							
Contingency			05/31/2023 (05/23) Balance	07-510-560-6001			.00
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	164,924.00 Unexpended	164,924.00		
<hr/>							
Unappropriated Ending Fund Bal			05/31/2023 (05/23) Balance	07-510-560-6002			.00
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	250,000.00 Unexpended	250,000.00		
<hr/>							
Contingency - Library Board			05/31/2023 (05/23) Balance	07-510-560-6003			.00
			06/30/2023 (13/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00		
<hr/>							
Number of Transactions: 214 Number of Accounts: 57					Debit	Credit	Proof
Total LIBRARY FUND:					144,844.69	4,166.35-	140,678.34
Number of Transactions: 214 Number of Accounts: 57					Debit	Credit	Proof
Grand Totals:					144,844.69	4,166.35-	140,678.34

## 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  
June 2023**

BALANCE, May 31, 2023 \$ 81,618.10

**DEPOSITS:**

Friends of Coos Bay Public Library	\$ 3,500.00
Coos Bay-North Bend Rotary	\$ 275.54
Misc. Donations-June 2023	<u>\$ 159.88</u>

TOTAL DEPOSITS \$ 3,935.42

ACCOUNT SUB TOTAL \$ 85,553.52

**DISBURSEMENTS:**

Apex Air/Community Fridge Repair	\$ 200.00
South Coast Food Share/Produce-Community Fridge	\$ 26.53
South Coast Food Share/Produce-Community Fridge	\$ 18.32
South Coast Food Share/Produce-Community Fridge	\$ 17.60
Simply Magic/Performer-YP Programs	\$ 750.00
Ingram/Books-Progress Club, Newhouse Memorial	\$ 108.95
Jen Hernandez/Performer, Comic & Portrait Workshops-YP/YA Programs	\$ 771.61
Red Yarn/Music & Puppetry Show-YP Programs	\$ 800.00
Ingram/Books-YP Summer Reading	\$ 378.48
Ingram/Books-YP Summer Reading	\$ 26.65
South Coast Food Share/Produce-Community Fridge	\$ 5.36
South Coast Food Share/Produce-Community Fridge	\$ 29.84
South Coast Food Share/Produce-Community Fridge	\$ 11.68
South Coast Food Share/Produce-Community Fridge	\$ 16.16
South Coast Food Share/Produce-Community Fridge	\$ 7.12
Domino's, JoAnn, So It Goes, SP Felt Right, Apple.com/Supplies-YP Programs	\$ 333.99
Amazon/Supplies-YP Summer Reading	\$ 196.13
South Coast Food Share/Produce-Community Fridge	\$ 24.24
Chefstore/Produce-Community Fridge	<u>\$ 205.21</u>

TOTAL DISBURSEMENTS \$ 3,927.87

**Balance June 30, 2023 \$ 81,625.65**

**ACCOUNT SUMMARY:**

General Fund	\$ 13,854.55
Friend's Children's Fund	\$ 89.03
Kenaston Estate Donation	\$ -
Mallek Estate Memorial	\$ 52,610.89
Jones Estate Donation	\$ 7,272.59
ESD Bilingual Programming Donation	\$ 69.69
Friends Library Purchases	\$ 581.82
Rotary Donation	\$ -
Coos Bay Library Foundation-Equipment	\$ -
Mogan-CBPL Foundation	\$ -
Community Fridge	\$ 3,366.99
Coos Health & Wellness	\$ (60.80)
Dollywood	\$ 3,840.89

**MEMORIAL ACCOUNT FUNDS TOTAL** **\$ 81,625.65**

## Librarian's Report

July 2023

### ***PROGRAMS in June***

Spanglish Conversation (2) - 8 people in attendance.

Craft Take Out – 50 kits distributed

Unlimited Book Club, a partnership with North Bend Public Library, had 8 participants.

ASL Practice Place – 7 participants

Book Box Program – 83 adults, 24 teens, and 57 children participating

Story time (4) - 154 participants

Swords and Starships Podcast – 2 new episodes, 177 downloads.

The Empire and Eastside pickup/drop off sites – This is done every Friday (except holidays). 75 people served in June.

Community Yoga – 6 participants

Game Night – 9

Community Cooking – 30

Book Brunch – 3

One on One appointments – 3

Proctoring – 3

Tide of the Toddlers – 23

Change Club (4) – 54

Summer Reading Zine Workshop – 5

Author Talk Lionel Youst – 34

Frugal living Couponing – 5

D&D Advanced Game Master – 11

D&D Character Creation – 10

D&D Mini Figure Painting – 30

Plan, Shop, and Save (2) – 33

Sunset Class Visit – 260

Lighthouse Class Visit – 180

Eastside Class Visit - 280

Millicoma Class Visit - 125



Summer Reading Youth Corps - 8

Summer Reading Art in the Park - 78

Summer Reading Magic – 100

Summer Reading Undersea Adventure - 60

Boys & Girls Club Visit - 65

Tea Tasting - 47

Outreach at Meal Program - 50

Storytime at Charleston Marine Center - 37

The library provided access to wireless internet 9,901 times in June.

