

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

Wednesday April 17, 2024

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) Final approval of Programming Policy**
 - b) Education Campaign**
 - c) County Formula Update**
- 9. New Business**
 - a. Budget for 2024/25**
- 10. Announcements**

COOS BAY PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
March 20, 2024

Call to Order – Vice Chair Ida Jo Gates called the meeting to order at 5:24 p.m.

Board Members Present: Gina Sutherland, Nichole Rutherford, Jacob Niebergall, James Moore, Ida Jo Gates, Jenni Deleon

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

Public Comment –None

Minutes and Circulation – The minutes from the February meeting were reviewed. Nichole moved to approve the minutes. Gina seconded the motion. The motion was unanimously approved.

The circulation report was reviewed.

Treasurer's Report – The financials for February 2024 were reviewed. The Memorial Report was also reviewed. Nichole moved to approve the financial reports. James seconded the motion. The motion was unanimously approved.

Correspondence – None

Librarians Report – The report was reviewed. It was requested that the room usage sheet be changed to portrait view.

Friends of the Library Report –The bookstore made \$760.30 in February. The March book sale made \$759.00. The next sale will be April 6th & 7th.

Library Foundation Report – Work on the Spelling Bee continues. New officers were elected with Curt Benward as President.

Old Business –

The Coos County Commissioners pushed the formula proposal to a work session for discussion.

Nicole made a motion to accept the Collection Management Policy, Cedar Room Policy, and Myrtlewood Room Policies with a correction on the first line of the Myrtlewood Room policy. The line should refer to the Myrtlewood Room not Cedar Room. Jacob seconded the motion. The motion was unanimously approved.

New Business – None

The Programming Policy was reviewed. Corrections will be made and returned to the next meeting for approval.

With all policies now reviewed, the Library Standards will be next. Part of the Library Standards is the yearly library services survey. The survey will run for three or four weeks both in the library and online.

The building site survey was approved and will go out soon.

Announcements – None

Adjournment – Ida Jo Gates adjourned the meeting at 5:59 p.m.

Next Meeting: April 17, 2024 – 5:15 p.m.

Respectfully submitted,
Crystal Barr

MARCH 2024



MONTHLY SUMMARY

| Totals | | | |
|--|-------------|-------------|-------------|
| New Cards Issued | | | 153 |
| Number of Programs | | | 68 |
| Program Attendance | | | 1173 |
| Digital Downloads (hoopla) | | | 913 |
| Wireless Internet Connections | | | n/a |
| Reference Questions | | | 431 |
| Children's Reference Questions | | | 39 |
| Total Items Checked Out at Coos Bay | | | 21,345 |
| Total Coos Bay Items Checked Out Anywhere Else | | | 19,428 |
| | 2024 | 2023 | 2022 |
| Gate Count | 8,160 | 6,003 | 4,067 |
| Ave. Daily Circ. | 821 | 735 | 631 |
| Library Visits | 10,303 | 9,790 | 4,185 |
| Days Open | 26 | 27 | 27 |

INVENTORY

| Classification | Acquired | Discards |
|-----------------------|------------|------------|
| Adult Books | 277 | 85 |
| Adult Audiobooks | 71 | 194 |
| Adult Video | 87 | 13 |
| Adult Music | 0 | 2 |
| Video Games | 0 | 1 |
| Board Games | 0 | 2 |
| Young Adult Books | 6 | 0 |
| Young Adult Audio | 0 | 0 |
| Children's Books | 82 | 293 |
| Children's Audiobooks | 0 | 1 |
| Children's Video | 11 | 0 |
| Children's Music CDs | 2 | 0 |
| Total | 536 | 591 |



On March 21 the Myrtlewood room was packed as 53 people attended the Hope in Parkinsons lecture by Dr. Jeff Kraakevik. His presentation about new research and treatments for this slow-moving disease drew a full house and provided much needed information to the community

City of Coos Bay
Balance Sheet
March 31, 2024

LIBRARY FUND

ASSETS

| | | | |
|-----------------|-----------------------------|-----------------------------|---------------------|
| 07-000-100-1001 | Cash - Combined Fund | 1,229,799 10 | |
| 07-000-100-1015 | Cash on Hand/Till Drawer | 200 00 | |
| 07-000-100-1101 | Prepaid Expense | 11,988 49 | |
| 07-000-100-1151 | Cash Restricted - Furniture | 250,000 00 | |
| | | <u> </u> | |
| | Total Assets | | <u>1,491,987 59</u> |

LIABILITIES AND EQUITY

FUND EQUITY

| | | | |
|-----------------|---------------------------------|-----------------------------|---------------------|
| 07-000-200-2501 | Fund Balance - Nonspendable | 250,000 00 | |
| | Unappropriated Fund Balance: | | |
| 07-000-200-2500 | Fund Balance | 1,028,530 06 | |
| | Revenue over Expenditures - YTD | 213,457 53 | |
| | | <u> </u> | |
| | Balance - Current Date | 1,241,987 59 | |
| | | <u> </u> | |
| | Total Fund Equity | | <u>1,491,987 59</u> |
| | Total Liabilities and Equity | | <u>1,491,987 59</u> |

5

City of Coos Bay
Revenues with Comparison to Budget
For the 9 Months Ending March 31, 2024

LIBRARY FUND

| | Period Actual | YTD Actual | Budget | Unearned | Pcnt |
|--|------------------|---------------------|---------------------|----------------------|--------------|
| <u>Carryover</u> | | | | | |
| 07-000-300-0100 | .00 | .00 | 1,450,000.00 | 1,450,000.00 | .0 |
| 07-000-300-0200 | .00 | .00 | 250,000.00 | 250,000.00 | .0 |
| Total Carryover | .00 | .00 | 1,700,000.00 | 1,700,000.00 | .0 |
| <u>Revenue From Other Agencies</u> | | | | | |
| 07-000-340-0300 | .00 | 2,280.00 | 500.00 | (1,780.00) | 456.0 |
| 07-000-340-0301 | 1,000.00 | 4,700.00 | 5,000.00 | 300.00 | 94.0 |
| 07-000-340-0303 | .00 | .00 | 1,000.00 | 1,000.00 | .0 |
| 07-000-340-0900 | 74,310.37 | 1,385,126.88 | 1,256,600.00 | (128,526.88) | 110.2 |
| Total Revenue From Other Agencies | 75,310.37 | 1,392,106.88 | 1,263,100.00 | (129,006.88) | 110.2 |
| <u>Use Of Money & Property</u> | | | | | |
| 07-000-350-0100 | 6,467.81 | 50,169.55 | 15,000.00 | (35,169.55) | 334.5 |
| 07-000-350-1100 | .00 | 39.60 | .00 | (39.60) | .0 |
| Total Use Of Money & Property | 6,467.81 | 50,209.15 | 15,000.00 | (35,209.15) | 334.7 |
| <u>Current Services</u> | | | | | |
| 07-000-360-0100 | 581.34 | 4,659.02 | 2,500.00 | (2,159.02) | 186.4 |
| 07-000-360-1800 | 105.97 | 1,566.37 | 2,000.00 | 433.63 | 78.3 |
| Total Current Services | 687.31 | 6,225.39 | 4,500.00 | (1,725.39) | 138.3 |
| <u>Other Revenue</u> | | | | | |
| 07-000-380-0100 | .00 | 1,886.07 | 100.00 | (1,786.07) | 1886.1 |
| 07-000-380-0200 | .00 | .02 | .00 | (.02) | .0 |
| 07-000-380-0300 | 2,174.79 | 19,573.11 | 26,000.00 | 6,426.89 | 75.3 |
| 07-000-380-0400 | .00 | 1,817.00 | 500.00 | (1,317.00) | 363.4 |
| 07-000-380-0900 | 40.00 | 13,499.93 | 12,000.00 | (1,499.93) | 112.5 |
| Total Other Revenue | 2,214.79 | 36,776.13 | 38,600.00 | 1,823.87 | 95.3 |
| Total Fund Revenue | 84,680.28 | 1,485,317.55 | 3,021,200.00 | 1,535,882.45 | 49.2 |

6

City of Coos Bay
Expenditures with Comparison to Budget
For the 9 Months Ending March 31, 2024

