

**COOS BAY PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING AGENDA**  
**Wednesday April 20, 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**
  
- 8. Old Business**
  - Progress of new facility**
  - Budget**
  - Bond Committee Report**
  
- 9. New Business**
  
- 10. Announcements**
  
- 11. Adjourn**

# Coos Bay Public Library

## March 2022 Report

# of items added to collection – **664**

New cards issued – **102**

Total reference questions – **330**

Daily average circulation – **631**

Total # of programs – **22**

Program attendance – **843**

Total items checked out at the library – **16,800**

Total of Coos Bay items checked out anywhere – **17,033**

Total digital downloads – **431**

Gate count – **4,067**

Total monthly visits – **4,185**

COOS BAY PUBLIC LIBRARY  
BOARD OF TRUSTEE MEETING MINUTES  
March 16, 2022

**Call to Order** – Curt Benward called the meeting to order at 5:15 p.m.

**Board Members Present:** Curt Benward, Gina Sutherland, Janice Langlinais, Rob Miles, Bob More, James Moore, Alissa Pruess,

**Others In Attendance:** Sami Pierson, Christina Coffman, Marie Benton, Susan Anderson

**Public Comment** –None

**Minutes and Circulation** – Minutes from the February 2022 meeting were reviewed. Peggy questioned if the board has access to the final naming policy. Curt said the policy was not passed out at the last meeting, but he would see that she received a copy. James mentioned that the minutes stated that the City Attorney would be consulted on the final policy and did that happen? Sami said he was consulted and did not have any feedback. James made a motion to approve the minutes. Bob seconded. Unanimously approved. Circulation report was reviewed. It was agreed to change the name on the summary sheet from “Total Monthly Visitors to “Total Monthly Visits”. The large number of children’s books that were discarded was discussed.

**Treasurer’s Report** – The Memorial Funds report was reviewed. It was noted that the United Way donated \$1,000.00 to the library for staff appreciation. The regular budget report was reviewed. Bob made a motion to approve the reports and Gina seconded. Unanimously approved.

**Correspondence** – none

**Librarians Report** – New library assistant starts on 4/28. Gina commented on the positive young adult program numbers. The Community Engagement Specialist started in January; her report was reviewed.

**Friends of the Library Report** – The bookstore made \$751.85 in February and the book sale made \$397.00. There will not be any book sales for a while. The Friends will work on promoting the bookstore. The open hours will be expanding soon.

**Library Foundation Report** – Efforts are ongoing to find a replacement for the open grant writer position. The Foundation gave \$3,000 towards the bond process.

**Old Business** –

The Hacker team continues to refine the new building design. They will have the cost estimates at the Steering Committee meeting on 4/25. There will be public meetings held on 4/21 at 3pm and 6pm for a

Q&A with the architectural team as well as the design review. There will be tours held before both meetings for those who would like to see the state of the current building.

Bond Report – Susan Anderson gave an update on the bond campaign. The website ([buildcblibrary.com](http://buildcblibrary.com)) will be up and running soon. The yard sign design is nearing completion. The plan is to go door to door in April. Susan went over the role the Library Board Members and staff are allowed to play in the process.

**New Business –**

The 2022/23 preliminary budget was reviewed. No major changes are proposed. There is \$60,000 budgeted for a small cargo/utility van for outreach activities.

Rob commented on the negative letters to the newspaper regarding the new library. Information output is important right now.

Announcements - None

Adjournment – C. Benward adjourned the meeting at 6:33 p.m.

Next Meeting: April 20, 2022 – 5:15 p.m.

Respectfully submitted,  
Crystal Barr

# COOS BAY PUBLIC LIBRARY MARCH 2022

## INVENTORY

<u>CLASSIFICATION</u>	<u>ACQUIRED</u>	<u>DISCARDS</u>
Adult Books	418	179
Adult Audio Books	60	2
Adult Video	101	62
Adult Music	0	0
Adult Video Games	0	0
Library of Things	0	0
Young Adult Books	11	0
Young Adult Audio	2	0
Child Books	72	1013
Child Audio	0	51
Child Video	0	0
Child Music Cds	0	0
	-----	-----
<b>TOTAL</b>	<b>664</b>	<b>1307</b>

## CIRCULATION SUMMARY

	Total Items Checked Out At Coos Bay	Total Coos Bay Owned Items Checked Out	
<b>2022</b>	16,800	17,033	
<b>2021</b>	7,845	8,100	
<b>2020</b>	20,626	21,138	
<b>2019</b>	19,417	22,889	
<b>2018</b>	20,790	23,996	
<b>2017</b>	22,498	25,067	
<b>GATE COUNT:</b>	4,067		
	(2021 - 1,658)		
<b>REFERENCE QUESTIONS ANSWERED:</b>		330	
<b>YP REFERENCE QUESTIONS ANSWERED:</b>		29	
<b>NEW PATRON REGISTRATIONS:</b>		102	
<b>#DAYS OPEN:</b>	<b>27</b>	<b>27</b>	<b>14</b>
<b>DAILY AVERAGE CIRCULATION:</b>	631	(21) 300	(20) 848

## RECEIPTS FROM PATRONS

DAMAGED/LOST	\$506.34
MISC	\$6.00
RENT	\$0.00
COPIES	<u>\$362.09</u>
<b>TOTAL</b>	<b><u>\$874.43</u></b>

City of Coos Bay  
 Balance Sheet  
 March 31, 2022

Library Fund

ASSETS

07-000-100-1001	Cash - Combined Fund	1,626,128.62	
07-000-100-1015	Cash on Hand/Till Drawer	200.00	
07-000-100-1101	Prepaid Expense	25,733.92	
			<u>1,652,062.54</u>
	Total Assets		<u>1,652,062.54</u>

LIABILITIES AND EQUITY

FUND EQUITY

	Unappropriated Fund Balance:		
07-000-200-2500	Fund Balance	1,246,846.24	
	Revenue over Expenditures - YTD	405,216.30	
			<u>1,652,062.54</u>
	Balance - Current Date		<u>1,652,062.54</u>
	Total Fund Equity		<u>1,652,062.54</u>
	Total Liabilities and Equity		<u>1,652,062.54</u>

City of Coos Bay  
Combined Cash Investment  
March 31, 2022

Combined Cash Accounts

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

Cash Allocation Reconciliation

7 Allocation to Library Fund	1,626,128.62
Total Allocations to Other Funds	1,626,128.62
Zero Proof if Allocations Balance	1,626,128.62

City of Coos Bay  
Revenues with Comparison to Budget  
For the 9 Months Ending March 31, 2022

