

**COOS BAY PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING AGENDA**  
**Wednesday March 17, 2021**  
**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**
  - Library District Funding Formula
  - Budget
- 10. New Business**
  - OLA Conference
  - City Goal Setting
  - Bookmobile
- 11. Announcements**
- 12. Adjourn**

Coos Bay Public Library  
February 2021 Report

# of items added to collection - **562**

New cards issued - **35**

Total reference questions - **228**

Daily average circulation - **346**

Total # of programs - **11**

Program attendance - **551**

Total items checked out at the library - **7,275**

Total of Coos Bay items checked out anywhere - **7,618**

Total digital downloads - **338**

Gate count - **1,313**

Total monthly visitors - **1,321**

COOS BAY PUBLIC LIBRARY  
BOARD OF TRUSTEE MEETING MINUTES  
February 17, 2021

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

**Board Members Present:** Curt Benward, Steve Metz, Robert More, Rob Miles, James Moore, Peggy Christensen, Kathy Erickson

**Others In Attendance:** Sami Pierson, Christina Coffman, Crystal Barr

**Public Comment** –None

**Minutes and Circulation** – Minutes from the January 2021 meeting were reviewed. Steve made a motion to approve the minutes. Bob seconded the motion. Approved unanimously. The circulation report was reviewed.

**Treasurer's Report** – Financial reports for January 2021 were reviewed. Bob made a motion to approve the treasurer's report. James seconded the motion. Approved unanimously. The memorial account report was also reviewed.

**Correspondence** – None

**Librarians Report** – Reviewed.

**Friends of the Library Report** – We have signed up with Better World Books who will take many of our donated items and pay a nominal amount for them. This will help with the overcrowding and allow us to take donations again.

**Library Foundation Report** – A Political Action Committee has been formed. A Bond Committee has been formed and will meet twice a month. A Capital Campaign Committee is in the works also.

**Old Business** –

**Budget Review** – The final 2021/22 budget numbers should be available at the next meeting.

**Building/Room Naming Policy** – Reviewed the committee's initial rework of the policy. The committee will go through it again and it will then go to the City Attorney for review.

**New Business –**

**Training** – Sami has contacted Everylibrary and they will be conducting a training for the Bond Campaign. A date will be chosen in March for the Library Board and Foundation Members.

**Announcements** – None

**Adjournment** – C. Benward adjourned the meeting at 6:29 p.m.

**Next Meeting:** March 17, 2021 – 5:15 p.m.

Respectfully submitted,  
Crystal Barr

**COOS BAY PUBLIC LIBRARY  
FEBRUARY 2021**

**INVENTORY**

<u>CLASSIFICATION</u>	<u>ACQUIRED</u>	<u>DISCARDS</u>
Adult Books	337	61
Adult Audio Books	41	5
Adult Video	57	122
Adult Music	0	0
Adult Video Games	0	0
Young Adult Books	9	0
Young Adult Audio	0	0
Child Books	116	39
Child Audio	0	1
Child Video	2	0
Child Music Cds	0	0
<b>TOTAL</b>	<b>562</b>	<b>228</b>

**CIRCULATION SUMMARY**

	<b>Total Items Checked Out At Coos Bay</b>	<b>Total Coos Bay Owned Items Checked Out</b>		
<b>2021</b>	7,275	7,618		
<b>2020</b>	19,816	24,451		
<b>2019</b>	17,557	20,211		
<b>2018</b>	18,667	21,121		
<b>2017</b>	20,862	22,444		
<b>2016</b>	21,219	23,076		
<b>GATE COUNT:</b>	1,313			
	( 2020 - 13,383)			
<b>REFERENCE QUESTIONS ANSWERED:</b>			228	
<b>YP REFERENCE QUESTIONS ANSWERED:</b>			19	
<b>NEW PATRON REGISTRATIONS:</b>			35	
<b>#DAYS OPEN:</b>	22	24	23	
<b>DAILY AVERAGE CIRCULATION:</b>	346	(20) 1019	(19) 879	

**RECEIPTS FROM PATRONS**

FINES	\$0.00
DISKS/MISC.	\$0.00
DAMAGE/LOSS	\$101.71
RENT	\$0.00
BOOK BAGS	\$0.00
COPIES	<u>\$0.00</u>
<b>TOTAL</b>	<b><u>\$101.71</u></b>

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City of Coos Bay  
Revenues with Comparison to Budget  
For the 8 Months Ending February 28, 2021

		Library Fund			
		Period Actual	YTD Actual	Budget	Unearned
<u>Carryover</u>					
07-000-300-0100	Carryover - Regular	.00	.00	1,074,855.00	1,074,855.00
07-000-300-0200	Carryover - Memorial/Board	.00	.00	125,000.00	125,000.00
	<b>Total Carryover</b>	<b>.00</b>	<b>.00</b>	<b>1,199,855.00</b>	<b>1,199,855.00</b>
<u>Revenue From Other Agencies</u>					
07-000-340-0300	State Library Grant	.00	10,359.49	1,900.00	( 8,459.49)
07-000-340-0301	Grants	.00	2,500.00	16,043.00	13,543.00
07-000-340-0303	Federal Grants	.00	.00	3,000.00	3,000.00
07-000-340-0350	Federal Other Financial Assist	.00	27,211.39	39,534.00	12,322.61
07-000-340-0900	Library Tax Base	.00	1,085,603.22	1,130,000.00	44,396.78
	<b>Total Revenue From Other Agencies</b>	<b>.00</b>	<b>1,125,674.10</b>	<b>1,190,477.00</b>	<b>64,802.90</b>
<u>Use Of Money &amp; Property</u>					
07-000-350-0100	Interest	966.75	6,816.16	15,000.00	8,183.84
07-000-350-1100	Auditorium Rental	.00	.00	3,500.00	3,500.00
	<b>Total Use Of Money &amp; Property</b>	<b>966.75</b>	<b>6,816.16</b>	<b>18,500.00</b>	<b>11,683.84</b>
<u>Current Services</u>					
07-000-360-0100	Copies	.00	.00	7,000.00	7,000.00
07-000-360-1800	Library Fees	120.66	595.53	12,000.00	11,404.47
	<b>Total Current Services</b>	<b>120.66</b>	<b>595.53</b>	<b>19,000.00</b>	<b>18,404.47</b>
<u>Other Revenue</u>					
07-000-380-0100	Miscellaneous	.00	1,364.78	100.00	( 1,264.78) 1
07-000-380-0300	ESO Administration/Rent	2,174.79	17,398.32	26,000.00	8,601.68
07-000-380-0400	Reimbursements	.00	2,897.44	500.00	( 2,397.44)
07-000-380-0900	Gifts, Donations & Memorials	1,742.38	3,914.58	20,000.00	16,085.42
	<b>Total Other Revenue</b>	<b>3,917.17</b>	<b>25,575.12</b>	<b>46,600.00</b>	<b>21,024.88</b>
	<b>Total Fund Revenue</b>	<b>5,004.58</b>	<b>1,158,660.91</b>	<b>2,474,432.00</b>	<b>1,315,771.09</b>

City of Coos Bay  
Expenditures with Comparison to Budget  
For the 8 Months Ending February 28, 2021

		Library Fund			
		Period Actual	YTD Actual	Budget	Unexpended
<b>Library Fund</b>					
<b>Personnel Services</b>					
07-510-510-1001	Salaries	46,361.00	373,950.37	758,449.00	384,498.63
07-510-510-1003	P.E.R.S.	10,276.47	82,805.44	159,382.00	76,576.56
07-510-510-1004	Social Security	3,301.11	26,889.70	58,028.00	31,138.30
07-510-510-1005	Employee Insurance	8,640.49	110,422.91	211,964.00	101,541.09
07-510-510-1006	Unemployment	237.86	1,400.32	3,600.00	2,199.68
07-510-510-1007	Workers Compensation Insurance	59.46	467.19	1,066.00	598.81
07-510-510-1008	Volunteer Workers Compensation	.00	.19	250.00	249.81
<b>Total Personnel Services</b>		<b>68,876.39</b>	<b>595,936.12</b>	<b>1,192,739.00</b>	<b>596,802.88</b>
<b>Materials &amp; Services</b>					
07-510-520-2005	Training, Meetings, Travel, Dues	.00	1,052.22	9,000.00	7,947.78
07-510-520-2101	Utilities	2,573.48	17,593.73	42,000.00	24,406.27
07-510-520-2102	Telephone	1,274.32	7,202.51	9,000.00	1,797.49
07-510-520-2105	Advertising	756.25	5,240.85	17,514.00	12,273.15
07-510-520-2108	Contractual	2,558.14	21,575.85	80,000.00	58,424.15
07-510-520-2120	Insurance	.00	15,757.10	25,000.00	9,242.90
07-510-520-2122	Duplicating/Data Processing	239.65	1,576.56	9,500.00	7,923.44
07-510-520-2123	Printing	.00	.00	3,000.00	3,000.00
07-510-520-2205	Office Supplies	660.47	12,032.75	43,023.00	30,990.25
07-510-520-2206	Postage	3,837.12	7,924.35	20,276.00	12,351.65
07-510-520-2225	Janitorial Supplies	.00	105.58	13,800.00	13,694.42
07-510-520-2231	Small Equipment	.00	23,978.00	68,794.00	44,816.00
07-510-520-2234	Grants	50.00	11,600.58	7,900.00	( 3,700.58)
07-510-520-2235	Library Supplies	1,375.61	5,603.15	13,000.00	7,396.85
07-510-520-2236	Library Books & Records	5,560.80	52,860.26	100,000.00	47,139.74
07-510-520-2237	Periodicals	.00	9,924.81	10,000.00	75.19
07-510-520-2239	State Aid to Children - Books	.00	3,772.72	2,000.00	( 1,772.72)
07-510-520-2240	Library Books/Records (Restr)	.00	.00	50,000.00	50,000.00
07-510-520-2241	Programming	185.23	185.23	16,000.00	15,814.77
07-510-520-2302	Office Equipment Rental	516.94	2,862.32	5,200.00	2,337.68
07-510-520-2303	Equipment Repairs/Replacement	.00	1,039.86	35,000.00	33,960.14
07-510-520-2304	Equipment Maintenance Contract	37.95	3,604.10	12,000.00	8,395.90
07-510-520-2305	Vehicle Maintenance/Fuel	.00	1,155.07	10,000.00	8,844.93
07-510-520-2309	Building & Grounds Maintenance	1,082.65	19,077.83	50,000.00	30,922.17
07-510-520-2310	Furniture (restricted)	.00	.00	100,000.00	100,000.00
07-510-520-2406	Reimbursable	.00	34.78	200.00	165.22
07-510-520-2424	Library Board	.00	.00	500.00	500.00
07-510-520-2450	Gifts, Donations & Memorials	807.90	6,802.70	20,000.00	13,197.30
<b>Total Materials &amp; Services</b>		<b>21,516.51</b>	<b>232,562.91</b>	<b>772,707.00</b>	<b>540,144.09</b>
<b>Capital Outlay</b>					

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City of Coos Bay  
Expenditures with Comparison to Budget  
For the 8 Months Ending February 28, 2021

		Library Fund			
		Period Actual	YTD Actual	Budget	Unexpended
<b>Other Financing Uses</b>					
07-510-560-6001	Contingency	.00	.00	336,225.00	336,225.00
07-510-560-6002	Unappropriated Ending Fund Bal	.00	.00	162,761.00	162,761.00
<b>Total Other Financing Uses</b>		<b>.00</b>	<b>.00</b>	<b>498,986.00</b>	<b>498,986.00</b>
<b>Total Library Fund</b>		<b>90,392.90</b>	<b>828,499.03</b>	<b>2,474,432.00</b>	<b>1,645,932.97</b>
<b>Total Fund Expenditures</b>		<b>90,392.90</b>	<b>828,499.03</b>	<b>2,474,432.00</b>	<b>1,645,932.97</b>
<b>Net Revenue Over Expenditures</b>		<b>( 85,388.32)</b>	<b>330,161.88</b>	<b>.00</b>	<b>( 330,161.88)</b>

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**Coos Bay Public Library  
Memorial Funds Checking Account  
February 2021**

<u>BALANCE, January 31, 2020</u>	\$ 73,338.53
CB/NB Rotary	\$ 1,673.16
Coos Bay Public Library Foundation/Dollywood	\$ 284.52
Misc. Donations-February 2021	\$ 69.22
<b>TOTAL DEPOSITS</b>	<b>\$ 2,026.90</b>

**DISBURSEMENTS:**

Demco/Supplies-YP Programs-Summer Reading	\$	157.45
Recorded Books/Dvd-Foreign Film	\$	41.60
Recorded Books/Dvd-Foreign Film	\$	41.60
Recorded Books/Dvd-Foreign Film	\$	124.80
Amazon/Supplies-Adult Programs-Book Boxes	\$	67.49
Amazon/Supplies-YP Programs-Book Boxes, Read Across America Day	\$	338.73
Amazon/Book-Rose Memorial	\$	7.99
Amazon/Book-Hammons Memorial	\$	104.33
<b>TOTAL DISBURSEMENTS</b>		<b>\$ 883.99</b>
<b>Balance February 28, 2021</b>		<b>\$ 74,481.44</b>

General Fund	\$	10,882.88
Friend's Children's Fund	\$	1,672.19
Kenaston Estate Donation	\$	(469.51)
Mallek Estate Memorial	\$	52,610.89
Coos Bay Library Foundation YP Book Donation	\$	(59.15)
E-Books	\$	-
Care Connections	\$	0.78
Friends Library Purchases	\$	7,264.01
Rotary Donation	\$	(31.71)
Coos Bay Library Foundation-Equipment	\$	35.35
Coos Bay Library Foundation-Audios	\$	-
Eagles Large Print Fund	\$	6.25
Dollywood	\$	2,569.46

**MEMORIAL ACCOUNT FUNDS TOTAL** **\$ 74,481.44**

## Librarian's Report

February 2021

### ***PROGRAMS***

Spanglish Conversation had two online meetings with 11 people in attendance.

Forever Young Adult Book Group met with 4 in attendance.

Community Cooking with the Co-Op had 26 attendees.

Craft Take Out - 40 kits distributed and 167 views on Facebook Live Session

STEAM kits - 2 kits with 115 participants

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

Book Box Program - 84 adults and 85 children participating

The Relation-Ship - A partnership with YouthEra and Coos Health and Wellness. It is a teen program about building skills for healthy relationships. 4 people attended

There were 3 one-on-one appointments fulfilled by Zoom in August.

Swords and Starships Podcast - 35 downloads and is being listened to in Europe, Asia, and North America.

The Empire and Eastside pickup/drop off sites continue.

Librarians put together 9 Library Bundles for patrons in February.

