

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

Tuesday October 18, 2022

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**
 - a. November fundraiser**
- 8. Old Business**
 - a. Facilities update**
 - b. County Formula update**
- 9. New Business**
 - a. Board info for new website**
 - b. Next steps for library**
- 10. Announcements**
- 11. Adjourn**

Coos Bay Public Library
September 2022 Report

of items added to collection – **512**

New cards issued – **161**

Total reference questions – **390**

Daily average circulation – **745**

Total # of programs – **34**

Program attendance – **873**

Total items checked out at the library – **17,701**

Total of Coos Bay items checked out anywhere – **17,890**

Total digital downloads – **447**

Total Wireless Internet Connections – **7,379**

Gate count – **5,466**

Total monthly library visits – **6,177**

COOS BAY PUBLIC LIBRARY SEPTEMBER 2022

INVENTORY

<u>CLASSIFICATION</u>	<u>ACQUIRED</u>	<u>DISCARDS</u>
Adult Books	209	923
Adult Audio Books	59	4
Adult Video	135	8
Adult Music	0	0
Adult Video Games	5	0
Library of Things	0	0
Young Adult Books	16	0
Young Adult Audio	0	0
Child Books	73	33
Child Audio	2	2
Child Video	13	0
Child Music Cds	0	0
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TOTAL	512	970

CIRCULATION SUMMARY

	Total Items Checked Out At Coos Bay	Total Coos Bay Owned Items Checked Out	
2022	17,701	17,890	
2021	12,628	15,915	
2020	10,706	10,822	
2019	24,296	24,470	
2018	18,399	23,310	
2017	21,141	21,182	
GATE COUNT:	5,466		
	(2021 - 3,906)		
REFERENCE QUESTIONS ANSWERED:		390	
YP REFERENCE QUESTIONS ANSWERED:		43	
NEW PATRON REGISTRATIONS:		161	
#DAYS OPEN:	24	24	23
DAILY AVERAGE CIRCULATION:	745	(21) 663	(20) 401

RECEIPTS FROM PATRONS

DAMAGED/LOST	\$79.90
MISC	\$0.00
RENT	\$0.00
COPIES	<u>\$260.15</u>
TOTAL	<u>\$340.05</u>

City of Coos Bay
Combined Cash Investment
September 30, 2022

Combined Cash Accounts

Cash Allocation Reconciliation

7 Allocation to Library Fund	1,077,382.20
Total Allocations to Other Funds	1,077,382.20
Zero Proof if Allocations Balance	1,077,382.20

City of Coos Bay
Balance Sheet
September 30, 2022

Library Fund

ASSETS

07-000-100-1001	Cash - Combined Fund	1,077,382.20	
07-000-100-1015	Cash on Hand/Till Drawer	200.00	
07-000-100-1101	Prepaid Expense	896.11	
	Total Assets		1,078,478.31

LIABILITIES AND EQUITY

FUND EQUITY

Unappropriated Fund Balance:			
07-000-200-2500	Fund Balance	1,412,083.31	
	Revenue over Expenditures - YTD	(333,605.00)	
	Balance - Current Date		1,078,478.31
	Total Fund Equity		1,078,478.31
	Total Liabilities and Equity		1,078,478.31

City of Coos Bay
Revenues with Comparison to Budget
For the 3 Months Ending September 30, 2022

		Library Fund				
		Period Actual	YTD Actual	Budget	Unearned	Pcnt
<u>Carryover</u>						
07-000-300-0100	Carryover - Regular	.00	.00	1,150,000.00	1,150,000.00	.0
07-000-300-0200	Carryover - Memorial/Board	.00	.00	200,000.00	200,000.00	.0
Total Carryover		.00	.00	1,350,000.00	1,350,000.00	.0
<u>Revenue From Other Agencies</u>						
07-000-340-0300	State Library Grant	.00	.00	1,500.00	1,500.00	.0
07-000-340-0301	Grants	.00	17,865.00	24,850.00	6,985.00	71.9
07-000-340-0303	Federal Grants	.00	.00	1,000.00	1,000.00	.0
07-000-340-0900	Library Tax Base	.00	.00	1,220,000.00	1,220,000.00	.0
Total Revenue From Other Agencies		.00	17,865.00	1,247,350.00	1,229,485.00	1.4
<u>Use Of Money & Property</u>						
07-000-350-0100	Investment Interest Income	1,844.92	19,281.59	5,000.00	(14,281.59)	385.6
Total Use Of Money & Property		1,844.92	19,281.59	5,000.00	(14,281.59)	385.6
<u>Current Services</u>						
07-000-360-0100	Copies	344.95	963.80	6,000.00	5,036.20	16.1
07-000-360-1800	Library Fees	159.77	545.51	2,000.00	1,454.49	27.3
Total Current Services		504.72	1,509.31	8,000.00	6,490.69	18.9
<u>Other Revenue</u>						
07-000-380-0100	Miscellaneous	38.20	53.20	100.00	46.80	53.2
07-000-380-0200	Cash Over/short	(.09)	(.09)	.00	.09	.0
07-000-380-0300	ESO Administration/Rent	2,174.79	6,524.37	26,000.00	19,475.63	25.1
07-000-380-0400	Reimbursements	319.02	319.02	500.00	180.98	63.8
07-000-380-0900	Gifts, Donations & Memorials	46.25	368.31	10,000.00	9,631.69	3.7
Total Other Revenue		2,578.17	7,264.81	36,600.00	29,335.19	19.9
Total Fund Revenue		4,927.81	45,920.71	2,646,950.00	2,601,029.29	1.7