Library Fund

	Period Actual	YTD Actual	Budget	Unearned	Pcnt
<u>Carryover</u>					
07-000-300-0100	.00	.00	1,096,846.00	1,096,846.00	.0
07-000-300-0200	.00	.00	150,000.00	150,000.00	.0
<b>Total Carryover</b>	<b>.00</b>	<b>.00</b>	<b>1,246,846.00</b>	<b>1,246,846.00</b>	<b>.0</b>
<u>Revenue From Other Agencies</u>					
07-000-340-0300	.00	2,374.11	1,500.00	( 874.11)	158.3
07-000-340-0301	.00	13,000.00	3,000.00	( 10,000.00)	433.3
07-000-340-0302	.00	2,192.27	.00	( 2,192.27)	.0
07-000-340-0303	.00	.00	3,000.00	3,000.00	.0
07-000-340-0900	.00	1,266,901.92	1,150,000.00	( 116,901.92)	110.2
<b>Total Revenue From Other Agencies</b>	<b>.00</b>	<b>1,284,468.30</b>	<b>1,157,500.00</b>	<b>( 126,968.30)</b>	<b>111.0</b>
<u>Use Of Money &amp; Property</u>					
07-000-350-0100	753.61	4,939.21	8,000.00	3,060.79	61.7
07-000-350-1100	.00	.00	2,000.00	2,000.00	.0
<b>Total Use Of Money &amp; Property</b>	<b>753.61</b>	<b>4,939.21</b>	<b>10,000.00</b>	<b>5,060.79</b>	<b>49.4</b>
<u>Current Services</u>					
07-000-360-0100	362.09	2,511.01	7,000.00	4,488.99	35.9
07-000-360-1800	506.34	2,863.92	2,000.00	( 863.92)	143.2
<b>Total Current Services</b>	<b>868.43</b>	<b>5,374.93</b>	<b>9,000.00</b>	<b>3,625.07</b>	<b>59.7</b>
<u>Other Revenue</u>					
07-000-380-0100	6.00	1,479.96	100.00	( 1,379.96)	1480.0
07-000-380-0300	2,174.79	19,573.11	26,000.00	6,426.89	75.3
07-000-380-0400	.00	38.99	1,000.00	961.01	3.9
07-000-380-0900	2,666.19	23,761.15	5,000.00	( 18,761.15)	475.2
<b>Total Other Revenue</b>	<b>4,846.98</b>	<b>44,853.21</b>	<b>32,100.00</b>	<b>( 12,753.21)</b>	<b>139.7</b>
<b>Total Fund Revenue</b>	<b>6,469.02</b>	<b>1,339,635.65</b>	<b>2,455,446.00</b>	<b>1,115,810.35</b>	<b>54.6</b>



City of Coos Bay  
Expenditures with Comparison to Budget  
For the 9 Months Ending March 31, 2022

Library Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Expenditures</u>					
Personnel Services					
07-510-510-1001	Salaries	52,242.00	460,266.67	851,394.00	391,127.33 54.1
07-510-510-1003	P.E.R.S.	13,073.90	106,665.38	206,226.00	99,560.62 51.7
07-510-510-1004	Social Security	3,908.98	34,436.19	69,038.00	34,601.81 49.9
07-510-510-1005	Employee Insurance	8,894.42	111,442.07	434,498.00	323,055.93 25.7
07-510-510-1006	Unemployment	.00	415.00	3,850.00	3,435.00 10.8
07-510-510-1007	Workers Compensation Insurance	79.13	702.89	864.00	161.11 81.4
07-510-510-1008	Volunteer Workers Compensation	.00	.00	100.00	100.00 .0
	Total Personnel Services	78,198.43	713,928.20	1,565,970.00	852,041.80 45.6
Materials & Services					
07-510-520-2005	Training,Meetings,Travel,Dues	1,207.80	2,955.94	5,000.00	2,044.06 59.1
07-510-520-2101	Utilities	2,757.79	18,939.62	37,000.00	18,060.38 51.2
07-510-520-2102	Telephone	1,689.33	13,260.08	9,000.00	( 4,260.08) 147.3
07-510-520-2105	Advertising	292.76	4,522.00	20,000.00	15,478.00 22.6
07-510-520-2108	Contractual	5,154.40	32,316.43	85,000.00	52,683.57 38.0
07-510-520-2120	Insurance	.00	6,304.00	12,000.00	5,696.00 52.5
07-510-520-2122	Duplicating>Data Processing	1,891.00	4,222.60	8,000.00	3,777.40 52.8
07-510-520-2123	Printing	.00	688.00	3,000.00	2,312.00 22.9
07-510-520-2205	Office Supplies	223.42	2,294.63	7,000.00	4,705.37 32.8
07-510-520-2206	Postage	2,000.00	7,140.32	10,000.00	2,859.68 71.4
07-510-520-2225	Janitorial Supplies	12.64	145.12	3,500.00	3,354.88 4.2
07-510-520-2231	Small Equipment	.00	766.08	35,000.00	34,233.92 2.2
07-510-520-2234	Grants	950.00	2,068.40	8,000.00	5,931.60 25.9
07-510-520-2235	Library Supplies	1,267.86	4,867.72	14,000.00	9,132.28 34.8
07-510-520-2236	Library Books & Records	10,253.16	59,914.56	115,000.00	55,085.44 52.1
07-510-520-2237	Periodicals	.00	5,780.70	8,000.00	2,219.30 72.3
07-510-520-2239	State Aid to Children - Books	.00	604.16	2,500.00	1,895.84 24.2
07-510-520-2240	Library Books/Records (Restr)	.00	.00	50,000.00	50,000.00 .0
07-510-520-2241	Programming	12.00	9,150.87	7,000.00	( 2,150.87) 130.7
07-510-520-2302	Office Equipment Rental	378.60	3,027.90	20,000.00	16,972.10 15.1
07-510-520-2303	Equipment Repairs/Replacement	.00	100.00	5,000.00	4,900.00 2.0
07-510-520-2304	Equipment Maintenance Contract	37.95	3,062.66	10,000.00	6,937.34 30.6
07-510-520-2305	Vehicle Maintenance/Fuel	.00	82.36	7,000.00	6,917.64 1.2
07-510-520-2309	Building & Grounds Maintenance	4,115.94	35,372.59	40,000.00	4,627.41 88.4
07-510-520-2310	Furniture (restricted)	.00	.00	100,000.00	100,000.00 .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	330.37	2,904.41	5,000.00	2,095.59 58.1
	Total Materials & Services	32,575.02	220,491.15	626,700.00	406,208.85 35.2
Capital Outlay					
07-510-530-3001	Computer Hardware & Software	.00	.00	10,000.00	10,000.00 .0
	Total Capital Outlay	.00	.00	10,000.00	10,000.00 .0

City of Coos Bay  
Expenditures with Comparison to Budget  
For the 9 Months Ending March 31, 2022