### ***Miscellaneous***

In February there were 5539, county-wide, checkouts on OverDrive. 338 circulations on hoopla in January with 8 new borrowers. Our other digital offering is Tumblebooks. It has digital books aimed at K-6<sup>th</sup>. We started this subscription in August. From August through February there have been 77 checkouts.

Staff attended Diversity, Equity, and Inclusion training on February 3<sup>rd</sup>. More training in this area will be in April during Oregon Library Association.

2020/21	Myrtlewood Library Use	Myrtlewood Non-Library Use	Cedar Library Use	Cedar Non-Library Use	Total Use	Estimated Attendance (minus library program)
Jul-20	0	2	0	0	2	70
Aug-20	0	2	0	0	2	4
Sep-20	3	0	0	0	3	
Oct-20	4	0	0	0	4	
Nov-20	1	1	0	0	2	35
Dec-20	2	3	0	0	5	16
Jan-21	0	2	0	0	2	6
Feb-21	0	2	0	0	0	8
Mar-21						
Apr-21						
May-21						
Jun-21						
Totals						139

## Need a Gift Agreement Form

*draft*

### Naming Rights Policy

#### Purpose:

The purpose of this policy is to establish the authority and process for naming and renaming Coos Bay Public Library's buildings as well as interior and exterior spaces associated with the library and major programs and collections.

#### General Procedures

1. Proposals for naming facilities shall be submitted to the Library Director and should contain specific information requested on the Gift Agreement Form, including any requests on how the donated funds are to be used to support the named room or area.
2. If endorsed by the Library Director, the proposal will be forwarded to the Coos Bay Public Library Board of Trustees for approval
3. All contract documents must be finalized before the Library Board issues final recommendations for a naming opportunity.
4. Coos Bay City council will make all final naming decisions.
5. The Board and City Council reserve the right to name the room or area according to what is best for the function of the Library.
6. Publicity of recommended names will be withheld until the City Council has approved the request based on Library Board's recommendation.
7. A form of recognition will be installed at or near the named area. The Board reserves the right to choose the wording, size, location and style of the recognition. An appropriate dedication ceremony may be planned and conducted.

#### Guidelines for Naming

*Naming rights* is defined as an agreement between the Library and an individual, company, or organization in which the Library allows the name of the donor or donor company/organization to be associated with a specific Library area or building in exchange for financial contributions.

A proposal for naming a room or area of the Library in honor of a person will normally be considered when that person is a major benefactor to Coos Bay Public Library that merits recognition. A proposal for naming a room or outdoor area in honor of a member of the community will also be considered when that person has given distinguished service to the Library.

When the naming opportunity concerns a new library building or renovation of the existing building, a donor will be required to provide a gift supporting a substantial portion of the funds

needed to complete the project. Appropriate naming opportunities and naming gift thresholds will be established and documented in a funding plan for each project. Naming a physical space requires a completed Gift Agreement form detailing the terms of the gift commitment and of the naming, which shall be in all cases, in compliance with this policy. Physical spaces will not normally be named in honor of a donor in return for an estate commitment but may be considered on a case-by-case basis. There shall be a due diligence review of each naming proposal to carefully consider the overall benefit of such naming to the Library, including whether the name is and will continue to be a positive reflection on the Library. Such due diligence shall include the following:

- Review of any possible conflict of interest issues affecting the Library;
- Evaluation of the impact on future giving by the donor and others;
- Any other factors that could reflect on the Library.

In order to avoid any appearance of commercial influence or conflict of interest, or any other potentially adverse consequence, additional due diligence shall be undertaken before recommending the naming opportunities that includes a commercial enterprise. Naming opportunities may be assigned that include a commercial enterprise only if the proposed name is appropriate in the public setting of the Library and will not detract from the Library's use or the Library's reputation as a public entity. No building or area will be named after anyone currently holding an elected office.

Naming rights will generally be subject to a period of time. However naming rights may extend to the lifetime of the building or area if the Board of Trustees deems the amount of a donation or extent of service warrants it. If a building or area within a building is substantially renovated (providing new useful life equivalent to a new building), or if there is a significant addition to a building, it may be renamed, subject to the terms, conditions or restrictions set forth in any gift agreement related to prior naming action.

In the event a building is drastically altered through construction, the Board of Trustees shall reserve the right to add/alter gift recognition, including the room's naming. Any donor plaques displaced as a result of this will be rededicated in an alternative location in accordance with the timeframe developed for the original gift.

When a named room has reached the end of its useful life and will be replaced or substantially renovated, the replaced or renovated space may be renamed in recognition of a new donor or honoree. Appropriate recognition of earlier donors or honorees shall be included in, or adjacent to, new, renovated, or redeveloped facilities.

### **Opportunities for Sponsorship**

The Board of Trustees permits sponsorship rights of specific Library areas by an individual, company, or community-based organization. Sponsorship is defined as an agreement between

the Library and an individual, company, or organization in which the sponsoring entity provides financial or service-in-kind support to the Library in exchange for recognition within a facility.

### **Deferred Gifts with Naming Rights**

Deferred gifts will be considered on an individual basis.

### **Removal or Change of Name**

Naming recognition is provided to individuals, families and entities exemplifying the attributes of integrity and civic leadership. If an individual, family or entity for whom a naming commitment has been made violates these standards, the Library may elect to remove the individual, family or entity name from the naming opportunity. Before taking such action, the Library shall undertake due diligence, including consultation with counsel, as to any legal ramifications that the Library may have under any pre-existing agreement(s) related to naming opportunities or regarding any other matter that may have legal bearing upon a proposed change in name. Any naming authorized by the Board of Trustees and City Council can only be revoked by a vote of those bodies.

Alternatively, unforeseen circumstances may make it impossible for a donor to complete a gift commitment after it has been recognized by placing a name on a building, interior/exterior space or major program. The Board of Trustees will make reasonable efforts to work with the donor to create a plan for completion of the commitment. However, in certain circumstances it may be necessary in the best interests of the Library to remove the donor's name from the naming opportunity.

### **General Room Sponsorship/Naming Rights Levels:**

A schedule will be developed on a per project basis.

APPROVED AND ADOPTED: (date)

## I. Memorandum

Following the Coos Library Board meeting on August 30, 2018, and per the request of the CLB, the Coos library directors met on September 25, 2018 to discuss the funding allocation formula for the district. The group met on October 4 for their monthly meeting, and there was additional discussion about formula. The library directors met with the CLB Distribution Committee on October 23 to solicit their feedback on a draft of this memo.

Commented [H1]: Added 11/21/18

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

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

The following criteria are also a priority.

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

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

First, the allocation formula contains population served, as reported by the State Library of Oregon. The library directors met with Ross Fuqua, Data & Federal Programs Consultant, SLO, on November 1, 2018. At this meeting, the directors and Fuqua discussed the best method of defining the county's population areas in a way that is equitable and that will result in more consistent annual reporting. The library directors will produce a service area map that utilizes data from the census, PSU population reports, their knowledge about usage patterns, and township & range information via a GIS mapping system.

Commented [H2]: Updated 11/21/18

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

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

## II. Allocation Formula

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

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

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

Total Library Visits (V) – The total number of visits to a library facility in a fiscal year, as reported to the State Library of Oregon. This figure includes the number of visitors to library meeting rooms and programs held on library grounds. A continuous count should be recorded at each library and reported monthly to the library's board.

Commented [H3]: Revised 11/21/18

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

In the event of an extended facility closure, planned or unplanned, a library's data set will be adjusted to mitigate the effect of the closure. A closure would be considered extended if it lasts more than 5 business days. In the event of an extended closure, the data from the month(s) affected will be replaced with data from the same month(s) in the prior fiscal year.

## III. Implementation

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

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

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



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

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

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

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

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

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

100% of funding calculated using new allocation formula.

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

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

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

Submitted by Haley Lagassé, Director of Library Services, City of North Bend  
<Date>

	3 year average	3 year average	3 year average
		Total library visits (V)	Total annual public service hour
		40%	20%
	<b>Population served (P)</b>	<b>Total library visits (V)</b>	<b>Total annual public service hour</b>
	40% of total funds		
Bandon Public Library	0.108065 0.043226	0.216661 0.097497	0.124324 0.024865
Coos Bay Public Library	0.409082 0.163633	0.306268 0.137821	0.147177 0.029435
Coquille Public Library	0.097032 0.038813	0.100288 0.04513	0.129938 0.025988
Dora Public Library	0.004474 0.001789	0.010722 0.004825	0.070234 0.014047
Myrtle Point Flora M. Laird Library	0.069289 0.027716	0.059111 0.0266	0.137294 0.027459
Powers Hazel M. Lewis Library	0.015197 0.006079	0.039063 0.017578	0.129168 0.025834
Lakeside Public Library	0.034426 0.013771	0.034616 0.015577	0.121722 0.024344
North Bend Public Library	0.262435 0.104974	0.233271 0.104972	0.140143 0.028029

These numbers are not real, I reduced two of our stat years, because

5

Allocation percentage  
based on stats from  
2016-2017  
s (H)

	Current percentage	at 40, 45, and 15	at 45, 40 and 15	at 45, 45, and 10	at 40%, 40% and 20%
0.165588	0.11048	0.158503761	0.153170476	0.157690823	0.16472
0.330889	0.373515	0.339904227	0.343225518	0.352999458	0.347263
0.109930	0.112552	0.084819013	0.086724435	0.083173696	0.091316
0.020661	0.017848	0.016119067	0.015921147	0.012831035	0.019631
0.081775	0.07781	0.070969884	0.071916579	0.067569631	0.077835
0.049491	0.029027	0.042015596	0.040935273	0.036317053	0.048474
0.053692	0.026152	0.052131206	0.051618928	0.047766451	0.058217
0.237974	0.252616	0.235537247	0.236487645	0.241651854	0.242544

I think our count pre-door counter was really inflated and I want to see what it might look to actually use the formula.

**Total annual public service hours**

	2016-17	2015-16	2014-15
Bandon Public Library	2,002	2,002	2,002
Coos Bay Public Library	2,370	2,370	2,370
Coquille Public Library	2,150	2,150	1,976
Dora Public Library	1,129	1,125	1,139
Myrtle Point Flora M. Laird Library	2,239	2,243	2,150
Powers Hazel M. Lewis Library	2,080	2,080	2,080
Lakeside Public Library	1,664	1,976	2,247
North Bend Public Library	2,223	2,296	2,252
<b>Total</b>	<b>15,857</b>	<b>16,242</b>	<b>16,216</b>

**Total library visits**

	2016-17	2015-16	2014-15
Bandon Public Library	130,031	130,031	130,031
Coos Bay Public Library	183,810	183,810	183,810
Coquille Public Library	60,189	60,189	60,189
Dora Public Library	6,435	6,435	6,435
Myrtle Point Flora M. Laird Library	35,476	35,476	35,476
Powers Hazel M. Lewis Library	23,444	23,444	23,444
Lakeside Public Library	20,775	20,775	20,775
North Bend Public Library	140,000	140,000	140,000
<b>Total</b>	<b>600,160</b>	<b>600,160</b>	<b>600,160</b>

**Population served**

	2016-17	2015-16	2014-15
Bandon Public Library	7,943	5,081	7,239
Coos Bay Public Library	24,293	26,950	25,505
Coquille Public Library	5,849	6,333	6,022
Dora Public Library	200	409	231
Myrtle Point Flora M. Laird Library	4,426	4,132	4,439
Powers Hazel M. Lewis Library	842	1,137	873
Lakeside Public Library	2,104	2,790	1,569

61

North Bend Public Library

16,839 26.9441%  
62,496

15,962 25.4196%  
62,794

16,428 26.3666%  
62,306

**Average**

12.4324%  
14.7177%  
12.9938%  
7.0234%  
13.7294%  
12.9168%  
12.1722%  
14.0143%

**Average**

21.6661%  
30.6268%  
10.0288%  
1.0722%  
5.9111%  
3.9063%  
3.4616%  
23.3271%



**Average**

10.8065%  
40.9082%  
9.7032%  
0.4474%  
6.9289%  
1.5197%  
3.4426%

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Salary Worksheet 2021-2022 Budget

Department - Library

Employee Name	S Pierson	C Coffman	C Barr	P Addis	R Westmark	P Granstrom	B Buxton	S Fitzhenry	M Danville	M Brown	J Whitty	R Lhendup	VACANT	VACANT	VACANT	PT/ Casual	VOL	TOTAL
Job Title	Library Dir	Dep Lib Dir	Office Mgr	Librarian	Librarian	Librarian	Librarian	T1/T2	EE	Lib Asst	Lib Asst	Lib Asst	Lib Asst I	Acq Lib	OpsRP		w/c only	
PERS/OPSRP Code	OPSRP	OPSRP	T1/T2	OPSRP	OPSRP	T1/T2	OPSRP	T1/T2	OPSRP	OPSRP	OPSRP	OPSRP	OPSRP	OPSRP	OPSRP			
Benefit Coverage Code	EE+CC	EE	FAM	EE+S	FAM	EE+S	FAM	Opt Out	EE	Opt Out	EE	EE+C	FAM	FAM	FAM			
Worker's Comp Rate Code	8810	8810	8810	8810	8810	8810	8810	8810	8810	8810	8810	8810	8810	8810	8810			
FullPart-Time	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.63	0.63	1.00	1.00	0.50	1.00	1.00	0.50			
Step (if applicable)	6	3	7	7	7	7	3	7	7	4	2	3	3	3	3			
Monthly Wage X	8,676	5,425	4,788	4,494	4,494	4,494	3,897	3,782	3,782	3,412	3,370	3,281	3,505	3,897	3,281			
No. of Months	12	11	12	12	12	12	9	12	12	3	8	9	6	7	6			
Step (if applicable)	4						4			5	3	4	4	4	4			
Monthly Wage X	5,698						4,053			3,550	3,505	3,412	3,646	4,053	3,412			
No. of Months	1						3			9	4	3	6	5	6			
Regular Wages	104,109	65,375	57,461	53,925	53,925	53,925	47,235	28,589	28,589	42,184	40,981	19,881	42,910	47,546	20,077	130,000		836,712
Insurance Opt Out	0	0	0	0	0	0	0	0	0	300	0	0	0	0	0	0		600
Cell Phone Stipend	900	900	0	0	0	0	0	0	0	0	0	0	0	0	0	0		1,800
Retirement Payout	0	0	0	0	0	12,274	0	0	0	0	0	0	0	0	0	0		12,274
Subtotal - Wages	105,009	66,275	57,461	53,925	53,925	66,199	47,235	28,889	28,589	42,484	40,981	19,881	42,910	47,546	20,077	130,000		851,385
PERS	23,890	15,078	18,894	12,268	12,268	21,767	10,746	6,573	6,504	9,666	9,324	4,523	9,762	10,817	4,568	29,575		208,223
Soc Sec/Medicare	8,034	5,071	4,396	4,126	4,126	5,065	3,614	2,210	2,188	3,251	3,136	1,521	3,283	3,638	1,536	9,945		65,140
State Paid Sick Leave	420	265	230	216	216	265	189	116	114	170	164	80	172	190	80	520		3,406
Workers Benefit Fund	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	118		493
Medical & Dental	18,480	7,260	21,252	15,180	21,252	15,180	7,260	0	7,260	0	7,260	13,332	21,252	21,252	7,260	0		183,480
HRA/HSA Contribution	4,500	2,500	4,500	4,500	4,500	4,500	4,500	0	2,500	0	2,500	2,500	4,500	4,500	2,500	0		48,500
Life Insurance/AD&D	156	99	20	20	20	20	20	20	20	20	20	20	20	20	20	0		510
Long Term Disability	282	181	158	149	149	181	131	83	82	119	115	60	120	132	60	0		1,999
Employee Insurance	23,418	10,040	25,930	19,849	25,921	19,881	11,911	103	9,863	139	9,895	15,912	25,892	25,904	9,840	0		234,498
Unemployment	100	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250		3,850
Worker's Compensation	112	70	62	58	58	58	51	31	31	45	44	21	46	51	22	140		964
Subtotal - Benefits	55,999	30,799	49,787	36,792	42,864	47,311	26,786	9,307	18,375	13,546	22,838	22,332	39,430	40,875	16,321	40,548		514,573
TOTAL WAGES & BENEFITS	161,008	97,074	107,248	90,717	96,789	113,510	74,021	38,196	47,564	50,031	63,819	42,212	82,340	88,421	36,398	170,548		1,365,896

