

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

Wednesday March 15, 2023

5:15pm

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

Introductions

- 1. Public Comments**
- 2. Minutes and Circulation Reports**
- 3. Treasurer's Reports**
- 4. Correspondence**
- 5. Librarian's Report**
- 6. Friends of the Library Report**
- 7. Foundation Report**
- 8. Old Business**
 - a. Budget**
- 9. New Business**
 - a. March 21st City Council Meeting 6pm**
- 10. Announcements**
- 11. Adjourn**

Coos Bay Public Library

February 2023 Report

of items added to collection – **447**

New cards issued – **121**

Total reference questions – **402**

Daily average circulation – **788**

Total # of programs – **37**

Program attendance – **881**

Total items checked out at the library – **17,171**

Total of Coos Bay items checked out anywhere – **17,328**

Total digital downloads – **665**

Total Wireless Internet Connections – **10,440**

Gate count – **6,003**

Total monthly library visits – **6269**

COOS BAY PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
February 15, 2023

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

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

Others In Attendance: Sami Pierson, Marie Benton, Crystal Barr, Dave R., Multnomah County Library

Public Comment –None

Minutes and Circulation – Minutes from the January 2023 meeting were reviewed. Janice moved to approve the minutes. Gina seconded the motion. The minutes were unanimously approved. The circulation report was reviewed.

Treasurer's Report – The financials for December 2022 and January 2023 (draft) were reviewed. Sami noted that next month will be the start on the new budget for 2023/24. Gina moved to approve the financial reports. Janice seconded the motion. The financials were unanimously approved. The Memorial report was reviewed.

Correspondence – None

Librarians Report – The report was reviewed. The Community Engagement Specialist position will be continued with bridge funding from Coos Bay and North Bend libraries. Permanent funding is still being pursued. As Lakeside Library will not be contributing there will be service there.

Friends of the Library Report – The next sale is on March 4th-5th.

Library Foundation Report – The Annual Spelling Bee Fundraiser planning is well under way. Sponsors are still needed. Sponsor fees are \$100.00, \$250.00 & \$500.00.

Old Business –

Steering Committee – There will be a virtual meeting with the architects on 2/16/23. The comparison data for the four potential sites will be available then. A company that does community surveys will also give a presentation.

New Business –

Fee Schedule – The City is reviewing their fee schedule, which includes the library. The only change with the library fee schedule is the deletion of the fax charge. E-faxing is done now which does not incur a charge. James moved to approve the updated library fee schedule. Ida Jo seconded the motion. The updated fee schedule was unanimously approved.

Sami noted that the newsletter did not include the upcoming “Onward with Artemis” program with Dr. Aaron Coyner on 2/27/23 at 6pm.

Peggy commented that the new library website is working very well. She also said that the wealth of resources on the website needs to get out to the schools and parents.

Announcements – Read Across America Day: A Community Celebration, March 2nd 5-7pm. Janice reported that the Visitors Convention Bureau received a \$25,000 grant from Travel Oregon to work with a company called “Wheel the World”. They will be coming to the area to do an assessment of businesses and locations on accessibility for all.

Bob reported that there will be meetings coming up to plan for the use of the funds received by the City of Coos Bay, City of North Bend and Coos County to address homelessness in the community.

Adjournment – R. More adjourned the meeting at 5:58 p.m.

Next Meeting: March 15, 2023 – 5:15 p.m.

Respectfully submitted,
Crystal Barr

COOS BAY PUBLIC LIBRARY FEBRUARY 2023

INVENTORY

<u>CLASSIFICATION</u>	<u>ACQUIRED</u>	<u>DISCARDS</u>
Adult Books	204	61
Adult Audio Books	21	3
Adult Video	46	17
Adult Music	0	40
Adult Video Games	1	0
Board Game	0	0
Young Adult Books	38	0
Young Adult Audio	0	0
Child Books	133	35
Child Audio	0	1
Child Video	1	0
Child Music Cds	3	2
TOTAL	447	159

CIRCULATION SUMMARY

	Total Items Checked Out At Coos Bay	Total Coos Bay Owned Items Checked Out	
2023	17,171	17,328	
2022	15,733	16,074	
2021	7,275	7,618	
2020	19,816	24,451	
2019	17,557	20,211	
2018	18,667	21,121	
GATE COUNT:	6,003 (2022 - 4,129)		
REFERENCE QUESTIONS ANSWERED:		402	
YP REFERENCE QUESTIONS ANSWERED:		56	
NEW PATRON REGISTRATIONS:		121	
#DAYS OPEN:	22	23	22
DAILY AVERAGE CIRCULATION:	788	(22) 699	(21) 346

RECEIPTS FROM PATRONS

DAMAGED/LOST	\$46.94
MISC	\$5.00
RENT	\$0.00
COPIES	<u>\$386.45</u>
TOTAL	<u>\$438.39</u>

City of Coos Bay
Combined Cash Investment
February 28, 2023

Combined Cash Accounts

Cash Allocation Reconciliation

7 Allocation to Library Fund	1,725,372.54
Total Allocations to Other Funds	1,725,372.54
Zero Proof if Allocations Balance	1,725,372.54

City of Coos Bay
Balance Sheet
February 28, 2023

Library Fund

ASSETS

07-000-100-1001	Cash - Combined Fund	1,725,372.54	
07-000-100-1015	Cash on Hand/Till Drawer	200.00	
07-000-100-1101	Prepaid Expense	10,659.94	
		<u> </u>	
	Total Assets		<u>1,736,232.48</u>

LIABILITIES AND EQUITY

FUND EQUITY

	Unappropriated Fund Balance:		
07-000-200-2500	Fund Balance	1,412,083.31	
	Revenue over Expenditures - YTD	324,149.17	
		<u> </u>	
	Balance - Current Date	1,736,232.48	
		<u> </u>	
	Total Fund Equity		<u>1,736,232.48</u>
			<u> </u>
	Total Liabilities and Equity		<u>1,736,232.48</u>

City of Coos Bay
Revenues with Comparison to Budget
For the 8 Months Ending February 28, 2023

		Library Fund				
		Period Actual	YTD Actual	Budget	Unearned	Pcnt
<u>Carryover</u>						
07-000-300-0100	Carryover - Regular	.00	.00	1,212,000.00	1,212,000.00	.0
07-000-300-0200	Carryover - Memorial/Board	.00	.00	200,000.00	200,000.00	.0
Total Carryover		.00	.00	1,412,000.00	1,412,000.00	.0
<u>Revenue From Other Agencies</u>						
07-000-340-0300	State Library Grant	.00	2,252.00	1,500.00	(752.00)	150.1
07-000-340-0301	Grants	3,500.00	28,350.00	24,850.00	(3,500.00)	114.1
07-000-340-0303	Federal Grants	.00	.00	1,000.00	1,000.00	.0
07-000-340-0900	Library Tax Base	.00	1,244,608.86	1,220,000.00	(24,608.86)	102.0
Total Revenue From Other Agencies		3,500.00	1,275,210.86	1,247,350.00	(27,860.86)	102.2
<u>Use Of Money & Property</u>						
07-000-350-0100	Investment Interest Income	5,245.33	37,250.23	5,000.00	(32,250.23)	745.0
Total Use Of Money & Property		5,245.33	37,250.23	5,000.00	(32,250.23)	745.0
<u>Current Services</u>						
07-000-360-0100	Copies	386.45	2,528.24	6,000.00	3,471.76	42.1
07-000-360-1800	Library Fees	84.88	1,825.26	2,000.00	174.74	91.3
Total Current Services		471.33	4,353.50	8,000.00	3,646.50	54.4
<u>Other Revenue</u>						
07-000-380-0100	Miscellaneous	5.00	10,511.98	100.00	(10,411.98)	10512.
07-000-380-0200	Cash Over/short	.00	.66	.00	(.66)	.0
07-000-380-0300	ESO Administration/Rent	2,174.79	17,398.32	26,000.00	8,601.68	66.9
07-000-380-0400	Reimbursements	.00	319.02	500.00	180.98	63.8
07-000-380-0900	Gifts, Donations & Memorials	75.00	21,210.60	10,000.00	(11,210.60)	212.1
Total Other Revenue		2,254.79	49,440.58	36,600.00	(12,840.58)	135.1
Total Fund Revenue		11,471.45	1,366,255.17	2,708,950.00	1,342,694.83	50.4