Report Criteria:

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

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			08/31/2022 (08/22) Balance	07-510-510-1001			112,639.41
09/20/2022	PC	5	PAYROLL TRANS FOR 9/20/2022 PAY PERIOD		3,800.00		
09/20/2022	PC	100	PAYROLL TRANS FOR 9/20/2022 PAY PERIOD		59,722.95		
09/20/2022	PC	101	PAYROLL TRANS FOR 9/20/2022 PAY PERIOD			3,800.00-	
			09/30/2022 (09/22) Period Totals and Balance		63,522.95 *	3,800.00- *	172,362.36
YTD Encumbrance		.00 YTD Actual	172,362.36 Total	172,362.36 YTD Budget	878,730.00 Unexpended	706,367.64	
			08/31/2022 (08/22) Balance	07-510-510-1002			.00
			09/30/2022 (09/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
			08/31/2022 (08/22) Balance	07-510-510-1003			27,784.83
09/20/2022	PB	127	PAYROLL TRANS FOR 9/20/2022 PAY PERIOD		14,072.41		
			09/30/2022 (09/22) Period Totals and Balance		14,072.41 *	.00 *	41,857.24
YTD Encumbrance		.00 YTD Actual	41,857.24 Total	41,857.24 YTD Budget	212,896.00 Unexpended	171,038.76	
			08/31/2022 (08/22) Balance	07-510-510-1004			8,420.73
09/20/2022	PB	3	PAYROLL TRANS FOR 9/20/2022 PAY PERIOD		290.70		
09/20/2022	PB	125	PAYROLL TRANS FOR 9/20/2022 PAY PERIOD		4,468.42		
09/20/2022	PB	126	PAYROLL TRANS FOR 9/20/2022 PAY PERIOD			290.70-	
			09/30/2022 (09/22) Period Totals and Balance		4,759.12 *	290.70- *	12,889.15
YTD Encumbrance		.00 YTD Actual	12,889.15 Total	12,889.15 YTD Budget	71,238.00 Unexpended	58,348.85	
			08/31/2022 (08/22) Balance	07-510-510-1005			21,085.81
09/20/2022	PB	124	PAYROLL TRANS FOR 9/20/2022 PAY PERIOD		11,024.70		
09/20/2022	PC	129	PAYROLL TRANS FOR 9/20/2022 PAY PERIOD		31.12		
09/20/2022	PC	130	PAYROLL TRANS FOR 9/20/2022 PAY PERIOD			31.12-	
			09/30/2022 (09/22) Period Totals and Balance		11,055.82 *	31.12- *	32,110.51
YTD Encumbrance		.00 YTD Actual	32,110.51 Total	32,110.51 YTD Budget	215,867.00 Unexpended	183,756.49	
			08/31/2022 (08/22) Balance	07-510-510-1006			.00
			09/30/2022 (09/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	3,850.00 Unexpended	3,850.00	
			08/31/2022 (08/22) Balance	07-510-510-1007			149.77

