

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

**Wednesday August 21, 2019  
5:15pm**

**Introductions**

1. **Call to Order**
2. **Public Comments**
3. **Minutes and Circulation Reports**
4. **Treasurer's Reports**
5. **Correspondence**
6. **Librarian's Report**
7. **Friends of the Library Report**
8. **Foundation Report**
9. **Old Business  
Steering Committee**
10. **New Business**  
**Library Standards**  
**Technology Standards (5.1 – 5.4)**
11. **Announcements**
12. **Adjournment**

COOS BAY PUBLIC LIBRARY

JULY 2019 REPORT

# OF ITEMS ADDED TO COLLECTION - **491**

NEW CARDS ISSUED - **104**

TOTAL REFERENCE QUESTIONS - **845**

DAILY AVERAGE CIRCULATION - **882**

TOTAL # OF PROGRAMS - **27**

PROGRAM ATTENDANCE - **1,556**

TOTAL ITEMS CHECKED OUT AT THE LIBRARY - **20,054**

TOTAL OF COOS BAY ITEMS CHECKED OUT ANYWHERE - **22,944**

TOTAL DIGITAL DOWNLOADS - **145**

GATE COUNT - **13,835**

TOTAL MONTHLY VISITORS - **15,315**

COOS BAY PUBLIC LIBRARY  
BOARD OF TRUSTEE MEETING MINUTES  
July 17, 2019

Call to Order – C. Benward called the meeting to order at 5:16pm Curt Benward suggested moving election of officers to the start of the meeting. Opened the floor for nominations.

Nominations – Curt Benward nominated by Steve Metz for Chair. James Moore seconded the nomination. Approved unanimously.

Alissa Pruess nominated by Bob Mohr for Secretary. Curt Benward seconded the nomination. Approved unanimously.

Bob Mohr nominated by Kathy Erickson for Vice-Chair. Steve Metz seconded the nomination. Approved unanimously.

Kathy Erickson nominated by Curt Benward for Treasurer. Steve Metz seconded the nomination. Approved unanimously.

Curt Benward sent a letter to the Girl Scouts for their book donation.

Board Members Present: Curt Benward, Steve Metz, James Moore, Alissa Pruess, Bob More, Kathy Erickson, Drew Farmer,

Others in Attendance: Marie Benton, Ellen Thompson, Sami Pierson

Public Comment – Sami mentioned that when she called to arrange a truck for this year's Big Rig Day that the company mentioned that the log truck driver from last year's Big Rig Day had expressed his desire to be the driver this year because he had had such a great time. The same driver is being contacted to participate again this year.

Minutes and Circulation – Bob Mohr made a motion to approve the minutes and circulation report. James Moore seconded. Unanimously accepted. The summary page was discussed and there was consensus to keep it.

Treasurer's Report – Drew updated the board on the reason for the detailed ledger. It is part of a council goal to be more transparent with public funds. Sami explained how the board could match the budget sheets to the ledger through account numbers. The database specialist fees mentioned last month were a mistaken journal entry that had been corrected. Bob Mohr made a motion to accept the Treasurer's report. Steve Metz seconded Unanimously accepted.

Librarian's Report – Sami explained a bit more about the Homeless Training and will send a link to the board members for those who want to take it.

Friends of the Library Report – There was no book sale in July. The Book Store made \$890.85. The Third Thursday sale will be tomorrow. The next sale will be August 3 & 4 with set up on Thursday.

Foundation Report – The next meeting is tomorrow. The main efforts are towards the Fall Fundraiser that is coming up November 9<sup>th</sup>.

Old Business –

Media Policy – James Moore made a motion to accept the policy as presented. Steve Metz seconded. Unanimously approved.

Unattended Children and Vulnerable Adult Policy – Steve Metz made a motion to accept the policy as presented. James Moore seconded. Unanimously accepted.

Strategic Plan – Sami presented the Strategic Plan and a draft of the implementation plan. The implementation part is still being working on by staff especially the time line and the measurement of success portions. Steve Metz made a motion to accept the plan. James Moore seconded. Unanimously accepted.

**New Business –**

**Policies**

**Confidentiality of Library Records** – The ORS mentioned in the policy needs to be updated.

**Collection Management Policy and Request for Reconsideration Form** – Under Read and Return Collection the second sentence should read “The collections comprise of materials...” Under Request for Reconsideration of Library Materials the second sentence should read “Any resident of Coos Bay Library service area with a concern...” In the second bullet point should be “written explanation of his or her decision.” Bob More made a motion to accept the policy and form. Alissa Preuss seconded. Unanimously approved.

**Service Population Areas** – Despite all the libraries sharing patrons and materials without boundaries there are times when a service population needs to be established. One is for the state library’s use – the State Report. In the past the state has not had a well-documented way of supporting the numbers they assign each library. Their staff has been trying to remedy that and are working with the county library directors to create a documentable way. Another reason to determine the service populations is for the potential of a funding formula change. The directors tried to find some already existing boundaries to at least start the process. Several maps were developed showing school districts, Township Section, and an overlay of populations. Since Lakeside and Dora share a school district those libraries determined where the boundaries would be within the school district. For the Coos Bay count, Sami proposed the school district boundary with a few adjustments – especially with North Bend. For instance, while TR 25-12 is in Coos Bay School District, the addresses are North Bend and therefore they qualify to be on the North Bend Library Board. Coos Bay and North Bend agreed to split that TR since the addresses were about half and half. The board requested that very, very detailed notes be taken on the divisions to avoid future questions. The board agreed through consensus that using a combination of school district and address that qualify for library boards was a good way to determine the service population.

**Announcements** – none

**Adjournment** – C. Benward adjourned the meeting at 6:45 p. m.

**Next meeting: August 21st at 5:15 p. m.**

Respectfully submitted,  
Sami Pierson

# COOS BAY PUBLIC LIBRARY JULY 2019

## INVENTORY

<u>CLASSIFICATION</u>	<u>ACQUIRED</u>		
Adult Books	220		
Adult Audio Books	58		
Adult Video	65		
Adult Video Games	0		
Young Adult Books	12		
Young Adult Audio	3		
Child Books	118		
Child Audio	5		
Child Video	10		
Child Miscellaneous	0		
<b>TOTAL</b>	<b>491</b>	<b>DISCARDS</b>	<b>1677</b>

## CIRCULATION SUMMARY

	<b>Total Items Checked Out At Coos Bay</b>	<b>Total Coos Bay Owned Items Checked Out</b>		
<b>2019</b>	20,054	22,944		
<b>2018</b>	20,696	23,117		
<b>2017</b>	24,406	24,630		
<b>2016</b>	21,369	24,362		
<b>2015</b>	22,429	24,830		
<b>2014</b>	25,492	32,765		
<b>GATE COUNT:</b>	13,835			
	( 2018 - 13,903)			
<b>REFERENCE QUESTIONS ANSWERED:</b>		845		
<b>YP REFERENCE QUESTIONS ANSWERED:</b>		125		
<b>NEW PATRON REGISTRATIONS:</b>		104		
<b>#DAYS OPEN:</b>	<b>26</b>	<b>25</b>	<b>25</b>	
<b>DAILY AVERAGE CIRCULATION:</b>	882	(18) 925	(17) 985	

## RECEIPTS FROM PATRONS

FINES	\$1,075.05
DISKS/MISC.	\$62.50
DAMAGE/LOSS	\$114.94
RENT	\$270.00
BOOK BAGS	\$7.50
COPIES	<u>\$762.70</u>
<b>TOTAL</b>	<b><u>\$2,292.69</u></b>

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City of Coos Bay  
Revenues with Comparison to Budget  
For the 1 Months Ending July 31, 2019

