

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

**Wednesday January 18, 2023**

**5:15pm**

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

**Introductions**

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

Coos Bay Public Library  
December 2022 Report

# of items added to collection – **797**

New cards issued – **110**

Total reference questions – **326**

Daily average circulation – **826**

Total # of programs – **61**

Program attendance – **961**

Total items checked out at the library – **17,378**

Total of Coos Bay items checked out anywhere – **18,177**

Total digital downloads – **503**

Total Wireless Internet Connections – **8,040**

Gate count – **5,312**

Total monthly library visits – **6,231**

COOS BAY PUBLIC LIBRARY  
BOARD OF TRUSTEE MEETING MINUTES  
December 21, 2022

**Call to Order** – President Bob More called the meeting to order at 5:24 p.m.

**Board Members Present:** Gina Sutherland, Bob More, Jenni DeLeon, Rob Miles, James Moore

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

**Public Comment** –None

**Minutes and Circulation** – Minutes from the November 2022 meeting were reviewed. Bob noted that James Moore was in attendance not Robert Moore. It was also noted that in discussions regarding the HVAC system it was not made clear that only one of the three systems is down. Gina moved to approve the minutes with the corrections noted. Jenni seconded the motion. The minutes were unanimously approved. The circulation report was reviewed with a note that the monthly stats are almost back to pre-covid numbers.

**Treasurer's Report** – The financials for November 2022 were reviewed. Bob said that he is still confused by the investment interest income line item. Sami will see if she can get a clearer picture of how that is working. Gina moved to approve the treasurers report. Rob seconded the motion. Unanimously approved. The Memorial report was reviewed.

**Correspondence** – None

**Librarians Report** – Sami spoke about the upcoming addition of the Niche Academy to the website. Sami said that it will provide tutorials for the most common electronic resources, such as Hoopla, Library2Go, Microsoft products, and more.

**Friends of the Library Report** – The November book sale brought in \$447.50 and the bookstore \$443.67. There will be a book giveaway in the Myrtlewood Room on January 14 & 15, 2023.

**Library Foundation Report** – The last meeting was a wrap up of the fall fundraiser as well as setting the dates for the next.

**Old Business** – None

**New Business** –

Sami requested approval for the 2023 closure days not on the City calendar. Gina made a motion to approve with a second by Rob. Unanimously approved.

**Announcements** – Sami invited everyone to see the Dino Exhibit in the children’s department.

Adjournment – R. More adjourned the meeting at 5:44 p.m.

Next Meeting: January 18, 2023 – 5:15 p.m.

Respectfully submitted,  
Crystal Barr

**COOS BAY PUBLIC LIBRARY  
DECEMBER 2022**

**INVENTORY**

<u>CLASSIFICATION</u>	<u>ACQUIRED</u>	<u>DISCARDS</u>
Adult Books	126	291
Adult Audio Books	39	246
Adult Video	108	12
Adult Music	0	1
Adult Video Games	14	0
Board Game	0	1
Young Adult Books	87	0
Young Adult Audio	0	0
Child Books	422	20
Child Audio	0	0
Child Video	1	0
Child Music Cds	0	0
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<b>TOTAL</b>	<b>797</b>	<b>571</b>

**CIRCULATION SUMMARY**

	<b>Total Items Checked Out At Coos Bay</b>	<b>Total Coos Bay Owned Items Checked Out</b>	
<b>2022</b>	17,378	18,177	
<b>2021</b>	12,600	15,633	
<b>2020</b>	9,558	10,173	
<b>2019</b>	20,008	25,953	
<b>2018</b>	19,054	21,090	
<b>2017</b>	18,752	22,165	
<b>GATE COUNT:</b>	5,312		
	(2021 - 4,695)		
<b>REFERENCE QUESTIONS ANSWERED:</b>		326	
<b>YP REFERENCE QUESTIONS ANSWERED:</b>		47	
<b>NEW PATRON REGISTRATIONS:</b>		110	
<b>#DAYS OPEN:</b>	<b>22</b>	<b>23</b>	<b>25</b>
<b>DAILY AVERAGE CIRCULATION:</b>	826	(21) 680	(20) 406

**RECEIPTS FROM PATRONS**

DAMAGED/LOST	\$59.97
MISC	\$5.00
RENT	\$0.00
COPIES	<u>\$211.70</u>
<b>TOTAL</b>	<b><u>\$276.67</u></b>

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

BALANCE, November 30, 2022 \$ 82,310.17

**DEPOSITS:**

Friends of Coos Bay Public Library	\$ 3,500.00
Hodge Donation	\$ 50.00
JE-Outreach	\$ 58.38
United Way Donation/Dollywood	\$ 13.85
Blew Donation	\$ 300.00
Poresky Donation	\$ 100.00

TOTAL DEPOSITS \$ 4,022.23

ACCOUNT SUB TOTAL \$ 86,332.40

**DISBURSEMENTS:**

Tom's Lock & Key/Keys-Community Fridge	\$ 200.00
Coos Head Food/Produce-Community Fridge	\$ 256.75
Coos Head Food/Produce-Community Fridge	\$ 130.85
South Coast Food Share/Produce-Community Fridge	\$ 11.04
South Coast Food Share/Produce-Community Fridge	\$ 6.24
South Coast Food Share/Produce-Community Fridge	\$ 20.40
South Coast Food Share/Produce-Community Fridge	\$ 14.48
South Coast Food Share/Produce-Community Fridge	\$ 15.20
Amazon/Supplies-YP Programs-Book Boxes, Storytime	\$ 188.27
Amazon/Supplies-YP Programs-Book Boxes, Storytime	\$ 210.78
Amazon/Books-Price Memorial	\$ 69.73
McKays/Supplies-YP Programs-Family Café with ESD	\$ 9.29
TOTAL DISBURSEMENTS	\$ 1,133.03

**Balance December 31, 2022** **\$ 85,199.37**

**ACCOUNT SUMMARY:**

General Fund	\$ 13,360.60
Friend's Children's Fund	\$ 1,483.05
Kenaston Estate Donation	\$ -
Mallek Estate Memorial	\$ 52,610.89
Jones Estate Donation	\$ 7,272.59
ESD Bilingual Programming Donation	\$ 669.69
Friends Library Purchases	\$ 3,426.98
Rotary Donation	\$ (1,654.06)
Coos Bay Library Foundation-Equipment	\$ -

Mogan-CBPL Foundation	\$ -
Community Fridge	\$ 5,655.04
Coos Health & Wellness	\$ (856.38)
Dollywood	\$ 3,230.97

**MEMORIAL ACCOUNT FUNDS TOTAL** **\$ 85,199.37**

## **Librarian's Report**

**January 2023**

### ***PROGRAMS in December***

Spanglish Conversation (2) - 5 people in attendance.