City of Coos Bay
Expenditures with Comparison to Budget
For the 8 Months Ending February 28, 2023

Library Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Expenditures</u>					
Personnel Services					
07-510-510-1001 Salaries	60,102.32	471,268.30	878,730.00	407,461.70	53.6
07-510-510-1003 P.E.R.S.	14,532.59	112,809.18	212,896.00	100,086.82	53.0
07-510-510-1004 Social Security	4,727.63	35,709.12	71,238.00	35,528.88	50.1
07-510-510-1005 Employee Insurance	10,906.58	116,361.17	215,867.00	99,505.83	53.9
07-510-510-1006 Unemployment	.00	.00	3,850.00	3,850.00	.0
07-510-510-1007 Workers Compensation Insurance	87.31	665.64	836.00	170.36	79.6
07-510-510-1008 Volunteer Workers Compensation	.00	.00	59.00	59.00	.0
Total Personnel Services	90,356.43	736,813.41	1,383,476.00	646,662.59	53.3
Materials & Services					
07-510-520-2005 Training, Meetings, Travel, Dues	79.90	5,449.11	7,000.00	1,550.89	77.8
07-510-520-2101 Utilities	2,302.30	14,225.82	37,000.00	22,774.18	38.5
07-510-520-2102 Telephone	1,289.24	10,703.19	20,000.00	9,296.81	53.5
07-510-520-2105 Advertising	742.50	2,853.57	20,000.00	17,146.43	14.3
07-510-520-2108 Contractual	11,373.07	54,186.59	110,000.00	55,813.41	49.3
07-510-520-2120 Insurance	.00	8,077.31	12,000.00	3,922.69	67.3
07-510-520-2122 Duplicating/Data Processing	1,180.74	5,737.22	8,000.00	2,262.78	71.7
07-510-520-2123 Printing	.00	.00	3,000.00	3,000.00	.0
07-510-520-2205 Office Supplies	258.99	2,318.40	7,000.00	4,681.60	33.1
07-510-520-2206 Postage	500.00	1,869.12	10,000.00	8,130.88	18.7
07-510-520-2225 Janitorial Supplies	204.44	1,222.55	3,500.00	2,277.45	34.9
07-510-520-2231 Small Equipment	266.66	21,668.52	38,000.00	16,331.48	57.0
07-510-520-2234 Grants	256.35	29,665.15	8,000.00	21,665.15	370.8
07-510-520-2235 Library Supplies	871.01	5,123.21	14,000.00	8,876.79	36.6
07-510-520-2236 Library Books & Records	8,289.02	63,146.66	120,000.00	56,853.34	52.6
07-510-520-2237 Periodicals	.00	8,608.06	10,000.00	1,391.94	86.1
07-510-520-2239 State Aid to Children - Books	.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	547.45	4,743.74	40,850.00	36,106.26	11.6
07-510-520-2302 Office Equipment Rental	502.58	2,789.33	20,000.00	17,210.67	14.0
07-510-520-2303 Equipment Repairs/Replacement	.00	1,190.42	5,000.00	3,809.58	23.8
07-510-520-2304 Equipment Maintenance Contract	37.95	8,117.34	15,000.00	6,882.66	54.1
07-510-520-2305 Vehicle Maintenance/Fuel	.00	224.98	7,000.00	6,775.02	3.2
07-510-520-2309 Building & Grounds Maintenance	5,251.69	31,677.27	50,000.00	18,322.73	63.4
07-510-520-2310 Furniture (restricted)	.00	.00	200,000.00	200,000.00	.0
07-510-520-2406 Reimbursable	.00	27.94	200.00	172.06	14.0
07-510-520-2424 Library Board	.00	.00	1,500.00	1,500.00	.0
07-510-520-2450 Gifts, Donations & Memorials	(442.71)	17,802.44	1,000.00	(16,802.44)	1780.2
Total Materials & Services	33,511.18	302,337.34	820,550.00	518,212.66	36.9
Capital Outlay					
07-510-530-3008 Vehicles	.00	4.49	60,000.00	59,995.51	.0
Total Capital Outlay	.00	4.49	60,000.00	59,995.51	.0

City of Coos Bay
Expenditures with Comparison to Budget
For the 8 Months Ending February 28, 2023

		Library Fund				
		Period Actual	YTD Actual	Budget	Unexpended	Pcnt
Debt Service						
07-510-540-1000	Lease Principal	1,365.56	2,950.76	25,000.00	22,049.24	11.8
07-510-540-1100	Lease Interest	.00	.00	5,000.00	5,000.00	.0
Total Debt Service		1,365.56	2,950.76	30,000.00	27,049.24	9.8
Other Financing Uses						
07-510-560-6001	Contingency	.00	.00	164,924.00	164,924.00	.0
07-510-560-6002	Unappropriated Ending Fund Bal	.00	.00	250,000.00	250,000.00	.0
Total Other Financing Uses		.00	.00	414,924.00	414,924.00	.0
Total Expenditures		125,233.17	1,042,106.00	2,708,950.00	1,666,844.00	38.5
Total Fund Expenditures		125,233.17	1,042,106.00	2,708,950.00	1,666,844.00	38.5
Net Revenue Over Expenditures		(113,761.72)	324,149.17	.00	(324,149.17)	.0

Report Criteria:

Actual Amounts
All Accounts
Summarize Payroll Detail
Print Period Totals
Print Grand Totals
Include Funds: 07
Page and Total by Fund
Include Placeholders: None
Include Balance Sheets: None
Include Accounts: None
Include Income Filers: 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			01/31/2023 (01/23) Balance	07-510-510-1001			411,165.98
02/20/2023	PC	5	PAYROLL TRANS FOR 2/20/2023 PAY PERIOD		3,800.00		
02/20/2023	PC	82	PAYROLL TRANS FOR 2/20/2023 PAY PERIOD		60,102.32		
02/20/2023	PC	83	PAYROLL TRANS FOR 2/20/2023 PAY PERIOD			3,800.00-	
			02/28/2023 (02/23) Period Totals and Balance		63,902.32 *	3,800.00- *	471,268.30
YTD Encumbrance		.00 YTD Actual	471,268.30 Total	471,268.30 YTD Budget	878,730.00 Unexpended	407,461.70	
Overtime			01/31/2023 (01/23) Balance	07-510-510-1002			.00
			02/28/2023 (02/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
P.E.R.S.			01/31/2023 (01/23) Balance	07-510-510-1003			98,276.59
02/20/2023	PB	98	PAYROLL TRANS FOR 2/20/2023 PAY PERIOD		14,532.59		
			02/28/2023 (02/23) Period Totals and Balance		14,532.59 *	.00 *	112,809.18
YTD Encumbrance		.00 YTD Actual	112,809.18 Total	112,809.18 YTD Budget	212,896.00 Unexpended	100,086.82	
Social Security			01/31/2023 (01/23) Balance	07-510-510-1004			30,981.49
02/20/2023	PB	4	PAYROLL TRANS FOR 2/20/2023 PAY PERIOD		305.90		
02/20/2023	PB	96	PAYROLL TRANS FOR 2/20/2023 PAY PERIOD		4,727.63		
02/20/2023	PB	97	PAYROLL TRANS FOR 2/20/2023 PAY PERIOD			305.90-	
			02/28/2023 (02/23) Period Totals and Balance		5,033.53 *	305.90- *	35,709.12
YTD Encumbrance		.00 YTD Actual	35,709.12 Total	35,709.12 YTD Budget	71,238.00 Unexpended	35,528.88	
Employee Insurance			01/31/2023 (01/23) Balance	07-510-510-1005			105,454.59
02/20/2023	PB	95	PAYROLL TRANS FOR 2/20/2023 PAY PERIOD		10,906.58		
02/20/2023	PC	113	PAYROLL TRANS FOR 2/20/2023 PAY PERIOD		31.12		
02/20/2023	PC	114	PAYROLL TRANS FOR 2/20/2023 PAY PERIOD			31.12-	
			02/28/2023 (02/23) Period Totals and Balance		10,937.70 *	31.12- *	116,361.17
YTD Encumbrance		.00 YTD Actual	116,361.17 Total	116,361.17 YTD Budget	215,867.00 Unexpended	99,505.83	
Unemployment			01/31/2023 (01/23) Balance	07-510-510-1006			.00
			02/28/2023 (02/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	3,850.00 Unexpended	3,850.00	
Workers Compensation Insurance			01/31/2023 (01/23) Balance	07-510-510-1007			578.33

