

**Aug 29hCOOS BAY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING AGENDA**

Wednesday July 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) County Formula Update**
 - b) Steering Committee Update**
 - c) Programming Policy**
- 9. New Business**
 - a. Training Closure August 29th**
 - b. Library service district privacy policy**
- 10. Announcements**

COOS BAY PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
June 19, 2024

Call to Order – Chair Janice Langlinais called the meeting to order at 5:15 p.m.

Board Members Present: Nichole Rutherford, Jacob Niebergall, Peggy Christensen, Janice Langlinais, Jenni Deleon, Ida Jo Gates

Others In Attendance: Sami Pierson, Jenny Brownfield, Marie Benton, Crystal Barr, Julia Stevens, Karen Blew, Karen Forsyth

Introductions were made for the newest Library Board member Julie Stevens.

Public Comment –None

Minutes and Circulation – The minutes from the May 2024 meeting were reviewed. It was noted that Ida Jo was at the May meeting. Nichole moved to approve the minutes with the correction. Peggy seconded the motion. The motion was unanimously approved.

The circulation report was reviewed. More graphs will be forthcoming.

Treasurer's Report – The financials for May 2024 were reviewed. A discussion was held on the current practice of having the board treasurer sign each individual invoice before it goes to the city finance department for payment. The monthly financials now include a detailed ledger of each individual purchase and are approved at each board meeting. Nichole made a motion go to a single signature approval on all invoices. Peggy seconded the motion. The motion was unanimously approved. Memorial Report was also reviewed. Ida Jo moved to approve the financial reports. Nichole seconded the motion. The motion was unanimously approved.

Correspondence – None

Librarians Report – The May 2024 report was reviewed.

The Programming Policy will be reviewed at the next meeting.

Friends of the Library Report –The bookstore made \$680.00 in May. The June book sale made \$522.00. There will not be a sale in July. The next book sale will be August 3rd & 4th. The bookstore will be closed the first week of July. The Friends recently made their fourth quarter donation of \$,3500.00, to total \$14,000.00 given in the 2023/24 budget cycle.

Library Foundation Report – Plans are underway for the March 3, 2025 Spelling Bee.

Old Business –

County Formula Update – The County Commissioners decided that starting July 1, 2024, 25 percent of the new formula and 75 percent of the current formula will be used for the first year. There will be a review after 6 months.

The Coos Bay City Council decided the downtown location will be the site of the new library building. The Steering Committee will be brought back into action. The committee will consist of members of the City Council, Library Foundation and Library Board and library staff. A meeting with Hacker was held to discuss a minimal visual presentation and an updated cost estimate. A meeting with the public relations company was also held.

New Business –

Sami recently will give presentation on the new library building process to the local Rotary group on 6/25/24.

Announcements – The 4th of July event in Mingus Park will kick off the 150-year anniversary celebration for the City of Coos Bay. The library will give away books at the event.

Adjournment – Janice Langlinalis adjourned the meeting at 6:08 p.m.

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

Respectfully submitted,
Crystal Barr

JUNE 2024



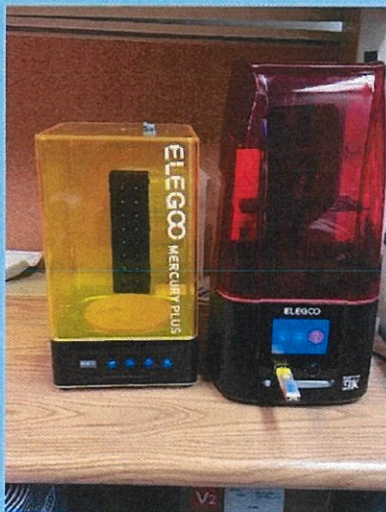
MONTHLY SUMMARY

Totals

| | |
|--|-----------------------------|
| New Cards Issued | 182 |
| Number of Programs | 59 |
| Program Attendance | 1484 |
| Digital Downloads (hoopla) | 1005 |
| Wireless Internet Connections | 7,905 |
| Reference Questions | 472 |
| Children's Reference Questions | 46 |
| Total Items Checked Out at Coos Bay | 18,182 |
| Total Coos Bay Items Checked Out Anywhere Else | 18,408 |
| | 2024 2023 2022 |
| Gate Count | 8,152 7,215 5,215 |
| Ave. Daily Circ. | 736 728 676 |
| Library Visits | 8,816 8,219 6,021 |
| Days Open | 25 26 26 |

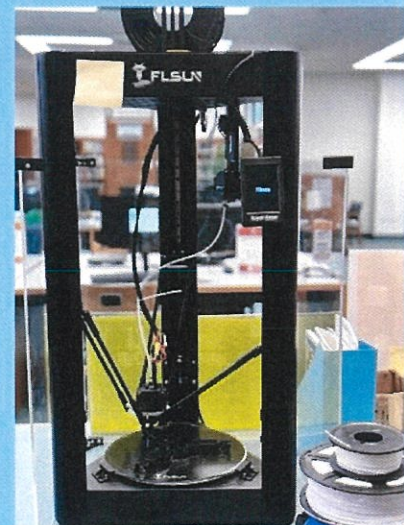
INVENTORY

| Classification | Acquire | Discards |
|-----------------------|------------|--------------|
| Adult Books | 339 | 895 |
| Adult Audiobooks | 106 | 490 |
| Adult Video | 76 | 2 |
| Adult Music | 0 | 0 |
| Video Games | 0 | 0 |
| Board Games | 0 | 1 |
| Young Adult Books | 35 | 0 |
| Young Adult Audio | 0 | 0 |
| Children's Books | 158 | 21 |
| Children's Audiobooks | 0 | 0 |
| Children's Video | 6 | 0 |
| Children's Music CDs | 0 | 0 |
| Total | 720 | 1,409 |



For several years the library has offered 3D prints. Recently the main printer failed.

After discussing the types of projects patrons were requesting, it was decided to purchase a new ABS printer as well as a resin printer. The resin printer specializes in fine detail work such as figurines and game pieces.



| 2024/25 | Myrtlewood | Myrtlewood | Cedar | Cedar | Total Use | Estimated Attendance |
|-----------|-------------|-----------------|-------------|-----------------|-----------|---|
| | Library Use | Non-Library Use | Library Use | Non-Library Use | | (minus library program attendance already reported) |
| July | 35 | 33 | 17 | 44 | 129 | 2000 |
| August | | | | | | |
| September | | | | | | |
| October | | | | | | |
| november | | | | | | |
| December | | | | | | |
| January | | | | | | |
| February | | | | | | |
| March | | | | | | |
| April | | | | | | |
| May | | | | | | |
| June | | | | | | |
| Totals | 35 | 33 | 17 | 44 | 129 | 2000 |

City of Coos Bay
Combined Cash Investment
June 30, 2024

Combined Cash Accounts

| |
|--|
| |
| |
| |

Cash Allocation Reconciliation

| | |
|-----------------------------------|------------|
| 7 Allocation to LIBRARY FUND | 786,971.58 |
| Total Allocations to Other Funds | 786,971.58 |
| Zero Proof if Allocations Balance | 786,971.58 |

DRAFT

City of Coos Bay
Accounts Payable Allocation Fund
June 30, 2024

Payables

| |
|--|
| |
| |
| |

Accounts Payable Allocation Reconciliation

| | |
|-----------------------------------|--------------|
| 7 Allocation to LIBRARY FUND | (22,600.04) |
| Total Allocations to Other Funds | (22,600.04) |
| Zero Proof if Allocations Balance | (22,600.04) |

City of Coos Bay
Balance Sheet
June 30, 2024

LIBRARY FUND

ASSETS

| | | | |
|-----------------|-----------------------------|------------|--------------|
| 07-000-100-1001 | Cash - Combined Fund | 786,971.58 | |
| 07-000-100-1015 | Cash on Hand/Till Drawer | 200.00 | |
| 07-000-100-1101 | Prepaid Expense | 20,693.66 | |
| 07-000-100-1151 | Cash Restricted - Furniture | 250,000.00 | |
| | | | |
| | Total Assets | | 1,057,865.24 |

LIABILITIES AND EQUITY

LIABILITIES

| | | | |
|-----------------|-------------------|-----------|-----------|
| 07-000-200-2001 | Accounts Payable | 22,600.04 | |
| 07-000-200-2099 | AP/FS | 4,280.51 | |
| | | | |
| | Total Liabilities | | 26,880.55 |

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 | (247,545.37) | |
| | | | |
| | Balance - Current Date | 780,984.69 | |
| | | | |
| | Total Fund Equity | | 1,030,984.69 |
| | | | |
| | Total Liabilities and Equity | | 1,057,865.24 |

City of Coos Bay
Revenues with Comparison to Budget
For the 12 Months Ending June 30, 2024

LIBRARY FUND

| | Period Actual | YTD Actual | Budget | Unearned | Pcnt |
|--|---------------|--------------|--------------|--------------|-------|
| <u>Carryover</u> | | | | | |
| 07-000-300-0100 Carryover - Regular | .00 | .00 | 1,028,000.00 | 1,028,000.00 | .0 |
| 07-000-300-0200 Carryover - Donation/Furniture | .00 | .00 | 250,000.00 | 250,000.00 | .0 |
| Total Carryover | .00 | .00 | 1,278,000.00 | 1,278,000.00 | .0 |
| <u>Revenue From Other Agencies</u> | | | | | |
| 07-000-340-0300 State Library Grant | .00 | 2,280.00 | 2,280.00 | .00 | 100.0 |
| 07-000-340-0301 Grants | .00 | 16,800.00 | 10,700.00 | (6,100.00) | 157.0 |
| 07-000-340-0303 Federal Grants | .00 | .00 | 1,000.00 | 1,000.00 | .0 |
| 07-000-340-0900 Library Tax Base | .00 | 1,385,126.88 | 1,385,100.00 | (26.88) | 100.0 |
| Total Revenue From Other Agencies | .00 | 1,404,206.88 | 1,399,080.00 | (5,126.88) | 100.4 |
| <u>Use Of Money & Property</u> | | | | | |
| 07-000-350-0100 Investment Interest Income | 5,106.32 | 67,203.49 | 65,000.00 | (2,203.49) | 103.4 |
| 07-000-350-1100 Auditorium Rental | .00 | 39.60 | .00 | (39.60) | .0 |
| Total Use Of Money & Property | 5,106.32 | 67,243.09 | 65,000.00 | (2,243.09) | 103.5 |
| <u>Current Services</u> | | | | | |
| 07-000-360-0100 Copies | 511.85 | 6,440.68 | 5,500.00 | (940.68) | 117.1 |
| 07-000-360-1800 Library Fees | 82.91 | 1,861.73 | 2,000.00 | 138.27 | 93.1 |
| Total Current Services | 594.76 | 8,302.41 | 7,500.00 | (802.41) | 110.7 |
| <u>Other Revenue</u> | | | | | |
| 07-000-380-0100 Miscellaneous | 10.00 | 1,922.27 | 1,900.00 | (22.27) | 101.2 |
| 07-000-380-0200 Cash Over/short | .00 | .02 | .00 | (.02) | .0 |
| 07-000-380-0300 ESO Administration/Rent | 2,174.79 | 26,097.48 | 26,000.00 | (97.48) | 100.4 |
| 07-000-380-0400 Reimbursements | .00 | 1,817.00 | 1,800.00 | (17.00) | 100.9 |
| 07-000-380-0900 Gifts, Donations & Memorials | 3,648.00 | 34,175.36 | 16,500.00 | (17,675.36) | 207.1 |
| Total Other Revenue | 5,832.79 | 64,012.13 | 46,200.00 | (17,812.13) | 138.6 |
| <u>Other Financing Sources</u> | | | | | |
| 07-000-390-0100 Lease Financing Proceeds | .00 | .00 | 90,000.00 | 90,000.00 | .0 |
| 07-000-390-0200 Subscription Financing Proceed | .00 | .00 | 5,000.00 | 5,000.00 | .0 |
| Total Other Financing Sources | .00 | .00 | 95,000.00 | 95,000.00 | .0 |