### ***Miscellaneous***

In June there were 5,277 county-wide checkouts on OverDrive. 706 circulations on hoopla in June with 28 new borrowers.

The Community Fridge served 1,776 people in June.

Summer Reading is in full swing. It is available for all ages and will run through mid-August.

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	15	12	40	84	1360
Feb-23	13	17	14	37	81	675
Mar-23	3	13	12	32	60	1043
Apr-23	18	25	15	42	100	1404
May-23	17	25	11	45	98	1065
Jun-23	24	11	13	32	80	1004
Totals	162	171	154	372	859	10582

The Coos Bay Public Library is committed to providing access to materials for all patrons. Please ask for accommodation at the Circulation or Reference Desk. If your disability is invisible, please self-identify when seeking assistance. The following services are provided:

- **Accessible parking:**

Accessible parking is available on the left side of the Library's main doors (near Anderson Street). Curb cuts for wheelchairs and strollers are located near accessible parking spots, as well as where 6th street intersects with the library's sidewalk. The library's entrance is a set of automatic sliding doors.

- **Vision Assistance:**

The Reference Desk has the following for in-house use (we ask patrons to trade ID for the following items while at the library):

- Extra Large keyboard
- Portable digital magnifier
- Reading glasses
- Magnifying glass

Reference staff can also help enlarge print on computer screens if necessary.

- **Restrooms:**

- There are two sets of multiple-stall restrooms inside the library:
  - One set is located in the entrance lobby (it is typically locked unless an after-hours event is happening), and has braille on the signage.
  - The other set is located on the wall opposite of the front circulation desk (the art wall). All bathrooms are wheelchair accessible.

- **Book and Media Retrieval:**

- Library staff can help you find and locate materials.
- If you are unable to carry items while searching for books or media, we have small shopping carts available for in-library use.
- Canvas book bags are available for purchase at the circulation desk.
- In a case where a patron is unable to retrieve items from the library shelves, patrons can place holds ahead of time and pick up at the hold shelf or front desk. You can place holds by logging into your account online or by calling the front desk. You will be notified of completed holds by email or postal mail.

- **Public Computers (no library card required for use):**

The reference desk has the following for in-house use (we ask patrons to trade ID for the following items while at the library):

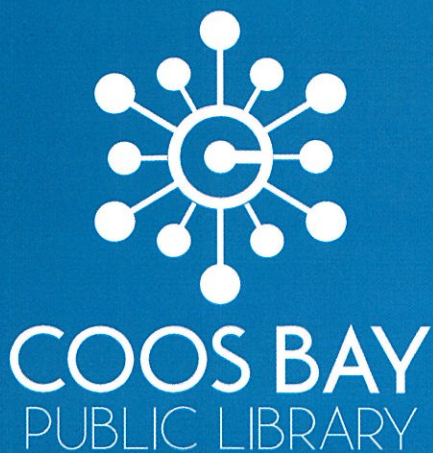
- Extra large keyboard
- Portable digital magnifier
- Reading glasses
- Magnifying glass

- Trackball computer mouse for those who lack fine motor skills.
  - Headphones (for purchase)
- Reference librarians are available to help you navigate computer use, however they are NOT required to do the following for patrons:
    - Type on or touch the computer.
    - Enter usernames or passwords.
    - Give legal advice for personal documents.
  - **Prints/Fax**  
 Printing, faxing, and proctoring are available. Please click on the following link to see prices and details:  
 Printing & Faxing: [www.coosbaylibrary.org/print-fax](http://www.coosbaylibrary.org/print-fax)  
 Proctoring: [www.coosbaylibrary.org/proctor](http://www.coosbaylibrary.org/proctor)
  - **Telephones:**  
 At this time the library does not have public telephones for patron use. The front desk will call for a ride to come pick up patrons if asked. Video calling from public computers is also unavailable for patron use since public computers are all in a shared space. Patrons are invited to bring their own devices and reserve a room for making phone or video calls.
  - **Deaf, Hard of Hearing, or Spanish Speakers:**
    - If you require an interpreter for an event, please contact the library at least two weeks in advance.
    - If you want to ensure Closed Captioning will be available for video events, please feel free to email the library ahead of time.
    - More information for Spanish Speakers can be found on our Hispanohablantes page at: [www.coosbaylibrary.org/es](http://www.coosbaylibrary.org/es)
  - The **Extended Services Office (ESO)** offers a variety of services for patrons that are unable to make it into one of our Coastline Libraries, including
    - Homebound adults
    - residents of retirement or adult care homes
    - residents of assisted living facilities
  - Call or email ESO at
    - 541-269-1101 x248
    - [eso@coastlinelibrarynetwork.org](mailto:eso@coastlinelibrarynetwork.org)