Library Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<b>Other Financing Uses</b>					
07-510-560-6001 Contingency	.00	.00	90,270.00	90,270.00	.0
07-510-560-6002 Unappropriated Ending Fund Bal	.00	.00	162,506.00	162,506.00	.0
<b>Total Other Financing Uses</b>	<b>.00</b>	<b>.00</b>	<b>252,776.00</b>	<b>252,776.00</b>	<b>.0</b>
<b>Total Expenditures</b>	<b>110,773.45</b>	<b>934,419.35</b>	<b>2,455,446.00</b>	<b>1,521,026.65</b>	<b>38.1</b>
<b>Total Fund Expenditures</b>	<b>110,773.45</b>	<b>934,419.35</b>	<b>2,455,446.00</b>	<b>1,521,026.65</b>	<b>38.1</b>
<b>Net Revenue Over Expenditures</b>	<b>( 104,304.43)</b>	<b>405,216.30</b>	<b>.00</b>	<b>( 405,216.30)</b>	<b>.0</b>

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

<u>BALANCE, February 28, 2021</u>	\$ 79,508.33
ESD Bilingual Programs Donation	\$ 2,200.00
Brown/Schafer-Price Memorial	\$ 200.00
Caffey/Price Memorial	\$ 200.00
Zuvich/Price Memorial	\$ 50.00
Rotary-Journal Entry	\$ 5,129.05
Misc. Donations-March 2022	\$ 17.55
<b>TOTAL DEPOSITS</b>	<b>\$ 7,796.60</b>
<b><u>DISBURSEMENTS:</u></b>	
Amazon/Supplies-United Way Donation	\$ 324.35
Amazon/Adult Programs-Books Boxes, Craft Takeout	\$ 279.38
Amazon/YP Program Supplies-Book Boxes	\$ 401.06
First Book, Fred Meyer/YP Programs-OBOB	\$ 335.89
First Book/Books-Rotary	\$ 1,952.85
<b>TOTAL DISBURSEMENTS</b>	<b>\$ 3,293.53</b>
<b>Balance March 31, 2022</b>	<b>\$ 84,011.40</b>
General Fund	\$ 12,753.94
Friend's Children's Fund	\$ 2,346.76
Kenaston Estate Donation	\$ -
Mallek Estate Memorial	\$ 52,610.89
Jones Estate Donation	\$ 7,272.59
ESD Bilingual Programming Donation	\$ 2,200.00
U of O STEM Pilot	\$ 35.16
Friends Library Purchases	\$ 5,587.88
Rotary Donation	\$ (1,952.85)
Coos Bay Library Foundation-Equipment	\$ -
Coos Bay Library Foundation-Audios	\$ -
Eagles Large Print Fund	\$ -
Dollywood	\$ 3,157.03
<b>MEMORIAL ACCOUNT FUNDS TOTAL</b>	<b>\$ 84,011.40</b>

## Librarian's Report

April 2022

### ***PROGRAMS in March***

Spanglish Conversation (2) with 7 people in attendance.

Forever Young Adult Book Group met with 4 in attendance.

Community Cooking with the Co-Op had to be cancelled but will be back in April.

Craft Take Out -50 kits distributed and 187 views on Facebook Live and YouTube

Unlimited Book Club, a partnership with Coos History Museum and North Bend Public Library had 8 participants.

ASL Practice Place - 11 participants

Power of Mushrooms - 11 participants

Book Box Program - 77 adults and 63 children participating

Story time (5) - 57 participants

Swords and Starships Podcast - 2 episodes, 70 downloads. Now being heard in Singapore, Germany, and the Philippines

The Empire and Eastside pickup/drop off sites continue.

Community Yoga - 10 participants

One on One Appts - 5

Proctoring - 1

Young Writers in the Library (4) - 12

Read and Craft Club - 3

Board Games for teens (4) - 16

Manga Madness - 1

Read and Craft Kits – 95

Pop Bottle Science Kits – 120

Oregon Battle of the Books Civil War Battle – 50 attendees

Presentation to ESD's Parenting Café - 35 people

### ***Miscellaneous***

In March there were 5,097 county-wide, checkouts on OverDrive. 431 circulations on hoopla in March with 16 new borrowers.

The library hours are currently 11-6pm Monday through Thursday and 12 – 6pm on Friday and Saturday. Currently the library is only eight hours shy of pre-COVID hours. We hope to be able to return to full hours within a few weeks.

The library will be advertising for a Library Assistant soon. Sami is working with the city to change the job description and some other things in order to attract a more diverse work force, specifically a Spanish bilingual speaker. This will help the library better connect with the community.

Sami Pierson and Jennifer Knight attended the Public Library Association's biennial meeting in Portland. There were over 3,300 librarians from all over attending. Besides good learning sessions, it was nice to network with people and informally learn from them.

At the end of March, the library started a Peeps Diorama contest. We have already received some great entries.

2021/22	Myrtlewood	Myrtlewood	Cedar	Cedar	Cedar	Total Use	Estimated Attendance
	Library Use	Non-Library Use	Library Use	Non-Library Use			(minus library program attendance already reported)
Jul-21	0	0	0	0	4	4	8
Aug-21	0	0	3	3	18	21	81
Sep-21	0	0	3	3	13	16	76
Oct-21	0	0	3	3	14	17	98
Nov-21	0	0	4	4	21	25	150
Dec-21	0	0	5	5	25	30	261
Jan-22	0	0	12	12	16	28	76
Feb-22	0	3	18	18	14	35	647
Mar-22	0	3	13	13	19	32	118
Apr-22	0	0					
May-22							
Jun-22							
Totals							1515

# Library Community Engagement Specialist Project First Quarter Summary

LAKESIDE, NORTH BEND, AND COOS BAY LIBRARIES IN PARTNERSHIP WITH COOS HEALTH AND WELLNESS

JANUARY-MARCH 2022

## WHAT MAKES THIS PROJECT UNIQUE?

Two unique strengths of this program are emerging, making it different than other programs:

1. The Community Engagement Specialist (CES) program can serve everyone and patrons do not need to qualify for anything to access it. The program is focused on creating opportunities for patrons in North Bend, Coos Bay, and Lakeside to become more resilient by helping them to connect to others and supporting them in solving their own problems or addressing their own needs. The CES spends significant time building relationships with patrons so that when they are ready for help, they know where to go. While patrons often have needs related to housing, healthcare, and essential services, they also do not hesitate to access the CES for anything they might have questions about. The CES describes their work as “building communities within themselves”.
2. Because the CES is able to be very flexible and responsive to the needs of patrons as they emerge, the CES is able to spend more time solving systemic problems on behalf of patrons than other programs in the community might be able to. Local service providers have begun to reach out to the CES for more information about some of the persistent problems community members across the county face. As the CES solves problems or finds information, they share what they know with other providers, reducing the amount of time that others may have to spend solving problems for the people they serve.

