

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

**Wednesday SEPTEMBER 18, 2019  
5:15pm**

**Introductions**

- 1. Call to Order**
- 2. Public Comments**
- 3. Minutes and Circulation Reports**
- 4. Treasurer's Reports**
- 5. Correspondence**
- 6. Librarian's Report**
- 7. Friends of the Library Report**
- 8. Foundation Report**
- 9. Old Business  
Steering Committee**
- 10. New Business  
Policies**
  - Freedom to Read Statement**
  - Freedom to View Statement**
  - Free Access to Libraries for Minors**
  - Gifts and Donations**
- 11. Announcements**
- 12. Adjournment**

COOS BAY PUBLIC LIBRARY

AUGUST 2019 REPORT

# OF ITEMS ADDED TO COLLECTION - **648**

NEW CARDS ISSUED - **81**

TOTAL REFERENCE QUESTIONS - **879**

DAILY AVERAGE CIRCULATION - **894**

TOTAL # OF PROGRAMS - **23**

PROGRAM ATTENDANCE - **1,027**

TOTAL ITEMS CHECKED OUT AT THE LIBRARY - **20,800**

TOTAL OF COOS BAY ITEMS CHECKED OUT ANYWHERE - **23,252**

TOTAL DIGITAL DOWNLOADS - **150**

GATE COUNT - **16,341**

TOTAL MONTHLY VISITORS - **18,642**

COOS BAY PUBLIC LIBRARY  
BOARD OF TRUSTEE MEETING MINUTES  
August 21, 2019

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

**Board Members present:** Curt Benward, Alissa Pruess, Bob More, Peggy Christensen.

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

**Public Comment** – None

**Minutes and Circulation** – Bob More noted the misspelling of his name throughout the July minutes. Bob More made a motion to approve the minutes of the July Board meeting and Alissa Pruess seconded. Approved unanimously.

**Treasurer's Report** – Requests for clarification on p.6 line item 07-000-380-0100 Miscellaneous and p. 7 line item 07-510-560-8001 Contingency will be directed to Library Director Sami Pierson. Bob More made a motion to approve July Treasurer's Report and Peggy Christensen seconded. Approved unanimously.

**Correspondence** – none

**Librarian's Report** – The Librarian's Report was reviewed with positive comments on summer programming.

**Friends of the Library Report** – Marie Benton reported that in July the Friends bookstore took in \$1,613.21; the August book sale realized \$1,034.93. There will be no book sale in September.

**Library Foundation Report**– Bob More reported that progress is being made for the Fall Fundraiser

**Old Business** –

**Steering Committee** – Curt Benward reported that consultant Rich Fosrer held interviews with certain member of the community on August 13<sup>th</sup> and 14<sup>th</sup>. He also had some telephone interviews scheduled. The next phase will involve a telephone survey in which he hopes to get 400 responses.

**New Business** –

**Library Standards** – Ellen guided us through a review of Services and Programs Standards from the Oregon Library Association Public Library Standards document provided by Library Director Sami Pierson. Clarification on sections of p. 26 (27) , p. 28 (29), and p. 30 (31) will be forwarded to Sami.

**Announcements** – Ellen Thompson announced her early retirement with her last day of work being October 31, 2019.

**Adjournment** – C. Benward adjourned the meeting at 6:23 p. m.

**Next meeting: September 18th at 5:15 p. m.**

Respectfully submitted,  
Ellen Thompson

# COOS BAY PUBLIC LIBRARY AUGUST 2019

## INVENTORY

<u>CLASSIFICATION</u>	<u>ACQUIRED</u>		
Adult Books	298		
Adult Audio Books	51		
Adult Video	111		
Adult Video Games	0		
Young Adult Books	34		
Young Adult Audio	1		
Child Books	114		
Child Audio	3		
Child Video	36		
Child Miscellaneous	0		
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<b>TOTAL</b>	<b>648</b>	<b>DISCARDS</b>	<b>794</b>

## CIRCULATION SUMMARY

	Total Items Checked Out At Coos Bay	Total Coos Bay Owned Items Checked Out		
<b>2019</b>	20,800	23,252		
<b>2018</b>	20,745	23,227		
<b>2017</b>	25,082	25,333		
<b>2016</b>	23,917	26,035		
<b>2015</b>	21,725	23,438		
<b>2014</b>	21,948	24,744		
<b>GATE COUNT:</b>	16,341			
	( 2018 - 15,010)			
<b>REFERENCE QUESTIONS ANSWERED:</b>		879		
<b>YP REFERENCE QUESTIONS ANSWERED:</b>		111		
<b>NEW PATRON REGISTRATIONS:</b>		81		
<b>#DAYS OPEN:</b>	<b>26</b>	<b>27</b>	<b>27</b>	
<b>DAILY AVERAGE CIRCULATION:</b>	894	(18) 860	(17) 938	

## RECEIPTS FROM PATRONS

FINES	\$700.25
DISKS/MISC.	\$69.15
DAMAGE/LOSS	\$112.81
RENT	\$480.00
BOOK BAGS	\$23.00
COPIES	<u>\$527.40</u>
<b>TOTAL</b>	<u><b>\$1,912.61</b></u>

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City of Coos Bay  
Revenues with Comparison to Budget  
For the 12 Months Ending June 30, 2019

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	.00	5,127.00	1,200.00 (	3,927.00)	427.3
07-000-340-0301 Grants	1,000.00	9,300.00	7,500.00 (	1,800.00)	124.0
07-000-340-0303 Federal Grants	.00	.00	2,500.00	2,500.00	.0
07-000-340-0900 Library Tax Base	.00	1,097,035.89	1,010,000.00 (	87,035.89)	108.6
<b>Total Revenue From Other Agencies</b>	<b>1,000.00</b>	<b>1,111,462.89</b>	<b>1,021,200.00 (</b>	<b>90,262.89)</b>	<b>108.8</b>
<u>Use Of Money &amp; Property</u>					
07-000-350-0100 Interest	2,308.27	24,447.35	6,000.00 (	18,447.35)	407.5
07-000-350-1100 Auditorium Rental	480.00	3,975.00	2,000.00 (	1,975.00)	198.8
<b>Total Use Of Money &amp; Property</b>	<b>2,788.27</b>	<b>28,422.35</b>	<b>8,000.00 (</b>	<b>20,422.35)</b>	<b>355.3</b>
<u>Current Services</u>					
07-000-360-0100 Copies	774.75	7,216.65	6,500.00 (	716.65)	111.0
07-000-360-1700 Data Base Specialist Fees	( 98.35)	.00	.00	.00	.0
07-000-360-1800 Library Fees	1,181.25	14,129.01	14,200.00	70.99	99.5
<b>Total Current Services</b>	<b>1,857.65</b>	<b>21,345.66</b>	<b>20,700.00 (</b>	<b>645.66)</b>	<b>103.1</b>
<u>Other Revenue</u>					
07-000-380-0100 Miscellaneous	25,078.20	25,236.38	.00 (	25,236.38)	.0
07-000-380-0400 Reimbursements	415.50	706.00	400.00 (	306.00)	176.5
07-000-380-0900 Gifts, Donations & Memorials	11,486.16	36,835.19	18,000.00 (	18,835.19)	204.6
<b>Total Other Revenue</b>	<b>36,979.86</b>	<b>62,777.57</b>	<b>18,400.00 (</b>	<b>44,377.57)</b>	<b>341.2</b>
<b>Total Fund Revenue</b>	<b>42,625.78</b>	<b>1,224,008.47</b>	<b>1,783,300.00</b>	<b>559,291.53</b>	<b>68.6</b>

City of Coos Bay  
Expenditures with Comparison to Budget  
For the 12 Months Ending June 30, 2019

Library Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<b>Library Fund</b>					
<b>Personnel Services</b>					
07-510-510-1001	Salaries	47,576.01	566,126.77	668,787.00	102,660.23 84.7
07-510-510-1003	P.E.R.S.	9,091.49	107,353.20	115,799.00	8,445.80 92.7
07-510-510-1004	Social Security	3,587.20	42,778.95	51,171.00	8,392.05 83.6
07-510-510-1005	Employee Insurance	9,875.00	149,937.68	205,917.00	55,979.32 72.8
07-510-510-1006	Unemployment	.00	.00	16,150.00	16,150.00 .0
07-510-510-1007	Workers Compensation Insurance	109.45	815.99	2,620.00	1,804.01 31.1
07-510-510-1008	Volunteer Workers Compensation	9.75	12.75	162.00	149.25 7.9
<b>Total Personnel Services</b>		<b>70,248.90</b>	<b>867,025.34</b>	<b>1,060,606.00</b>	<b>193,580.66 81.8</b>
<b>Materials &amp; Services</b>					
07-510-520-2005	Training, Meetings, Travel, Dues	( 209.63)	6,872.35	8,000.00	1,127.65 85.9
07-510-520-2101	Utilities	5,125.80	35,703.49	42,000.00	6,296.51 85.0
07-510-520-2102	Telephone	1,960.87	6,485.57	13,200.00	6,714.43 49.1
07-510-520-2105	Advertising	1,806.43	5,598.30	8,000.00	2,401.70 70.0
07-510-520-2108	Contractual	17,653.94	63,869.08	12,000.00	( 51,869.08) 532.2
07-510-520-2120	Insurance	.00	20,768.19	21,000.00	231.81 98.9
07-510-520-2122	Duplicating	2,638.92	9,623.55	7,200.00	( 2,423.55) 133.7
07-510-520-2123	Printing	.00	92.89	3,000.00	2,907.11 3.1
07-510-520-2205	Office Supplies	282.30	1,895.42	2,200.00	304.58 86.2
07-510-520-2206	Postage	804.62	2,363.13	2,500.00	136.87 94.5
07-510-520-2225	Janitorial Supplies	650.30	4,131.91	4,400.00	268.09 93.9
07-510-520-2231	Small Equipment	7,363.58	10,951.53	33,000.00	22,048.47 33.2
07-510-520-2234	Grants	.00	4,206.69	11,200.00	6,993.31 37.6
07-510-520-2235	Library Supplies	1,604.92	13,960.63	14,000.00	39.37 99.7
07-510-520-2236	Library Books & Records	10,858.73	75,629.10	82,000.00	6,370.90 92.2
07-510-520-2237	Periodicals	.00	9,012.00	8,500.00	( 512.00) 106.0
07-510-520-2238	Microfilm	.00	.00	200.00	200.00 .0
07-510-520-2239	State Aid to Children - Books	600.00	2,520.13	2,100.00	( 420.13) 120.0
07-510-520-2302	Office Equipment Rental	674.44	4,689.77	5,200.00	510.23 90.2
07-510-520-2303	Equipment Repairs/Replacement	751.81	4,190.79	7,000.00	2,809.21 59.9
07-510-520-2304	Equipment Maintenance Contract	2,027.95	11,096.20	9,500.00	( 1,596.20) 116.8
07-510-520-2309	Building & Grounds Maintenance	10,189.12	48,216.69	33,000.00	( 15,216.69) 146.1
07-510-520-2406	Reimbursable	.00	103.95	300.00	196.05 34.7
07-510-520-2424	Library Board	693.00	693.00	600.00	( 93.00) 115.5
07-510-520-2450	Gifts, Donations & Memorials	6,243.56	36,702.02	18,000.00	( 18,702.02) 203.9
<b>Total Materials &amp; Services</b>		<b>71,720.66</b>	<b>379,376.38</b>	<b>348,100.00</b>	<b>( 31,276.38) 109.0</b>
<b>Other Financing Uses</b>					
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 .0</b>
<b>Total Library Fund</b>		<b>141,969.56</b>	<b>1,246,401.72</b>	<b>1,783,300.00</b>	<b>536,898.28 69.9</b>

