

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

**Wednesday, October 17, 2018  
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  
Allocation Formula
10. New Business  
Policy Manual – Board of Trustees Section (Ordinance, ByLaws, and Public  
Complaints)
12. Announcements
13. Adjournment

Coos Bay Public Library  
September Report

# of items added to collection - 635

New cards issued - 66

Total reference questions - 922

Daily average circulation - 1014

Total # of programs - 31

Program attendance - 569

Total items checked out at the library - 18,399

Total of Coos Bay items checked out anywhere - 23,310

Total digital downloads - 54

Gate count - 12,407

Total monthly visitors - 13,055

COOS BAY PUBLIC LIBRARY  
BOARD OF TRUSTEE MEETING MINUTES  
September 19, 2018

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

**Board Members present:** Curt Benward, Alissa Pruess, Kathy Erickson and Gina Sutherland.

**Others in Attendance:** Marie Benton, Sami Pierson and Ellen Thompson.

**Public Comment** – None

**Minutes and Circulation** – We reviewed minutes of the August 15<sup>th</sup> board meeting and August circulation figures. Kathy Erickson made a motion to approve the minutes and Curt Benward seconded. Approved unanimously.

Sami provided graphs showing circulation figures for various materials checked out from the Coos Bay Library over the last four years. The circulation of adult fiction and nonfiction slowly declined over during this time while circulation numbers for mysteries, children's fiction and picture books remained relatively unchanged. By far the largest category in circulation was adult videos, whose circulation surpassed every other category by a factor of at least four. The circulation figures for adult videos went up and down from year to year, but were consistently checked out in very large numbers.

Sami also provided a report summarizing key library data including daily and monthly circulation, program numbers and attendance, and the number of visitors to the library. Board members agreed that this report served as a useful addition to our information.

**Treasurer's Report** – We reviewed revenue and expenditures figures for July and August. Sami reported the first County tax payment will arrive sometime in November and said we have an ample sum in carryover funds to pay expenses until this then. Contractual Services expenditures are already at 74.9% of the budgeted amount because this line item includes the cost of the security guard. Sami said contingency funds will be used as needed to cover this expense later in the fiscal year.

**Correspondence** – None

**Librarian's Report** – Sami told us that she has received many positive comments from patrons about having a security guard at the library. She has also noticed that patrons are beginning to use Hoopla and the most popular downloads are audiobooks.

Sami gave Board members an article from the Public Library Association summarizing nationwide trends in libraries. The article describes many of the changes we have seen in our own library: gradual declines in circulation, an increase in the number of programs and a growing demand for library computer-use and meeting room space.

Sami reported that the summer reading program was successfully completed and the library had many well-attended programs over the last month. Sami will travel to Bend tomorrow for a meeting of library directors. Finally, Sami said that new flooring has now been installed in the Myrtlewood Room and is a huge improvement over the old stained carpet.

**Friends of the Library Report** – Marie Benton reported that the August book sale brought in \$1099 and August book store sales were \$580.95. The next book sale will be October 6<sup>th</sup> and 7<sup>th</sup>. Books and materials will be half-price tomorrow in the Friends Book Store from noon to 5:30 p. m.

The Friends held their annual meeting this morning and reported an income for the year of \$18,613 and expenses of \$16,317. The Friends donated \$15,965 to the library last year and adopted a budget that will contribute \$16,000 to the library in the coming year.

**City Council Library Board Representative** – Sami told us that Drew Farmer will be the new City Council representative to the Library Board.

**Library Foundation Report**– The Foundation is preparing for their “After Hours at the Library” fundraiser on October 20<sup>th</sup>. Alyssa Pruess suggested that Kaisa at Front Street Provisions might be a good person to contact to provide wine for the Foundation event. As a new establishment, Front Street Provisions may be glad to have an opportunity to spread the word about their business to area residents.

**Old Business –**

**Library Standards** – Board members reviewed each standard within the “Governance” section of *Standards for Oregon Public Libraries* and discussed whether the Coos Bay Library met each. Our library meets nearly all the Governance standards at the Essential level. The by-laws are not currently available online, but soon will be. We do not have a technology plan but will put one in place when the library does its next major replacement of computer equipment. Our Strategic Plan expires this year and Sami has submitted a grant application to cover the cost of creating an updated version of the Plan. We need to create a policy for library programming. The Coos Bay Library achieves the Enhanced level only for the disaster preparedness standard and none of the Exemplary standards.