Library Fund

	Period Actual	YTD Actual	Budget	Unearned	Pcnt
<u>Carryover</u>					
07-000-300-0100	Carryover - Regular	.00	.00	900,000.00	900,000.00 .0
07-000-300-0200	Carryover - Memorial/Board	.00	.00	100,000.00	100,000.00 .0
	<b>Total Carryover</b>	<b>.00</b>	<b>.00</b>	<b>1,000,000.00</b>	<b>1,000,000.00 .0</b>
<u>Revenue From Other Agencies</u>					
07-000-340-0300	State Library Grant	.00	.00	1,700.00	1,700.00 .0
07-000-340-0301	Grants	1,000.00	1,000.00	7,000.00	6,000.00 14.3
07-000-340-0303	Federal Grants	.00	.00	5,000.00	5,000.00 .0
07-000-340-0900	Library Tax Base	65,568.86	65,568.86	1,115,000.00	1,049,431.14 5.9
	<b>Total Revenue From Other Agencies</b>	<b>66,568.86</b>	<b>66,568.86</b>	<b>1,128,700.00</b>	<b>1,062,131.14 5.9</b>
<u>Use Of Money &amp; Property</u>					
07-000-350-0100	Interest	2,250.11	2,250.11	12,000.00	9,749.89 18.8
07-000-350-1100	Auditorium Rental	270.00	270.00	2,500.00	2,230.00 10.8
	<b>Total Use Of Money &amp; Property</b>	<b>2,520.11</b>	<b>2,520.11</b>	<b>14,500.00</b>	<b>11,979.89 17.4</b>
<u>Current Services</u>					
07-000-360-0100	Copies	700.50	700.50	7,000.00	6,299.50 10.0
07-000-360-1800	Library Fees	1,327.41	1,327.41	10,000.00	8,672.59 13.3
	<b>Total Current Services</b>	<b>2,027.91</b>	<b>2,027.91</b>	<b>17,000.00</b>	<b>14,972.09 11.9</b>
<u>Other Revenue</u>					
07-000-380-0100	Miscellaneous	2,219.90	2,219.90	100.00	( 2,119.90) 2219.9
07-000-380-0400	Reimbursements	37.50	37.50	500.00	462.50 7.5
07-000-380-0900	Gifts, Donations & Memorials	38.12	38.12	20,000.00	19,961.88 .2
	<b>Total Other Revenue</b>	<b>2,295.52</b>	<b>2,295.52</b>	<b>20,600.00</b>	<b>18,304.48 11.1</b>
	<b>Total Fund Revenue</b>	<b>73,412.40</b>	<b>73,412.40</b>	<b>2,180,800.00</b>	<b>2,107,387.60 3.4</b>

City of Coos Bay  
Expenditures with Comparison to Budget  
For the 1 Months Ending July 31, 2019

Library Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Library Fund</u>					
Personnel Services					
07-510-510-1001	Salaries	48,820.99	48,820.99	686,818.00	637,997.01 7.1
07-510-510-1003	P.E.R.S.	11,123.06	11,123.06	133,210.00	122,086.94 8.4
07-510-510-1004	Social Security	3,682.50	3,682.50	52,548.00	48,865.50 7.0
07-510-510-1005	Employee Insurance	9,874.76	9,874.76	153,574.00	143,699.24 6.4
07-510-510-1006	Unemployment	.00	.00	13,000.00	13,000.00 .0
07-510-510-1007	Workers Compensation Insurance	62.75	62.75	2,833.00	2,770.25 2.2
07-510-510-1008	Volunteer Workers Compensation	.00	.00	122.00	122.00 .0
Total Personnel Services		73,564.06	73,564.06	1,042,105.00	968,540.94 7.1
Materials & Services					
07-510-520-2005	Training,Meetings,Travel,Dues	476.29	476.29	9,000.00	8,523.71 5.3
07-510-520-2101	Utilities	.00	.00	42,000.00	42,000.00 .0
07-510-520-2102	Telephone	.00	.00	13,000.00	13,000.00 .0
07-510-520-2105	Advertising	.00	.00	15,000.00	15,000.00 .0
07-510-520-2108	Contractual	39.27	39.27	42,250.00	42,210.73 .1
07-510-520-2120	Insurance	.00	.00	14,500.00	14,500.00 .0
07-510-520-2122	Duplicating	.00	.00	8,500.00	8,500.00 .0
07-510-520-2123	Printing	.00	.00	3,000.00	3,000.00 .0
07-510-520-2205	Office Supplies	.00	.00	2,500.00	2,500.00 .0
07-510-520-2206	Postage	.00	.00	2,200.00	2,200.00 .0
07-510-520-2225	Janitorial Supplies	74.88	74.88	5,200.00	5,125.12 1.4
07-510-520-2231	Small Equipment	.00	.00	35,000.00	35,000.00 .0
07-510-520-2234	Grants	.00	.00	17,000.00	17,000.00 .0
07-510-520-2235	Library Supplies	.00	.00	15,000.00	15,000.00 .0
07-510-520-2236	Library Books & Records	300.00	300.00	100,000.00	99,700.00 .3
07-510-520-2237	Periodicals	480.00	480.00	10,000.00	9,520.00 4.8
07-510-520-2238	Microfilm	.00	.00	200.00	200.00 .0
07-510-520-2239	State Aid to Children - Books	.00	.00	2,000.00	2,000.00 .0
07-510-520-2240	Library Books/Records (Restr)	.00	.00	50,000.00	50,000.00 .0
07-510-520-2302	Office Equipment Rental	.00	.00	5,200.00	5,200.00 .0
07-510-520-2303	Equipment Repairs/Replacement	599.88	599.88	25,000.00	24,400.12 2.4
07-510-520-2304	Equipment Maintenance Contract	37.95	37.95	12,000.00	11,962.05 .3
07-510-520-2309	Building & Grounds Maintenance	.00	.00	50,000.00	50,000.00 .0
07-510-520-2310	Furniture (restricted)	.00	.00	75,000.00	75,000.00 .0
07-510-520-2406	Reimbursable	.00	.00	200.00	200.00 .0
07-510-520-2424	Library Board	.00	.00	500.00	500.00 .0
07-510-520-2450	Gifts, Donations & Memorials	2,376.50	2,376.50	20,000.00	17,623.50 11.9
Total Materials & Services		4,384.77	4,384.77	574,250.00	569,865.23 .8
Other Financing Uses					
07-510-560-6001	Contingency	.00	.00	564,445.00	564,445.00 .0
Total Other Financing Uses		.00	.00	564,445.00	564,445.00 .0

City of Coos Bay  
Expenditures with Comparison to Budget  
For the 1 Months Ending July 31, 2019

Library Fund					
	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
Total Library Fund	77,948.83	77,948.83	2,180,800.00	2,102,851.17	3.6
Total Fund Expenditures	77,948.83	77,948.83	2,180,800.00	2,102,851.17	3.6
Net Revenue Over Expenditures	( 4,536.43)	( 4,536.43)	.00	4,536.43	.0



Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Cash - Combined Fund			07/01/2019 (00/19) Balance	07-000-100-1001			979,514.24
07/31/2019	CA	5	Cash Allocation - Created: 07/09/19 10:48 AM			2,835.90-	
07/31/2019	CA	19	Cash Allocation - Created: 07/10/19 9:12 PM		19,167.28		
07/31/2019	CA	30	Cash Allocation - Created: 07/15/19 10:20 AM			16,598.05-	
07/31/2019	CA	45	Cash Allocation - Created: 07/25/19 9:49 AM			35,612.24-	
07/31/2019	CA	60	Cash Allocation - Created: 07/26/19 10:29 AM		67,114.37		
07/31/2019	CA	68	Cash Allocation - Created: 07/30/19 8:21 AM			328.33-	
08/31/2019	CA	83	Cash Allocation - Created: 08/01/19 2:07 PM			80,989.78-	
07/31/2019	CA	97	Cash Allocation - Created: 08/05/19 8:37 AM		25,049.95		
07/31/2019	CA	103	Cash Allocation - Created: 08/06/19 5:00 PM		2,250.11		
			07/31/2019 (07/19) Period Totals and Balance		113,581.71 *	136,364.30- *	956,731.65
Petty Cash			07/01/2019 (00/19) Balance	07-000-100-1015			200.00
			07/31/2019 (07/19) Period Totals and Balance		.00 *	.00 *	200.00
Repaid Expense			07/01/2019 (00/19) Balance	07-000-100-1101			198.50
05/13/2019	AP	69	MPLC **VendorNo: 1001830 **Inv. No: 504217662 **Desc: 07/12/19-07/12/20 Movie License **Inv. Date: 5/13/2019 **PO No: **Remit Name: MPLC **Merchant Vendor No: 1001830 **Merchant Vendor Name: MPLC **Invoice Created By: eric		16.93		
			07/31/2019 (07/19) Period Totals and Balance		16.93 *	.00 *	215.43
Accounts Receivable			07/01/2019 (00/19) Balance	07-000-100-1201			25,049.95
07/25/2019	AR	458	Payment Applied - Lib Misc - Extended Service Offic			25,049.95-	
			07/31/2019 (07/19) Period Totals and Balance		.00 *	25,049.95- *	.00
AR/FS			07/01/2019 (00/19) Balance	07-000-100-1299			161.34
07/03/2019	CR	1043048	Library AR/FS - 6/28-7/2/19 Library Weekly Deposit Description: Library AR/FS - 6/28-7/2/19 Library Weekly Deposit			161.34-	
07/03/2019	CR	1043049	Void receipt - 1.043048 - 6/28-7/2/19 Library Weekl Description: Voids receipt - 1.043048 - 6/28-7/2/19 Library Weekly Deposit		161.34		
07/03/2019	CR	1043050	Library AR/FS - 6/28-7/2/19 Library Weekly Deposit Description: Library AR/FS - 6/28-7/2/19 Library Weekly Deposit			161.34-	
			07/31/2019 (07/19) Period Totals and Balance		161.34 *	322.68- *	.00
Accounts Payable			07/01/2019 (00/19) Balance	07-000-200-2001			50,172.62-
07/31/2019	AP	29	Summary Transactions from AP System			1,130.45-	
07/31/2019	AP	89	Summary Transactions from AP System			1,582.10-	
07/31/2019	AP	133	Summary Transactions from AP System			1,649.88-	
07/31/2019	CDA1	185	Umpqua Bank		3,931.36		
07/31/2019	CDA1	187	Umpqua Bank		5,769.31		
07/31/2019	CDA1	189	Umpqua Bank		384.32		
07/31/2019	CDA1	190	Umpqua Bank		628.44		
07/31/2019	CDA1	192	Umpqua Bank		2,177.68		
07/03/2019	CDA1	118899	Advantage Security LLC		37.95		
07/03/2019	CDA1	118901	Cascades Raptor Center		492.50		
07/03/2019	CDA1	118913	Micah and Me		600.00		
07/05/2019	CDA1	118927	Integra Information Tech Inc		1,990.00		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
07/05/2019	CDA1	118928	Office Depot		278.12		
07/09/2019	CDA1	118934	AUS West Lockbox		25.00		
07/09/2019	CDA1	118938	Brilliance Publishing Inc.		108.50		
07/09/2019	CDA1	118939	Brodart Co		68.38		
07/09/2019	CDA1	118942	Cengage Learning Inc		248.20		
07/09/2019	CDA1	118949	Nielson, Carole M		15.00		
07/09/2019	CDA1	118950	Office Depot		404.34		
07/10/2019	CDA1	118969	Pacific Power & Light Co		4,865.50		
07/10/2019	CDA1	118972	Recorded Books Inc		41.60		
07/10/2019	CDA1	118975	Xenium Resources Inc		106.15		
07/12/2019	CDA1	118988	Baker & Taylor LLC		5,212.79		
07/12/2019	CDA1	118989	Black Market Gourmet		693.00		
07/12/2019	CDA1	118990	Ingram		1,727.28		
07/12/2019	CDA1	118993	Office Depot		395.15		
07/12/2019	CDA1	118994	Penny Hummel Consulting		5,704.90		
07/12/2019	CDA1	118996	Xerox Corporation		320.59		
07/17/2019	CDA1	119001	Coastal Paper & Supply Inc		74.88		
07/17/2019	CDA1	119003	Collins, Jan M		100.00		
07/17/2019	CDA1	119005	Coos Bay-North Bend Rotary Club		200.00		
07/17/2019	CDA1	119014	MPLC		203.22		
07/17/2019	CDA1	119015	Museum of Natural and Cultural		204.00		
07/17/2019	CDA1	119026	Ritter, Raymond William		500.00		
07/17/2019	CDA1	119035	World Trade Press		300.00		
07/19/2019	CDA1	119040	Brilliance Publishing Inc.		50.00		
07/19/2019	CDA1	119046	C-N-B Security Inc		1,728.00		
07/19/2019	CDA1	119047	Coastal Paper & Supply Inc		265.72		
07/19/2019	CDA1	119048	Comfort Flow Heating		952.71		
07/19/2019	CDA1	119052	Executech Utah Inc.		4,781.66		
07/19/2019	CDA1	119058	Minitex		528.00		
07/24/2019	CDA1	119063	CB-NB Water Board - Water		260.30		
07/24/2019	CDA1	119071	Penguin Random House LLC		20.00		
07/24/2019	CDA1	119073	Reese Electric Co Inc		98.75		
07/24/2019	CDA1	119075	KVAL/Sinclair Broadcast Group		415.00		
07/29/2019	CDA1	119089	Access Information Protected		37.44		
07/29/2019	CDA1	119090	Agri-Tech Design		242.00		
07/29/2019	CDA1	119096	Frontier		615.21		
07/31/2019 (07/19) Period Totals and Balance					47,802.95 *	4,362.43- *	6,732.10-
und Balance			07/01/2019 (00/19) Balance	07-000-200-2500			954,951.41-
					.00 *	.00 *	954,951.41-
Grants			07/01/2019 (00/19) Balance	07-000-340-0301			.00
07/24/2019	CR	1043136	Grants - 7/17/19 Library Tax and Grant Revenue Description: Grants - 7/17/19 Library Tax and Grant Revenue			1,000.00-	
07/31/2019 (07/19) Period Totals and Balance					.00 *	1,000.00- *	1,000.00-
YTD Encumbrance		.00 YTD Actual	-1,000.00 Total	-1,000.00 YTD Budget	-7,000.00 Unearned	6,000.00	
Library Tax Base			07/01/2019 (00/19) Balance	07-000-340-0900			.00
07/24/2019	CR	1043136	Library Tax Base - 7/17/19 Library Tax and Grant R Description: Library Tax Base - 7/17/19 Library Tax and Grant Revenue			65,568.86-	
07/31/2019 (07/19) Period Totals and Balance					.00 *	65,568.86- *	65,568.86-
YTD Encumbrance		.00 YTD Actual	-65,568.86 Total	-65,568.86 YTD Budget	-1,115,000.00 Unearned	1,049,431.14	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			07/01/2019 (00/19) Balance	07-000-350-0100			.00
07/31/2019	CRJE	4	INTEREST DISTRIBUTION JOURNAL ENTRY 07/1			2,250.11-	
			07/31/2019 (07/19) Period Totals and Balance		.00 *	2,250.11- *	2,250.11-
TD Encumbrance .00 YTD Actual -2,250.11 Total -2,250.11 YTD Budget -12,000.00 Unearned 9,749.89							
			07/01/2019 (00/19) Balance	07-000-350-1100			.00
07/03/2019	CR	1043048	Auditorium Rental - 6/28-7/2/19 Library Weekly Dep Description: Auditorium Rental - 6/28-7/2/19 Library Weekly Deposit			270.00-	
07/03/2019	CR	1043049	Voids receipt - 1.043048 - 6/28-7/2/19 Library Weekl Description: Voids receipt - 1.043048 - 6/28- 7/2/19 Library Weekly Deposit		270.00		
07/03/2019	CR	1043050	Auditorium Rental - 6/28-7/2/19 Library Weekly Dep Description: Auditorium Rental - 6/28-7/2/19 Library Weekly Deposit			270.00-	
			07/31/2019 (07/19) Period Totals and Balance		270.00 *	540.00- *	270.00-
TD Encumbrance .00 YTD Actual -270.00 Total -270.00 YTD Budget -2,500.00 Unearned 2,230.00							
			07/01/2019 (00/19) Balance	07-000-360-0100			.00
07/03/2019	CR	1043048	Copies - 6/28-7/2/19 Library Weekly Deposit Description: Copies - 6/28-7/2/19 Library Weekly Deposit			43.60-	
07/03/2019	CR	1043049	Voids receipt - 1.043048 - 6/28-7/2/19 Library Weekl Description: Voids receipt - 1.043048 - 6/28- 7/2/19 Library Weekly Deposit		43.60		
07/03/2019	CR	1043050	Copies - 6/28-7/2/19 Library Weekly Deposit Description: Copies - 6/28-7/2/19 Library Weekly Deposit			43.60-	
07/11/2019	CR	1043066	Copies - 7/3-7/6/19 Library Weekly Deposit Description: Copies - 7/3-7/6/19 Library Weekly Deposit			99.60-	
07/24/2019	CR	1043135	Copies - 7/8-7/16/19 Library Weekly Deposit Description: Copies - 7/8-7/16/19 Library Weekly Deposit			235.10-	
07/25/2019	CR	1043152	Copies - 7/17-7/24/19 Library Weekly Deposit Description: Copies - 7/17-7/24/19 Library Weekly Deposit			197.20-	
07/31/2019	CR	1043177	Copies - 7/25-7/30/19 Library Weekly Deposit Description: Copies - 7/25-7/30/19 Library Weekly Deposit			74.50-	
07/01/2019	CR	99001897	Online Payment - MICHAEL BOND Description: Online Payment - MICHAEL BOND  Comment: XpressBillPay\Import\XBP_20190702003005.im p-4			1.20-	
07/08/2019	CR	99001903	Online Payment - BARBARA J SHAMET Description: Online Payment - BARBARA J			2.40-	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			SHAMET				
			Comment: XpressBillPay\Import\XBP_20190709003004.im p-1				
07/08/2019	CR	99001905	Online Payment - MARY ALICE BROGDON Description: Online Payment - MARY ALICE BROGDON			34.00-	
			Comment: XpressBillPay\Import\XBP_20190709003004.im p-3				
07/10/2019	CR	99001909	Online Payment - JULIE FOLEY Description: Online Payment - JULIE FOLEY			3.30-	
			Comment: XpressBillPay\Import\XBP_20190711003006.im p-1				
07/17/2019	CR	99001927	Online Payment - LEAH K BOLLE Description: Online Payment - LEAH K BOLLE			.40-	
			Comment: XpressBillPay\Import\XBP_20190718003005.im p-1				
07/22/2019	CR	99001939	Online Payment - ALECIA ANN BRAMHALL Description: Online Payment - ALECIA ANN BRAMHALL			1.60-	
			Comment: XpressBillPay\Import\XBP_20190723003006.im p-3				
07/24/2019	CR	99001943	Online Payment - JESSE G ARTEAGA SR Description: Online Payment - JESSE G ARTEAGA SR			5.00-	
			Comment: XpressBillPay\Import\XBP_20190725003006.im p-1				
07/29/2019	CR	99001957	Online Payment - JOHN KEEN Description: Online Payment - JOHN KEEN			1.80-	
			Comment: XpressBillPay\Import\XBP_20190730003005.im p-3				
07/31/2019	CR	99001963	Online Payment - LUCINDA BUTLER Description: Online Payment - LUCINDA BUTLER			.80-	
			Comment: XpressBillPay\Import\XBP_20190801003005.im p-3				
			07/31/2019 (07/19) Period Totals and Balance		43.60 *	744.10- *	700.50-
TD Encumbrance		.00 YTD Actual	-700.50 Total	-700.50 YTD Budget	-7,000.00 Unearned	6,299.50	
Library Fees			07/01/2019 (00/19) Balance	07-000-360-1800			.00