## PATRONS SERVED

In the first quarter of this pilot project, 97 people were served- 16 in January, 37 in February, and 44 in March. It was exciting to see a steady increase in people accessing the program!



This project was made possible in part by the Institute of Museum and Library Services through the Library Services and Technology Act, administered by the State Library of Oregon.

## SOCIAL DETERMINANTS OF HEALTH

This program supports patrons in navigating a multitude of social determinants that impact their wellness and health. The top 5 needs that patrons accessed the Community Engagement Specialist for in the first quarter were support with government phones, housing, navigating healthcare, behavioral health, or addictions services, tax help, and legal aid.

**54% sought help with government phones**

**38% sought help for housing**

**22% sought help for behavioral health, healthcare, or addiction services**

**14% sought help for legal aid**

**14% sought help with taxes**

## NOTED TRENDS

Over the course of the quarter, many patrons asked for help navigating addictions services for themselves or their loved ones. The CES was able to connect patrons with resources and even helped a patron with SUD access housing!

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
<hr/>							
Salaries			02/28/2022 (02/22) Balance	07-510-510-1001			408,024.67
03/20/2022	PC	5	PAYROLL TRANS FOR 3/20/2022 PAY PERIOD		3,800.00		
03/20/2022	PC	107	PAYROLL TRANS FOR 3/20/2022 PAY PERIOD		52,242.00		
03/20/2022	PC	108	PAYROLL TRANS FOR 3/20/2022 PAY PERIOD			3,800.00-	
			03/31/2022 (03/22) Period Totals and Balance		56,042.00 *	3,800.00- *	460,266.67
<hr/>							
YTD Encumbrance	.00	YTD Actual	460,266.67 Total	460,266.67 YTD Budget	851,394.00 Unexpended	391,127.33	
<hr/>							
Overtime			02/28/2022 (02/22) Balance	07-510-510-1002			.00
			03/31/2022 (03/22) Period Totals and Balance		.00 *	.00 *	.00
<hr/>							
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
<hr/>							
P.E.R.S.			02/28/2022 (02/22) Balance	07-510-510-1003			93,591.48
03/20/2022	PB	137	PAYROLL TRANS FOR 3/20/2022 PAY PERIOD		13,073.90		
			03/31/2022 (03/22) Period Totals and Balance		13,073.90 *	.00 *	106,665.38
<hr/>							
YTD Encumbrance	.00	YTD Actual	106,665.38 Total	106,665.38 YTD Budget	206,226.00 Unexpended	99,560.62	
<hr/>							
Social Security			02/28/2022 (02/22) Balance	07-510-510-1004			30,527.21
03/20/2022	PB	3	PAYROLL TRANS FOR 3/20/2022 PAY PERIOD		290.70		
03/20/2022	PB	135	PAYROLL TRANS FOR 3/20/2022 PAY PERIOD		3,908.98		
03/20/2022	PB	136	PAYROLL TRANS FOR 3/20/2022 PAY PERIOD			290.70-	
			03/31/2022 (03/22) Period Totals and Balance		4,199.68 *	290.70- *	34,436.19
<hr/>							
YTD Encumbrance	.00	YTD Actual	34,436.19 Total	34,436.19 YTD Budget	69,038.00 Unexpended	34,601.81	
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Employee Insurance			02/28/2022 (02/22) Balance	07-510-510-1005			102,547.65
03/20/2022	PB	134	PAYROLL TRANS FOR 3/20/2022 PAY PERIOD		8,894.42		
03/20/2022	PC	134	PAYROLL TRANS FOR 3/20/2022 PAY PERIOD		28.93		
03/20/2022	PC	135	PAYROLL TRANS FOR 3/20/2022 PAY PERIOD			28.93-	
			03/31/2022 (03/22) Period Totals and Balance		8,923.35 *	28.93- *	111,442.07
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YTD Encumbrance	.00	YTD Actual	111,442.07 Total	111,442.07 YTD Budget	434,498.00 Unexpended	323,055.93	
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Unemployment			02/28/2022 (02/22) Balance	07-510-510-1006			415.00
			03/31/2022 (03/22) Period Totals and Balance		.00 *	.00 *	415.00
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YTD Encumbrance	.00	YTD Actual	415.00 Total	415.00 YTD Budget	3,850.00 Unexpended	3,435.00	
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Workers Compensation Insurance			02/28/2022 (02/22) Balance	07-510-510-1007			623.76



Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
03/20/2022	PB	133	PAYROLL TRANS FOR 3/20/2022 PAY PERIOD		79.13		
			03/31/2022 (03/22) Period Totals and Balance		79.13 *	.00 *	702.89
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YTD Encumbrance	.00	YTD Actual	702.89 Total	702.89 YTD Budget	884.00 Unexpended	161.11	
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Volunteer Workers Compensation			02/28/2022 (02/22) Balance	07-510-510-1008			.00
			03/31/2022 (03/22) Period Totals and Balance		.00 *	.00 *	.00
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YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	100.00 Unexpended	100.00	
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Accrued Vacation Liability			02/28/2022 (02/22) Balance	07-510-510-1009			.00
			03/31/2022 (03/22) Period Totals and Balance		.00 *	.00 *	.00
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YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
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Meetings And Travel			02/28/2022 (02/22) Balance	07-510-520-2001			.00
			03/31/2022 (03/22) Period Totals and Balance		.00 *	.00 *	.00
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YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
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Memberships, dues, publications			02/28/2022 (02/22) Balance	07-510-520-2003			.00
			03/31/2022 (03/22) Period Totals and Balance		.00 *	.00 *	.00
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YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
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Training, Meetings, Travel, Dues			02/28/2022 (02/22) Balance	07-510-520-2005			1,748.14
03/17/2022	AP	657	Pierson, Sami		124.00		
03/17/2022	AP	658	Pierson, Sami		262.08		
03/17/2022	AP	700	Knight, Jennifer		163.00		
03/17/2022	AP	701	Knight, Jennifer		262.08		
01/08/2022	JE	18	TRFR FRAUD TRANSACTION			330.00-	
02/08/2022	JE	18	AMERICAN LIBRARY ASSOC, Coffman, Membersh		62.50		
02/16/2022	JE	18	ACR, PLA Conference Registration, Knight		330.00		
02/19/2022	JE	18	UCB ADVANCED MEDIA INSTITUE, Buxton, Podca		125.00		
02/19/2022	JE	18	UCB ADVANCED MEDIA INSTITUE, Whitty, Podcas		125.00		
02/07/2022	JE	21	OREGON LIBRARY ASSOCIATION, Coffman, Mem		46.65		
02/15/2022	JE	22	ASSOC RURAL AND SMALL LIBRARIES, Pierson,		37.49		
			03/31/2022 (03/22) Period Totals and Balance		1,537.80 *	330.00- *	2,955.94
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YTD Encumbrance	.00	YTD Actual	2,955.94 Total	2,955.94 YTD Budget	5,000.00 Unexpended	2,044.06	
<hr/>							
Utilities			02/28/2022 (02/22) Balance	07-510-520-2101			16,181.83
03/08/2022	CD13	3	PACIFIC POWER 12447751-0018 LIBRARY		2,444.54		
02/01/2022	JE	20	CBNBWB, Water		134.43		
02/22/2022	JE	20	CBNBWB, Water		178.82		
			03/31/2022 (03/22) Period Totals and Balance		2,757.79 *	.00 *	18,939.62
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YTD Encumbrance	.00	YTD Actual	18,939.62 Total	18,939.62 YTD Budget	37,000.00 Unexpended	18,060.38	
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Telephone			02/28/2022 (02/22) Balance	07-510-520-2102			11,570.75
02/12/2022	AP	83	USCC Services LLC		169.90		
03/07/2022	AP	692	Asavie Technologies Inc		74.90		
03/12/2022	AP	872	USCC Services LLC		179.29		
02/05/2022	JE	20	BROADVOICE, VoIP Telephones, Internet		647.33		
02/06/2022	JE	20	ZIPLY FIBER, Landline Telephones		170.51		
02/21/2022	JE	57	VERIZON, 576174385-00001 Library		447.40		
			03/31/2022 (03/22) Period Totals and Balance		1,689.33 *	.00 *	13,260.08