City of Coos Bay  
 Expenditures with Comparison to Budget  
 For the 12 Months Ending June 30, 2019

Library Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
Total Fund Expenditures	141,969.56	1,246,401.72	1,783,300.00	536,898.28	69.9
Net Revenue Over Expenditures	( 99,343.78)	( 22,393.25)	.00	22,393.25	.0

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City of Coos Bay  
 Revenues with Comparison to Budget  
 For the 2 Months Ending August 31, 2019

Library Fund

	Period Actual	YTD Actual	Budget	Unearned	Pcnt	
<u>Carryover</u>						
07-000-300-0100	Carryover - Regular	.00	.00	900,000.00	900,000.00	.0
07-000-300-0200	Carryover - Memorial/Board	.00	.00	100,000.00	100,000.00	.0
	<b>Total Carryover</b>	<b>.00</b>	<b>.00</b>	<b>1,000,000.00</b>	<b>1,000,000.00</b>	<b>.0</b>
<u>Revenue From Other Agencies</u>						
07-000-340-0300	State Library Grant	.00	.00	1,700.00	1,700.00	.0
07-000-340-0301	Grants	.00	1,000.00	7,000.00	6,000.00	14.3
07-000-340-0303	Federal Grants	.00	.00	5,000.00	5,000.00	.0
07-000-340-0900	Library Tax Base	.00	65,568.86	1,115,000.00	1,049,431.14	5.9
	<b>Total Revenue From Other Agencies</b>	<b>.00</b>	<b>66,568.86</b>	<b>1,128,700.00</b>	<b>1,062,131.14</b>	<b>5.9</b>
<u>Use Of Money &amp; Property</u>						
07-000-350-0100	Interest	2,085.54	4,335.65	12,000.00	7,664.35	36.1
07-000-350-1100	Auditorium Rental	480.00	750.00	2,500.00	1,750.00	30.0
	<b>Total Use Of Money &amp; Property</b>	<b>2,565.54</b>	<b>5,085.65</b>	<b>14,500.00</b>	<b>9,414.35</b>	<b>35.1</b>
<u>Current Services</u>						
07-000-360-0100	Copies	536.60	1,237.10	7,000.00	5,762.90	17.7
07-000-360-1800	Library Fees	838.21	2,165.62	10,000.00	7,834.38	21.7
	<b>Total Current Services</b>	<b>1,374.81</b>	<b>3,402.72</b>	<b>17,000.00</b>	<b>13,597.28</b>	<b>20.0</b>
<u>Other Revenue</u>						
07-000-380-0100	Miscellaneous	2,198.79	4,418.69	100.00	( 4,318.69)	4418.7
07-000-380-0400	Reimbursements	23.00	60.50	500.00	439.50	12.1
07-000-380-0900	Gifts, Donations & Memorials	14.07	52.19	20,000.00	19,947.81	.3
	<b>Total Other Revenue</b>	<b>2,235.86</b>	<b>4,531.38</b>	<b>20,600.00</b>	<b>16,068.62</b>	<b>22.0</b>
	<b>Total Fund Revenue</b>	<b>6,176.21</b>	<b>79,588.61</b>	<b>2,180,800.00</b>	<b>2,101,211.39</b>	<b>3.7</b>



City of Coos Bay  
Expenditures with Comparison to Budget  
For the 2 Months Ending August 31, 2019

Library Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Library Fund</u>					
Personnel Services					
07-510-510-1001	Salaries	48,526.38	97,347.37	686,818.00	589,470.63 14.2
07-510-510-1003	P.E.R.S.	10,873.56	21,996.62	133,210.00	111,213.38 16.5
07-510-510-1004	Social Security	3,660.38	7,342.88	52,548.00	45,205.12 14.0
07-510-510-1005	Employee Insurance	9,819.99	19,694.75	153,574.00	133,879.25 12.8
07-510-510-1006	Unemployment	.00	.00	13,000.00	13,000.00 .0
07-510-510-1007	Workers Compensation Insurance	59.93	122.68	2,833.00	2,710.32 4.3
07-510-510-1008	Volunteer Workers Compensation	.00	.00	122.00	122.00 .0
	Total Personnel Services	72,940.24	146,504.30	1,042,105.00	895,600.70 14.1
Materials & Services					
07-510-520-2005	Training,Meetings,Travel,Dues	.00	1,154.04	9,000.00	7,845.96 12.8
07-510-520-2101	Utilities	2,471.80	2,471.80	42,000.00	39,528.20 5.9
07-510-520-2102	Telephone	502.13	502.13	13,000.00	12,497.87 3.9
07-510-520-2105	Advertising	415.00	415.00	15,000.00	14,585.00 2.8
07-510-520-2108	Contractual	3,334.55	3,373.82	42,250.00	38,876.18 8.0
07-510-520-2120	Insurance	13,847.89	13,847.89	14,500.00	652.11 95.5
07-510-520-2122	Duplicating	727.63	716.80	8,500.00	7,783.20 8.4
07-510-520-2123	Printing	.00	.00	3,000.00	3,000.00 .0
07-510-520-2205	Office Supplies	185.86	185.86	2,500.00	2,314.14 7.4
07-510-520-2206	Postage	.00	.00	2,200.00	2,200.00 .0
07-510-520-2225	Janitorial Supplies	182.12	257.00	5,200.00	4,943.00 4.9
07-510-520-2231	Small Equipment	544.89	544.89	35,000.00	34,455.11 1.6
07-510-520-2234	Grants	.00	.00	17,000.00	17,000.00 .0
07-510-520-2235	Library Supplies	1,871.88	1,871.88	15,000.00	13,128.12 12.5
07-510-520-2236	Library Books & Records	3,886.12	5,444.12	100,000.00	94,555.88 5.4
07-510-520-2237	Periodicals	.00	480.00	10,000.00	9,520.00 4.8
07-510-520-2238	Microfilm	.00	.00	200.00	200.00 .0
07-510-520-2239	State Aid to Children - Books	.00	.00	2,000.00	2,000.00 .0
07-510-520-2240	Library Books/Records (Restr)	.00	.00	50,000.00	50,000.00 .0
07-510-520-2302	Office Equipment Rental	257.34	257.34	5,200.00	4,942.66 5.0
07-510-520-2303	Equipment Repairs/Replacement	871.87	1,471.75	25,000.00	23,528.25 5.9
07-510-520-2304	Equipment Maintenance Contract	37.95	75.90	12,000.00	11,924.10 .6
07-510-520-2309	Building & Grounds Maintenance	1,098.65	1,098.65	50,000.00	48,901.35 2.2
07-510-520-2310	Furniture (restricted)	.00	.00	75,000.00	75,000.00 .0
07-510-520-2406	Reimbursable	.00	.00	200.00	200.00 .0
07-510-520-2424	Library Board	.00	.00	500.00	500.00 .0
07-510-520-2450	Gifts, Donations & Memorials	572.39	2,948.89	20,000.00	17,051.11 14.7
	Total Materials & Services	30,808.07	37,117.76	574,250.00	537,132.24 6.5
Other Financing Uses					
07-510-560-6001	Contingency	.00	.00	564,445.00	564,445.00 .0
	Total Other Financing Uses	.00	.00	564,445.00	564,445.00 .0

City of Coos Bay  
 Expenditures with Comparison to Budget  
 For the 2 Months Ending August 31, 2019

Library Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
Total Library Fund	103,748.31	183,622.06	2,180,800.00	1,997,177.94	8.4
Total Fund Expenditures	103,748.31	183,622.06	2,180,800.00	1,997,177.94	8.4
Net Revenue Over Expenditures	( 97,572.10)	( 104,033.45)	.00	104,033.45	.0