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
07/03/2019	CR	1043048	Library Fees - 6/28-7/2/19 Library Weekly Deposit Description: Library Fees - 6/28-7/2/19 Library Weekly Deposit			57.70-	
07/03/2019	CR	1043049	VOIDS receipt - 1.043048 - 6/28-7/2/19 Library Weekl Description: Voids receipt - 1.043048 - 6/28-7/2/19 Library Weekly Deposit		57.70		
07/03/2019	CR	1043050	Library Fees - 6/28-7/2/19 Library Weekly Deposit Description: Library Fees - 6/28-7/2/19 Library Weekly Deposit			57.70-	
07/11/2019	CR	1043066	Library Fees - 7/3-7/6/19 Library Weekly Deposit Description: Library Fees - 7/3-7/6/19 Library Weekly Deposit			121.55-	
07/11/2019	CR	1043066	Library Fees - 7/3-7/6/19 Library Weekly Deposit Description: Library Fees - 7/3-7/6/19 Library Weekly Deposit			190.27-	
07/24/2019	CR	1043135	Library Fees - 7/8-7/16/19 Library Weekly Deposit Description: Library Fees - 7/8-7/16/19 Library Weekly Deposit			294.30-	
07/25/2019	CR	1043152	Library Fees - 7/17-7/24/19 Library Weekly Deposit Description: Library Fees - 7/17-7/24/19 Library Weekly Deposit			275.65-	
07/31/2019	CR	1043177	Library Fees - 7/25-7/30/19 Weekly Library Deposit Description: Library Fees - 7/25-7/30/19 Weekly Library Deposit			181.59-	
07/02/2019	CR	99001899	Online Payment - CHERIE A GODLEY Description: Online Payment - CHERIE A GODLEY  Comment: XpressBillPay\Import\XBP_20190703003004.im p-1			22.05-	
07/06/2019	CR	99001901	Online Payment - BONNIE J KARLEEN Description: Online Payment - BONNIE J KARLEEN  Comment: XpressBillPay\Import\XBP_20190707003004.im p-1			8.00-	
07/13/2019	CR	99001913	Online Payment - Description: Online Payment -  Comment: XpressBillPay\Import\XBP_20190714003008.im p-1			32.35-	
07/15/2019	CR	99001915	Online Payment - casey rickman Description: Online Payment - casey rickman  Comment: XpressBillPay\Import\XBP_20190716003007.im p-1			4.00-	
07/15/2019	CR	99001917	Online Payment - CHARLES CHEW Description: Online Payment - CHARLES CHEW  Comment:			3.60-	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			XpressBillPay\Import\XBP_20190716003007.im p-3				
07/16/2019	CR	99001923	Online Payment - NATALY WALDING Description: Online Payment - NATALY WALDING  Comment: XpressBillPay\Import\XBP_20190717003005.im p-1			33.15-	
07/16/2019	CR	99001925	Online Payment - MARILYN DEERINGER Description: Online Payment - MARILYN DEERINGER  Comment: XpressBillPay\Import\XBP_20190717003005.im p-3			14.00-	
07/18/2019	CR	99001929	Online Payment - MICHAEL T DIEHL Description: Online Payment - MICHAEL T DIEHL  Comment: XpressBillPay\Import\XBP_20190719003005.im p-1			38.90-	
07/19/2019	CR	99001931	Online Payment - CHRISTIANA M FOLEY Description: Online Payment - CHRISTIANA M FOLEY  Comment: XpressBillPay\Import\XBP_20190720003006.im p-1			4.20-	
07/22/2019	CR	99001937	Online Payment - SHERRI M NEAL Description: Online Payment - SHERRI M NEAL  Comment: XpressBillPay\Import\XBP_20190723003006.im p-1			5.10-	
07/26/2019	CR	99001947	Online Payment - TRENT M HATFIELD Description: Online Payment - TRENT M HATFIELD  Comment: XpressBillPay\Import\XBP_20190727003006.im p-1			6.00-	
07/26/2019	CR	99001949	Online Payment - ASHLEY A ROSE Description: Online Payment - ASHLEY A ROSE  Comment: XpressBillPay\Import\XBP_20190727003006.im p-3			6.00-	
07/30/2019	CR	99001959	Online Payment - TAYLOR BECK Description: Online Payment - TAYLOR BECK  Comment: XpressBillPay\Import\XBP_20190731003005.im p-1			8.00-	
07/31/2019	CR	99001961	Online Payment - SAMANTHA VANN Description: Online Payment - SAMANTHA VANN  Comment:			21.00-	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			XpressBillPay\Import\XBP_20190801003005.im p-1				
			07/31/2019 (07/19) Period Totals and Balance		57.70 *	1,385.11- *	1,327.41-
TD Encumbrance		.00 YTD Actual	-1,327.41 Total	-1,327.41 YTD Budget	-10,000.00 Unearned	8,672.59	
Miscellaneous			07/01/2019 (00/19) Balance	07-000-380-0100			.00
07/15/2019	CR	99001919	Online Payment - CYNTHIA L COX Description: Online Payment - CYNTHIA L COX Comment: XpressBillPay\Import\XBP_20190716003007.im p-5			5.00-	
07/20/2019	CR	99001933	Online Payment - ELIZABETH E SCHADE Description: Online Payment - ELIZABETH E SCHADE Comment: XpressBillPay\Import\XBP_20190721003007.im p-1			5.00-	
07/20/2019	CR	99001935	Online Payment - ERIK L JONES Description: Online Payment - ERIK L JONES Comment: XpressBillPay\Import\XBP_20190721003007.im p-3			5.00-	
07/24/2019	CR	99001945	Online Payment - CHRISTINA A GREINER Description: Online Payment - CHRISTINA A GREINER Comment: XpressBillPay\Import\XBP_20190725003006.im p-3			7.00-	
07/27/2019	CR	99001951	Online Payment - MELINDA LEE G Description: Online Payment - MELINDA LEE G Comment: XpressBillPay\Import\XBP_20190728003005.im p-1			6.60-	
07/27/2019	CR	99001953	Online Payment - SAMANTHA VANN Description: Online Payment - SAMANTHA VANN Comment: XpressBillPay\Import\XBP_20190728003005.im p-3			11.51-	
07/31/2019	CR	99001965	Online Payment - ASHLEY A ROSE Description: Online Payment - ASHLEY A ROSE Comment: XpressBillPay\Import\XBP_20190801003005.im p-5			5.00-	
07/01/2019	JE	4	ESO Monthly Accounting Fee			2,174.79-	
			07/31/2019 (07/19) Period Totals and Balance		.00 *	2,219.90- *	2,219.90-
TD Encumbrance		.00 YTD Actual	-2,219.90 Total	-2,219.90 YTD Budget	-100.00 Unearned	(2,119.90)	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			07/01/2019 (00/19) Balance	07-000-380-0400			.00
07/03/2019	CR	1043048	Reimbursements - 6/28-7/2/19 Library Weekly Depo Description: Reimbursements - 6/28-7/2/19 Library Weekly Deposit			1.00-	
07/03/2019	CR	1043049	Voids receipt - 1.043048 - 6/28-7/2/19 Library Weekl Description: Voids receipt - 1.043048 - 6/28-7/2/19 Library Weekly Deposit		1.00		
07/03/2019	CR	1043050	Reimbursements - 6/28-7/2/19 Library Weekly Depo Description: Reimbursements - 6/28-7/2/19 Library Weekly Deposit			1.00-	
07/11/2019	CR	1043066	Reimbursements - 7/3-7/6/19 Library Weekly Depos Description: Reimbursements - 7/3-7/6/19 Library Weekly Deposit			1.00-	
07/24/2019	CR	1043135	Reimbursements - 7/8-7/16/19 Library Weekly Depo Description: Reimbursements - 7/8-7/16/19 Library Weekly Deposit			1.50-	
07/25/2019	CR	1043151	Reimbursements - 7/25/19 Library - Lakeside Reimb Description: Reimbursements - 7/25/19 Library - Lakeside Reimbursement			30.00-	
07/25/2019	CR	1043152	Reimbursements - 7/17-7/24/19 Library Weekly Dep Description: Reimbursements - 7/17-7/24/19 Library Weekly Deposit			3.00-	
07/31/2019	CR	1043177	Reimbursements - 7/25-7/30/19 Weekly Library Dep Description: Reimbursements - 7/25-7/30/19 Weekly Library Deposit			1.00-	
			07/31/2019 (07/19) Period Totals and Balance		1.00 *	38.50- *	37.50-
TD Encumbrance		.00 YTD Actual	-37.50 Total	-37.50 YTD Budget	-500.00 Unearned	462.50	
			07/01/2019 (00/19) Balance	07-000-380-0900			.00
07/03/2019	CR	1043048	Gifts & Donations - 6/28-7/2/19 Library Weekly Dep Description: Gifts & Donations - 6/28-7/2/19 Library Weekly Deposit			.64-	
07/03/2019	CR	1043049	Voids receipt - 1.043048 - 6/28-7/2/19 Library Weekl Description: Voids receipt - 1.043048 - 6/28-7/2/19 Library Weekly Deposit		.64		
07/03/2019	CR	1043050	Gifts & Donations - 6/28-7/2/19 Library Weekly Dep Description: Gifts & Donations - 6/28-7/2/19 Library Weekly Deposit			.65-	
07/24/2019	CR	1043135	Gifts & Donations - 7/8-7/16/19 Library Weekly Dep Description: Gifts & Donations - 7/8-7/16/19 Library Weekly Deposit			2.61-	
07/25/2019	CR	1043152	Gifts & Donations - 7/17-7/24/19 Library Weekly De Description: Gifts & Donations - 7/17-7/24/19 Library Weekly Deposit			30.36-	
07/31/2019	CR	1043177	Gifts & Donations - 7/25-7/30/19 Library Weekly De Description: Gifts & Donations - 7/25-7/30/19 Library Weekly Deposit			4.50-	
			07/31/2019 (07/19) Period Totals and Balance		.64 *	38.76- *	38.12-