Craft Take Out - 47 kits distributed with 18 video views

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

ASL Practice Place - 8 participants

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

Story time (2) - 60 participants

Swords and Starships Podcast - 5 new episodes, 167 downloads.

The Empire and Eastside pickup/drop off sites - This is done every Friday (except holidays). 165 people served in December (3 Fridays were holidays/training).

Community Yoga - 4 participants

Read and Craft Book Club - 5

Teen Advisory Board - 5





Volunteer with Vita Information Sessions (5) - 11

Create Your Own Journal – 8

Dinosaur Dance Party and Stories – 60

DIY Paper Circuit Dinosaurs – 20

Tile Painting: Hopes for Our Community (8) - 73 participants

Game Night – 6

Head Start Family Café - 45

Free Build Legos – 14

Head Start Outreach – 23

Monster Makers with Polymer – 6

Young Writers (3) - 3

Gifting Books Video – 15 views

Proctoring – 6

One-on-One Appts - 12

The library provided access to wireless internet 8,040 times in December.

## ***Miscellaneous***

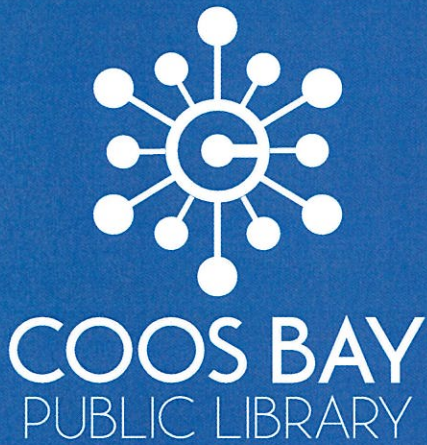
In December there were 4990 county-wide checkouts on OverDrive. 503 circulations on hoopla in December with 22 new borrowers.

The Dinosaur Exhibit from University of Oregon's Museum of Natural and Cultural History opened on December 19<sup>th</sup> and will run through January 13<sup>th</sup>. It is a great interactive exhibit. The Youth Services staff put together a nice slate of related programming to accompany the exhibit. It is well received.

There was staff training on the 16<sup>th</sup>. The staff played library trivia (a fun way to make sure everyone knows policies and procedures), display training, Niche Academy training, and catalog training.

2022/23	Myrtlewood	Myrtlewood	Cedar	Cedar	Total Use	Estimated Attendance (minus library program attendance already reported)
	Library Use	Non-Library Use	Library Use	Non-Library Use		
Jul-21	18	8	13	19	58	208
Aug-21	11	9	10	17	47	518
Sep-21	5	14	10	23	52	711
Oct-21	16	7	9	33	65	851
Nov-21	13	13	16	26	68	824
Dec-21	8	13	19	26	66	919
Jan-22	0	0	0	0		
Feb-22	0	0	0	0		
Mar-22	0	0	0	0		
Apr-22	0	0	0	0		
May-22	0	0	0	0		
Jun-22	0	0	0	0		
Totals	0	0	0	0	0	

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# THE LATEST at COOS BAY PUBLIC LIBRARY JANUARY 2022

## 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!



## VISITING PROGRAMS FROM OMSI



### ON MONDAY, JANUARY 9

The Oregon Museum of Science and Industry (OMSI) is coming to Coos Bay Public Library for two very special programs on January 9! From 10:00AM – 11:00AM, *Wee Wonders* is a program for preschoolers and toddlers aged 3-5 to explore the wonders of science in a fun-filled class with a guest appearance from a live reptile!

From 3:30PM – 4:30PM, kids grades K-3 are invited to a *Prehistoric Dinosaurs* presentation to learn about paleontology and animal adaptation. Pre-Registration required for both events; see website for details.

## PRESERVING OUR PIONEER CEMETARY JOIN US ON WEDNESDAY, JANUARY 11 AT 2:00PM FOR AN HOUR LONG PROGRAM DISCUSSING COOS BAY'S HISTORY

Coos Bay's Marshfield Pioneer Cemetery is the final resting place for nearly 2000 people who lived and worked in the region during the late 1800s. Join Becky Soules for a special program exploring some of the untold stories of yesteryear's immigrants, Civil War soldiers, women struggling to support their families, and young children dying from all-too-common accidents and childhood diseases.

Becky will also share information about the new preservation initiative, *Partners in Preserving our Pioneer Cemetery*, that will repair and stabilize over 100 of the cemetery's gravestones in the upcoming months. Additional information about those buried in the Marshfield Pioneer Cemetery, including the complete index of burials, will be available as well.

**WINTER READING CHALLENGE**  
START OUT THE NEW YEAR WITH A READING CHALLENGE!  
READ 10 BOOKS FROM OUR CHALLENGE CATEGORIES AND  
EARN A PRIZE REDEEMABLE WHILE SUPPLIES LAST

CHALLENGE WILL RUN JANUARY 1 - MARCH 1. SIGN UP ON OUR WEBSITE  
OR PICK UP A GAME PIECE AT THE LIBRARY. AGES: EVERYONE

1  
JAN

2  
JAN

**LIBRARY CLOSED**

IN OBSERVATION OF NEW YEARS HOLIDAY WEEKEND  
REGULAR OPEN HOURS RESUME TUESDAY, JANUARY 3

**STORYTIME IN THE LIBRARY**  
WEDNESDAYS IN JANUARY

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

4  
JAN

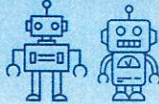
4  
JAN

**ISPANGLISH! CONVERSATIONAL PROGRAM**

12:00PM - 1:00PM ON ZOOM 01/04  
10:30AM - 11:30AM IN THE LIBRARY ON 01/21

**SWORDS & STARSHIPS PODCAST**

MINI EPISODES (01/13 & 01/27)  
ROBOTS (01/06)  
MEET RACHEL! (12/23)  
NEW EPISODES AVAILABLE!