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Cash - Combined Fund			07/31/2019 (07/19) Balance	07-000-100-1001			956,731.08
08/31/2019	CA	5	Cash Allocation - Created: 08/05/19 9:15 AM			21,163.34-	
08/31/2019	CA	19	Cash Allocation - Created: 08/09/19 5:30 PM			6,190.07-	
08/31/2019	CA	38	Cash Allocation - Created: 08/13/19 3:13 PM			269.80-	
08/31/2019	CA	49	Cash Allocation - Created: 08/14/19 11:45 AM		12.00		
08/31/2019	CA	58	Cash Allocation - Created: 08/30/19 1:21 PM			82,425.90-	
08/31/2019	CA	73	Cash Allocation - Created: 09/03/19 4:47 PM			707.95-	
08/31/2019	CA	84	Cash Allocation - Created: 09/06/19 10:03 AM		1,013.90		
08/31/2019	CA	94	Cash Allocation - Created: 09/11/19 9:16 AM		2,085.54		
			08/31/2019 (08/19) Period Totals and Balance		3,111.44 *	110,757.06- *	849,085.46
Petty Cash			07/31/2019 (07/19) Balance	07-000-100-1015			200.00
			08/31/2019 (08/19) Period Totals and Balance		.00 *	.00 *	200.00
Prepaid Expense			07/31/2019 (07/19) Balance	07-000-100-1101			212.93
06/24/2019	AP	452	City of Coos Bay - ESO **VendorNo: 1002304 **Inv. No: BAY007 **Desc: computer security 5/2019 - 4/2022 (3yr) FYE 21 **Inv. Date: 6/24/2019 **PO No: **Remit Name: City of Coos Bay - ESO **Merchant Vendor No: 1002304 **Merchant Vendor Name: City of Coos Bay - ESO **Invoice Created By: Kristin		839.86		
06/24/2019	AP	453	City of Coos Bay - ESO **VendorNo: 1002304 **Inv. No: BAY007 **Desc: computer security 5/2019 - 4/2022 (3yr) FYE 22 **Inv. Date: 6/24/2019 **PO No: **Remit Name: City of Coos Bay - ESO **Merchant Vendor No: 1002304 **Merchant Vendor Name: City of Coos Bay - ESO **Invoice Created By: Kristin		699.89		
			08/31/2019 (08/19) Period Totals and Balance		1,539.75 *	.00 *	1,752.68
Accounts Payable			07/31/2019 (07/19) Balance	07-000-200-2001			7,936.82-
08/31/2019	AP	69	Summary Transactions from AP System			16,613.63-	
08/31/2019	AP	229	Summary Transactions from AP System			6,596.26-	
08/31/2019	AP	329	Summary Transactions from AP System			306.79-	
08/31/2019	AP	439	Summary Transactions from AP System			2,076.91-	
08/31/2019	AP	457	Summary Transactions from AP System			2,379.62-	
08/31/2019	AP	551	Summary Transactions from AP System			1,537.88-	
08/31/2019	AP	669	Summary Transactions from AP System			83.80-	
08/31/2019	AP	750	Summary Transactions from AP System			3,551.30-	
08/31/2019	AP	831	Summary Transactions from AP System			596.95-	
08/19/2019	CDA1	209	Umpqua Bank		1,302.98		
08/19/2019	CDA1	210	Umpqua Bank		33.10		
08/19/2019	CDA1	211	Umpqua Bank		659.55		
08/27/2019	CDA1	216	Umpqua Bank		975.02		
08/27/2019	CDA1	217	Umpqua Bank		2,528.83		
08/27/2019	CDA1	222	Umpqua Bank		47.45		
08/01/2019	CDA1	119107	Advantage Security LLC		37.95		
08/01/2019	CDA1	119108	AUS West Lockbox		25.00		
08/01/2019	CDA1	119113	Center Point Large Print		136.02		
08/01/2019	CDA1	119117	CIS		13,847.89		
08/01/2019	CDA1	119118	C-N-B Security Inc		864.00		
08/01/2019	CDA1	119120	Comfort Flow Heating		273.90		
08/01/2019	CDA1	119122	Demco		424.47		
08/01/2019	CDA1	119131	Kyle Electric Inc		873.67		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
08/01/2019	CDA1	119145	Xerox Corporation		130.73		
08/02/2019	CDA1	119148	Bay Area Enterprises Inc.		6,690.50		
08/02/2019	CDA1	119156	Recorded Books Inc		41.60		
08/09/2019	CDA1	119172	Cengage Learning Inc		172.18		
08/09/2019	CDA1	119174	C-N-B Security Inc		2,430.00		
08/09/2019	CDA1	119175	Coastal Paper & Supply Inc		182.12		
08/09/2019	CDA1	119177	Comfort Flow Heating		740.00		
08/09/2019	CDA1	119187	Pacific Power & Light Co		2,471.80		
08/09/2019	CDA1	119190	Showcases		600.16		
08/13/2019	CDA1	119195	Cavendish Square		195.54		
08/13/2019	CDA1	119205	Penguin Random House LLC		86.25		
08/14/2019	CDA1	119214	AUS West Lockbox		25.00		
08/14/2019	CDA1	119219	Brilliance Publishing Inc.		125.98		
08/14/2019	CDA1	119239	Minitex		542.00		
08/14/2019	CDA1	119243	Recorded Books Inc		41.60		
08/14/2019	CDA1	119245	KATU TV/Sinclair Broadcast Group		415.00		
08/14/2019	CDA1	119249	Xerox Corporation		276.15		
08/14/2019	CDA1	119252	Office Depot		676.18		
08/16/2019	CDA1	119262	CB-NB Water Board - Water		242.20		
08/16/2019	CDA1	119263	City of Coos Bay - ESO		2,519.60		
08/16/2019	CDA1	119266	Demco		259.21		
08/16/2019	CDA1	119272	Frontier		105.58		
08/26/2019	CDA1	119301	Knowbuddy Resources		83.80		
08/30/2019	CDA1	119312	Executech Utah Inc.		596.95		
08/31/2019 (08/19) Period Totals and Balance					41,679.96 *	33,743.14- *	.00
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AP/FS			07/31/2019 (07/19) Balance	07-000-200-2099			596.95-
08/30/2019	JE	32	REV FY19 EXECUTECH INV#132472 5/21/19		596.95		
08/31/2019 (08/19) Period Totals and Balance					596.95 *	.00 *	.00
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Fund Balance			07/31/2019 (07/19) Balance	07-000-200-2500			955,071.59-
08/31/2019 (08/19) Period Totals and Balance					.00 *	.00 *	955,071.59-
<hr/>							
Grants			07/31/2019 (07/19) Balance	07-000-340-0301			1,000.00-
08/31/2019 (08/19) Period Totals and Balance					.00 *	.00 *	1,000.00-
<hr/>							
YTD Encumbrance	.00	YTD Actual	-1,000.00	Total	-1,000.00	YTD Budget	-7,000.00
						Unearned	6,000.00
<hr/>							
Library Tax Base			07/31/2019 (07/19) Balance	07-000-340-0900			65,568.86-
08/31/2019 (08/19) Period Totals and Balance					.00 *	.00 *	65,568.86-
<hr/>							
YTD Encumbrance	.00	YTD Actual	-65,568.86	Total	-65,568.86	YTD Budget	-1,115,000.00
						Unearned	1,049,431.14
<hr/>							
Interest			07/31/2019 (07/19) Balance	07-000-350-0100			2,250.11-
08/31/2019	CRJE	2	INTEREST DISTRIBUTION JOURNAL ENTRY 08/1			2,085.54-	
08/31/2019 (08/19) Period Totals and Balance					.00 *	2,085.54- *	4,335.65-
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YTD Encumbrance	.00	YTD Actual	-4,335.65	Total	-4,335.65	YTD Budget	-12,000.00
						Unearned	7,664.35
<hr/>							
Auditorium Rental			07/31/2019 (07/19) Balance	07-000-350-1100			270.00-
08/22/2019	CR	1043282	Auditorium Rental - 8/14-8/20/19 Library Weekly De Description: Auditorium Rental - 8/14-8/20/19 Library Weekly Deposit			360.00-	
08/21/2019	CR	99002003	Online Payment - Roseburg VA Town Hall Description: Online Payment - Roseburg VA Town Hall Comment:			120.00-	

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			XpressBillPay\Import\XBP_20190822003005.im p-1				
08/21/2019	CR	99002005	Online Payment - Robert Hutson Description: Online Payment - Robert Hutson Comment: XpressBillPay\Import\XBP_20190822003005.im p-3			120.00-	
08/26/2019	CR	99002007	Online Payment - Robert Hutson Description: Online Payment - Robert Hutson Comment: XpressBillPay\Import\XBP_20190827003009.im p-1		120.00		
08/27/2019	CR	99002015	Online Payment - Mak Hutson Description: Online Payment - Mak Hutson Comment: XpressBillPay\Import\XBP_20190828003005.im p-1			120.00-	
08/30/2019	CR	99002017	Online Payment - Mak Hutson Description: Online Payment - Mak Hutson Comment: XpressBillPay\Import\XBP_20190831003008.im p-1		120.00		
08/31/2019 (08/19) Period Totals and Balance					240.00 *	720.00- *	750.00-

YTD Encumbrance .00 YTD Actual -750.00 Total -750.00 YTD Budget -2,500.00 Unearned 1,750.00

			07/31/2019 (07/19) Balance	07-000-360-0100		700.50-
08/07/2019	CR	1043223	Copies - 7/31/19-8/6/19 LIBRARY WEEKLY DEPO Description: Copies - 7/31/19-8/6/19 LIBRARY WEEKLY DEPOSIT		114.60-	
08/15/2019	CR	1043247	Copies - 8/7-8/13/19 Library Weekly Deposit Description: Copies - 8/7-8/13/19 Library Weekly Deposit		112.95-	
08/22/2019	CR	1043282	Copies - 8/14-8/20/19 Library Weekly Deposit Description: Copies - 8/14-8/20/19 Library Weekly Deposit		165.80-	
08/29/2019	CR	1043308	Copies - Library Weekly Deposit - 8/21-8/27/19 Description: Copies - Library Weekly Deposit - 8/21-8/27/19		123.65-	
08/01/2019	CR	99001970	Online Payment - Description: Online Payment - Comment: XpressBillPay\Import\XBP_20190802003005.im p-4			7.20-
08/06/2019	CR	99001977	Online Payment - BRITTANI GONZALES Description: Online Payment - BRITTANI GONZALES Comment: XpressBillPay\Import\XBP_20190807003005.im p-4			8.40-