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
TD Encumbrance		.00 YTD Actual	-38.12 Total	-38.12 YTD Budget	-20,000.00 Unearned	19,961.88	
Salaries			07/01/2019 (00/19) Balance	07-510-510-1001			.00
07/15/2019	PC	7	PAYROLL TRANS FOR 7/15/2019 PAY PERIOD		4,800.00		
07/31/2019	PC	99	PAYROLL TRANS FOR 7/31/2019 PAY PERIOD		48,820.99		
07/31/2019	PC	100	PAYROLL TRANS FOR 7/31/2019 PAY PERIOD			4,800.00-	
			07/31/2019 (07/19) Period Totals and Balance		53,620.99 *	4,800.00- *	48,820.99
TD Encumbrance		.00 YTD Actual	48,820.99 Total	48,820.99 YTD Budget	686,818.00 Unexpended	637,997.01	
E.R.S.			07/01/2019 (00/19) Balance	07-510-510-1003			.00
07/31/2019	PB	95	PAYROLL TRANS FOR 7/31/2019 PAY PERIOD		11,123.06		
			07/31/2019 (07/19) Period Totals and Balance		11,123.06 *	.00 *	11,123.06
TD Encumbrance		.00 YTD Actual	11,123.06 Total	11,123.06 YTD Budget	133,210.00 Unexpended	122,086.94	
Social Security			07/01/2019 (00/19) Balance	07-510-510-1004			.00
07/15/2019	PB	5	PAYROLL TRANS FOR 7/15/2019 PAY PERIOD		367.20		
07/31/2019	PB	94	PAYROLL TRANS FOR 7/31/2019 PAY PERIOD		3,315.30		
			07/31/2019 (07/19) Period Totals and Balance		3,682.50 *	.00 *	3,682.50
TD Encumbrance		.00 YTD Actual	3,682.50 Total	3,682.50 YTD Budget	52,548.00 Unexpended	48,865.50	
Employee Insurance			07/01/2019 (00/19) Balance	07-510-510-1005			.00
07/31/2019	PB	93	PAYROLL TRANS FOR 7/31/2019 PAY PERIOD		9,874.76		
07/31/2019	PC	110	PAYROLL TRANS FOR 7/31/2019 PAY PERIOD		662.84		
07/31/2019	PC	111	PAYROLL TRANS FOR 7/31/2019 PAY PERIOD			662.84-	
			07/31/2019 (07/19) Period Totals and Balance		10,537.60 *	662.84- *	9,874.76
TD Encumbrance		.00 YTD Actual	9,874.76 Total	9,874.76 YTD Budget	153,574.00 Unexpended	143,699.24	
Workers Compensation Insurance			07/01/2019 (00/19) Balance	07-510-510-1007			.00
07/31/2019	PB	92	PAYROLL TRANS FOR 7/31/2019 PAY PERIOD		62.75		
			07/31/2019 (07/19) Period Totals and Balance		62.75 *	.00 *	62.75
TD Encumbrance		.00 YTD Actual	62.75 Total	62.75 YTD Budget	2,833.00 Unexpended	2,770.25	
Training, Meetings, Travel, Dues			07/01/2019 (00/19) Balance	07-510-520-2005			.00
05/01/2019	AP	39	Coos Bay-North Bend Rotary Club **VendorNo: 138575 **Inv. No: FYE-20 PIERSON **Desc: Membership dues: S. Pierson 19-20 **Inv. Date: 5/1/2019 **PO No: **Remit Name: Coos Bay-North Bend Rotary Club **Merchant Vendor No: 138575 **Merchant Vendor Name: Coos Bay-North Bend Rotary Club **Invoice Created By: eric		200.00		
05/13/2019	AP	68	MPLC **VendorNo: 1001830 **Inv. No: 504217662 **Desc: 07/12/19-07/12/20 Movie License **Inv. Date: 5/13/2019 **PO No: **Remit Name: MPLC **Merchant Vendor No: 1001830 **Merchant Vendor Name: MPLC **Invoice Created By: eric		186.29		
06/30/2019	AP	116	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201906 LIBRARY 1 **Desc: Membership Renewal- P.Addis **Inv. Date: 6/30/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By:		90.00		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Kristin							
			07/31/2019 (07/19) Period Totals and Balance		476.29 *	.00 *	476.29
TD Encumbrance		.00 YTD Actual	476.29 Total	476.29 YTD Budget	9,000.00 Unexpended	8,523.71	
<hr/>							
Contractual			07/01/2019 (00/19) Balance	07-510-520-2108			.00
07/05/2019	CD14	3	7/1/19 Xpress Bill Pay Support Fees/Forms Inv#411		39.27		
			07/31/2019 (07/19) Period Totals and Balance		39.27 *	.00 *	39.27
TD Encumbrance		.00 YTD Actual	39.27 Total	39.27 YTD Budget	42,250.00 Unexpended	42,210.73	
<hr/>							
Janitorial Supplies			07/01/2019 (00/19) Balance	07-510-520-2225			.00
06/28/2019	AP	40	Coastal Paper & Supply Inc **VendorNo: 229900 **Inv. No: 385959 **Desc: Janitorial Supplies - Library **Inv. Date: 6/28/2019 **PO No: **Remit Name: Coastal Paper & Supply Inc **Merchant Vendor No: 229900 **Merchant Vendor Name: Coastal Paper & Supply Inc **Invoice Created By: eric		74.88		
			07/31/2019 (07/19) Period Totals and Balance		74.88 *	.00 *	74.88
TD Encumbrance		.00 YTD Actual	74.88 Total	74.88 YTD Budget	5,200.00 Unexpended	5,125.12	
<hr/>							
Library Books & Records			07/01/2019 (00/19) Balance	07-510-520-2236			.00
07/02/2019	AP	84	World Trade Press **VendorNo: 1002690 **Inv. No: INV670725 **Desc: Data base - AtoZ World Food 7/1/19 - 6/30/20 **Inv. Date: 7/2/2019 **PO No: **Remit Name: World Trade Press **Merchant Vendor No: 1002690 **Merchant Vendor Name: World Trade Press **Invoice Created By: eric		300.00		
			07/31/2019 (07/19) Period Totals and Balance		300.00 *	.00 *	300.00
TD Encumbrance		.00 YTD Actual	300.00 Total	300.00 YTD Budget	100,000.00 Unexpended	99,700.00	
<hr/>							
Periodicals			07/01/2019 (00/19) Balance	07-510-520-2237			.00
06/30/2019	AP	118	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201906 LIBRARY 1 **Desc: Subscription Renewal **Inv. Date: 6/30/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		480.00		
			07/31/2019 (07/19) Period Totals and Balance		480.00 *	.00 *	480.00
TD Encumbrance		.00 YTD Actual	480.00 Total	480.00 YTD Budget	10,000.00 Unexpended	9,520.00	
<hr/>							
Equipment Repairs/Replacement			07/01/2019 (00/19) Balance	07-510-520-2303			.00
06/30/2019	AP	125	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201906 THOMPSON **Desc: Creative Cloud Computer Program Renewal **Inv. Date: 6/30/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		599.88		
			07/31/2019 (07/19) Period Totals and Balance		599.88 *	.00 *	599.88
TD Encumbrance		.00 YTD Actual	599.88 Total	599.88 YTD Budget	25,000.00 Unexpended	24,400.12	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Equipment Maintenance Contract			07/01/2019 (00/19) Balance	07-510-520-2304			.00
07/01/2019	AP	17	Advantage Security LLC **VendorNo: 1001961 **Inv. No: 5099276 **Desc: Library Alarm Monitoring Services - July **Inv. Date: 7/1/2019 **PO No: **Remit Name: Advantage Security LLC **Merchant Vendor No: 1001961 **Merchant Vendor Name: Advantage Security LLC **Invoice Created By: eric		37.95		
			07/31/2019 (07/19) Period Totals and Balance		37.95 *	.00 *	37.95
TD Encumbrance		.00 YTD Actual	37.95 Total	37.95 YTD Budget	12,000.00 Unexpended	11,962.05	
Gifts, Donations & Memorials			07/01/2019 (00/19) Balance	07-510-520-2450			.00
04/30/2019	AP	20	Cascades Raptor Center **VendorNo: 1002342 **Inv. No: 20190718 **Desc: Raptor Experience Full Program- 7/18/19 **Inv. Date: 4/30/2019 **PO No: **Remit Name: Cascades Raptor Center **Merchant Vendor No: 1002342 **Merchant Vendor Name: Cascades Raptor Center **Invoice Created By: eric		492.50		
04/30/2019	AP	21	Micah and Me **VendorNo: 1002687 **Inv. No: 20190725 **Desc: 7/25/19 Micah and Me - Dance Party Performer **Inv. Date: 4/30/2019 **PO No: **Remit Name: Micah and Me **Merchant Vendor No: 1002687 **Merchant Vendor Name: Micah and Me **Invoice Created By: eric		600.00		
07/10/2019	AP	74	Museum of Natural and Cultural History **VendorNo: 1002319 **Inv. No: PERFORMER 8/8/2019 **Desc: Our Place in Space Outreach Program 8/8/2019 **Inv. Date: 7/10/2019 **PO No: **Remit Name: Museum of Natural and Cultural **Merchant Vendor No: 1002319 **Merchant Vendor Name: Museum of Natural and Cultural History **Invoice Created By: eric		204.00		
06/18/2019	AP	85	Ritter, Raymond William **VendorNo: 1002801 **Inv. No: PERFORMER 8/2/2019 **Desc: Young Writers Workshop / Book Talk & Signing **Inv. Date: 6/18/2019 **PO No: **Remit Name: Ritter, Raymond William **Merchant Vendor No: 1002801 **Merchant Vendor Name: Ritter, Raymond William **Invoice Created By: eric		500.00		
06/10/2019	AP	86	Collins, Jan M **VendorNo: 1002802 **Inv. No: PERFORMER 7/19/19 **Desc: Prostitutes and Red Light Districts 7/19/2019 **Inv. Date: 6/10/2019 **PO No: **Remit Name: Collins, Jan M **Merchant Vendor No: 1002802 **Merchant Vendor Name: Collins, Jan M **Invoice Created By: eric		100.00		
06/30/2019	AP	117	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201906 LIBRARY 1 **Desc: State Park Day-Use Parking Permits/Adult Programs-Backpacks **Inv. Date: 6/30/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		480.00		
			07/31/2019 (07/19) Period Totals and Balance		2,376.50 *	.00 *	2,376.50