**Steering Committee** – The Steering Committee may not resume regular meetings until a new City Council is seated in January.

**New Business** – Curt Benward and Sami summarized the Coos County Library District Board’s work to revise the allocation formula used to distribute County tax monies to the libraries within the Coos County Library District. The Board has set a target date of February of 2019 for revising the allocation formula. Curt expressed a concern that the County Board may focus more on circulation and other performance measures from each of the County libraries rather than looking more at what each library needs to function well. As the largest library in the District, the Coos Bay Library would receive a smaller portion of County funding under most of the scenarios under consideration.

**Announcements** – Ellen told us that the Library Foundation is sponsoring a series of “A Little Lunch Music” concerts at the library from October 8<sup>th</sup> – 12<sup>th</sup> between noon and 1:30 p. m. Concertgoers may either bring their own lunch or purchase soup and bread from Black Market Gourmet.

**Adjournment** – C. Benward adjourned the meeting at 6:00 p. m.

**Next meeting: October 17<sup>th</sup> at 5:15 p. m.**

Respectfully submitted,

G. Sutherland

# COOS BAY PUBLIC LIBRARY SEPTEMBER 2018

## INVENTORY

<u>CLASSIFICATION</u>	<u>ACQUIRED</u>
Adult Books	325
Adult Audio Books	37
Adult Video	67
Adult Miscellaneous	0
Young Adult Books	43
Young Adult Audio	1
Child Books	151
Child Audio	2
Child Video	9
Child Miscellaneous	0
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<b>TOTAL</b>	<b>635</b>

## CIRCULATION SUMMARY

	Total Items Checked Out At Coos Bay	Total Coos Bay Owned Items Checked Out		
<b>2018</b>	18,399	23,310		
<b>2017</b>	21,141	21,182		
<b>2016</b>	21,400	23,376		
<b>2015</b>	20,393	22,574		
<b>2014</b>	21,700	23,613		
<b>2013</b>	20,744	23,405		
 <b>GATE COUNT:</b>	 12,407			
	( 2017 - 12,602)			
 <b>REFERENCE QUESTIONS ANSWERED:</b>		 819		
<b>YP REFERENCE QUESTIONS ANSWERED:</b>		103		
<b>NEW PATRON REGISTRATIONS:</b>		66		
 <b>#DAYS OPEN:</b>	 23	 23	 24	
<b>DAILY AVERAGE CIRCULATION:</b>	1014	(17) 921	(16) 974	

## RECEIPTS FROM PATRONS

FINES	\$904.84
DISKS/MISC.	\$64.00
DAMAGE/LOSS	\$149.51
RENT	\$255.00
BOOK BAGS	\$28.50
COPIES	<u>\$406.30</u>
 <b>TOTAL</b>	 <b><u>\$1,808.15</u></b>

## ***PROGRAMS***

### ***Families and Children***

Lego Club (2) - 37

MGOL (8) - 221

Storytime (4) - 103

Pokemon Club - 5

Tween Book Club - 5

Costume Swap - 10

### ***Young Adult***

### ***Adult***

Foreign Film - 27

Spanglish - 16

Forever YA Book Club - 5

Armchair Adventures - 14

Pushing the Limits - 10

Stories of Our Lives Memoirs - 32

Local Author Panel - 26

Film Noir - 24

Books2 Film - 7

Adult Tabletop Games - 13

Proctoring - 2

### ***Technology***

Drop In Computer Lab (2) - 12

### ***Room Use***

#### **Myrtlewood**

Library - 9

Non Library - 6

#### **Cedar**

Library - 6

Non Library - 39

### ***Art Displays***

Walls - David Castleberry

Lobby - Linda Morris

***Miscellaneous***

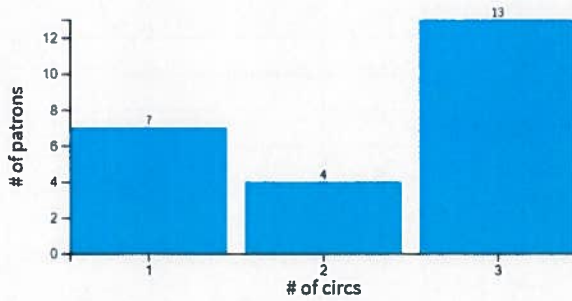
**In September there were, county-wide, 4003 checkouts on OverDrive. 54 circulations on hoopla in September.**