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance		.00 YTD Actual	13,260.08 Total	13,260.08 YTD Budget	9,000.00 Unexpended	(4,260.08)	
Advertising			02/28/2022 (02/22) Balance	07-510-520-2105			4,229.24
02/08/2022	JE	18	EPUERTO, Promotional Ads		287.50		
02/12/2022	JE	22	FACEBOOK, Promotional Ads		5.26		
			03/31/2022 (03/22) Period Totals and Balance		292.76 *	.00 *	4,522.00
YTD Encumbrance		.00 YTD Actual	4,522.00 Total	4,522.00 YTD Budget	20,000.00 Unexpended	15,478.00	
Contractual			02/28/2022 (02/22) Balance	07-510-520-2108			27,162.03
02/15/2022	AP	81	C-N-B Security Inc		774.00		
03/02/2022	AP	234	Sprague Pest Solutions		160.50		
02/20/2022	AP	257	C-N-B Security Inc		774.00		
03/09/2022	AP	683	C-N-B Security Inc		774.00		
01/05/2022	AP	864	C-N-B Security Inc		580.50		
01/12/2022	AP	865	C-N-B Security Inc		634.50		
01/23/2022	AP	866	C-N-B Security Inc		634.50		
03/20/2022	AP	867	C-N-B Security Inc		774.00		
03/04/2022	CD14	1	02/28/22 Xpress Bill Pay Support Fees/Forms Inv#6		48.40		
			03/31/2022 (03/22) Period Totals and Balance		5,154.40 *	.00 *	32,316.43
YTD Encumbrance		.00 YTD Actual	32,316.43 Total	32,316.43 YTD Budget	85,000.00 Unexpended	52,683.57	
Special Counsel			02/28/2022 (02/22) Balance	07-510-520-2114			.00
			03/31/2022 (03/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Insurance			02/28/2022 (02/22) Balance	07-510-520-2120			6,304.00
			03/31/2022 (03/22) Period Totals and Balance		.00 *	.00 *	6,304.00
YTD Encumbrance		.00 YTD Actual	6,304.00 Total	6,304.00 YTD Budget	12,000.00 Unexpended	5,696.00	
Duplicating/Data Processing			02/28/2022 (02/22) Balance	07-510-520-2122			2,331.60
03/01/2022	AP	210	Xerox Corporation		87.78		
03/01/2022	AP	613	Office Depot		588.51		
03/10/2022	AP	615	Xerox Corporation		12.12		
03/16/2022	AP	775	Office Depot		416.97		
02/01/2022	JE	33	AMAZON, Toner		455.95		
02/02/2022	JE	33	AMAZON, Toner		29.97		
02/19/2022	JE	33	AMAZON, Toner		55.48		
02/28/2022	JE	33	AMAZON, Toner		244.22		
			03/31/2022 (03/22) Period Totals and Balance		1,891.00 *	.00 *	4,222.60
YTD Encumbrance		.00 YTD Actual	4,222.60 Total	4,222.60 YTD Budget	8,000.00 Unexpended	3,777.40	
Printing			02/28/2022 (02/22) Balance	07-510-520-2123			688.00
			03/31/2022 (03/22) Period Totals and Balance		.00 *	.00 *	688.00
YTD Encumbrance		.00 YTD Actual	688.00 Total	688.00 YTD Budget	3,000.00 Unexpended	2,312.00	
Program & Display			02/28/2022 (02/22) Balance	07-510-520-2128			.00
			03/31/2022 (03/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Office Supplies			02/28/2022 (02/22) Balance	07-510-520-2205			2,071.21