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**CITY OF COOS BAY 2021-2022 BUDGET  
LIBRARY FUND 07  
RESOURCES**

<b>Actual 2018-19</b>	<b>Actual 2019-20</b>	<b>Council Adopted 2020-21</b>	<b>Account No.</b>	<b>Proposed 2021-22</b>
925,606	855,072	1,074,855	07-000-300-0100	1,200,000
51,859	100,000	125,000	07-000-300-0200	150,000
<b>977,465</b>	<b>955,072</b>	<b>1,199,855</b>		<b>1,350,000</b>
<b>CARRYOVER BALANCE</b>				
			Carryover Balance - unrestricted	1,200,000
			Carryover Balance - restricted (donation & furniture)	150,000
			<b>Total Carryover Balance</b>	<b>1,350,000</b>
<b>RESOURCES FROM OTHER AGENCIES</b>				
5,127	3,757	1,900	07-000-340-0300	1,500
9,300	1,000	16,043	07-000-340-0301	3,000
0	0	3,000	07-000-340-0303	3,000
0	41,495	16,670	07-000-340-0350	0
1,097,036	1,408,546	1,130,000	07-000-340-0900	1,150,000
<b>1,111,463</b>	<b>1,454,798</b>	<b>1,167,613</b>		<b>1,157,500</b>
<b>USE OF MONEY AND PROPERTY</b>				
24,447	23,290	15,000	07-000-350-0100	8,000
3,975	5,850	3,500	07-000-350-1100	2,000
<b>28,422</b>	<b>29,140</b>	<b>18,500</b>		<b>10,000</b>
<b>CHARGES FOR CURRENT SERVICES</b>				
7,217	5,781	7,000	07-000-360-0100	7,000
14,129	7,641	12,000	07-000-360-1800	2,000
<b>21,346</b>	<b>13,423</b>	<b>19,000</b>		<b>9,000</b>
<b>OTHER INCOME</b>				
25,236	2,203	100	07-000-380-0100	100
0	25,050	26,000	07-000-380-0300	26,000
706	3,012	500	07-000-380-0400	1,000
36,835	31,022	20,000	07-000-380-0900	5,000
<b>62,778</b>	<b>61,286</b>	<b>46,600</b>		<b>32,100</b>
<b>2,201,473</b>	<b>2,513,720</b>	<b>2,451,568</b>	<b>TOTAL LIBRARY RESOURCES</b>	<b>2,558,600</b>

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**CITY OF COOS BAY 2021-2022 BUDGET  
LIBRARY FUND 07  
EXPENDITURES**

<b>Actual 2018-19</b>	<b>Actual 2019-20</b>	<b>Council Adopted 2020-21</b>	<b>Account No.</b>	<b>Proposed 2021-22</b>
<b>PERSONNEL SERVICES</b>				
566,127	573,177	758,449	07-510-510-1001	851,718
107,353	128,566	159,382	07-510-510-1003	206,298
42,779	42,672	58,028	07-510-510-1004	69,065
149,938	159,514	211,964	07-510-510-1005	234,499
0	718	3,600	07-510-510-1006	3,850
816	837	1,066	07-510-510-1007	714
13	8	250	07-510-510-1008	250
<b>867,025</b>	<b>905,493</b>	<b>1,192,739</b>	<b>Total Personnel Services</b>	<b>1,366,394</b>
<b>MATERIALS AND SERVICES</b>				
6,872	3,550	9,000	07-510-520-2005	5,000
35,703	32,301	42,000	07-510-520-2101	37,000
6,486	8,376	9,000	07-510-520-2102	9,000
5,598	18,021	15,000	07-510-520-2105	20,000
63,869	58,549	80,000	07-510-520-2108	85,000
20,768	14,541	25,000	07-510-520-2120	12,000
9,624	5,883	9,500	07-510-520-2122	8,000
93	378	3,000	07-510-520-2123	3,000
1,895	5,019	32,500	07-510-520-2205	7,000
2,363	10,365	16,200	07-510-520-2206	10,000
4,132	2,444	13,800	07-510-520-2225	3,500
10,952	72,538	63,043	07-510-520-2231	35,000
4,207	2,272	7,900	07-510-520-2234	8,000
13,961	12,667	13,000	07-510-520-2235	14,000
75,629	86,935	100,000	07-510-520-2236	115,000
9,012	4,833	10,000	07-510-520-2237	8,000
2,520	306	2,000	07-510-520-2239	2,500
0	0	50,000	07-510-520-2240	50,000
0	0	16,000	07-510-520-2241	7,000
4,690	4,581	5,200	07-510-520-2302	20,000
4,191	1,910	35,000	07-510-520-2303	5,000
11,096	7,687	12,000	07-510-520-2304	10,000
0	0	10,000	07-510-520-2305	7,000
48,217	29,600	50,000	07-510-520-2309	40,000
0	0	100,000	07-510-520-2310	100,000

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**CITY OF COOS BAY 2021-2022 BUDGET  
LIBRARY FUND 07  
EXPENDITURES (continued)**

Actual 2018-19	Actual 2019-20	Council Adopted 2020-21	Account No.	Proposed 2021-22
104	0	200	07-510-520-2406	200
693	0	500	07-510-520-2424	500
36,702	25,618	20,000	07-510-520-2450	5,000
<u>379,376</u>	<u>408,374</u>	<u>749,843</u>	<b>MATERIALS AND SERVICES (continued)</b>	<u>626,700</u>
			Reimbursable	
			Library Board	
			Gifts, Donations & Memorials	
			<b>Total Materials and Services</b>	
			<b>CAPITAL OUTLAY</b>	
0	0	10,000	07-510-530-3001	10,000
0	0	0	07-510-530-3010	133,000
<u>0</u>	<u>0</u>	<u>10,000</u>	<b>Total Capital Outlay</b>	<u>143,000</u>
0	0	336,225	<b>CONTINGENCY</b>	<u>260,000</u>
<u>955,072</u>	<u>1,199,855</u>	<u>162,761</u>	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>	<u>162,506</u>
<u>2,201,474</u>	<u>2,513,720</u>	<u>2,451,568</u>	<b>TOTAL LIBRARY EXPENDITURES</b>	<u>2,558,600</u>

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OLA 2021 Virtual Conference  
Registering with Discount Code Instructions

Discount Code: CoosCLSD21

Your group/organization has purchased a group/organization registration for the attendance at the OLA 2021 Virtual Conference. Each attendee from the group/organization will still need to register individually in order to provide the Conference Committee with the information needed to run the conference successfully, including: the number of anticipated attendees, virtual access requirements, interest levels for specific program sessions, and individual email addresses for non-public communication.

The 2021 OLA Conference will be using the Whova virtual conference app for a controlled environment to host for the agenda session links, exhibitors and sponsors, etc. You will receive information from the Conference Committee in early April on how to download the virtual app, tips on getting the most out of a virtual conference, and more.

To register individually for the conference you will need to login or establish a profile in OLA's Membership/Event software:

1. Access the Registration form:  
[https://ola.memberclicks.net/ola\\_conf\\_registration\\_2021](https://ola.memberclicks.net/ola_conf_registration_2021)
2. If you are a member of OLA or a past conference or program attendee login using your username and password,

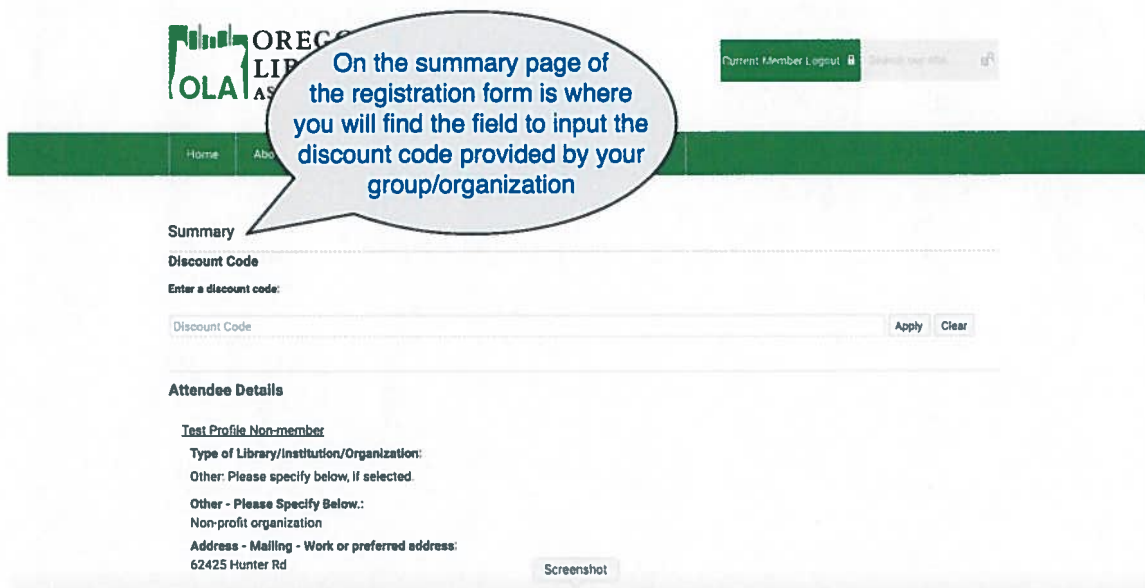
If you are a new user, then enter your email and set-up a profile to establish your username and password

If you have any problems logging in or creating a new user profile, contact Shirley Roberts, OLA Assn Manager, at [ola@olaweb.org](mailto:ola@olaweb.org)

3. Once logged in, complete the various demographic fields.
4. Under "Registration Options – Individual," You will register as an "Individual with a Discount Code." It will show an amount that will be waived when you get to the summary page and enter the discount code that has been provided to you.

Then under "Registration Options – Group or Library Organization Discount" you will check the box "Registered as an individual."

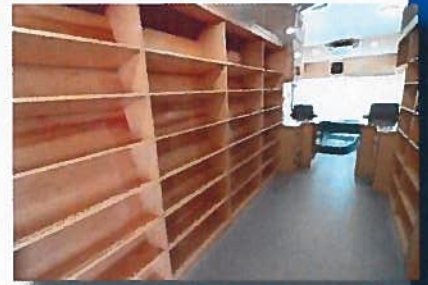
5. Please complete the session selections, as the Conference Committee will use this information to assign capacity to Zoom licenses, etc.
6. Work on through the form, until you reach the "Summary" page. This is where you will input the discount code and click on the "Apply" button,



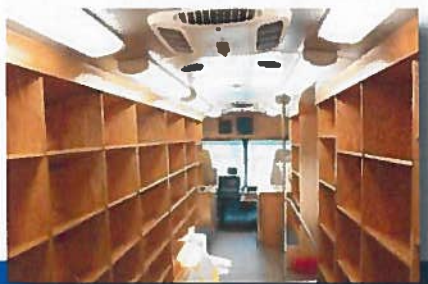
This will zero out the original registration charge, making the balance due, \$0.00

7. Scroll down the summary page and click on the “submit” button.  
You will see a confirmation page that your registration has been submitted and a summary of the information you provided on the registration form. You can print the confirmation page or wait for the confirmation email.

If you have any problem, please do not hesitate to contact Shirley Roberts, OLA Assn Manager and Conference Online Registration Co-Coordinator.