**The library has been working on fully launching the Dolly Parton Imagination Library Project. This is the project where 0-4-year-old can get a free book delivered to their home each month. Dr. LaGesse from North Bend Medical Center is acting as our main contact with pediatricians in the area. His is helping us get information to his group of doctors and the pediatricians at Bay Clinic. The library has over 50 kids registered. Funding is being explored through a couple different granting sources to keep the program strong.**

**Removing fines on children's materials (except DVDs) is moving along. Due to the way our ILS works, several more steps than initially thought have to be completed. There is hope that it can all be done by mid-November.**

September 2018 explored

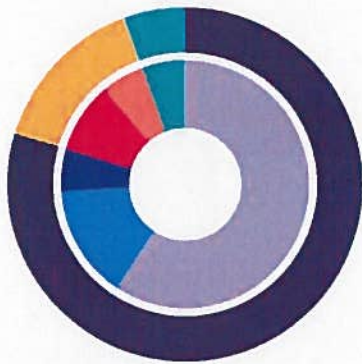
Patrons and Borrows



There were **54** total circs in September 2018 borrowed by **24** patrons. The average number of circs was **2.30** circs per patron, with **13** individual(s) using all **3** circs.

[detailed reporting](#)

Circs By Format

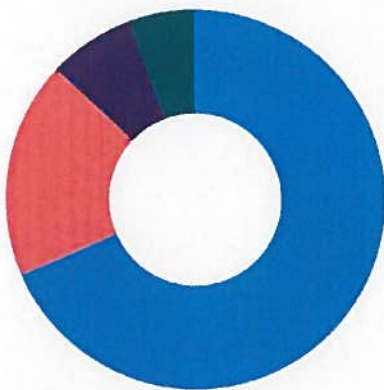


**AUDIOBOOK** was the most borrowed format for the month of September 2018, accounting for **59%** of all circs.

[detailed reporting](#)

- Category: **Books 80%**    **Videos 15%**    **Music 6%**  
 Format: **Audiobooks 59%**    **Ebooks 15%**    **Comics 6%**    **Television 9%**    **Movies 6%**  
**Music 6%**

Circs By Category



**Adult Fiction** was the most borrowed category for the month of September 2018, accounting for **69%** of all circs.

[detailed reporting](#)

- Category: **Adult Fiction 69%**    **Adult Non-Fiction 19%**    **Juvenile Fiction 7%**    **Juvenile Non-Fiction 0%**  
**Adult Music 6%**    **Juvenile Music 0%**



## **I. Memorandum**

Following the Coos Library Board meeting on August 30, 2018, and per the request of the CLB, the Coos library directors met on September 25, 2018 to discuss the funding allocation formula for the district. The group met on October 4 for their monthly meeting, and there was additional discussion about formula.

The library directors recommend that the following formula and criteria be used to distribute the funds generated by the library tax district to the member libraries. The directors place a priority on several goals the CLB's Distribution Committee set.

- Provide a rationale for the distribution method.
- Have a distribution that is fair and equitable to all libraries.
- Base the distribution on verifiable, current data.
- Create a method that will be consistent and predictable over time.

The following criteria are also a priority.

- Use data from the annual state library report provided by each library.
- Base distribution on relevant service data.
- Consider impact of various methods on overall countywide provision of service.

The allocation formula should contain three measurable data sets. The measurables selected by the directors represent service outcomes: how many residents a library is responsible for serving; how many people are served; and how many hours of service are offered. These measurables offer verifiable, current data. These measurables are generally predictable over time and will permit long-range planning and budgeting.

First, the allocation formula contains population served, as reported by the State Library of Oregon. The library directors have scheduled a meeting with Ross Fuqua, Data & Federal Programs Consultant, SLO, on November 1, 2018. At this meeting, the directors will work with Fuqua to define the county's population areas in a way that is equitable and that will result in more consistent annual reporting.