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
12/07/2021	AP	208	Office Depot		62.58		
12/07/2021	AP	209	Office Depot		15.24		
03/01/2022	AP	614	Office Depot		49.80		
03/15/2022	AP	773	Office Depot		7.95		
03/15/2022	AP	774	Office Depot		42.85		
02/23/2022	JE	22	CHECKERBERRY'S FLOWERS, Mickelson Retirem		45.00		
			03/31/2022 (03/22) Period Totals and Balance		223.42 *	.00 *	2,294.63
YTD Encumbrance	.00	YTD Actual	2,294.63 Total	2,294.63 YTD Budget	7,000.00 Unexpended		4,705.37
Postage			02/28/2022 (02/22) Balance	07-510-520-2206			5,140.32
03/22/2022	AP	766	Pitney Bowes Global Financial LLC		2,000.00		
			03/31/2022 (03/22) Period Totals and Balance		2,000.00 *	.00 *	7,140.32
YTD Encumbrance	.00	YTD Actual	7,140.32 Total	7,140.32 YTD Budget	10,000.00 Unexpended		2,859.68
Miscellaneous			02/28/2022 (02/22) Balance	07-510-520-2208			.00
			03/31/2022 (03/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		.00
Data Processing Supplies			02/28/2022 (02/22) Balance	07-510-520-2224			.00
			03/31/2022 (03/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		.00
Janitorial Supplies			02/28/2022 (02/22) Balance	07-510-520-2225			132.48
02/09/2022	JE	33	AMAZON, Janitorial Supplies		12.64		
			03/31/2022 (03/22) Period Totals and Balance		12.64 *	.00 *	145.12
YTD Encumbrance	.00	YTD Actual	145.12 Total	145.12 YTD Budget	3,500.00 Unexpended		3,354.88
Small Equipment			02/28/2022 (02/22) Balance	07-510-520-2231			766.08
			03/31/2022 (03/22) Period Totals and Balance		.00 *	.00 *	766.08
YTD Encumbrance	.00	YTD Actual	766.08 Total	766.08 YTD Budget	35,000.00 Unexpended		34,233.92
Grants			02/28/2022 (02/22) Balance	07-510-520-2234			1,118.40
03/08/2022	AP	679	Coos Head Food Co-op		950.00		
			03/31/2022 (03/22) Period Totals and Balance		950.00 *	.00 *	2,068.40
YTD Encumbrance	.00	YTD Actual	2,068.40 Total	2,068.40 YTD Budget	8,000.00 Unexpended		5,931.60
Library Supplies			02/28/2022 (02/22) Balance	07-510-520-2235			3,599.86
02/18/2022	AP	76	City of Coos Bay - ESO		59.40		
02/28/2022	AP	151	Demco		389.30		
02/28/2022	AP	206	Showcases		134.72		
02/28/2022	AP	207	Showcases		482.76		
01/10/2022	AP	554	Paper Roll Products LLC		26.28		
02/06/2022	JE	18	THE LIBRARY STORE, Processing Supplies		105.50		
02/05/2022	JE	33	AMAZON, Supplies		36.57		
02/26/2022	JE	33	AMAZON, Processing Supplies		33.33		
			03/31/2022 (03/22) Period Totals and Balance		1,267.86 *	.00 *	4,867.72
YTD Encumbrance	.00	YTD Actual	4,867.72 Total	4,867.72 YTD Budget	14,000.00 Unexpended		9,132.28
Library Books & Records			02/28/2022 (02/22) Balance	07-510-520-2236			49,661.40