LIBRARY FUND

| | Period Actual | YTD Actual | Budget | Unexpended | Pcnt |
|----------------------------|----------------------------------|------------|------------|--------------|-------------------|
| <u>Expenditures</u> | | | | | |
| | | | | | |
| Personnel Services | | | | | |
| 07-510-510-1001 | Salaries | 62,695.95 | 559,180.86 | 823,554.00 | 264,373.14 67.9 |
| 07-510-510-1003 | PERS Retirement | 16,880.06 | 163,073.97 | 244,324.00 | 81,250.03 66.7 |
| 07-510-510-1004 | Employer Payroll Taxes | 4,937.16 | 44,069.31 | 66,678.00 | 22,608.69 66.1 |
| 07-510-510-1005 | Employee Insurance | 11,549.86 | 121,160.47 | 199,054.00 | 77,893.53 60.9 |
| 07-510-510-1006 | Unemployment | .00 | .24 | 3,600.00 | 3,599.76 .0 |
| 07-510-510-1007 | Workers Compensation Insurance | 81.99 | 724.20 | 973.00 | 248.80 74.4 |
| 07-510-510-1008 | Volunteer Workers Compensation | .00 | .84 | 67.00 | 66.16 1.3 |
| Total Personnel Services | | 96,145.02 | 888,209.89 | 1,338,250.00 | 450,040.11 66.4 |
| | | | | | |
| Materials & Services | | | | | |
| 07-510-520-2005 | Training, Meetings, Travel, Dues | 182.73 | 5,553.76 | 11,000.00 | 5,446.24 50.5 |
| 07-510-520-2101 | Utilities | 3,626.79 | 20,602.72 | 37,000.00 | 16,397.28 55.7 |
| 07-510-520-2102 | Telephone | 1,294.91 | 9,301.75 | 21,000.00 | 11,698.25 44.3 |
| 07-510-520-2105 | Advertising | 2,744.40 | 9,524.51 | 20,000.00 | 10,475.49 47.6 |
| 07-510-520-2108 | Contractual | 9,778.44 | 97,172.44 | 225,000.00 | 127,827.56 43.2 |
| 07-510-520-2120 | Insurance | .00 | 10,535.75 | 14,400.00 | 3,864.25 73.2 |
| 07-510-520-2122 | Duplicating/Data Processing | 1,143.42 | 11,082.79 | 8,200.00 | (2,882.79) 135.2 |
| 07-510-520-2123 | Printing | .00 | 192.13 | 3,000.00 | 2,807.87 6.4 |
| 07-510-520-2205 | Office Supplies | 443.95 | 3,653.34 | 7,000.00 | 3,346.66 52.2 |
| 07-510-520-2206 | Postage | .00 | 1,113.59 | 12,000.00 | 10,886.41 9.3 |
| 07-510-520-2225 | Janitorial Supplies | 366.68 | 2,557.46 | 3,500.00 | 942.54 73.1 |
| 07-510-520-2231 | Small Equipment | .00 | 13,359.56 | 100,000.00 | 86,640.44 13.4 |
| 07-510-520-2234 | Grants | .00 | 1,450.00 | 8,000.00 | 6,550.00 18.1 |
| 07-510-520-2235 | Library Supplies | 511.23 | 7,145.89 | 14,000.00 | 6,854.11 51.0 |
| 07-510-520-2236 | Library Books & Records | 7,643.77 | 72,203.20 | 135,000.00 | 62,796.80 53.5 |
| 07-510-520-2237 | Periodicals | .00 | 8,906.04 | 12,000.00 | 3,093.96 74.2 |
| 07-510-520-2239 | State Aid to Children - Books | .00 | 708.54 | 2,500.00 | 1,791.46 28.3 |
| 07-510-520-2240 | Library Books/Records (Restr) | .00 | .00 | 50,000.00 | 50,000.00 .0 |
| 07-510-520-2241 | Programming | 1,098.18 | 28,234.61 | 60,000.00 | 31,765.39 47.1 |
| 07-510-520-2302 | Office Equipment Rental | 842.94 | 3,090.30 | 20,000.00 | 16,909.70 15.5 |
| 07-510-520-2303 | Equipment Repairs/Replacement | .00 | 19.00 | 6,000.00 | 5,981.00 3 |
| 07-510-520-2304 | Equipment Maintenance Contract | 39.85 | 9,706.94 | 15,000.00 | 5,293.06 64.7 |
| 07-510-520-2305 | Vehicle Maintenance/Fuel | .00 | 2,485.25 | 7,000.00 | 4,514.75 35.5 |
| 07-510-520-2309 | Building & Grounds Maintenance | 4,689.11 | 36,068.84 | 75,000.00 | 38,931.16 48.1 |
| 07-510-520-2310 | Furniture (restricted) | .00 | .00 | 300,000.00 | 300,000.00 0 |
| 07-510-520-2406 | Reimbursable | .00 | 57.00 | 200.00 | 143.00 28.5 |
| 07-510-520-2424 | Library Board | .00 | .00 | 1,500.00 | 1,500.00 0 |
| 07-510-520-2450 | Gifts, Donations & Memorials | 948.29 | 13,759.06 | 25,000.00 | 11,240.94 55.0 |
| Total Materials & Services | | 35,354.69 | 368,484.47 | 1,193,300.00 | 824,815.53 30.9 |

17

City of Coos Bay
Expenditures with Comparison to Budget
For the 9 Months Ending March 31, 2024

LIBRARY FUND

| | Period Actual | YTD Actual | Budget | Unexpended | Pcnt |
|--|---------------------|---------------------|---------------------|----------------------|-------------|
| Debt Service | | | | | |
| 07-510-540-1000 Lease Principal | .00 | 00 | 50,000.00 | 50,000.00 | 0 |
| 07-510-540-1100 Lease Interest | .00 | 00 | 5,000.00 | 5,000.00 | 0 |
| 07-510-540-2000 Enterprise Lease - Principal | 1,696.04 | 15,165.66 | .00 | (15,165.66) | 0 |
| Total Debt Service | 1,696.04 | 15,165.66 | 55,000.00 | 39,834.34 | 27.6 |
| Other Financing Uses | | | | | |
| 07-510-560-6001 Contingency | .00 | 00 | 184,650.00 | 184,650.00 | 0 |
| 07-510-560-6002 Unappropriated Ending Fund Bal | .00 | 00 | 250,000.00 | 250,000.00 | 0 |
| Total Other Financing Uses | .00 | 00 | 434,650.00 | 434,650.00 | 0 |
| Total Expenditures | 133,195.75 | 1,271,860.02 | 3,021,200.00 | 1,749,339.98 | 42.1 |
| Total Fund Expenditures | 133,195.75 | 1,271,860.02 | 3,021,200.00 | 1,749,339.98 | 42.1 |
| Net Revenue Over Expenditures | (48,515.47) | 213,457.53 | 00 | (213,457.53) | 0 |

8

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 |
|-----------------|---------|------------------|--|-----------------------|-----------------------|---------------|------------|
| | | | 02/29/2024 (02/24) Balance | 07-510-510-1001 | | | 496,484.91 |
| 03/20/2024 | PC | 8 | PAYROLL TRANS FOR 3/20/2024 PAY PERIOD | | 3,800.00 | | |
| 03/20/2024 | PC | 112 | PAYROLL TRANS FOR 3/20/2024 PAY PERIOD | | 62,695.95 | | |
| 03/20/2024 | PC | 113 | PAYROLL TRANS FOR 3/20/2024 PAY PERIOD | | | 3,800.00- | |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 66,495.95 * | 3,800.00- * | 559,180.86 |
| YTD Encumbrance | | .00 YTD Actual | 559,180.86 Total | 559,180.86 YTD Budget | 823,554.00 Unexpended | 264,373.14 | |
| | | | 02/29/2024 (02/24) Balance | 07-510-510-1002 | | | .00 |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | .00 * | .00 * | .00 |
| YTD Encumbrance | | .00 YTD Actual | .00 Total | .00 YTD Budget | .00 Unexpended | .00 | |
| | | | 02/29/2024 (02/24) Balance | 07-510-510-1003 | | | 146,193.91 |
| 03/20/2024 | PB | 266 | PAYROLL TRANS FOR 3/20/2024 PAY PERIOD | | 16,880.06 | | |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 16,880.06 * | .00 * | 163,073.97 |
| YTD Encumbrance | | .00 YTD Actual | 163,073.97 Total | 163,073.97 YTD Budget | 244,324.00 Unexpended | 81,250.03 | |
| | | | 02/29/2024 (02/24) Balance | 07-510-510-1004 | | | 39,132.15 |
| 03/20/2024 | PB | 8 | PAYROLL TRANS FOR 3/20/2024 PAY PERIOD | | 305.90 | | |
| 03/20/2024 | PB | 262 | PAYROLL TRANS FOR 3/20/2024 PAY PERIOD | | 4,937.16 | | |
| 03/20/2024 | PB | 263 | PAYROLL TRANS FOR 3/20/2024 PAY PERIOD | | | 305.90- | |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 5,243.06 * | 305.90- * | 44,069.31 |
| YTD Encumbrance | | .00 YTD Actual | 44,069.31 Total | 44,069.31 YTD Budget | 66,678.00 Unexpended | 22,608.69 | |
| | | | 02/29/2024 (02/24) Balance | 07-510-510-1005 | | | 109,610.61 |
| 03/20/2024 | PB | 265 | PAYROLL TRANS FOR 3/20/2024 PAY PERIOD | | 11,549.86 | | |
| 03/20/2024 | PC | 139 | PAYROLL TRANS FOR 3/20/2024 PAY PERIOD | | 37.95 | | |
| 03/20/2024 | PC | 140 | PAYROLL TRANS FOR 3/20/2024 PAY PERIOD | | | 37.95- | |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 11,587.81 * | 37.95- * | 121,160.47 |
| YTD Encumbrance | | .00 YTD Actual | 121,160.47 Total | 121,160.47 YTD Budget | 199,054.00 Unexpended | 77,893.53 | |
| | | | 02/29/2024 (02/24) Balance | 07-510-510-1006 | | | .24 |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | .00 * | .00 * | .24 |
| YTD Encumbrance | | .00 YTD Actual | .24 Total | .24 YTD Budget | 3,600.00 Unexpended | 3,599.76 | |
| | | | 02/29/2024 (02/24) Balance | 07-510-510-1007 | | | 642.21 |