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
09/20/2022	PB	123	PAYROLL TRANS FOR 9/20/2022 PAY PERIOD		85.03		
			09/30/2022 (09/22) Period Totals and Balance		85.03 *	.00 *	234.80
YTD Encumbrance .00 YTD Actual 234.80 Total 234.80 YTD Budget 836.00 Unexpended 601.20							
Volunteer Workers Compensation							
			08/31/2022 (08/22) Balance	07-510-510-1008			.00
			09/30/2022 (09/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget 59.00 Unexpended 59.00							
Accrued Vacation Liability							
			08/31/2022 (08/22) Balance	07-510-510-1009			.00
			09/30/2022 (09/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00							
Meetings And Travel							
			08/31/2022 (08/22) Balance	07-510-520-2001			.00
			09/30/2022 (09/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00							
Memberships, dues, publications							
			08/31/2022 (08/22) Balance	07-510-520-2003			.00
			09/30/2022 (09/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00							
Training, Meetings, Travel, Dues							
08/30/2022	JE	46	AVIS.COM, S. Pierson, Car Rental	07-510-520-2005	555.49		2,476.94
			09/30/2022 (09/22) Period Totals and Balance		555.49 *	.00 *	3,032.43
YTD Encumbrance .00 YTD Actual 3,032.43 Total 3,032.43 YTD Budget 6,000.00 Unexpended 2,967.57							
Utilities							
09/06/2022	CD13	2	PACIFIC POWER 12447751-0018 LIBRARY	07-510-520-2101	2,007.93		183.90
08/23/2022	JE	18	COOS BAY NORTH BEND WATER BOARD, Water		178.38		
			09/30/2022 (09/22) Period Totals and Balance		2,186.31 *	.00 *	2,370.21
YTD Encumbrance .00 YTD Actual 2,370.21 Total 2,370.21 YTD Budget 37,000.00 Unexpended 34,629.79							
Telephone							
			08/31/2022 (08/22) Balance	07-510-520-2102			1,850.56
09/08/2022	AP	780	Asavie Technologies Inc		74.90		
08/21/2022	JE	5	VERIZON, 576174385-00001 Library		362.02		
08/06/2022	JE	18	ZIPLY FIBER, Landline		188.47		
08/08/2022	JE	18	BROADVOICE, VoIP, Telephone, Internet		706.89		
			09/30/2022 (09/22) Period Totals and Balance		1,332.28 *	.00 *	3,182.84
YTD Encumbrance .00 YTD Actual 3,182.84 Total 3,182.84 YTD Budget 20,000.00 Unexpended 16,817.16							
Advertising							
			08/31/2022 (08/22) Balance	07-510-520-2105			1,056.03
08/24/2022	AP	590	BNT Promotional Products		149.00		
			09/30/2022 (09/22) Period Totals and Balance		149.00 *	.00 *	1,205.03
YTD Encumbrance .00 YTD Actual 1,205.03 Total 1,205.03 YTD Budget 20,000.00 Unexpended 18,794.97							
Contractual							
			08/31/2022 (08/22) Balance	07-510-520-2108			11,652.74
08/31/2022	AP	258	Cardinal Services Inc.		587.52		
09/02/2022	AP	259	Cardinal Services Inc.		201.28		
09/07/2022	AP	260	Cardinal Services Inc.		217.60		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
08/14/2022	AP	306	C-N-B Security Inc		1,001.00		
08/27/2022	AP	307	C-N-B Security Inc		1,001.00		
09/01/2022	AP	308	C-N-B Security Inc		1,001.00		
08/31/2022	AP	485	ALTA Language Service Inc		132.00		
09/09/2022	AP	701	Cardinal Services Inc.		348.16		
09/14/2022	AP	702	Cardinal Services Inc.		174.08		
09/14/2022	AP	703	Cardinal Services Inc.		130.56		
09/21/2022	AP	708	Cardinal Services Inc.		266.56		
09/08/2022	AP	775	C-N-B Security Inc		863.50		
09/12/2022	AP	776	C-N-B Security Inc		880.00		
09/06/2022	CD14	3	08/31/22 Xpress Bill Pay Support Fees/Forms Inv#		51.24		
08/26/2022	JE	19	EPUERTO, Promotional Ads		287.50		
			09/30/2022 (09/22) Period Totals and Balance		7,143.00 *	.00 *	18,795.74
YTD Encumbrance	.00	YTD Actual	18,795.74 Total	18,795.74 YTD Budget	100,000.00 Unexpended		81,204.26
Special Counsel			08/31/2022 (08/22) Balance	07-510-520-2114			.00
			09/30/2022 (09/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		.00
Insurance			08/31/2022 (08/22) Balance	07-510-520-2120			8,077.31
			09/30/2022 (09/22) Period Totals and Balance		.00 *	.00 *	8,077.31
YTD Encumbrance	.00	YTD Actual	8,077.31 Total	8,077.31 YTD Budget	12,000.00 Unexpended		3,922.69
Duplicating/Data Processing			08/31/2022 (08/22) Balance	07-510-520-2122			711.88
			09/30/2022 (09/22) Period Totals and Balance		.00 *	.00 *	711.88
YTD Encumbrance	.00	YTD Actual	711.88 Total	711.88 YTD Budget	8,000.00 Unexpended		7,288.12
Printing			08/31/2022 (08/22) Balance	07-510-520-2123			.00
			09/30/2022 (09/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	3,000.00 Unexpended		3,000.00
Program & Display			08/31/2022 (08/22) Balance	07-510-520-2128			.00
			09/30/2022 (09/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		.00
Office Supplies			08/31/2022 (08/22) Balance	07-510-520-2205			86.94
08/02/2022	JE	20	AMAZON, Rubber Bands		7.95		
08/06/2022	JE	20	AMAZON, First Aid Supplies		6.72		
08/27/2022	JE	20	AMAZON, Office Chair and Batteries		177.40		
			09/30/2022 (09/22) Period Totals and Balance		192.07 *	.00 *	279.01
YTD Encumbrance	.00	YTD Actual	279.01 Total	279.01 YTD Budget	7,000.00 Unexpended		6,720.99
Postage			08/31/2022 (08/22) Balance	07-510-520-2206			500.00
08/18/2022	JE	18	PITNEY BOWES, Postage Meter Rent Supplies		118.99		
			09/30/2022 (09/22) Period Totals and Balance		118.99 *	.00 *	618.99
YTD Encumbrance	.00	YTD Actual	618.99 Total	618.99 YTD Budget	10,000.00 Unexpended		9,381.01
Miscellaneous			08/31/2022 (08/22) Balance	07-510-520-2208			.00
			09/30/2022 (09/22) Period Totals and Balance		.00 *	.00 *	.00