## Bookmobile Platform Overview



101 S Swing Rd • Greensboro, NC • [information@msvehicles.com](mailto:information@msvehicles.com)

# Platform Highlights

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Custom Interiors

Aluminum or Wood Shelving

Commercial Grade Flooring

FRP, Acoustical or Vinyl Ceilings

Optional Wheelchair Access

Optional Lavatory

Optional Room Slideouts



    [MSVEHICLES.COM](https://www.msvehicles.com)



**MASTER  
UPFITTER**



HEAVY-DUTY CHASSIS AND BODY  
 LENGTH: 41' OR 45'  
 BODY WIDTH: 102"  
 ENGINE: DIESEL  
 HOLDS: 3,000 TO 8,000 VOLUMES  
 ROOM SLIDEOUTS AVAILABLE

**Custom Coach**

REAR ENGINE MSV CUSTOM COACH



HEAVY-DUTY CHASSIS AND BODY  
 LENGTH: 35' TO 41'  
 BODY WIDTH: 102"  
 HOLDS: 2,500 TO 6,000 VOLUMES  
 ROOM SLIDEOUTS AVAILABLE

**Custom Coach**

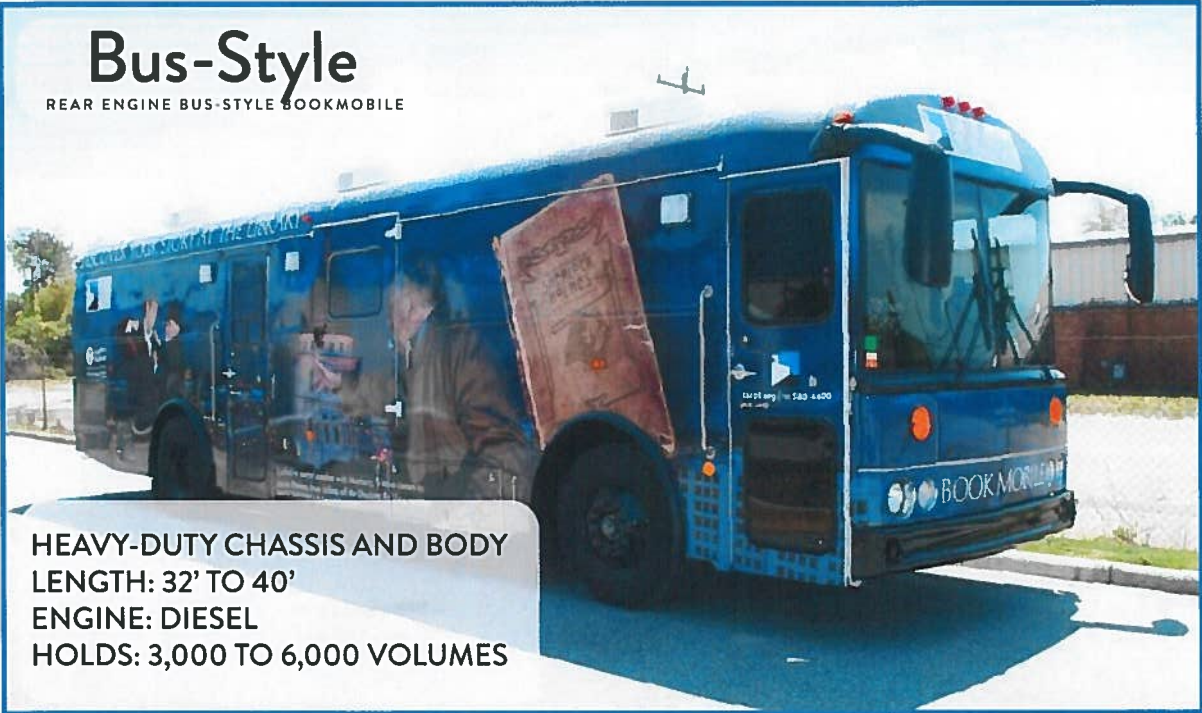
FRONT ENGINE MSV CUSTOM COACH





## Bus-Style

REAR ENGINE BUS-STYLE BOOKMOBILE



HEAVY-DUTY CHASSIS AND BODY  
LENGTH: 32' TO 40'  
ENGINE: DIESEL  
HOLDS: 3,000 TO 6,000 VOLUMES



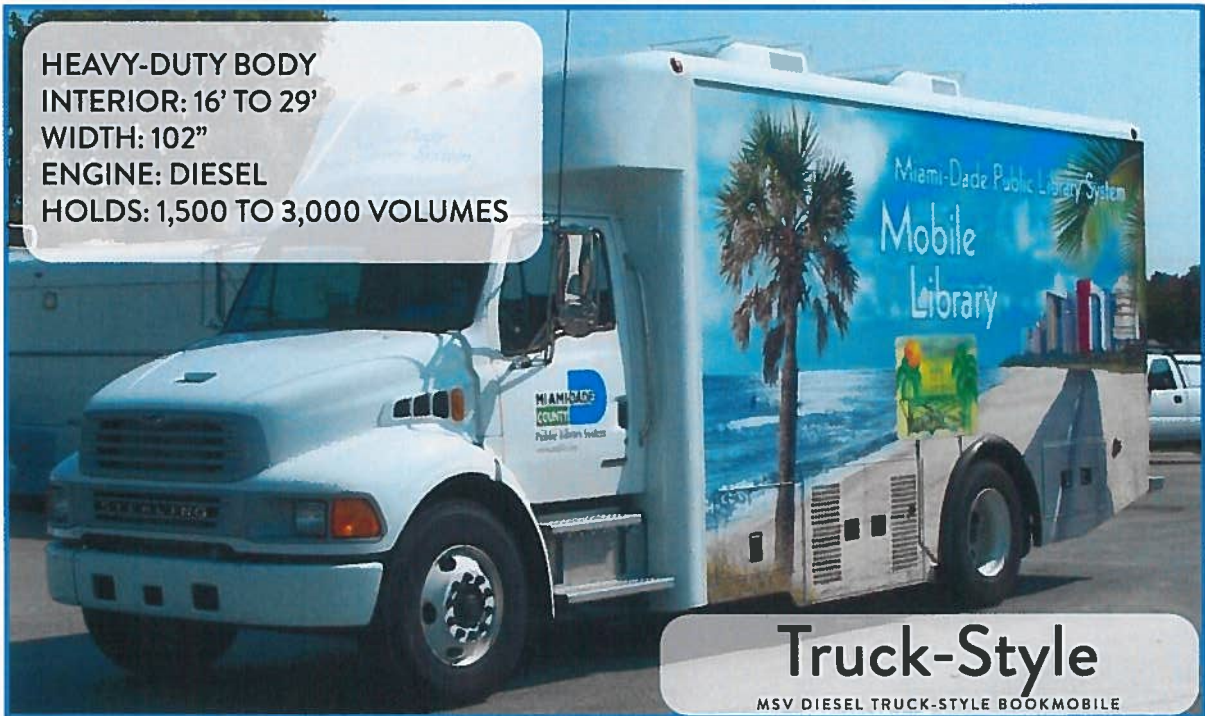
## Bus-Style

FRONT ENGINE BUS-STYLE BOOKMOBILE

HEAVY-DUTY CHASSIS AND BODY  
LENGTH: 28' TO 40'  
BODY WIDTH: 96"  
ENGINE: DIESEL  
HOLDS: 2,500 TO 6,000 VOLUMES



HEAVY-DUTY BODY  
INTERIOR: 16' TO 29'  
WIDTH: 102"  
ENGINE: DIESEL  
HOLDS: 1,500 TO 3,000 VOLUMES



## Truck-Style

MSV DIESEL TRUCK-STYLE BOOKMOBILE

## Step-Van

BOOKMOBILE



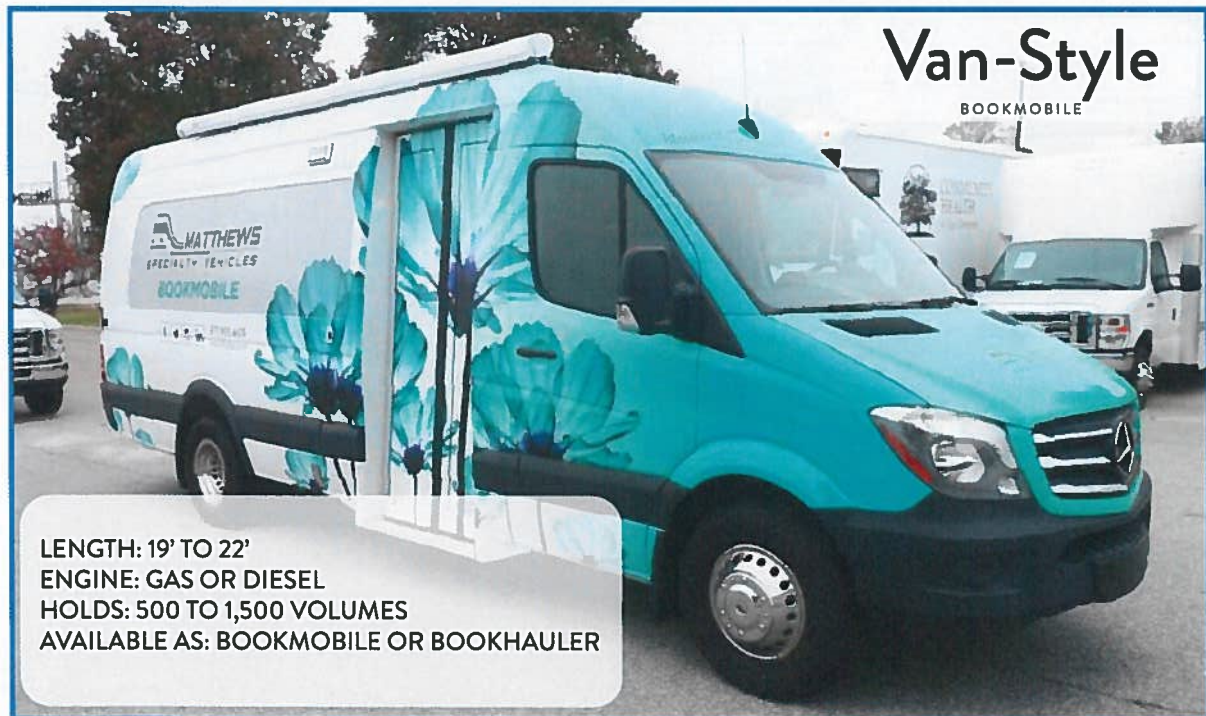
LENGTH: 18' TO 36'  
ENGINE: GAS OR DIESEL  
HOLDS: 1,500 TO 4,000 VOLUMES



## Truck-Style

GAS TRUCK BOOKMOBILE

LENGTH: 22' TO 25'  
INTERIOR: 14' TO 17'  
WIDTH: 96"  
ENGINE: GAS  
HOLDS: 1,500 TO 2,200 VOLUMES  
CUTAWAY CAB ACCESS



## Van-Style

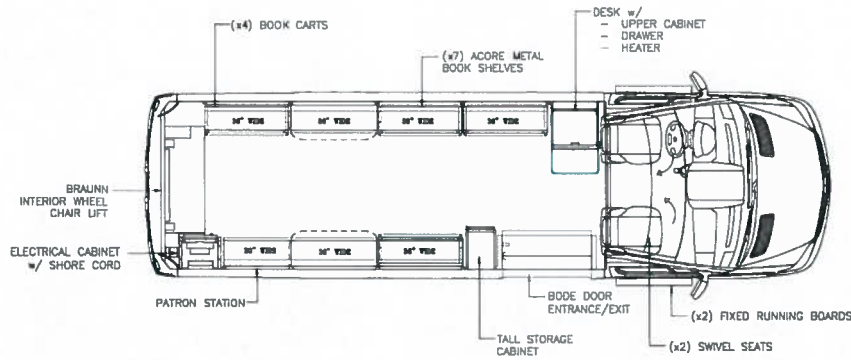
BOOKMOBILE

LENGTH: 19' TO 22'  
ENGINE: GAS OR DIESEL  
HOLDS: 500 TO 1,500 VOLUMES  
AVAILABLE AS: BOOKMOBILE OR BOOKHAULER



Series 500 Bookmobile  
Example Pictures and Floorplans

211 American Ave. Greensboro, NC 27409  
Phone: 877-905-4678  
Fax: 336-297-4674  
Web: [msvehicles.com](http://msvehicles.com)



**THIS VEHICLE WILL BE BUILT ACCORDING TO THE DIMENSIONS**  
 If dimensions are appropriate. The proposed measurements of your vehicle, upon review of our facility, should include the design layout of your vehicle including but not limited to: floor hardware, wheel size and location, seat locations, ceiling height, interior obstructions, and suspension systems. The bid for material of substantial changes to design listed by a revised drawing for your review before production begins. Modifications to this document must be in writing and accepted by an authorized representative of MATTHEWS SPECIALTY VEHICLES. Your signature confirms that the drawing is accurate to your design/needs expectations.

**PLAN VIEW**

Approved as drawn with NO changes  
 Approved as drawn with noted changes

Signature \_\_\_\_\_ Date \_\_\_\_\_

**SAMPLE SERIES 500 BOOKMOBILE**

**MATTHEWS SPECIALTY VEHICLES**

1448 BRYNDGE ROAD  
 CLEMENS, NC 27509  
 1-877-963-2968  
 www.matthews.com

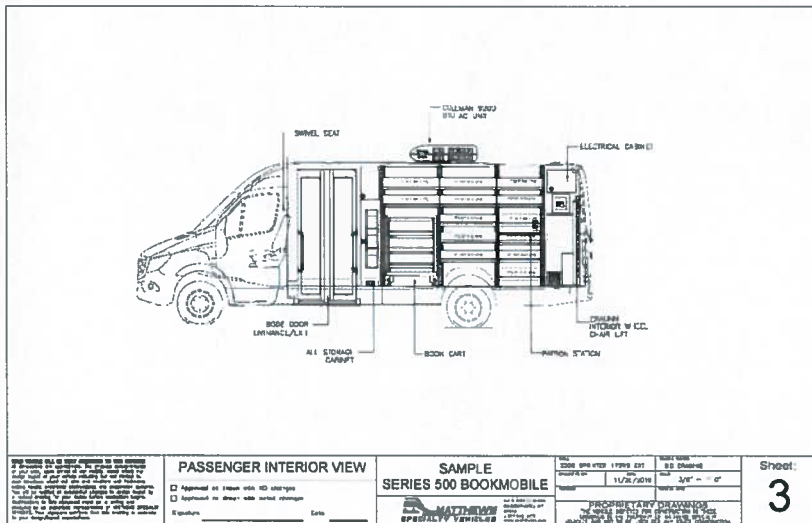
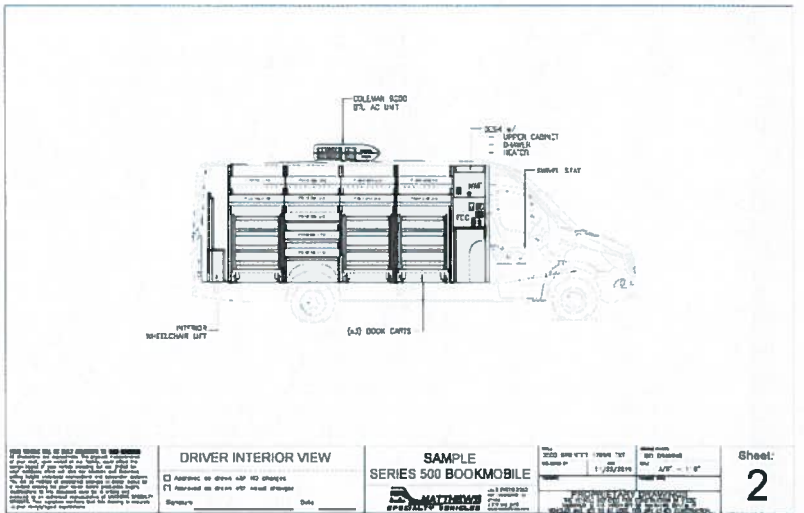
VEHICLE	3500 SPRINTER 170WB EXT	DRAWING NUMBER	BID DRAWING
DATE	11/20/2019	SCALE	3/8" = 1' 0"
REVISIONS		REVISION DATE	

**PROPRIETARY DRAWINGS**  
 THE VEHICLE DESIGNED FOR CONSTRUCTION BY THESE DRAWINGS IS THE PROPERTY OF MATTHEWS SPECIALTY VEHICLES AND NOT TO BE USED FOR ANY OTHER CONSTRUCTION.