City of Coos Bay

Detail Ledger - Month End Report for Library
Period: 03/24 - 03/24

Page: 2
Apr 09, 2024 08:43AM

| Date | Journal | Reference Number | Payee or Description | Account Number | Debit Amount | Credit Amount | Balance |
|--------------------------------|---------|------------------|---|----------------------|----------------------|---------------|-----------|
| 03/31/2024 | JE | 44 | Adjust W/C Insurance for Vacation Hours 03/24 Pay | | | 5.65- | |
| 03/20/2024 | PB | 264 | PAYROLL TRANS FOR 3/20/2024 PAY PERIOD | | 87.64 | | |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 87.64 * | 5.65- * | 724.20 |
| YTD Encumbrance | .00 | YTD Actual | 724.20 Total | 724.20 YTD Budget | 973.00 Unexpended | 248.80 | |
| <hr/> | | | | | | | |
| Volunteer Workers Compensation | | | 02/29/2024 (02/24) Balance | 07-510-510-1008 | | | 84 |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 00 * | 00 * | 84 |
| YTD Encumbrance | .00 | YTD Actual | .84 Total | 84 YTD Budget | 67.00 Unexpended | 66.16 | |
| <hr/> | | | | | | | |
| Accrued Vacation Liability | | | 02/29/2024 (02/24) Balance | 07-510-510-1009 | | | 00 |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 00 * | 00 * | 00 |
| YTD Encumbrance | .00 | YTD Actual | .00 Total | 00 YTD Budget | .00 Unexpended | 00 | |
| <hr/> | | | | | | | |
| Meetings And Travel | | | 02/29/2024 (02/24) Balance | 07-510-520-2001 | | | 00 |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 00 * | 00 * | 00 |
| YTD Encumbrance | .00 | YTD Actual | .00 Total | 00 YTD Budget | .00 Unexpended | 00 | |
| <hr/> | | | | | | | |
| Memberships,dues,publications | | | 02/29/2024 (02/24) Balance | 07-510-520-2003 | | | 00 |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 00 * | 00 * | 00 |
| YTD Encumbrance | .00 | YTD Actual | .00 Total | 00 YTD Budget | .00 Unexpended | 00 | |
| <hr/> | | | | | | | |
| Training,Meetings,Travel,Dues | | | 02/29/2024 (02/24) Balance | 07-510-520-2005 | | | 5,371.03 |
| 02/13/2024 | JE | 19 | PLANKHOUSE, Pierson, Rotary Lunch | | 16.00 | | |
| 02/14/2024 | JE | 19 | OREGON LIBRARY ASSOC, Brownsfield Members | | 35.24 | | |
| 02/24/2024 | JE | 19 | ASSOC FOR RURAL, & SMALL LIBRARIES, Pierso | | 37.49 | | |
| 02/26/2024 | JE | 36 | AMER LIB ASSOC, Knight, Conference Registration | | 94.00 | | |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 182.73 * | 00 * | 5,553.76 |
| YTD Encumbrance | .00 | YTD Actual | 5,553.76 Total | 5,553.76 YTD Budget | 11,000.00 Unexpended | 5,446.24 | |
| <hr/> | | | | | | | |
| Utilities | | | 02/29/2024 (02/24) Balance | 07-510-520-2101 | | | 16,975.93 |
| 03/07/2024 | CD13 | 4 | PACIFIC POWER 12447751-0018 LIBRARY | | 3,424.26 | | |
| 01/30/2024 | JE | 24 | CBNBWB, Water | | 202.53 | | |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 3,626.79 * | 00 * | 20,602.72 |
| YTD Encumbrance | .00 | YTD Actual | 20,602.72 Total | 20,602.72 YTD Budget | 37,000.00 Unexpended | 16,397.28 | |
| <hr/> | | | | | | | |
| Telephone | | | 02/29/2024 (02/24) Balance | 07-510-520-2102 | | | 8,006.84 |
| 02/12/2024 | AP | 133 | USCC Services LLC | | 259.90 | | |
| 03/06/2024 | AP | 467 | Asavie Technologies Inc | | 74.90 | | |
| 02/21/2024 | AP | 481 | T-Mobile USA Inc | | 346.50 | | |
| 02/05/2024 | JE | 5 | 8x8, Service/Long Distance | | 337.44 | | |
| 02/22/2024 | JE | 5 | VERIZON, 576174385-00001 Library | | 276.17 | | |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 1,294.91 * | 00 * | 9,301.75 |
| YTD Encumbrance | .00 | YTD Actual | 9,301.75 Total | 9,301.75 YTD Budget | 21,000.00 Unexpended | 11,698.25 | |
| <hr/> | | | | | | | |
| Advertising | | | 02/29/2024 (02/24) Balance | 07-510-520-2105 | | | 6,780.11 |
| 02/23/2024 | AP | 4 | BNT Promotional Products | | 2,744.40 | | |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 2,744.40 * | 00 * | 9,524.51 |
| YTD Encumbrance | .00 | YTD Actual | 9,524.51 Total | 9,524.51 YTD Budget | 20,000.00 Unexpended | 10,475.49 | |

10

| Date | Journal | Reference Number | Payee or Description | Account Number | Debit Amount | Credit Amount | Balance |
|--|---------|------------------|---|----------------------|-----------------------|---------------|-----------|
| Contractual | | | 02/29/2024 (02/24) Balance | 07-510-520-2108 | | | 87,394.00 |
| 02/21/2024 | AP | 69 | Cardinal Services Inc. | | 195.00 | | |
| 02/21/2024 | AP | 70 | Cardinal Services Inc. | | 493.49 | | |
| 01/18/2024 | AP | 136 | I-Secure Inc | | 41.00 | | |
| 02/28/2024 | AP | 422 | Cardinal Services Inc. | | 587.60 | | |
| 03/06/2024 | AP | 424 | Cardinal Services Inc. | | 234.00 | | |
| 02/16/2024 | AP | 459 | C-N-B Security Inc | | 1,012.00 | | |
| 03/01/2024 | AP | 460 | C-N-B Security Inc | | 1,012.00 | | |
| 03/08/2024 | AP | 632 | Cardinal Services Inc. | | 486.20 | | |
| 03/11/2024 | AP | 633 | Cardinal Services Inc. | | 3.76 | | |
| 03/13/2024 | AP | 634 | Cardinal Services Inc. | | 455.00 | | |
| 03/13/2024 | AP | 635 | Cardinal Services Inc. | | 176.80 | | |
| 03/11/2024 | AP | 648 | Sprague Pest Solutions | | 194.21 | | |
| 03/03/2024 | AP | 662 | C-N-B Security Inc | | 836.00 | | |
| 03/20/2024 | AP | 923 | Cardinal Services Inc. | | 939.26 | | |
| 03/11/2024 | AP | 971 | C-N-B Security Inc | | 836.00 | | |
| 03/16/2024 | AP | 972 | C-N-B Security Inc | | 1,012.00 | | |
| 03/17/2024 | AP | 973 | C-N-B Security Inc | | 1,012.00 | | |
| 03/06/2024 | CD13 | 1 | LIBRARY DMV RECORDS | | 3.00 | | |
| 03/06/2024 | CD14 | 5 | 2/29/24 XPRESS BILLPAY SUPPORT FEES/FORM | | 83.37 | | |
| 02/21/2024 | JE | 36 | SURVEYMONKEY.COM, Community Survey FY24 | | 165.75 | | |
| 03/31/2024 (03/24) Period Totals and Balance | | | | | 9,778.44 * | 00 * | 97,172.44 |
| YTD Encumbrance | .00 | YTD Actual | 97,172.44 Total | 97,172.44 YTD Budget | 225,000.00 Unexpended | 127,827.56 | |
| Special Counsel | | | 02/29/2024 (02/24) Balance | 07-510-520-2114 | | | 00 |
| 03/31/2024 (03/24) Period Totals and Balance | | | | | 00 * | 00 * | 00 |
| YTD Encumbrance | .00 | YTD Actual | 00 Total | 00 YTD Budget | .00 Unexpended | 00 | |
| Insurance | | | 02/29/2024 (02/24) Balance | 07-510-520-2120 | | | 10,535.75 |
| 03/31/2024 (03/24) Period Totals and Balance | | | | | 00 * | 00 * | 10,535.75 |
| YTD Encumbrance | .00 | YTD Actual | 10,535.75 Total | 10,535.75 YTD Budget | 14,400.00 Unexpended | 3,864.25 | |
| Duplicating/Data Processing | | | 02/29/2024 (02/24) Balance | 07-510-520-2122 | | | 9,939.37 |
| 03/01/2024 | AP | 627 | Xerox Corporation | | 7.25 | | |
| 03/01/2024 | AP | 629 | Xerox Corporation | | 125.24 | | |
| 03/05/2024 | AP | 697 | ODP Business Solutions LLC | | 1,088.67 | | |
| 03/20/2024 | JE | 12 | R/C AP 697 (03/24) ODP#355933516001 PAPER T | | | 77.74- | |
| 03/31/2024 (03/24) Period Totals and Balance | | | | | 1,221.16 * | 77.74- * | 11,082.79 |
| YTD Encumbrance | .00 | YTD Actual | 11,082.79 Total | 11,082.79 YTD Budget | 8,200.00 Unexpended | (2,882.79) | |
| Printing | | | 02/29/2024 (02/24) Balance | 07-510-520-2123 | | | 192.13 |
| 03/31/2024 (03/24) Period Totals and Balance | | | | | 00 * | 00 * | 192.13 |
| YTD Encumbrance | .00 | YTD Actual | 192.13 Total | 192.13 YTD Budget | 3,000.00 Unexpended | 2,807.87 | |
| Program & Display | | | 02/29/2024 (02/24) Balance | 07-510-520-2128 | | | 00 |
| 03/31/2024 (03/24) Period Totals and Balance | | | | | 00 * | 00 * | 00 |
| YTD Encumbrance | .00 | YTD Actual | 00 Total | 00 YTD Budget | .00 Unexpended | 00 | |
| Office Supplies | | | 02/29/2024 (02/24) Balance | 07-510-520-2205 | | | 3,209.39 |
| 02/13/2024 | AP | 138 | ODP Business Solutions LLC | | 31.18 | | |
| 02/16/2024 | AP | 139 | ODP Business Solutions LLC | | 12.92 | | |

11

| Date | Journal | Reference Number | Payee or Description | Account Number | Debit Amount | Credit Amount | Balance |
|--------------------------|---------|------------------|--|----------------------|-----------------------|---------------|-----------|
| 03/07/2024 | AP | 904 | SC&AGE Inc. | | 32.00 | | |
| 03/14/2024 | AP | 980 | ODP Business Solutions LLC | | 49.69 | | |
| 03/20/2024 | JE | 12 | R/C AP 697 (03/24) ODP#355933516001 PAPER T | | 77.74 | | |
| 02/01/2024 | JE | 36 | FRED-MEYER, Batteries & Potting Mix | | 26.48 | | |
| 02/09/2024 | JE | 36 | BI-MART, Tarps | | 69.98 | | |
| 02/28/2024 | JE | 36 | JOANN STORES, Supplies, Cut Out Machine | | 41.98 | | |
| 02/12/2024 | JE | 37 | AMAZON, Batteries | | 19.48 | | |
| 02/14/2024 | JE | 37 | AMAZON, Office Supplies | | 82.50 | | |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 443.95 * | 00 * | 3,653.34 |
| YTD Encumbrance | 00 | YTD Actual | 3,653.34 Total | 3,653.34 YTD Budget | 7,000.00 Unexpended | 3,346.66 | |
| Postage | | | 02/29/2024 (02/24) Balance | 07-510-520-2206 | | | 1,113.59 |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 00 * | 00 * | 1,113.59 |
| YTD Encumbrance | 00 | YTD Actual | 1,113.59 Total | 1,113.59 YTD Budget | 12,000.00 Unexpended | 10,886.41 | |
| Miscellaneous | | | 02/29/2024 (02/24) Balance | 07-510-520-2208 | | | .00 |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 00 * | 00 * | .00 |
| YTD Encumbrance | 00 | YTD Actual | .00 Total | .00 YTD Budget | .00 Unexpended | .00 | |
| Data Processing Supplies | | | 02/29/2024 (02/24) Balance | 07-510-520-2224 | | | .00 |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 00 * | 00 * | .00 |
| YTD Encumbrance | 00 | YTD Actual | .00 Total | .00 YTD Budget | .00 Unexpended | .00 | |
| Janitorial Supplies | | | 02/29/2024 (02/24) Balance | 07-510-520-2225 | | | 2,190.78 |
| 02/29/2024 | AP | 542 | Bay Area Enterprises Inc. | | 339.06 | | |
| 02/14/2024 | JE | 37 | AMAZON, Kleenex | | 39.32 | | |
| 02/15/2024 | JE | 37 | AMAZON, Item Not Received | | | 11.70- | |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 378.38 * | 11.70- * | 2,557.46 |
| YTD Encumbrance | 00 | YTD Actual | 2,557.46 Total | 2,557.46 YTD Budget | 3,500.00 Unexpended | 942.54 | |
| Small Equipment | | | 02/29/2024 (02/24) Balance | 07-510-520-2231 | | | 13,359.56 |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 00 * | 00 * | 13,359.56 |
| YTD Encumbrance | 00 | YTD Actual | 13,359.56 Total | 13,359.56 YTD Budget | 100,000.00 Unexpended | 86,640.44 | |
| Grants | | | 02/29/2024 (02/24) Balance | 07-510-520-2234 | | | 1,450.00 |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 00 * | 00 * | 1,450.00 |
| YTD Encumbrance | 00 | YTD Actual | 1,450.00 Total | 1,450.00 YTD Budget | 8,000.00 Unexpended | 6,550.00 | |
| Library Supplies | | | 02/29/2024 (02/24) Balance | 07-510-520-2235 | | | 6,634.66 |
| 03/05/2024 | AP | 389 | Demco | | 89.79 | | |
| 03/04/2024 | AP | 415 | Showcases | | 288.36 | | |
| 03/14/2024 | AP | 968 | City of Coos Bay - ESO | | 59.40 | | |
| 02/14/2024 | JE | 37 | AMAZON, Plastic Bags-Board Games | | 9.89 | | |
| 02/15/2024 | JE | 37 | AMAZON, Plastic Bags-Board Games | | 54.86 | | |
| 02/27/2024 | JE | 37 | AMAZON, Supplies-Library of Things | | 8.93 | | |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 511.23 * | .00 * | 7,145.89 |
| YTD Encumbrance | 00 | YTD Actual | 7,145.89 Total | 7,145.89 YTD Budget | 14,000.00 Unexpended | 6,854.11 | |
| Library Books & Records | | | 02/29/2024 (02/24) Balance | 07-510-520-2236 | | | 64,559.43 |