### **Anything We're Missing?**

It is a priority for Coos Bay Public Library to select and acquire, whenever possible, resources and technologies that are accessible to all and compliant with the Americans with Disabilities Act. For library collections that aren't accessible, we are committed to providing reasonable accommodations and timely access to users with disabilities. For accommodations that take planning, please contact the library ahead of time.





# THE LATEST at **COOS BAY** **PUBLIC LIBRARY** **JULY 2023**

## FOR MORE INFORMATION:

541-269-1101

[www.coosbaylibrary.org](http://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!**

## **SWORDS & STARSHIPS**

### *JULY LIBRARY PODCAST SCHEDULE*

Swords &... Pirate Ships? (07/07)

Mini Episode: What's That Sound!? (07/14)

Meddling Kids (07/21)

Mini Episode: What Video Game

Would You Want to Live in? (07/28)

## **NEW! COMPUTER CLASS**

**FRIDAY, JULY 21 @ 1:00PM**

Join library volunteer, Dennis, for the first in a series of talks and demonstrations to help you understand your computer!

## **SUMMER READING, WHO?**

LEARN MORE ABOUT THIS EXCITING ANNUAL PROGRAM @

<https://www.coosbaylibrary.org/summer-reading>



## **2023 SUMMER READING PROGRAM CONTINUES**

## **A MONTH OF PROGRAMS & PRIZES**

July marks the midpoint of our 2023 Summer Reading Program! That means there's still plenty of time to pick up a bingo sheet and attend a rich suite of free library programs. We have two concerts; folk song and puppet extraordinaire Red Yarn on July 6 and Portland's Takohachi Taiko Drummers on July 22. The University of Oregon Museum of Natural and Cultural History will be visiting us for a geology STEAM presentation on July 8 and Corvallis artist and educator Jen Hernandez will be hosting two interactive workshops for young people on July 13. With these and many more events on offer this month, it's up to you to chase your passion and find your voice!



5  
JULY**STORYTIME IN THE LIBRARY  
WEDNESDAYS IN JULY**10:00AM - 10:30AM IN THE MYRTLEWOOD ROOM,  
AGES: BABIES, TODDLERS, PRESCHOOL, FAMILIES**ASL PRACTICE PLACE**  
WITH INSTRUCTOR KANDY BERGQUIST  
TOPIC: MISCELLANEOUS

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

20  
JULY**iSPANGLISH! CONVERSATIONAL  
PROGRAM**5:00PM - 6:00PM ON ZOOM 07/06  
10:30AM - 11:30AM IN THE LIBRARY ON 07/156/15  
JULY20  
JULY**UNLIMITED BOOK CLUB**THE BOOK WOMAN OF TROUBLESOME CREEK  
BY KIM MICHELE RICHARDSON  
6:00PM - 7:00PM VIA ZOOM, AGES: TEENS & ADULTS6  
JULY**RED YARN CONCERT**

A HOOTENANNY OF FOLK SONGS &amp; PUPPETRY

6:30PM - 7:30PM AT THE MINGUS PARK AMPHITHEATER  
EVENT WILL BE HELD IN THE MYRTLEWOOD ROOM IN THE  
EVENT OF RAIN**LIVE CHESS GAME**ALL AGES ARE INVITED TO AN INTERACTIVE LIVE CHESS  
GAME AT THE COOS BAY FIRE DEPARTMENT6:30PM - 7:30PM AT THE COOS BAY FIRE DEPARTMENT  
450 ELROD AVENUE, AGES: KIDS, TWEEN, TEEN, ADULT, FAMILY20  
JULY**OREGON GEOLOGY ROCKS!**THE UNIVERSITY OF OREGON MUSEUM OF NATURAL AND  
CULTURAL HISTORY PRESENTS A PROGRAM EXPLORING  
OUR EVER-CHANGING PLANET EARTH10:00AM - 11:00AM IN THE MYRTLEWOOD ROOM,  
AGES: KIDS, SCHOOL AGE, FAMILY8  
JULY21  
JULY**UNDERSTANDING THE WORLD OF  
COMPUTERS WITH DENNIS**LEARN TO CONTROL AND CUSTOMIZE YOUR WINDOWS  
COMPUTER WITH LIBRARY VOLUNTEER DENNIS1:00PM - 3:00PM IN THE MYRTLEWOOD ROOM  
AGES: ADULT8  
JULY**BOOK BRUNCH**