6  
JAN

6  
JAN

**COMMUNITY ENGAGEMENT  
SPECIALIST TAMMY ALEY AVAILABLE**  
MONDAYS & FRIDAYS THIS MONTH

10:00AM-11:00AM BY APPOINTMENT ONLY  
11:00AM-4:00PM DROP IN OR APPT



**INTRO TO WINDOWS 11**

FEATURING DENNIS DATER OF BAY AREA SENIORS COMPUTER CLUB  
10:00AM - 11:30AM IN THE MYRTLEWOOD ROOM, AGES: TEENS, ADULTS

7  
JAN

7  
JAN

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

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

**WEE WONDERS WITH THE OREGON  
MUSEUM OF SCIENCE AND INDUSTRY**

INTRODUCTORY SCIENCE CLASS THAT WILL EXPLORE  
CHEMISTRY, PHYSICS, & BIOLOGY- FEATURING A LIVE REPTILE!

10:00AM - 11:00AM IN THE MYRTLEWOOD ROOM,  
AGES: TODDLERS OR PRESCHOOLERS AGED 3-5 ACCOMPANIED  
BY A PARENT OR CAREGIVER. PRE-REGISTRATION REQUIRED

9  
JAN

9  
JAN

**PREHISTORIC DINOSAURS WITH THE  
OREGON MUSEUM OF SCIENCE AND INDUSTRY**

MUSEUM EDUCATORS WILL TEACH K-3 PARTICIPANTS ABOUT  
FOSSIL FORMATION, PALEONTOLOGY, AND ANIMAL ADAPTATION.

3:30PM - 4:30PM IN THE MYRTLEWOOD ROOM,  
AGES: KIDS GRADES K-3; PRE-REGISTRATION REQUIRED

**READ + CRAFT BOOK CLUB**

ASTRONAUTS: WOMEN ON THE FINAL FRONTIER  
BY JIM OTTAVIANI & MARIS WICKS

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



10  
JAN

10  
JAN

**TEEN ADVISORY BOARD**

TEENS 12-18 ARE INVITED TO HELP PLAN PROGRAMS, EARN  
SERVICE HOURS, & GAIN LEADERSHIP SKILLS!

3:30PM - 4:30PM IN THE CEDAR ROOM, AGES: 12-18

11  
JAN

**PRESERVING OUR PIONEER CEMETARY**

LEARN ABOUT LOCAL HISTORY WITH GUEST SPEAKER BECKY  
SOULES'S PRESENTATION ON MARSHFIELD PIONEER CEMETARY

2:00PM - 3:00PM IN THE MYRTLEWOOD ROOM, AGES: EVERYONE

12  
JAN

**COMMUNITY YOGA  
WITH INSTRUCTOR KELLI BOSAK**

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

**CRAFT TAKEOUT:  
CLAY TRINKET DISHES**

KITS AVAILABLE. CRAFT-ALONG TUTORIAL ON  
YOUTUBE & FACEBOOK



13  
JAN

14&15  
JAN

**FRIENDS OF THE LIBRARY GIVEAWAY**

START YOUR YEAR STRONG WITH FREE BOOKS!

01/14 FROM 9:00AM - 4:00PM IN THE MYRTLEWOOD ROOM  
01/15 FROM 12:00PM - 3:00PM IN THE MYRTLEWOOD ROOM

**LIBRARY CLOSED**

IN OBSERVATION OF MARTIN LUTHER KING DAY

REGULAR OPEN HOURS RESUME TUESDAY, JANUARY 17

16  
JAN

19  
JAN

**DOLLY PARTON'S IMAGINATION  
LIBRARY CELEBRATION**

CELEBRATE DOLLY PARTON'S BIRTHDAY WITH A SPECIAL STORY-  
TIME! SIGN UP FOR THE PROGRAM AND ENJOY A FREE CUPCAKE.

10:30AM - 11:30AM IN THE MYRTLEWOOD ROOM, AGES: KIDS  
UNDER 5 WITH A PARENT OR CAREGIVER

**ASL PRACTICE PLACE**

WITH INSTRUCTOR KANDY BERGQUIST  
TOPIC: FEELINGS/EMOTIONS

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



19  
JAN

19  
JAN

**UNLIMITED BOOK CLUB**

THIS IS HOW IT ALWAYS IS BY LAURIE FRANKEL

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



**TEEN AFTER HOURS**

YOUNG PEOPLE 12-18 ARE INVITED TO A SPECIAL  
AFTER-HOURS EVENT PLANNED BY AND FOR TEENS.  
WATCH A MOVIE, EAT PIZZA, PLAY GAMES AND MEET OTHER TEENS!

6:00PM - 8:00PM IN THE MYRTLEWOOD ROOM, AGES: TWEENS, TEENS



20  
JAN

24  
JAN

**BEGINNING READER BOOK CLUB**

EXPLORE COOKBOOKS AND GET A FREE BOOK!

3:30PM - 4:30PM IN THE MYRTLEWOOD ROOM, AGES: KIDS GRADE  
K-3. SPACES LIMITED. PRE-REGISTRATION SUGGESTED.

**COMMUNITY COOKING WITH THE CO-OP**

STARRING SAM AND ALEX BAUGH!