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Data Processing Supplies			08/31/2022 (08/22) Balance	07-510-520-2224			.00
			09/30/2022 (09/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Janitorial Supplies			08/31/2022 (08/22) Balance	07-510-520-2225			213.44
			09/30/2022 (09/22) Period Totals and Balance		.00 *	.00 *	213.44
YTD Encumbrance		.00 YTD Actual	213.44 Total	213.44 YTD Budget	3,500.00 Unexpended	3,286.56	
Small Equipment			08/31/2022 (08/22) Balance	07-510-520-2231			6,390.36
09/01/2022	AP	337	Demco		276.21		
08/25/2022	JE	19	DOLLAR TREE, Earbuds		40.00		
08/29/2022	JE	19	BIMART, Clock		9.99		
08/11/2022	JE	20	AMAZON, Staff Computer Dock		269.00		
08/11/2022	JE	20	AMAZON, Staff Computer		1,297.99		
08/11/2022	JE	20	AMAZON, Staff Computer Monitors		338.00		
08/16/2022	JE	20	AMAZON, Staff Computer Keyboard, Mouse		100.39		
08/20/2022	JE	20	AMAZON, Standing Fans		194.64		
08/26/2022	JE	20	AMAZON, Office Chairs		455.30		
08/27/2022	JE	20	AMAZON, Clock		39.05		
			09/30/2022 (09/22) Period Totals and Balance		3,020.57 *	.00 *	9,410.93
YTD Encumbrance		.00 YTD Actual	9,410.93 Total	9,410.93 YTD Budget	35,000.00 Unexpended	25,589.07	
Grants			08/31/2022 (08/22) Balance	07-510-520-2234			15,269.97
08/22/2022	AP	356	Ingram		605.77		
08/29/2022	AP	359	Ingram		35.30		
08/29/2022	AP	360	Ingram		4,115.73		
08/30/2022	AP	365	Mingus Park Pool Management		100.00		
08/20/2022	AP	486	Hocking, Deborah A		600.00		
09/07/2022	AP	643	Ingram		1,261.38		
09/13/2022	AP	649	Ingram		201.96		
08/20/2022	JE	46	DOMINO'S, YP Programs, ESD Grant		143.90		
08/20/2022	JE	46	DOMINO'S, YP Programs, ESD Grant		188.38		
			09/30/2022 (09/22) Period Totals and Balance		7,252.42 *	.00 *	22,522.39
YTD Encumbrance		.00 YTD Actual	22,522.39 Total	22,522.39 YTD Budget	8,000.00 Unexpended	(14,522.39)	
Library Supplies			08/31/2022 (08/22) Balance	07-510-520-2235			1,085.05
08/29/2022	AP	376	Showcases		36.89		
08/30/2022	AP	377	Showcases		975.07		
09/07/2022	AP	598	Demco		69.26		
08/03/2022	JE	20	AMAZON, Sand Paper		13.10		
			09/30/2022 (09/22) Period Totals and Balance		1,094.32 *	.00 *	2,179.37
YTD Encumbrance		.00 YTD Actual	2,179.37 Total	2,179.37 YTD Budget	14,000.00 Unexpended	11,820.63	
Library Books & Records			08/31/2022 (08/22) Balance	07-510-520-2236			11,817.25
08/10/2022	AP	286	Cengage Learning Inc.		211.93		
08/18/2022	AP	355	Ingram		196.28		
08/25/2022	AP	357	Ingram		183.27		
08/26/2022	AP	358	Ingram		331.20		
08/31/2022	AP	406	Midwest Tape		1,001.72		
07/25/2022	AP	564	Value Line Publishing LLC		1,687.50		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
09/08/2022	AP	589	Blackstone Publishing		41.60		
09/01/2022	AP	591	Center Point Large Print		143.22		
08/31/2022	AP	640	Ingram			18.45-	
09/01/2022	AP	641	Ingram		369.16		
09/01/2022	AP	642	Ingram		356.52		
09/08/2022	AP	644	Ingram		53.23		
09/08/2022	AP	645	Ingram		297.44		
09/08/2022	AP	646	Ingram		96.84		
09/12/2022	AP	647	Ingram		1,240.17		
09/13/2022	AP	648	Ingram		100.88		
09/13/2022	AP	650	Ingram		277.49		
08/30/2022	AP	763	City Directories Subsidiary of Infogroup		212.00		
08/06/2022	JE	18	NETFLIX.COM , Library Streaming Player Program		15.49		
08/12/2022	JE	20	AMAZON, Adult Books		21.99		
08/12/2022	JE	20	AMAZON, Adult Dvds		17.96		
08/13/2022	JE	20	AMAZON, Adult Dvds		183.45		
08/13/2022	JE	20	AMAZON, Adult Books		11.59		
08/13/2022	JE	20	AMAZON, Board Games		41.10		
08/28/2022	JE	20	AMAZON, Adult Dvds		9.96		
08/16/2022	JE	21	BAKER TAYLOR, Dvds		17.15		
08/16/2022	JE	21	BAKER TAYLOR, YP Dvds		25.02		
08/16/2022	JE	21	BAKER TAYLOR, Adult Books		139.83		
08/16/2022	JE	21	BAKER TAYLOR, Dvds		28.59		
08/16/2022	JE	21	BAKER TAYLOR, Adult Books		14.39		
08/16/2022	JE	21	BAKER TAYLOR, Dvds		93.62		
08/25/2022	JE	21	BAKER TAYLOR, Dvds		32.13		
08/25/2022	JE	21	BAKER TAYLOR, Adult Books		265.78		
08/25/2022	JE	21	BAKER TAYLOR, Dvds		21.41		
08/25/2022	JE	21	BAKER TAYLOR, Adult Books		64.93		
08/25/2022	JE	21	BAKER TAYLOR, Adult Books		46.62		
08/25/2022	JE	21	BAKER TAYLOR, Adult Books		62.14		
08/25/2022	JE	21	BAKER TAYLOR, Adult Books		12.57		
08/25/2022	JE	21	BAKER TAYLOR, Adult Audio		44.00		
08/25/2022	JE	21	BAKER TAYLOR, Dvds		21.41		
08/25/2022	JE	21	BAKER TAYLOR, Adult Books		15.53		
08/25/2022	JE	21	BAKER TAYLOR, YP Dvds		14.27		
08/25/2022	JE	21	BAKER TAYLOR, Adult Books		34.07		
09/30/2022 (09/22) Period Totals and Balance					8,055.45 *	18.45- *	19,854.25
YTD Encumbrance	.00	YTD Actual	19,854.25 Total	19,854.25 YTD Budget	115,000.00 Unexpended	95,145.75	
<hr/>							
Periodicals			08/31/2022 (08/22) Balance	07-510-520-2237			5,012.75
08/25/2022	JE	19	THE ATLANTIC, Subscription FYE23		58.33		
09/30/2022 (09/22) Period Totals and Balance					58.33 *	.00 *	5,071.08
YTD Encumbrance	.00	YTD Actual	5,071.08 Total	5,071.08 YTD Budget	8,000.00 Unexpended	2,928.92	
<hr/>							
Microfilm			08/31/2022 (08/22) Balance	07-510-520-2238			.00
09/30/2022 (09/22) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
<hr/>							
State Aid to Children - Books			08/31/2022 (08/22) Balance	07-510-520-2239			708.54
08/10/2022	JE	20	AMAZON, Supplies, YP Programs, Ready to Read		100.86		
08/20/2022	JE	46	SAFEWAY, YP Programs, Ready to Read Grant		100.00		
09/30/2022 (09/22) Period Totals and Balance					200.86 *	.00 *	909.40