Sheet: **1**

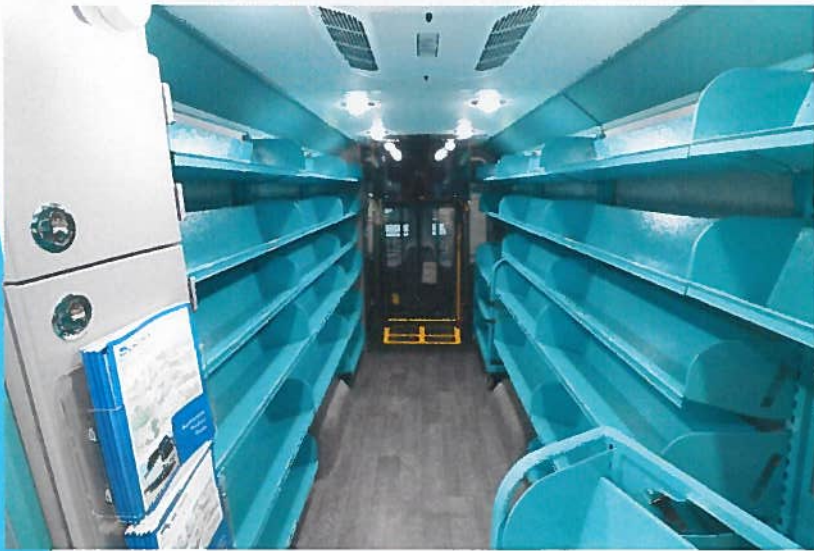


36



307





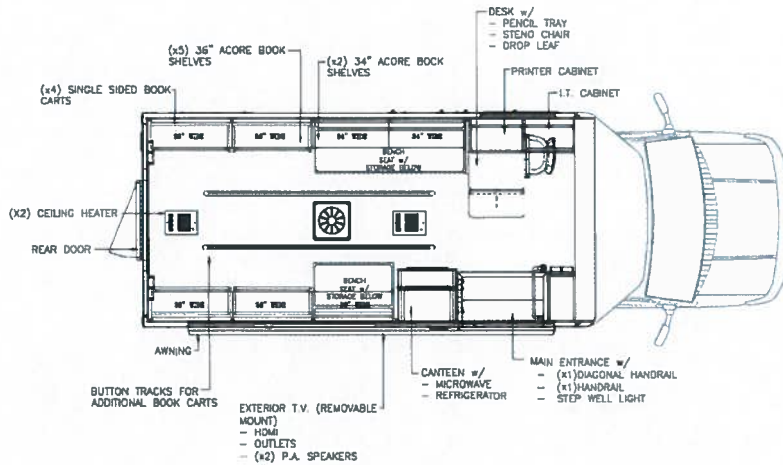
**MATTHEWS**  
SPECIALTY VEHICLES





Series 1000 Bookmobile  
Example Pictures and Floorplans

211 American Ave. Greensboro, NC 27409  
Phone: 877-905-4678  
Fax: 336-297-4674  
Web: [msvehicles.com](http://msvehicles.com)



THIS VEHICLE WILL BE BUILT ACCORDING TO THE DIMENSIONS & CONDITIONS SET FORTH HEREIN. THE PHYSICAL PERFORMANCE OF ANY AND ALL EQUIPMENT IS NOT GUARANTEED. THE CUSTOMER'S RESPONSIBILITY IS TO VERIFY THE ACCURACY OF ALL DIMENSIONS AND CONDITIONS SET FORTH HEREIN. THE CUSTOMER'S RESPONSIBILITY IS TO VERIFY THE ACCURACY OF ALL DIMENSIONS AND CONDITIONS SET FORTH HEREIN. THE CUSTOMER'S RESPONSIBILITY IS TO VERIFY THE ACCURACY OF ALL DIMENSIONS AND CONDITIONS SET FORTH HEREIN.

**PLAN VIEW**

Approved as drawn with NO changes  
 Approved as drawn with noted changes

Signature \_\_\_\_\_ Date \_\_\_\_\_

**SAMPLE**  
**SERIES 1000 BOOKMOBILE**

**MATTHEWS**  
**SPECIALTY VEHICLES**

1000 S. PERRY ROAD  
 GREENSBORO, NC 27409  
 336-733-6100  
 www.matthews.com

VEHICLE MAKE	MODEL
FORD E-450 CHASSIS	BOOKMOBILE
ROCKPORT 17' BODY	BD DRAWING
DATE	SCALE
02/26/2018	3/8" = 1' 0"
REVISION	DATE
A	02/04/2018

PROPRIETARY DRAWINGS  
 THE VEHICLE SHOWN FOR CONSTRUCTION IN THESE DIMENSIONS IS THE PROPERTY OF MATTHEWS SPECIALTY VEHICLES AND NOT TO BE USED FOR ANY OTHER CONSTRUCTION.

Sheet:  
**1**



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**PASSENGER INTERIOR VIEW**

**SAMPLE SERIES 1000 BOOKMOBILE**

Approved as shown with no changes  
 Approved as shown with noted changes

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Part No. 4-450 CHANGES REVISION 17 8/2014 DATE 06/24/2014	Part No. 811 8/2014 DATE 06/24/2014 SCALE 3/8" = 1'
---	---

**PROPRIETARY DRAWINGS**  
 NOT BE LOANED, REPRODUCED, COPIED, OR  
 USED IN ANY MANNER WITHOUT THE WRITTEN  
 PERMISSION OF MATTHEWS SPECIALTY VEHICLES

Sheet: **3**

**DRIVER INTERIOR VIEW**

**SAMPLE SERIES 1000 BOOKMOBILE**

Approved as shown with no changes  
 Approved as shown with noted changes

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Part No. 4-450 CHANGES REVISION 17 8/2014 DATE 06/24/2014	Part No. 811 8/2014 DATE 06/24/2014 SCALE 3/8" = 1'
---	---

**PROPRIETARY DRAWINGS**  
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 USED IN ANY MANNER WITHOUT THE WRITTEN  
 PERMISSION OF MATTHEWS SPECIALTY VEHICLES

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COOS BAY  
PUBLIC LIBRARY

# THE LATEST at COOS BAY PUBLIC LIBRARY March 2021

**FOR MORE INFORMATION:**

541-269-1101

[www.coosbaylibrary.org](http://www.coosbaylibrary.org)

**COME SEE US!**

525 Anderson Avenue

Coos Bay, OR 97420

 Find us on Facebook!

 Find us on Instagram!

 Find us on YouTube!



## LISTEN & LEARN WITH ADAM STERN

The Oregon Coast Music Association & Coos Bay Public Library Foundation present a new virtual event, *Listen and Learn with Adam Stern!*

This very special event brings together moving classical music and an educational lecture from conductor Adam Stern so you can enjoy the themes, stories, and secrets composers code into the notes of some of the most beautiful music ever written.

Due to the pandemic, we are unable to hold the event in our traditional fashion but that will not stop us from bringing the grandeur and beauty of music to you!

You can participate in this free event in a multitude of ways:

- View the video from the website by visiting <https://www.oregoncoastmusic.org> or listen to the podcast on Spotify!

- You can also head to Oregon Coast Music Association's YouTube Channel or by visiting the Coos Bay Library's YouTube channel.

Check back on the 2nd Wednesday of each month, from February to June, for more fun and educational episodes of this 5-part series!



# UPCOMING!

## FOREVER YOUNG BOOK CLUB

5:00PM - 6:00PM VIA ZOOM, AGES 18+

2  
MAR

2  
MAR

## READ ACROSS AMERICA DAY

FREE SEUSS BOOKS! CONTACT LIBRARY FOR DETAILS

## iSPANGLISH! VIRTUAL CONVERSATIONAL PROGRAM

12:00PM - 1:00PM VIA ZOOM, AGES TEENS & ADULTS

3  
MAR

4  
MAR

## THE RELATION-SHIP

3:30PM - 4:30PM VIA ZOOM, AGES 14 - 25

## VISITING THE BEYOND

6:00PM - 7:30PM VIA ZOOM, AGES TEENS & ADULTS

9  
MAR

10  
MAR

## LISTEN & LEARN WITH ADAM STERN

NEW EPISODE: "TRADITION IS THE LAST BAD PERFORMANCE"

## UNLIMITED BOOK CLUB

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

11  
MAR

12  
MAR

## SWORDS & STARSHIPS PODCAST

NEW EPISODE AVAILABLE!

## ASL PRACTICE PLACE

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

18  
MAR

18  
MAR

## CRAFT TAKEOUT

5:00PM - 6:00PM VIA FACEBOOK LIVE, AGES TEENS & ADULTS

## iSPANGLISH! VIRTUAL CONVERSATIONAL PROGRAM

10:30AM - 11:30AM VIA ZOOM, AGES TEENS & ADULTS

20  
MAR

25  
MAR

## COMMUNITY COOKING WITH THE CO-OP: STARRING JAMAR

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

## SWORDS & STARSHIPS PODCAST

NEW EPISODE AVAILABLE!

26  
MAR



## FEATURED EVENT VISITING THE BEYOND

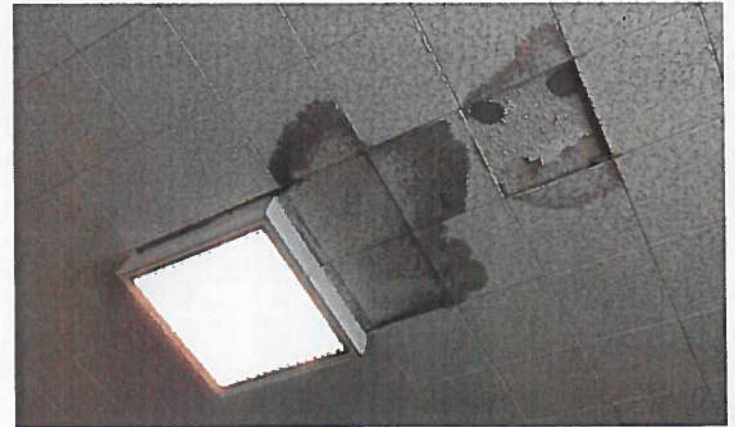
Tuesday, March 9th at 6pm on Zoom

Join experienced paranormal lecturer Curt Strutz as he leads you through a photographic tour of some of the nation's most haunted locations. Visit <https://is.gd/gTReT3> to register!

## DID YOU KNOW? CURRENT BUILDING FAQ

**Let's talk about leaks.** As the building continually shifts, the roof also moves opening up new paths for water to enter the building. The roof had a new coating applied in 2017 but leaks, both new and old, continue to appear because of the building movement. Parts of the ceiling have come down as a result of the leaking. It is not uncommon for staff to need to take measures to protect office equipment and library materials from the leaking, most commonly by placing tarps or trash bins in the areas where leaks are most problematic.

To find out more about this issue and the other critical issues the library is current faced with, please visit [coosbaylibrary.org](http://coosbaylibrary.org) > About > Current Building FAQs.

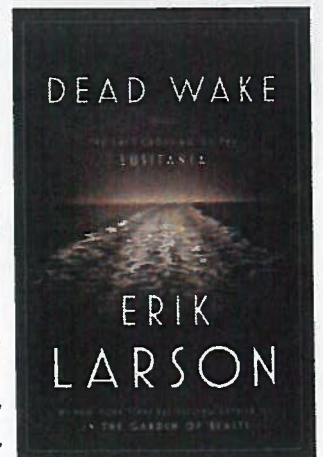


## CBPL STAFF PICKS

**DEAD WAKE: THE LAST CROSSING OF THE LUSITANIA** by Erik Larson

"You are on board on May 15, 1915 with the passengers and crew on the last voyage of the passenger ship Lusitania. It's a non-fiction book that reads like fiction."

*Recommended by  
Crystal, Office Manager*



Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Cash - Combined Fund			01/31/2021 (01/21) Balance	07-000-100-1001			1,605,834.84
02/28/2021	CA	5	Cash Allocation - Created: 02/18/21 3:48 PM			20,873.12-	
02/28/2021	CA	30	Cash Allocation - Created: 02/23/21 12:05 PM			2,397.89-	
02/28/2021	CA	49	Cash Allocation - Created: 02/26/21 8:07 AM			63,436.17-	
02/28/2021	CA	71	Cash Allocation - Created: 03/01/21 12:03 PM		985.70		
02/28/2021 (02/21) Period Totals and Balance					985.70 *	86,507.18- *	1,520,313.36
Petty Cash			01/31/2021 (01/21) Balance	07-000-100-1015			200.00
02/28/2021 (02/21) Period Totals and Balance					.00 *	.00 *	200.00
Prepaid Expense			01/31/2021 (01/21) Balance	07-000-100-1101			9,370.48
02/16/2021	JE	34	R/C AP#587 02/21 TUMBLE BOOK INV 202101 LIB		133.16		
02/28/2021 (02/21) Period Totals and Balance					133.16 *	.00 *	9,503.64
Accounts Payable			01/31/2021 (01/21) Balance	07-000-200-2001			.00
02/28/2021	AP	25	Summary Transactions from AP System			159.50-	
02/28/2021	AP	96	Summary Transactions from AP System			6,237.65-	
02/28/2021	AP	236	Summary Transactions from AP System			2,050.99-	
02/28/2021	AP	460	Summary Transactions from AP System			3,917.76-	
02/28/2021	AP	603	Summary Transactions from AP System			6,294.55-	
02/28/2021	AP	700	Summary Transactions from AP System			2,438.06-	
02/28/2021	AP	888	Summary Transactions from AP System			448.80-	
02/16/2021	CDA1	850	Umpqua Bank		1,912.09		