Second, the formula contains data regarding total library visits. This number represents the total number of people that visit the library during a fiscal year and is reported on the annual state statistical report. Although differences in the location of electronic people counters at libraries initially generated concern about the comparability of library statistics, the library directors have come to agreement on a shared method of collection to use moving forward.

Finally, the formula includes the library's total annual public service hours. This number represents the total number of hours a library is open to the public and is reported on the annual state statistical report. At the meetings, the librarians discussed variations and considerations that may arise because of this data set, which are addressed in the definitions below.

## II. Allocation Formula

Three-year averages will be used to calculate the figures used in the allocation formula. Using a three-year statistical average for each data set adds stability to the equation. The allocation formula would be applied annually. For example, to calculate the allocation for FY 2023-2024, data from FY 2019-2020 through 2021-2022 will be used. A gap year between statistical collection and formula application is required because of the budget process. To calculate the allocation for FY 2024-2025, data from FY 2020-2021 through 2022-2023 will be used.

$$\text{Allocation percentage} = (P*0.4) + (V*0.4) + (H*0.2)$$

Population (P) – A library's *population served*, as reported by the State Library of Oregon.

Total Library Visits (V) – The total number of visits to a library facility in a fiscal year, as reported to the State Library of Oregon. This figure includes the number of visitors to library meeting rooms and programs held on library grounds.

Total Annual Public Service Hours (H) – The total number of public service hours offered by a library in a fiscal year, as reported to the State Library of Oregon. This figure does not include: hours that a library is staffed but not open to the public; holidays; staff training days; or other short-term facility closures.

In the event of an extended facility closure, planned or unplanned, a library may request an adjustment to the data set to mitigate the effect of the closure. A modified data set may be considered to produce equivalent data. Generally, a closure would be considered extended if it lasts more than 5 business days.

The following is a spreadsheet showing what the allocation would be if this formula was currently in use.

Coos Library Directors' Report on the Allocation Formula  
October 2018

	Population served (P) 3 year average	P * 40%	Total library visits (V) 3 year average	V * 40%	Total annual public service hours (H) 3 year average	H * 40%	Allocation percentage based on data 2004-15 through 2015-2017	Current allocation percentage
Bandon Public Library	0.108065	0.043226	0.19444	0.077378	0.324324	0.024865	0.145469	0.11048
Coos Bay Public Library	0.409082	0.163633	0.306418	0.122567	0.147177	0.029435	0.315635	0.373515
Coquille Public Library	0.097032	0.038813	0.054866	0.021946	0.329938	0.025968	0.086747	0.112552
Dora Public Library	0.004474	0.001789	0.007706	0.003082	0.070234	0.014047	0.018919	0.017848
Myrtle Point Flora M. Laird Library	0.059289	0.027716	0.046084	0.018434	0.137294	0.027459	0.073608	0.07781
Powers Hazel M. Lewis Library	0.015197	0.006079	0.033226	0.013290	0.129168	0.025834	0.045208	0.029027
Lakeside Public Library	0.034426	0.013771	0.039594	0.015818	0.121722	0.024944	0.053938	0.026152
North Bend Public Library	0.262435	0.104974	0.318712	0.127485	0.140143	0.028029	0.260487	0.252616

$(P*0.4)+(V*0.4)+(H*0.2) = \text{Allocation percentage}$

### III. Implementation

To minimize the fiscal impact of a new allocation formula and changing percentages, and following the recommendation of the CLB Distribution Committee, the allocation formula should be incrementally applied.

2019-2020 Statistical year 1  
2020-21 Statistical year 2  
2021-22 Statistical year 3

Calculations occur in 2022-23 using statistical years 1-3 to determine funding for FY 2023-24.

25% of funding calculated using new allocation formula; 75% allocated using 2018-19 percentage.

2020-21 Statistical year 2  
2021-22 Statistical year 3  
2022-23 Statistical year 4

Calculations occur in 2023-24 using statistical years 2-4 to determine funding for FY 2024-25.

50% of funding calculated using new allocation formula; 50% allocated using 2018-19 percentage.

2021-22 Statistical year 3  
2022-23 Statistical year 4  
2023-24 Statistical year 5

Calculations occur in 2024-2025 using statistical years 3-5 to determine funding for FY 2025-26.