THIS MONTH'S RECIPE: HUNGARIAN MUSHROOM SOUP POTATO BOWL

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

26  
JAN

27  
JAN

**GAME NIGHT**

ENJOY FREE SNACKS AND GAMES FROM CBPL'S COLLECTION

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

City of Coos Bay  
Combined Cash Investment  
December 31, 2022

Combined Cash Accounts

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

Cash Allocation Reconciliation

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

City of Coos Bay  
Balance Sheet  
December 31, 2022

Library Fund

ASSETS

07-000-100-1001	Cash - Combined Fund	1,985,753.73	
07-000-100-1015	Cash on Hand/Till Drawer	200.00	
07-000-100-1101	Prepaid Expense	2,788.49	
	Total Assets		1,988,742.22

LIABILITIES AND EQUITY

FUND EQUITY

Unappropriated Fund Balance:			
07-000-200-2500	Fund Balance	1,412,083.31	
	Revenue over Expenditures - YTD	576,658.91	
	Balance - Current Date		1,988,742.22
	Total Fund Equity		1,988,742.22
	Total Liabilities and Equity		1,988,742.22

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

Library Fund

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



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

Library Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt	
<u>Expenditures</u>						
Personnel Services						
07-510-510-1001	Salaries	59,180.87	351,221.33	878,730.00	527,508.67	40.0
07-510-510-1003	P.E.R.S.	14,098.83	84,153.73	212,896.00	128,742.27	39.5
07-510-510-1004	Social Security	4,422.79	26,266.54	71,238.00	44,971.46	36.9
07-510-510-1005	Employee Insurance	11,488.93	65,648.84	215,867.00	150,218.16	30.4
07-510-510-1006	Unemployment	.00	.00	3,850.00	3,850.00	.0
07-510-510-1007	Workers Compensation Insurance	85.03	492.69	836.00	343.31	58.9
07-510-510-1008	Volunteer Workers Compensation	.00	.00	59.00	59.00	.0
	<b>Total Personnel Services</b>	<b>89,276.45</b>	<b>527,783.13</b>	<b>1,383,476.00</b>	<b>855,692.87</b>	<b>38.2</b>
Materials & Services						
07-510-520-2005	Training,Meetings,Travel,Dues	151.12	5,150.69	7,000.00	1,849.31	73.6
07-510-520-2101	Utilities	2,518.73	9,311.67	37,000.00	27,688.33	25.2
07-510-520-2102	Telephone	1,396.87	7,757.08	20,000.00	12,242.92	38.8
07-510-520-2105	Advertising	575.00	2,111.07	20,000.00	17,888.93	10.6
07-510-520-2108	Contractual	5,688.62	36,657.44	110,000.00	73,342.56	33.3
07-510-520-2120	Insurance	.00	8,077.31	12,000.00	3,922.69	67.3
07-510-520-2122	Duplicating\Data Processing	706.37	3,821.81	8,000.00	4,178.19	47.8
07-510-520-2123	Printing	.00	.00	3,000.00	3,000.00	.0
07-510-520-2205	Office Supplies	353.97	1,844.43	7,000.00	5,155.57	26.4
07-510-520-2206	Postage	.00	1,119.56	10,000.00	8,880.44	11.2
07-510-520-2225	Janitorial Supplies	254.46	889.31	3,500.00	2,610.69	25.4
07-510-520-2231	Small Equipment	1,445.17	18,534.36	38,000.00	19,465.64	48.8
07-510-520-2234	Grants	121.94	29,325.10	8,000.00	( 21,325.10)	366.6
07-510-520-2235	Library Supplies	1,309.14	4,237.87	14,000.00	9,762.13	30.3
07-510-520-2236	Library Books & Records	11,298.10	44,719.13	120,000.00	75,280.87	37.3
07-510-520-2237	Periodicals	.00	5,262.08	10,000.00	4,737.92	52.6
07-510-520-2239	State Aid to Children - Books	.00	909.40	2,500.00	1,590.60	36.4
07-510-520-2240	Library Books/Records (Restr)	.00	.00	50,000.00	50,000.00	.0
07-510-520-2241	Programming	437.55	3,706.79	40,850.00	37,143.21	9.1
07-510-520-2302	Office Equipment Rental	381.45	2,027.15	20,000.00	17,972.85	10.1
07-510-520-2303	Equipment Repairs/Replacement	1,090.42	1,190.42	5,000.00	3,809.58	23.8
07-510-520-2304	Equipment Maintenance Contract	37.95	8,041.44	15,000.00	6,958.56	53.6
07-510-520-2305	Vehicle Maintenance/Fuel	.00	101.05	7,000.00	6,898.95	1.4
07-510-520-2309	Building & Grounds Maintenance	4,117.35	21,647.69	50,000.00	28,352.31	43.3
07-510-520-2310	Furniture (restricted)	.00	.00	200,000.00	200,000.00	.0
07-510-520-2406	Reimbursable	.00	12.95	200.00	187.05	6.5
07-510-520-2424	Library Board	.00	.00	1,500.00	1,500.00	.0
07-510-520-2450	Gifts, Donations & Memorials	2,047.70	13,515.61	1,000.00	( 12,515.61)	1351.6
	<b>Total Materials &amp; Services</b>	<b>33,931.91</b>	<b>229,971.41</b>	<b>820,550.00</b>	<b>590,578.59</b>	<b>28.0</b>
Capital Outlay						
07-510-530-3008	Vehicles	.00	4.49	60,000.00	59,995.51	.0
	<b>Total Capital Outlay</b>	<b>.00</b>	<b>4.49</b>	<b>60,000.00</b>	<b>59,995.51</b>	<b>.0</b>

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

Library Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
Debt Service					
07-510-540-1000 Lease Principal	1,044.79	1,044.79	25,000.00	23,955.21	4.2
07-510-540-1100 Lease Interest	.00	.00	5,000.00	5,000.00	.0
<b>Total Debt Service</b>	<b>1,044.79</b>	<b>1,044.79</b>	<b>30,000.00</b>	<b>28,955.21</b>	<b>3.5</b>
Other Financing Uses					
07-510-560-6001 Contingency	.00	.00	164,924.00	164,924.00	.0
07-510-560-8002 Unappropriated Ending Fund Bal	.00	.00	250,000.00	250,000.00	.0
<b>Total Other Financing Uses</b>	<b>.00</b>	<b>.00</b>	<b>414,924.00</b>	<b>414,924.00</b>	<b>.0</b>
<b>Total Expenditures</b>	<b>124,253.15</b>	<b>758,803.82</b>	<b>2,708,950.00</b>	<b>1,950,146.18</b>	<b>28.0</b>
<b>Total Fund Expenditures</b>	<b>124,253.15</b>	<b>758,803.82</b>	<b>2,708,950.00</b>	<b>1,950,146.18</b>	<b>28.0</b>
<b>Net Revenue Over Expenditures</b>	<b>886,269.31</b>	<b>576,658.91</b>	<b>.00</b>	<b>( 576,658.91)</b>	<b>.0</b>