YTD Encumbrance	.00	YTD Actual	909.40 Total	909.40 YTD Budget	2,500.00 Unexpended	1,590.60	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Library Books/Records (Restr)			08/31/2022 (08/22) Balance	07-510-520-2240			.00
			09/30/2022 (09/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	50,000.00 Unexpended	50,000.00	
Programming			08/31/2022 (08/22) Balance	07-510-520-2241			762.36
08/17/2022	JE	19	APPLE.COM, Icloud Storage		.99		
08/22/2022	JE	19	BUZZSPROUT, Pod Cast Hosting		12.00		
08/25/2022	JE	19	FIRST BOOK, Books, Outreach		320.95		
08/29/2022	JE	19	HOOTSUITE INC, Social Media Management		588.00		
			09/30/2022 (09/22) Period Totals and Balance		921.94 *	.00 *	1,684.30
YTD Encumbrance	.00	YTD Actual	1,684.30 Total	1,684.30 YTD Budget	34,850.00 Unexpended	33,165.70	
Office Equipment Rental			08/31/2022 (08/22) Balance	07-510-520-2302			501.35
08/26/2022	JE	18	PITNEY BOWES LEASING, Postage Meter Rent		139.70		
			09/30/2022 (09/22) Period Totals and Balance		139.70 *	.00 *	641.05
YTD Encumbrance	.00	YTD Actual	641.05 Total	641.05 YTD Budget	20,000.00 Unexpended	19,358.95	
Equipment Repairs/Replacement			08/31/2022 (08/22) Balance	07-510-520-2303			100.00
			09/30/2022 (09/22) Period Totals and Balance		.00 *	.00 *	100.00
YTD Encumbrance	.00	YTD Actual	100.00 Total	100.00 YTD Budget	5,000.00 Unexpended	4,900.00	
Equipment Maintenance Contract			08/31/2022 (08/22) Balance	07-510-520-2304			7,611.64
09/01/2022	AP	419	Advantage Security LLC		37.95		
			09/30/2022 (09/22) Period Totals and Balance		37.95 *	.00 *	7,649.59
YTD Encumbrance	.00	YTD Actual	7,649.59 Total	7,649.59 YTD Budget	10,000.00 Unexpended	2,350.41	
Vehicle Maintenance/Fuel			08/31/2022 (08/22) Balance	07-510-520-2305			.00
			09/30/2022 (09/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	7,000.00 Unexpended	7,000.00	
Furniture			08/31/2022 (08/22) Balance	07-510-520-2306			.00
			09/30/2022 (09/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Building & Grounds Maintenance			08/31/2022 (08/22) Balance	07-510-520-2309			8,109.93
09/06/2022	AP	587	Agri-Tech Design		266.00		
09/06/2022	AP	700	Aramark Uniform & Career Apparel		32.00		
			09/30/2022 (09/22) Period Totals and Balance		298.00 *	.00 *	8,407.93
YTD Encumbrance	.00	YTD Actual	8,407.93 Total	8,407.93 YTD Budget	50,000.00 Unexpended	41,592.07	
Furniture (restricted)			08/31/2022 (08/22) Balance	07-510-520-2310			.00
			09/30/2022 (09/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	200,000.00 Unexpended	200,000.00	
Reimbursable			08/31/2022 (08/22) Balance	07-510-520-2406			.00
			09/30/2022 (09/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	200.00 Unexpended	200.00	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Library Board			08/31/2022 (08/22) Balance	07-510-520-2424			.00
			09/30/2022 (09/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	1,500.00 Unexpended	1,500.00		
Gifts, Donations & Memorials			08/31/2022 (08/22) Balance	07-510-520-2450			2,707.51
08/05/2022	JE	19	MCKAY'S MARKET, Supplies, YA Programs		22.58		
08/05/2022	JE	19	DOMINO'S, Supplies, YA Programs		89.58		
08/09/2022	JE	19	MOMJI SUSHI, Supplies, Adult Programs		100.00		
08/06/2022	JE	20	AMAZON, Supplies, Adult Programs, Craft Takeout		35.98		
08/19/2022	JE	20	AMAZON, Supplies, Adult Programs, Book Box		95.94		
08/26/2022	JE	20	AMAZON, Supplies, Adult Programs, Book Box		17.99		
08/18/2022	JE	46	SAFEWAY, YP Programs		30.94		
08/20/2022	JE	46	SAFEWAY, YP Programs		53.96		
			09/30/2022 (09/22) Period Totals and Balance		446.97 *	.00 *	3,154.48
YTD Encumbrance	.00 YTD Actual	3,154.48 Total	3,154.48 YTD Budget	1,000.00 Unexpended	(2,154.48)		
Bad Debt Expense			08/31/2022 (08/22) Balance	07-510-520-2500			.00
			09/30/2022 (09/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00		
Computer Hardware & Software			08/31/2022 (08/22) Balance	07-510-530-3001			.00
			09/30/2022 (09/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00		
Vehicles			08/31/2022 (08/22) Balance	07-510-530-3008			.00
			09/30/2022 (09/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	60,000.00 Unexpended	60,000.00		
Audio Visual Equipment			08/31/2022 (08/22) Balance	07-510-530-3022			.00
			09/30/2022 (09/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00		
Library Equipment			08/31/2022 (08/22) Balance	07-510-530-3023			.00
			09/30/2022 (09/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00		
Building Project			08/31/2022 (08/22) Balance	07-510-530-3118			.00
			09/30/2022 (09/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00		
Lease Principal			08/31/2022 (08/22) Balance	07-510-540-1000			.00
			09/30/2022 (09/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00		
Lease Interest			08/31/2022 (08/22) Balance	07-510-540-1100			.00
			09/30/2022 (09/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			08/31/2022 (08/22) Balance	07-510-540-1200			.00
			09/30/2022 (09/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		.00
			08/31/2022 (08/22) Balance	07-510-560-6001			.00
			09/30/2022 (09/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	164,924.00 Unexpended	164,924.00	
			08/31/2022 (08/22) Balance	07-510-560-6002			.00
			09/30/2022 (09/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	250,000.00 Unexpended	250,000.00	
			08/31/2022 (08/22) Balance	07-510-560-6003			.00
			09/30/2022 (09/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	