100% of funding calculated using new allocation formula.

The formula will then be applied annually to determine the allocation of funding for the following fiscal year.

At the end of the initial five-year statistical period and the complete implementation of the new allocation formula, the method may be reviewed and adjusted to include additional years' data.






If circumstances require major changes to the allocation formula or its application, the changes should be implemented gradually in a manner like the one described above. However, change is not expected, because the annual application of the formula will adjust the allocation to reflect changes in communities over time.

Submitted by Haley Lagassé, Director of Library Services, City of North Bend  
October 5, 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>JOB FAIR</b>  <b>Oct. 3rd 1:30-4:30</b>	<b>1</b> <b>Forever YA Book Club</b> <b>6:00 p.m.</b>	<b>2</b> <b>Armchair Adventures</b> <b>2:00 p.m.</b>  <b>LEGO Club</b> <b>3:30-4:30</b>	<b>3</b> <b>MGOL 9:30 a.m.</b> <b>Storytime 10:30 a.m.</b> <b>JOB FAIR 1:30-4:30</b> <b>Readers Group 6:00</b>	<b>4</b> <b>MGOL 9:30 a.m.</b> 	<b>5</b> <b>12 Foreign Film</b> <b>7:00 p.m.</b>	<b>6</b> <b>FOL Book Sale</b> <b>10 a.m.-4 p.m.</b> 
<b>7</b>  <b>FOL Book Sale</b> <b>noon-4 p.m.</b>	<b>8</b> <b>Drop-in</b> <b>Computer Lab 10-noon</b>	<b>9</b> 	<b>10</b> <b>MGOL 9:30</b> <b>Storytime 10:30</b>	<b>11</b> <b>MGOL 9:30 a.m.</b>	<b>12</b> <b>Foreign Film</b> <b>7:00 p.m.</b>	<b>13</b>  <b>SPANGLISH</b> <b>10:30-noon</b>
<b>14</b>	<b>15</b>  <b>'Books 2 Film' book club 6:00</b>	<b>16</b>  <b>Registration Required</b> <b>Pumpkin Painting 3:00</b>	<b>17</b> <b>MGOL 9:30 am</b> <b>Storytime 10:30 a.m.</b> <b>Library Board 5:15</b>	<b>18</b> <b>MGOL 9:30</b> <b>TWEEN BOOK CLUB 3:45</b> <b>1/2 Price Day in Bookstore!</b>	<b>19</b> <b>Registration Required</b> <b>Intro to PIXLR 9:30 am</b>  <b>LEGO Club 3:30-4:30</b>	<b>20</b> <b>After Hours at the Library</b> <b>7 p.m.</b>
<b>21</b>  <b>Film Noir</b> <b>4:00 p.m.</b>	<b>22</b> <b>Registration Required</b> <b>Harry Potter Escape Room sessions throughout the day</b>	<b>23</b> <b>Registration Required</b> <b>Harry Potter Escape Room sessions throughout the day</b>	<b>24</b> <b>MGOL 9:30</b> <b>Storytime 10:30</b> <b>Computer Lab 2 - 4</b> <b>Registration Required</b> <b>Harry Potter Escape Room</b> <b>POKEMON 3:30</b>	<b>25</b> <b>LIBRARY CLOSED</b> <b>Staff in-service training</b>	<b>26</b> <b>Registration Required</b> <b>Harry Potter Escape Room sessions</b> <b>Tabletop Game Night 7:00 p.m.</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>  <b>Exploring Science via Literature</b> <b>4:00 p.m.</b> <b>Accessory to War</b> <b>by Neil deGrasse Tyson</b>	<b>31</b> <b>MGOL 9:30 a.m.</b> <b>Storytime 10:30 a.m.</b>	<b>PUMPKIN PAINTING</b> <b>Oct. 16th 3:00 p.m.</b> <b>DIY crafting event is for all ages and abilities. From finger painting to fancy, we want to see what you can do!</b> <b>Registration required.</b>	 <b>Registration Required</b> <b>Teams of 2-4 people Ages 10 and up</b> <b>Harry Potter Escape Room</b> <b>sessions Oct. 22nd - 27th</b>	