12

| Date | Journal | Reference Number | Payee or Description | Account Number | Debit Amount | Credit Amount | Balance |
|--|---------|------------------|--|----------------------|-----------------------|---------------|-----------|
| 02/21/2024 | AP | 3 | Blackstone Publishing | | 41.60 | | |
| 02/14/2024 | AP | 45 | Ingram | | 54.73 | | |
| 02/20/2024 | AP | 46 | Ingram | | 16.08 | | |
| 02/20/2024 | AP | 47 | Ingram | | 147.01 | | |
| 02/09/2024 | AP | 76 | Midwest Tape | | 114.45 | | |
| 02/15/2024 | AP | 77 | Midwest Tape | | 51.97 | | |
| 02/28/2024 | AP | 379 | Blackstone Publishing | | 41.60 | | |
| 12/01/2023 | AP | 381 | Center Point Large Print | | 143.22 | | |
| 02/21/2024 | AP | 401 | Ingram | | 651.03 | | |
| 02/22/2024 | AP | 402 | Ingram | | 203.59 | | |
| 02/26/2024 | AP | 403 | Ingram | | 574.54 | | |
| 02/26/2024 | AP | 404 | Ingram | | 177.67 | | |
| 02/28/2024 | AP | 405 | Ingram | | 258.19 | | |
| 03/01/2024 | AP | 406 | Ingram | | 369.78 | | |
| 02/22/2024 | AP | 431 | Midwest Tape | | 29.98 | | |
| 03/01/2024 | AP | 432 | Midwest Tape | | 39.97 | | |
| 02/29/2024 | AP | 433 | Midwest Tape | | 2,005.78 | | |
| 02/08/2024 | AP | 452 | Cengage Learning Inc. | | 250.32 | | |
| 03/01/2024 | AP | 616 | Center Point Large Print | | 143.22 | | |
| 03/05/2024 | AP | 620 | Ingram | | 308.76 | | |
| 03/08/2024 | AP | 622 | Ingram | | 305.11 | | |
| 03/12/2024 | AP | 623 | Ingram | | 464.84 | | |
| 03/13/2024 | AP | 624 | Ingram | | 89.28 | | |
| 03/06/2024 | AP | 636 | Midwest Tape | | 46.48 | | |
| 03/20/2024 | AP | 856 | Blackstone Publishing | | 41.60 | | |
| 03/14/2024 | AP | 930 | Midwest Tape | | 49.48 | | |
| 01/31/2024 | JE | 37 | AMAZON, Video Game | | 59.98 | | |
| 02/04/2024 | JE | 37 | AMAZON, Dehydrator, Library of Things | | 42.99 | | |
| 02/05/2024 | JE | 37 | AMAZON, Music Cds | | 131.80 | | |
| 02/05/2024 | JE | 37 | AMAZON, Music Cds | | 24.97 | | |
| 02/06/2024 | JE | 37 | AMAZON, Dvds | | 55.95 | | |
| 02/07/2024 | JE | 37 | AMAZON, Music Cds | | 13.99 | | |
| 02/07/2024 | JE | 37 | AMAZON, Price Drop Credit-Dvd | | | .01- | |
| 02/10/2024 | JE | 37 | AMAZON, Price Drop Credit-Dvd | | | 1.02- | |
| 02/12/2024 | JE | 37 | AMAZON, Dvds | | 55.16 | | |
| 02/12/2024 | JE | 37 | AMAZON, Dvds | | 63.79 | | |
| 02/14/2024 | JE | 37 | AMAZON, Price Drop Credit-Dvd | | | 7.17- | |
| 02/17/2024 | JE | 37 | AMAZON, YP Dvds | | 21.99 | | |
| 02/17/2024 | JE | 37 | AMAZON, YP Dvds | | 47.67 | | |
| 02/17/2024 | JE | 37 | AMAZON, YP Dvds | | 25.54 | | |
| 02/18/2024 | JE | 37 | AMAZON, Dvds | | 14.98 | | |
| 02/18/2024 | JE | 37 | AMAZON, YP Dvds | | 231.35 | | |
| 02/20/2024 | JE | 37 | AMAZON, YP Dvds | | 13.99 | | |
| 02/20/2024 | JE | 37 | AMAZON, YP Dvds | | 57.46 | | |
| 02/24/2024 | JE | 37 | AMAZON, Dvds | | 38.43 | | |
| 02/25/2024 | JE | 37 | AMAZON, YP Dvds | | 19.95 | | |
| 02/25/2024 | JE | 37 | AMAZON, Music Cds | | 13.98 | | |
| 02/25/2024 | JE | 37 | AMAZON, Dvds | | 14.95 | | |
| 02/25/2024 | JE | 37 | AMAZON, Dvds | | 64.86 | | |
| 02/26/2024 | JE | 37 | AMAZON, Dvds | | 17.91 | | |
| 03/31/2024 (03/24) Period Totals and Balance | | | | | 7,651.97 * | 8.20- * | 72,203.20 |
| YTD Encumbrance | .00 | YTD Actual | 72,203.20 Total | 72,203.20 YTD Budget | 135,000.00 Unexpended | 62,796.80 | |
| Periodicals | | | 02/29/2024 (02/24) Balance | 07-510-520-2237 | | | 8,906.04 |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | .00 * | .00 * | 8,906.04 |
| YTD Encumbrance | .00 | YTD Actual | 8,906.04 Total | 8,906.04 YTD Budget | 12,000.00 Unexpended | 3,093.96 | |

12

| Date | Journal | Reference Number | Payee or Description | Account Number | Debit Amount | Credit Amount | Balance |
|--------------------------------|---------|------------------|---|----------------------|----------------------|---------------|-----------|
| <hr/> | | | | | | | |
| Microfilm | | | 02/29/2024 (02/24) Balance | 07-510-520-2238 | | | 00 |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 00 * | 00 * | 00 |
| YTD Encumbrance | .00 | YTD Actual | 00 Total | 00 YTD Budget | 00 Unexpended | | |
| <hr/> | | | | | | | |
| State Aid to Children - Books | | | 02/29/2024 (02/24) Balance | 07-510-520-2239 | | | 708.54 |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 00 * | 00 * | 708.54 |
| YTD Encumbrance | .00 | YTD Actual | 708.54 Total | 708.54 YTD Budget | 2,500.00 Unexpended | 1,791.46 | |
| <hr/> | | | | | | | |
| Library Books/Records (Restr) | | | 02/29/2024 (02/24) Balance | 07-510-520-2240 | | | 00 |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 00 * | 00 * | 00 |
| YTD Encumbrance | .00 | YTD Actual | 00 Total | 00 YTD Budget | 50,000.00 Unexpended | 50,000.00 | |
| <hr/> | | | | | | | |
| Programming | | | 02/29/2024 (02/24) Balance | 07-510-520-2241 | | | 27,136.43 |
| 03/05/2024 | AP | 621 | Ingram | | 429.77 | | |
| 02/09/2024 | JE | 36 | SAFEWAY, Supplies, Book Brunch | | 48.23 | | |
| 02/17/2024 | JE | 36 | APPLE.COM, Icloud Storage | | .99 | | |
| 02/22/2024 | JE | 36 | BUZZSPROUT, Pod Cast Hosting | | 12.00 | | |
| 02/26/2024 | JE | 36 | Kindle Services, Digital Book, L.Hughes Program | | 10.99 | | |
| 02/10/2024 | JE | 37 | AMAZON, YP Programs-Valentines Day | | 7.69 | | |
| 02/14/2024 | JE | 37 | AMAZON, YP Programs-Valentines Day | | 16.94 | | |
| 02/14/2024 | JE | 37 | AMAZON, YP Programs-Valentines Day | | 48.91 | | |
| 02/14/2024 | JE | 37 | AMAZON, YP Programs-Valentines Day | | 46.86 | | |
| 02/18/2024 | JE | 37 | AMAZON, YP Programs-Book Boxes | | 186.78 | | |
| 02/19/2024 | JE | 37 | AMAZON, Fans | | 59.98 | | |
| 02/26/2024 | JE | 37 | AMAZON, Adult Programs-Craft Takeout | | 229.04 | | |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 1,098.18 * | 00 * | 28,234.61 |
| YTD Encumbrance | .00 | YTD Actual | 28,234.61 Total | 28,234.61 YTD Budget | 60,000.00 Unexpended | 31,765.39 | |
| <hr/> | | | | | | | |
| Office Equipment Rental | | | 02/29/2024 (02/24) Balance | 07-510-520-2302 | | | 2,247.36 |
| 03/01/2024 | AP | 628 | Xerox Corporation | | 70.87 | | |
| 03/01/2024 | AP | 630 | Xerox Corporation | | 335.84 | | |
| 02/25/2024 | JE | 24 | PITNEY BOWEST LEASING, Postage Meter Rent | | 436.23 | | |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 842.94 * | 00 * | 3,090.30 |
| YTD Encumbrance | .00 | YTD Actual | 3,090.30 Total | 3,090.30 YTD Budget | 20,000.00 Unexpended | 16,909.70 | |
| <hr/> | | | | | | | |
| Equipment Repairs/Replacement | | | 02/29/2024 (02/24) Balance | 07-510-520-2303 | | | 19.00 |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 00 * | 00 * | 19.00 |
| YTD Encumbrance | .00 | YTD Actual | 19.00 Total | 19.00 YTD Budget | 6,000.00 Unexpended | 5,981.00 | |
| <hr/> | | | | | | | |
| Equipment Maintenance Contract | | | 02/29/2024 (02/24) Balance | 07-510-520-2304 | | | 9,667.09 |
| 03/01/2024 | AP | 107 | Advantage Security LLC | | 39.85 | | |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 39.85 * | 00 * | 9,706.94 |
| YTD Encumbrance | .00 | YTD Actual | 9,706.94 Total | 9,706.94 YTD Budget | 15,000.00 Unexpended | 5,293.06 | |
| <hr/> | | | | | | | |
| Vehicle Maintenance/Fuel | | | 02/29/2024 (02/24) Balance | 07-510-520-2305 | | | 2,485.25 |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 00 * | 00 * | 2,485.25 |
| YTD Encumbrance | .00 | YTD Actual | 2,485.25 Total | 2,485.25 YTD Budget | 7,000.00 Unexpended | 4,514.75 | |
| <hr/> | | | | | | | |