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
02/20/2023	PB	94	PAYROLL TRANS FOR 2/20/2023 PAY PERIOD		87.31		
			02/28/2023 (02/23) Period Totals and Balance		87.31 *	.00 *	665.64
YTD Encumbrance		.00 YTD Actual	665.64 Total	665.64 YTD Budget	836.00 Unexpended	170.36	
Volunteer Workers Compensation			01/31/2023 (01/23) Balance	07-510-510-1008			.00
			02/28/2023 (02/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	59.00 Unexpended	59.00	
Accrued Vacation Liability			01/31/2023 (01/23) Balance	07-510-510-1009			.00
			02/28/2023 (02/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Meetings And Travel			01/31/2023 (01/23) Balance	07-510-520-2001			.00
			02/28/2023 (02/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Memberships, dues, publications			01/31/2023 (01/23) Balance	07-510-520-2003			.00
			02/28/2023 (02/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Training, Meetings, Travel, Dues			01/31/2023 (01/23) Balance	07-510-520-2005			5,369.21
02/07/2023	AP	485	Oregon Library Association		38.25		
01/18/2023	JE	15	ASSOC RURAL & SMALL LIBRARIES, Pierson, Me		41.65		
			02/28/2023 (02/23) Period Totals and Balance		79.90 *	.00 *	5,449.11
YTD Encumbrance		.00 YTD Actual	5,449.11 Total	5,449.11 YTD Budget	7,000.00 Unexpended	1,550.89	
Utilities			01/31/2023 (01/23) Balance	07-510-520-2101			11,923.52
02/07/2023	CD13	1	PACIFIC POWER 12447751-0018 LIBRARY		2,302.30		
			02/28/2023 (02/23) Period Totals and Balance		2,302.30 *	.00 *	14,225.82
YTD Encumbrance		.00 YTD Actual	14,225.82 Total	14,225.82 YTD Budget	37,000.00 Unexpended	22,774.18	
Telephone			01/31/2023 (01/23) Balance	07-510-520-2102			9,413.95
02/08/2023	AP	784	Asavie Technologies Inc		74.90		
01/05/2023	JE	14	BROADVOICE, Telephone, Internet		706.74		
01/04/2023	JE	75	8x8, Service/Long Distance		146.52		
01/22/2023	JE	75	VERIZON, 576174385-00001 Library		361.08		
			02/28/2023 (02/23) Period Totals and Balance		1,289.24 *	.00 *	10,703.19
YTD Encumbrance		.00 YTD Actual	10,703.19 Total	10,703.19 YTD Budget	20,000.00 Unexpended	9,296.81	
Advertising			01/31/2023 (01/23) Balance	07-510-520-2105			2,111.07
01/31/2023	AP	494	Sinclair Television Media Inc		455.00		
01/03/2023	JE	17	EPUERTO, Promotional Ads		287.50		
			02/28/2023 (02/23) Period Totals and Balance		742.50 *	.00 *	2,853.57
YTD Encumbrance		.00 YTD Actual	2,853.57 Total	2,853.57 YTD Budget	20,000.00 Unexpended	17,146.43	
Contractual			01/31/2023 (01/23) Balance	07-510-520-2108			42,813.52
02/01/2023	AP	165	Cardinal Services Inc.		195.84		
02/01/2023	AP	167	Cardinal Services Inc.		261.12		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
02/07/2023	AP	492	Sprague Pest Solutions		176.55		
02/03/2023	AP	511	Library Market		10,200.00		
02/09/2023	AP	604	Cardinal Services Inc.		43.52		
02/14/2023	AP	732	Cardinal Services Inc.		65.28		
02/07/2023	CD14	4	01/31/23 Xpress Bill Pay Support Fees/Forms Inv#		70.88		
01/17/2023	JE	14	ADOBE, Creative Cloud		359.88		
			02/28/2023 (02/23) Period Totals and Balance		11,373.07 *	.00 *	54,186.59
YTD Encumbrance	.00	YTD Actual	54,186.59 Total	54,186.59 YTD Budget	110,000.00 Unexpended	55,813.41	
Special Counsel			01/31/2023 (01/23) Balance	07-510-520-2114			.00
			02/28/2023 (02/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Insurance			01/31/2023 (01/23) Balance	07-510-520-2120			8,077.31
			02/28/2023 (02/23) Period Totals and Balance		.00 *	.00 *	8,077.31
YTD Encumbrance	.00	YTD Actual	8,077.31 Total	8,077.31 YTD Budget	12,000.00 Unexpended	3,922.69	
Duplicating/Data Processing			01/31/2023 (01/23) Balance	07-510-520-2122			4,556.48
01/02/2023	AP	351	Xerox Corporation		121.85		
01/26/2023	AP	419	ODP Business Solutions LLC		426.13		
02/01/2023	AP	851	Xerox Corporation		87.71		
02/03/2023	AP	931	ODP Business Solutions LLC		426.13		
02/08/2023	AP	932	ODP Business Solutions LLC		118.92		
			02/28/2023 (02/23) Period Totals and Balance		1,180.74 *	.00 *	5,737.22
YTD Encumbrance	.00	YTD Actual	5,737.22 Total	5,737.22 YTD Budget	8,000.00 Unexpended	2,262.78	
Printing			01/31/2023 (01/23) Balance	07-510-520-2123			.00
			02/28/2023 (02/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	3,000.00 Unexpended	3,000.00	
Program & Display			01/31/2023 (01/23) Balance	07-510-520-2128			.00
			02/28/2023 (02/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Office Supplies			01/31/2023 (01/23) Balance	07-510-520-2205			2,059.41
01/03/2023	JE	19	AMAZON, Calendar		26.90		
01/07/2023	JE	19	AMAZON, Pens		13.58		
01/08/2023	JE	19	AMAZON, Mailing Envelopes		15.29		
01/14/2023	JE	19	AMAZON, Band Aids		9.99		
01/15/2023	JE	19	AMAZON, Door Stops		91.49		
01/17/2023	JE	19	AMAZON, Batteries		21.93		
01/19/2023	JE	19	AMAZON, Kleenex		13.43		
01/19/2023	JE	19	AMAZON, Grip Tape Strips		12.99		
01/19/2023	JE	19	AMAZON, Kleenex		25.49		
01/24/2023	JE	19	AMAZON, Glue		4.35		
01/28/2023	JE	19	AMAZON, 3D Printer Supplies		23.55		
			02/28/2023 (02/23) Period Totals and Balance		258.99 *	.00 *	2,318.40
YTD Encumbrance	.00	YTD Actual	2,318.40 Total	2,318.40 YTD Budget	7,000.00 Unexpended	4,681.60	
Postage			01/31/2023 (01/23) Balance	07-510-520-2206			1,369.12