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
			11/30/2022 (11/22) Balance	07-510-510-1001			292,040.46
12/20/2022	PC	5	PAYROLL TRANS FOR 12/20/2022 PAY PERIOD		3,800.00		
12/20/2022	PC	129	PAYROLL TRANS FOR 12/20/2022 PAY PERIOD		59,839.05		
12/20/2022	PC	130	PAYROLL TRANS FOR 12/20/2022 PAY PERIOD			4,458.18-	
			12/31/2022 (12/22) Period Totals and Balance		63,639.05 *	4,458.18- *	351,221.33
YTD Encumbrance	.00	YTD Actual	351,221.33 Total	351,221.33	YTD Budget	878,730.00 Unexpended	527,508.67
			11/30/2022 (11/22) Balance	07-510-510-1002			.00
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00	YTD Budget	.00 Unexpended	.00
			11/30/2022 (11/22) Balance	07-510-510-1003			70,054.90
12/20/2022	PB	161	PAYROLL TRANS FOR 12/20/2022 PAY PERIOD		14,098.83		
			12/31/2022 (12/22) Period Totals and Balance		14,098.83 *	.00 *	84,153.73
YTD Encumbrance	.00	YTD Actual	84,153.73 Total	84,153.73	YTD Budget	212,896.00 Unexpended	128,742.27
			11/30/2022 (11/22) Balance	07-510-510-1004			21,843.75
12/20/2022	PB	3	PAYROLL TRANS FOR 12/20/2022 PAY PERIOD		290.70		
12/20/2022	PB	159	PAYROLL TRANS FOR 12/20/2022 PAY PERIOD		4,422.79		
12/20/2022	PB	160	PAYROLL TRANS FOR 12/20/2022 PAY PERIOD			290.70-	
			12/31/2022 (12/22) Period Totals and Balance		4,713.49 *	290.70- *	26,266.54
YTD Encumbrance	.00	YTD Actual	26,266.54 Total	26,266.54	YTD Budget	71,238.00 Unexpended	44,971.46
			11/30/2022 (11/22) Balance	07-510-510-1005			54,159.91
12/20/2022	PB	158	PAYROLL TRANS FOR 12/20/2022 PAY PERIOD		11,488.93		
12/20/2022	PC	154	PAYROLL TRANS FOR 12/20/2022 PAY PERIOD		31.12		
12/20/2022	PC	155	PAYROLL TRANS FOR 12/20/2022 PAY PERIOD			31.12-	
			12/31/2022 (12/22) Period Totals and Balance		11,520.05 *	31.12- *	65,648.84
YTD Encumbrance	.00	YTD Actual	65,648.84 Total	65,648.84	YTD Budget	215,867.00 Unexpended	150,218.16
			11/30/2022 (11/22) Balance	07-510-510-1006			.00
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00	YTD Budget	3,850.00 Unexpended	3,850.00
			11/30/2022 (11/22) Balance	07-510-510-1007			407.66

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
12/20/2022	PB	157	PAYROLL TRANS FOR 12/20/2022 PAY PERIOD		85.03		
			12/31/2022 (12/22) Period Totals and Balance		85.03 *	.00 *	492.69
YTD Encumbrance .00 YTD Actual 492.69 Total 492.69 YTD Budget 836.00 Unexpended 343.31							
Volunteer Workers Compensation							
			11/30/2022 (11/22) Balance	07-510-510-1008			.00
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget 59.00 Unexpended 59.00							
Accrued Vacation Liability							
			11/30/2022 (11/22) Balance	07-510-510-1009			.00
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00							
Meetings And Travel							
			11/30/2022 (11/22) Balance	07-510-520-2001			.00
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00							
Memberships,dues,publications							
			11/30/2022 (11/22) Balance	07-510-520-2003			.00
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00							
Training,Meetings,Travel,Dues							
			11/30/2022 (11/22) Balance	07-510-520-2005			4,999.57
11/02/2022	JE	29	AMERICAN LIBRARY ASSOC, J.Knight, 1 yr Memb		146.64		
12/28/2022	JE	50	R/C JE31 (11/22) OR Foodhandlers, Church, Food		2.24		
12/28/2022	JE	51	R/C JE31 (11/22) OR Foodhandlers, Whitty, Food H		2.24		
			12/31/2022 (12/22) Period Totals and Balance		151.12 *	.00 *	5,150.69
YTD Encumbrance .00 YTD Actual 5,150.69 Total 5,150.69 YTD Budget 7,000.00 Unexpended 1,849.31							
Utilities							
			11/30/2022 (11/22) Balance	07-510-520-2101			6,792.94
12/07/2022	CD13	5	PACIFIC POWER 12447751-0018 LIBRARY		2,304.21		
11/22/2022	JE	15	CBNB WATER BOARD, Water		214.52		
			12/31/2022 (12/22) Period Totals and Balance		2,518.73 *	.00 *	9,311.67
YTD Encumbrance .00 YTD Actual 9,311.67 Total 9,311.67 YTD Budget 37,000.00 Unexpended 27,688.33							
Telephone							
			11/30/2022 (11/22) Balance	07-510-520-2102			6,360.21
11/12/2022	AP	261	USCC Services LLC		259.90		
12/08/2022	AP	650	Asavie Technologies Inc		74.90		
11/21/2022	JE	9	VERIZON, 576174385-00001 Library		358.09		
11/07/2022	JE	15	BROADVOICE, Internet, Telephone		703.98		
			12/31/2022 (12/22) Period Totals and Balance		1,396.87 *	.00 *	7,757.08
YTD Encumbrance .00 YTD Actual 7,757.08 Total 7,757.08 YTD Budget 20,000.00 Unexpended 12,242.92							
Advertising							
			11/30/2022 (11/22) Balance	07-510-520-2105			1,536.07
11/08/2022	JE	29	EPUERTO, Promotional Ads		287.50		
11/29/2022	JE	29	EPUERTO, Promotional Ads		287.50		
			12/31/2022 (12/22) Period Totals and Balance		575.00 *	.00 *	2,111.07
YTD Encumbrance .00 YTD Actual 2,111.07 Total 2,111.07 YTD Budget 20,000.00 Unexpended 17,888.93							
Contractual							
			11/30/2022 (11/22) Balance	07-510-520-2108			30,968.82