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
02/22/2022	AP	5	Blackstone Publishing		41.60		
02/15/2022	AP	19	Ingram		65.73		
02/15/2022	AP	20	Ingram		275.36		
02/28/2022	AP	21	Legislative Counsel Committee		695.00		
02/21/2022	AP	166	Ingram		59.49		
02/22/2022	AP	167	Ingram		13.68		
02/22/2022	AP	168	Ingram		11.89		
02/22/2022	AP	169	Ingram		11.89		
02/22/2022	AP	170	Ingram		14.87		
02/22/2022	AP	171	Ingram		14.87		
02/28/2022	AP	172	Ingram			8.92-	
02/28/2022	AP	173	Ingram		161.74		
02/28/2022	AP	174	Ingram		41.03		
02/28/2022	AP	175	Ingram		92.81		
03/01/2022	AP	176	Ingram		134.34		
03/01/2022	AP	177	Ingram		104.04		
03/02/2022	AP	178	Ingram		281.95		
03/05/2022	AP	222	Midwest Tape		784.41		
03/01/2022	AP	573	Center Point Large Print		139.62		
03/04/2022	AP	597	Ingram		87.44		
03/06/2022	AP	598	Ingram		84.50		
03/10/2022	AP	599	Ingram		191.93		
03/10/2022	AP	600	Ingram		103.92		
02/18/2022	AP	674	Cengage Learning Inc.		123.45		
02/23/2022	AP	675	Cengage Learning Inc.		49.38		
03/15/2022	AP	752	Ingram		97.00		
03/22/2022	AP	759	Legislative Counsel Committee		925.00		
02/28/2022	AP	760	Legislative Counsel Committee			695.00-	
02/06/2022	JE	20	NETFLIX, Streaming Service Feb22		13.99		
02/03/2022	JE	32	BAKER TAYLOR, Adult Books		32.19		
02/03/2022	JE	32	BAKER TAYLOR, YP Books		285.31		
02/03/2022	JE	32	BAKER TAYLOR, Adult Books		15.54		
02/03/2022	JE	32	BAKER TAYLOR, Adult Books		18.00		
02/03/2022	JE	32	BAKER TAYLOR, Adult Books		18.04		
02/03/2022	JE	32	BAKER TAYLOR, Adult Books		73.24		
02/03/2022	JE	32	BAKER TAYLOR, Adult Books		16.64		
02/03/2022	JE	32	BAKER TAYLOR, Adult Books		13.87		
02/03/2022	JE	32	BAKER TAYLOR, Audio Books		88.53		
02/03/2022	JE	32	BAKER TAYLOR, DVDs		21.44		
02/03/2022	JE	32	BAKER TAYLOR, Adult Books		81.59		
02/03/2022	JE	32	BAKER TAYLOR, DVDs		21.41		
02/03/2022	JE	32	BAKER TAYLOR, DVDs		12.86		
02/03/2022	JE	32	BAKER TAYLOR, DVDs		52.17		
02/03/2022	JE	32	BAKER TAYLOR, Audio Books		21.99		
02/09/2022	JE	32	BAKER TAYLOR, Adult Books		53.26		
02/09/2022	JE	32	BAKER TAYLOR, Adult Books		14.98		
02/09/2022	JE	32	BAKER TAYLOR, DVDs		17.87		
02/09/2022	JE	32	BAKER TAYLOR, Adult Books		64.93		
02/09/2022	JE	32	BAKER TAYLOR, Adult Books		23.85		
02/09/2022	JE	32	BAKER TAYLOR, Audio Books		21.99		
02/09/2022	JE	32	BAKER TAYLOR, DVDs		49.32		
02/09/2022	JE	32	BAKER TAYLOR, Adult Books		255.71		
02/09/2022	JE	32	BAKER TAYLOR, Adult Books		16.09		
02/09/2022	JE	32	BAKER TAYLOR, DVDs		17.86		
02/09/2022	JE	32	BAKER TAYLOR, Audio Books		80.83		
02/09/2022	JE	32	BAKER TAYLOR, Adult Books		59.38		
02/09/2022	JE	32	BAKER TAYLOR, DVDs		12.15		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
02/09/2022	JE	32	BAKER TAYLOR, Audio Books		24.75		
02/09/2022	JE	32	BAKER TAYLOR, Adult Books		251.29		
02/09/2022	JE	32	BAKER TAYLOR, DVDs		78.50		
02/09/2022	JE	32	BAKER TAYLOR, Audio Books		72.03		
02/09/2022	JE	32	BAKER TAYLOR, Adult Books		16.09		
02/09/2022	JE	32	BAKER TAYLOR, YP Books		17.20		
02/11/2022	JE	32	BAKER TAYLOR, Music Cds		124.71		
02/14/2022	JE	32	BAKER TAYLOR, DVDs		28.59		
02/14/2022	JE	32	BAKER TAYLOR, DVDs		17.87		
02/14/2022	JE	32	BAKER TAYLOR, DVDs		40.02		
02/14/2022	JE	32	BAKER TAYLOR, YP Books		277.33		
02/14/2022	JE	32	BAKER TAYLOR, Adult Books		31.07		
02/14/2022	JE	32	BAKER TAYLOR, DVDs		12.86		
02/14/2022	JE	32	BAKER TAYLOR, Music Cds		23.34		
02/14/2022	JE	32	BAKER TAYLOR, DVDs		21.44		
02/14/2022	JE	32	BAKER TAYLOR, Audio Books		23.08		
02/14/2022	JE	32	BAKER TAYLOR, Adult Books		19.43		
02/14/2022	JE	32	BAKER TAYLOR, Lg Print Books		16.10		
02/14/2022	JE	32	BAKER TAYLOR, Adult Books		37.74		
02/14/2022	JE	32	BAKER TAYLOR, Adult Books		150.36		
02/14/2022	JE	32	BAKER TAYLOR, Adult Books		139.29		
02/14/2022	JE	32	BAKER TAYLOR, Duplicate Charge		139.29		
02/14/2022	JE	32	BAKER TAYLOR, Adult Books		43.85		
02/14/2022	JE	32	BAKER TAYLOR, DVDs		53.59		
02/14/2022	JE	32	BAKER TAYLOR, Audio Books		127.58		
02/18/2022	JE	32	BAKER TAYLOR, Duplicate Charge Credit			139.29-	
02/25/2022	JE	32	BAKER TAYLOR, YP Books		49.53		
02/25/2022	JE	32	BAKER TAYLOR, YP Books		45.19		
02/25/2022	JE	32	BAKER TAYLOR, Adult Books		13.88		
02/25/2022	JE	32	BAKER TAYLOR, Adult Books		28.28		
02/25/2022	JE	32	BAKER TAYLOR, Adult Books		15.54		
02/25/2022	JE	32	BAKER TAYLOR, Adult Books		28.31		
02/25/2022	JE	32	BAKER TAYLOR, Lg Print Books		17.21		
02/25/2022	JE	32	BAKER TAYLOR, Adult Books		14.99		
02/25/2022	JE	32	BAKER TAYLOR, Adult Books		256.36		
02/25/2022	JE	32	BAKER TAYLOR, DVDs		57.16		
02/25/2022	JE	32	BAKER TAYLOR, Audio Books		41.25		
02/25/2022	JE	32	BAKER TAYLOR, Adult Books		6.10		
02/25/2022	JE	32	BAKER TAYLOR, Adult Books		15.54		
02/25/2022	JE	32	BAKER TAYLOR, DVDs		53.60		
02/25/2022	JE	32	BAKER TAYLOR, Music Cds		10.21		
02/25/2022	JE	32	BAKER TAYLOR, Adult Books		13.87		
02/25/2022	JE	32	BAKER TAYLOR, Adult Books		15.53		
02/25/2022	JE	32	BAKER TAYLOR, Adult Books		228.29		
02/25/2022	JE	32	BAKER TAYLOR, Adult Books		14.98		
02/25/2022	JE	32	BAKER TAYLOR, Audio Books		41.23		
02/25/2022	JE	32	BAKER TAYLOR, Adult Books		15.53		
02/25/2022	JE	32	BAKER TAYLOR, Adult Books		11.07		
02/25/2022	JE	32	BAKER TAYLOR, Music Cds		10.21		
02/25/2022	JE	32	BAKER TAYLOR, Adult Books		32.17		
02/25/2022	JE	32	BAKER TAYLOR, Adult Books		16.64		
02/25/2022	JE	32	BAKER TAYLOR, Adult Books		47.72		
02/25/2022	JE	32	BAKER TAYLOR, Adult Books		76.51		
02/25/2022	JE	32	BAKER TAYLOR, Adult Books		63.25		
02/25/2022	JE	32	BAKER TAYLOR, Audio Books		20.89		
02/25/2022	JE	32	BAKER TAYLOR, Audio Books		86.32		
02/25/2022	JE	32	BAKER TAYLOR, Adult Books		23.99		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
02/25/2022	JE	32	BAKER TAYLOR, YP Books		55.92		
01/31/2022	JE	33	AMAZON, Adult Dvds		13.99		
02/01/2022	JE	33	AMAZON, Video Games		25.00		
02/01/2022	JE	33	AMAZON, Adult Dvds		34.99		
02/01/2022	JE	33	AMAZON, Audio Books		90.91		
02/01/2022	JE	33	AMAZON, Audio Books		159.19		
02/01/2022	JE	33	AMAZON, Video Games		269.35		
02/01/2022	JE	33	AMAZON, Video Games		130.20		
02/01/2022	JE	33	AMAZON, Adult Dvds		94.94		
02/04/2022	JE	33	AMAZON, Audio Books		37.56		
02/04/2022	JE	33	AMAZON, Audio Books		31.68		
02/04/2022	JE	33	AMAZON, Video Games		29.99		
02/05/2022	JE	33	AMAZON, Video Games		42.22		
02/05/2022	JE	33	AMAZON, Library of Things Items		80.48		
02/05/2022	JE	33	AMAZON, Video Games		20.92		
02/07/2022	JE	33	AMAZON, Adult Dvds		49.94		
02/07/2022	JE	33	AMAZON, Video Games		36.98		
02/09/2022	JE	33	AMAZON, Adult Books		97.32		
02/11/2022	JE	33	AMAZON, Adult Books		7.99		
02/12/2022	JE	33	AMAZON, Adult Books		8.99		