14

| Date | Journal | Reference Number | Payee or Description | Account Number | Debit Amount | Credit Amount | Balance |
|--------------------------------|---------|------------------|---|----------------------|-----------------------|---------------|-----------|
| <hr/> | | | | | | | |
| Furniture | | | 02/29/2024 (02/24) Balance | 07-510-520-2306 | | | 00 |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 00 * | 00 * | 00 |
| YTD Encumbrance | .00 | YTD Actual | 00 Total | 00 YTD Budget | .00 Unexpended | 00 | |
| <hr/> | | | | | | | |
| Building & Grounds Maintenance | | | 02/29/2024 (02/24) Balance | 07-510-520-2309 | | | 31,379.73 |
| 02/29/2024 | AP | 2 | Battery X-Change & Repair Inc | | 129.27 | | |
| 02/22/2024 | AP | 101 | Perry's Supply | | 14.99 | | |
| 02/23/2024 | AP | 102 | Perry's Supply | | 75.95 | | |
| 02/27/2024 | AP | 104 | Perry's Supply | | 17.97 | | |
| 02/29/2024 | AP | 541 | Bay Area Enterprises Inc. | | 4,053.35 | | |
| 03/06/2024 | AP | 612 | Agri-Tech Design | | 266.00 | | |
| 02/10/2024 | JE | 24 | ARAMARK UNIFORM, Mats | | 32.00 | | |
| 02/24/2024 | JE | 24 | ARAMARK UNIFORM, Mats | | 32.00 | | |
| 02/15/2024 | JE | 37 | AMAZON, Emergency Exit Signs | | 29.82 | | |
| 02/15/2024 | JE | 37 | AMAZON, Certificate of Occupancy Frames | | 37.76 | | |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 4,689.11 * | 00 * | 36,068.84 |
| YTD Encumbrance | .00 | YTD Actual | 36,068.84 Total | 36,068.84 YTD Budget | 75,000.00 Unexpended | 38,931.16 | |
| <hr/> | | | | | | | |
| Furniture (restricted) | | | 02/29/2024 (02/24) Balance | 07-510-520-2310 | | | 00 |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 00 * | 00 * | 00 |
| YTD Encumbrance | .00 | YTD Actual | 00 Total | 00 YTD Budget | 300,000.00 Unexpended | 300,000.00 | |
| <hr/> | | | | | | | |
| Reimbursable | | | 02/29/2024 (02/24) Balance | 07-510-520-2406 | | | 57.00 |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 00 * | 00 * | 57.00 |
| YTD Encumbrance | .00 | YTD Actual | 57.00 Total | 57.00 YTD Budget | 200.00 Unexpended | 143.00 | |
| <hr/> | | | | | | | |
| Library Board | | | 02/29/2024 (02/24) Balance | 07-510-520-2424 | | | 00 |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 00 * | 00 * | 00 |
| YTD Encumbrance | .00 | YTD Actual | 00 Total | 00 YTD Budget | 1,500.00 Unexpended | 1,500.00 | |
| <hr/> | | | | | | | |
| Gifts, Donations & Memorials | | | 02/29/2024 (02/24) Balance | 07-510-520-2450 | | | 12,810.77 |
| 02/15/2024 | AP | 437 | ORCCA | | 15.20 | | |
| 02/22/2024 | AP | 438 | ORCCA | | 34.64 | | |
| 02/27/2024 | AP | 439 | ORCCA | | 22.15 | | |
| 03/01/2024 | AP | 440 | ORCCA | | 25.36 | | |
| 03/06/2024 | AP | 637 | ORCCA | | 19.36 | | |
| 03/07/2024 | AP | 638 | ORCCA | | 36.24 | | |
| 03/11/2024 | AP | 639 | ORCCA | | 23.79 | | |
| 03/13/2024 | AP | 640 | ORCCA | | 48.40 | | |
| 02/01/2024 | JE | 36 | NATURAL GROCERS, Supplies, Teen Wellness | | 31.81 | | |
| 02/02/2024 | JE | 36 | THE READING WAREHOUSE, Books, Outreach | | 120.18 | | |
| 02/02/2024 | JE | 36 | BIMART, Supplies, Teen Wellness | | 75.81 | | |
| 02/05/2024 | JE | 36 | NATURAL GROCERS, Supplies, Teen Wellness | | 12.99 | | |
| 02/06/2024 | JE | 36 | WAL-MART, Supplies, Teen Wellness | | 11.15 | | |
| 02/14/2024 | JE | 36 | SAFEWAY, Supplies, Teen Anti-Valentines | | 106.39 | | |
| 02/15/2024 | JE | 36 | NATURAL GROCERS, Supplies, Teen Wellness | | 10.99 | | |
| 02/16/2024 | JE | 36 | BIMART, Supplies, Teen Wellness | | 38.90 | | |
| 02/17/2024 | JE | 36 | OR FOOD SAFETY, Brownfield, Food Handlers Car | | 1.26 | | |
| 02/19/2024 | JE | 36 | OTC BRANDS, Supplies, YP Programs-Book Boxes | | 302.68 | | |
| 02/20/2024 | JE | 36 | APPLE.COM, Music, YP Storytimes | | 10.99 | | |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 948.29 * | 00 * | 13,759.06 |
| YTD Encumbrance | .00 | YTD Actual | 13,759.06 Total | 13,759.06 YTD Budget | 25,000.00 Unexpended | 11,240.94 | |

15

| Date | Journal | Reference Number | Payee or Description | Account Number | Debit Amount | Credit Amount | Balance |
|-----------------|---------|------------------|---|----------------------|----------------------|---------------|-----------|
| | | | 02/29/2024 (02/24) Balance | 07-510-520-2500 | | | 00 |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 00 * | 00 * | 00 |
| YTD Encumbrance | .00 | YTD Actual | .00 Total | 00 YTD Budget | .00 Unexpended | 00 | |
| | | | 02/29/2024 (02/24) Balance | 07-510-530-3001 | | | 00 |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 00 * | 00 * | 00 |
| YTD Encumbrance | .00 | YTD Actual | .00 Total | 00 YTD Budget | .00 Unexpended | 00 | |
| | | | 02/29/2024 (02/24) Balance | 07-510-530-3008 | | | 00 |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 00 * | 00 * | 00 |
| YTD Encumbrance | .00 | YTD Actual | .00 Total | 00 YTD Budget | .00 Unexpended | 00 | |
| | | | 02/29/2024 (02/24) Balance | 07-510-530-3022 | | | 00 |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 00 * | 00 * | 00 |
| YTD Encumbrance | .00 | YTD Actual | .00 Total | 00 YTD Budget | .00 Unexpended | 00 | |
| | | | 02/29/2024 (02/24) Balance | 07-510-530-3023 | | | 00 |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 00 * | 00 * | 00 |
| YTD Encumbrance | .00 | YTD Actual | .00 Total | 00 YTD Budget | .00 Unexpended | 00 | |
| | | | 02/29/2024 (02/24) Balance | 07-510-530-3118 | | | 00 |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 00 * | 00 * | 00 |
| YTD Encumbrance | .00 | YTD Actual | .00 Total | 00 YTD Budget | .00 Unexpended | 00 | |
| | | | 02/29/2024 (02/24) Balance | 07-510-540-1000 | | | 00 |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 00 * | 00 * | 00 |
| YTD Encumbrance | .00 | YTD Actual | .00 Total | 00 YTD Budget | 50,000.00 Unexpended | 50,000.00 | |
| | | | 02/29/2024 (02/24) Balance | 07-510-540-1100 | | | 00 |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 00 * | 00 * | 00 |
| YTD Encumbrance | .00 | YTD Actual | .00 Total | 00 YTD Budget | 5,000.00 Unexpended | 5,000.00 | |
| | | | 02/29/2024 (02/24) Balance | 07-510-540-1200 | | | 00 |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 00 * | 00 * | 00 |
| YTD Encumbrance | .00 | YTD Actual | .00 Total | 00 YTD Budget | .00 Unexpended | 00 | |
| | | | 02/29/2024 (02/24) Balance | 07-510-540-2000 | | | 13,469.62 |
| | | | 03/20/2024 CD13 5 ENTERPRISE PAYMENT 583157A INV#FBN49911 | | 540.41 | | |
| | | | 03/20/2024 CD13 5 ENTERPRISE PAYMENT 583157A INV#FBN49911 | | 1,155.63 | | |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 1,696.04 * | 00 * | 15,165.66 |
| YTD Encumbrance | .00 | YTD Actual | 15,165.66 Total | 15,165.66 YTD Budget | .00 Unexpended | (15,165.66) | |
| | | | 02/29/2024 (02/24) Balance | 07-510-540-2100 | | | 00 |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 00 * | 00 * | 00 |
| YTD Encumbrance | .00 | YTD Actual | .00 Total | 00 YTD Budget | .00 Unexpended | 00 | |