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
02/02/2023	AP	325	Pitney Bowes Global Financial LLC		500.00		
			02/28/2023 (02/23) Period Totals and Balance		500.00 *	.00 *	1,869.12
YTD Encumbrance		.00 YTD Actual	1,869.12 Total	1,869.12 YTD Budget	10,000.00 Unexpended	8,130.88	
Miscellaneous			01/31/2023 (01/23) Balance	07-510-520-2208			.00
			02/28/2023 (02/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Data Processing Supplies			01/31/2023 (01/23) Balance	07-510-520-2224			.00
			02/28/2023 (02/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Janitorial Supplies			01/31/2023 (01/23) Balance	07-510-520-2225			1,018.11
01/31/2023	AP	176	Bay Area Enterprises Inc.		181.86		
01/13/2023	JE	19	AMAZON, Sanitizing Spray		22.58		
			02/28/2023 (02/23) Period Totals and Balance		204.44 *	.00 *	1,222.55
YTD Encumbrance		.00 YTD Actual	1,222.55 Total	1,222.55 YTD Budget	3,500.00 Unexpended	2,277.45	
Small Equipment			01/31/2023 (01/23) Balance	07-510-520-2231			21,401.86
01/03/2023	JE	17	FRED MEYER, Cabinet		209.99		
12/30/2022	JE	19	AMAZON, Surge Protectors		56.67		
			02/28/2023 (02/23) Period Totals and Balance		266.66 *	.00 *	21,668.52
YTD Encumbrance		.00 YTD Actual	21,668.52 Total	21,668.52 YTD Budget	38,000.00 Unexpended	16,331.48	
Grants			01/31/2023 (01/23) Balance	07-510-520-2234			29,408.80
01/05/2023	JE	17	THE POTTERY, Supplies, YP Programs, Coos Co C		256.35		
			02/28/2023 (02/23) Period Totals and Balance		256.35 *	.00 *	29,665.15
YTD Encumbrance		.00 YTD Actual	29,665.15 Total	29,665.15 YTD Budget	8,000.00 Unexpended	(21,665.15)	
Library Supplies			01/31/2023 (01/23) Balance	07-510-520-2235			4,252.20
01/31/2023	AP	108	Demco		18.03		
02/01/2023	AP	441	Showcases		100.98		
02/03/2023	AP	442	Showcases		377.46		
02/03/2023	AP	559	Demco		313.83		
01/25/2023	JE	19	AMAZON, Tape		48.27		
01/30/2023	JE	19	AMAZON, Container		12.44		
			02/28/2023 (02/23) Period Totals and Balance		871.01 *	.00 *	5,123.21
YTD Encumbrance		.00 YTD Actual	5,123.21 Total	5,123.21 YTD Budget	14,000.00 Unexpended	8,876.79	
Library Books & Records			01/31/2023 (01/23) Balance	07-510-520-2236			54,857.64
01/17/2023	AP	292	Ingram		102.15		
01/18/2023	AP	293	Ingram		101.78		
01/18/2023	AP	294	Ingram		351.35		
01/20/2023	AP	295	Ingram		284.21		
01/20/2023	AP	296	Ingram		221.15		
01/26/2023	AP	297	Ingram		69.58		
01/31/2023	AP	383	Midwest Tape		1,381.48		
01/26/2023	AP	471	Midwest Tape		203.65		
01/26/2023	AP	472	Midwest Tape		11.99		
10/01/2022	AP	507	AtoZdatabases		618.00		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
01/31/2023	AP	586	Ingram		531.97		
02/01/2023	AP	587	Ingram		24.63		
01/11/2023	AP	624	Cengage Learning Inc.		91.17		
02/01/2023	AP	677	Center Point Large Print		143.22		
10/04/2022	AP	782	NewsBank Inc		327.34		
01/27/2023	AP	844	Ingram		25.22		
01/30/2023	AP	845	Ingram		218.75		
01/30/2023	AP	846	Ingram		25.80		
02/03/2023	AP	847	Ingram		204.09		
02/03/2023	AP	848	Ingram		156.34		
02/02/2023	AP	859	Midwest Tape		70.95		
01/06/2023	JE	14	NETFLIX.COM, Library Streaming Player Program		15.49		
12/30/2022	JE	18	BAKER TAYLOR, Adult Books		119.86		
12/30/2022	JE	18	BAKER TAYLOR, Adult Books		19.43		
12/30/2022	JE	18	BAKER TAYLOR, Adult Books		134.59		
12/30/2022	JE	18	BAKER TAYLOR, Dvds		28.59		
12/30/2022	JE	18	BAKER TAYLOR, Adult Books		357.94		
12/30/2022	JE	18	BAKER TAYLOR, Audio Books		13.74		
12/30/2022	JE	18	BAKER TAYLOR, Audio Books		21.99		
12/30/2022	JE	18	BAKER TAYLOR, Adult Books		26.62		
12/30/2022	JE	18	BAKER TAYLOR, Adult Books		16.64		
12/30/2022	JE	18	BAKER TAYLOR, Dvds		95.53		
12/30/2022	JE	18	BAKER TAYLOR, Adult Books		136.16		
12/30/2022	JE	18	BAKER TAYLOR, Adult Books		32.73		
12/30/2022	JE	18	BAKER TAYLOR, Dvds		10.21		
12/30/2022	JE	18	BAKER TAYLOR, Dvds		14.29		
12/30/2022	JE	18	BAKER TAYLOR, Dvds		32.12		
01/04/2023	JE	18	BAKER TAYLOR, Dvds		10.21		
01/04/2023	JE	18	BAKER TAYLOR, Dvds		17.15		
01/04/2023	JE	18	BAKER TAYLOR, Adult Books		48.82		
01/04/2023	JE	18	BAKER TAYLOR, YP Books		422.73		
01/04/2023	JE	18	BAKER TAYLOR, Dvds		25.01		
01/04/2023	JE	18	BAKER TAYLOR, Adult Books		19.77		
01/04/2023	JE	18	BAKER TAYLOR, Adult Books		46.61		
01/04/2023	JE	18	BAKER TAYLOR, Adult Books		16.17		
01/04/2023	JE	18	BAKER TAYLOR, Adult Books, Reference		10.79		
01/04/2023	JE	18	BAKER TAYLOR, Adult Books, Large Print		21.64		
01/04/2023	JE	18	BAKER TAYLOR, YP Books		280.18		
01/04/2023	JE	18	BAKER TAYLOR, Dvds		24.07		
01/04/2023	JE	18	BAKER TAYLOR, Adult Books		292.21		
01/04/2023	JE	18	BAKER TAYLOR, Adult Books		30.51		
01/04/2023	JE	18	BAKER TAYLOR, Adult Books		30.53		
01/04/2023	JE	18	BAKER TAYLOR, Adult Books		31.09		
01/04/2023	JE	18	BAKER TAYLOR, Adult Books		14.99		
01/18/2023	JE	18	BAKER TAYLOR, Adult Books		31.07		
01/19/2023	JE	18	BAKER TAYLOR, Adult Books		65.48		
01/19/2023	JE	18	BAKER TAYLOR, Adult Books		19.42		
01/27/2023	JE	18	BAKER TAYLOR, Adult Books		31.07		
01/27/2023	JE	18	BAKER TAYLOR, YP Books		16.08		
01/27/2023	JE	18	BAKER TAYLOR, Adult Books		17.99		
01/27/2023	JE	18	BAKER TAYLOR, Adult Books		47.17		
01/27/2023	JE	18	BAKER TAYLOR, Dvds		19.27		
01/04/2023	JE	19	AMAZON, Adult Dvds		49.10		
01/06/2023	JE	19	AMAZON, Adult Audios		14.99		
01/06/2023	JE	19	AMAZON, YP Kits		9.99		
01/06/2023	JE	19	AMAZON, Music Cds		13.98		
01/07/2023	JE	19	AMAZON, Music Cds		67.10		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
01/07/2023	JE	19	AMAZON, YP Kits		97.53		
01/08/2023	JE	19	AMAZON, Adult Books		6.99		
01/09/2023	JE	19	AMAZON, Adult Dvds		13.99		
01/09/2023	JE	19	AMAZON, Adult Dvds		19.99		
01/16/2023	JE	19	AMAZON, Adult Dvds		18.95		
01/17/2023	JE	19	AMAZON, Adult Dvds		13.99		
01/19/2023	JE	19	AMAZON, YP Music Cds		10.98		
01/19/2023	JE	19	AMAZON, YP Music Cds		13.96		
01/21/2023	JE	19	AMAZON, Adult Dvds		29.99		
01/21/2023	JE	19	AMAZON, YP Music Cds		38.46		
01/23/2023	JE	19	AMAZON, Music Cds		12.17		
01/24/2023	JE	19	AMAZON, Adult Dvds		14.59		
01/25/2023	JE	19	AMAZON, Pre-Order Price Guarantee Credit			1.30-	
01/26/2023	JE	19	AMAZON, Music Cds		12.79		
02/28/2023 (02/23) Period Totals and Balance					8,290.32 *	1.30- *	63,146.66
YTD Encumbrance	.00	YTD Actual	63,146.66 Total	63,146.66 YTD Budget	120,000.00 Unexpended	56,853.34	
Periodicals			01/31/2023 (01/23) Balance	07-510-520-2237			8,608.06
02/28/2023 (02/23) Period Totals and Balance					.00 *	.00 *	8,608.06
YTD Encumbrance	.00	YTD Actual	8,608.06 Total	8,608.06 YTD Budget	10,000.00 Unexpended	1,391.94	
Microfilm			01/31/2023 (01/23) Balance	07-510-520-2238			.00
02/28/2023 (02/23) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
State Aid to Children - Books			01/31/2023 (01/23) Balance	07-510-520-2239			909.40
02/28/2023 (02/23) Period Totals and Balance					.00 *	.00 *	909.40
