

City of Bandon

CITY COUNCIL AGENDA DOCUMENTATION	DATE: December 3, 2018
SUBJECT: Library Report	ITEM NO: 6.3.2

BACKGROUND:

Attached you will find:

1. Monthly statistics for October 2018
2. Library Board minutes for October 2018
3. Financial statement for October 2018

Items of Interest:

1. In October the children made great fish, spiders, owls as well as attended 14 story times. Also had a wonderful costume exchange and family movie night.
2. The Friends of the Library hosted Travel Night, Movie Night, a book discussion group, and the very impressive art gallery.
3. Adult education programs were Medicare 101, Bee Friendly Gardening, Wild Rivers Land Trust and the Wild Rivers Coast Alliance.
4. The Library Director attended a Coos County Library Directors meeting, a joint Coos and Curry Library Directors meeting, CCLSD Board meeting, a Bandon Library Board meeting, and a Bandon City Council meeting.

FISCAL IMPACT:

None

RECOMMENDATION:

Motion to approve as part of the Consent Agenda.

SUBMITTED BY:

Rosalyn McGarva

Rosalyn McGarva, *Library Director*

2018 October
CHECKOUT/RENEWALS

2018
6,088

Fiscal YTD
23,270

ITEMS CATALOGED

409

	Attendance	Programs
FRIENDS OF THE LIBRARY EVENTS	64	3
STORYTIMES	104	14
HEADSTART VISITS	49	2
Costume Exchange and Movie Night	36	1
LEGO	6	1
COMMUNITY EDUCATION PROGRAMS	128	5
Costume Exchange and Movie Night	36	1
TOTAL PROGRAMS & ATTENDANCE	423	27
VOLUNTEER HOURS	139	

Inter Library Loan Statistics

	Oct Borrow	LOAN
Library		
Bandon	42	67
Coos Bay	78	65
Coquille	27	38
Dora	1	15
ESO (CCLSD headquarters)	8	14
Lakeside	0	26
Myrtle Point	23	31
North Bend	29	101
Powers	3	28
SWOCC	6	15
Totals	217	400

Exams Proctored

1

	Library Cards	People Counted
October	30	8,617

Bandon Library Board Meeting – Thursday October 18th, 2018, 5:00 p.m. Sprague Rm.

Attendance: Tracy Hodson, Cathy Johnston, Syd Wiesel and Secretary/Library Director Rosalyn McGarva. Absent: Randal Hill, Karen Thomas.

1. Minutes: Motion to approve by Hodson, seconded by Weisel approved as read.
2. Visitors: None.
3. Action items: Request by Library Director Rosalyn McGarva for a slight wording change to the Library Mission Statement. "The Bandon Public Library brings people, information and ideas together to enrich lives, build and **strengthen our** community while providing the path to support and empower lifelong learning and discovery." **Strengthen our** would be the addition. Wiesel moved and Hodson seconded, approved.

4. Reports:

1. Bandon Library Friends and Foundation: Next meeting will be Tuesday October 23rd at 5:30 p.m. in the Sprague Room. Lifetime members Club will meet November 4th, 2018 from 2:00 -4:00 p.m. to discuss projects to support.
2. Art Committee: The purchase the Salmon and Silt mosaic as permanent art work for the library was successful and it will be soon hung.
3. Library: Rosalyn McGarva reported that the CCLB Distribution Committee had charged the Directors with priority goal suggestions. Directors were charged with
 - Providing 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.

Rosalyn McGarva distributed draft copies of the memorandum, allocation and implementation that the Directors will be presenting Tues. October 23rd, 2018.

5. New Business: October 24 – Wild & Scenic Rivers of Southern Oregon – 2:00 p.m.
October 27th – The Ghost & Mr. Chicken – Family movie – 7:00 p.m.
November 16th – Geode Weaving workshop 10:00 a.m.-4:00 p.m.
November 17th - Indigenous Foods Presentation 2:00 p.m.
November 18th - Geode Weaving workshop 10:00 a.m.-4:00 p.m.

6. Announcements: Rosalyn McGarva reminded the Board that the Library will be closed Thursday October 25th while the library staff of Coos and Curry County Libraries join in their annual training.
Meeting adjourned 6:05 p.m.