LOCK EVERY DOOR BY RILEY SAGER

JOIN US FOR A STRESS-FREE MONTHLY GATHERING FOR  
PEOPLE WHO LOVE BOOKS AND BREAKFAST FOOD11:00AM - 12:00PM IN THE MYRTLEWOOD ROOM, AGES: ADULTS  
WAFFLES, ORANGE JUICE, & COFFEE WILL BE PROVIDED.**TAKOHACHI TAIKO DRUMMING**EXPERIENCE JAPANESE CULTURE THROUGH A MUSIC AND  
DANCE PERFORMANCE BY PORTLAND'S TAKOHACHI GROUP12:00PM - 2:00PM AT THE MINGUS PARK AMPHITHEATER  
EVENT WILL BE HELD AT THE COOS BAY FIRE DEPT. ON 450 ELROD  
AVENUE IN THE EVENT OF RAIN22  
JULY**NALOXONE TRAINING**LEARN TO ADMINISTER A LIFESAVING MEDICATION  
AND RECEIVE A FREE RESCUE KIT UPON COMPLETIONTRAININGS EVERY HALF HOUR STARTING AT 4:00PM AND ENDING  
AT 6:00PM IN THE MYRTLEWOOD ROOM, AGES: ADULT10  
JULY25  
JULY**COOKING TOGETHER  
WITH OSU'S FOOD HERO PROGRAM**KIDS AGED 0-5 AND THEIR CAREGIVER ARE INVITED  
TO MAKE SIMPLE SEASONAL RECIPES TOGETHER10:30AM - 11:30AM IN THE MYRTLEWOOD ROOM,  
AGES: KIDS, TODDLER, PRESCHOOL25  
JULY13  
JULY**COMIC BOOK CREATION**

WITH OREGON ARTIST JEN HERNANDEZ

KIDS AGED 6-10 ARE INVITED TO CREATE THEIR OWN COMIC  
BOOK CHARACTER AT THIS INTERACTIVE ART WORKSHOP10:30AM - 12:30PM IN THE MYRTLEWOOD, AGES: 6-10  
REGISTRATION RECOMMENDED; LIMITED SPACE AVAILABLE**READER'S THEATRE**KIDS AGES 10-14 ARE INVITED TO BRING PICTURE  
BOOKS TO LIFE WITH READING AND ACTING.4:00PM - 5:00PM IN THE MYRTLEWOOD ROOM  
REHEARSALS TUESDAYS JULY 25, AUGUST 1, & AUGUST 8  
AGES: KIDS, SCHOOL AGE, 10-14, REGISTRATION REQUIRED.27  
JULY**JEWELRY WORKSHOP FOR TEENS**LEARN TO DESIGN UNIQUE JEWELRY & TAKE ONE OR MORE  
FINISHED ACCESSORY HOME!2:00PM - 3:30PM IN THE MYRTLEWOOD ROOM  
AGES: TWEEN, TEEN, REGISTRATION REQUIRED.27  
JULY13  
JULY**COMMUNITY YOGA  
WITH INSTRUCTOR KELLI BOSAK**

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

**COMMUNITY COOKING WITH THE CO-OP**  
STARRING SWOCC YOGA INSTRUCTOR LINDA LAVERTY  
THIS MONTH'S RECIPE: TOPSEY TURVEY EGG YUM

5:30PM - 6:30PM VIA ZOOM, AGES: TEENS, ADULTS, FAMILIES

**TIDE OF THE TODDLERS**NATURALISTS FROM THE SOUTH SLOUGH ARE VISITING FOR A  
SPECIAL ANIMAL THEMED STORYTIME! NATURE CRAFT INCLUDED10:30AM - 11:30AM IN THE MYRTLEWOOD ROOM  
AGES: INFANT, TODDLER, FAMILY, PRE-REGISTRATION REQUIRED.15  
JULY28  
JULY**ARTFUL SAVING: PAINT YOUR OWN BANK**PAINT YOUR OWN CERAMIC BANK TO TAKE HOME AND PICK UP  
A FREE ACTIVITY BOOK WITH TIPS ON HOW TO SAVE MONEY2:00PM - 4:00PM IN THE MYRTLEWOOD ROOM  
AGES: KIDS, SCHOOL AGE, TWEEN, REGISTRATION REQUIRED.20  
JULY**CRAFT TAKEOUT**  
JULY CRAFT: NEEDLE FELT STRAWBERRIES

AGES: TEEN, ADULT

28  
JULY**GAME NIGHT**

ENJOY FREE SNACKS AND GAMES FROM CBPL'S COLLECTION

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