City of Coos Bay
Revenues with Comparison to Budget
For the 12 Months Ending June 30, 2024

LIBRARY FUND

| | Period Actual | YTD Actual | Budget | Unearned | Pcnt |
|--------------------|---------------|--------------|--------------|--------------|------|
| Total Fund Revenue | 11,533.87 | 1,543,764.51 | 2,890,780.00 | 1,347,015.49 | 53.4 |

City of Coos Bay
Expenditures with Comparison to Budget
For the 12 Months Ending June 30, 2024

LIBRARY FUND

| | Period Actual | YTD Actual | Budget | Unexpended | Pcnt |
|--|---------------|--------------|--------------|------------|------|
| <u>Expenditures</u> | | | | | |
| <u>Personnel Services</u> | | | | | |
| 07-510-510-1001 Salaries | 64,851.54 | 759,107.03 | 788,554.00 | 29,446.97 | 96.3 |
| 07-510-510-1003 PERS Retirement | 17,307.30 | 216,218.07 | 229,324.00 | 13,105.93 | 94.3 |
| 07-510-510-1004 Employer Payroll Taxes | 5,121.30 | 59,885.31 | 62,678.00 | 2,792.69 | 95.5 |
| 07-510-510-1005 Employee Insurance | 9,546.72 | 148,898.27 | 174,054.00 | 25,155.73 | 85.6 |
| 07-510-510-1006 Unemployment | .00 | .24 | 1,100.00 | 1,099.76 | .0 |
| 07-510-510-1007 Workers Compensation Insurance | 83.20 | 982.33 | 1,053.00 | 70.67 | 93.3 |
| 07-510-510-1008 Volunteer Workers Compensation | .00 | 2.68 | 67.00 | 64.32 | 4.0 |
| Total Personnel Services | 96,910.06 | 1,185,093.93 | 1,256,830.00 | 71,736.07 | 94.3 |
| <u>Materials & Services</u> | | | | | |
| 07-510-520-2005 Training, Meetings, Travel, Dues | .00 | 8,605.07 | 11,000.00 | 2,394.93 | 78.2 |
| 07-510-520-2101 Utilities | 5,666.52 | 33,370.09 | 35,000.00 | 1,629.91 | 95.3 |
| 07-510-520-2102 Telephone | 2,180.19 | 14,225.62 | 16,000.00 | 1,774.38 | 88.9 |
| 07-510-520-2105 Advertising | 349.71 | 10,592.67 | 20,000.00 | 9,407.33 | 53.0 |
| 07-510-520-2108 Contractual | 39,639.24 | 166,132.72 | 170,400.00 | 4,267.28 | 97.5 |
| 07-510-520-2120 Insurance | .00 | 10,535.75 | 11,000.00 | 464.25 | 95.8 |
| 07-510-520-2122 Duplicating/Data Processing | 3,011.04 | 17,694.51 | 18,200.00 | 505.49 | 97.2 |
| 07-510-520-2123 Printing | .00 | 192.13 | 1,000.00 | 807.87 | 19.2 |
| 07-510-520-2205 Office Supplies | 269.97 | 4,953.36 | 5,900.00 | 946.64 | 84.0 |
| 07-510-520-2206 Postage | 500.00 | 2,113.59 | 10,000.00 | 7,886.41 | 21.1 |
| 07-510-520-2225 Janitorial Supplies | 489.92 | 3,756.88 | 4,000.00 | 243.12 | 93.9 |
| 07-510-520-2231 Small Equipment | 995.13 | 17,712.70 | 50,000.00 | 32,287.30 | 35.4 |
| 07-510-520-2234 Grants | 81.24 | 11,229.60 | 13,700.00 | 2,470.40 | 82.0 |
| 07-510-520-2235 Library Supplies | 2,076.14 | 10,473.64 | 11,000.00 | 526.36 | 95.2 |
| 07-510-520-2236 Library Books & Records | 18,337.85 | 109,351.03 | 125,000.00 | 15,648.97 | 87.5 |
| 07-510-520-2237 Periodicals | .00 | 8,906.04 | 9,000.00 | 93.96 | 99.0 |
| 07-510-520-2239 State Aid to Children - Books | 159.80 | 1,049.21 | 2,500.00 | 1,450.79 | 42.0 |
| 07-510-520-2240 Library Books/Records (Restr) | .00 | .00 | 50,000.00 | 50,000.00 | .0 |
| 07-510-520-2241 Programming | 8,572.01 | 41,950.54 | 42,000.00 | 49.46 | 99.9 |
| 07-510-520-2302 Office Equipment Rental | 965.78 | 4,323.06 | 10,000.00 | 5,676.94 | 43.2 |
| 07-510-520-2303 Equipment Repairs/Replacement | .00 | 58.85 | 6,000.00 | 5,941.15 | 1.0 |
| 07-510-520-2304 Equipment Maintenance Contract | 621.70 | 11,144.84 | 15,000.00 | 3,855.36 | 74.3 |
| 07-510-520-2305 Vehicle Maintenance/Fuel | 154.22 | 2,962.48 | 7,000.00 | 4,037.52 | 42.3 |
| 07-510-520-2309 Building & Grounds Maintenance | 9,718.49 | 65,678.18 | 75,000.00 | 9,321.82 | 87.6 |
| 07-510-520-2310 Furniture (restricted) | .00 | .00 | 300,000.00 | 300,000.00 | .0 |
| 07-510-520-2406 Reimbursable | 18.95 | 93.95 | 200.00 | 106.05 | 47.0 |
| 07-510-520-2424 Library Board | .00 | .00 | 1,500.00 | 1,500.00 | .0 |
| 07-510-520-2450 Gifts, Donations & Memorials | 3,730.53 | 28,855.86 | 28,900.00 | 44.14 | 99.9 |
| Total Materials & Services | 97,538.43 | 585,962.17 | 1,049,300.00 | 463,337.83 | 55.8 |

City of Coos Bay
Expenditures with Comparison to Budget
For the 12 Months Ending June 30, 2024

LIBRARY FUND

| | Period Actual | YTD Actual | Budget | Unexpended | Pcnt |
|--|----------------------|----------------------|---------------------|---------------------|-------------|
| Capital Outlay | | | | | |
| 07-510-530-3001 Computer Hardware & Software | .00 | .00 | 5,000.00 | 5,000.00 | .0 |
| 07-510-530-3008 Vehicles | .00 | .00 | 75,000.00 | 75,000.00 | .0 |
| 07-510-530-3023 Library Equipment | .00 | .00 | 15,000.00 | 15,000.00 | .0 |
| Total Capital Outlay | .00 | .00 | 95,000.00 | 95,000.00 | .0 |
| Debt Service | | | | | |
| 07-510-540-1000 Lease Principal | .00 | .00 | 10,000.00 | 10,000.00 | .0 |
| 07-510-540-1100 Lease Interest | .00 | .00 | 2,000.00 | 2,000.00 | .0 |
| 07-510-540-2000 Enterprise Lease - Principal | 1,696.04 | 20,253.78 | 20,500.00 | 246.22 | 98.8 |
| 07-510-540-2100 Enterprise Lease - Interest | .00 | .00 | 3,000.00 | 3,000.00 | .0 |
| 07-510-540-3000 Subscription Principal | .00 | .00 | 18,000.00 | 18,000.00 | .0 |
| 07-510-540-3100 Subscription Interest | .00 | .00 | 1,500.00 | 1,500.00 | .0 |
| Total Debt Service | 1,696.04 | 20,253.78 | 55,000.00 | 34,746.22 | 36.8 |
| 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 | 196,144.53 | 1,791,309.88 | 2,890,780.00 | 1,099,470.12 | 62.0 |
| Total Fund Expenditures | 196,144.53 | 1,791,309.88 | 2,890,780.00 | 1,099,470.12 | 62.0 |
| Net Revenue Over Expenditures | (184,610.66) | (247,545.37) | .00 | 247,545.37 | .0 |

DRAFT

City of Coos Bay

Detail Ledger - Month End Report for Library
Period: 06/24 - 13/24Page: 1
Jul 12, 2024 01:52PM

Report Criteria:

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

| Date | Journal | Reference Number | Payee or Description | Account Number | Debit Amount | Credit Amount | Balance |
|------------------------|---------|------------------|--|-----------------------|-----------------------|---------------|------------|
| Salaries | | | 05/31/2024 (05/24) Balance | 07-510-510-1001 | | | 694,255.49 |
| 06/20/2024 | PC | 1 | PAYROLL TRANS FOR 6/20/2024 PAY PERIOD | | 3,800.00 | | |
| 06/20/2024 | PC | 89 | PAYROLL TRANS FOR 6/20/2024 PAY PERIOD | | 64,891.75 | | |
| 06/20/2024 | PC | 90 | PAYROLL TRANS FOR 6/20/2024 PAY PERIOD | | | 3,840.21- | |
| | | | 06/30/2024 (06/24) Period Totals and Balance | | 68,691.75 * | 3,840.21- * | 759,107.03 |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | .00 * | .00 * | 759,107.03 |
| YTD Encumbrance | | .00 YTD Actual | 759,107.03 Total | 759,107.03 YTD Budget | 788,554.00 Unexpended | 29,446.97 | |
| Overtime | | | 05/31/2024 (05/24) Balance | 07-510-510-1002 | | | .00 |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | .00 * | .00 * | .00 |
| YTD Encumbrance | | .00 YTD Actual | .00 Total | .00 YTD Budget | .00 Unexpended | .00 | |
| PERS Retirement | | | 05/31/2024 (05/24) Balance | 07-510-510-1003 | | | 199,910.77 |
| 06/20/2024 | PB | 82 | PAYROLL TRANS FOR 6/20/2024 PAY PERIOD | | 17,307.30 | | |
| | | | 06/30/2024 (06/24) Period Totals and Balance | | 17,307.30 * | .00 * | 216,218.07 |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | .00 * | .00 * | 216,218.07 |
| YTD Encumbrance | | .00 YTD Actual | 216,218.07 Total | 216,218.07 YTD Budget | 229,324.00 Unexpended | 13,105.93 | |
| Employer Payroll Taxes | | | 05/31/2024 (05/24) Balance | 07-510-510-1004 | | | 54,764.01 |
| 06/20/2024 | PB | 1 | PAYROLL TRANS FOR 6/20/2024 PAY PERIOD | | 305.90 | | |
| 06/20/2024 | PB | 81 | PAYROLL TRANS FOR 6/20/2024 PAY PERIOD | | 4,815.40 | | |
| | | | 06/30/2024 (06/24) Period Totals and Balance | | 5,121.30 * | .00 * | 59,885.31 |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | .00 * | .00 * | 59,885.31 |
| YTD Encumbrance | | .00 YTD Actual | 59,885.31 Total | 59,885.31 YTD Budget | 62,678.00 Unexpended | 2,792.69 | |
| Employee Insurance | | | 05/31/2024 (05/24) Balance | 07-510-510-1005 | | | 139,351.55 |
| 06/20/2024 | PB | 18 | PAYROLL TRANS FOR 6/20/2024 PAY PERIOD | | | 566.66- | |
| 06/20/2024 | PB | 80 | PAYROLL TRANS FOR 6/20/2024 PAY PERIOD | | 10,113.38 | | |
| 06/20/2024 | PC | 110 | PAYROLL TRANS FOR 6/20/2024 PAY PERIOD | | 46.69 | | |
| 06/20/2024 | PC | 111 | PAYROLL TRANS FOR 6/20/2024 PAY PERIOD | | | 46.69- | |
| | | | 06/30/2024 (06/24) Period Totals and Balance | | 10,160.07 * | 613.35- * | 148,898.27 |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | .00 * | .00 * | 148,898.27 |
| YTD Encumbrance | | .00 YTD Actual | 148,898.27 Total | 148,898.27 YTD Budget | 174,054.00 Unexpended | 25,155.73 | |
| Unemployment | | | 05/31/2024 (05/24) Balance | 07-510-510-1006 | | | .24 |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | .00 * | .00 * | .24 |