02/13/2022	JE	33	AMAZON, Adult Dvds		25.37		
02/14/2022	JE	33	AMAZON, Adult Dvds		38.98		
02/15/2022	JE	33	AMAZON, Adult Books		28.95		
02/17/2022	JE	33	AMAZON, Adult Dvds		65.73		
02/21/2022	JE	33	AMAZON, Adult Dvds		17.99		
02/22/2022	JE	33	AMAZON, Adult Dvds		42.98		
02/22/2022	JE	33	AMAZON, Adult Dvds		19.99		
02/22/2022	JE	33	AMAZON, Adult Dvds		22.99		
02/23/2022	JE	33	AMAZON, Adult Dvds		27.99		
02/24/2022	JE	33	AMAZON, Adult Books		30.00		
02/24/2022	JE	33	AMAZON, Library of Things Items		189.99		
02/26/2022	JE	33	AMAZON, Adult Books		16.14		
02/27/2022	JE	33	AMAZON, Adult Dvds		29.99		
03/31/2022 (03/22) Period Totals and Balance					11,096.37 *	843.21- *	59,914.56
YTD Encumbrance	.00	YTD Actual	59,914.56 Total	59,914.56 YTD Budget	115,000.00 Unexpended	55,085.44	
Periodicals			02/28/2022 (02/22) Balance	07-510-520-2237			5,780.70
			03/31/2022 (03/22) Period Totals and Balance		.00 *	.00 *	5,780.70
YTD Encumbrance	.00	YTD Actual	5,780.70 Total	5,780.70 YTD Budget	8,000.00 Unexpended	2,219.30	
Microfilm			02/28/2022 (02/22) Balance	07-510-520-2238			.00
			03/31/2022 (03/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
State Aid to Children - Books			02/28/2022 (02/22) Balance	07-510-520-2239			604.16
			03/31/2022 (03/22) Period Totals and Balance		.00 *	.00 *	604.16
YTD Encumbrance	.00	YTD Actual	604.16 Total	604.16 YTD Budget	2,500.00 Unexpended	1,895.84	
Library Books/Records (Restr)			02/28/2022 (02/22) Balance	07-510-520-2240			.00
			03/31/2022 (03/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	50,000.00 Unexpended	50,000.00	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			02/28/2022 (02/22) Balance	07-510-520-2241			9,138.87
02/22/2022	JE	18	BUZZSPROUT, PODCAST HOSTING		12.00		
			03/31/2022 (03/22) Period Totals and Balance		12.00 *	.00 *	9,150.87
YTD Encumbrance	.00	YTD Actual	9,150.87 Total	9,150.87 YTD Budget	7,000.00 Unexpended	(2,150.87)	
			02/28/2022 (02/22) Balance	07-510-520-2302			2,649.30
03/01/2022	AP	211	Xerox Corporation		119.00		
03/10/2022	AP	616	Xerox Corporation		119.90		
02/24/2022	JE	20	PITNEY BOWES LEASING, Postage Meter Rent		139.70		
			03/31/2022 (03/22) Period Totals and Balance		378.60 *	.00 *	3,027.90
YTD Encumbrance	.00	YTD Actual	3,027.90 Total	3,027.90 YTD Budget	20,000.00 Unexpended	16,972.10	
			02/28/2022 (02/22) Balance	07-510-520-2303			100.00
			03/31/2022 (03/22) 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	
			02/28/2022 (02/22) Balance	07-510-520-2304			3,024.71
03/01/2022	AP	70	Advantage Security LLC		37.95		
			03/31/2022 (03/22) Period Totals and Balance		37.95 *	.00 *	3,062.66
YTD Encumbrance	.00	YTD Actual	3,062.66 Total	3,062.66 YTD Budget	10,000.00 Unexpended	6,937.34	
			02/28/2022 (02/22) Balance	07-510-520-2305			82.36
			03/31/2022 (03/22) Period Totals and Balance		.00 *	.00 *	82.36
YTD Encumbrance	.00	YTD Actual	82.36 Total	82.36 YTD Budget	7,000.00 Unexpended	6,917.64	
			02/28/2022 (02/22) Balance	07-510-520-2306			.00
			03/31/2022 (03/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
			02/28/2022 (02/22) Balance	07-510-520-2309			31,256.65
02/22/2022	AP	32	SC&AGE Inc.		3.00		
02/22/2022	AP	48	Aramark Uniform & Career Apparel		32.00		
03/03/2022	AP	145	Agri-Tech Design		266.00		
01/11/2022	AP	214	Aramark Uniform & Career Apparel			32.00-	
11/02/2021	AP	618	Aramark Uniform & Career Apparel		32.00		
01/25/2022	AP	619	Aramark Uniform & Career Apparel		32.00		
03/08/2022	AP	620	Aramark Uniform & Career Apparel		32.00		
03/02/2022	AP	628	Comfort Flow Heating		262.50		
02/28/2022	AP	631	Bay Area Enterprises Inc.		111.19		
02/28/2022	AP	637	Bay Area Enterprises Inc.		3,345.25		
03/22/2022	AP	781	Aramark Uniform & Career Apparel		32.00		
			03/31/2022 (03/22) Period Totals and Balance		4,147.94 *	32.00- *	35,372.59
YTD Encumbrance	.00	YTD Actual	35,372.59 Total	35,372.59 YTD Budget	40,000.00 Unexpended	4,627.41	
			02/28/2022 (02/22) Balance	07-510-520-2310			.00
			03/31/2022 (03/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	100,000.00 Unexpended	100,000.00	
			02/28/2022 (02/22) Balance	07-510-520-2406			.00
			03/31/2022 (03/22) 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	200.00 Unexpended	200.00	
Library Board			02/28/2022 (02/22) Balance	07-510-520-2424			.00
			03/31/2022 (03/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	500.00 Unexpended	500.00	
Gifts, Donations & Memorials			02/28/2022 (02/22) Balance	07-510-520-2450			2,574.04
02/10/2022	JE	22	OREGON HUMANITIES, Adult Programs, Performe		100.00		
02/02/2022	JE	33	AMAZON, Supplies, Adult Programs		19.87		
02/05/2022	JE	33	AMAZON, Supplies, Adult Programs		69.39		
02/11/2022	JE	33	AMAZON, Supplies, Adult Programs		118.16		
02/15/2022	JE	33	AMAZON, Supplies, Storywalk		22.95		
			03/31/2022 (03/22) Period Totals and Balance		330.37 *	.00 *	2,904.41
YTD Encumbrance		.00 YTD Actual	2,904.41 Total	2,904.41 YTD Budget	5,000.00 Unexpended	2,095.59	
Bad Debt Expense			02/28/2022 (02/22) Balance	07-510-520-2500			.00
			03/31/2022 (03/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Computer Hardware & Software			02/28/2022 (02/22) Balance	07-510-530-3001			.00
			03/31/2022 (03/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	10,000.00 Unexpended	10,000.00	
Audio Visual Equipment			02/28/2022 (02/22) Balance	07-510-530-3022			.00
			03/31/2022 (03/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Library Equipment			02/28/2022 (02/22) Balance	07-510-530-3023			.00
			03/31/2022 (03/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Building Project			02/28/2022 (02/22) Balance	07-510-530-3118			.00
			03/31/2022 (03/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Contingency			02/28/2022 (02/22) Balance	07-510-560-6001			.00
			03/31/2022 (03/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	90,270.00 Unexpended	90,270.00	
Unappropriated Ending Fund Bal			02/28/2022 (02/22) Balance	07-510-560-6002			.00
			03/31/2022 (03/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	162,506.00 Unexpended	162,506.00	
Contingency - Library Board			02/28/2022 (02/22) Balance	07-510-560-6003			.00
			03/31/2022 (03/22) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Number of Transactions: 235 Number of Accounts: 53					Debit	Credit	Proof
Total Library Fund:					116,098.29	5,324.84-	110,773.45
Number of Transactions: 235 Number of Accounts: 53					Debit	Credit	Proof
Grand Totals:					116,098.29	5,324.84-	110,773.45

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

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