16

| Date | Journal | Reference Number | Payee or Description | Account Number | Debit Amount | Credit Amount | Balance |
|--|---------|------------------|--|-----------------|-----------------------|---------------|------------|
| | | | 02/29/2024 (02/24) Balance | 07-510-540-3000 | | | 00 |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 00 * | 00 * | 00 |
| YTD Encumbrance | .00 | YTD Actual | .00 Total | 00 YTD Budget | .00 Unexpended | 00 | |
| | | | 02/29/2024 (02/24) Balance | 07-510-540-3100 | | | 00 |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 00 * | 00 * | 00 |
| YTD Encumbrance | .00 | YTD Actual | .00 Total | 00 YTD Budget | .00 Unexpended | 00 | |
| | | | 02/29/2024 (02/24) Balance | 07-510-560-6001 | | | 00 |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 00 * | 00 * | 00 |
| YTD Encumbrance | .00 | YTD Actual | .00 Total | 00 YTD Budget | 184,650.00 Unexpended | 184,650.00 | |
| | | | 02/29/2024 (02/24) Balance | 07-510-560-6002 | | | 00 |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 00 * | 00 * | 00 |
| YTD Encumbrance | .00 | YTD Actual | .00 Total | 00 YTD Budget | 250,000.00 Unexpended | 250,000.00 | |
| | | | 02/29/2024 (02/24) Balance | 07-510-560-6003 | | | 00 |
| | | | 03/31/2024 (03/24) Period Totals and Balance | | 00 * | 00 * | 00 |
| YTD Encumbrance | .00 | YTD Actual | .00 Total | 00 YTD Budget | .00 Unexpended | 00 | |
| Number of Transactions: 164 Number of Accounts: 61 | | | | | Debit | Credit | Proof |
| Total LIBRARY FUND: | | | | | 137,442.89 | 4,247.14- | 133,195.75 |
| Number of Transactions: 164 Number of Accounts: 61 | | | | | Debit | Credit | Proof |
| Grand Totals: | | | | | 137,442.89 | 4,247.14- | 133,195.75 |

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 Filters: None
- Include Sources: None
- Include Revenues: None
- All Segments Tested for Total Breaks

17

**Coos Bay Public Library
Memorial Funds Checking Account
March 2024**

| | |
|--|-------------------------|
| <u>BALANCE, February 29, 2024</u> | \$ 81,939.26 |
| <u>DEPOSITS:</u> | |
| Misc. Donations-March 2024 | \$ <u>40.00</u> |
| TOTAL DEPOSITS | \$ 40.00 |
| ACCOUNT SUB TOTAL | \$ 81,979.26 |
| <u>DISBURSEMENTS:</u> | |
| South Coast Food Share/Produce-Community Fridge | \$ 15.20 |
| South Coast Food Share/Produce-Community Fridge | \$ 34.64 |
| South Coast Food Share/Produce-Community Fridge | \$ 22.15 |
| South Coast Food Share/Produce-Community Fridge | \$ 25.36 |
| South Coast Food Share/Produce-Community Fridge | \$ 19.36 |
| South Coast Food Share/Produce-Community Fridge | \$ 36.24 |
| South Coast Food Share/Produce-Community Fridge | \$ 23.79 |
| South Coast Food Share/Produce-Community Fridge | \$ 48.40 |
| South Coast Food Share/Produce-Community Fridge | \$ 33.76 |
| South Coast Food Share/Produce-Community Fridge | \$ 42.56 |
| South Coast Food Share/Produce-Community Fridge | \$ 41.36 |
| Reading Warehouse/Books-Outreach | \$ 133.14 |
| Fired Meyer, Bimart/Supplies-YP Programs-Teen Wellness | \$ 173.86 |
| Amazon/Supplies-YP Programs, Teen Wellness | \$ <u>169.46</u> |
| TOTAL DISBURSEMENTS | \$ 819.28 |
| Balance March 31, 2024 | \$ 81,159.98 |
| ACCOUNT SUMMARY: | |
| General Fund | \$ 14,627.73 |
| Friend's Children's Fund | \$ 2,031.13 |
| Kenaston Estate Donation | \$ - |
| Mallek Estate Memorial | \$ 52,610.89 |
| Jones Estate Donation | \$ 7,272.59 |
| ESD Bilingual Programming Donation | \$ 69.69 |
| Friends Library Purchases | \$ 151.12 |
| Rotary Donation | \$ - |
| Community Fridge | \$ 555.94 |
| Coos Health & Wellness | \$ - |
| Dollywood | \$ <u>3,840.89</u> |
| MEMORIAL ACCOUNT FUNDS TOTAL | \$ 81,159.98 |

Librarian's Report



COOS BAY
PUBLIC LIBRARY

April 2024

Virtual and Take Home Programs

- Spanglish - 3
- Unlimited Book Club - 11
- Community Yoga - 11
- Spice of the Month - 55
- ASL Practice Place - 5
- Craft Takeout - 47
- Book Box (3) - 170
- Swords & Starships Podcast (4) - 133
- Teen Wellness Kits - 24

Other Programs in March

- Test Proctoring - 15
- Spanglish - 3
- Read and Craft Book Club - 11
- Book Brunch - 4
- Drop in Tech Lab - 8
- Dungeons & Dragons - 10
- Maker Lab - 8
- One on One Tech Appts - 5
- Tea Tasting - 51
- Head Start Storytimes (2) - 41
- Change Club (5) - 37
- Free Build with Legos - 25
- Baby Storytimes (4) - 46
- Storytime (4) - 100
- Hope in Parkinson's - 53
- How to Homestead: Chickens - 4
- Make a garden journal - 7
- OBOB Competition - 57
- OSU Extension Preschool Cooking - 13
- Read Across America - 97
- Period Party - 13
- Adult Crafternoon - 7
- Comedia para Los Ninos - 54
- Felting for Kids - 12
- Felting for Teens and Adults - 21
- Game Night - 12

Notes

- Eastside and Empire Drop offs (10) served 51 in March
- The Community Fridge served 2,894 people in February
- There were 5,304 county-wide checkouts on Libby in March. There were 913 circulations on hoopla and 14 new borrowers.

| 2023/24 | Myrtlewood | | Cedar | | Total Use | Estimated Attendance |
|---------|-------------|-----------------|-------------|-----------------|-----------|---|
| | Library Use | Non-Library Use | Library Use | Non-Library Use | | (minus library program attendance already reported) |
| Jul-23 | 22 | 16 | 14 | 39 | 91 | 390 |
| Aug-23 | 26 | 11 | 9 | 30 | 76 | 930 |
| Sep-22 | 27 | 21 | 13 | 34 | 95 | 1016 |
| Oct-23 | 34 | 29 | 16 | 40 | 119 | 1550 |
| Nov-22 | 32 | 29 | 15 | 37 | 113 | 1500 |
| Dec-23 | 21 | 33 | 15 | 36 | 105 | 1750 |
| Jan-24 | 6 | 36 | 2 | 56 | 100 | 1640 |
| Feb-24 | 52 | 30 | 21 | 50 | 153 | 1400 |
| Mar-24 | 33 | 37 | 18 | 53 | 141 | 1710 |
| Apr-24 | | | | | | |
| May-24 | | | | | | |
| Jun-24 | | | | | | |
| Totals | 253 | 242 | 123 | 375 | 993 | 11886 |

PROGRAMMING POLICY

PURPOSE

The program policy supports the library in its mission by defining programming principles. It provides direction to library staff with guidelines to assist them in the development of library programs and events. It is also intended to inform the public about the principles and criteria by which library- sponsored programs are selected.

LIBRARY MISSION

Coos Bay Public Library connects our community to information in various forms, ensures equitable access to information and technology, and provides opportunities for learning, cultural enrichment, and improved quality of life.

PHILOSOPHY AND SCOPE

Programs expand the library's role as a community resource and introduce patrons and non-users to library resources. They provide entertainment and/or educational value with the purpose of supporting the interests and needs of the community. Programs feature a variety of speakers and subjects, and the library staff will seek diversity in our presenters, including diverse ages, racial identities, genders, religions, sexual orientations, physical condition, cultural and ethnic backgrounds, education level, economic status, and learning style. The library is for everyone. Staff make every effort to offer reasonable accommodations when possible.

GUIDING PRINCIPLES

The Coos Bay Public Library upholds individuals' right to access information that may be controversial in nature and supports the right of each family to decide which items are appropriate for use by their children. The library and library employees have a professional responsibility to be inclusive, not exclusive, in developing materials collections and to comply with the tenets of the [American Library Association's Bill of Rights](#), [Freedom to Read Statement](#), and [Access to Library Resources and Services for Minors](#).

SELECTION GUIDELINES AND CRITERIA

General criteria for selecting library programs include, but are not limited to, the following:

A. Programs are subject to staff time, budget, and space availability. Staff will consider when the target audience is most likely to be available, although still subject to space availability. Programs may require registration for

participants.

B. The Library may partner with other agencies, organizations, businesses, and individuals provided the programs and exhibits are compatible with the Library's mission and vision.

C. There will be program breaks for regularly scheduled events. Breaks allow staff to recuperate and plan future events.

D. If a prize is given, it must be picked up within a reasonable amount of time. If the prize is not picked up, it is forfeited and may be given to another winner.

E. The library may host programs with differing perspectives. The purpose of such programs will be to inform or entertain and not to persuade or convert.

F. Library programs are not for selling products or promoting a business.

1. Buying a product cannot be a requirement to attending and fully enjoying the event.

2. Only library-sponsored or co-sponsored programs, events, or exhibits may involve monetary solicitation, sale of items, or fundraising activities. Sales cannot be the purpose of the program.

3. Information about the presenter's organization may be made available by request or on a table for participants.

4. Presenters may not actively solicit participants' contact information but may leave an optional sign-in sheet at a table.