| City of Coos Bay | | Detail Ledger - Month End Report for Library | | | | Page: 2 | |
|----------------------------------|---------|--|---|----------------------|--------------|----------------------|-----------|
| | | Period: 06/24 - 13/24 | | | | Jul 12, 2024 01:52PM | |
| Date | Journal | Reference Number | Payee or Description | Account Number | Debit Amount | Credit Amount | Balance |
| YTD Encumbrance | | .00 YTD Actual | .24 Total .24 YTD Budget | 1,100.00 Unexpended | 1,099.76 | | |
| Workers Compensation Insurance | | | 05/31/2024 (05/24) Balance | 07-510-510-1007 | | | 899.13 |
| 06/30/2024 JE | | 51 | Adjust W/C Insurance for Vacation Hours 06/24 Pay | | | 7.41- | |
| 06/20/2024 PB | | 79 | PAYROLL TRANS FOR 6/20/2024 PAY PERIOD | | 90.61 | | |
| | | | 06/30/2024 (06/24) Period Totals and Balance | | 90.61 * | 7.41- | 982.33 |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | .00 * | .00 * | 982.33 |
| YTD Encumbrance | | .00 YTD Actual | 982.33 Total 982.33 YTD Budget | 1,053.00 Unexpended | 70.67 | | |
| Volunteer Workers Compensation | | | 05/31/2024 (05/24) Balance | 07-510-510-1008 | | | 2.68 |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | .00 * | .00 * | 2.68 |
| YTD Encumbrance | | .00 YTD Actual | 2.68 Total 2.68 YTD Budget | 67.00 Unexpended | 64.32 | | |
| Accrued Vacation Liability | | | 05/31/2024 (05/24) Balance | 07-510-510-1009 | | | .00 |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | .00 * | .00 * | .00 |
| YTD Encumbrance | | .00 YTD Actual | .00 Total .00 YTD Budget | .00 Unexpended | .00 | | |
| Meetings And Travel | | | 05/31/2024 (05/24) Balance | 07-510-520-2001 | | | .00 |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | .00 * | .00 * | .00 |
| YTD Encumbrance | | .00 YTD Actual | .00 Total .00 YTD Budget | .00 Unexpended | .00 | | |
| Memberships, dues, publications | | | 05/31/2024 (05/24) Balance | 07-510-520-2003 | | | .00 |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | .00 * | .00 * | .00 |
| YTD Encumbrance | | .00 YTD Actual | .00 Total .00 YTD Budget | .00 Unexpended | .00 | | |
| Training, Meetings, Travel, Dues | | | 05/31/2024 (05/24) Balance | 07-510-520-2005 | | | 8,605.07 |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | .00 * | .00 * | 8,605.07 |
| YTD Encumbrance | | .00 YTD Actual | 8,605.07 Total 8,605.07 YTD Budget | 11,000.00 Unexpended | 2,394.93 | | |
| Utilities | | | 05/31/2024 (05/24) Balance | 07-510-520-2101 | | | 27,703.57 |
| 06/06/2024 CD13 | | 4 | PACIFIC POWER 12447751-0018 LIBRARY | | 2,859.30 | | |
| 05/07/2024 JE | | 28 | CBNBWB, Water | | 222.75 | | |
| | | | 06/30/2024 (06/24) Period Totals and Balance | | 3,082.05 * | .00 * | 30,785.62 |
| 06/30/2024 JE | | 27 | PACIFIC POWER 12447751-0018 | | 2,584.47 | | |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | 2,584.47 * | .00 * | 33,370.09 |
| YTD Encumbrance | | .00 YTD Actual | 33,370.09 Total 33,370.09 YTD Budget | 35,000.00 Unexpended | 1,629.91 | | |
| Telephone | | | 05/31/2024 (05/24) Balance | 07-510-520-2102 | | | 12,045.43 |
| 05/12/2024 AP | | 68 | USCC Services LLC | | 259.90 | | |
| 05/21/2024 AP | | 85 | T-Mobile USA Inc | | 574.44 | | |
| 06/06/2024 AP | | 424 | Asavie Technologies Inc | | 74.90 | | |
| 05/05/2024 JE | | 1 | 8x8, Service/Long Distance | | 336.84 | | |
| 05/22/2024 JE | | 1 | VERIZON, 576174385-00001 Library | | 95.31 | | |
| | | | 06/30/2024 (06/24) Period Totals and Balance | | 1,341.39 * | .00 * | 13,386.82 |
| 06/12/2024 AP | | 19 | USCC Services LLC | | 259.90 | | |
| 07/05/2024 AP | | 287 | Asavie Technologies Inc | | 74.90 | | |
| 06/21/2024 AP | | 293 | T-Mobile USA Inc | | 504.00 | | |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | 838.80 * | .00 * | 14,225.62 |
| YTD Encumbrance | | .00 YTD Actual | 14,225.62 Total 14,225.62 YTD Budget | 16,000.00 Unexpended | 1,774.38 | | |

| City of Coos Bay | | Detail Ledger - Month End Report for Library | | | | Page: 3 | |
|-----------------------------|---------|--|---|-----------------------|-----------------------|----------------------|------------|
| | | Period: 06/24 - 13/24 | | | | Jul 12, 2024 01:52PM | |
| Date | Journal | Reference Number | Payee or Description | Account Number | Debit Amount | Credit Amount | Balance |
| Advertising | | | 05/31/2024 (05/24) Balance | 07-510-520-2105 | | | 10,242.96 |
| 06/11/2024 | AP | 531 | Megan Gray Art | | 349.71 | | |
| | | | 06/30/2024 (06/24) Period Totals and Balance | | 349.71 * | .00 * | 10,592.67 |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | .00 * | .00 * | 10,592.67 |
| YTD Encumbrance | .00 | YTD Actual | 10,592.67 Total | 10,592.67 YTD Budget | 20,000.00 Unexpended | 9,407.33 | |
| Contractual | | | 05/31/2024 (05/24) Balance | 07-510-520-2108 | | | 126,493.48 |
| 12/19/2023 | AP | 26 | Portland State University | | 9,996.00 | | |
| 05/15/2024 | AP | 62 | C-N-B Security Inc | | 1,012.00 | | |
| 05/23/2024 | AP | 63 | C-N-B Security Inc | | 1,012.00 | | |
| 05/22/2024 | AP | 183 | Cardinal Services Inc. | | 1,093.95 | | |
| 05/29/2024 | AP | 184 | Cardinal Services Inc. | | 491.73 | | |
| 06/10/2024 | AP | 390 | Sprague Pest Solutions | | 194.21 | | |
| 05/31/2024 | AP | 418 | C-N-B Security Inc | | 880.00 | | |
| 06/07/2024 | AP | 419 | C-N-B Security Inc | | 836.00 | | |
| 06/11/2024 | AP | 420 | C-N-B Security Inc | | 1,012.00 | | |
| 05/15/2024 | AP | 449 | Cardinal Services Inc. | | 48.75 | | |
| 05/15/2024 | AP | 450 | Cardinal Services Inc. | | 198.90 | | |
| 05/29/2024 | AP | 451 | Cardinal Services Inc. | | 127.08 | | |
| 06/05/2024 | AP | 454 | Cardinal Services Inc. | | 674.05 | | |
| 06/12/2024 | AP | 615 | Cardinal Services Inc. | | 1,254.18 | | |
| 06/12/2024 | AP | 632 | North Bend Public Library | | 15,360.00 | | |
| 06/18/2024 | AP | 793 | Cardinal Services Inc. | | 149.18 | | |
| 06/18/2024 | AP | 795 | Cardinal Services Inc. | | 740.35 | | |
| 06/20/2024 | AP | 796 | Cardinal Services Inc. | | 154.70 | | |
| 06/06/2024 | CD14 | 6 | 05/31/24 Xpress Bill Pay Support Fees/Forms Inv#X | | 75.82 | | |
| | | | 06/30/2024 (06/24) Period Totals and Balance | | 35,310.90 * | .00 * | 161,804.38 |
| 06/21/2024 | AP | 11 | C-N-B Security Inc | | 924.00 | | |
| 06/25/2024 | AP | 12 | C-N-B Security Inc | | 1,012.00 | | |
| 06/21/2024 | AP | 80 | Cardinal Services Inc. | | 66.30 | | |
| 06/26/2024 | AP | 232 | Cardinal Services Inc. | | 1,044.23 | | |
| 07/03/2024 | AP | 319 | Cardinal Services Inc. | | 955.83 | | |
| 07/09/2024 | AP | 320 | Cardinal Services Inc. | | 325.98 | | |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | 4,328.34 * | .00 * | 166,132.72 |
| YTD Encumbrance | .00 | YTD Actual | 166,132.72 Total | 166,132.72 YTD Budget | 170,400.00 Unexpended | 4,267.28 | |
| Special Counsel | | | 05/31/2024 (05/24) Balance | 07-510-520-2114 | | | .00 |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 Total | .00 YTD Budget | .00 Unexpended | .00 | |
| Insurance | | | 05/31/2024 (05/24) Balance | 07-510-520-2120 | | | 10,535.75 |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | .00 * | .00 * | 10,535.75 |
| YTD Encumbrance | .00 | YTD Actual | 10,535.75 Total | 10,535.75 YTD Budget | 11,000.00 Unexpended | 464.25 | |
| Duplicating/Data Processing | | | 05/31/2024 (05/24) Balance | 07-510-520-2122 | | | 14,683.47 |
| 05/21/2024 | AP | 73 | ODP Business Solutions LLC | | 425.52 | | |
| 05/02/2024 | AP | 176 | Xerox Corporation | | 309.65 | | |
| 05/30/2024 | AP | 427 | ODP Business Solutions LLC | | 116.61 | | |
| 06/06/2024 | AP | 428 | ODP Business Solutions LLC | | 43.99 | | |
| 06/01/2024 | AP | 786 | Xerox Corporation | | 10.36 | | |
| 06/01/2024 | AP | 788 | Xerox Corporation | | 246.05 | | |
| 04/30/2024 | JE | 41 | AMAZON, Paper | | 16.90 | | |
| 05/09/2024 | JE | 41 | AMAZON, Printer Cartridges | | 106.78 | | |
| | | | 06/30/2024 (06/24) Period Totals and Balance | | 1,275.86 * | .00 * | 15,959.33 |