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
08/06/2019	CR	99001979	Online Payment - RITA M KAWECKI Description: Online Payment - RITA M KAWECKI Comment: XpressBillPay\Import\XBP_20190807003005.im p-6			1.20-	
08/08/2019	CR	99001983	Online Payment - RAYMOND U ARNDT Description: Online Payment - RAYMOND U ARNDT Comment: XpressBillPay\Import\XBP_20190809003004.im p-1			.80-	
08/13/2019	CR	99001993	Online Payment - NICHOLAS HENRIS Description: Online Payment - NICHOLAS HENRIS Comment: XpressBillPay\Import\XBP_20190814003005.im p-5			2.00-	
08/31/2019 (08/19) Period Totals and Balance					.00 *	536.60- *	1,237.10-
YTD Encumbrance		.00 YTD Actual	-1,237.10 Total	-1,237.10 YTD Budget	-7,000.00 Unearned	5,762.90	
Library Fees		07/31/2019 (07/19) Balance		07-000-360-1800			1,327.41-
08/07/2019	CR	1043223	Library Fees - 7/31/19-8/6/19 LIBRARY WEEKLY D Description: Library Fees - 7/31/19-8/6/19 LIBRARY WEEKLY DEPOSIT			263.75-	
08/15/2019	CR	1043247	Library Fees - 8/7-8/13/19 Library Weekly Deposit Description: Library Fees - 8/7-8/13/19 Library Weekly Deposit			153.99-	
08/22/2019	CR	1043282	Library Fees - 8/14-8/20/19 Library Weekly Deposit Description: Library Fees - 8/14-8/20/19 Library Weekly Deposit			210.90-	
08/29/2019	CR	1043308	Library Fees - Library Weekly Deposit - 8/21-8/27/19 Description: Library Fees - Library Weekly Deposit - 8/21-8/27/19			91.05-	
08/01/2019	CR	99001972	Online Payment - LUCINDA BUTLER Description: Online Payment - LUCINDA BUTLER Comment: XpressBillPay\Import\XBP_20190802003005.im p-6			.40-	
08/06/2019	CR	99001974	Online Payment - KAYLYNN THORSEN Description: Online Payment - KAYLYNN THORSEN Comment: XpressBillPay\Import\XBP_20190807003005.im p-1			33.88-	
08/07/2019	CR	99001981	Online Payment - JEFFREY BIHNER Description: Online Payment - JEFFREY BIHNER Comment: XpressBillPay\Import\XBP_20190808003004.im p-1			18.55-	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
08/12/2019	CR	99001987	Online Payment - BRANDI M PALMER Description: Online Payment - BRANDI M PALMER Comment: XpressBillPay\Import\XBP_20190813003008.im p-3			6.99-	
08/13/2019	CR	99001991	Online Payment - SONNE OLSEN Description: Online Payment - SONNE OLSEN Comment: XpressBillPay\Import\XBP_20190814003005.im p-3			10.00-	
08/15/2019	CR	99001999	Online Payment - JHANA BROWN Description: Online Payment - JHANA BROWN Comment: XpressBillPay\Import\XBP_20190816003008.im p-1			6.00-	
08/17/2019	CR	99002001	Online Payment - BETHANY NEUHOFF Description: Online Payment - BETHANY NEUHOFF Comment: XpressBillPay\Import\XBP_20190818003006.im p-1			11.70-	
08/26/2019	CR	99002009	Online Payment - JOSEPHINE C KUEHN Description: Online Payment - JOSEPHINE C KUEHN Comment: XpressBillPay\Import\XBP_20190827003009.im p-3			22.00-	
08/30/2019	CR	99002019	Online Payment - ANDREW J RUSSELL Description: Online Payment - ANDREW J RUSSELL Comment: XpressBillPay\Import\XBP_20190831003008.im p-3			9.00-	
08/31/2019 (08/19) Period Totals and Balance					.00 *	838.21- *	2,165.62-
YTD Encumbrance		.00 YTD Actual	-2,165.62 Total	-2,165.62 YTD Budget	-10,000.00 Unearned	7,834.38	
Miscellaneous				07/31/2019 (07/19) Balance	07-000-380-0100		2,219.90-
08/06/2019	CR	99001975	Online Payment - KAYLYNN THORSEN Description: Online Payment - KAYLYNN THORSEN Comment: XpressBillPay\Import\XBP_20190807003005.im p-2			1.00-	
08/12/2019	CR	99001985	Online Payment - BARBARA J SHAMET Description: Online Payment - BARBARA J SHAMET Comment: XpressBillPay\Import\XBP_20190813003008.im p-1			5.00-	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
08/14/2019	CR	99001997	Online Payment - NATALIE HUTCHESON Description: Online Payment - NATALIE HUTCHESON Comment: XpressBillPay\import\XBP_20190815003005.im p-1			9.00-	
08/26/2019	CR	99002011	Online Payment - JOSHUA J THOMPSON Description: Online Payment - JOSHUA J THOMPSON Comment: XpressBillPay\import\XBP_20190827003009.im p-5			4.00-	
08/26/2019	CR	99002013	Online Payment - ERIK L JONES Description: Online Payment - ERIK L JONES Comment: XpressBillPay\import\XBP_20190827003009.im p-7			5.00-	
08/01/2019	JE	3	ESO Monthly Accounting Fee 08/31/2019 (08/19) Period Totals and Balance		.00 *	2,174.79- 2,198.79- *	4,418.69-
YTD Encumbrance		.00 YTD Actual	-4,418.69 Total	-4,418.69 YTD Budget	-100.00 Unearned	(4,318.69)	

Reimbursements		07/31/2019 (07/19) Balance		07-000-380-0400			37.50-
08/07/2019	CR	1043223	Reimbursements - 7/31/19-8/6/19 LIBRARY WEEK Description: Reimbursements - 7/31/19-8/6/19 LIBRARY WEEKLY DEPOSIT			4.00-	
08/15/2019	CR	1043247	Reimbursements - 8/7-8/13/19 Library Weekly Depo Description: Reimbursements - 8/7-8/13/19 Library Weekly Deposit			6.50-	
08/22/2019	CR	1043282	Reimbursements - 8/14-8/20/19 Library Weekly Dep Description: Reimbursements - 8/14-8/20/19 Library Weekly Deposit			5.00-	
08/29/2019	CR	1043308	Reimbursements - Library Weekly Deposit - 8/21-8/ Description: Reimbursements - Library Weekly Deposit - 8/21-8/27/19			7.50-	
YTD Encumbrance		.00 YTD Actual	-60.50 Total	-60.50 YTD Budget	-500.00 Unearned	439.50	

Gifts, Donations & Memorials		07/31/2019 (07/19) Balance		07-000-380-0900			38.12-
08/07/2019	CR	1043223	Gifts & Donations - 7/31/19-8/6/19 LIBRARY WEEK Description: Gifts & Donations - 7/31/19-8/6/19 LIBRARY WEEKLY DEPOSIT			.56-	
08/15/2019	CR	1043247	Gifts & Donations - 8/7-8/13/19 Library Weekly Dep Description: Gifts & Donations - 8/7-8/13/19 Library Weekly Deposit			8.50-	
08/22/2019	CR	1043282	Gifts & Donations - 8/14-8/20/19 Library Weekly De Description: Gifts & Donations - 8/14-8/20/19 Library Weekly Deposit			3.86-	

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
08/29/2019	CR	1043308	Gifts & Donations - Library Weekly Deposit - 8/21-8/ Description: Gifts & Donations - Library Weekly Deposit - 8/21-8/27/19			1.15-	
08/31/2019 (08/19) Period Totals and Balance					00 *	14.07- *	52.19-
YTD Encumbrance		.00 YTD Actual	-52.19 Total	-52.19 YTD Budget	-20,000.00 Unearned	19,947.81	
<b>Salaries</b>							
07/31/2019 (07/19) Balance					07-510-510-1001		48,820.99
08/15/2019	PC	8	PAYROLL TRANS FOR 8/15/2019 PAY PERIOD		5,427.58		
08/30/2019	PC	98	PAYROLL TRANS FOR 8/30/2019 PAY PERIOD		47,898.80		
08/30/2019	PC	99	PAYROLL TRANS FOR 8/30/2019 PAY PERIOD			4,800.00-	
08/31/2019 (08/19) Period Totals and Balance					53,326.38 *	4,800.00- *	97,347.37
YTD Encumbrance		.00 YTD Actual	97,347.37 Total	97,347.37 YTD Budget	686,818.00 Unexpended	589,470.63	
<b>P.E.R.S.</b>							
07/31/2019 (07/19) Balance					07-510-510-1003		11,123.06
08/15/2019	PB	39	PAYROLL TRANS FOR 8/15/2019 PAY PERIOD		26.69		
08/30/2019	PB	119	PAYROLL TRANS FOR 8/30/2019 PAY PERIOD		10,846.87		
08/31/2019 (08/19) Period Totals and Balance					10,873.56 *	.00 *	21,996.62
YTD Encumbrance		.00 YTD Actual	21,996.62 Total	21,996.62 YTD Budget	133,210.00 Unexpended	111,213.38	
<b>Social Security</b>							
07/31/2019 (07/19) Balance					07-510-510-1004		3,682.50
08/15/2019	PB	6	PAYROLL TRANS FOR 8/15/2019 PAY PERIOD		415.21		
08/30/2019	PB	118	PAYROLL TRANS FOR 8/30/2019 PAY PERIOD		3,245.17		
08/31/2019 (08/19) Period Totals and Balance					3,660.38 *	.00 *	7,342.88
YTD Encumbrance		.00 YTD Actual	7,342.88 Total	7,342.88 YTD Budget	52,548.00 Unexpended	45,205.12	
<b>Employee Insurance</b>							
07/31/2019 (07/19) Balance					07-510-510-1005		9,874.76
08/30/2019	PB	117	PAYROLL TRANS FOR 8/30/2019 PAY PERIOD		9,819.99		
08/30/2019	PC	113	PAYROLL TRANS FOR 8/30/2019 PAY PERIOD		662.84		
08/30/2019	PC	114	PAYROLL TRANS FOR 8/30/2019 PAY PERIOD			662.84-	
08/31/2019 (08/19) Period Totals and Balance					10,482.83 *	662.84- *	19,694.75
YTD Encumbrance		.00 YTD Actual	19,694.75 Total	19,694.75 YTD Budget	153,574.00 Unexpended	133,879.25	
<b>Workers Compensation Insurance</b>							
07/31/2019 (07/19) Balance					07-510-510-1007		62.75
08/15/2019	PB	38	PAYROLL TRANS FOR 8/15/2019 PAY PERIOD		.23		
08/30/2019	PB	116	PAYROLL TRANS FOR 8/30/2019 PAY PERIOD		59.70		
08/31/2019 (08/19) Period Totals and Balance					59.93 *	.00 *	122.68
YTD Encumbrance		.00 YTD Actual	122.68 Total	122.68 YTD Budget	2,833.00 Unexpended	2,710.32	
<b>Training, Meetings, Travel, Dues</b>							
07/31/2019 (07/19) Balance					07-510-520-2005		1,154.04
08/31/2019 (08/19) Period Totals and Balance					.00 *	.00 *	1,154.04
YTD Encumbrance		.00 YTD Actual	1,154.04 Total	1,154.04 YTD Budget	9,000.00 Unexpended	7,845.96	
<b>Utilities</b>							
07/31/2019 (07/19) Balance					07-510-520-2101		.00
07/18/2019	AP	180	Pacific Power & Light Co **VendorNo: 710235 **Inv. No: 201907-2 **Desc: 12447751-0018 Library **Inv. Date: 7/18/2019 **PO No: **Remit Name: Pacific Power & Light Co **Merchant Vendor No: 710235 **Merchant Vendor Name: Pacific Power & Light Co **Invoice Created By: Kristin		2,471.80		
08/31/2019 (08/19) Period Totals and Balance					2,471.80 *	.00 *	2,471.80