YTD Encumbrance	.00	YTD Actual	909.40 Total	909.40 YTD Budget	2,500.00 Unexpended	1,590.60	
Library Books/Records (Restr)			01/31/2023 (01/23) Balance	07-510-520-2240			.00
02/28/2023 (02/23) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	50,000.00 Unexpended	50,000.00	
Programming			01/31/2023 (01/23) Balance	07-510-520-2241			4,196.29
12/30/2022	JE	15	SAFEWAY, Supplies, Game Night		21.98		
01/05/2023	JE	17	THE POTTERY, Supplies, YP Programs		139.65		
01/12/2023	JE	17	STICKERAPP.COM, Sample Pack		2.00		
01/17/2023	JE	17	APPLE.COM, iCloud Storage		.99		
01/22/2023	JE	17	BUZZSPROUT, Podcast Hosting		12.00		
01/26/2023	JE	17	FRED MEYER, Supplies, Game Night		90.81		
01/05/2023	JE	19	AMAZON, Supplies, Adult Programs		19.98		
01/06/2023	JE	19	AMAZON, Supplies, Adult Programs		11.98		
01/06/2023	JE	19	AMAZON, Supplies, Adult Programs		96.22		
01/21/2023	JE	19	AMAZON, Supplies, Adult Programs		103.96		
01/27/2023	JE	19	AMAZON, Supplies, Adult Programs		47.88		
02/28/2023 (02/23) Period Totals and Balance					547.45 *	.00 *	4,743.74
YTD Encumbrance	.00	YTD Actual	4,743.74 Total	4,743.74 YTD Budget	40,850.00 Unexpended	36,106.26	
Office Equipment Rental			01/31/2023 (01/23) Balance	07-510-520-2302			2,286.75
01/02/2023	AP	352	Xerox Corporation		241.03		
02/01/2023	AP	852	Xerox Corporation		121.85		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
01/27/2023	JE	14	PITNEY BOWES LEASING, Postage Meter Rent		139.70		
			02/28/2023 (02/23) Period Totals and Balance		502.58 *	.00 *	2,789.33
YTD Encumbrance	.00	YTD Actual	2,789.33 Total	2,789.33 YTD Budget	20,000.00 Unexpended	17,210.67	
Equipment Repairs/Replacement			01/31/2023 (01/23) Balance	07-510-520-2303			1,190.42
			02/28/2023 (02/23) Period Totals and Balance		.00 *	.00 *	1,190.42
YTD Encumbrance	.00	YTD Actual	1,190.42 Total	1,190.42 YTD Budget	5,000.00 Unexpended	3,809.58	
Equipment Maintenance Contract			01/31/2023 (01/23) Balance	07-510-520-2304			8,079.39
02/01/2023 AP		244	Advantage Security LLC		37.95		
			02/28/2023 (02/23) Period Totals and Balance		37.95 *	.00 *	8,117.34
YTD Encumbrance	.00	YTD Actual	8,117.34 Total	8,117.34 YTD Budget	15,000.00 Unexpended	6,882.66	
Vehicle Maintenance/Fuel			01/31/2023 (01/23) Balance	07-510-520-2305			224.98
			02/28/2023 (02/23) Period Totals and Balance		.00 *	.00 *	224.98
YTD Encumbrance	.00	YTD Actual	224.98 Total	224.98 YTD Budget	7,000.00 Unexpended	6,775.02	
Furniture			01/31/2023 (01/23) Balance	07-510-520-2306			.00
			02/28/2023 (02/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Building & Grounds Maintenance			01/31/2023 (01/23) Balance	07-510-520-2309			26,425.58
01/24/2023 AP		164	Aramark Uniform & Career Apparel		32.00		
01/31/2023 AP		175	Bay Area Enterprises Inc.		4,053.35		
01/18/2023 AP		637	Arcadia Environmental Inc		1,166.34		
			02/28/2023 (02/23) Period Totals and Balance		5,251.69 *	.00 *	31,677.27
YTD Encumbrance	.00	YTD Actual	31,677.27 Total	31,677.27 YTD Budget	50,000.00 Unexpended	18,322.73	
Furniture (restricted)			01/31/2023 (01/23) Balance	07-510-520-2310			.00
			02/28/2023 (02/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	200,000.00 Unexpended	200,000.00	
Reimbursable			01/31/2023 (01/23) Balance	07-510-520-2406			27.94
			02/28/2023 (02/23) Period Totals and Balance		.00 *	.00 *	27.94
YTD Encumbrance	.00	YTD Actual	27.94 Total	27.94 YTD Budget	200.00 Unexpended	172.06	
Library Board			01/31/2023 (01/23) Balance	07-510-520-2424			.00
			02/28/2023 (02/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	1,500.00 Unexpended	1,500.00	
Gifts, Donations & Memorials			01/31/2023 (01/23) Balance	07-510-520-2450			18,245.15
01/31/2023 AP		109	Demco		1,265.04		
01/26/2023 AP		384	ORCCA		32.44		
01/31/2023 AP		479	ORCCA		37.60		
02/02/2023 AP		480	ORCCA		12.28		
11/23/2022 AP		772	Coos Head Food Co-op			3,000.00-	
11/23/2022 AP		773	Coos Head Food Co-op			215.83-	
11/23/2022 AP		774	Coos Head Food Co-op		215.83		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
02/08/2023	AP	863	ORCCA		26.72		
01/05/2023	JE	17	ORFOODHANDLERS.COM, Fitzhenry, Food Handl		1.68		
01/06/2023	JE	17	CHEFSTORE, Produce, Community Fridge		66.82		
01/07/2023	JE	17	CHEFSTORE, Produce, Community Fridge		52.08		
01/10/2023	JE	17	MCKAY'S MARKET, Supplies, YP Programs		6.00		
01/14/2023	JE	17	FIRST BOOK, Books, Outreach		487.34		
01/14/2023	JE	17	CHEFSTORE, Produce, Community Fridge		90.89		
01/19/2023	JE	17	SAFEWAY, Supplies, YP Programs		92.05		
01/19/2023	JE	17	APPLE.COM, YP Programs, Apple Music		10.99		
01/20/2023	JE	17	CHEFSTORE, Produce, Community Fridge		44.85		
01/20/2023	JE	17	DOMINO'S, Supplies, Teen After Hours		94.78		
01/28/2023	JE	17	CHEFSTORE, Produce, Community Fridge		54.00		
01/04/2023	JE	18	BAKER TAYLOR, Adult Books, Thomas Memorial		24.98		
01/05/2023	JE	19	AMAZON, YP Supplies Not Received			47.97-	
01/21/2023	JE	19	AMAZON, Supplies, YA Programs, Teen Night		159.97		
01/21/2023	JE	19	AMAZON, Supplies, YA Programs, Teen Night		8.99		
01/25/2023	JE	19	AMAZON, Supplies, YP Programs, Book Boxes		22.77		
01/26/2023	JE	19	AMAZON, Supplies, YP Programs, Book Boxes		12.99		
02/28/2023 (02/23) Period Totals and Balance					2,821.09 *	3,263.80- *	17,802.44
YTD Encumbrance	.00	YTD Actual	17,802.44 Total	17,802.44 YTD Budget	1,000.00 Unexpended	(16,802.44)	
Bad Debt Expense			01/31/2023 (01/23) Balance	07-510-520-2500			.00
			02/28/2023 (02/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Computer Hardware & Software			01/31/2023 (01/23) Balance	07-510-530-3001			.00
			02/28/2023 (02/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Vehicles			01/31/2023 (01/23) Balance	07-510-530-3008			4.49
			02/28/2023 (02/23) Period Totals and Balance		.00 *	.00 *	4.49
YTD Encumbrance	.00	YTD Actual	4.49 Total	4.49 YTD Budget	60,000.00 Unexpended	59,995.51	
Audio Visual Equipment			01/31/2023 (01/23) Balance	07-510-530-3022			.00
			02/28/2023 (02/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Library Equipment			01/31/2023 (01/23) Balance	07-510-530-3023			.00
			02/28/2023 (02/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Building Project			01/31/2023 (01/23) Balance	07-510-530-3118			.00
			02/28/2023 (02/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Lease Principal			01/31/2023 (01/23) Balance	07-510-540-1000			1,585.20
02/21/2023	CD13	9	Enterprise Payment 583157A Inv# FBN4664258		540.41		
02/28/2023	JE	73	R/C CD13 7 (01/23) Enterprise Inv# FBN4614157 &		825.15		
02/28/2023	JE	73	R/C CD13 7 (01/23) Enterprise Inv# FBN4614157 &		540.41		
02/28/2023	JE	73	R/C CD13 7 (01/23) Enterprise Inv# FBN4614157 &			540.41-	
02/28/2023 (02/23) Period Totals and Balance					1,905.97 *	540.41- *	2,950.76