15

| City of Coos Bay | | Detail Ledger - Month End Report for Library | | | | | | Page: 4 | |
|--------------------------|---------|--|--|----------------------|----------------------|---------------|-----------|----------------------|--|
| | | Period: 06/24 - 13/24 | | | | | | Jul 12, 2024 01:52PM | |
| Date | Journal | Reference Number | Payee or Description | Account Number | Debit Amount | Credit Amount | Balance | | |
| 06/18/2024 | AP | 20 | ODP Business Solutions LLC | | 106.38 | | | | |
| 06/17/2024 | AP | 21 | ODP Business Solutions LLC | | 149.34 | | | | |
| 07/01/2024 | AP | 304 | Xerox Corporation | | 6.16 | | | | |
| 07/01/2024 | AP | 306 | Xerox Corporation | | 1,473.30 | | | | |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | 1,735.18 * | .00 * | 17,694.51 | | |
| YTD Encumbrance | .00 | YTD Actual | 17,694.51 Total | 17,694.51 YTD Budget | 18,200.00 Unexpended | 505.49 | | | |
| Printing | | | 05/31/2024 (05/24) Balance | 07-510-520-2123 | | | 192.13 | | |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | .00 * | .00 * | 192.13 | | |
| YTD Encumbrance | .00 | YTD Actual | 192.13 Total | 192.13 YTD Budget | 1,000.00 Unexpended | 807.87 | | | |
| Program & Display | | | 05/31/2024 (05/24) Balance | 07-510-520-2128 | | | .00 | | |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | .00 * | .00 * | .00 | | |
| YTD Encumbrance | .00 | YTD Actual | .00 Total | .00 YTD Budget | .00 Unexpended | .00 | | | |
| Office Supplies | | | 05/31/2024 (05/24) Balance | 07-510-520-2205 | | | 4,683.39 | | |
| 04/30/2024 | JE | 41 | AMAZON, Clamps | | 5.99 | | | | |
| 05/08/2024 | JE | 41 | AMAZON, Sign Holders | | 79.99 | | | | |
| 05/09/2024 | JE | 41 | AMAZON, Envelopes & Carpet Shampoo | | 79.24 | | | | |
| 05/09/2024 | JE | 41 | AMAZON, Note Pads | | 10.79 | | | | |
| 05/15/2024 | JE | 41 | AMAZON, Calendar | | 6.99 | | | | |
| 05/25/2024 | JE | 41 | AMAZON, Paper Shredder & Tripods | | 86.97 | | | | |
| | | | 06/30/2024 (06/24) Period Totals and Balance | | 269.97 * | .00 * | 4,953.36 | | |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | .00 * | .00 * | 4,953.36 | | |
| YTD Encumbrance | .00 | YTD Actual | 4,953.36 Total | 4,953.36 YTD Budget | 5,900.00 Unexpended | 946.64 | | | |
| Postage | | | 05/31/2024 (05/24) Balance | 07-510-520-2206 | | | 1,613.59 | | |
| 06/11/2024 | AP | 447 | Pitney Bowes Global Financial LLC | | 500.00 | | | | |
| | | | 06/30/2024 (06/24) Period Totals and Balance | | 500.00 * | .00 * | 2,113.59 | | |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | .00 * | .00 * | 2,113.59 | | |
| YTD Encumbrance | .00 | YTD Actual | 2,113.59 Total | 2,113.59 YTD Budget | 10,000.00 Unexpended | 7,886.41 | | | |
| Miscellaneous | | | 05/31/2024 (05/24) Balance | 07-510-520-2208 | | | .00 | | |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | .00 * | .00 * | .00 | | |
| YTD Encumbrance | .00 | YTD Actual | .00 Total | .00 YTD Budget | .00 Unexpended | .00 | | | |
| Data Processing Supplies | | | 05/31/2024 (05/24) Balance | 07-510-520-2224 | | | .00 | | |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | .00 * | .00 * | .00 | | |
| YTD Encumbrance | .00 | YTD Actual | .00 Total | .00 YTD Budget | .00 Unexpended | .00 | | | |
| Janitorial Supplies | | | 05/31/2024 (05/24) Balance | 07-510-520-2225 | | | 3,266.96 | | |
| 05/31/2024 | AP | 272 | Bay Area Enterprises Inc. | | 151.72 | | | | |
| 04/30/2024 | JE | 41 | AMAZON, Kitchen Supplies | | 24.70 | | | | |
| 05/07/2024 | JE | 41 | AMAZON, Kitchen Supplies | | 3.18 | | | | |
| | | | 06/30/2024 (06/24) Period Totals and Balance | | 179.60 * | .00 * | 3,446.56 | | |
| 06/30/2024 | AP | 268 | Bay Area Enterprises Inc. | | 310.32 | | | | |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | 310.32 * | .00 * | 3,756.88 | | |
| YTD Encumbrance | .00 | YTD Actual | 3,756.88 Total | 3,756.88 YTD Budget | 4,000.00 Unexpended | 243.12 | | | |

| City of Coos Bay | | Detail Ledger - Month End Report for Library | | | | | Page: 5 | |
|--|---------|--|---------------------------------|----------------------|----------------------|---------------|----------------------|--|
| | | Period: 06/24 - 13/24 | | | | | Jul 12, 2024 01:52PM | |
| Date | Journal | Reference Number | Payee or Description | Account Number | Debit Amount | Credit Amount | Balance | |
| Small Equipment | | 05/31/2024 (05/24) Balance | | 07-510-520-2231 | | | 16,717.57 | |
| 05/02/2024 | JE | 41 | AMAZON, Carpet Cleaner | | 419.99 | | | |
| 05/09/2024 | JE | 41 | AMAZON, 3D Printer Supplies | | 48.89 | | | |
| 05/09/2024 | JE | 41 | AMAZON, 3D Printer Supplies | | 14.28 | | | |
| 05/10/2024 | JE | 41 | AMAZON, Portable TV Cart | | 145.99 | | | |
| 05/20/2024 | JE | 41 | AMAZON, Laptop Docking Stations | | 365.98 | | | |
| 06/30/2024 (06/24) Period Totals and Balance | | | | | 995.13 * | .00 * | 17,712.70 | |
| 06/30/2024 (13/24) Period Totals and Balance | | | | | .00 * | .00 * | 17,712.70 | |
| YTD Encumbrance | .00 | YTD Actual | 17,712.70 Total | 17,712.70 YTD Budget | 50,000.00 Unexpended | 32,287.30 | | |
| Grants | | 05/31/2024 (05/24) Balance | | 07-510-520-2234 | | | 11,148.36 | |
| 05/17/2024 | AP | 132 | Ingram | | 81.24 | | | |
| 06/30/2024 (06/24) Period Totals and Balance | | | | | 81.24 * | .00 * | 11,229.60 | |
| 06/30/2024 (13/24) Period Totals and Balance | | | | | .00 * | .00 * | 11,229.60 | |
| YTD Encumbrance | .00 | YTD Actual | 11,229.60 Total | 11,229.60 YTD Budget | 13,700.00 Unexpended | 2,470.40 | | |
| Library Supplies | | 05/31/2024 (05/24) Balance | | 07-510-520-2235 | | | 8,397.50 | |
| 05/20/2024 | AP | 50 | City of Coos Bay - ESO | | 49.50 | | | |
| 06/30/2024 (06/24) Period Totals and Balance | | | | | 49.50 * | .00 * | 8,447.00 | |
| 06/17/2024 | AP | 24 | Demco | | 477.01 | | | |
| 06/28/2024 | AP | 296 | Demco | | 173.71 | | | |
| 06/28/2024 | AP | 297 | Demco | | 139.32 | | | |
| 06/27/2024 | AP | 302 | Showcases | | 74.30 | | | |
| 06/28/2024 | AP | 303 | Showcases | | 1,162.30 | | | |
| 06/30/2024 (13/24) Period Totals and Balance | | | | | 2,026.64 * | .00 * | 10,473.64 | |
| YTD Encumbrance | .00 | YTD Actual | 10,473.64 Total | 10,473.64 YTD Budget | 11,000.00 Unexpended | 526.36 | | |
| Library Books & Records | | 05/31/2024 (05/24) Balance | | 07-510-520-2236 | | | 91,013.18 | |
| 05/09/2024 | AP | 8 | Midwest Tape | | 69.97 | | | |
| 05/15/2024 | AP | 9 | Midwest Tape | | 48.98 | | | |
| 05/09/2024 | AP | 51 | Cengage Learning Inc. | | 227.13 | | | |
| 05/16/2024 | AP | 96 | Blackstone Publishing | | 41.60 | | | |
| 05/01/2024 | AP | 97 | Center Point Large Print | | 143.22 | | | |
| 05/07/2024 | AP | 125 | Ingram | | 351.22 | | | |
| 05/09/2024 | AP | 126 | Ingram | | 128.56 | | | |
| 05/14/2024 | AP | 127 | Ingram | | 250.94 | | | |
| 05/14/2024 | AP | 128 | Ingram | | 673.40 | | | |
| 05/14/2024 | AP | 129 | Ingram | | 142.84 | | | |
| 05/15/2024 | AP | 130 | Ingram | | 224.69 | | | |
| 05/16/2024 | AP | 131 | Ingram | | 285.87 | | | |
| 05/17/2024 | AP | 133 | Ingram | | 275.78 | | | |
| 05/20/2024 | AP | 134 | Ingram | | 71.04 | | | |
| 05/21/2024 | AP | 135 | Ingram | | 300.92 | | | |
| 05/21/2024 | AP | 136 | Ingram | | 397.35 | | | |
| 05/23/2024 | AP | 137 | Ingram | | 585.21 | | | |
| 05/23/2024 | AP | 138 | Ingram | | 315.27 | | | |
| 05/24/2024 | AP | 139 | Ingram | | 452.80 | | | |
| 05/26/2024 | AP | 140 | Ingram | | 135.63 | | | |
| 05/28/2024 | AP | 141 | Ingram | | 28.92 | | | |
| 05/28/2024 | AP | 142 | Ingram | | 118.94 | | | |
| 05/22/2024 | AP | 387 | Midwest Tape | | 42.23 | | | |
| 05/30/2024 | AP | 388 | Midwest Tape | | 17.24 | | | |
| 05/31/2024 | AP | 389 | Midwest Tape | | 2,237.53 | | | |
| 06/06/2024 | AP | 681 | Cengage Learning Inc. | | 227.13 | | | |