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance		.00 YTD Actual	2,471.80 Total	2,471.80 YTD Budget	42,000.00 Unexpended	39,528.20	
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Telephone			07/31/2019 (07/19) Balance	07-510-520-2102			.00
07/31/2019	AP	732	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LIBRARY V **Desc: Telephone **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		502.13		
08/31/2019 (08/19) Period Totals and Balance					502.13 *	.00 *	502.13
YTD Encumbrance		.00 YTD Actual	502.13 Total	502.13 YTD Budget	13,000.00 Unexpended	12,497.87	
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Advertising			07/31/2019 (07/19) Balance	07-510-520-2105			.00
07/31/2019	AP	423	Sinclair Television Media Inc **VendorNo: 1002138 **Inv. No: 1164972-1 **Desc: Promotional Advertising **Inv. Date: 7/31/2019 **PO No: **Remit Name: KATU TV/Sinclair Broadcast Group **Merchant Vendor No: 1002138 **Merchant Vendor Name: Sinclair Television Media Inc **Invoice Created By: eric		415.00		
08/31/2019 (08/19) Period Totals and Balance					415.00 *	.00 *	415.00
YTD Encumbrance		.00 YTD Actual	415.00 Total	415.00 YTD Budget	15,000.00 Unexpended	14,585.00	
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Contractual			07/31/2019 (07/19) Balance	07-510-520-2108			39.27
07/16/2019	AP	61	C-N-B Security Inc **VendorNo: 1002694 **Inv. No: 7226 **Desc: Library security guard 7/8 - 7/13/19 **Inv. Date: 7/16/2019 **PO No: **Remit Name: C-N-B Security Inc **Merchant Vendor No: 1002694 **Merchant Vendor Name: C-N-B Security Inc **Invoice Created By: eric		864.00		
07/10/2019	AP	220	C-N-B Security Inc **VendorNo: 1002694 **Inv. No: 7212 **Desc: Library security guard 7/1 - 7/6/19 **Inv. Date: 7/10/2019 **PO No: **Remit Name: C-N-B Security Inc **Merchant Vendor No: 1002694 **Merchant Vendor Name: C-N-B Security Inc **Invoice Created By: eric		702.00		
07/24/2019	AP	221	C-N-B Security Inc **VendorNo: 1002694 **Inv. No: 7238 **Desc: Library security guard 7/15 - 7/20/19 **Inv. Date: 7/24/2019 **PO No: **Remit Name: C-N- B Security Inc **Merchant Vendor No: 1002694 **Merchant Vendor Name: C-N-B Security Inc **Invoice Created By: eric		864.00		
07/31/2019	AP	222	C-N-B Security Inc **VendorNo: 1002694 **Inv. No: 7264 **Desc: Library security guard 7/22 - 7/27/19 **Inv. Date: 7/31/2019 **PO No: **Remit Name: C-N- B Security Inc **Merchant Vendor No: 1002694 **Merchant Vendor Name: C-N-B Security Inc **Invoice Created By: eric		864.00		
08/05/2019	CD14	4	8/1/19 Xpress Bill Pay Support Fees/Forms Inv# 41		40.55		
08/31/2019 (08/19) Period Totals and Balance					3,334.55 *	.00 *	3,373.82
YTD Encumbrance		.00 YTD Actual	3,373.82 Total	3,373.82 YTD Budget	42,250.00 Unexpended	38,876.18	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			07/31/2019 (07/19) Balance	07-510-520-2120			.00
06/21/2019	AP	32	CityCounty Insurance Services **VendorNo: 999616 **Inv. No: PO-CBY-I2019-00 **Desc: Property/Liability Renewal FYE 20 - Library **Inv. Date: 6/21/2019 **PO No: **Remit Name: CIS **Merchant Vendor No: 999616 **Merchant Vendor Name: CityCounty Insurance Services **Invoice Created By: Kristin		13,847.89		
			08/31/2019 (08/19) Period Totals and Balance		13,847.89 *	.00 *	13,847.89
YTD Encumbrance	.00	YTD Actual	13,847.89 Total	13,847.89 YTD Budget	14,500.00 Unexpended	652.11	
			07/31/2019 (07/19) Balance	07-510-520-2122			10.83-
07/10/2019	AP	18	Xerox Corporation **VendorNo: 986914 **Inv. No: 1692471 **Desc: 020-0056070-001 Library Public Copier - July **Inv. Date: 7/10/2019 **PO No: **Remit Name: Xerox Corporation **Merchant Vendor No: 986914 **Merchant Vendor Name: Xerox Corporation **Invoice Created By: Kristin		10.83		
07/03/2019	AP	378	Office Depot **VendorNo: 937352 **Inv. No: 337431206001 **Desc: 90371713 Library copy paper **Inv. Date: 7/3/2019 **PO No: **Remit Name: Office Depot **Merchant Vendor No: 937352 **Merchant Vendor Name: Office Depot **Invoice Created By: Kristin		30.36		
07/16/2019	AP	386	Office Depot **VendorNo: 937352 **Inv. No: 341591500001 **Desc: 90371713 Printer Toner - Library **Inv. Date: 7/16/2019 **PO No: **Remit Name: Office Depot **Merchant Vendor No: 937352 **Merchant Vendor Name: Office Depot **Invoice Created By: Kristin		404.34		
07/16/2019	AP	387	Office Depot **VendorNo: 937352 **Inv. No: 342775603001 **Desc: 90371713 Printer Toner - Library **Inv. Date: 7/16/2019 **PO No: **Remit Name: Office Depot **Merchant Vendor No: 937352 **Merchant Vendor Name: Office Depot **Invoice Created By: Kristin		91.14		
07/25/2019	AP	388	Office Depot **VendorNo: 937352 **Inv. No: 348359420001 **Desc: 90371713 Library copy paper **Inv. Date: 7/25/2019 **PO No: **Remit Name: Office Depot **Merchant Vendor No: 937352 **Merchant Vendor Name: Office Depot **Invoice Created By: Kristin		52.25		
08/01/2019	AP	390	Xerox Corporation **VendorNo: 986914 **Inv. No: 097717112 **Desc: 722943248 Library Workroom Copier - July **Inv. Date: 8/1/2019 **PO No: **Remit Name: Xerox Corporation **Merchant Vendor No: 986914 **Merchant Vendor Name: Xerox Corporation **Invoice Created By: eric		138.71		
			08/31/2019 (08/19) Period Totals and Balance		727.63 *	.00 *	716.80
YTD Encumbrance	.00	YTD Actual	716.80 Total	716.80 YTD Budget	8,500.00 Unexpended	7,783.20	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			07/31/2019 (07/19) Balance	07-510-520-2205			.00
07/03/2019	AP	379	Office Depot **VendorNo: 937352 **Inv. No: 337431206001 **Desc: 90371713 Office Supplies - Library **Inv. Date: 7/3/2019 **PO No: **Remit Name: Office Depot **Merchant Vendor No: 937352 **Merchant Vendor Name: Office Depot **Invoice Created By: Kristin		16.79		
07/03/2019	AP	380	Office Depot **VendorNo: 937352 **Inv. No: 337431448001 **Desc: 90371713 Office Supplies - Library **Inv. Date: 7/3/2019 **PO No: **Remit Name: Office Depot **Merchant Vendor No: 937352 **Merchant Vendor Name: Office Depot **Invoice Created By: Kristin		5.72		
07/10/2019	AP	384	Office Depot **VendorNo: 937352 **Inv. No: 340357510001 **Desc: 90371713 Office Supplies - Library **Inv. Date: 7/10/2019 **PO No: **Remit Name: Office Depot **Merchant Vendor No: 937352 **Merchant Vendor Name: Office Depot **Invoice Created By: Kristin		31.80		
07/31/2019	AP	503	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB AMAZON **Desc: Pens, Zip Ties **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		128.55		
07/31/2019	AP	547	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 PIERSON **Desc: Batteries **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		3.00		
			08/31/2019 (08/19) Period Totals and Balance		185.86 *	.00 *	185.86
YTD Encumbrance	.00	YTD Actual	185.86 Total	185.86 YTD Budget	2,500.00 Unexpended	2,314.14	