City of Coos Bay

Detail Ledger - Month End  
Period: 02/21 - 02/21

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
02/16/2021	CDA1	853	Umpqua Bank		1,188.01		
02/16/2021	CDA1	854	Umpqua Bank		539.69		
02/16/2021	CDA1	855	Umpqua Bank		2,654.76		
02/18/2021	CDA1	858	Pacific Power & Light Co		2,438.06		
02/25/2021	CDA1	859	Umpqua Bank		446.90		
02/01/2021	CDA1	123584	Advantage Security LLC		37.95		
02/01/2021	CDA1	123597	Xerox Corporation		121.55		
02/05/2021	CDA1	123603	Brilliance Publishing Inc.		137.00		
02/08/2021	CDA1	123607	C-N-B Security Inc		1,260.00		
02/08/2021	CDA1	123626	Pitney Bowes Reserve Account		3,800.00		
02/08/2021	CDA1	123627	Reese Electric Co Inc		840.65		
02/08/2021	CDA1	123629	Sprague Pest Solutions		150.00		
02/08/2021	CDA1	123630	Stith, Tai		50.00		
02/09/2021	CDA1	123644	Cengage Learning Inc		49.38		
02/09/2021	CDA1	123645	City of Coos Bay - ESO		59.40		
02/09/2021	CDA1	123650	Demco		221.10		
02/09/2021	CDA1	123663	Midwest Tape		731.94		
02/09/2021	CDA1	123674	Showcases		989.17		
02/12/2021	CDA1	123680	Agri-Tech Design		242.00		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
02/12/2021	CDA1	123681	Blackstone Audio Inc.		208.00		
02/12/2021	CDA1	123683	Cavendish Square		195.54		
02/12/2021	CDA1	123684	C-N-B Security Inc		684.00		
02/12/2021	CDA1	123687	Demco		157.45		
02/12/2021	CDA1	123691	Ingram		1,148.99		
02/12/2021	CDA1	123696	Office Depot		527.65		
02/12/2021	CDA1	123703	KVAL/Sinclair Broadcast Group		430.00		
02/12/2021	CDA1	123707	Xerox Corporation		120.01		
02/12/2021	CDA1	123708	Xerox Corporation		206.12		
02/28/2021 (02/21) Period Totals and Balance					21,545.41 *	21,545.41- *	00
Fund Balance			01/31/2021 (01/21) Balance	07-000-200-2500			1,199,855.12-
02/28/2021 (02/21) Period Totals and Balance					00 *	00 *	1,199,855.12-
State Library Grant			01/31/2021 (01/21) Balance	07-000-340-0300			10,359.49-
02/28/2021 (02/21) Period Totals and Balance					00 *	00 *	10,359.49-
YTD Encumbrance	.00 YTD Actual	-10,359.49 Total	-10,359.49 YTD Budget	-1,900.00 Unearned	(8,459.49)		
Grants			01/31/2021 (01/21) Balance	07-000-340-0301			2,500.00-
02/28/2021 (02/21) Period Totals and Balance					00 *	00 *	2,500.00-
YTD Encumbrance	.00 YTD Actual	-2,500.00 Total	-2,500.00 YTD Budget	-16,043.00 Unearned	13,543.00		
Federal Other Financial Assist			01/31/2021 (01/21) Balance	07-000-340-0350			27,211.39-
02/28/2021 (02/21) Period Totals and Balance					00 *	00 *	27,211.39-
YTD Encumbrance	.00 YTD Actual	-27,211.39 Total	-27,211.39 YTD Budget	-39,534.00 Unearned	12,322.61		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Library Tax Base			01/31/2021 (01/21) Balance	07-000-340-0900			1,085,603.22-
			02/28/2021 (02/21) Period Totals and Balance		00 *	00 *	1,085,603.22-
YTD Encumbrance		00 YTD Actual	-1,085,603.22 Total	-1,085,603.22 YTD Budget	-1,130,000.00 Unearned	44,396.78	
Interest			01/31/2021 (01/21) Balance	07-000-350-0100			5,849.41-
02/28/2021	CRJE	2	INTEREST DISTRIBUTION JOURNAL ENTRY 02/2			966.75-	
			02/28/2021 (02/21) Period Totals and Balance		00 *	966.75- *	6,816.16-
YTD Encumbrance		00 YTD Actual	-6,816.16 Total	-6,816.16 YTD Budget	-15,000.00 Unearned	8,183.84	
Library Fees			01/31/2021 (01/21) Balance	07-000-360-1800			474.87-
02/18/2021	CR	1046599	Library Fees - Library Weekly Deposit 1/28-2/16/21 Description: Library Fees - Library Weekly Deposit 1/28-2/16/21			10.95-	
02/24/2021	CR	1046648	Library Fees - Library Weekly Deposit 2/17-2/23/21 Description: Library Fees - Library Weekly Deposit 2/17-2/23/21			19.27-	
02/11/2021	CR	99004948	Online Payment - Joanne Joanne Description: Online Payment - Joanne Joanne Comment: XpressBillPay\Import\XBP_20210212003004.im p-1			7.50-	
02/22/2021	CR	99004990	Online Payment - CHRISTY CHRISTY Description: Online Payment - CHRISTY CHRISTY Comment: XpressBillPay\Import\XBP_20210223003005.im p-7			15.00-	
02/23/2021	CR	99004992	Online Payment - STEPHANIE STEPHANIE Description: Online Payment - STEPHANIE STEPHANIE Comment: XpressBillPay\Import\XBP_20210224003006.im p-1			48.99-	
02/27/2021	CR	99005004	Online Payment - Jacob Jacob Description: Online Payment - Jacob Jacob Comment: XpressBillPay\Import\XBP_20210228003006.im p-1			18.95-	
			02/28/2021 (02/21) Period Totals and Balance		00 *	120.66- *	595.53-
YTD Encumbrance		00 YTD Actual	-595.53 Total	-595.53 YTD Budget	-12,000.00 Unearned	11,404.47	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Miscellaneous			01/31/2021 (01/21) Balance	07-000-380-0100			1,364.78-
			02/28/2021 (02/21) Period Totals and Balance		00 *	00 *	1,364.78-
YTD Encumbrance	.00	YTD Actual	-1,364.78 Total	-1,364.78 YTD Budget	-100.00 Unearned	(1,264.78)	
ESO Administration/Rent			01/31/2021 (01/21) Balance	07-000-380-0300			15,223.53-
02/01/2021	JE	5	ESO Monthly Admin and Accounting Fee			2,174.79-	
			02/28/2021 (02/21) Period Totals and Balance		00 *	2,174.79- *	17,398.32-
YTD Encumbrance	.00	YTD Actual	-17,398.32 Total	-17,398.32 YTD Budget	-26,000.00 Unearned	8,601.68	
Reimbursements			01/31/2021 (01/21) Balance	07-000-380-0400			2,897.44-
			02/28/2021 (02/21) Period Totals and Balance		00 *	00 *	2,897.44-
YTD Encumbrance	.00	YTD Actual	-2,897.44 Total	-2,897.44 YTD Budget	-500.00 Unearned	(2,397.44)	
Gifts, Donations & Memorials			01/31/2021 (01/21) Balance	07-000-380-0900			2,172.20-
02/18/2021	CR	1046599	Gifts & Donations - Library Weekly Deposit 1/28-2/1 Description: Gifts & Donations - Library Weekly Deposit 1/28-2/16/21			14.22-	
02/24/2021	CR	1046648	Gifts & Donations - Library Weekly Deposit 2/17-2/2 Description: Gifts & Donations - Library Weekly Deposit 2/17-2/23/21			1,728.16-	
			02/28/2021 (02/21) Period Totals and Balance		00 *	1,742.38- *	3,914.58-
YTD Encumbrance	.00	YTD Actual	-3,914.58 Total	-3,914.58 YTD Budget	-20,000.00 Unearned	16,085.42	
Salaries			01/31/2021 (01/21) Balance	07-510-510-1001			327,589.37
02/20/2021	PC	5	PAYROLL TRANS FOR 2/20/2021 PAY PERIOD		3,800.00		
02/20/2021	PC	83	PAYROLL TRANS FOR 2/20/2021 PAY PERIOD		46,361.00		
02/20/2021	PC	84	PAYROLL TRANS FOR 2/20/2021 PAY PERIOD			3,800.00-	
			02/28/2021 (02/21) Period Totals and Balance		50,161.00 *	3,800.00- *	373,950.37
YTD Encumbrance	.00	YTD Actual	373,950.37 Total	373,950.37 YTD Budget	758,449.00 Unexpended	384,498.63	
PERS			01/31/2021 (01/21) Balance	07-510-510-1003			72,528.97

City of Coos Bay

Detail Ledger - Month End  
Period: 02/21 - 02/21

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
02/20/2021	PB	100	PAYROLL TRANS FOR 2/20/2021 PAY PERIOD		10,276.47		
02/28/2021 (02/21) Period Totals and Balance					10,276.47 *	.00 *	82,805.44
YTD Encumbrance	.00	YTD Actual	82,805.44 Total	82,805.44 YTD Budget	159,382.00 Unexpended	76,576.56	
Social Security			01/31/2021 (01/21) Balance	07-510-510-1004			23,588.59
02/20/2021	PB	3	PAYROLL TRANS FOR 2/20/2021 PAY PERIOD		290.70		
02/20/2021	PB	98	PAYROLL TRANS FOR 2/20/2021 PAY PERIOD		3,301.11		
02/20/2021	PB	99	PAYROLL TRANS FOR 2/20/2021 PAY PERIOD			290.70-	
02/28/2021 (02/21) Period Totals and Balance					3,591.81 *	290.70- *	26,889.70
YTD Encumbrance	.00	YTD Actual	26,889.70 Total	26,889.70 YTD Budget	58,028.00 Unexpended	31,138.30	
Employee Insurance			01/31/2021 (01/21) Balance	07-510-510-1005			101,782.42
02/20/2021	PB	97	PAYROLL TRANS FOR 2/20/2021 PAY PERIOD		8,640.49		
02/20/2021	PC	108	PAYROLL TRANS FOR 2/20/2021 PAY PERIOD		19.38		
02/20/2021	PC	109	PAYROLL TRANS FOR 2/20/2021 PAY PERIOD			19.38-	
02/28/2021 (02/21) Period Totals and Balance					8,659.87 *	19.38- *	110,422.91
YTD Encumbrance	.00	YTD Actual	110,422.91 Total	110,422.91 YTD Budget	211,964.00 Unexpended	101,541.09	
Unemployment			01/31/2021 (01/21) Balance	07-510-510-1006			1,162.46
02/21	CDPT	SUMMARY TOTALS FROM CDPT JOURNAL			237.86	.00	
02/28/2021 (02/21) Period Totals and Balance					237.86 *	.00 *	1,400.32
YTD Encumbrance	.00	YTD Actual	1,400.32 Total	1,400.32 YTD Budget	3,600.00 Unexpended	2,199.68	
Workers Compensation Insurance			01/31/2021 (01/21) Balance	07-510-510-1007			407.73
02/20/2021	PB	96	PAYROLL TRANS FOR 2/20/2021 PAY PERIOD		59.46		
02/28/2021 (02/21) Period Totals and Balance					59.46 *	.00 *	467.19
YTD Encumbrance	.00	YTD Actual	467.19 Total	467.19 YTD Budget	1,086.00 Unexpended	598.81	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Volunteer Workers Compensation			01/31/2021 (01/21) Balance	07-510-510-1008			.19
			02/28/2021 (02/21) Period Totals and Balance		.00 *	.00 *	.19
YTD Encumbrance	.00	YTD Actual	.19 Total	.19 YTD Budget	250.00 Unexpended	249.81	
Training, Meetings, Travel, Dues			01/31/2021 (01/21) Balance	07-510-520-2005			1,052.22
			02/28/2021 (02/21) Period Totals and Balance		.00 *	.00 *	1,052.22
YTD Encumbrance	.00	YTD Actual	1,052.22 Total	1,052.22 YTD Budget	9,000.00 Unexpended	7,947.78	
Utilities			01/31/2021 (01/21) Balance	07-510-520-2101			15,020.25
01/31/2021	AP	585	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 LIBRARY V **Desc: Coos Bay North Bend Water Board, Water **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		135.42		
01/20/2021	AP	695	Pacific Power & Light Co **VendorNo: 710235 **Inv. No: 2021 01 **Desc: 12447751-0018 Library **Inv. Date: 1/20/2021 **PO No: **Remit Name: Pacific Power & Light Co **Merchant Vendor No: 710235 **Merchant Vendor Name: Pacific Power & Light Co **Invoice Created By: Kristin		2,438.06		
			02/28/2021 (02/21) Period Totals and Balance		2,573.48 *	.00 *	17,593.73
YTD Encumbrance	.00	YTD Actual	17,593.73 Total	17,593.73 YTD Budget	42,000.00 Unexpended	24,406.27	
Telephone			01/31/2021 (01/21) Balance	07-510-520-2102			5,928.19
01/31/2021	AP	579	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 LIBRARY V **Desc: BROADVOICE, Internet, VOIP **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		650.69		
01/31/2021	AP	580	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 LIBRARY V **Desc: ZIPLY FIBER, Telephones **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		176.73		
01/31/2021	AP	834	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 CB V **Desc: 1 - VERIZON, 576174385-00001 Library **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		446.90		

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02/28/2021 (02/21) Period Totals and Balance					1,274.32 *	00 *	7,202.51
YTD Encumbrance	.00	YTD Actual	7,202.51 Total	7,202.51 YTD Budget	9,000.00 Unexpended	1,797.49	
Advertising			01/31/2021 (01/21) Balance	07-510-520-2105			4,484.60
12/27/2020	AP	438	Sinclair Television Media Inc **VendorNo: 1002138 **Inv. No: 1465370-1 **Desc: Promotional Advertising - COVID 19 **Inv. Date: 12/27/2020 **PO No: **Remit Name: KVAL/Sinclair Broadcast Group **Merchant Vendor No: 1002138 **Merchant Vendor Name: Sinclair Television Media Inc **Invoice Created By: Kristin		430.00		
01/31/2021	AP	581	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 LIBRARY V **Desc: COUNTRY MEDIA, Library Promotional Ads **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		326.25		
02/28/2021 (02/21) Period Totals and Balance					756.25 *	00 *	5,240.85
YTD Encumbrance	.00	YTD Actual	5,240.85 Total	5,240.85 YTD Budget	17,514.00 Unexpended	12,273.15	
Contractual			01/31/2021 (01/21) Balance	07-510-520-2108			19,017.71
01/12/2021	AP	77	Sprague Pest Solutions **VendorNo: 1001985 **Inv. No: 4403988 **Desc: 101895409 Library Pest Control **Inv. Date: 1/12/2021 **PO No: **Remit Name: Sprague Pest Solutions **Merchant Vendor No: 1001985 **Merchant Vendor Name: Sprague Pest Solutions **Invoice Created By: Kristin		150.00		
01/27/2021	AP	87	C-N-B Security Inc **VendorNo: 1002694 **Inv. No: 8367 **Desc: Library security guard 1/18/21 - 1/23/21 **Inv. Date: 1/27/2021 **PO No: **Remit Name: C-N-B Security Inc **Merchant Vendor No: 1002694 **Merchant Vendor Name: C-N-B Security Inc **Invoice Created By: Kristin		576.00		
01/31/2021	AP	88	C-N-B Security Inc **VendorNo: 1002694 **Inv. No: 8397 **Desc: Library security guard 1/25/21 - 1/30/21 **Inv. Date: 1/31/2021 **PO No: **Remit Name: C-N-B Security Inc **Merchant Vendor No: 1002694 **Merchant Vendor Name: C-N-B Security Inc **Invoice Created By: Kristin		684.00		
02/07/2021	AP	449	C-N-B Security Inc **VendorNo: 1002694 **Inv. No: 8408 **Desc: Library security guard 2/1/21 - 2/6/21 **Inv. Date: 2/7/2021 **PO No: **Remit Name: C-N-B Security Inc **Merchant Vendor No: 1002694 **Merchant Vendor Name: C-N-B Security Inc **Invoice Created By: Kristin		684.00		
01/31/2021	AP	583	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 LIBRARY V **Desc: ADOBE, Creative Cloud Renewal **Inv. Date: 1/31/2021 **PO No:		359.88		