| City of Coos Bay | | Detail Ledger - Month End Report for Library | | | | Page: 6 | |
|--|---------|--|---------------------------------------|----------------|--------------|----------------------|------------|
| | | Period: 06/24 - 13/24 | | | | Jul 12, 2024 01:52PM | |
| Date | Journal | Reference Number | Payee or Description | Account Number | Debit Amount | Credit Amount | Balance |
| 04/18/2024 | AP | 737 | Blackstone Publishing | | 41.60 | | |
| 06/01/2024 | AP | 738 | Center Point Large Print | | 143.22 | | |
| 06/03/2024 | AP | 773 | Ingram | | 297.77 | | |
| 06/04/2024 | AP | 774 | Ingram | | 131.53 | | |
| 06/04/2024 | AP | 775 | Ingram | | 57.56 | | |
| 06/05/2024 | AP | 776 | Ingram | | 346.28 | | |
| 06/10/2024 | AP | 777 | Ingram | | 343.68 | | |
| 06/10/2024 | AP | 778 | Ingram | | 488.09 | | |
| 06/11/2024 | AP | 780 | Ingram | | 44.65 | | |
| 06/14/2024 | AP | 781 | Ingram | | 344.89 | | |
| 06/14/2024 | AP | 782 | Ingram | | 1,235.90 | | |
| 06/14/2024 | AP | 783 | Ingram | | 151.52 | | |
| 06/07/2024 | AP | 818 | Midwest Tape | | 110.20 | | |
| 05/21/2024 | JE | 37 | BAKER-TAYLOR, Adult Books | | 34.79 | | |
| 05/21/2024 | JE | 37 | BAKER-TAYLOR, Adult Books | | 70.20 | | |
| 05/21/2024 | JE | 37 | BAKER-TAYLOR, Adult Books | | 84.95 | | |
| 05/21/2024 | JE | 37 | BAKER-TAYLOR, Adult Books | | 33.11 | | |
| 05/21/2024 | JE | 37 | BAKER-TAYLOR, Adult Books | | 52.17 | | |
| 05/21/2024 | JE | 37 | BAKER-TAYLOR, Ref Book | | 10.79 | | |
| 05/21/2024 | JE | 37 | BAKER-TAYLOR, Adult Books | | 176.13 | | |
| 05/21/2024 | JE | 37 | BAKER-TAYLOR, Adult Books | | 103.47 | | |
| 05/21/2024 | JE | 37 | BAKER-TAYLOR, Ref Book | | 44.65 | | |
| 05/21/2024 | JE | 37 | BAKER-TAYLOR, YP Books | | 23.73 | | |
| 05/21/2024 | JE | 37 | BAKER-TAYLOR, Adult Books | | 25.99 | | |
| 05/21/2024 | JE | 37 | BAKER-TAYLOR, YP Books | | 10.79 | | |
| 05/22/2024 | JE | 37 | BAKER-TAYLOR, Accounting Error | | | .30- | |
| 04/30/2024 | JE | 41 | AMAZON, Supplies, Library of Things | | 14.49 | | |
| 05/01/2024 | JE | 41 | AMAZON, Adult Books | | 62.77 | | |
| 05/01/2024 | JE | 41 | AMAZON, Dvds | | 24.98 | | |
| 05/01/2024 | JE | 41 | AMAZON, Adult Books | | 18.28 | | |
| 05/02/2024 | JE | 41 | AMAZON, Adult Books | | 75.07 | | |
| 05/02/2024 | JE | 41 | AMAZON, Dvds | | 14.95 | | |
| 05/02/2024 | JE | 41 | AMAZON, Dvds | | 4.99 | | |
| 05/06/2024 | JE | 41 | AMAZON, Dvds | | 13.99 | | |
| 05/06/2024 | JE | 41 | AMAZON, Adult Books | | 11.67 | | |
| 05/10/2024 | JE | 41 | AMAZON, Dvds | | 13.99 | | |
| 05/11/2024 | JE | 41 | AMAZON, Dvds | | 9.96 | | |
| 05/11/2024 | JE | 41 | AMAZON, Dvds | | 12.99 | | |
| 05/13/2024 | JE | 41 | AMAZON, Dvds | | 133.87 | | |
| 05/15/2024 | JE | 41 | AMAZON, Pre Order Pricing | | | 6.49- | |
| 05/15/2024 | JE | 41 | AMAZON, Pre Order Pricing | | | 1.30- | |
| 05/15/2024 | JE | 41 | AMAZON, Fishing Rod Library of Things | | 82.99 | | |
| 05/20/2024 | JE | 41 | AMAZON, Dvds | | 24.78 | | |
| 05/22/2024 | JE | 41 | AMAZON, Music CDs | | 15.59 | | |
| 05/23/2024 | JE | 41 | AMAZON, Dvds | | 22.99 | | |
| 05/23/2024 | JE | 41 | AMAZON, Dvds | | 50.44 | | |
| 05/25/2024 | JE | 41 | AMAZON, Dvds | | 61.16 | | |
| 05/26/2024 | JE | 41 | AMAZON, Adult Books | | 7.99 | | |
| 05/26/2024 | JE | 41 | AMAZON, Adult Books | | 10.94 | | |
| 05/26/2024 | JE | 41 | AMAZON, Music CDs | | 154.07 | | |
| 05/26/2024 | JE | 41 | AMAZON, Video Games | | 18.23 | | |
| 05/26/2024 | JE | 41 | AMAZON, Board Games | | 511.18 | | |
| 05/26/2024 | JE | 41 | AMAZON, Adult Books | | 43.99 | | |
| 05/26/2024 | JE | 41 | AMAZON, Dvds | | 68.23 | | |
| 05/27/2024 | JE | 41 | AMAZON, Board Games | | 36.98 | | |
| 05/28/2024 | JE | 41 | AMAZON, Dvds | | 33.97 | | |
| 06/30/2024 (06/24) Period Totals and Balance | | | | | 13,758.60 * | 8.09- * | 104,763.69 |

| City of Coos Bay | | Detail Ledger - Month End Report for Library | | | | | | Page: 7 |
|--|---------|--|--|-------------------|-----------------|--------------|---------------|----------------------|
| | | Period: 06/24 - 13/24 | | | | | | Jul 12, 2024 01:52PM |
| Date | Journal | Reference Number | Payee or Description | | Account Number | Debit Amount | Credit Amount | Balance |
| 06/13/2024 | AP | 3 | Midwest Tape | | | 137.02 | | |
| 06/17/2024 | AP | 46 | Ingram | | | 682.54 | | |
| 06/18/2024 | AP | 47 | Ingram | | | 17.87 | | |
| 06/20/2024 | AP | 48 | Ingram | | | 327.11 | | |
| 06/20/2024 | AP | 49 | Ingram | | | 85.00 | | |
| 06/21/2024 | AP | 50 | Ingram | | | 446.55 | | |
| 06/21/2024 | AP | 51 | Ingram | | | 256.14 | | |
| 06/24/2024 | AP | 52 | Ingram | | | 120.66 | | |
| 06/25/2024 | AP | 53 | Ingram | | | 37.17 | | |
| 06/20/2024 | AP | 259 | Midwest Tape | | | 111.45 | | |
| 06/30/2024 | AP | 260 | Midwest Tape | | | 2,365.83 | | |
| 06/30/2024 (13/24) Period Totals and Balance | | | | | | 4,587.34 * | .00 * | 109,351.03 |
| YTD Encumbrance | .00 | YTD Actual | 109,351.03 | Total | 109,351.03 | YTD Budget | 125,000.00 | Unexpended 15,648.97 |
| Periodicals | | | 05/31/2024 (05/24) Balance | | 07-510-520-2237 | | | 8,906.04 |
| 06/30/2024 (13/24) Period Totals and Balance | | | | | | .00 * | .00 * | 8,906.04 |
| YTD Encumbrance | .00 | YTD Actual | 8,906.04 | Total | 8,906.04 | YTD Budget | 9,000.00 | Unexpended 93.96 |
| Microfilm | | | 05/31/2024 (05/24) Balance | | 07-510-520-2238 | | | .00 |
| 06/30/2024 (13/24) Period Totals and Balance | | | | | | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 | YTD Budget | .00 | Unexpended .00 |
| State Aid to Children - Books | | | 05/31/2024 (05/24) Balance | | 07-510-520-2239 | | | 889.41 |
| 05/30/2024 | JE | 41 | AMAZON, Supplies | YP Summer Reading | | 159.80 | | |
| 06/30/2024 (06/24) Period Totals and Balance | | | | | | 159.80 * | .00 * | 1,049.21 |
| 06/30/2024 (13/24) Period Totals and Balance | | | | | | .00 * | .00 * | 1,049.21 |
| YTD Encumbrance | .00 | YTD Actual | 1,049.21 | Total | 1,049.21 | YTD Budget | 2,500.00 | Unexpended 1,450.79 |
| Library Books/Records (Restr) | | | 05/31/2024 (05/24) Balance | | 07-510-520-2240 | | | .00 |
| 06/30/2024 (13/24) Period Totals and Balance | | | | | | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 | YTD Budget | 50,000.00 | Unexpended 50,000.00 |
| Programming | | | 05/31/2024 (05/24) Balance | | 07-510-520-2241 | | | 33,378.53 |
| 05/24/2024 | AP | 178 | Scholastic Inc. | | | 3,166.40 | | |
| 05/21/2024 | AP | 432 | Dunham, Mona R | | | 70.00 | | |
| 05/31/2024 | AP | 772 | Ingram | | | 208.11 | | |
| 06/10/2024 | AP | 779 | Ingram | | | 799.32 | | |
| 05/22/2024 | JE | 16 | BUZZSPROUT, Pod Cast Hosting | | | 12.00 | | |
| 05/07/2024 | JE | 31 | STICKER APPS, Stickers | | | 194.00 | | |
| 05/10/2024 | JE | 31 | SAFEWAY, Book Brunch Supplies | | | 45.35 | | |
| 05/17/2024 | JE | 31 | APPLE.COM, Icloud Storage | | | .99 | | |
| 05/19/2024 | JE | 31 | APPLE.COM,YP Storytimes | | | 10.99 | | |
| 05/20/2024 | JE | 31 | THE READING WAREHOUSE, Books, Outreach | | | 425.87 | | |
| 05/24/2024 | JE | 31 | SAFEWAY, Game Night Supplies | | | 20.98 | | |
| 04/30/2024 | JE | 41 | AMAZON, Supplies, Craft Takeout | | | 15.53 | | |
| 05/01/2024 | JE | 41 | AMAZON, Supplies | | | 79.99 | | |
| 05/15/2024 | JE | 41 | AMAZON, Supplies Craft Takeout | | | 179.43 | | |
| 05/16/2024 | JE | 41 | AMAZON, Supplies Peeps Contest | | | 20.97 | | |
| 05/16/2024 | JE | 41 | AMAZON, Supplies Affirmation Tree | | | 25.98 | | |
| 05/17/2024 | JE | 41 | AMAZON, Supplies Neuro Friendly Craft | | | 23.99 | | |
| 05/17/2024 | JE | 41 | AMAZON, Supplies Peeps Contest | | | 17.39 | | |
| 05/17/2024 | JE | 41 | AMAZON, Supplies Neuro Friendly Craft | | | 3.49 | | |