			07/31/2019 (07/19) Balance	07-510-520-2225			74.88
07/03/2019	AP	114	Coastal Paper & Supply Inc **VendorNo: 229900 **Inv. No: 561512 **Desc: Janitorial Supplies - Library **Inv. Date: 7/3/2019 **PO No: **Remit Name: Coastal Paper & Supply Inc **Merchant Vendor No: 229900 **Merchant Vendor Name: Coastal Paper & Supply Inc **Invoice Created By: Kristin		74.88		
07/03/2019	AP	115	Coastal Paper & Supply Inc **VendorNo: 229900 **Inv. No: 561512 **Desc: Janitorial Supplies - Library **Inv. Date: 7/3/2019 **PO No: **Remit Name: Coastal Paper & Supply Inc **Merchant Vendor No: 229900 **Merchant Vendor Name: Coastal Paper & Supply Inc **Invoice Created By: Kristin			74.88-	
07/26/2019	AP	131	Coastal Paper & Supply Inc **VendorNo: 229900 **Inv. No: 562621 **Desc: Janitorial Supplies - Library **Inv. Date: 7/26/2019 **PO No: **Remit Name: Coastal Paper & Supply Inc **Merchant Vendor No:		182.12		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			229900 **Merchant Vendor Name: Coastal Paper & Supply Inc **Invoice Created By: Kristin				
			08/31/2019 (08/19) Period Totals and Balance		257.00 *	74.88- *	257.00
YTD Encumbrance	.00	YTD Actual	257.00 Total	257.00 YTD Budget	5,200.00 Unexpended	4,943.00	
Small Equipment			07/31/2019 (07/19) Balance	07-510-520-2231			.00
07/31/2019	AP	497	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB AMAZON **Desc: Air Purifier **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		84.99		
07/31/2019	AP	733	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LIBRARY V **Desc: Meeting Room Tables **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		459.90		
			08/31/2019 (08/19) Period Totals and Balance		544.89 *	.00 *	544.89
YTD Encumbrance	.00	YTD Actual	544.89 Total	544.89 YTD Budget	35,000.00 Unexpended	34,455.11	
Library Supplies			07/31/2019 (07/19) Balance	07-510-520-2235			.00
07/11/2019	AP	4	Demco **VendorNo: 273219 **Inv. No: 6643837 **Desc: processing supplies **Inv. Date: 7/11/2019 **PO No: **Remit Name: Demco **Merchant Vendor No: 273219 **Merchant Vendor Name: Demco **Invoice Created By: eric		356.22		
07/12/2019	AP	5	Demco **VendorNo: 273219 **Inv. No: 6644591 **Desc: processing supplies **Inv. Date: 7/12/2019 **PO No: **Remit Name: Demco **Merchant Vendor No: 273219 **Merchant Vendor Name: Demco **Invoice Created By: eric		68.25		
07/10/2019	AP	182	Showcases **VendorNo: 840050 **Inv. No: 312855 **Desc: processing supplies **Inv. Date: 7/10/2019 **PO No: **Remit Name: Showcases **Merchant Vendor No: 840050 **Merchant Vendor Name: Showcases **Invoice Created By: eric		148.50		
07/10/2019	AP	183	Showcases **VendorNo: 840050 **Inv. No: 312856 **Desc: processing supplies **Inv. Date: 7/10/2019 **PO No: **Remit Name: Showcases **Merchant Vendor No: 840050 **Merchant Vendor Name: Showcases **Invoice Created By: eric		297.00		
07/10/2019	AP	184	Showcases **VendorNo: 840050 **Inv. No: 312857 **Desc: processing supplies **Inv. Date: 7/10/2019 **PO No: **Remit Name: Showcases **Merchant Vendor No: 840050 **Merchant Vendor Name: Showcases **Invoice Created By: eric		154.66		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Created By: eric							
07/10/2019	AP	385	Office Depot **VendorNo: 937352 **Inv. No: 340357510001 **Desc: 90371713 Office Supplies - Library **Inv. Date: 7/10/2019 **PO No: **Remit Name: Office Depot **Merchant Vendor No: 937352 **Merchant Vendor Name: Office Depot **Invoice Created By: Kristin		43.78		
08/01/2019	AP	433	Minitex **VendorNo: 1002583 **Inv. No: 98770 **Desc: Security strips **Inv. Date: 8/1/2019 **PO No: **Remit Name: Minitex **Merchant Vendor No: 1002583 **Merchant Vendor Name: Minitex **Invoice Created By: eric		542.00		
07/31/2019	AP	508	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB AMAZON **Desc: Sign Holders **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		29.99		
07/31/2019	AP	509	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB AMAZON **Desc: Sign Holders **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		69.96		
07/31/2019	AP	533	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LIBRARY 1 **Desc: Sign Holders **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		68.77		
07/31/2019	AP	534	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LIBRARY 1 **Desc: Disk Resurfacer Supplies **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		92.75		

08/31/2019 (08/19) Period Totals and Balance 1,871.88 \* .00 \* 1,871.88

YTD Encumbrance .00 YTD Actual 1,871.88 Total 1,871.88 YTD Budget 15,000.00 Unexpended 13,128.12

Library Books & Records		07/31/2019 (07/19) Balance		07-510-520-2236		1,558.00
07/01/2019	AP	1	Center Point Large Print **VendorNo: 216200 **Inv. No: 1703850 **Desc: books **Inv. Date: 7/1/2019 **PO No: **Remit Name: Center Point Large Print **Merchant Vendor No: 216200 **Merchant Vendor Name: Center Point Large Print **Invoice Created By: eric		136.02	
07/10/2019	AP	204	Cengage Learning Inc. **VendorNo: 1002356 **Inv. No: NO. 67417583 **Desc: 179460 Books **Inv. Date: 7/10/2019 **PO No: **Remit Name: Cengage Learning Inc **Merchant Vendor No: 1002356 **Merchant Vendor Name: Cengage Learning Inc. **Invoice		172.18	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Created By: eric							
07/16/2019	AP	308	Penguin Random House LLC **VendorNo: 1000369 **Inv. No: 1089324241 **Desc: 9039880000 - Audio Book **Inv. Date: 7/16/2019 **PO No: **Remit Name: Penguin Random House LLC **Merchant Vendor No: 1000369 **Merchant Vendor Name: Penguin Random House LLC **Invoice Created By: Kristin		30.00		
07/17/2019	AP	309	Penguin Random House LLC **VendorNo: 1000369 **Inv. No: 1089347130 **Desc: 9039880000 - Audio Books **Inv. Date: 7/17/2019 **PO No: **Remit Name: Penguin Random House LLC **Merchant Vendor No: 1000369 **Merchant Vendor Name: Penguin Random House LLC **Invoice Created By: Kristin		56.25		
07/19/2019	AP	315	Cavendish Square Publishing LLC **VendorNo: 1002244 **Inv. No: CAL3191581 **Desc: Account #1000148748 Books **Inv. Date: 7/19/2019 **PO No: **Remit Name: Cavendish Square **Merchant Vendor No: 1002244 **Merchant Vendor Name: Cavendish Square Publishing LLC **Invoice Created By: Kristin		195.54		
07/29/2019	AP	395	Brilliance Publishing Inc. **VendorNo: 999424 **Inv. No: IN1367505 **Desc: audio books **Inv. Date: 7/29/2019 **PO No: **Remit Name: Brilliance Publishing Inc. **Merchant Vendor No: 999424 **Merchant Vendor Name: Brilliance Publishing Inc. **Invoice Created By: eric		125.98		
07/31/2019	AP	501	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB AMAZON **Desc: Adult Audio Books **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		16.66		
07/31/2019	AP	504	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB AMAZON **Desc: Adult Books **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		22.75		
07/31/2019	AP	505	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB AMAZON **Desc: Adult Dvds **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		31.14		
07/31/2019	AP	506	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB AMAZON **Desc: Adult Dvds **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		185.52		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
07/31/2019	AP	507	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB AMAZON **Desc: Adult Dvds **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		15.70		
07/31/2019	AP	510	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB AMAZON **Desc: Adult Dvds **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		13.59		
07/31/2019	AP	511	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB AMAZON **Desc: YP Books **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		20.17		
07/31/2019	AP	512	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB AMAZON **Desc: YP Books **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		10.13		
07/31/2019	AP	513	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB AMAZON **Desc: Adult Books **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		10.95		
07/31/2019	AP	516	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB AMAZON **Desc: YP Books **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		16.90		
07/31/2019	AP	517	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB AMAZON **Desc: YP Books **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		33.73		
07/31/2019	AP	520	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB AMAZON **Desc: Adult Books **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		12.99		
07/31/2019	AP	521	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB AMAZON **Desc: YP Dvds **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank		47.47		



Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			(VISA) **Invoice Created By: Kristin				
07/31/2019	AP	522	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB AMAZON **Desc: YA Books **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		49.79		
07/31/2019	AP	523	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB AMAZON **Desc: YP Dvds **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		9.99		
07/31/2019	AP	524	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB AMAZON **Desc: Adult Dvds **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		13.27		
07/31/2019	AP	525	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB AMAZON **Desc: YP Dvds **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		25.79		
07/31/2019	AP	528	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB AMAZON **Desc: YP Books **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		7.99		
07/24/2019	AP	658	Knowbuddy Resources **VendorNo: 1002817 **Inv. No: ARU0288142 **Desc: Books **Inv. Date: 7/24/2019 **PO No: **Remit Name: Knowbuddy Resources **Merchant Vendor No: 1002817 **Merchant Vendor Name: Knowbuddy Resources **Invoice Created By: eric		83.80		
07/31/2019	AP	700	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB BAKER **Desc: YP Books **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		7.76		
07/31/2019	AP	701	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB BAKER **Desc: Adult Books **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		44.41		
07/31/2019	AP	702	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB BAKER **Desc: Adult Books **Inv. Date:		77.10		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
07/31/2019	AP	703	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB BAKER **Desc: Adult Books **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		14.99		
07/31/2019	AP	704	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB BAKER **Desc: Adult Books **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		34.01		
07/31/2019	AP	705	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB BAKER **Desc: Adult Books **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		15.53		
07/31/2019	AP	706	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB BAKER **Desc: Adult Books **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		281.83		
07/31/2019	AP	707	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB BAKER **Desc: Adult Audio Books **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		41.41		
07/31/2019	AP	708	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB BAKER **Desc: Adult Dvds **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		17.84		
07/31/2019	AP	709	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB BAKER **Desc: Adult Audio Books **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		112.93		
07/31/2019	AP	710	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB BAKER **Desc: YP Books **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		473.35		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
07/31/2019	AP	711	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB BAKER **Desc: Dvds **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		129.35		
07/31/2019	AP	712	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB BAKER **Desc: Adult Books **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		290.18		
07/31/2019	AP	713	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB BAKER **Desc: Adult Books **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		30.52		
07/31/2019	AP	714	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB BAKER **Desc: Adult Books **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		15.53		
07/31/2019	AP	715	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB BAKER **Desc: Adult Books **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		16.09		
07/31/2019	AP	716	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB BAKER **Desc: Adult Books **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		30.53		
07/31/2019	AP	717	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB BAKER **Desc: Adult Books **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		63.23		
07/31/2019	AP	718	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB BAKER **Desc: YP Books **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		144.36		
07/31/2019	AP	719	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB BAKER **Desc: Adult Dvds **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank		128.29		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			(VISA) **Invoice Created By: Kristin				
07/31/2019	AP	720	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB BAKER **Desc: Adult Books **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		20.99		
07/31/2019	AP	721	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB BAKER **Desc: YP Books **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		42.38		
07/31/2019	AP	722	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB BAKER **Desc: Adult Books **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		38.00		
07/31/2019	AP	723	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB BAKER **Desc: Adult Books **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		16.65		
07/31/2019	AP	724	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB BAKER **Desc: Adult Books **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		61.58		
07/31/2019	AP	725	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB BAKER **Desc: Adult Books **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		61.02		
07/31/2019	AP	726	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB BAKER **Desc: Adult Dvds **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		84.25		
07/31/2019	AP	727	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB BAKER **Desc: Adult Books **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		14.98		
07/31/2019	AP	728	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB BAKER **Desc: Adult Books **Inv. Date:		135.36		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin				
07/31/2019	AP	729	Umpqua Bank (VISA)		26.63		
			**VendorNo: 1002576 **Inv. No: 201907 LB BAKER **Desc: YP Books **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin				
07/31/2019	AP	730	Umpqua Bank (VISA)		57.75		
			**VendorNo: 1002576 **Inv. No: 201907 LB BAKER **Desc: Adult Audio Books **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin				
07/31/2019	AP	731	Umpqua Bank (VISA)		12.99		
			**VendorNo: 1002576 **Inv. No: 201907 LIBRARY V **Desc: Library Streaming Player Programming **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin				
			08/31/2019 (08/19) Period Totals and Balance		3,886.12 *	.00 *	5,444.12
YTD Encumbrance	.00	YTD Actual	5,444.12 Total	5,444.12 YTD Budget	100,000.00 Unexpended	94,555.88	
Periodicals			07/31/2019 (07/19) Balance	07-510-520-2237			480.00
			08/31/2019 (08/19) Period Totals and Balance		.00 *	.00 *	480.00
YTD Encumbrance	.00	YTD Actual	480.00 Total	480.00 YTD Budget	10,000.00 Unexpended	9,520.00	
Office Equipment Rental			07/31/2019 (07/19) Balance	07-510-520-2302			.00
07/10/2019	AP	17	Xerox Corporation		119.90		
			**VendorNo: 986914 **Inv. No: 1692471 **Desc: 020-0056070-001 Library Public Copier - July **Inv. Date: 7/10/2019 **PO No: **Remit Name: Xerox Corporation **Merchant Vendor No: 986914 **Merchant Vendor Name: Xerox Corporation **Invoice Created By: Kristin				
08/01/2019	AP	391	Xerox Corporation		137.44		
			**VendorNo: 986914 **Inv. No: 097717112 **Desc: 722943248 Library Workroom Copier - July **Inv. Date: 8/1/2019 **PO No: **Remit Name: Xerox Corporation **Merchant Vendor No: 986914 **Merchant Vendor Name: Xerox Corporation **Invoice Created By: eric				
			08/31/2019 (08/19) Period Totals and Balance		257.34 *	.00 *	257.34
YTD Encumbrance	.00	YTD Actual	257.34 Total	257.34 YTD Budget	5,200.00 Unexpended	4,942.66	
Equipment Repairs/Replacement			07/31/2019 (07/19) Balance	07-510-520-2303			599.88
06/24/2019	AP	451	City of Coos Bay - ESO		839.87		
			**VendorNo: 1002304 **Inv. No: BAY007 **Desc: computer security 5/2019 - 4/2022 (3yr) FYE 20 **Inv. Date: 6/24/2019 **PO No: **Remit Name: City of Coos Bay - ESO **Merchant Vendor No: 1002304 **Merchant				

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance			
Vendor Name: City of Coos Bay - ESO **Invoice Created By: Kristin										
07/31/2019	AP	530	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LIBRARY 1 **Desc: Windows Computer Programs **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		32.00					
05/21/2019	AP	826	Executech Utah Inc. **VendorNo: 1002369 **Inv. No: 132472 **Desc: Library Staff Server **Inv. Date: 5/21/2019 **PO No: **Remit Name: Executech Utah Inc. **Merchant Vendor No: 1002369 **Merchant Vendor Name: Executech Utah Inc. **Invoice Created By: Kristin		596.95					
08/30/2019	JE	32	REV FY19 EXECUTECH INV#132472 5/21/19 08/31/2019 (08/19) Period Totals and Balance		1,468.82 *	596.95- 596.95- *	1,471.75			
YTD Encumbrance		.00	YTD Actual	1,471.75	Total	1,471.75	YTD Budget	25,000.00	Unexpended	23,528.25
Equipment Maintenance Contract										
				07/31/2019 (07/19) Balance			07-510-520-2304	37.95		
08/01/2019	AP	51	Advantage Security LLC **VendorNo: 1001961 **Inv. No: 5182961 **Desc: Library Alarm Monitoring Services - July **Inv. Date: 8/1/2019 **PO No: **Remit Name: Advantage Security LLC **Merchant Vendor No: 1001961 **Merchant Vendor Name: Advantage Security LLC **Invoice Created By: Kristin		37.95					
07/15/2019	AP	189	Comfort Flow Heating **VendorNo: 1000563 **Inv. No: SVC201292 **Desc: HVAC maintenance - Library **Inv. Date: 7/15/2019 **PO No: **Remit Name: Comfort Flow Heating **Merchant Vendor No: 1000563 **Merchant Vendor Name: Comfort Flow Heating **Invoice Created By: Kristin		542.00					
08/30/2019	JE	48	R/C AP189 08/19 COMFORT FLOW HEATING INV 08/31/2019 (08/19) Period Totals and Balance		579.95 *	542.00- 542.00- *	75.90			
YTD Encumbrance		.00	YTD Actual	75.90	Total	75.90	YTD Budget	12,000.00	Unexpended	11,924.10
Building & Grounds Maintenance										
				07/31/2019 (07/19) Balance			07-510-520-2309	.00		
07/01/2019	AP	10	Kyle Electric Inc **VendorNo: 532800 **Inv. No: 338098479 **Desc: Library - light repairs **Inv. Date: 7/1/2019 **PO No: **Remit Name: Kyle Electric Inc **Merchant Vendor No: 532800 **Merchant Vendor Name: Kyle Electric Inc **Invoice Created By: Kristin		873.67					
07/16/2019	AP	35	Aramark Uniform & Career Apparel **VendorNo: 999694 **Inv. No: 864064579 **Desc: 792085677 Library - Mats **Inv. Date: 7/16/2019 **PO No: **Remit Name: AUS West Lockbox **Merchant Vendor No: 999694 **Merchant Vendor Name: Aramark Uniform & Career Apparel **Invoice Created By: Kristin		25.00					
07/01/2019	AP	37	Comfort Flow Heating **VendorNo: 1000563 **Inv. No: SVC200321 **Desc: HVAC repair - Library **Inv. Date:		273.90					

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			7/1/2019 **PO No: **Remit Name: Comfort Flow Heating **Merchant Vendor No: 1000563 **Merchant Vendor Name: Comfort Flow Heating **Invoice Created By: eric				
07/12/2019	AP	187	Comfort Flow Heating **VendorNo: 1000563 **Inv. No: SVC201144 **Desc: HVAC repair - Library **Inv. Date: 7/12/2019 **PO No: **Remit Name: Comfort Flow Heating **Merchant Vendor No: 1000563 **Merchant Vendor Name: Comfort Flow Heating **Invoice Created By: Kristin		198.00		
07/30/2019	AP	274	Aramark Uniform & Career Apparel **VendorNo: 999694 **Inv. No: 864084593 **Desc: 792085677 Library - Mats **Inv. Date: 7/30/2019 **PO No: **Remit Name: AUS West Lockbox **Merchant Vendor No: 999694 **Merchant Vendor Name: Aramark Uniform & Career Apparel **Invoice Created By: eric		25.00		
08/21/2019	JE	12	187-19-000291-STR Library Rehab Project INT TSF		174.98		
08/30/2019	JE	49	R/C AP37 08/19 COMFORT FLOW HEATING INV#			273.90-	
08/30/2019	JE	50	R/C AP187 08/19 COMFORT FLOW HEATING INV			198.00-	
			08/31/2019 (08/19) Period Totals and Balance		1,570.55 *	471.90- *	1,098.65
YTD Encumbrance	.00	YTD Actual	1,098.65 Total	1,098.65 YTD Budget	50,000.00 Unexpended	48,901.35	

Gifts, Donations & Memorials			07/31/2019 (07/19) Balance	07-510-520-2450			2,376.50
07/25/2019	AP	377	Recorded Books Inc **VendorNo: 757000 **Inv. No: 76454675 **Desc: dvd **Inv. Date: 7/25/2019 **PO No: **Remit Name: Recorded Books Inc **Merchant Vendor No: 757000 **Merchant Vendor Name: Recorded Books Inc **Invoice Created By: eric		41.60		
07/31/2019	AP	498	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB AMAZON **Desc: Supplies/YP Programs-Summer Reading **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		9.18		
07/31/2019	AP	499	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB AMAZON **Desc: Supplies/YP Programs-Summer Reading **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		24.99		
07/31/2019	AP	500	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB AMAZON **Desc: Supplies/YP Programs-Summer Reading **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		19.38		
07/31/2019	AP	502	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB AMAZON **Desc: Canopy/Outreach **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576		134.95		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance	
			**Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin					
07/31/2019	AP	514	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB AMAZON **Desc: Supplies/Adult Programs-Stranger Things Escape Room **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		7.99			
07/31/2019	AP	515	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB AMAZON **Desc: Supplies/Adult Programs-Book Boxes **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		93.34			
07/31/2019	AP	518	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB AMAZON **Desc: Supplies/YP Programs-Summer Reading **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		39.99			
07/31/2019	AP	519	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB AMAZON **Desc: Supplies/YP Programs-Summer Reading **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		15.65			
07/31/2019	AP	526	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB AMAZON **Desc: Supplies/YP Programs-Summer Reading **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		16.20			
07/31/2019	AP	527	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LB AMAZON **Desc: Supplies/YP Programs-Summer Reading **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		45.67			
07/31/2019	AP	529	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LIBRARY 1 **Desc: Supplies/YP Programs-Summer Reading **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		40.00			
07/31/2019	AP	531	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LIBRARY 1 **Desc: Supplies/YP Programs-Summer Reading **Inv. Date: 7/31/2019 **PO		19.04			