7. Next Meeting Date: December 20th, 2018 at 5:00 p.m. in the Sprague Room.

Report Criteria:

Actual Amounts

All Accounts

Summarize Payroll Detail

Print Period Totals

Print Grand Totals

Page and Total by Fund

All Segments Tested for Total Breaks

[Report].Account Number = "22042209"-22050999", "23042209"-23050999"

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
READY TO READ GRANT							
			09/30/2018 (09/18) Balance	220-422-09			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total .00 YTD Budget	-1,000.00 Unearned	1,000.00		
INTEREST INCOME							
			09/30/2018 (09/18) Balance	220-450-00			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total .00 YTD Budget	-2,200.00 Unearned	2,200.00		
FINES							
			09/30/2018 (09/18) Balance	220-475-01			654.85-
10/03/2018	CR	3012094	SALMON ART - TORTILLA, DORTHEA			25.00-	
10/11/2018	CR	9061286	FINES - LIBRARY - 10-9-18 LIBRARY DEPOSI			148.74-	
10/22/2018	CR	9062325	FINES - LIBRARY - 10-17-18 LIBRARY DEPOS			41.30-	
10/31/2018	CR	9062736	FINES - LIBRARY - 10-30-18 LIBRARY DEPOS			97.95-	
			10/31/2018 (10/18) Period Totals and Balance		.00 *	312.99- *	967.84-
YTD Encumbrance		.00 YTD Actual	-967.84 Total -967.84 YTD Budget	-2,300.00 Unearned	1,332.16		
LOST BOOKS							
			09/30/2018 (09/18) Balance	220-475-02			25.00-
10/11/2018	CR	9061286	LOST BOOKS - LIBRARY - 10-9-18 LIBRARY			40.06-	
10/22/2018	CR	9062325	LOST BOOKS - LIBRARY - 10-17-18 LIBRARY			28.50-	
10/31/2018	CR	9062736	LOST BOOKS - LIBRARY - 10-30-18 LIBRARY			26.00-	
			10/31/2018 (10/18) Period Totals and Balance		.00 *	94.56- *	119.56-
YTD Encumbrance		.00 YTD Actual	-119.56 Total -119.56 YTD Budget	-650.00 Unearned	530.44		
COPIES							
			09/30/2018 (09/18) Balance	220-475-03			392.30-
10/11/2018	CR	9061286	COPIES - LIBRARY - 10-9-18 LIBRARY DEPO			83.50-	
10/22/2018	CR	9062325	COPIES - LIBRARY - 10-17-18 LIBRARY DEP			112.00-	
10/31/2018	CR	9062736	COPIES - LIBRARY - 10-30-18 LIBRARY DEP			57.50-	
			10/31/2018 (10/18) Period Totals and Balance		.00 *	253.00- *	645.30-
YTD Encumbrance		.00 YTD Actual	-645.30 Total -645.30 YTD Budget	-1,800.00 Unearned	1,154.70		
INTER-LIBRARY LOAN							
			09/30/2018 (09/18) Balance	220-475-04			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total .00 YTD Budget	.00 Unearned	.00		
OTHER							
			09/30/2018 (09/18) Balance	220-475-09			812.00-
10/31/2018	CR	9062736	OTHER - LIBRARY - 10-30-18 LIBRARY DEPO			246.00-	
			10/31/2018 (10/18) Period Totals and Balance		.00 *	246.00- *	1,058.00-
YTD Encumbrance		.00 YTD Actual	-1,058.00 Total -1,058.00 YTD Budget	-1,800.00 Unearned	742.00		
GIFTS & MEMORIALS							
			09/30/2018 (09/18) Balance	220-478-00			1,217.80-