G. Programs may be designed with certain age-limit parameters. Exceptions may be made at the discretion of the presenter or organizer.

H. Programs should be free or very low cost to participants; however, an exception can be made if the program is designed to raise money for the library, Friends of the library, or library related campaigns.

I. The Director of the Coos Bay Public Library has the final decision on a program.

SPONSORSHIP

Most library programs are planned by library staff but may be funded (presenter

fees, materials) by the Friends of the Library.

Presenters may be paid via in-kind services where the presenter benefits from community recognition, advertising, or promotional opportunities.

Donation of prizes for a program is an opportunity for sponsorship.

DISCLAIMERS

The Coos Bay Public Library recognizes that at any given time some programs, events, or exhibits may be deemed inappropriate or offensive by some patrons. Selection of programs and events are based on the principles stated in this policy. Library programs, events, and exhibits will not exclude topics solely on the grounds that they may be controversial. Responsibility for the exposure of children to library programs rests with their parents or legal guardians. Library programming will not be inhibited by the possibility that children will be exposed to the content.

Library sponsorship of a program or exhibit does not constitute an endorsement of the content of the program or exhibit. Beliefs and opinions expressed during library programs by speakers, presenters, performers, or participants do not necessarily represent the viewpoint of the Coos Bay Public Library.

Patrons requesting that programs be cancelled may complete a "Request for Program Reconsideration." The petition must be filled out and delivered in person to library staff. The Library Director will make the final decision as to the suitability of the program and the program will remain on the library calendar during this time.

COOS BAY PUBLIC LIBRARY
REQUEST FOR RECONSIDERATION
OF LIBRARY PROGRAMS

Program _____

Program Date _____

Request initiated by _____

Address _____ Telephone _____

What brought this program to your attention?

Please comment on the specifics that concern you.

What would you like the Coos Bay Public Library to do about this program?

Signature _____ Date _____

Return to:

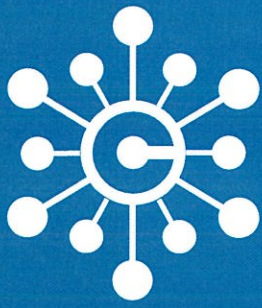
Library Director

Coos Bay Public Library

525 Anderson Avenue

Coos Bay, OR 97420

24



COOS BAY
PUBLIC LIBRARY

THE LATEST at COOS BAY PUBLIC LIBRARY APRIL 2024

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!



APRIL BOOK CLUBS

04/02: READ + CRAFT BOOK CLUB
BRING YOUR FAVORITE BOOK TO SHARE!

04/13: BOOK BRUNCH

STATE OF WONDER BY ANN PATCHETT

04/18: UNLIMITED BOOK CLUB (VIRTUAL)
ANGER IS A GIFT BY MARK OSHIRO

SWORDS & STARSHIPS



THIS MONTH'S PODCAST EPISODES

ANTIHEROES (04/05)

SHORT EPISODE:

OUTDOORSY MOVIE

TAGLINES (04/12)

THE RUINS (2008)

(04/19)

SHORT EPISODE:

HOPLA GODS &

INTERLIBRARY LOAN

GHOSTS (REBROAD-
CAST) (04/26)

PEEPS DIORAMA CONTEST

CREATE A UNIQUE DIORAMA USING PEEPS
MARSHMALLOW CANDIES AS THE MAIN
CHARACTERS. RUNS 04/01 - 04/22.

YOUR VOICE MATTERS

PARTICIPATE IN OUR 2024 COMMUNITY SURVEY

Do you check out materials, use services, or attend programs at the Coos Bay Public Library? If so, we want to hear from YOU! The time has come for our 2024 Community Survey: your opportunity to share your thoughts, ideas, and feedback about your experiences with us. Whether you visit us in person or access our resources online, your input helps us understand what matters most to you. By taking just a few minutes to fill out our survey, you're playing a crucial role in shaping the future of your library. Your feedback helps us improve our services, collections, programs, and facilities to better meet the needs of our community. Whether you have suggestions for new programs, a preference for specific types of materials, or general feedback about your library experience, we want to hear from you! You can complete the survey in two convenient ways: pick up a survey packet and fill it out on-site or access the survey online by scanning this QR code or visiting <https://tinyurl.com/cbplsurvey24>



1 APR **SPICE OF THE MONTH**
 EXPLORE THE WORLD FROM HOME WITH EXOTIC SPICES!
 SPICE KITS AVAILABLE AT CIRCULATION DESK

13 APR **RECONNECTING WITH NATURE**
 JOIN PAMELA SLAUGHTER FROM PEOPLE OF COLOR OUTDOORS FOR A PRESENTATION ON SAFETY AND INCLUSIVENESS OUTDOORS, FOLLOWED BY A HIKE AT MILLICOMA MARSH
 12:00PM - 1:00PM IN THE MYRTLEWOOD ROOM, AGES: EVERYONE

BABY STORYTIME
 MEETING TUESDAYS IN APRIL. MEET OTHER CAREGIVERS AND LEARN SONGS, RHYMES, AND EARLY LITERACY TIPS!
 10:00AM - 10:30AM IN THE MYRTLEWOOD ROOM, AGES: INFANT & PARENT OR CAREGIVER

2 APR

18 APR **PRESCHOOL COOKING**
 YOUNG CHEFS ARE INVITED TO LEARN BASIC COOKING SKILLS WITH THE OSU EXTENSION SERVICES FOOD HERO PROGRAM!
 10:00AM - 10:30AM IN THE MYRTLEWOOD ROOM, AGES: KIDS AGED 0-5 WITH A PARENT OR CAREGIVER

3 APR **STORYTIME IN THE LIBRARY**
WEDNESDAYS IN APRIL
 10:00AM - 10:30AM IN THE MYRTLEWOOD ROOM, AGES: BABIES, TODDLERS, PRESCHOOL



18 APR **ASL PRACTICE PLACE**
 WITH INSTRUCTOR KANDY BERGQUIST
 TOPIC: EXERCISE/FITNESS
 12:00PM - 1:00PM VIA ZOOM, ALL AGES WELCOME

3 APR **MEET WITH THE MAYOR**
 COME CHAT WITH MAYOR BENETTI ABOUT THINGS HAPPENING IN THE CITY IN THIS INFORMAL SETTING.
 6:00PM - 7:00PM IN THE MYRTLEWOOD ROOM ON 04/03
 11:00AM - 12:00PM IN THE CEDAR ROOM ON 04/17
 AGES: EVERYONE



18 APR **HOW TO HOMESTEAD: BEEKEEPING**
 JOIN COOS BEEKEEPERS KATIE WOODRUFF & ANN MARINEAU FOR A PRESENTATION ON THE BASICS OF BEEKEEPING.
 5:00PM - 6:30PM IN THE MYRTLEWOOD ROOM, AGES: TEEN, ADULT

4 APR **ADULT CRAFTERNOON**
 BRING A CRAFT PROJECT AND ENJOY SOCIALIZING WHILE YOU WORK! COLORING PAGES AVAILABLE.
 11:00AM - 1:00PM IN THE MYRTLEWOOD ROOM, AGES: TEEN, ADULT

19 APR **DROP-IN TECH LAB**
 JOIN DEDICATED LIBRARY STAFF AND TECH-SAVVY VOLUNTEERS FOR HELP WITH YOUR SMARTPHONE, TABLET, LAPTOP, OR PC!
 2:00PM - 4:00PM IN THE MYRTLEWOOD ROOM, AGES: ADULT



4/20 APR **¡SPANGLISH! CONVERSATIONAL PROGRAM**
 5:00PM - 6:00PM ON ZOOM 04/04
 10:30AM - 11:30AM IN THE LIBRARY ON 04/20

19 APR **DUNGEONS & DRAGONS: PIRATES!**
 BRING YOUR FAVORITE LEVEL FIVE CHARACTER FOR A ONE-SHOT GAME OF DUNGEONS & DRAGONS 5E.
 4:00PM - 7:00PM IN THE MYRTLEWOOD ROOM, AGES: EVERYONE, REGISTRATION REQUIRED.

6/7 APR **FRIENDS OF THE LIBRARY BOOK SALE**
 GET GREAT DEALS & SUPPORT YOUR LIBRARY
 04/06 FROM 10:00AM - 4:00PM & 04/07 FROM 12:00PM - 3:00PM
 *9:00AM ADMITTANCE FOR FRIENDS OF THE LIBRARY MEMBERS

20 APR **CRAFT TAKEOUT**
 TEENS AND ADULTS ARE INVITED TO PICK UP A CRAFT KIT WITH COMPLETE INSTRUCTIONS AND MATERIALS
 CRAFT KITS AVAILABLE AT CIRCULATION DESK

10 APR **HOW TO HOMESTEAD: SEWING**
 LEARN THE BASICS OF HOW TO RUN A SEWING MACHINE AND COMPLETE A SMALL PROJECT FOR HANDS-ON LEARNING!
 3:30PM - 5:00PM IN THE MYRTLEWOOD ROOM, AGES: TEEN, ADULT, REGISTRATION REQUIRED.

25 APR **TEA TASTING**
 SAMPLE ARTISANAL TEAS FROM TEAS, TINCTURES, & TONICS
 12:00PM - 2:00PM IN THE MYRTLEWOOD ROOM, AGES: EVERYONE

11 APR **EARTH DAY STORYTIME**
 SPECIAL EARTH DAY STORYTIME LED BY MALAYA MCLEAN & WILLIAM FERRER FROM EARTH LOVE INSPIRATION
 10:00AM - 10:30AM IN THE MYRTLEWOOD ROOM, AGES: KIDS

25 APR **COMMUNITY COOKING WITH THE CO-OP**
 STARRING KELLI BOSAK OF CBPL COMMUNITY YOGA!
 THIS MONTH'S RECIPE: EASY 1-POT MASSAMAN CURRY
 5:30PM - 6:30PM VIA ZOOM, AGES: TEENS, ADULTS, FAMILIES

11 APR **POETRY WORKSHOP**
 FREE POETRY WORKSHOP WITH OREGON POET LAUREATE ANIS MOJGANI
 4:00PM - 5:00PM IN THE MYRTLEWOOD ROOM, AGES: TEEN, ADULT



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

11 APR **POETRY READING: ANIS MOJGANI**
 JOIN OREGON POET LAUREATE ANIS MOJGANI FOR A FREE READING AND PERFORMANCE OF HIS WORK
 6:00PM - 7:00PM IN THE MYRTLEWOOD ROOM, AGES: TEEN, ADULT

27 APR **PAINTING ALEBJIJES**
 KIDS AGED 10-13 ARE INVITED TO JOIN JESSICA ZAPATA FOR A CULTURAL AND ARTISTIC EXPLORATION OF WHIMSICAL MEXICAN CREATURES
 1:00PM - 3:00PM IN THE MYRTLEWOOD ROOM FOR KIDS AGES 10-13, AGES: 10-13, BILINGUAL, ESPAÑOL Y INGLÉS, REGISTRATION REQUIRED.