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
11/23/2022	AP	167	Cardinal Services Inc.		152.32		
11/25/2022	AP	168	Cardinal Services Inc.		130.56		
12/01/2022	AP	169	Cardinal Services Inc.		43.52		
11/18/2022	AP	258	C-N-B Security Inc		880.00		
11/25/2022	AP	259	C-N-B Security Inc		1,056.00		
11/28/2022	AP	260	C-N-B Security Inc		528.00		
12/08/2022	AP	539	Cardinal Services Inc		130.56		
12/07/2022	AP	558	Sprague Pest Solutions		176.55		
12/06/2022	AP	648	C-N-B Security Inc		836.00		
12/21/2022	AP	953	Cardinal Services Inc.		304.64		
12/14/2022	AP	994	C-N-B Security Inc		1,012.00		
12/06/2022	CD14	7	11/30/22 Xpress Bill Pay Support Fees/Forms Inv #5		94.11		
11/09/2022	JE	15	ADOBE, Creative Cloud Renewal FYE 23		239.92		
11/28/2022	JE	28	AMAZON, 1 yr Business Prime Renewal, FYE23		104.44		
12/31/2022 (12/22) Period Totals and Balance					5,688.62 *	.00 *	36,657.44
YTD Encumbrance		.00 YTD Actual	36,657.44 Total	36,657.44 YTD Budget	110,000.00 Unexpended	73,342.56	
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Special Counsel			11/30/2022 (11/22) Balance	07-510-520-2114			.00
12/31/2022 (12/22) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
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Insurance			11/30/2022 (11/22) Balance	07-510-520-2120			8,077.31
12/31/2022 (12/22) Period Totals and Balance					.00 *	.00 *	8,077.31
YTD Encumbrance		.00 YTD Actual	8,077.31 Total	8,077.31 YTD Budget	12,000.00 Unexpended	3,922.69	
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Duplicating/Data Processing			11/30/2022 (11/22) Balance	07-510-520-2122			3,115.44
11/23/2022	AP	276	ODP Business Solutions LLC		118.92		
12/08/2022	AP	656	ODP Business Solutions LLC		344.52		
12/01/2022	AP	717	Xerox Corporation		139.50		
12/10/2022	AP	719	Xerox Corporation		9.55		
11/03/2022	JE	29	VALUETEKNO, Ink Cartridge		53.89		
11/22/2022	JE	29	DELL BUSINESS ONLINE, Printer Drum"		39.99		
12/31/2022 (12/22) Period Totals and Balance					706.37 *	.00 *	3,821.81
YTD Encumbrance		.00 YTD Actual	3,821.81 Total	3,821.81 YTD Budget	8,000.00 Unexpended	4,178.19	
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Printing			11/30/2022 (11/22) Balance	07-510-520-2123			.00
12/31/2022 (12/22) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	3,000.00 Unexpended	3,000.00	
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Program & Display			11/30/2022 (11/22) Balance	07-510-520-2128			.00
12/31/2022 (12/22) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
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Office Supplies			11/30/2022 (11/22) Balance	07-510-520-2205			1,490.46
12/07/2022	AP	655	ODP Business Solutions LLC		225.28		
12/08/2022	AP	657	ODP Business Solutions LLC		12.48		
11/08/2022	JE	28	AMAZON, Office Supplies		9.49		
11/11/2022	JE	28	AMAZON, Ink		8.82		
11/11/2022	JE	28	AMAZON, Glue		8.98		
11/29/2022	JE	28	AMAZON, Ink		88.92		
12/31/2022 (12/22) Period Totals and Balance					353.97 *	.00 *	1,844.43

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance		.00 YTD Actual	1,844.43 Total	1,844.43 YTD Budget	7,000.00 Unexpended	5,155.57	
Postage			11/30/2022 (11/22) Balance	07-510-520-2206			1,119.56
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	1,119.56
YTD Encumbrance		.00 YTD Actual	1,119.56 Total	1,119.56 YTD Budget	10,000.00 Unexpended	8,880.44	
Miscellaneous			11/30/2022 (11/22) Balance	07-510-520-2208			.00
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Data Processing Supplies			11/30/2022 (11/22) Balance	07-510-520-2224			.00
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Janitorial Supplies			11/30/2022 (11/22) Balance	07-510-520-2225			634.85
11/30/2022	AP	411	Bay Area Enterprises Inc.		204.48		
11/09/2022	JE	28	AMAZON, Janitorial Supplies		49.98		
			12/31/2022 (12/22) Period Totals and Balance		254.46 *	.00 *	889.31
YTD Encumbrance		.00 YTD Actual	889.31 Total	889.31 YTD Budget	3,500.00 Unexpended	2,610.69	
Small Equipment			11/30/2022 (11/22) Balance	07-510-520-2231			17,089.19
11/04/2022	AP	455	Bibliotheca LLC		927.86		
11/29/2022	AP	484	ODP Business Solutions LLC		189.98		
11/01/2022	JE	28	AMAZON, Small Tools		19.98		
11/15/2022	JE	28	AMAZON, 3D Printer		179.99		
11/15/2022	JE	29	SYMBOLOGY ENTERPRISE, Barcode Duplicator S		76.89		
11/15/2022	JE	29	SYMBOLOGY ENTERPRISE, Barcode Duplicator S		50.47		
			12/31/2022 (12/22) Period Totals and Balance		1,445.17 *	.00 *	18,534.36
YTD Encumbrance		.00 YTD Actual	18,534.36 Total	18,534.36 YTD Budget	38,000.00 Unexpended	19,465.64	
Grants			11/30/2022 (11/22) Balance	07-510-520-2234			29,203.16
11/19/2022	JE	28	AMAZON, Books, Census Grant		67.95		
11/21/2022	JE	28	AMAZON, Books, Census Grant		33.00		
11/21/2022	JE	28	AMAZON, Books, Census Grant		20.99		
			12/31/2022 (12/22) Period Totals and Balance		121.94 *	.00 *	29,325.10
YTD Encumbrance		.00 YTD Actual	29,325.10 Total	29,325.10 YTD Budget	8,000.00 Unexpended	(21,325.10)	
Library Supplies			11/30/2022 (11/22) Balance	07-510-520-2235			2,928.73
11/30/2022	AP	373	Showcases		53.00		
11/29/2022	AP	595	Demco		246.60		
12/12/2022	AP	707	Showcases		188.73		
12/13/2022	AP	708	Showcases		377.46		
12/19/2022	AP	894	Demco		276.16		
09/19/2022	AP	950	Showcases		32.55		
11/01/2022	JE	28	AMAZON, Laptop Bags		71.68		
11/01/2022	JE	28	AMAZON, Board Game Supplies		16.98		
11/09/2022	JE	28	AMAZON, Duffle Bag		29.99		
11/09/2022	JE	28	AMAZON, Game Parts		15.99		
			12/31/2022 (12/22) Period Totals and Balance		1,309.14 *	.00 *	4,237.87
YTD Encumbrance		.00 YTD Actual	4,237.87 Total	4,237.87 YTD Budget	14,000.00 Unexpended	9,762.13	