Number of Transactions: 123 Number of Accounts: 57

Total Library Fund:

Number of Transactions: 123 Number of Accounts: 57

Grand Totals:

Debit	Credit	Proof
126,698.98	4,140.27-	122,558.71
126,698.98	4,140.27-	122,558.71

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
September 2022**

<u>BALANCE, August 31, 2022</u>	\$ 77,581.59
 <u>DEPOSITS:</u>	
Misc. Donations-September 2022	\$ <u>42.14</u>
TOTAL DEPOSITS	\$ 42.14
ACCOUNT SUB TOTAL	\$ 77,665.87
 <u>DISBURSEMENTS:</u>	
Amazon/Supplies-Adult Programs-Craft Takeout, Book Boxes	\$ 262.01
Amazon/Supplies-YP Programs-Tile Painting, Storytime	\$ 467.34
Amazon/Supplies-YP Programs- Storytime, Book Boxes	\$ <u>278.41</u>
TOTAL DISBURSEMENTS	\$ 1,007.76
 Balance September 30, 2022	 \$ 76,615.97
 ACCOUNT SUMMARY:	
General Fund	\$ 12,950.46
Friend's Children's Fund	\$ 52.39
Kenaston Estate Donation	\$ -
Mallek Estate Memorial	\$ 52,610.89
Jones Estate Donation	\$ 7,272.59
ESD Bilingual Programming Donation	\$ 1,319.69
Friends Library Purchases	\$ 755.61
Rotary Donation	\$ -
Coos Bay Library Foundation-Equipment	\$ -
Mogan-CBPL Foundation	\$ (1,532.85)
Eagles Large Print Fund	\$ -
Dollywood	\$ <u>3,187.19</u>
 MEMORIAL ACCOUNT FUNDS TOTAL	 \$ 76,615.97

Librarian's Report

October 2022

PROGRAMS in September

Spanglish Conversation (2) 7 people in attendance.

Community Cooking with the Co-Op - 14 participants and 11 YouTube views

Craft Take Out -50 kits distributed

Unlimited Book Club, a partnership with Coos History Museum and North Bend Public Library had 6 participants.

ASL Practice Place - 9 participants

Book Box Program - 74 adults, 17 teens, and 63 children participating

Story time (4) - 142 participants

Swords and Starships Podcast - 5 episodes, 201 downloads.

The Empire and Eastside pickup/drop off sites - This is done every Friday (except holidays). 236 people served in September.

Community Yoga - 8 participants

Young Writers in the Library (5) - 4

Community Art Event (Tiles) (5) - 27

Outreach at Marshfield High School – 55

Teen Advisory Board – 2

Talk Like a Pirate Day – 20

Dying Well: Prepare Your Will and Trust – 95 attendees, 44 views on YouTube

The library provided access to wireless internet 7,379 times in September.

Miscellaneous

In September there were 4,743 county-wide checkouts on OverDrive. 447 circulations on hoopla in September with 19 new borrowers.