| City of Coos Bay | | Detail Ledger - Month End Report for Library | | | | | Page: 8 | |
|--------------------------------|---------|--|--|----------------------|----------------------|---------------|----------------------|--|
| | | Period: 06/24 - 13/24 | | | | | Jul 12, 2024 01:52PM | |
| Date | Journal | Reference Number | Payee or Description | Account Number | Debit Amount | Credit Amount | Balance | |
| 05/18/2024 | JE | 41 | AMAZON, Supplies Neuro Friendly Craft | | 52.87 | | | |
| 05/20/2024 | JE | 41 | AMAZON, Supplies Neuro Friendly Craft | | 12.86 | | | |
| 05/20/2024 | JE | 41 | AMAZON, Supplies Affirmation Tree | | 31.45 | | | |
| 05/21/2024 | JE | 41 | AMAZON, Supplies Neuro Friendly Craft | | 6.99 | | | |
| 05/23/2024 | JE | 41 | AMAZON, Supplies Vanilla Ice Program | | 27.78 | | | |
| 05/26/2024 | JE | 41 | AMAZON, Books Lord of the Rings Prog | | 64.38 | | | |
| | | | 06/30/2024 (06/24) Period Totals and Balance | | 5,517.11 * | .00 * | 38,895.64 | |
| 06/21/2024 | AP | 308 | Scholastic Inc. | | 3,054.90 | | | |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | 3,054.90 * | .00 * | 41,950.54 | |
| YTD Encumbrance | .00 | YTD Actual | 41,950.54 Total | 41,950.54 YTD Budget | 42,000.00 Unexpended | 49.46 | | |
| Office Equipment Rental | | | 05/31/2024 (05/24) Balance | 07-510-520-2302 | | | 3,357.28 | |
| 05/02/2024 | AP | 177 | Xerox Corporation | | 129.27 | | | |
| 06/01/2024 | AP | 787 | Xerox Corporation | | 70.87 | | | |
| 06/01/2024 | AP | 789 | Xerox Corporation | | 129.27 | | | |
| 05/26/2024 | JE | 28 | PITNEY BOWES LEASING, Postage Meter | | 436.23 | | | |
| | | | 06/30/2024 (06/24) Period Totals and Balance | | 765.64 * | .00 * | 4,122.92 | |
| 07/01/2024 | AP | 305 | Xerox Corporation | | 70.87 | | | |
| 07/01/2024 | AP | 307 | Xerox Corporation | | 129.27 | | | |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | 200.14 * | .00 * | 4,323.06 | |
| YTD Encumbrance | .00 | YTD Actual | 4,323.06 Total | 4,323.06 YTD Budget | 10,000.00 Unexpended | 5,676.94 | | |
| Equipment Repairs/Replacement | | | 05/31/2024 (05/24) Balance | 07-510-520-2303 | | | 58.85 | |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | .00 * | .00 * | 58.85 | |
| YTD Encumbrance | .00 | YTD Actual | 58.85 Total | 58.85 YTD Budget | 6,000.00 Unexpended | 5,941.15 | | |
| Equipment Maintenance Contract | | | 05/31/2024 (05/24) Balance | 07-510-520-2304 | | | 10,522.94 | |
| 04/25/2024 | AP | 231 | Alert 360 Opco Inc | | 39.85 | | | |
| 05/21/2024 | AP | 431 | Alert 360 Opco Inc | | 39.85 | | | |
| | | | 06/30/2024 (06/24) Period Totals and Balance | | 79.70 * | .00 * | 10,602.64 | |
| 06/27/2024 | AP | 261 | Comfort Flow Heating | | 542.00 | | | |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | 542.00 * | .00 * | 11,144.64 | |
| YTD Encumbrance | .00 | YTD Actual | 11,144.64 Total | 11,144.64 YTD Budget | 15,000.00 Unexpended | 3,855.36 | | |
| Vehicle Maintenance/Fuel | | | 05/31/2024 (05/24) Balance | 07-510-520-2305 | | | 2,808.26 | |
| 05/16/2024 | AP | 17 | CECO Inc | | 54.16 | | | |
| | | | 06/30/2024 (06/24) Period Totals and Balance | | 54.16 * | .00 * | 2,862.42 | |
| 06/30/2024 | AP | 276 | CECO Inc | | 100.06 | | | |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | 100.06 * | .00 * | 2,962.48 | |
| YTD Encumbrance | .00 | YTD Actual | 2,962.48 Total | 2,962.48 YTD Budget | 7,000.00 Unexpended | 4,037.52 | | |
| Furniture | | | 05/31/2024 (05/24) Balance | 07-510-520-2306 | | | .00 | |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | .00 * | .00 * | .00 | |
| YTD Encumbrance | .00 | YTD Actual | .00 Total | .00 YTD Budget | .00 Unexpended | .00 | | |
| Building & Grounds Maintenance | | | 05/31/2024 (05/24) Balance | 07-510-520-2309 | | | 55,959.69 | |
| 05/31/2024 | AP | 271 | Bay Area Enterprises Inc. | | 4,053.35 | | | |
| 06/03/2024 | AP | 434 | Agri-Tech Design | | 266.00 | | | |
| 05/04/2024 | JE | 28 | ARAMARK UNIFORM, Mats | | 32.00 | | | |
| 05/18/2024 | JE | 28 | VESTIS SERVICES, Mats | | 32.00 | | | |
| 05/30/2024 | JE | 30 | AMAZON, Library Door Exit Alarms | | 375.88 | | | |

| City of Coos Bay | | Detail Ledger - Month End Report for Library | | | | | Page: 9 | |
|------------------------------|---------|--|--|-------|-----------------|--------------|----------------------|-----------------------|
| | | Period: 06/24 - 13/24 | | | | | Jul 12, 2024 01:52PM | |
| Date | Journal | Reference Number | Payee or Description | | Account Number | Debit Amount | Credit Amount | Balance |
| 05/02/2024 | JE | 39 | AMAZON, Library Bathrooms Flushometers | | | 277.35 | | |
| | | | 06/30/2024 (06/24) Period Totals and Balance | | | 5,036.58 * | .00 * | 60,996.27 |
| 06/19/2024 | AP | 22 | Kyle Electric | | | 628.56 | | |
| 06/30/2024 | AP | 267 | Bay Area Enterprises Inc. | | | 4,053.35 | | |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | | 4,681.91 * | .00 * | 65,678.18 |
| YTD Encumbrance | .00 | YTD Actual | 65,678.18 | Total | 65,678.18 | YTD Budget | 75,000.00 | Unexpended 9,321.82 |
| | | | | | | | | |
| Furniture (restricted) | | | 05/31/2024 (05/24) Balance | | 07-510-520-2310 | | | .00 |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 | YTD Budget | 300,000.00 | Unexpended 300,000.00 |
| | | | | | | | | |
| Reimbursable | | | 05/31/2024 (05/24) Balance | | 07-510-520-2406 | | | 75.00 |
| 06/17/2024 | AP | 733 | Braithwaite, Jackie | | | 18.95 | | |
| | | | 06/30/2024 (06/24) Period Totals and Balance | | | 18.95 * | .00 * | 93.95 |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | | .00 * | .00 * | 93.95 |
| YTD Encumbrance | .00 | YTD Actual | 93.95 | Total | 93.95 | YTD Budget | 200.00 | Unexpended 106.05 |
| | | | | | | | | |
| Library Board | | | 05/31/2024 (05/24) Balance | | 07-510-520-2424 | | | .00 |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 | YTD Budget | 1,500.00 | Unexpended 1,500.00 |
| | | | | | | | | |
| Gifts, Donations & Memorials | | | 05/31/2024 (05/24) Balance | | 07-510-520-2450 | | | 25,125.33 |
| 05/10/2024 | AP | 12 | ORCCA | | | 71.36 | | |
| 05/14/2024 | AP | 13 | ORCCA | | | 40.24 | | |
| 05/15/2024 | AP | 14 | ORCCA | | | 53.84 | | |
| 05/20/2024 | AP | 15 | ORCCA | | | 18.64 | | |
| 05/23/2024 | AP | 16 | ORCCA | | | 44.88 | | |
| 07/01/2024 | AP | 509 | Dollywood Foundation | | | 741.26 | | |
| 05/29/2024 | AP | 633 | ORCCA | | | 49.04 | | |
| 06/04/2024 | AP | 634 | ORCCA | | | 28.72 | | |
| 06/05/2024 | AP | 635 | ORCCA | | | 46.96 | | |
| 06/10/2024 | AP | 636 | ORCCA | | | 23.20 | | |
| 06/13/2024 | AP | 637 | ORCCA | | | 76.64 | | |
| 05/29/2024 | AP | 771 | Ingram | | | 1,928.20 | | |
| 06/07/2024 | AP | 839 | Zoobean Inc | | | 249.50 | | |
| 05/30/2024 | JE | 41 | AMAZON, Supplies YP Summer Reading | | | 163.64 | | |
| | | | 06/30/2024 (06/24) Period Totals and Balance | | | 3,536.12 * | .00 * | 28,661.45 |
| 06/18/2024 | AP | 4 | ORCCA | | | 44.72 | | |
| 06/19/2024 | AP | 5 | ORCCA | | | 69.12 | | |
| 06/24/2024 | AP | 6 | ORCCA | | | 32.89 | | |
| 06/27/2024 | AP | 275 | ORCCA | | | 47.68 | | |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | | 194.41 * | .00 * | 28,855.86 |
| YTD Encumbrance | .00 | YTD Actual | 28,855.86 | Total | 28,855.86 | YTD Budget | 28,900.00 | Unexpended 44.14 |
| | | | | | | | | |
| Bad Debt Expense | | | 05/31/2024 (05/24) Balance | | 07-510-520-2500 | | | .00 |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 | YTD Budget | .00 | Unexpended .00 |
| | | | | | | | | |
| Computer Hardware & Software | | | 05/31/2024 (05/24) Balance | | 07-510-530-3001 | | | .00 |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 | YTD Budget | 5,000.00 | Unexpended 5,000.00 |