Period: 10/18 - 10/18

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
10/22/2018	CR	9062325	GIFTS & MEMORIALS - LIBRARY - 10-17-18 LI			300.00-	
10/31/2018	CR	9062736	GIFTS & MEMORIALS - LIBRARY - 10-30-18 LI			200.00-	
			10/31/2018 (10/18) Period Totals and Balance		.00 *	500.00- *	1,717.80-
YTD Encumbrance		.00 YTD Actual	-1,717.80 Total	-1,717.80 YTD Budget	-3,200.00 Unearned	1,482.20	
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LIBRARY FOUNDATION			09/30/2018 (09/18) Balance	220-478-01			8,403.81-
10/22/2018	CR	9062325	LIBRARY FOUNDATION - 10-17-18 LIBRARY			2,032.32-	
			10/31/2018 (10/18) Period Totals and Balance		.00 *	2,032.32- *	10,436.13-
YTD Encumbrance		.00 YTD Actual	-10,436.13 Total	-10,436.13 YTD Budget	-14,000.00 Unearned	3,563.87	
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LISA WAMPOLE MEM. DON. (990)			09/30/2018 (09/18) Balance	220-487-00			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00	
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MISC - OTHER			09/30/2018 (09/18) Balance	220-489-00			245.00-
10/11/2018	CR	9061286	ROOM RENTAL - LIBRARY - 10-9-18 LIBRARY			85.00-	
10/22/2018	CR	9062325	ROOM RENTAL - LIBRARY - 10-17-18 LIBRAR			32.00-	
10/31/2018	CR	9062736	ROOM RENTAL - LIBRARY - 10-30-18 LIBRAR			95.00-	
			10/31/2018 (10/18) Period Totals and Balance		.00 *	212.00- *	457.00-
YTD Encumbrance		.00 YTD Actual	-457.00 Total	-457.00 YTD Budget	-1,500.00 Unearned	1,043.00	
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TRANS FROM OTHER FUND (990)			09/30/2018 (09/18) Balance	220-490-00			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00	
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TRANS FROM FUND #230(LIB FUND)			09/30/2018 (09/18) Balance	220-490-09			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00	
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LIBRARY SUPPLIES			09/30/2018 (09/18) Balance	220-50-620			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	7,000.00 Unexpended	7,000.00	
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OFFICE EQUIPMENT			09/30/2018 (09/18) Balance	220-50-621			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	7,000.00 Unexpended	7,000.00	
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OFFICE FURNITURE			09/30/2018 (09/18) Balance	220-50-622			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	2,000.00 Unexpended	2,000.00	
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JANITORIAL SUPPLIES			09/30/2018 (09/18) Balance	220-50-630			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
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CONTRACTED SERVICES			09/30/2018 (09/18) Balance	220-50-661			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00

Period: 10/18 - 10/18

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance		.00 YTD Actual	.00 Total .00 YTD Budget	2,000.00 Unexpended	2,000.00		
LIBRARY MATERIALS			09/30/2018 (09/18) Balance	220-50-690			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total .00 YTD Budget	15,000.00 Unexpended	15,000.00		
SPECIAL PROGRAMS			09/30/2018 (09/18) Balance	220-50-694			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total .00 YTD Budget	5,000.00 Unexpended	5,000.00		
LISA WAMPOLE CHILDRENS PROGRAM			09/30/2018 (09/18) Balance	220-50-695			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total .00 YTD Budget	7,000.00 Unexpended	7,000.00		
CHILDREN'S PROGRAMS			09/30/2018 (09/18) Balance	220-50-696			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total .00 YTD Budget	.00 Unexpended	.00		
BUILDING PAINTING & DUCT WORK			09/30/2018 (09/18) Balance	220-50-697			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total .00 YTD Budget	.00 Unexpended	.00		
READY TO READ GRANT EXPEND			09/30/2018 (09/18) Balance	220-50-698			35.76
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	35.76
YTD Encumbrance		.00 YTD Actual	35.76 Total 35.76 YTD Budget	1,000.00 Unexpended	964.24		
OTHER			09/30/2018 (09/18) Balance	220-50-749			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total .00 YTD Budget	5,000.00 Unexpended	5,000.00		
CIP - LANDSCAPING			09/30/2018 (09/18) Balance	220-50-761			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total .00 YTD Budget	.00 Unexpended	.00		
LISA WAMPOLE CHILDRENS LIBRARY			09/30/2018 (09/18) Balance	220-50-762			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total .00 YTD Budget	.00 Unexpended	.00		
NEW LIBRARY CONSTRUCTION			09/30/2018 (09/18) Balance	220-50-763			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total .00 YTD Budget	173,614.00 Unexpended	173,614.00		
EMERGENCY EXIT DOORS			09/30/2018 (09/18) Balance	220-50-764			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total .00 YTD Budget	.00 Unexpended	.00		