**A LITTLE LUNCH MUSIC ♪ NOON-1:30 ♪ Monday - Friday ♪**

**"A Little Lunch Music"**

Monday, October 8th  Wednesday, October 10th  
**Al Giardinelli**  **Three Friends**  
 Tuesday, October 9th  Thursday, October 11th  
**The Little Match Girls**  **Curiously Unique Jazz**  
 Friday, October 12th   
**Caught Short Handed**



City of Coos Bay  
Balance Sheet  
September 30, 2018

Library Fund

ASSETS

07-000-100-1001	Cash - Combined Fund	700,173.73	
07-000-100-1015	Petty Cash	<u>200.00</u>	
	Total Assets		<u>700,373.73</u>

LIABILITIES AND EQUITY

FUND EQUITY

	Unappropriated Fund Balance:		
07-000-200-2500	Fund Balance	977,464.84	
	Revenue over Expenditures - YTD	<u>( 277,091.11)</u>	
	Balance - Current Date		<u>700,373.73</u>
	Total Fund Equity		<u>700,373.73</u>
	Total Liabilities and Equity		<u>700,373.73</u>

City of Coos Bay  
Revenues with Comparison to Budget  
For the 3 Months Ending September 30, 2018

		Library Fund				
		Period Actual	YTD Actual	Budget	Unearned	Pcnt
<u>Carryover</u>						
07-000-300-0100	Carryover - Regular	.00	.00	715,000.00	715,000.00	.0
	<b>Total Carryover</b>	<b>.00</b>	<b>.00</b>	<b>715,000.00</b>	<b>715,000.00</b>	<b>.0</b>
<u>Revenue From Other Agencies</u>						
07-000-340-0300	State Library Grant	3,000.00	3,000.00	1,200.00	( 1,800.00)	250.0
07-000-340-0301	Grants	.00	.00	7,500.00	7,500.00	.0
07-000-340-0303	Federal Grants	.00	.00	2,500.00	2,500.00	.0
07-000-340-0900	Library Tax Base	.00	.00	1,010,000.00	1,010,000.00	.0
	<b>Total Revenue From Other Agencies</b>	<b>3,000.00</b>	<b>3,000.00</b>	<b>1,021,200.00</b>	<b>1,018,200.00</b>	<b>.3</b>
<u>Use Of Money &amp; Property</u>						
07-000-350-0100	Interest	1,415.91	4,781.47	6,000.00	1,218.53	79.7
07-000-350-1100	Auditorium Rental	255.00	330.00	2,000.00	1,670.00	16.5
	<b>Total Use Of Money &amp; Property</b>	<b>1,670.91</b>	<b>5,111.47</b>	<b>8,000.00</b>	<b>2,888.53</b>	<b>63.9</b>
<u>Current Services</u>						
07-000-360-0100	Copies	406.30	1,570.50	6,500.00	4,929.50	24.2
07-000-360-1800	Library Fees	1,126.35	3,642.55	14,200.00	10,557.45	25.7
	<b>Total Current Services</b>	<b>1,532.65</b>	<b>5,213.05</b>	<b>20,700.00</b>	<b>15,486.95</b>	<b>25.2</b>
<u>Other Revenue</u>						
07-000-380-0400	Reimbursements	28.50	91.00	400.00	309.00	22.8
07-000-380-0900	Gifts, Donations & Memorials	7.29	941.62	18,000.00	17,058.38	5.2
	<b>Total Other Revenue</b>	<b>35.79</b>	<b>1,032.62</b>	<b>18,400.00</b>	<b>17,367.38</b>	<b>5.6</b>
	<b>Total Fund Revenue</b>	<b>6,239.35</b>	<b>14,357.14</b>	<b>1,783,300.00</b>	<b>1,768,942.86</b>	<b>.8</b>

City of Coos Bay  
Expenditures with Comparison to Budget  
For the 3 Months Ending September 30, 2018