| City of Coos Bay | | Detail Ledger - Month End Report for Library | | | | Page: 10 | |
|------------------------------|----------------|--|--|----------------------|--------------|----------------------|-----------|
| | | Period: 06/24 - 13/24 | | | | Jul 12, 2024 01:52PM | |
| Date | Journal | Reference Number | Payee or Description | Account Number | Debit Amount | Credit Amount | Balance |
| Vehicles | | | 05/31/2024 (05/24) Balance | 07-510-530-3008 | | | .00 |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 YTD Actual | .00 Total | .00 YTD Budget | 75,000.00 Unexpended | 75,000.00 | | |
| Audio Visual Equipment | | | 05/31/2024 (05/24) Balance | 07-510-530-3022 | | | .00 |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 YTD Actual | .00 Total | .00 YTD Budget | .00 Unexpended | .00 | | |
| Library Equipment | | | 05/31/2024 (05/24) Balance | 07-510-530-3023 | | | .00 |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 YTD Actual | .00 Total | .00 YTD Budget | 15,000.00 Unexpended | 15,000.00 | | |
| Building Project | | | 05/31/2024 (05/24) Balance | 07-510-530-3118 | | | .00 |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 YTD Actual | .00 Total | .00 YTD Budget | .00 Unexpended | .00 | | |
| Lease Principal | | | 05/31/2024 (05/24) Balance | 07-510-540-1000 | | | .00 |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 YTD Actual | .00 Total | .00 YTD Budget | 10,000.00 Unexpended | 10,000.00 | | |
| Lease Interest | | | 05/31/2024 (05/24) Balance | 07-510-540-1100 | | | .00 |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 YTD Actual | .00 Total | .00 YTD Budget | 2,000.00 Unexpended | 2,000.00 | | |
| Non-Lease Component | | | 05/31/2024 (05/24) Balance | 07-510-540-1200 | | | .00 |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 YTD Actual | .00 Total | .00 YTD Budget | .00 Unexpended | .00 | | |
| Enterprise Lease - Principal | | | 05/31/2024 (05/24) Balance | 07-510-540-2000 | | | 18,557.74 |
| 06/20/2024 JE | 47 | ENTERPRISE PAYMENT 583157A INV#FBN50571 | | | 540.41 | | |
| 06/20/2024 JE | 47 | ENTERPRISE PAYMENT 583157A INV#FBN50571 | | | 1,155.63 | | |
| | | | 06/30/2024 (06/24) Period Totals and Balance | | 1,696.04 * | .00 * | 20,253.78 |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | .00 * | .00 * | 20,253.78 |
| YTD Encumbrance | .00 YTD Actual | 20,253.78 Total | 20,253.78 YTD Budget | 20,500.00 Unexpended | 246.22 | | |
| Enterprise Lease - Interest | | | 05/31/2024 (05/24) Balance | 07-510-540-2100 | | | .00 |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 YTD Actual | .00 Total | .00 YTD Budget | 3,000.00 Unexpended | 3,000.00 | | |
| Subscription Principal | | | 05/31/2024 (05/24) Balance | 07-510-540-3000 | | | .00 |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 YTD Actual | .00 Total | .00 YTD Budget | 18,000.00 Unexpended | 18,000.00 | | |
| Subscription Interest | | | 05/31/2024 (05/24) Balance | 07-510-540-3100 | | | .00 |
| | | | 06/30/2024 (13/24) Period Totals and Balance | | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 YTD Actual | .00 Total | .00 YTD Budget | 1,500.00 Unexpended | 1,500.00 | | |

| City of Coos Bay | | Detail Ledger - Month End Report for Library | | | | Page: 11 | |
|--|----------------|--|----------------------|-----------------------|--------------|----------------------|------------|
| | | Period: 06/24 - 13/24 | | | | Jul 12, 2024 01:52PM | |
| Date | Journal | Reference Number | Payee or Description | Account Number | Debit Amount | Credit Amount | Balance |
| Contingency | | 05/31/2024 (05/24) Balance | | 07-510-560-6001 | | | .00 |
| | | 06/30/2024 (13/24) Period Totals and Balance | | | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 YTD Actual | .00 Total | .00 YTD Budget | 184,650.00 Unexpended | 184,650.00 | | |
| Unappropriated Ending Fund Bal | | 05/31/2024 (05/24) Balance | | 07-510-560-6002 | | | .00 |
| | | 06/30/2024 (13/24) Period Totals and Balance | | | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 YTD Actual | .00 Total | .00 YTD Budget | 250,000.00 Unexpended | 250,000.00 | | |
| Contingency - Library Board | | 05/31/2024 (05/24) Balance | | 07-510-560-6003 | | | .00 |
| | | 06/30/2024 (13/24) Period Totals and Balance | | | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 YTD Actual | .00 Total | .00 YTD Budget | .00 Unexpended | .00 | | |
| Number of Transactions: 244 Number of Accounts: 61 | | | | | Debit | Credit | Proof |
| Total LIBRARY FUND: | | | | | 200,613.59 | 4,469.06- | 196,144.53 |
| Number of Transactions: 244 Number of Accounts: 61 | | | | | Debit | Credit | Proof |
| Grand Totals: | | | | | 200,613.59 | 4,469.06- | 196,144.53 |
| Report Criteria: | | | | | | | |
| Actual Amounts | | | | | | | |
| All Accounts | | | | | | | |
| Summarize Payroll Detail | | | | | | | |
| Print Period Totals | | | | | | | |
| Print Grand Totals | | | | | | | |
| Include Funds: 07 | | | | | | | |
| Page and Total by Fund | | | | | | | |
| Include Placeholders: None | | | | | | | |
| Include Balance Sheets: None | | | | | | | |
| Include Accounts: None | | | | | | | |
| Include Income Fillers: None | | | | | | | |
| Include Sources: None | | | | | | | |
| Include Revenues: None | | | | | | | |
| All Segments Tested for Total Breaks | | | | | | | |

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

BALANCE, May 31, 2024 \$ 85,910.99

DEPOSITS:

Friends of Coos Bay Public Library - Quarterly Donation \$ 3,500.00
Misc. Donations-June 2024 \$ 148.00

TOTAL DEPOSITS \$ 3,648.00

ACCOUNT SUB TOTAL \$ 89,558.99

DISBURSEMENTS:

Dollywood Foundation/Books \$ 741.26
Ingram/Books-Rotary \$ 1,928.20
Zoobean/Books/YP Summer Reading \$ 249.50
South Coast Food Share/Produce-Community Fridge \$ 76.64
South Coast Food Share/Produce-Community Fridge \$ 23.20
South Coast Food Share/Produce-Community Fridge \$ 46.96
South Coast Food Share/Produce-Community Fridge \$ 28.72
South Coast Food Share/Produce-Community Fridge \$ 49.04
South Coast Food Share/Produce-Community Fridge \$ 44.72
South Coast Food Share/Produce-Community Fridge \$ 69.12
South Coast Food Share/Produce-Community Fridge \$ 32.69
South Coast Food Share/Produce-Community Fridge \$ 47.68
Reading Warehouse/Books-Outreach \$ 285.02
Chefstore/Produce-Community Fridge \$ 55.76
Amazon/Supplies-YP Summer Reading \$ 801.56
Custom Ink, OTC, Pottery Co./Supplies-YP Summer Reading \$ 712.92
TOTAL DISBURSEMENTS \$ 5,192.99

Balance June 30, 2024 \$ 84,366.00

ACCOUNT SUMMARY:

General Fund \$ 15,419.64
Friend's Children's Fund \$ 3,859.64
Kenaston Estate Donation \$ -
Mallek Estate Memorial \$ 52,610.89
Jones Estate Donation \$ 7,272.59
Friends Library Purchases \$ 1,866.10
Rotary Donation \$ 71.80
Community Fridge \$ 2,392.59
Dollywood \$ 872.75

MEMORIAL ACCOUNT FUNDS TOTAL \$ 84,366.00

Librarian's Report



COOS BAY
PUBLIC LIBRARY

July 2024

Virtual and Take Home Programs

- Unlimited Book Club - 11
- Spice of the Month - 35
- ASL Practice Place - 5
- Craft Takeout - 40
- Book Box (3) - 143
- Swords & Starships Podcast - 120
- Teen Wellness Kits - 20
- Community Cooking - 20
- Community Yoga - 6

- SRP - Yoga for Teens (2) - 14
- Stories on the Spectrum - 1
- Juneteenth Celebration - 150
- Early Learning Hub Presentation - 20
- SRP - Art in the Park - 115
- SRP - Jeff Evans - 93

Notes

- Eastside and Empire Drop offs (8) served people 103 in June
- The Community Fridge served 3,452 people in June
- There were 5,305 county-wide checkouts on Libby in June. There were 1,005 circulations on hoopla and 25 new borrowers.

Other Programs in June

- Test Proctoring - 8
- Spanglish - 6
- Book Brunch - 4
- Drop in Tech Lab - 10
- Volunteer Fair - 107
- One on One Tech Appts - 5
- Tea Tasting - 20
- Change Club (5) - 41
- Baby Storytimes - 12
- Storytime (4) - 108
- Blood Drive - 51
- Adult Crafternoon - 6
- Clothing Swap - 39
- Game Night - 8
- Womens Empowerment Book Club - 7
- Class Visits - 134
- Hiking Book Club - 5
- Lego Building Competition - 13
- Maker Lab - 8
- Misinformation and Fake News - 5
- Novel Tattoos - 14
- Pet Adoption - 33
- Resume Workshop - 7
- SRP - African Beats - 24
- SRP - Tide of the Toddlers - 10



COOS BAY PUBLIC LIBRARY
525 Anderson Avenue,
Coos Bay, OR 97420
(541) 269-1101 | coosbaylibrary.org

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](#).



COOS BAY PUBLIC LIBRARY
525 Anderson Avenue,
Coos Bay, OR 97420
(541) 269-1101 | coosbaylibrary.org

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.



COOS BAY PUBLIC LIBRARY
525 Anderson Avenue,
Coos Bay, OR 97420
(541) 269-1101 | coosbaylibrary.org

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.



COOS BAY PUBLIC LIBRARY
525 Anderson Avenue,
Coos Bay, OR 97420
(541) 269-1101 | coosbaylibrary.org

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
525 Anderson Avenue,
Coos Bay, OR 97420
(541) 269-1101 | coosbaylibrary.org

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



COOS BAY PUBLIC LIBRARY
525 Anderson Avenue,
Coos Bay, OR 97420
(541) 269-1101 | coosbaylibrary.org

COOS BAY PUBLIC LIBRARY
REQUEST FOR LIBRARY PROGRAMS

Program suggestion:

Suggested date/time:

Request initiated by: -----

Address: -----

Telephone: -----

Please give us details about the program you are suggesting (age group, category, specific performers/speakers or type of performance, etc)?

Signature -----

Date -----

Return to:
Library Director
Coos Bay Public Library
525 Anderson Avenue
Coos Bay, OR 97420

Privacy Policy

The libraries of Coastline Libraries protect the confidentiality of library patron records under Oregon State Law, ORS 192.355.23. This statute provides the following exemption from disclosure of library public records:

The records of a library, including:

- (a) Circulation records, showing use of specific library material by a named person
- (b) The name of a library patron together with the address or telephone number of the patron
- (c) The electronic mail address of a patron.

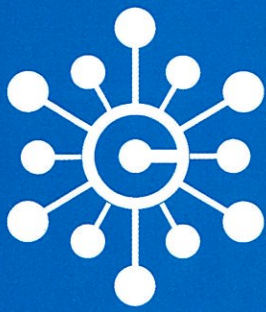
The information gathered when obtaining a library account will include but is not limited to:

- (a) Name
- (b) Address
- (c) Phone number
- (d) Email
- (e) Date of birth

Libraries have the responsibility to protect each individual borrower's right to privacy with respect to registration records (information required to become eligible to borrow books and other materials, receive email and SMS messaging services) and circulation records (information which identifies materials borrowed by a patron). Such records are not to be revealed to anyone other than the patron without the express written permission of the patron or adherence to proper legal procedures. Any information regarding patron use, or request for use, of specific materials, services, facilities or electronic resources (including internet usage) shall only be released to the person who requested or obtained the materials and services.