12 APR **LANGUAGE OF FLOWERS**
 JOIN ROBBYN FROM PETAL TO THE METAL FLOWERS TO LEARN ABOUT THE LANGUAGE OF FLOWERS & CRAFT A BOUQUET
 4:00PM - 6:00PM IN THE MYRTLEWOOD ROOM, AGES: EVERYONE, 20 SEATS AVAILABLE, FIRST COME FIRST SERVED.

30 APR **NEUROCINEMA: A SENSORY FRIENDLY MOVIE EVENT**
 AUTISTIC, ADHD, AND OTHER NEURODIVERSE ADULTS ARE INVITED TO HANG OUT, EAT SNACKS, AND WATCH A MOVIE
 2:00PM - 4:00PM IN THE MYRTLEWOOD ROOM, AGES: ADULT, POPCORN & DRINKS WILL BE PROVIDED, PARTICIPANTS ARE INVITED TO BRING ANY SPECIAL SNACKS THEY'D LIKE, BEAN BAGS OR OTHER SPECIAL SEATING, AND FIDGET TOYS

**CITY OF COOS BAY 2024-2025 BUDGET
LIBRARY FUND 07
RESOURCES**

**Proposed
2024-25**

| Actual 2021-22 | Actual 2022-23 | Council Adopted 2023-24 | G/L Account # | Proposed 2024-25 |
|-------------------|-------------------|-------------------------------|--|---------------------|
| 1,096,846 | 1,212,083 | 1,450,000 | 07-000-300-0100 | 1,225,000 |
| 150,000 | 200,000 | 250,000 | 07-000-300-0200 | 400,000 |
| <u>1,246,846</u> | <u>1,412,083</u> | <u>1,700,000</u> | Total Carryover Balance | <u>1,625,000</u> |
| 2,374 | 2,252 | 500 | 07-000-340-0300 | 2,200 |
| 13,000 | 29,250 | 5,000 | 07-000-340-0301 | 8,500 |
| - | - | 1,000 | 07-000-340-0303 | 1,000 |
| 1,423,301 | 1,322,957 | 1,256,600 | 07-000-340-0900 | 1,260,000 |
| <u>1,438,675</u> | <u>1,354,459</u> | <u>1,263,100</u> | Total Resources from Other Agencies | <u>1,271,700</u> |
| (6,104) | 52,474 | 15,000 | 07-000-350-0100 | 25,000 |
| <u>(6,104)</u> | <u>52,474</u> | <u>15,000</u> | Total Use of Money and Property | <u>25,000</u> |
| 3,732 | 4,084 | 2,500 | 07-000-360-0100 | 2,500 |
| 3,583 | 2,777 | 2,000 | 07-000-360-1800 | 2,500 |
| <u>7,314</u> | <u>6,861</u> | <u>4,500</u> | Total Charges for Current Services | <u>5,000</u> |
| 2,229 | 10,583 | 100 | 07-000-380-0100 | 100 |
| 26,097 | 26,097 | 26,000 | 07-000-380-0300 | 26,000 |
| 39 | 319 | 500 | 07-000-380-0400 | 500 |
| 140,092 | 34,334 | 12,000 | 07-000-380-0900 | 500 |
| - | 31,122 | - | 07-000-390-0100 | - |
| - | 639 | - | 07-000-390-0200 | 750 |
| <u>168,456</u> | <u>103,094</u> | <u>38,600</u> | Total Other Income | <u>27,850</u> |
| <u>2,855,188</u> | <u>2,928,971</u> | <u>3,021,200</u> | TOTAL LIBRARY FUND RESOURCES | <u>2,954,550</u> |

27

**CITY OF COOS BAY 2024-2025 BUDGET
LIBRARY FUND 07
EXPENDITURES**

| Actual 2021-22 | Actual 2022-23 | Council Adopted 2023-24 | G/L Account # | Proposed 2024-25 |
|-------------------|-------------------|-------------------------------|---------------------------------|---------------------|
| 623,907 | 713,526 | 823,554 | 07-510-510-1001 | 861,830 |
| 147,394 | 173,218 | 244,324 | 07-510-510-1003 | 250,455 |
| 46,653 | 54,768 | 66,678 | 07-510-510-1004 | 69,757 |
| 143,840 | 159,993 | 199,054 | 07-510-510-1005 | 221,565 |
| 415 | - | 3,600 | 07-510-510-1006 | 3,600 |
| 721 | 758 | 973 | 07-510-510-1007 | 1,360 |
| - | - | 67 | 07-510-510-1008 | 100 |
| 962,931 | 1,102,265 | 1,338,250 | Total Personnel Services | 1,408,667 |

PERSONNEL SERVICES

| | |
|---------------------------------|------------------|
| Salaries | 861,830 |
| PERS Retirement | 250,455 |
| Employer Payroll Taxes | 69,757 |
| Employee Insurance | 221,565 |
| Unemployment | 3,600 |
| Workers Compensation Insurance | 1,360 |
| Volunteer Workers Compensation | 100 |
| Total Personnel Services | 1,408,667 |

MATERIALS AND SERVICES

| | | | | |
|---------|-----------------|---------|----------------------------------|---------|
| 11,000 | 07-510-520-2005 | 11,000 | Training, Meetings, Travel, Dues | 11,000 |
| 37,000 | 07-510-520-2101 | 37,000 | Utilities | 32,000 |
| 21,000 | 07-510-520-2102 | 21,000 | Telephone | 22,000 |
| 20,000 | 07-510-520-2105 | 20,000 | Advertising | 15,000 |
| 225,000 | 07-510-520-2108 | 225,000 | Contractual | 152,000 |
| 14,400 | 07-510-520-2120 | 14,400 | Insurance | 15,000 |
| 8,200 | 07-510-520-2122 | 8,200 | Duplicating/Data Processing | 10,000 |
| 3,000 | 07-510-520-2123 | 3,000 | Printing | 2,000 |
| 7,000 | 07-510-520-2205 | 7,000 | Office Supplies | 5,000 |
| 12,000 | 07-510-520-2206 | 12,000 | Postage | 7,500 |
| 3,500 | 07-510-520-2225 | 3,500 | Janitorial Supplies | 3,500 |
| 100,000 | 07-510-520-2231 | 100,000 | Small Equipment | 30,000 |
| 8,000 | 07-510-520-2234 | 8,000 | Grants | 10,000 |
| 14,000 | 07-510-520-2235 | 14,000 | Library Supplies | 12,000 |
| 135,000 | 07-510-520-2236 | 135,000 | Library Books & Records | 125,000 |
| 12,000 | 07-510-520-2237 | 12,000 | Periodicals | 12,000 |
| 2,500 | 07-510-520-2239 | 2,500 | State Aid to Children - Books | 2,500 |
| 50,000 | 07-510-520-2240 | 50,000 | Library Books/Records (Restr) | 50,000 |
| 60,000 | 07-510-520-2241 | 60,000 | Programming | 50,000 |
| 20,000 | 07-510-520-2302 | 20,000 | Office Equipment Rental | 10,000 |
| 6,000 | 07-510-520-2303 | 6,000 | Equipment Repairs/Replacement | 5,000 |
| 15,000 | 07-510-520-2304 | 15,000 | Equipment Maintenance Contract | 12,000 |
| 7,000 | 07-510-520-2305 | 7,000 | Vehicle Maintenance/Fuel | 5,000 |
| 75,000 | 07-510-520-2309 | 75,000 | Building & Grounds Maintenance | 75,000 |
| 300,000 | 07-510-520-2310 | 300,000 | Furniture (restricted) | 350,000 |

CITY OF COOS BAY 2024-2025 BUDGET

**LIBRARY FUND 07
EXPENDITURES (continued)**

**Proposed
2024-25**

| Actual 2021-22 | Actual 2022-23 | Council Adopted 2023-24 | G/L Account # | Proposed 2024-25 |
|---|-------------------|-------------------------------|---|---------------------|
| 9 | 28 | 200 | 07-510-520-2406 | 200 |
| - | - | 1,500 | 07-510-520-2424 | 1,500 |
| 125,528 | 30,938 | 25,000 | 07-510-520-2450 | 25,000 |
| 475,621 | 496,227 | 1,193,300 | | 1,050,200 |
| MATERIALS AND SERVICES (continued) | | | | |
| | | | Reimbursable | |
| | | | Library Board | |
| | | | Gifts, Donations & Memorials | |
| | | | Total Materials and Services | 1,050,200 |
| CAPITAL OUTLAY | | | | |
| - | 639 | - | 07-510-530-3001 | 750 |
| - | 31,977 | - | 07-510-530-3008 | - |
| - | 32,616 | - | | 750 |
| | | | Total Capital Outlay | 750 |
| DEBT SERVICE | | | | |
| 4,447 | 4,506 | 50,000 | 07-510-540-1000 | 5,000 |
| 107 | 78 | 5,000 | 07-510-540-1100 | 200 |
| 0 | 0 | - | 07-510-540-1200 | 500 |
| - | 3,783 | - | 07-510-540-2000 | 4,000 |
| - | 504 | - | 07-510-540-2100 | 750 |
| - | 10,195 | - | 07-510-540-3000 | 12,000 |
| - | 268 | - | 07-510-540-3100 | 500 |
| 4,554 | 19,334 | 55,000 | | 22,950 |
| | | | Total Debt Service | 22,950 |
| - | - | 184,650 | 07-510-560-6001 | 221,983 |
| | | | CONTINGENCY | 221,983 |
| 1,412,083 | 1,278,530 | 250,000 | 07-510-560-6002 | 250,000 |
| | | | UNAPPROPRIATED ENDING FUND BALANCE | 250,000 |
| 2,855,188 | 2,928,971 | 3,021,200 | | 2,954,550 |
| | | | TOTAL LIBRARY FUND EXPENDITURES | 2,954,550 |