Period: 10/18 - 10/18

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
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CIP - FRONT DOOR			09/30/2018 (09/18) Balance	220-50-765			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		
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EQUIPMENT & FIXTURES			09/30/2018 (09/18) Balance	220-50-766			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		
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CIP - EAST EXTERIOR DOOR			09/30/2018 (09/18) Balance	220-50-767			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	3,500.00 Unexpended	3,500.00	
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CIP - EXTERIOR PAINTING			09/30/2018 (09/18) Balance	220-50-768			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	25,000.00 Unexpended	25,000.00	
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CIP - HEAT PUMP REPLACEMENTS			09/30/2018 (09/18) Balance	220-50-769			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		
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TRANSFER TO FUND #230-LIB FUND			09/30/2018 (09/18) Balance	220-50-951			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		
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CONTINGENCY			09/30/2018 (09/18) Balance	220-50-980			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		
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ENDING FUND BALANCE			09/30/2018 (09/18) Balance	220-50-999			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		
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Number of Transactions: 17 Number of Accounts: 37					Debit	Credit	Proof
Total LIBRARY MEMORIAL FUND (220):					.00	3,650.87-	3,650.87-

Period: 10/18 - 10/18

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
STATE OTHER			09/30/2018 (09/18) Balance	230-422-09			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00	
COUNTY LIBRARY SUPPORT			09/30/2018 (09/18) Balance	230-424-01			17,850.04-
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	17,850.04-
YTD Encumbrance		.00 YTD Actual	-17,850.04 Total	-17,850.04 YTD Budget	-342,218.00 Unearned	324,367.96	
INTEREST INCOME			09/30/2018 (09/18) Balance	230-450-00			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	-400.00 Unearned	400.00	
MISC - GRANTS			09/30/2018 (09/18) Balance	230-474-00			4,622.00-
10/11/2018	CR	9061285	SALMON MOSAIC @ LIBRARY - SALMON MO			50.00-	
10/16/2018	CR	9061608	SALMON MOSAIC @ LIBRARY - SALMON MO			20.00-	
10/18/2018	CR	9062018	SALMON MOSAIC @ LIBRARY - SALMON MO			83.00-	
			10/31/2018 (10/18) Period Totals and Balance		.00 *	153.00- *	4,775.00-
YTD Encumbrance		.00 YTD Actual	-4,775.00 Total	-4,775.00 YTD Budget	.00 Unearned	(4,775.00)	
OTHER			09/30/2018 (09/18) Balance	230-489-00			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	-500.00 Unearned	500.00	
TRANS FROM FUND #220 (LIB MEM)			09/30/2018 (09/18) Balance	230-490-01			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00	
DEPT HEAD SALARIES & WAGES			09/30/2018 (09/18) Balance	230-50-500			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
REGULAR EMPLOYEES			09/30/2018 (09/18) Balance	230-50-505			56,463.16
10/21/2018	PC	15	PAYROLL TRANS FOR 10/21/2018 PAY PERIO		19,672.50		
			10/31/2018 (10/18) Period Totals and Balance		19,672.50 *	.00 *	76,135.66
YTD Encumbrance		.00 YTD Actual	76,135.66 Total	76,135.66 YTD Budget	222,450.00 Unexpended	146,314.34	
REGULAR PART-TIME EMPLOYEES			09/30/2018 (09/18) Balance	230-50-510			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
TEMPORARY PART-TIME WAGES			09/30/2018 (09/18) Balance	230-50-512			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
OVERTIME PAY			09/30/2018 (09/18) Balance	230-50-520			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	