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
TD Encumbrance		.00 YTD Actual	2,376.50 Total	2,376.50 YTD Budget	20,000.00 Unexpended	17,623.50	

Number of Transactions: 153 Number of Accounts: 29

Total Library Fund:

Debit	Credit	Proof
245,347.54	245,347.54-	.00

Librarian's Report

July 2019

**PROGRAMS**

***Families and Children***

Lego Club (2) - 60

MGOL (3) - 70

Head Start outreach - 15

Market Storytime (5) - 247

Monday Matinee (4) - 80

Michah and Me Dance - 56

Micah and Me Uke - 45

Raptor Encounter - 148

DIY Planetarium - 22

Fair Day - 419

***Young Adult***

Learners Permit Class - 8

Stranger Things Escape Room - 41

***Adult***

Foreign Film - 23

Spanglish - 16

Forever YA Book Club - 6

Armchair Adventures - 15

Table Top Gaming - 9

Film Noir - 21

Stranger Things Escape Room - 41

Lunch, Listen & Learn (3) - 129

Understanding Shakespeare - 15

Proctoring - 8

Local Author Panel - 22

Prostitutes and Red Light - 24

***Technology***

Drop In Computer Lab (2) - 10

One on One appts - 3

Intro to the Internet - 3

***Room Use***

Myrtlewood

Library - 19

Non Library - 3

Cedar

Library - 6

Non Library - 41

***Art Displays***

Walls - Ilese LEvitt

Lobby - South Coast Wood Turners

Librarian's Report

July 2019

***Miscellaneous***

**In July there were, county-wide, 4,503 checkouts on OverDrive. 145 circulations on hoopla in July with 8 new borrowers.**

**This year we partnered with the Farmer's Market and North Bend Public Library to offer story time at the market instead of the regular one held in the library on Wednesdays. It was well received and we will most likely continue it next year. According to the CBDA the market sees about 2,500 people a week so between story time and our regular information booth we met a lot of non-library users, people new to the area, and many, many of our regular patrons each week.**

**Another successful year of partnering with OMCA to present Lunch, Listen & Learn.**

**July has been a big push with Summer Reading – lots of reading and program participation. So far numbers seem to be up in each age category.**

**North Bend and Coos Bay staffed the Coastline booth on the Friday of the Coos County Fair. We gave away books, information and other library things.**

2019/20	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-19	19	3	6	41		582
Aug-19						
Sep-19						
Oct-19						
Nov-19						
Dec-18						
Jan-20						
Feb-20						
Mar-20						
Apr-20						
May-20						
Jun-20						
Totals						582

## 5. Technology Standards

The OLA Public Library Division Technology Standards address the use of technology to connect the library to the community, helping community members gain value from their use of technology, and managing technology infrastructure in the library organization.