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin				
07/31/2019	AP	532	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 LIBRARY 1 **Desc: Refreshments/Adult Programs-Authors Panel **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		7.99		
07/31/2019	AP	548	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 PIERSON **Desc: Refreshments/Adult Programs-Prostitutes **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		8.97		
07/31/2019	AP	745	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 THOMPSON **Desc: Refreshments/Adult Programs-Shakespeare, Foreign Film **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		16.47		
07/31/2019	AP	746	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201907 THOMPSON **Desc: Refreshments/Adult Programs-Lunch, Listen, Learn **Inv. Date: 7/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		30.98		
08/31/2019 (08/19) Period Totals and Balance					572.39 *	.00 *	2,948.89
YTD Encumbrance	.00	YTD Actual	2,948.89 Total	2,948.89 YTD Budget	20,000.00 Unexpended	17,051.11	

Number of Transactions: 240 Number of Accounts: 38

Total Library Fund:

Debit	Credit	Proof
158,064.98	158,064.98-	.00

Librarian's Report

August 2019

**PROGRAMS**

***Families and Children***

Lego Club (2) - 50

MGOL (9) - 186

Preschool Storytime (4) - 133

Monday Matinee (2) - 15

Our Place in Space - 13

Big Rig Show - 206

***Young Adult***

Author Talk - 10

Young Writers Workshop - 13

Oregon Learners Permit - 32

***Adult***

Foreign Film - 20

Spanglish - 12

Forever YA Book Club - 3

Armchair Adventures - 16

Table Top Gaming - 10

Film Noir - 19

Proctoring - 1

Volunteer Fair - 76

LGBTQIA+ Mingle - 17

Lunar Legacy - 17

Megan Gray Paint Along - 13

Veteran Stand Down - 150

***Technology***

Drop In Computer Lab (2) - 14

One on One appts - 1

***Room Use***

Myrtlewood

Library - 13

Non Library - 8

Cedar

Library - 5

Non Library - 51

***Art Displays***

Walls: Paintings by Jean Boynton

Lobby: Woodturning by Rick Fox

### ***Miscellaneous***

**In August there were, county-wide, 4508 checkouts on OverDrive. 150 circulations on hoopla in August with 5 new borrowers.**

**The library participated in the Veterans Stand Down again this year. Ellen and Paul handed out free books and lots of library information.**

**August's marketing push was Back to School themed. Four different sections of our website were featured.**

**Homework Help for Students page – It features databases, websites, and book lists.**

**Support for Educators page – This page has descriptions of services such as library tours, library visits, and other features to support educators.**

**Assignment Alert Form – This is a form educators can fill out if they have a big project coming up. It allows staff to prepare – make sure there are enough materials available or certain titles.**

**Customized Curriculum Support Form – This is a form educators can fill out about a topic they are focusing on and staff will put together a group of materials on that topic for classroom use.**

### **Adult Summer Reading**

**We had 77 people complete the program with 223 total entries. In order to finish and be put in the drawing for a prize, you had to turn in a list of 5 books you read. People could enter for additional chances at a drawing if you read in increments of 5 which most people did. There was also a page of activities that could earn people extra points and 22 people completed those. Total entries is about double compared to last year.**

Librarian's Report

August 2019

**Kids Summer Reading**

**Early lit: 61 sign-ups, 27 finishers. This is double the finishers from last year.**

**Kids: 345 sign-ups, 97 finishers. 50% more finishers than last year.**

**Teens: 27 finishers which is three times the number of last year.**

2019/20	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-19	19	3	6	41			582
Aug-19	13	8	5	51			1607
Sep-19							
Oct-19							
Nov-19							
Dec-18							
Jan-20							
Feb-20							
Mar-20							
Apr-20							
May-20							
Jun-20							
Totals							2189

# The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish

and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.



We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

Board Reviewed 10/2016

# Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Board Reviewed 10/2016

# Free Access to Libraries for Minors

## An Interpretation of the Library Bill of Rights

Library policies and procedures that effectively deny minors equal and equitable access to all library resources available to other users violate the [Library Bill of Rights](#). The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the *Library Bill of Rights* states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

Libraries are charged with the mission of developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Children and young adults unquestionably possess [First Amendment](#) rights, including the right to receive information in the library. Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.<sup>1</sup> Librarians and library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether material is not constitutionally protected.

The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents. As "[Libraries: An American Value](#)" states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services." Librarians and governing bodies should maintain that parents—and only parents—have the right and the responsibility to restrict the access of their children—and only their children—to library resources. Parents who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child.

Lack of access to information can be harmful to minors. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

<sup>1</sup>See [Erznoznik v. City of Jacksonville](#), 422 U.S. 205 (1975)-"Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable [422 U.S. 205, 214] for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors. See [Tinker v. Des Moines School Dist.](#), *supra*. Cf. [West Virginia Bd. of Ed. v. Barnette](#), 319 U.S. 624 (1943)."

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Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991, June 30, 2004.

Board Reviewed 10/2016

## GIFTS and DONATIONS POLICY

The library acknowledges the great importance of gifts and donations to the Library's future growth and development. In recognition of such, the Library welcomes gifts of cash, securities, library materials, furnishings or real property. These gifts help enrich and improve the Library's resources. Under certain circumstances, Coos Bay Public Library Foundation may also work with a donor.

### ACCEPTANCE OF GIFTS

1. Any donations or gifts to the library must be consistent with the library's policies, goals and objectives, and/or master plan.

2. Books or other library materials purchased by the donor for presentation to the library will be gratefully accepted provided they meet the library's selection policies and procedures and, in the opinion of the professional staff, they enhance the value of the library's collections.

3. Donated materials are evaluated according to the same criteria that are applied to purchased material. Items not added to the collection may be sold at Friends of the Library's book sales.

4. All donations (of furnishings, equipment, and materials, etc.) become the sole property of the library. No gifts of this nature are accepted unless freely given to the Library without restriction to be used as the library sees fit.

5. The decision as to the acceptance of furnishings and equipment shall be made by the Library Director. Among the criteria on which the decision shall be based are need, space, impact on staff time, and expense and frequency of maintenance.

6.The decision as to the acceptance and location of gifts of exterior or interior ornamentation, sculpture and signage shall be made by the Library Board of Trustees on the advice of the Library Director.

7.Gifts of cash, securities, real property and bequests that support the mission of the Library will be handled by the Library Director, who, with the Library Board and Coos Bay Public Library Foundation, will work out terms of acceptance that are compatible with library policies, the donor's intent, and applicable laws.

#### DISPOSITION OF GIFTS

1.Gift items will be integrated into the regular library collections and otherwise handled as any other material belonging to the library.

2.The library will place a bookplate into books purchased with donated monies when appropriate; however, the library will not agree to form separate collections of either donated materials or materials purchased with donated money.

3.The Library retains unconditional ownership of an accepted gift. Once conveyed to the library, no gift will be returned to the donor.

4. All gifts may be utilized, sold or disposed of in the best interest of the Library. The library is not obligated to keep donated materials for any length of time.

5. The library will not appraise items for tax purposes.



Coos Bay Public Library Calendar  
**September 2019**  
 525 Anderson, Coos Bay, OR 541-269-1101  
 www.coosbaylibrary.org

**SEPTEMBER ART**  
 Walls: Photography by Paula Reis  
 Lobby: Laura Chipman's Dragons



Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2 <b>CLOSED</b> ★ ★ ★ ★ ★ ★ Happy ★ ★ LABOR DAY ★ ★ Oil Drilled ★	3 <b>LEGO CLUB</b> 3:30-4:30	4 <b>MGOL 9:30 a.m.</b> Storytime 10:30 a.m. Computer Lab 2 - 4 Readers Group 6:00	5 <b>MGOL</b> 9:30 a.m.	6	7	
8	9 <b>Forever YA Book Club 6:00</b>	10 <b>Armchair Adventures</b> 2:00 p.m.	11 <b>MGOL 9:30 a.m.</b> Storytime 10:30 a.m. <b>LGBTQIA+ Mingle 5:00 - 7:00</b>	12 <b>MGOL 9:30 am</b> <b>Young Writers' Group 3:45 p.m.</b>	13 <b>Foreign Film</b> 7:00 p.m.	14 <b>Plastic Recycling</b> <b>Reuse, Reduce, Recycle</b> 11:00 a.m.	
15 <b>Film Noir</b> 4:00 p.m.	16 <b>Megan Gray Paint-Along</b> 5:00 pm (ages 14+)	17	18 <b>MGOL 9:30 a.m.</b> Storytime 10:30 a.m. Drop-In Computer Lab 11 am - 1 pm Library Board 5:15	19 <b>MGOL 9:30</b> <b>TWEEN BOOK CLUB 3:45</b> 1/2 Price Day in Bookstore!	20 <b>LEGO CLUB</b> 3:30-4:30 	21 <b>Hold SPANGLISH</b> 10:30-noon	
22	23	24	25 <b>MGOL 9:30 a.m.</b> Storytime 10:30 a.m. <b>POKEMON 3:30</b>	26 <b>MGOL</b> 9:30 a.m.	27 <b>Tabletop Game Night</b> 7:00 p.m.	28	
29	30 <b>Author Talk</b> <b>Sue DeMarinis</b> 2:00 p.m.	<b>Young Writers' Group</b> Sept. 12th 3:45					

**Oregon Author Sue DeMarinis**  
 Monday, Sept. 30th 2:00 p.m.  
 The author describes her latest work *The Station Master's Wife: A Scandalous Life Exposed* as "a novel of characters pulled from Oregon history in the late 1800's through the 1920s. Pioneers, Railroad Men and the women who held everything together through daily life and the scandals hidden beneath."

**TWEEN BOOK CLUB RESUMES!**  
 Sept. 19th 3:45 p.m.  
 Tween Book Club meets once a month to play games, snack, and discuss books. Our September topic will be *The Best of Summer*. What did you read over the summer that you loved and can't wait to share?

Learn more about plastic recycling!  
**REUSE**  
**REDUCE**  
**RECYCLE**  
 Saturday, Sept. 14th 11:00 a.m.

**LGBTQIA+ Mingle**  
 Sept. 11th 5:00 p.m.  
 An event for people of the LGBTQIA+ community to mingle, share snacks, games, and connect. A positive and safe space for the LGBTQIA+ community and allies.