Library Fund						
		Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Library Fund</u>						
<u>Personnel Services</u>						
07-510-510-1001	Salaries	46,903.16	141,021.80	668,787.00	527,765.20	21.1
07-510-510-1003	P.E.R.S.	7,749.72	25,706.30	115,799.00	90,092.70	22.2
07-510-510-1004	Social Security	3,552.40	10,681.10	51,171.00	40,489.90	20.9
07-510-510-1005	Employee Insurance	9,800.59	29,401.77	205,917.00	176,515.23	14.3
07-510-510-1006	Unemployment	.00	.00	16,150.00	16,150.00	.0
07-510-510-1007	Workers Compensation	65.26	196.36	2,620.00	2,423.64	7.5
07-510-510-1008	Volunteer Workers Compensation	.00	.00	162.00	162.00	.0
	<b>Total Personnel Services</b>	<b>68,071.13</b>	<b>207,007.33</b>	<b>1,060,606.00</b>	<b>853,598.67</b>	<b>19.5</b>
<u>Materials &amp; Services</u>						
07-510-520-2005	Training,Meetings,Travel,Dues	731.00	1,218.68	8,000.00	6,781.32	15.2
07-510-520-2101	Utilities	3,421.71	6,266.32	42,000.00	35,733.68	14.9
07-510-520-2102	Telephone	365.58	365.58	13,200.00	12,834.42	2.8
07-510-520-2105	Advertising	.00	600.00	8,000.00	7,400.00	7.5
07-510-520-2108	Contractual	3,570.52	8,642.03	12,000.00	3,357.97	72.0
07-510-520-2120	Insurance	.00	20,768.19	21,000.00	231.81	98.9
07-510-520-2122	Duplicating	922.71	1,614.07	7,200.00	5,585.93	22.4
07-510-520-2123	Printing	.00	.00	3,000.00	3,000.00	.0
07-510-520-2205	Office Supplies	183.18	394.94	2,200.00	1,805.06	18.0
07-510-520-2206	Postage	13.81	513.81	2,500.00	1,986.19	20.6
07-510-520-2225	Janitorial Supplies	50.44	518.47	4,400.00	3,881.53	11.8
07-510-520-2231	Small Equipment	.00	.00	33,000.00	33,000.00	.0
07-510-520-2234	Grants	2,955.89	3,938.71	11,200.00	7,261.29	35.2
07-510-520-2235	Library Supplies	1,590.97	2,598.57	14,000.00	11,401.43	18.6
07-510-520-2236	Library Books & Records	3,901.87	11,988.65	82,000.00	70,011.35	14.6
07-510-520-2237	Periodicals	309.87	480.42	8,500.00	8,019.58	5.7
07-510-520-2238	Microfilm	.00	.00	200.00	200.00	.0
07-510-520-2239	State Aid to Children - Books	406.85	406.85	2,100.00	1,693.15	19.4
07-510-520-2302	Office Equipment Rental	277.27	565.36	5,200.00	4,634.64	10.9
07-510-520-2303	Equipment Repairs/Replacement	.00	194.87	7,000.00	6,805.13	2.8
07-510-520-2304	Equipment Maintenance Contract	37.95	7,156.60	9,500.00	2,343.40	75.3
07-510-520-2309	Building & Grounds Maintenance	9,806.53	12,533.73	33,000.00	20,466.27	38.0
07-510-520-2406	Reimbursable	.00	.00	300.00	300.00	.0
07-510-520-2424	Library Board	.00	.00	600.00	600.00	.0
07-510-520-2450	Gifts, Donations & Memorials	1,045.60	3,675.07	18,000.00	14,324.93	20.4
	<b>Total Materials &amp; Services</b>	<b>29,591.75</b>	<b>84,440.92</b>	<b>348,100.00</b>	<b>263,659.08</b>	<b>24.3</b>
<u>Other Financing Uses</u>						
07-510-560-6001	Contingency	.00	.00	374,594.00	374,594.00	.0
	<b>Total Other Financing Uses</b>	<b>.00</b>	<b>.00</b>	<b>374,594.00</b>	<b>374,594.00</b>	<b>.0</b>
	<b>Total Library Fund</b>	<b>97,662.88</b>	<b>291,448.25</b>	<b>1,783,300.00</b>	<b>1,491,851.75</b>	<b>16.3</b>



City of Coos Bay  
Expenditures with Comparison to Budget  
For the 3 Months Ending September 30, 2018

Library Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
Total Fund Expenditures	97,662.88	291,448.25	1,783,300.00	1,491,851.75	16.3
Net Revenue Over Expenditures	( 91,423.53)	( 277,091.11)	.00	277,091.11	.0