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

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
11/26/2022	JE	28	AMAZON, Video Games		29.99		
11/26/2022	JE	28	AMAZON, Video Games		341.90		
11/28/2022	JE	28	AMAZON, Adult Books		17.99		
11/28/2022	JE	28	AMAZON, Adult Dvds		256.41		
			12/31/2022 (12/22) Period Totals and Balance		11,298.10 *	.00 *	44,719.13
YTD Encumbrance	.00	YTD Actual	44,719.13 Total	44,719.13 YTD Budget	120,000.00 Unexpended	75,280.87	
Periodicals			11/30/2022 (11/22) Balance	07-510-520-2237			5,262.08
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	5,262.08
YTD Encumbrance	.00	YTD Actual	5,262.08 Total	5,262.08 YTD Budget	10,000.00 Unexpended	4,737.92	
Microfilm			11/30/2022 (11/22) Balance	07-510-520-2238			.00
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
State Aid to Children - Books			11/30/2022 (11/22) Balance	07-510-520-2239			909.40
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	909.40
YTD Encumbrance	.00	YTD Actual	909.40 Total	909.40 YTD Budget	2,500.00 Unexpended	1,590.60	
Library Books/Records (Restr)			11/30/2022 (11/22) Balance	07-510-520-2240			.00
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	50,000.00 Unexpended	50,000.00	
Programming			11/30/2022 (11/22) Balance	07-510-520-2241			3,269.24
11/05/2022	JE	28	AMAZON, Supplies, Adult Programs		74.97		
11/06/2022	JE	28	AMAZON, Supplies, Adult Programs		64.99		
11/18/2022	JE	28	AMAZON, Supplies, Adult Programs		41.97		
11/23/2022	JE	28	AMAZON, Supplies, Adult Programs		14.99		
11/23/2022	JE	28	AMAZON, Supplies, Adult Programs		19.19		
11/26/2022	JE	28	AMAZON, Supplies, Adult Programs		111.88		
11/20/2022	JE	29	APPLE.COM, iCloud Storage		.99		
11/22/2022	JE	29	BUZZSPROUT, Podcast Hosting		12.00		
11/29/2022	JE	29	FIRST BOOK, Books, Outreach		101.05		
12/28/2022	JE	50	R/C JE31 (11/22) OR Foodhandlers, Church, Food			2.24-	
12/28/2022	JE	51	R/C JE31 (11/22) OR Foodhandlers, Whitty, Food H			2.24-	
			12/31/2022 (12/22) Period Totals and Balance		442.03 *	4.48- *	3,706.79
YTD Encumbrance	.00	YTD Actual	3,706.79 Total	3,706.79 YTD Budget	40,850.00 Unexpended	37,143.21	
Office Equipment Rental			11/30/2022 (11/22) Balance	07-510-520-2302			1,645.70
12/01/2022	AP	718	Xerox Corporation		121.85		
12/10/2022	AP	720	Xerox Corporation		119.90		
11/26/2022	JE	15	PITNEY BOWES LEASING, Postage Meter Rent		139.70		
			12/31/2022 (12/22) Period Totals and Balance		381.45 *	.00 *	2,027.15
YTD Encumbrance	.00	YTD Actual	2,027.15 Total	2,027.15 YTD Budget	20,000.00 Unexpended	17,972.85	
Equipment Repairs/Replacement			11/30/2022 (11/22) Balance	07-510-520-2303			100.00
10/12/2022	AP	307	Area Glass & Mirror Inc.		1,090.42		
			12/31/2022 (12/22) Period Totals and Balance		1,090.42 *	.00 *	1,190.42
YTD Encumbrance	.00	YTD Actual	1,190.42 Total	1,190.42 YTD Budget	5,000.00 Unexpended	3,809.58	



Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Equipment Maintenance Contract			11/30/2022 (11/22) Balance	07-510-520-2304			8,003.49
12/01/2022	AP	231	Advantage Security LLC		37.95		
			12/31/2022 (12/22) Period Totals and Balance		37.95 *	.00 *	8,041.44
YTD Encumbrance		.00 YTD Actual	8,041.44 Total	8,041.44 YTD Budget	15,000.00 Unexpended	6,958.56	
Vehicle Maintenance/Fuel			11/30/2022 (11/22) Balance	07-510-520-2305			101.05
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	101.05
YTD Encumbrance		.00 YTD Actual	101.05 Total	101.05 YTD Budget	7,000.00 Unexpended	6,898.95	
Furniture			11/30/2022 (11/22) Balance	07-510-520-2306			.00
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Building & Grounds Maintenance			11/30/2022 (11/22) Balance	07-510-520-2309			17,530.34
11/29/2022	AP	166	Aramark Uniform & Career Apparel		32.00		
11/30/2022	AP	410	Bay Area Enterprises Inc.		4,053.35		
12/13/2022	AP	629	Aramark Uniform & Career Apparel		32.00		
			12/31/2022 (12/22) Period Totals and Balance		4,117.35 *	.00 *	21,647.69
YTD Encumbrance		.00 YTD Actual	21,647.69 Total	21,647.69 YTD Budget	50,000.00 Unexpended	28,352.31	
Furniture (restricted)			11/30/2022 (11/22) Balance	07-510-520-2310			.00
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	200,000.00 Unexpended	200,000.00	
Reimbursable			11/30/2022 (11/22) Balance	07-510-520-2406			12.95
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	12.95
YTD Encumbrance		.00 YTD Actual	12.95 Total	12.95 YTD Budget	200.00 Unexpended	187.05	
Library Board			11/30/2022 (11/22) Balance	07-510-520-2424			.00
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	1,500.00 Unexpended	1,500.00	
Gifts, Donations & Memorials			11/30/2022 (11/22) Balance	07-510-520-2450			11,467.91
11/17/2022	AP	633	ORCCA		14.48		
11/17/2022	AP	634	ORCCA		20.40		
12/01/2022	AP	635	ORCCA		6.24		
12/07/2022	AP	636	ORCCA		11.04		
12/02/2022	AP	646	Coos Head Food Co-op		256.75		
12/09/2022	AP	647	Coos Head Food Co-op		130.85		
11/28/2022	AP	981	ORCCA		15.20		
11/11/2022	JE	16	BAKER-TAYLOR, Books, Rotary		944.26		
11/09/2022	JE	28	AMAZON, Supplies, YP Programs		35.97		
11/12/2022	JE	28	AMAZON, Supplies, YP Programs		196.85		
11/01/2022	JE	29	ETSY.COM, YP Poster		35.49		
11/01/2022	JE	29	OR FOODHANDLERS, 3 yr Foodhandlers Card, C.		2.24		
11/01/2022	JE	29	WWW.OMSI.EDU, Traveling Exhibit		205.00		
11/04/2022	JE	29	OR FOODHANDLERS, M.Brown, 3 yr Foodhandler		2.24		
11/04/2022	JE	29	OR FOODHANDLERS, Iparraguine, 3 yr Foodhandl		2.24		
11/04/2022	JE	29	OR FOODHANDLERS, J.Wilson, 3 yr Foodhandlers		2.24		
11/07/2022	JE	29	OR FOODHANDLERS, B.Buxton, 3 yr Foodhandler		2.24		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
11/08/2022	JE	29	OR FOODHANDLERS, C.Coffman, 3 yr Foodhandle		2.24		
11/14/2022	JE	29	OR FOODHANDLERS, S.Pierson, 3 yr Foodhandler		2.24		
11/15/2022	JE	29	MCKAY'S MARKET, Supplies, YP Programs		18.25		
11/16/2022	JE	29	OR FOODHANDLERS, M.Darville, 3 yr Foodhandle		1.96		
11/18/2022	JE	29	DOMINO'S, Supplies, YA Programs-Teen Night		37.33		
11/21/2022	JE	29	OR FOODHANDLERS, J.Knight, 3 yr Foodhandlers		1.96		
11/21/2022	JE	29	APPLE.COM, YP Music		9.99		
11/23/2022	JE	29	THE POTTERY COMPANY, Supplies, Teen Night		90.00		
			12/31/2022 (12/22) Period Totals and Balance		2,047.70 *	.00 *	13,515.61
YTD Encumbrance		.00 YTD Actual	13,515.61 Total	13,515.61 YTD Budget	1,000.00 Unexpended	(12,515.61)	
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Bad Debt Expense			11/30/2022 (11/22) Balance	07-510-520-2500			.00
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
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Computer Hardware & Software			11/30/2022 (11/22) Balance	07-510-530-3001			.00
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
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Vehicles			11/30/2022 (11/22) Balance	07-510-530-3008			4.49
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	4.49
YTD Encumbrance		.00 YTD Actual	4.49 Total	4.49 YTD Budget	60,000.00 Unexpended	59,995.51	
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Audio Visual Equipment			11/30/2022 (11/22) Balance	07-510-530-3022			.00
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
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Library Equipment			11/30/2022 (11/22) Balance	07-510-530-3023			.00
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
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Building Project			11/30/2022 (11/22) Balance	07-510-530-3118			.00
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
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Lease Principal			11/30/2022 (11/22) Balance	07-510-540-1000			.00
12/20/2022	CD13	12	Enterprise Payment 583157A Inv# FBN4614157		1,044.79		
			12/31/2022 (12/22) Period Totals and Balance		1,044.79 *	.00 *	1,044.79
YTD Encumbrance		.00 YTD Actual	1,044.79 Total	1,044.79 YTD Budget	25,000.00 Unexpended	23,955.21	
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Lease Interest			11/30/2022 (11/22) Balance	07-510-540-1100			.00
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	5,000.00 Unexpended	5,000.00	
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Non-Lease Component			11/30/2022 (11/22) Balance	07-510-540-1200			.00
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Contingency			11/30/2022 (11/22) Balance	07-510-560-6001			.00
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	164,924.00 Unexpended	164,924.00	
Unappropriated Ending Fund Bal			11/30/2022 (11/22) Balance	07-510-560-6002			.00
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	250,000.00 Unexpended	250,000.00	
Contingency - Library Board			11/30/2022 (11/22) Balance	07-510-560-6003			.00
			12/31/2022 (12/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	

Number of Transactions: 174 Number of Accounts: 57

Total Library Fund:

Number of Transactions: 174 Number of Accounts: 57

Grand Totals:

Debit	Credit	Proof
129,037.63	4,784.48-	124,253.15
<u>129,037.63</u>	<u>4,784.48-</u>	<u>124,253.15</u>

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