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance	.00	YTD Actual	2,950.76 Total	2,950.76 YTD Budget	25,000.00 Unexpended	22,049.24	
Lease Interest			01/31/2023 (01/23) Balance	07-510-540-1100			.00
			02/28/2023 (02/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	5,000.00 Unexpended	5,000.00	
Non-Lease Component			01/31/2023 (01/23) Balance	07-510-540-1200			.00
			02/28/2023 (02/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Contingency			01/31/2023 (01/23) Balance	07-510-560-6001			.00
			02/28/2023 (02/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	164,924.00 Unexpended	164,924.00	
Unappropriated Ending Fund Bal			01/31/2023 (01/23) Balance	07-510-560-6002			.00
			02/28/2023 (02/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	250,000.00 Unexpended	250,000.00	
Contingency - Library Board			01/31/2023 (01/23) Balance	07-510-560-6003			.00
			02/28/2023 (02/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Number of Transactions: 184 Number of Accounts: 57					Debit	Credit	Proof
Total Library Fund:					133,175.70	7,942.53-	125,233.17
Number of Transactions: 184 Number of Accounts: 57					Debit	Credit	Proof
Grand Totals:					133,175.70	7,942.53-	125,233.17

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
February 2023**

<u>BALANCE, January 31, 2023</u>	\$ 84,554.71
<u>DEPOSITS:</u>	
Coos Head Garden Club-Morris Memorial	\$ 25.00
Coos Head Garden Club-Hutcherson Memorial	\$ 25.00
Coos Head Garden Club-Doving Memorial	\$ 25.00
TOTAL DEPOSITS	\$ 75.00
ACCOUNT SUB TOTAL	\$ 84,629.71
<u>DISBURSEMENTS:</u>	
South Coast Food Share/Produce-Community Fridge	\$ 32.44
Demco/Chairs-YA Section	\$ 1,265.04
South Coast Food Share/Produce-Community Fridge	\$ 37.60
South Coast Food Share/Produce-Community Fridge	\$ 12.28
South Coast Food Share/Produce-Community Fridge	\$ 33.93
South Coast Food Share/Produce-Community Fridge	\$ 26.72
South Coast Food Share/Produce-Community Fridge	\$ 37.19
Ingram/Book-Coos Health & Wellness	\$ 60.80
Coos Head Food Co-op, Chefstore/Produce-Community Fridge	\$ 302.26
Amazon/Supplies-YA/YP Programs-Plan, Shop, Save & Cook, Read & Craft	\$ 438.35
Amazon/Supplies-YP Programs-Book Box, Read Across America	\$ 290.05
Pro Drinking Fountains/Bottle Filler Station	\$ 1,384.99
TOTAL DISBURSEMENTS	\$ 3,921.65
Balance February 28, 2023	\$ 80,708.06
<u>ACCOUNT SUMMARY:</u>	
General Fund	\$ 13,413.62
Friend's Children's Fund	\$ 290.08
Kenaston Estate Donation	\$ -
Mallek Estate Memorial	\$ 52,610.89
Jones Estate Donation	\$ 7,272.59
ESD Bilingual Programming Donation	\$ 669.69
Friends Library Purchases	\$ (920.41)
Rotary Donation	\$ -
Coos Bay Library Foundation-Equipment	\$ -
Mogan-CBPL Foundation	\$ -
Community Fridge	\$ 4,512.63
Coos Health & Wellness	\$ (981.92)
Dollywood	\$ 3,840.89
MEMORIAL ACCOUNT FUNDS TOTAL	\$ 80,708.06

Librarian's Report

March 2023

PROGRAMS in February

Spanglish Conversation (2) - 11 people in attendance.

Craft Take Out – 19 kits distributed

Craft Hangout - 2

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 (4) - 173 participants

Swords and Starships Podcast – 4 new episodes, 125 downloads.

The Empire and Eastside pickup/drop off sites – This is done every Friday (except holidays). 50 people served in February. We were unable to do it on one Friday due to weather.

Community Yoga – 5 participants

Read and Craft Book Club – 6

Teen Advisory Board – 5

Game Night – Was cancelled due to weather.

Free Build Legos – 47

Head Start Outreach – 10

Proctoring – 6

Teen After Hours – 22

Community Cooking – cancelled due to weather

Book Brunch – 5

Anti-Valentine's Day Party for Teens – 37

Onward with Artemis – 8

Oregon Battle of the Books – 72

Storytime at Charleston Marine Life – 73

Plan, Shop, Save, and Cook for Teens with OSU Extension (2) - 27

The library provided access to wireless internet 10,440 times in February.

Miscellaneous

In February there were 4291 county-wide checkouts on OverDrive. There are 875 unique users of OverDrive/Libby throughout the county. 665 circulations on hoopla in February with 19 new borrowers. There are 191 unique users of hoopla.

We will be doing a campaign regarding OverDrive because that app will be going away at the end of March and people will need to change over to the Libby app.