These standards are broad enough to account for rapidly changing library technology programs and services while yet guiding libraries to a higher level of technological achievement.

These standards are based on the benchmark framework of the [Edge Initiative](#)<sup>8</sup> for public libraries. The more detailed Edge Initiative assessment is recommended for best technology practices in public libraries.

### 5.1 Technology Access and Assistance

**STANDARD:** Community members have access to software and online information at the library so they can use the digital resources they need and want, increasing the level of digital literacy in the community.

<b>Indicator:</b> The library provides technology training and/or one-on-one assistance to the public.	Y	N
<b>Essential</b>		
• The library offers training or one-on-one assistance in basic computer skills.		
• The library offers training or one-on-one assistance in business productivity software like word processing, spreadsheets, and presentations.		
• The library offers training or one-on-one assistance in Internet search techniques.		
• The library offers training or one-on-one assistance in online privacy and security issues.		
• The library offers training or one-on-one assistance in using online library resources.		
<b>Enhanced</b>		
• The library offers training or one-on-one assistance in social media.		
• The library offers training or one-on-one assistance in multimedia applications (including photo, video, audio).		
• The library offers training or one-on-one assistance in patron-owned devices (like tablets and smartphones).		
• The library offers technology training or one-on-one assistance in languages other than English in at least one location.		

<sup>8</sup> Edge Initiative, [www.libraryedge.org](http://www.libraryedge.org)



<b>Exemplary</b>		
•		

<b>Indicator:</b> The library provides access to relevant digital content.	<b>Y</b>	<b>N</b>
<b>Essential</b>		
• The library's online catalog can be accessed onsite and remotely.		
• Statewide databases can be accessed through the library's website.		
<b>Enhanced</b>		
• The library provides mobile-friendly access to the website and catalog.		
<b>Exemplary</b>		
•		

<b>Indicator:</b> The library enables community members to create their own digital content.	<b>Y</b>	<b>N</b>
<b>Essential</b>		
• The library offers access to business productivity software (including word processing, spreadsheets, presentations).		
• The library offers access to a printer and photocopier.		
<b>Enhanced</b>		
• The library offers access to a color printer and color photocopier.		
<b>Exemplary</b>		
• The library offers access to photo editing software.		
• The library offers access to audio recording and editing software.		
• The library offers access to video recording and editing software.		
• The library offers access to web design software.		

## 5.2 Digital Content for Community Needs

**STANDARD:** The library provides curated online content to meet community members' demand for critical information needs.

<b>Indicator:</b> The library provides technology resources to meet community members' job-seeking and entrepreneurial needs.	<b>Y</b>	<b>N</b>
<b>Essential</b>		
• The library selects and organizes online resources for job seeking, employment skill-building, or professional certification.		
• The library selects and organizes online resources for small business development.		
<b>Enhanced</b>		
• The library offers access to online career testing preparation tools through its website and/or through career testing software.		

<ul style="list-style-type: none"> <li>The library selects and organizes online guides and instructions for identifying, finding, and using online small business development resources.</li> </ul>		
<b>Exemplary</b>		
<ul style="list-style-type: none"> <li>The library regularly organizes or hosts classes that help patrons learn to use online job-seeking and career development sites and tools, or provides one-on-one instruction as requested.</li> </ul>		
<ul style="list-style-type: none"> <li>The library regularly organizes or hosts classes that help patrons learn to use small business development resources or provides one-on-one instruction as requested.</li> </ul>		

<b>Indicator:</b> The library provides technology resources to meet community members' need for online government and legal information services and assistance.	<b>Y</b>	<b>N</b>
<b>Essential</b>		
<ul style="list-style-type: none"> <li>The library selects and organizes online links to local, state, and federal government resources.</li> </ul>		
<b>Enhanced</b>		
<ul style="list-style-type: none"> <li>The library selects and organizes online guides and instructions for identifying, finding, and using online government resources</li> </ul>		
<b>Exemplary</b>		
<ul style="list-style-type: none"> <li>The library regularly organizes or hosts a classes for patrons on navigating online government resources or provides one-on-one instruction as requested.</li> </ul>		

<b>Indicator:</b> The library provides technology resources to meet community members' need for educational support.	<b>Y</b>	<b>N</b>
<b>Essential</b>		
<ul style="list-style-type: none"> <li>Early literacy games, web-based read-along programs, and/or electronic toys or tablets are available at the library and through the library website.</li> </ul>		
<ul style="list-style-type: none"> <li>The library selects, organizes, and maintains online resources related to homework help, research, and information literacy for students.</li> </ul>		
<b>Enhanced</b>		
<ul style="list-style-type: none"> <li>The library selects and organizes online guides and instructions for identifying, finding, and using online resources about college selection and financial aid.</li> </ul>		
<b>Exemplary</b>		
<ul style="list-style-type: none"> <li>The library organizes or hosts a class for patrons on using or navigating online educational resources at least quarterly or provides one-on-one instruction as requested.</li> </ul>		

<b>Indicator:</b> The library provides technology resources to meet community members' need for reliable health and wellness information.	Y	N
<b>Essential</b>		
<ul style="list-style-type: none"> <li>The library offers access to medical or general health and wellness databases through its website.</li> </ul>		
<b>Enhanced</b>		
<ul style="list-style-type: none"> <li>The library selects and organizes online guides and instructions for identifying and finding health and wellness resources.</li> </ul>		
<b>Exemplary</b>		
<ul style="list-style-type: none"> <li>The library organizes or hosts a class for patrons on using or navigating online health and wellness resources at least quarterly or provides one-on-one instruction as requested.</li> </ul>		

<b>Indicator:</b> The library accommodates users with disabilities.	Y	N
<b>Essential</b>		
<ul style="list-style-type: none"> <li>At least one public terminal with assistive technology (like screen readers, magnification, high-contrast keyboards and displays) is available for use by persons with visual disabilities .</li> </ul>		
<b>Enhanced</b>		
<ul style="list-style-type: none"> <li>The library website is compliant with World Wide Web Consortium (W3C)<sup>9</sup> disability accessibility standards as evidenced by the use of an online validation service.</li> </ul>		
<b>Exemplary</b>		
<ul style="list-style-type: none"> <li>Staff members are provided with training at least annually for recognizing and serving patrons with disabilities.</li> </ul>		

### 5.3 Community Engagement in Technology Decisions and Access

**STANDARD:** Libraries are a valuable community resource and a strategic partner in helping people and communities maximize their access, inclusion, and innovation in technology resources and services.