The Kids & Family area continues to evolve as more and more of the new furniture arrives. All the new furniture and equipment has made such a difference to the atmosphere of the room and improved safety.

To celebrate Library Card Sign Up Month, we invited the public to paint tiles to depict something they love about the library (or just make art). The tiles have been fired and are on display in the Kids & Family area.

Sami attended the Association of Small and Rural Libraries conference. There were especially helpful sessions on how to provide legal help to patrons post-disasters and outreach.

The first session of the Dying Well series proved to be incredibly popular, so staff is working on scheduling another session.

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



COOS BAY
PUBLIC LIBRARY

THE LATEST at **COOS BAY** **PUBLIC LIBRARY** **OCTOBER 2022**

FOR MORE INFORMATION:

541-269-1101
www.coosbaylibrary.org

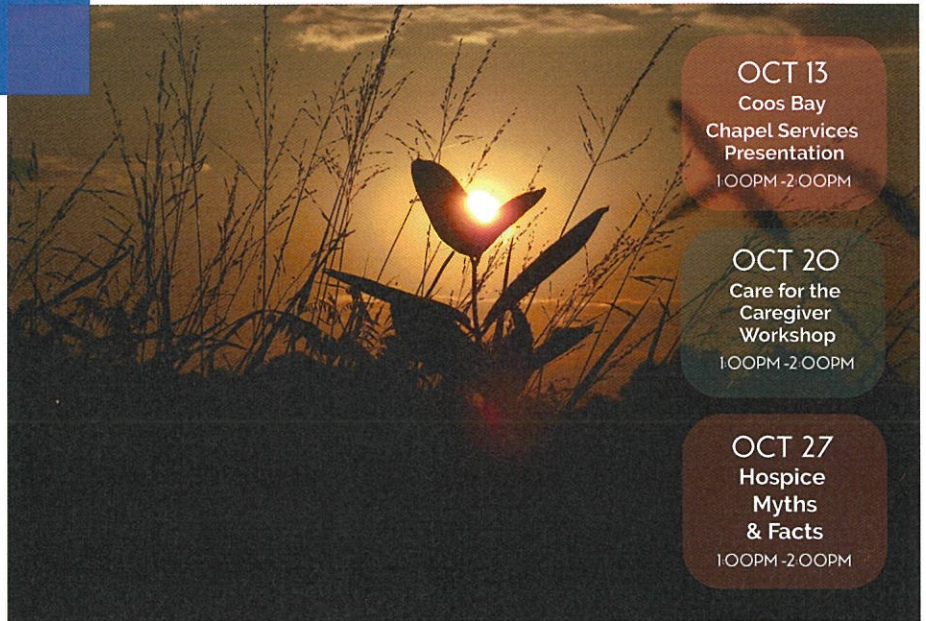
COME SEE US!

525 Anderson Avenue
Coos Bay, OR 97420

 **Find us on Facebook!**

 **Find us on Instagram!**

 **Find us on YouTube!**



OCT 13
Coos Bay
Chapel Services
Presentation
1:00PM - 2:00PM

OCT 20
Care for the
Caregiver
Workshop
1:00PM - 2:00PM

OCT 27
Hospice
Myths
& Facts
1:00PM - 2:00PM

REMEMBER THESE WEEKLY SERVICES

FRIDAY MORNING DROP OFF & PICK-UP

Get library service and browse free books every Friday in a neighborhood near you!

Find us at **Eastside Fire Station** from **9:00AM – 9:30AM** and at **Empire Fire Station** from **10:00AM – 10:30AM**.

NEED HELP? MEET WITH OUR COMMUNITY ENGAGEMENT SPECIALIST

Available for drop in or appointment visits **Mondays & Fridays** from **11:00AM – 4:00PM**. Tammy Aley is here to help you fill out government forms, proofread your resumé or job application, and access housing, food, veteran, or behavioral help resources.

ART OF DYING WELL EVENTS PLANNED

LIBRARY WILL HOST 'ART OF DYING WELL' EVENTS TO ANSWER QUESTIONS & FACILITATE DISCUSSION ABOUT DEATH & DYING

Join us in the library's Myrtlewood Room throughout the month of October for a special event series on death and dying. Events include a presentation of services from Coos Bay Chapel, Care for the Caregiver workshop, and Hospice Myths and Facts.

For many of us, the fear of discussing death is rooted in the uncomfortable knowledge that any of us could die at any time and the uncertainty engendered by that thought. Accepting the mortality of both ourselves and our loved ones can help us gracefully navigate life's unknowns, spend our time on what's truly important to us, and make plans to ensure we each receive the right care and support at the end of our lives.

For more information on events in this series, check the list of events on page 2 of our newsletter or view the event calendar on the library's website.