The library was closed one day and had a late opening due to the interesting February weather.

Tammy, the Community Engagement Specialist had 126 meetings (at NB and CB libraries) with people seeking resources. The main needs for February were gas and transportation. The colder weather also increased the need for shelter.

Sami participated in Library Legislative Day on Feb 15th Librarians gathered at the capitol to meet with legislators regarding funding for Ready2Read, increased access to broadband, and other relevant library issues.

The Community Fridge served 1,027 people in 442 households in February.

**CITY OF COOS BAY 2023-2024 BUDGET
LIBRARY FUND 07
RESOURCES**

Actual 2020-21	Actual 2021-22	Council Adopted 2022-23	G/L Account #	Proposed 2023-24	
				2023-24	
855,072	1,099,855	1,212,000	07-000-300-0100 Carryover Balance - unrestricted	1,450,000	
100,000	100,000	200,000	07-000-300-0200 Carryover Balance - restricted (donation & furniture)	250,000	
955,072	1,199,855	1,412,000	Total Carryover Balance	1,700,000	
CARRYOVER BALANCE					
15,268	2,374	1,500	07-000-340-0300 State Library Grant	500	
18,500	13,000	24,850	07-000-340-0301 Grants	5,000	
0	0	1,000	07-000-340-0303 Federal Grants	1,000	
27,211	0	0	07-000-340-0350 Federal Other Financial Assistance	0	
1,233,861	1,423,301	1,220,000	07-000-340-0900 Library Tax Base	4,250,000	1,256,000
1,294,840	1,438,675	1,247,350	Total Resources from Other Agencies	1,256,500	
RESOURCES FROM OTHER AGENCIES					
USE OF MONEY AND PROPERTY					
9,712	-6,104	5,000	07-000-350-0100 Interest	15,000	
0	0	0	07-000-350-1100 Auditorium Rental	0	
9,712	-6,104	5,000	Total Use of Money and Property	15,000	
CHARGES FOR CURRENT SERVICES					
105	3,732	6,000	07-000-360-0100 Copies	2,500	
1,094	3,583	2,000	07-000-360-1800 Library Fees	2,000	
1,199	7,314	8,000	Total Charges for Current Services	4,500	
OTHER INCOME					
2,586	2,231	100	07-000-380-0100 Miscellaneous	100	
26,097	26,097	26,000	07-000-380-0300 ESO Administration/Rent	26,000	
2,936	39	500	07-000-380-0400 Reimbursements	500	
5,313	137,899	10,000	07-000-380-0900 Gifts & Donations	10,000	12,000
36,931	166,266	36,600	Total Other Income	36,600	
2,297,756	2,806,007	2,708,950	TOTAL LIBRARY FUND RESOURCES	3,012,600	3,021,200

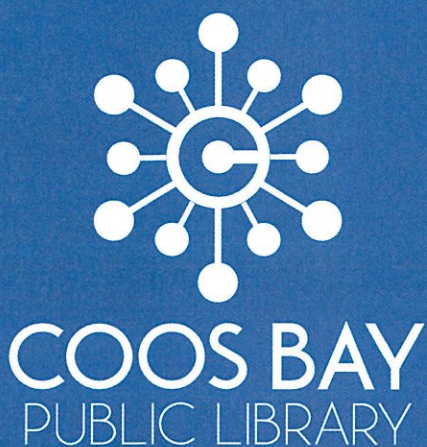
**CITY OF COOS BAY 2023-2024 BUDGET
LIBRARY FUND 07
EXPENDITURES**

Actual 2020-21	Actual 2021-22	Council Adopted 2022-23	G/L Account #	Proposed 2023-24
PERSONNEL SERVICES				
562,427	623,907	878,730	07-510-510-1001 Salaries	821,463
124,515	147,394	212,896	07-510-510-1003 P.E.R.S.	0
40,580	46,653	71,238	07-510-510-1004 Payroll Taxes (Employer Paid)	243,737
145,125	143,840	215,867	07-510-510-1005 Employee Insurance	66,509
1,400	415	3,850	07-510-510-1006 Unemployment	199,048
587	721	836	07-510-510-1007 Workers' Compensation	3,600
0	0	59	07-510-510-1008 Volunteer Worker's Compensation	1,040
874,636	962,931	1,383,476	Total Personnel Services	1,335,397
MATERIALS AND SERVICES				
3,354	5,628	7,000	07-510-520-2005 Training, Meetings, Travel, and Dues	7,000
29,677	30,096	37,000	07-510-520-2101 Utilities	37,000
11,956	19,487	20,000	07-510-520-2102 Telephone/Data Plan	20,000
11,288	9,025	20,000	07-510-520-2105 Advertising	20,000
39,416	57,720	110,000	07-510-520-2108 Contractual	125,000
15,757	6,304	12,000	07-510-520-2120 Insurance	12,000
4,210	7,856	8,000	07-510-520-2122 Duplicating/Data Processing Supplies	8,000
0	688	3,000	07-510-520-2123 Printing	3,000
13,144	3,124	7,000	07-510-520-2205 Office Supplies	7,000
11,837	7,253	10,000	07-510-520-2206 Postage	10,000
197	991	3,500	07-510-520-2225 Janitorial Supplies	3,500
56,436	11,253	38,000	07-510-520-2231 Small Equipment	40,000
31,061	1,763	8,000	07-510-520-2234 Library Grant Materials	8,000
9,866	9,496	14,000	07-510-520-2235 Library Supplies	14,000
93,913	96,099	120,000	07-510-520-2236 Library Books and Records	120,000
9,978	10,009	10,000	07-510-520-2237 Periodicals	10,000
4,726	2,743	2,500	07-510-520-2239 State Aid to Children	2,500
0	0	50,000	07-510-520-2240 Library Books and Records (restricted)	50,000
8,119	9,313	40,850	07-510-520-2241 Programming	45,000
4,673	9	20,000	07-510-520-2302 Office Equipment Rental	20,000
1,085	800	5,000	07-510-520-2303 Equipment Repairs/Replacement	5,000
4,880	9,024	15,000	07-510-520-2304 Equipment Maintenance Contracts	15,000
2,312	686	7,000	07-510-520-2305 Vehicle Maintenance/Fuel	7,000
35,933	50,718	50,000	07-510-520-2309 Building & Grounds Maintenance	50,000
0	0	200,000	07-510-520-2310 Furniture (restricted)	250,000

**CITY OF COOS BAY 2023-2024 BUDGET
LIBRARY FUND 07
EXPENDITURES (continued)**

Actual 2020-21	Actual 2021-22	Council Adopted 2022-23	G/L Account #		Proposed 2023-24
				MATERIALS AND SERVICES (continued)	
	35	9	07-510-520-2406	Reimbursable	200
	0	0	07-510-520-2424	Library Board	1,500
17,206	125,528	1,000	07-510-520-2450	Gifts, Donations & Memorials	1,000 12,000
421,059	475,623	820,550		Total Materials and Services	891,700
				CAPITAL OUTLAY	
	0	0	07-510-530-3001	Computer Hardware & Software	25,000
	0	0	07-510-530-3008	Vehicles	60,000
	0	0		Total Capital Outlay	75,000
				DEBT SERVICE	
	0	4,447	07-510-540-1000	Principal	25,000
	0	107	07-510-540-1100	Interest	5,000
	0	4,554		Total Debt Service	30,000
				07-510-560-6001 CONTINGENCY	175,000
1,199,855	1,246,846	250,000	07-510-560-6002	UNAPPROPRIATED ENDING FUND BALANCE	535,503
2,495,549	2,685,399	2,688,950		TOTAL LIBRARY FUND EXPENDITURES	3,012,600

2022/23	Myrtlewood	Myrtlewood	Cedar	Cedar	Total Use	Estimated Attendance
	Library Use	Non-Library Use	Library Use	Non-Library Use		(minus library program attendance already reported)
Jul-22	18	8	13	19	58	208
Aug-22	11	9	10	17	47	518
Sep-22	5	14	10	23	52	711
Oct-22	16	7	9	33	65	851
Nov-22	13	13	16	26	68	824
Dec-22	8	13	19	26	66	919
Jan-23	16	16	12	40	84	1360
Feb-23	13	17	14	37	81	675
Mar-23	0	0	0	0		
Apr-23	0	0	0	0		
May-23	0	0	0	0		
Jun-23	0	0	0	0		
Totals	0	0	0	0		



THE LATEST at COOS BAY PUBLIC LIBRARY MARCH 2023

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!