Period: 10/18 - 10/18

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
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HOLIDAY PAY			09/30/2018 (09/18) Balance	230-50-521			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		
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VACATION REIMB.			09/30/2018 (09/18) Balance	230-50-528			846.25
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	846.25
YTD Encumbrance	.00	YTD Actual	846.25 Total	846.25 YTD Budget	.00 Unexpended	(846.25)	
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SOCIAL SECURITY			09/30/2018 (09/18) Balance	230-50-550			4,268.57
10/21/2018 PB		44	PAYROLL TRANS FOR 10/21/2018 PAY PERIO		1,458.03		
			10/31/2018 (10/18) Period Totals and Balance		1,458.03 *	.00 *	5,726.60
YTD Encumbrance	.00	YTD Actual	5,726.60 Total	5,726.60 YTD Budget	17,210.00 Unexpended	11,483.40	
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RETIREMENT			09/30/2018 (09/18) Balance	230-50-551			9,456.75
10/21/2018 PB		45	PAYROLL TRANS FOR 10/21/2018 PAY PERIO		3,314.33		
			10/31/2018 (10/18) Period Totals and Balance		3,314.33 *	.00 *	12,771.08
YTD Encumbrance	.00	YTD Actual	12,771.08 Total	12,771.08 YTD Budget	35,885.00 Unexpended	23,113.92	
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HEALTH & LIFE INSURANCE			09/30/2018 (09/18) Balance	230-50-552			19,326.54
10/21/2018 PB		46	PAYROLL TRANS FOR 10/21/2018 PAY PERIO		6,882.98		
			10/31/2018 (10/18) Period Totals and Balance		6,882.98 *	.00 *	26,209.52
YTD Encumbrance	.00	YTD Actual	26,209.52 Total	26,209.52 YTD Budget	67,892.00 Unexpended	41,682.48	
<hr/>							
UNEMPLOYMENT			09/30/2018 (09/18) Balance	230-50-553			57.29
10/21/2018 PB		47	PAYROLL TRANS FOR 10/21/2018 PAY PERIO		19.67		
			10/31/2018 (10/18) Period Totals and Balance		19.67 *	.00 *	76.96
YTD Encumbrance	.00	YTD Actual	76.96 Total	76.96 YTD Budget	200.00 Unexpended	123.04	
<hr/>							
W/C INSURANCE			09/30/2018 (09/18) Balance	230-50-555			210.99
10/21/2018 PB		48	PAYROLL TRANS FOR 10/21/2018 PAY PERIO		77.24		
			10/31/2018 (10/18) Period Totals and Balance		77.24 *	.00 *	288.23
YTD Encumbrance	.00	YTD Actual	288.23 Total	288.23 YTD Budget	700.00 Unexpended	411.77	
<hr/>							
OFFICE SUPPLIES			09/30/2018 (09/18) Balance	230-50-620			2,420.81
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	2,420.81
YTD Encumbrance	.00	YTD Actual	2,420.81 Total	2,420.81 YTD Budget	4,000.00 Unexpended	1,579.19	
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OFFICE EQUIPMENT			09/30/2018 (09/18) Balance	230-50-621			35.17
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	35.17
YTD Encumbrance	.00	YTD Actual	35.17 Total	35.17 YTD Budget	2,500.00 Unexpended	2,464.83	
<hr/>							
OFFICE FURNITURE			09/30/2018 (09/18) Balance	230-50-622			471.24
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	471.24
YTD Encumbrance	.00	YTD Actual	471.24 Total	471.24 YTD Budget	2,000.00 Unexpended	1,528.76	
<hr/>							
POSTAGE			09/30/2018 (09/18) Balance	230-50-623			7.75
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	7.75