1/2
OCT

FRIENDS OF THE LIBRARY BOOK SALES

NOTE: THE LIBRARY WILL NOT BE OPEN TO THE PUBLIC DURING THE SUNDAY, OCTOBER 2 BOOK SALE

SAT, OCT 1: 10:00AM - 4:00PM IN THE MYRTLEWOOD & CEDAR ROOMS (EARLY 9:00AM OPENING FOR FRIENDS OF THE LIBRARY MEMBERS)
SUN, OCT 2: 12:00PM - 3:00PM, \$1 A BAG IN MYRTLEWOOD ROOM & HALF PRICE IN CEDAR ROOM

OREGON HOUSE DISTRICT #9 CANDIDATE FORUM BROADCAST

60-MINUTE FORUM FEATURING CANDIDATES JERRY RUST & BOOMER WRIGHT

4:00PM - 5:00PM IN THE MYRTLEWOOD ROOM

3
OCT

4
OCT

READ + CRAFT BOOK CLUB

THE FIRST RULE OF PUNK BY CELIA PÉREZ

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

STORYTIME IN THE LIBRARY

WEDNESDAYS OCTOBER 5, 12, 19, & 26

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

5
OCT

5/15
OCT

iSPANGLISH! CONVERSATIONAL PROGRAM

12:00PM - 1:00PM on Zoom 10/05
10:30AM - 11:30 AM in the library on 10/15

4TH CONGRESSIONAL DISTRICT CANDIDATE FORUM BROADCAST

60-MINUTE FORUM FEATURING CANDIDATES MIKE BEILSTEIN, JIM HOWARD, VAL HOYLE, LEVI LEATHERBERRY, & ALEK SKARLATOS.

12:00PM - 1:00PM IN THE MYRTLEWOOD ROOM

6
OCT



6
OCT

YOUNG WRITERS GROUP

WRITING GROUP FOR TEENS & TWEENS MEETING THURSDAYS IN OCTOBER

4:00PM - 5:00PM IN THE LIBRARY, AGES: 12-18



SWORDS & STARSHIPS PODCAST

MINI EPISODES (10/07, 10/21)
SPOOKIEST READS OF THE YEAR (10/14)
FINAL GIRLS (2015) (10/28)

NEW EPISODES AVAILABLE!

7
OCT



7/28
OCT

GAME NIGHT

ENJOY FREE SNACKS AND GAMES FROM CBPL'S COLLECTION

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

TEEN ADVISORY BOARD

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

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

11
OCT

13
OCT

THE ART OF DYING WELL

OCT 13 @ 1:00PM: COOS BAY CHAPEL SERVICES PRESENTATION
OCT 20 @ 1:00PM: CARE FOR THE CAREGIVER WORKSHOP
OCT 27 @ 1:00PM: HOSPICE MYTHS AND FACTS

ALL EVENTS WILL RUN 1:00PM - 2:00PM IN THE MYRTLEWOOD ROOM, AGES: TEEN, ADULT, FAMILY

14
OCT

CRAFT TAKEOUT: DIY FABRIC PUMPKINS

KITS AVAILABLE, CRAFT-ALONG TUTORIAL ON YOUTUBE & FACEBOOK



PUMPKIN PAINTING

PUMPKINS AVAILABLE FOR PICK-UP WHILE SUPPLIES LAST (THROUGH OCTOBER 31)

AVAILABLE FOR PICK-UP AT THE LIBRARY



17
OCT

18/21
OCT

STORYTIME WITH THE COOS BAY FIRE DEPARTMENT

AT STATION NO. 1, 450 ELROD AVE. ON 10/18 & AT EMPIRE STATION, 189 WALL ST. ON 10/21

10:00AM AT STATION NO 1 ON 10/18 & EMPIRE STATION ON 10/21
AGES: KIDS, FAMILIES

BEGINNING READER BOOK CLUB

MAKE YOUR OWN COMIC AND READ SOME TOO!

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

18
OCT

19
OCT

COMMUNITY YOGA WITH INSTRUCTOR KELLI BOSAK

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

ASL PRACTICE PLACE

WITH INSTRUCTOR KANDY BERGQUIST
TOPIC: FAMILY

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



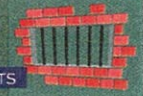
20
OCT

20
OCT

UNLIMITED BOOK CLUB

PRISON POEMS BY MAHVASH SABET

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



EMERGENCY PREPAREDNESS WORKSHOP

ATTEND THIS VIRTUAL WORKSHOP TO LEARN ABOUT PREPARING FOR EARTHQUAKES, TSUNAMIS, & FIRES

1:00PM - 2:00PM ON ZOOM, AGES: EVERYONE

21
OCT

22
OCT

ALL-AGES ARTIST WORKSHOP WITH ILLUSTRATOR DEBORAH HOCKING

HANDS-ON ART WORKSHOP WITH A FOCUS ON HOW PICTURE BOOK ILLUSTRATORS DEPICT A CHARACTER'S EMOTIONS

10:30AM - 12:00PM IN THE MYRTLEWOOD ROOM, SPACES LIMITED, PRE-REGISTRATION SUGGESTED

BILINGUAL MEXICAN DANCE WORKSHOP WITH BALLETT FOLKLORICO RITMO ALEGRE

2:00PM - 3:00PM AT PACIFIC SCHOOL OF DANCE, 295 N. 4TH ST. COOS BAY, AGES: YOUNG PEOPLE AGE 8 - 18, SPACES LIMITED, PRE-REGISTRATION SUGGESTED.

22
OCT

27
OCT

COMMUNITY COOKING WITH THE CO-OP

STARRING JAMAR!
THIS MONTH'S RECIPE: HEARTY FALL SOUP

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

TODDLER COSTUME DANCE PARTY

10:00AM IN THE MYRTLEWOOD ROOM, AGES: KIDS, FAMILIES

DOWNTOWN TRICK OR TREATING

3:00PM - 5:00PM IN THE LOBBY, AGES: EVERYONE

31
OCT