BOOK CLUBS GALORE!

What are you reading this month?

MAR 7: Read • Craft Book Club (Grades 4-6)

A Wolf Called Wander by Rosanne Parry

MAR 11: Book Brunch (Adult)

The Whisper Man by Alex North

MAR 16: Unlimited Book Club (Teen, Adult)

Inheritance by Baynard Woods

MAR 23: Beginning Reader Book Club (K-3)

Books & activities about the water cycle

COMMUNITY COOKING WITH THE CO-OP

Last month's program was cancelled due to snow, so we're coming back in March with Gene's *French Cottage Pie*! A limited number of \$25 vouchers will be available at the Coos Head Food Co-Op beginning on Thursday, March 16 to buy ingredients for the program.

WHAT'S THE LATEST WITH THE LIBRARY BUILDING PROJECT?

HACKER ARCHITECTS WILL PRESENT POSSIBLE LOCATIONS

Please plan to attend the City Council Meeting on March 21 at 6:00PM to hear the latest information about potential library sites. As part of the continual planning of the new library facility, Hacker Architects have compiled an analysis of four viable locations.

There will be a presentation about each site along with discussion.

The meeting will be held at City Hall, 500 Central Avenue.



CITY COUNCIL MEETING
about the new library's location
6:00PM on March 21
at 500 Central Avenue, Coos Bay

STORYTIME IN THE LIBRARY

WEDNESDAYS IN MARCH

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

1
MAR

1
MAR

COMMUNITY LGBT+ SUPPORT GROUP

A SAFE SPACE FOR LGBTQIA+ INDIVIDUALS, THEIR FAMILIES, AND ALLIES TO ASK QUESTIONS AND GET THE SUPPORT THEY NEED

5:30PM - 6:30PM IN THE MYRTLEWOOD ROOM & ONLINE
AGES: TEEN, ADULT, FAMILY

READ ACROSS AMERICA: A COMMUNITY CELEBRATION

ENJOY STORIES READ BY GUEST READERS IN A VARIETY OF LANGUAGES, HANDS-ON CRAFTS AND GAMES FROM LOCAL ORGANIZATIONS, & A FREE BOOK FOR PEOPLE AGED 0-18

5:00PM - 7:00PM IN THE MYRTLEWOOD ROOM
AGES: INFANTS, TODDLERS, KIDS, TEENS, FAMILIES

2
MAR

3
MAR

SWORDS & STARSHIPS PODCAST

ALIENS (1986) MOVIE REVIEW (03/03)
MINI EPISODE: WHAT'S THAT SOUND? (03/10)
CHOSEN ONES (03/31)

NEW EPISODES AVAILABLE!



FRIENDS OF THE LIBRARY BOOK SALE

GET GREAT DEALS & SUPPORT YOUR LIBRARY

03/04 FROM 10:00AM - 4:00PM & 03/05 FROM 12:00PM - 3:00PM
9:00AM ADMITTANCE FOR FRIENDS OF THE LIBRARY MEMBERS

4/5
MAR

4
MAR

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

NALOXONE TRAINING

LEARN TO ADMINISTER A LIFESAVING MEDICATION
AND RECEIVE A FREE RESCUE KIT UPON COMPLETION

TRAININGS EVERY HALF HOUR STARTING AT 4:00PM AND ENDING
AT 6:00PM IN THE MYRTLEWOOD ROOM, AGES: ADULT

6
MAR

7
MAR

NEW! BABY STORYTIME TUESDAYS IN MARCH

10:00AM - 10:30AM IN THE MYRTLEWOOD ROOM.
AGES: BABIES 0-14 MONTHS



READ + CRAFT BOOK CLUB

A WOLF CALLED WANDER BY ROSANNE PARRY

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

7
MAR

9
MAR

COMMUNITY YOGA WITH INSTRUCTOR KELLI BOSAK

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

NOVEL TATTOOS FUNDRAISER

GET A FLASH TATTOO FROM SALOR SELKIE'S STREET SHOP
WITH HALF THE PROFITS GOING TO THE LIBRARY FOUNDATION

8:00AM - 6:00PM IN THE MYRTLEWOOD ROOM.
APPOINTMENT RECOMMENDED, CASH ONLY, AGES: ADULTS

9/10
MAR

BOOK BRUNCH

THE WHISPER MAN BY ALEX NORTH

JOIN US FOR A STRESS-FREE MONTHLY GATHERING FOR
PEOPLE WHO LOVE BOOKS AND BREAKFAST FOOD

11:00AM - 12:00PM IN THE MYRTLEWOOD ROOM, AGES: ADULTS
WAFFLES, ORANGE JUICE, & COFFEE WILL BE PROVIDED

11
MAR

14
MAR

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

JOB FAIR

THE PERFECT PLACE FOR JOB SEEKERS TO MAKE CONNECTIONS
WITH LOCAL EMPLOYERS AND STAFFING AGENCIES

12:00PM - 2:00PM IN THE MYRTLEWOOD ROOM, AGES: TEEN, ADULT

14
MAR

16
MAR

CRAFT TAKEOUT

MARCH CRAFT: PRESSED SHAMROCK BOOKMARKS

KITS RELEASED TODAY, AGES: TEEN, ADULT

ASL PRACTICE PLACE

WITH INSTRUCTOR KANDY BERGQUIST
TOPIC: OUT OF TOWN GUESTS

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

16
MAR

16
MAR

UNLIMITED BOOK CLUB

INHERITANCE: AN AUTOBIOGRAPHY OF
WHITENESS BY BAYNARD WOOD

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



TEEN AFTER-HOURS

TEENS 12-18 ARE INVITED TO A SPECIAL AFTER-HOURS
EVENT AT THE LIBRARY PLANNED FOR AND BY TEENS

6:00PM - 8:00PM AT THE LIBRARY, AGES: TEENS 12-18

17
MAR

18
MAR

¡SPANGLISH! CONVERSATIONAL PROGRAM

10:30AM - 11:30AM IN THE LIBRARY



CITY COUNCIL MEETING

LEARN ABOUT FOUR VIABLE LOCATIONS FOR THE NEW LIBRARY
FACILITY

6:00PM IN THE CITY COUNCIL CHAMBERS AT COOS BAY
CITY HALL, 500 CENTRAL AVENUE

21
MAR

23
MAR

BEGINNING READER BOOK CLUB

LEARN ABOUT THE WATER CYCLE WITH STORIES, BOOKS,
AND AN ACTIVITY!

3:30PM - 4:30PM IN THE MYRTLEWOOD ROOM,
FOR KIDS GRADES K-3 & THEIR PARENTS/CAREGIVERS

COMMUNITY COOKING WITH THE CO-OP

STARRING LIBRARY ASSISTANT GENE IPARRAGUIRRE!
THIS MONTH'S RECIPE: FRENCH COTTAGE PIE

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

23
MAR

24
MAR

GAME NIGHT

ENJOY FREE SNACKS AND GAMES FROM CBPL'S COLLECTION

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

BUILDING CHALLENGE!

CREATE STRUCTURES USING KEVA PLANKS, STRAW-
BEES, AND LEGO BUILDING BLOCKS

10:30AM - 12:00PM IN THE MYRTLEWOOD ROOM

30
MAR