All patrons have the right to opt in or out of SMS messaging or email service at any time by contacting their library.

| | |
|---------------------------------|--------------|
| Agness Community Library | 541-247-6323 |
| Bandon Public Library | 541-347-3221 |
| Chetco Community Public Library | 541-469-7738 |
| Coos Bay Public Library | 541-269-1101 |
| Coquille Public Library | 541-396-2166 |
| Curry Public Library | 541-247-7246 |
| Dora Public Library | 541-572-6009 |
| Lakeside Public Library | 541-759-4432 |
| Langlois Public Library | 541-348-2066 |
| Myrtle Point Public Library | 541-572-2591 |
| North Bend Public Library | 541-756-0400 |
| Port Orford Public Library | 541-332-5622 |
| Powers Public Library | 541-439-5311 |
| SWOCC Library | 541-888-7270 |



COOS BAY
PUBLIC LIBRARY

THE LATEST at COOS BAY PUBLIC LIBRARY JULY 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!



1
JULY

SPICE OF THE MONTH

EXPLORE THE WORLD FROM HOME WITH EXOTIC SPICES!

SPICE KITS AVAILABLE AT CIRCULATION DESK

10
JULY

CULTURE OF CHARRERÍA

LEARN ABOUT THE HISTORY AND RELEVANCE OF THE CHARRERÍA TRADITION WITH COMUNIDAD Y HERENCIA CULTURAL. ENJOY A ROPE TRICK DEMONSTRATION & OTHER CULTURAL ACTIVITIES!

6:00PM - 7:30PM IN THE MYRTLEWOOD ROOM
AGES: EVERYONE. EN ESPAÑOL & INGLÉS.

YOGA FOR TEENS & ADULTS

JOIN INSTRUCTOR MONA DUNHAM TO PRACTICE PHYSICAL YOGA POSES, BASIC BREATHING TECHNIQUES, MINDFULNESS MEDITATION, AND SELF-COMPASSION.

6:00PM - 7:00PM IN THE MYRTLEWOOD ROOM
AGES: TEEN, ADULT. REGISTRATION REQUIRED.

1
JULY

BILINGUAL OCEAN STORYTIME

JOIN US FOR AN OCEAN-THEMED STORYTIME IN ENGLISH AND SPANISH AT THE CHARLESTON MARINE LIFE CENTER

10:00AM - 10:45AM AT THE CHARLESTON MARINE LIFE CENTER | AGES: KIDS, TODDLER, PRESCHOOLER

11
JULY

EVERY
TUES
IN JULY

BABY STORYTIME

MEET OTHER CAREGIVERS AND LEARN SONGS, RHYMES, AND EARLY LITERACY TIPS!

10:00AM - 10:30AM IN THE MYRTLEWOOD ROOM,
AGES: INFANT & PARENT OR CAREGIVER



11
JULY

CRAFTING WITH NATURE

TEENS ARE INVITED TO A SCAVENGER HUNT FOR BITS OF NATURE IN MINGUS PARK TO MAKE COLLAGES

3:30PM - 5:00PM IN THE MYRTLEWOOD ROOM
AGES: TEENS

STORYTIME IN THE LIBRARY

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

EVERY
WED
IN JULY

4
JULY

INDEPENDENCE DAY CLOSURE

THE LIBRARY WILL RESUME NORMAL HOURS OF OPERATION AT 10:00AM ON FRIDAY, JULY 5

10
JULY

LEATHER WORK WORKSHOP

LEARN BASIC LEATHER WORKING SKILLS WITH COMUNIDAD Y HERENCIA CULTURAL

2:00PM - 3:00PM IN THE MYRTLEWOOD ROOM
AGES: EVERYONE. SPACE LIMITED TO FIRST FIFTY PARTICIPANTS.

COMMUNITY YOGA WITH INSTRUCTOR KELLI BOSAK

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

11
JULY

JULY BOOK CLUBS

07/13: WOMEN'S EMPOWERMENT BOOK CLUB

THE GIFT OF FEAR BY GAVIN DE BECKER

07/13: BOOK BRUNCH

SEA OF TRANQUILITY BY EMILY ST. JOHN MANDEL

07/18: UNLIMITED BOOK CLUB

TO FREE THE CAPTIVES BY TRACY K. SMITH

07/20: HIKING BOOK CLUB

THERE'S SOMETHING IN THE WATER BY INGRID WALDRON (MEETING AT MILLICOMA MARSH)



12/22
JULY

LIBRARY MURAL

TEENS AND ADULTS ARE INVITED TO HELP PAINT A MURAL IN THE LIBRARY'S SPILLOVER PARKING LOT WITH LOCAL ARTIST MEGAN GRAY

PRIMING FROM 10:00AM - 2:00PM ON 07/12
PAINTING FROM 1:00PM - 4:00PM ON 07/22
AGES: TEENS 14+, ADULT

TEEN LOCK-IN

EAT PIZZA, PLAY GAMES, MAKE A CRAFT, AND MEET OTHER TEENS!

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



12
JULY

13
JULY

JOURNEY UNDER THE SEA

DIVE INTO AN OCEAN OF HANDS-ON SCIENCE FUN WITH THE MUSEUM OF NATURAL AND CULTURAL HISTORY FROM THE UNIVERSITY OF OREGON

10:00AM - 11:00AM IN THE MYRTLEWOOD ROOM
AGES: KIDS, TEENS, EVERYONE

MISINFORMATION AND FAKE NEWS

LEARN TECHNIQUES TO SPOT FALSE & MISLEADING MESSAGES

12:15PM - 1:30PM IN THE MYRTLEWOOD ROOM
AGES: ADULT

13
JULY

13
JULY

2 COOS COUNTY POETS

LOCAL POETS ANNIS CASSELLS AND TOM MITCHELL WILL READ FROM THEIR LATEST WORKS

2:00PM - 3:00PM IN THE MYRTLEWOOD ROOM
AGES: ADULT



NEIGHBORWORKS UMPQUA

ACHIEVE FINANCIAL SECURITY & HOUSING STABILITY

4:30PM - 8:00PM IN THE CEDAR ROOM

16
JULY

17
JULY

COOS BAY HISTORIC SKETCHING WALKING TOUR
LEARN ABOUT LOCAL HISTORY & SKETCH HISTORIC BUILDINGS WITH COOS ART MUSEUM!

12:00PM - 3:00PM AT THE COOS ART MUSEUM
AGES: EVERYONE. SNACKS & REFRESHMENTS PROVIDED.

STORY AND ART WITH WASHED ASHORE

MS. DONNA FROM WASHED ASHORE WILL HOST A STORY AND CRAFT EVENT TO TEACH KIDS ABOUT OCEAN POLLUTION

2:00PM - 3:30PM IN THE MYRTLEWOOD ROOM
AGES: KIDS AGED 5-10 WITH A PARENT OR CAREGIVER

17
JULY

17
JULY

BE PART OF THE CHANGE WITH WASHED ASHORE
TEENS & TWEENS ARE INVITED TO HELP WASHED ASHORE CREATE PIECES FOR THEIR NEXT SCULPTURE

3:30PM - 4:30PM IN THE MYRTLEWOOD ROOM
AGES: TWEENS & TEENS AGED 12-18

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

18
JULY

18
JULY

ASL PRACTICE PLACE
WITH INSTRUCTOR KANDY BERGQUIST
TOPIC: GAMES

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



DROP-IN TECH LAB

JOIN DEDICATED LIBRARY STAFF AND TECH-SAVVY VOLUNTEERS FOR HELP WITH YOUR SMARTPHONE, TABLET, LAPTOP, OR PC!

1:00PM - 2:00PM IN THE MYRTLEWOOD ROOM. AGES: ADULT



19
JULY

19
JULY

GAME NIGHT

ENJOY FREE SNACKS AND GAMES FROM CBPL'S COLLECTION

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

!SPANGLISH! CONVERSATIONAL PROGRAM

10:30AM - 11:30AM IN THE LIBRARY
AGES: TEEN, ADULT

20
JULY

20
JULY

CRAFT TAKEOUT

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

EUGENE TAIKO PERFORMANCE

ENJOY A PERFORMANCE BY EUGENE'S COMMUNITY-BASED JAPANESE DRUMMING ENSEMBLE

2:00PM - 3:00PM AT MINGUS PARK | AGES: EVERYONE

20
JULY

23
JULY

EMPOWERING TEENS THROUGH ZINES

EXPRESS YOUR VOICE AND CREATIVITY IN THIS ZINE WORKSHOP

2:00PM - 3:30PM IN THE CEDAR ROOM | AGES: TEENS

VANILLA ICE (CREAM) DAY

WATCH COOL AS ICE (1991) WHILE ENJOYING VANILLA THEMED SNACKS AND ICE CREAM FLOATS

3:00PM - 5:00PM IN THE MYRTLEWOOD ROOM
AGES: ADULT

23
JULY

24
JULY

RESUME WRITING WORKSHOP

LEARN HOW TO IMPROVE YOUR RESUME WITH THIS GOODWILL JOB CONNECTIONS WORKSHOP

1:00PM - 3:00PM IN THE MYRTLEWOOD ROOM.
AGES: EVERYONE

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. FIRST COME, FIRST SERVE.

24
JULY

25
JULY

TEA TASTING

SAMPLE ARTISINAL TEAS FROM TEAS, TINCTURES, & TONICS

12:00PM - 2:00PM IN THE MYRTLEWOOD ROOM. AGES: EVERYONE

ARTFUL SAVING: DIY PIGGY BANK

PAINT YOUR OWN CERAMIC BANK & GET AN ACTIVITY BOOK WITH TIPS ON HOW TO SAVE MONEY

1:00PM - 2:30PM IN THE MYRTLEWOOD ROOM
AGES: KIDS AGED 8-14. REGISTRATION REQUIRED.

26
JULY

27
JULY

TIDE OF THE TODDLERS

NATURALISTS FROM THE SOUTH SLOUGH ARE VISITING FOR A SPECIAL ANIMAL THEMED STORYTIME! NATURE CRAFT INCLUDED

10:00AM - 10:30AM IN THE MYRTLEWOOD ROOM
AGES: INFANT, TODDLER, FAMILY

STILL LIFE PAINTING

PRACTICE STILL LIFE PAINTING AT COOS BAY LIBRARY! CANVASES, PAINTS, & BRUSHES PROVIDED. SPACE LIMITED TO 12.

12:00PM - 3:00PM IN THE MYRTLEWOOD ROOM
AGES: EVERYONE. SPACE LIMITED, FIRST COME, FIRST SERVED.

27
JULY

30
JULY

TWEEN COOKING WITH OSU EXTENSION

EXPLORE BASIC COOKING SKILLS AND APPLY THEM TO MAKE NUTRITIOUS & DELICIOUS RECIPES.

11:00AM - 1:00PM IN THE MYRTLEWOOD ROOM
AGES: TWEENS AGED 10-14. REGISTRATION REQUIRED.

STORIES ON THE SPECTRUM

A MONTHLY HANGOUT FOR NEURODIVERGENT ADULTS!

2:00PM - 4:00PM IN THE MYRTLEWOOD ROOM
AGES: ADULT. SUPPORT PROFESSIONALS WELCOME

30
JULY

31
JULY

D&D MINIATURE PAINTING

JOIN US TO PAINT MINIS! PAINTS, BRUSHES, & MINIS PROVIDED.

3:00PM - 5:00PM IN THE MYRTLEWOOD ROOM. AGES: EVERYONE