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance		.00 YTD Actual	7.75 Total	7.75 YTD Budget	50.00 Unexpended	42.25	
LEGAL PUBLICATIONS & NOTICES			09/30/2018 (09/18) Balance	230-50-625			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
JANITORIAL SUPPLIES			09/30/2018 (09/18) Balance	230-50-630			196.55
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	196.55
YTD Encumbrance		.00 YTD Actual	196.55 Total	196.55 YTD Budget	750.00 Unexpended	553.45	
UTILITIES			09/30/2018 (09/18) Balance	230-50-631			1,812.67
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	1,812.67
YTD Encumbrance		.00 YTD Actual	1,812.67 Total	1,812.67 YTD Budget	10,000.00 Unexpended	8,187.33	
TELEPHONE			09/30/2018 (09/18) Balance	230-50-632			771.63
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	771.63
YTD Encumbrance		.00 YTD Actual	771.63 Total	771.63 YTD Budget	2,500.00 Unexpended	1,728.37	
MINOR MAINTENANCE			09/30/2018 (09/18) Balance	230-50-635			416.95
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	416.95
YTD Encumbrance		.00 YTD Actual	416.95 Total	416.95 YTD Budget	1,000.00 Unexpended	583.05	
TRAINING & TRAVEL			09/30/2018 (09/18) Balance	230-50-650			400.37
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	400.37
YTD Encumbrance		.00 YTD Actual	400.37 Total	400.37 YTD Budget	1,500.00 Unexpended	1,099.63	
CONTRACTUAL SERVICES			09/30/2018 (09/18) Balance	230-50-660			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
CONTRACTUAL SERVICES			09/30/2018 (09/18) Balance	230-50-661			4,094.34
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	4,094.34
YTD Encumbrance		.00 YTD Actual	4,094.34 Total	4,094.34 YTD Budget	12,500.00 Unexpended	8,405.66	
INSURANCE			09/30/2018 (09/18) Balance	230-50-681			4,730.98
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	4,730.98
YTD Encumbrance		.00 YTD Actual	4,730.98 Total	4,730.98 YTD Budget	4,500.00 Unexpended	(230.98)	
LIBRARY MATERIALS			09/30/2018 (09/18) Balance	230-50-690			12,667.94
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	12,667.94
YTD Encumbrance		.00 YTD Actual	12,667.94 Total	12,667.94 YTD Budget	12,500.00 Unexpended	(167.94)	
CHILDREN'S PROGRAMS			09/30/2018 (09/18) Balance	230-50-695			329.82
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	329.82
YTD Encumbrance		.00 YTD Actual	329.82 Total	329.82 YTD Budget	1,250.00 Unexpended	920.18	

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
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OTHER EQUIP REPAIR & MAINT.			09/30/2018 (09/18) Balance	230-50-721			231.27
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	231.27
YTD Encumbrance	.00	YTD Actual	231.27 Total	231.27 YTD Budget	1,000.00 Unexpended	768.73	
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EQUIPMENT REPAIR & MAINTENANCE			09/30/2018 (09/18) Balance	230-50-725			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
<hr/>							
REFUNDS & REIMBURSEMENTS			09/30/2018 (09/18) Balance	230-50-734			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	250.00 Unexpended	250.00	
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MISC. GRANTS			09/30/2018 (09/18) Balance	230-50-748			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
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OTHER			09/30/2018 (09/18) Balance	230-50-749			7.98
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	7.98
YTD Encumbrance	.00	YTD Actual	7.98 Total	7.98 YTD Budget	.00 Unexpended	(7.98)	
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MAJOR BUILDING RENOVATION			09/30/2018 (09/18) Balance	230-50-760			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
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CIP - CAPITAL CONSTRUCTION			09/30/2018 (09/18) Balance	230-50-763			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
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CIP - EQUIPMENT & FIXTURES			09/30/2018 (09/18) Balance	230-50-766			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
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CONTINGENCY			09/30/2018 (09/18) Balance	230-50-980			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
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CONTINGENCY (MEASURE 47)			09/30/2018 (09/18) Balance	230-50-981			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
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ENDING FUND BALANCE			09/30/2018 (09/18) Balance	230-50-999			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	

Number of Transactions: 9 Number of Accounts: 44

Debit

Credit

Proof

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Total LIBRARY FUND (230):					31,424.75	153.00-	31,271.75
Number of Transactions: 26 Number of Accounts: 81					Debit	Credit	Proof
Grand Totals:					31,424.75	3,803.87-	27,620.88

Report Criteria:

Actual Amounts

All Accounts

Summarize Payroll Detail

Print Period Totals

Print Grand Totals

Page and Total by Fund

All Segments Tested for Total Breaks

[Report].Account Number = "22042209"- "22050999", "23042209"- "23050999"