<b>Indicator:</b> The library makes strategic decisions based on community priorities for digital inclusion and innovation.	Y	N
<b>Essential</b>		
<ul style="list-style-type: none"> <li>Library leaders or staff attend a regular meeting of local elected governing bodies (like the, city council, county board of supervisors, town council) that exist within their legal service area at least once annually.</li> </ul>		
<ul style="list-style-type: none"> <li>The library conducts an analysis of the social and economic conditions of the community to support decision-making related to technology.</li> </ul>		

<sup>9</sup> World Wide Web Consortium (W3C), [www.w3.org](http://www.w3.org)

<ul style="list-style-type: none"> <li>The library assesses (via survey, focus group, forum, etc.) the community's technology needs at least once every two years.</li> </ul>		
<b>Enhanced</b>		
<ul style="list-style-type: none"> <li>The library surveys patrons annually about public technology use and outcomes.</li> <li>Digital inclusion and technology goals are included in the strategic plan.</li> </ul>		
<b>Exemplary</b>		
<ul style="list-style-type: none"> <li>In languages other than English, the library assesses (via survey, focus group, forum, etc.) the community's technology needs at least once every two years.</li> <li>The library assesses (via survey, focus group, forum, etc.) the community's technology needs for people with disabilities at least once every two years.</li> </ul>		

<b>Indicator:</b> The library builds strategic relationships with community partners to maximize public access technology resources and services provided to the community.	<b>Y</b>	<b>N</b>
<b>Essential</b>		
<ul style="list-style-type: none"> <li>The library engages in resource-sharing partnerships to benefit the library and its patrons.</li> </ul>		
<b>Enhanced</b>		
<ul style="list-style-type: none"> <li>The library partners with local organizations to offer technology training in the library.</li> <li>The library partners with local organizations to offer technology training off-site.</li> </ul>		
<b>Exemplary</b>		
<ul style="list-style-type: none"> <li>The library collaborates on grant or other funding opportunities with a community organization to maximize public access technology resources and services.</li> </ul>		

<b>Indicator:</b> The library supports continuous improvement in public access technology services internally and by sharing expertise and best practices with other providers locally, regionally, and nationally.	<b>Y</b>	<b>N</b>
<b>Essential</b>		
<ul style="list-style-type: none"> <li>Existing resources (like TechSoup, WebJunction, Edge) are used to help improve library technology management.</li> <li>The library supports staff development through technology programs offered by vendors, the state library, or other organizations.</li> </ul>		
<b>Enhanced</b>		
<ul style="list-style-type: none"> <li>Training resources and curricula are shared with other libraries or community-based organizations.</li> <li>Network management policies and practices are shared with other libraries or community-based organizations.</li> </ul>		

<b>Exemplary</b>		
<ul style="list-style-type: none"> <li>The library has a collection of technology devices available for staff development and programming purposes.</li> </ul>		
<ul style="list-style-type: none"> <li>Library has technology devices available for checkout by patrons.</li> </ul>		

## 5.4 Technology Resource Management

**STANDARD:** Libraries manage resources so that members of the community who need or want access can get it regardless of ability, skill, or personal technology owned.

<b>Indicator:</b> The library provides staff, technology, and processes to support community access to technology and information resources.	<b>Y</b>	<b>N</b>
<b>Essential</b>		
<ul style="list-style-type: none"> <li>The library develops and adopts a technology plan.</li> </ul>		
<ul style="list-style-type: none"> <li>The library integrates public access technology into planning and processes.</li> </ul>		
<ul style="list-style-type: none"> <li>The library has some staff/volunteers with technology expertise to help patrons achieve their goals.</li> </ul>		
<ul style="list-style-type: none"> <li>The library provides adaptive technology tools for people with disabilities.</li> </ul>		
<ul style="list-style-type: none"> <li>The library has enough devices and sufficient dedicated bandwidth to accommodate user demand.</li> </ul>		
<ul style="list-style-type: none"> <li>The library maintains current catalog holdings and patron information in an automated, integrated system.</li> </ul>		
<ul style="list-style-type: none"> <li>The library provides free public access to the Internet through a dedicated high-speed (as fast as is available locally) connection.</li> </ul>		
<b>Enhanced</b>		
<ul style="list-style-type: none"> <li>The technology plan is reviewed and updated as needed, annually.</li> </ul>		
<ul style="list-style-type: none"> <li>The library has sufficient staff with technology expertise to help patrons achieve their goals.</li> </ul>		
<ul style="list-style-type: none"> <li>The library ensures staff members are trained and kept up to date, using competencies standards, on technology used and offered in their library.</li> </ul>		
<b>Exemplary</b>		
<ul style="list-style-type: none"> <li>The library has sufficient staff with technology expertise to maintain technology.</li> </ul>		
<ul style="list-style-type: none"> <li>The library teaches and practices network and patron privacy protections.</li> </ul>		
<ul style="list-style-type: none"> <li>The library manages its technology resources to maximize quality by monitoring systems and minimizing out-of-service devices.</li> </ul>		
<ul style="list-style-type: none"> <li>The library evaluates and updates major technology at least every five years.</li> </ul>		



Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p>Summer Reading 2019 <b>A UNIVERSE OF STORIES</b></p>	<p>August 1st - <b>BIG RIG SHOW &amp; TELL</b> 11:00 a.m. August 5th - <b>Monday Matinee SPACE JAM</b> 2:30 p.m. August 8th - <b>OUR PLACE IN SPACE</b> 1:00 p.m. August 12th - <b>Monday Matinee HITCHHIKER'S GUIDE TO THE GALAXY</b> 2:30 p.m.</p>	<p>5 Drop-In Lab 10:00-12:00 <b>Monday Matinee</b> 2:30 pm Forever YA Book Club 6:00 p.m.</p>	<p>7 MGOL 9:30 a.m. Storytime 10:30 a.m. Readers Group 6:00 <b>LGBTQIA+ Mingle</b> 5:00 - 7:00 pm</p>	<p>1 MGOL 9:30 a.m. Youth Program <b>BIG RIG SHOW &amp; TELL</b> 11:00 am</p>	<p>2 Young Writer's (twens &amp; teens) workshop 3 p.m. <b>AUTHOR TALK</b> William Ritter 4:00 p.m.</p>	<p>3 <b>FOL Book Sale</b> 10 a.m.-4 p.m.</p>
<p>4 <b>FOL Book Sale</b> noon-4 p.m.</p>	<p>6 <b>LEGO CLUB</b> 3:30-4:30</p>	<p>13 <b>Armchair Adventures</b> 2:00 p.m.</p>	<p>14 <b>MGOL 9:30 a.m.</b> Storytime 10:30 a.m.</p>	<p>8 <b>MGOL 9:30 am</b> <b>Our Place in Space</b> 3:00 p.m.</p>	<p>9 <b>VOLUNTEER FAIR</b> 10:30 am - 1:30 p.m. Foreign Film 7:00 p.m.</p>	<p>10 <b>HOLD SPANGLISH</b> 10:30-noon</p>
<p>11 <b>Film Noir</b> 4:00 p.m.</p>	<p>12 <b>Monday Matinee</b> 2:30p.m. <b>Lunar Legacy</b> 5:00 p.m.</p>	<p>20 <b>Megan Gray Paint-Along</b> 5:00 pm (ages 14+)</p>	<p>21 <b>MGOL 9:30 a.m.</b> Storytime 10:30 a.m. Drop-In Computer Lab 2:00-4:00 Library Board 5:15</p>	<p>15 <b>MGOL 9:30 a.m.</b></p>	<p>16 Oregon Learners Permit Class 9:00 <b>LEGO CLUB</b> 3:30-4:30</p>	<p>17 <b>LAST DAY</b> of Summer Reading! <b>A UNIVERSE OF STORIES</b></p>
<p>18 <b>Film Noir</b> 4:00 p.m.</p>	<p>19 <b>Megan Gray Paint-Along</b> 5:00 pm (ages 14+)</p>	<p>27</p>	<p>28 <b>MGOL 9:30 a.m.</b> Storytime 10:30 a.m.</p>	<p>22 <b>MGOL 9:30 a.m.</b></p>	<p>23 <b>Tabletop Game Night</b> 7:00 p.m.</p>	<p>24</p>
<p>25</p>	<p>26</p>	<p>29</p>	<p>30 <b>MGOL 9:30 a.m.</b></p>	<p>29 <b>MGOL 9:30 a.m.</b></p>	<p>30 <b>Family Food Workshop</b> 3:00 p.m.</p>	<p>31 <b>CLOSED</b> Happy <b>LABOR DAY</b> Weekend</p>

**Become A Volunteer**

**VOLUNTEER FAIR**  
Learn how you can help out in our community

**Friday, August 9th**

**LGBTQIA+ Mingle**  
August 7th 5:00 p.m.  
An event for people of the LGBTQIA+ community to mingle, share snacks, games, and connect. A positive and safe space for the LGBTQIA+ community and allies.

**YA Author WILLIAM RITTER**  
August 2nd  
Award-winning author of the young adult series, *Jackaby*, William Ritter will kick off a Young Writer's workshop for tweens and teens at 3 p.m. Following the workshop, at 4 p.m. Mr. Ritter will give a presentation and reading. All ages welcome.

**LUNAR LEGACY: The past & future of Humans & the Moon**  
August 12th 5:00 p.m.  
Learn about healthy snack choices for the whole family  
w/ Dr. Aaron Coyner

**Family Food Workshop**  
w/ Raine Miller, FDN-P  
August 30th 3 p.m.