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**Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric							
02/05/2021	CD14	4	02/01/21 Xpress Bill Pay Support Fees/Forms Inv#5		104.26		
02/28/2021 (02/21) Period Totals and Balance					2,558.14	.00	21,575.85
YTD Encumbrance	.00	YTD Actual	21,575.85 Total	21,575.85 YTD Budget	80,000.00 Unexpended	58,424.15	
Insurance							
			01/31/2021 (01/21) Balance	07-510-520-2120			15,757.10
02/28/2021 (02/21) Period Totals and Balance					00	.00	15,757.10
YTD Encumbrance	.00	YTD Actual	15,757.10 Total	15,757.10 YTD Budget	25,000.00 Unexpended	9,242.90	
Duplicating/Data Processing							
			01/31/2021 (01/21) Balance	07-510-520-2122			1,336.91
01/10/2021 AP 5 Xerox Corporation							
**VendorNo: 986914 **Inv. No: 2439327 **Desc: 020-0056070-001 Library Public Copier **Inv. Date: 1/10/2021 **PO No: **Remit Name: Xerox Corporation **Merchant Vendor No: 986914 **Merchant Vendor Name: Xerox Corporation **Invoice Created By: Kristin							
02/01/2021	AP	425	Xerox Corporation		68.68		
**VendorNo: 986914 **Inv. No: 012569474 **Desc: 722943248 Library Workroom Copier - January **Inv. Date: 2/1/2021 **PO No: **Remit Name: Xerox Corporation **Merchant Vendor No: 986914 **Merchant Vendor Name: Xerox Corporation **Invoice Created By: Kristin							
02/08/2021	AP	427	Xerox Corporation		.11		
**VendorNo: 986914 **Inv. No: 2483043 **Desc: 020-0056070-001 Library Public Copier **Inv. Date: 2/8/2021 **PO No: **Remit Name: Xerox Corporation **Merchant Vendor No: 986914 **Merchant Vendor Name: Xerox Corporation **Invoice Created By: Kristin							
01/31/2021	AP	554	Umpqua Bank (VISA)		39.89		
**VendorNo: 1002576 **Inv. No: 202101 LB AMAZON **Desc: AMAZON, Ink Cartridge **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric							
01/31/2021	AP	556	Umpqua Bank (VISA)		39.89		
**VendorNo: 1002576 **Inv. No: 202101 LB AMAZON **Desc: AMAZON, Ink Cartridge **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric							
01/31/2021	AP	557	Umpqua Bank (VISA)		89.43		
**VendorNo: 1002576 **Inv. No: 202101 LB AMAZON **Desc: AMAZON, Ink Cartridge **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No:							



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			1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric				
02/29/2021 (02/21) Period Totals and Balance					239.65 *	.00 *	1,576.56
YTD Encumbrance	.00	YTD Actual	1,576.56 Total	1,576.56 YTD Budget	9,500.00 Unexpended	7,923.44	
Office Supplies			01/31/2021 (01/21) Balance	07-510-520-2205			11,372.28
02/02/2021	AP	415	Office Depot **VendorNo: 937352 **Inv. No: 151444605001 **Desc: 90371713 Library mailing envelopes - COVID 19 **Inv. Date: 2/2/2021 **PO No: **Remit Name: Office Depot **Merchant Vendor No: 937352 **Merchant Vendor Name: Office Depot **Invoice Created By: Kristin		69.73		
02/02/2021	AP	416	Office Depot **VendorNo: 937352 **Inv. No: 151475270001 **Desc: 90371713 Library mailing envelopes - COVID 19 **Inv. Date: 2/2/2021 **PO No: **Remit Name: Office Depot **Merchant Vendor No: 937352 **Merchant Vendor Name: Office Depot **Invoice Created By: Kristin		457.92		
01/31/2021	AP	567	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 LB AMAZON **Desc: AMAZON, Batteries **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		11.64		
01/31/2021	AP	568	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 LB AMAZON **Desc: AMAZON, Office Supplies **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		29.99		
01/31/2021	AP	569	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 LB AMAZON **Desc: AMAZON, Office Supplies **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		68.21		
01/31/2021	AP	573	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 LIBRARY 1 **Desc: BIMART, Office Supplies **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		24.98		
02/28/2021 (02/21) Period Totals and Balance					660.47 *	.00 *	12,032.75
YTD Encumbrance	00	YTD Actual	12,032.75 Total	12,032.75 YTD Budget	43,023.00 Unexpended	30,990.25	
Postage			01/31/2021 (01/21) Balance	07-510-520-2206			4,087.23

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
02/01/2021	AP	55	Pitney Bowes Global Financial LLC **VendorNo: 736402 **Inv. No: 2021 0201 **Desc: Account number 10753242 - Covid 19 **Inv. Date: 2/1/2021 **PO No: **Remit Name: Pitney Bowes Reserve Account **Merchant Vendor No: 736402 **Merchant Vendor Name: Pitney Bowes Global Financial LLC **Invoice Created By: Kristin		3,800.00		
01/31/2021	AP	582	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 LIBRARY V **Desc: PITNEY BOWES, Postage Machine Parts **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: enc		37.12		
02/28/2021 (02/21) Period Totals and Balance					3,837.12 *	00 *	7,924.35
YTD Encumbrance	.00	YTD Actual	7,924.35 Total	7,924.35 YTD Budget	20,276.00 Unexpended	12,351.65	
Janitorial Supplies			01/31/2021 (01/21) Balance	07-510-520-2225			105.58
02/28/2021 (02/21) Period Totals and Balance					00 *	00 *	105.58
YTD Encumbrance	.00	YTD Actual	105.58 Total	105.58 YTD Budget	13,800.00 Unexpended	13,694.42	
Small Equipment			01/31/2021 (01/21) Balance	07-510-520-2231			23,978.00
02/28/2021 (02/21) Period Totals and Balance					00 *	00 *	23,978.00
YTD Encumbrance	.00	YTD Actual	23,978.00 Total	23,978.00 YTD Budget	68,794.00 Unexpended	44,816.00	
Grants			01/31/2021 (01/21) Balance	07-510-520-2234			11,550.58
02/08/2021	JE	12	R/C AP#92 02/21 Library Performer to Grants		50.00		
02/28/2021 (02/21) Period Totals and Balance					50.00 *	.00 *	11,600.58
YTD Encumbrance	.00	YTD Actual	11,600.58 Total	11,600.58 YTD Budget	7,900.00 Unexpended	(3,700.58)	
Library Supplies			01/31/2021 (01/21) Balance	07-510-520-2235			4,227.54
01/27/2021	AP	114	Demco **VendorNo: 273219 **Inv. No: 6900191 **Desc: processing supplies **Inv. Date: 1/27/2021 **PO No: **Remit Name: Demco **Merchant Vendor No: 273219 **Merchant Vendor Name: Demco **Invoice Created By: Kristin		221.10		
01/26/2021	AP	132	Showcases **VendorNo: 840050 **Inv. No: 319040 **Desc: dvd cases **Inv. Date: 1/26/2021 **PO No: **Remit Name: Showcases **Merchant Vendor No: 840050 **Merchant Vendor Name: Showcases **Invoice Created By: Kristin		43.74		

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01/26/2021	AP	133	Showcases **VendorNo: 840050 **Inv. No: 319041 **Desc: audio cases **Inv. Date: 1/26/2021 **PO No: **Remit Name: Showcases **Merchant Vendor No: 840050 **Merchant Vendor Name: Showcases **Invoice Created By: Kristin		376.38		
01/27/2021	AP	134	Showcases **VendorNo: 840050 **Inv. No: 319049 **Desc: audio cases **Inv. Date: 1/27/2021 **PO No: **Remit Name: Showcases **Merchant Vendor No: 840050 **Merchant Vendor Name: Showcases **Invoice Created By: Kristin		148.50		
01/28/2021	AP	135	Showcases **VendorNo: 840050 **Inv. No: 319064 **Desc: audio books **Inv. Date: 1/28/2021 **PO No: **Remit Name: Showcases **Merchant Vendor No: 840050 **Merchant Vendor Name: Showcases **Invoice Created By: Kristin		420.55		
01/30/2021	AP	210	City of Coos Bay - ESO **VendorNo: 1002304 **Inv. No: BAY0013 **Desc: Barcodes **Inv. Date: 1/30/2021 **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		59.40		
01/31/2021	AP	566	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 LB AMAZON **Desc: AMAZON, Processing Supplies **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		6.99		
01/31/2021	AP	572	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 LIBRARY 1 **Desc: ELM USA, Disk Resurfacer Supplies **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		98.95		
02/28/2021 (02/21) Period Totals and Balance					1,375.61 *	00 *	5,603.15
YTD Encumbrance	00	YTD Actual	5,603.15 Total	5,603.15 YTD Budget	13,000.00 Unexpended	7,396.85	
Library Books & Records			01/31/2021 (01/21) Balance	07-510-520-2236			47,299.46
11/02/2020	AP	62	Brilliance Publishing Inc. **VendorNo: 999424 **Inv. No: IN1442840 **Desc: audio books **Inv. Date: 11/2/2020 **PO No: **Remit Name: Brilliance Publishing Inc. **Merchant Vendor No: 999424 **Merchant Vendor Name: Brilliance Publishing Inc. **Invoice Created By: Kristin		64.00		
12/18/2020	AP	63	Brilliance Publishing Inc. **VendorNo: 999424 **Inv. No: IN1449800 **Desc: audio books **Inv. Date: 12/18/2020 **PO No: **Remit Name: Brilliance Publishing Inc. **Merchant Vendor No: 999424 **Merchant Vendor Name: Brilliance Publishing Inc. **Invoice Created By: Kristin		73.00		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
01/31/2021	AP	180	Midwest Tape **VendorNo: 1000557 **Inv. No: 99968234 **Desc: 2000016499 - digital programming, 1/21 **Inv. Date: 1/31/2021 **PO No: **Remit Name: Midwest Tape **Merchant Vendor No: 1000557 **Merchant Vendor Name: Midwest Tape **Invoice Created By: Kristin		731.94		
01/19/2021	AP	212	Cengage Learning Inc. **VendorNo: 1002356 **Inv. No: NO. 73090425 **Desc: 179460 Books **Inv. Date: 1/19/2021 **PO No: **Remit Name: Cengage Learning Inc **Merchant Vendor No: 1002356 **Merchant Vendor Name: Cengage Learning Inc. **Invoice Created By: Kristin		49.38		
01/27/2021	AP	387	Ingram **VendorNo: 476508 **Inv. No: 50996157 **Desc: Books **Inv. Date: 1/27/2021 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		123.48		
01/28/2021	AP	388	Ingram **VendorNo: 476508 **Inv. No: 51022552 **Desc: Books **Inv. Date: 1/28/2021 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		237.67		
01/29/2021	AP	389	Ingram **VendorNo: 476508 **Inv. No: 51042998 **Desc: Books **Inv. Date: 1/29/2021 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		42.29		
01/29/2021	AP	390	Ingram **VendorNo: 476508 **Inv. No: 51044485 **Desc: Books **Inv. Date: 1/29/2021 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		154.13		
02/02/2021	AP	391	Ingram **VendorNo: 476508 **Inv. No: 51099992 **Desc: Books **Inv. Date: 2/2/2021 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		76.91		
02/03/2021	AP	392	Ingram **VendorNo: 476508 **Inv. No: 51134222 **Desc: Books **Inv. Date: 2/3/2021 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		447.98		
02/04/2021	AP	393	Ingram **VendorNo: 476508 **Inv. No: 51161412 **Desc: Books **Inv. Date: 2/4/2021 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		64.55		
01/27/2021	AP	439	Cavendish Square Publishing LLC **VendorNo: 1002244 **Inv. No: CAL328188I **Desc: 1000148748 - Books **Inv. Date: 1/27/2021 **PO No: **Remit Name: Cavendish		195.54		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			Square **Merchant Vendor No: 1002244 **Merchant Vendor Name: Cavendish Square Publishing LLC **Invoice Created By: Kristin				
01/31/2021	AP	469	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Dvds **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: enc		17.87		
01/31/2021	AP	470	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Dvds **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: enc		86.48		
01/31/2021	AP	471	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 BAKER TAYLOR **Desc: BAKER TAYLOR, YP Books **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: enc		27.17		
01/31/2021	AP	472	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: enc		96.28		
01/31/2021	AP	473	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Dvds **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: enc		17.87		
01/31/2021	AP	474	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Audio **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: enc		30.79		
01/31/2021	AP	475	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: enc		15.54		
01/31/2021	AP	476	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: enc		14.97		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
01/31/2021	AP	477	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		227.95		
01/31/2021	AP	478	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		13.87		
01/31/2021	AP	479	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Audio **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		79.87		
01/31/2021	AP	480	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Dvds **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		12.15		
01/31/2021	AP	481	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Dvds **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		13.57		
01/31/2021	AP	482	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		90.98		
01/31/2021	AP	483	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		91.00		
01/31/2021	AP	484	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 BAKER TAYLOR **Desc: BAKER TAYLOR, YP Books **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		9.43		
01/31/2021	AP	485	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name:		46.58		

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			Umpqua Bank (VISA) **Invoice Created By: eric				
01/31/2021	AP	486	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Audio **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		35.91		
01/31/2021	AP	487	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		47.72		
01/31/2021	AP	488	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		73.79		
01/31/2021	AP	489	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Dvds **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		36.45		
01/31/2021	AP	490	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		45.51		
01/31/2021	AP	491	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Dvds **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		12.15		
01/31/2021	AP	492	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		15.53		
01/31/2021	AP	493	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		14.42		
01/31/2021	AP	494	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 BAKER TAYLOR **Desc: BAKER TAYLOR,		19.43		

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01/31/2021	AP	495	Umpqua Bank (VISA) Adult Books **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		17.70		
01/31/2021	AP	496	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 BAKER TAYLOR **Desc: BAKER TAYLOR, YP Books **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: enc		15.54		
01/31/2021	AP	497	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		32.18		
01/31/2021	AP	498	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: enc		33.25		
01/31/2021	AP	499	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Dvds **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		35.73		
01/31/2021	AP	500	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		32.18		
01/31/2021	AP	501	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		48.84		
01/31/2021	AP	502	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		44.93		



Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
01/31/2021	AP	503	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Audio **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		123.74		
01/31/2021	AP	504	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		24.98		
01/31/2021	AP	505	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		11.09		
01/31/2021	AP	506	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		41.06		
01/31/2021	AP	507	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Dvds **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		17.84		
01/31/2021	AP	508	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Audio **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		18.12		
01/31/2021	AP	509	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Dvds **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		17.84		
01/31/2021	AP	510	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		124.31		
01/31/2021	AP	511	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name:		30.53		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			Umpqua Bank (VISA) **Invoice Created By: eric				
01/31/2021	AP	512	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		31.08		
01/31/2021	AP	513	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Dvds **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		17.87		
01/31/2021	AP	539	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 LB AMAZON **Desc: AMAZON, Adult Books **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		7.99		
01/31/2021	AP	540	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 LB AMAZON **Desc: AMAZON, Adult Books **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		46.64		
01/31/2021	AP	541	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 LB AMAZON **Desc: AMAZON, YP Books **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		5.39		
01/31/2021	AP	544	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 LB AMAZON **Desc: AMAZON, Adult Books **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		14.50		
01/31/2021	AP	546	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 LB AMAZON **Desc: AMAZON/Adult Dvds **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		24.99		
01/31/2021	AP	548	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 LB AMAZON **Desc: AMAZON, Board Games **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		251.03		
01/31/2021	AP	549	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 LB AMAZON **Desc: AMAZON, Board Games		36.84		

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01/31/2021	AP	550	Umpqua Bank (VISA) **Inv Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		29.95		
01/31/2021	AP	551	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 LB AMAZON **Desc: AMAZON, Adult Dvds **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		10.98		
01/31/2021	AP	552	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 LB AMAZON **Desc: AMAZON, Adult Dvds **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		96.19		
01/31/2021	AP	553	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 LB AMAZON **Desc: AMAZON, YP Books **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		5.82		
01/31/2021	AP	562	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 LB AMAZON **Desc: AMAZON, YP Books **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		13.74		
01/31/2021	AP	563	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 LB AMAZON **Desc: AMAZON, YP Books **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		19.90		
01/31/2021	AP	564	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 LB AMAZON **Desc: AMAZON, Adult Books **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		15.00		
01/31/2021	AP	565	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 LB AMAZON **Desc: AMAZON, Adult Dvds **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		11.99		

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01/31/2021	AP	577	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 LIBRARY 1 **Desc: AMERICAN LIBRARY ASSOC, Books **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		101.10		
01/31/2021	AP	578	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 LIBRARY V **Desc: NETFLIX, Streaming Player Programming **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		13.99		
01/31/2021	AP	586	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 LIBRARY V **Desc: INTERNATIONAL TRANS FEE, Tumblebooks Purchase **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		15.98		
01/31/2021	AP	587	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 LIBRARY V **Desc: TUMBLEBOOKS, On-line Book Catalog **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		799.00		
02/16/2021	JE	34	R/C AP#587 02/21 TUMBLE BOOK INV 202101 LIB			133.16-	
02/28/2021 (02/21) Period Totals and Balance					5,693.96 *	133.16- *	52,860.26
YTD Encumbrance	.00	YTD Actual	52,860.26 Total	52,860.26 YTD Budget	100,000.00 Unexpended	47,139.74	
Periodicals			01/31/2021 (01/21) Balance	07-510-520-2237			9,924.81
02/28/2021 (02/21) Period Totals and Balance					.00 *	.00 *	9,924.81
YTD Encumbrance	.00	YTD Actual	9,924.81 Total	9,924.81 YTD Budget	10,000.00 Unexpended	75.19	
State Aid to Children - Books			01/31/2021 (01/21) Balance	07-510-520-2239			3,772.72
02/28/2021 (02/21) Period Totals and Balance					.00 *	.00 *	3,772.72
YTD Encumbrance	.00	YTD Actual	3,772.72 Total	3,772.72 YTD Budget	2,000.00 Unexpended	(1,772.72)	
Programming			01/31/2021 (01/21) Balance	07-510-520-2241			.00
01/31/2021	AP	542	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 LB AMAZON **Desc: AMAZON, Supplies, Adult Programs, Craft Takeout **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice		8.19		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Created By: eric							
01/31/2021	AP	543	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 LB AMAZON **Desc: AMAZON, Supplies, Adult Programs, Craft Takeout **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		26.99		
01/31/2021	AP	545	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 LB AMAZON **Desc: AMAZON, Supplies, Adult Programs, Craft Takeout **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		56.07		
01/31/2021	AP	555	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 LB AMAZON **Desc: AMAZON, Supplies, Adult Programs, Craft Takeout **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		65.37		
01/31/2021	AP	560	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 LB AMAZON **Desc: AMAZON, Supplies, Adult Programs, Craft Takeout **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		16.61		
01/31/2021	AP	575	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 LIBRARY 1 **Desc: BUZZSPROUT, Podcast Host **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		12.00		
02/28/2021 (02/21) Period Totals and Balance					185.23 *	.00 *	185.23
YTD Encumbrance	00	YTD Actual	185.23 Total	185.23 YTD Budget	16,000.00 Unexpended	15,814.77	
Office Equipment Rental			01/31/2021 (01/21) Balance	07-510-520-2302			2,345.38
01/10/2021	AP	6	Xerox Corporation **VendorNo: 986914 **Inv. No: 2439327 **Desc: 020-0056070-001 Library Public Copier **Inv. Date: 1/10/2021 **PO No: **Remit Name: Xerox Corporation **Merchant Vendor No: 986914 **Merchant Vendor Name: Xerox Corporation **Invoice Created By: Kristin		119.90		
02/01/2021	AP	424	Xerox Corporation **VendorNo: 986914 **Inv. No: 012569474 **Desc: 722943248 Library Workroom Copier - January **Inv. Date: 2/1/2021 **PO No: **Remit Name: Xerox Corporation **Merchant Vendor No: 986914 **Merchant Vendor Name: Xerox Corporation **Invoice Created By: Kristin		137.44		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
02/08/2021	AP	426	Xerox Corporation **VendorNo: 986914 **Inv. No: 2483043 **Desc: 020-0056070-001 Library Public Copier **Inv. Date: 2/8/2021 **PO No: **Remit Name: Xerox Corporation **Merchant Vendor No: 986914 **Merchant Vendor Name: Xerox Corporation **Invoice Created By: Kristin		119.90		
01/31/2021	AP	584	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 LIBRARY V **Desc: PITNEYBOWES, Postage Meter Rent **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		139.70		
02/28/2021 (02/21) Period Totals and Balance					516.94 *	.00 *	2,862.32
YTD Encumbrance	00	YTD Actual	2,862.32 Total	2,862.32 YTD Budget	5,200.00 Unexpended	2,337.68	
Equipment Repairs/Replacement			01/31/2021 (01/21) Balance	07-510-520-2303			1,039.86
02/28/2021 (02/21) Period Totals and Balance					.00 *	.00 *	1,039.86
YTD Encumbrance	00	YTD Actual	1,039.86 Total	1,039.86 YTD Budget	35,000.00 Unexpended	33,960.14	
Equipment Maintenance Contract			01/31/2021 (01/21) Balance	07-510-520-2304			3,566.15
02/01/2021	AP	11	Advantage Security LLC **VendorNo: 1001961 **Inv. No: 6393262 **Desc: 1147-57 Library Alarm Monitoring Services - February **Inv. Date: 2/1/2021 **PO No: **Remit Name: Advantage Security LLC **Merchant Vendor No: 1001961 **Merchant Vendor Name: Advantage Security LLC **Invoice Created By: Kristin		37.95		
02/28/2021 (02/21) Period Totals and Balance					37.95 *	.00 *	3,604.10
YTD Encumbrance	00	YTD Actual	3,604.10 Total	3,604.10 YTD Budget	12,000.00 Unexpended	8,395.90	
Vehicle Maintenance/Fuel			01/31/2021 (01/21) Balance	07-510-520-2305			1,155.07
02/28/2021 (02/21) Period Totals and Balance					.00 *	.00 *	1,155.07
YTD Encumbrance	00	YTD Actual	1,155.07 Total	1,155.07 YTD Budget	10,000.00 Unexpended	8,844.93	
Building & Grounds Maintenance			01/31/2021 (01/21) Balance	07-510-520-2309			17,995.18
12/31/2020	AP	42	Reese Electric Co Inc **VendorNo: 352100 **Inv. No: SD203361 **Desc: Repair lighting - Library **Inv. Date: 12/31/2020 **PO No: **Remit Name: Reese Electric Co Inc **Merchant Vendor No: 352100 **Merchant Vendor Name: Reese Electric Co Inc **Invoice Created By: Kristin		840.65		

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
02/01/2021	AP	377	Agri-Tech Design **VendorNo: 103323 **Inv. No: 630595 **Desc: Grounds Maintenance - 1/21 **Inv. Date: 2/1/2021 **PO No: **Remit Name: Agri-Tech Design **Merchant Vendor No: 103323 **Merchant Vendor Name: Agri-Tech Design **Invoice Created By: Kristin		242.00		
02/28/2021 (02/21) Period Totals and Balance					1,082.65 *	00 *	19,077.83
YTD Encumbrance	00	YTD Actual	19,077.83 Total	19,077.83 YTD Budget	50,000.00 Unexpended	30,922.17	
Reimbursable			01/31/2021 (01/21) Balance	07-510-520-2406			34.78
02/28/2021 (02/21) Period Totals and Balance					00 *	00 *	34.78
YTD Encumbrance	00	YTD Actual	34.78 Total	34.78 YTD Budget	200.00 Unexpended	165.22	
Gifts, Donations & Memorials			01/31/2021 (01/21) Balance	07-510-520-2450			5,994.80
01/26/2021	AP	92	Stith, Tai **VendorNo: 1003076 **Inv. No: PERFORMER **Desc: 1/28/2021 LB Virtual Performer **Inv Date: 1/28/2021 **PO No: **Remit Name: Stith, Tai **Merchant Vendor No: 1003076 **Merchant Vendor Name: Stith, Tai **Invoice Created By: Kristin		50.00		
01/25/2021	AP	378	Blackstone Audio Inc. **VendorNo: 154948 **Inv. No: 1202615 **Desc: DVDs **Inv. Date: 1/25/2021 **PO No: **Remit Name: Blackstone Audio Inc. **Merchant Vendor No: 154948 **Merchant Vendor Name: Blackstone Audio Inc. **Invoice Created By: Kristin		124.80		
01/22/2021	AP	379	Blackstone Audio Inc. **VendorNo: 154948 **Inv. No: 1202708 **Desc: DVD **Inv. Date: 1/22/2021 **PO No: **Remit Name: Blackstone Audio Inc. **Merchant Vendor No: 154948 **Merchant Vendor Name: Blackstone Audio Inc. **Invoice Created By: Kristin		41.60		
02/05/2021	AP	380	Blackstone Audio Inc. **VendorNo: 154948 **Inv. No: 1205603 **Desc: DVD **Inv. Date: 2/5/2021 **PO No: **Remit Name: Blackstone Audio Inc. **Merchant Vendor No: 154948 **Merchant Vendor Name: Blackstone Audio Inc. **Invoice Created By: Kristin		41.60		
02/03/2021	AP	381	Demco **VendorNo: 273219 **Inv. No: 693891 **Desc: Dr. Seuss Program **Inv. Date: 2/3/2021 **PO No: **Remit Name: Demco **Merchant Vendor No: 273219 **Merchant Vendor Name: Demco **Invoice Created By: Kristin		157.45		
01/31/2021	AP	547	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202101 LB AMAZON **Desc: AMAZON, Supplies, YP Programs, Winter Book Challenge **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576		62.32		

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			**Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric				
01/31/2021	AP	558	Umpqua Bank (VISA)		17.50		
			**VendorNo: 1002576 **Inv. No: 202101 LB AMAZON **Desc: AMAZON, Supplies, YP Programs, STEAM Kits **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric				
01/31/2021	AP	559	Umpqua Bank (VISA)		49.99		
			**VendorNo: 1002576 **Inv. No: 202101 LB AMAZON **Desc: AMAZON, Supplies, Adult Programs, Book Boxes **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric				
01/31/2021	AP	561	Umpqua Bank (VISA)		9.98		
			**VendorNo: 1002576 **Inv. No: 202101 LB AMAZON **Desc: AMAZON, Supplies, YP Programs, STEAM Kits **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric				
01/31/2021	AP	570	Umpqua Bank (VISA)		.99		
			**VendorNo: 1002576 **Inv. No: 202101 LIBRARY 1 **Desc: APPLE.COM, Music, YP Storytime **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric				
01/31/2021	AP	571	Umpqua Bank (VISA)		1.29		
			**VendorNo: 1002576 **Inv. No: 202101 LIBRARY 1 **Desc: APPLE.COM, Music, YP Storytime **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric				
01/31/2021	AP	574	Umpqua Bank (VISA)		1.98		
			**VendorNo: 1002576 **Inv. No: 202101 LIBRARY 1 **Desc: APPLE.COM, Music, YP Storytime **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric				
01/31/2021	AP	576	Umpqua Bank (VISA)		298.40		
			**VendorNo: 1002576 **Inv. No: 202101 LIBRARY 1 **Desc: FIRST BOOK, YP Books **Inv. Date: 1/31/2021 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric				
02/08/2021	JE	12	R/C AP#92 02/21 Library Performer to Grants			50.00-	
			02/28/2021 (02/21) Period Totals and Balance				
					857.90 *	50.00- *	6,802.70
YTD Encumbrance	00	YTD Actual	6,802.70 Total	6,802.70 YTD Budget	20,000.00 Unexpended	13,197.30	



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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Number of Transactions: 203 Number of Accounts: 46					Debit	Credit	Proof
Total Library Fund:					117,350.41	117,350.41-	00



(/news/)

## ALA acclaims re-introduction of Build America's Libraries Act

For Immediate Release

Fri, 01/29/2021

**Contact:**

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Washington, D.C. – Today the American Library Association (ALA) acclaimed the re-introduction (<http://www.ala.org/news/member-news/2020/12/ala-welcomes-build-americas-libraries-act>) of the Build America's Libraries Act (S. 127 (<https://www.congress.gov/bill/117th-congress/senate-bill/127>)) by Sena Jack Reed (D-RI), Bernie Sanders (I-VT), Sheldon Whitehouse (D-RI), and Ron Wyden (D-OR). The legislation would provide \$5 billion to support long-term improvements to library facilities, including address needs that have arisen due to COVID-19, to enable libraries to better serve rural, low-income and underserved areas, as well as people with disabilities and other vulnerable library users.

"As we move to build back better from the devastating impacts of a global pandemic and related economic and educational losses," said ALA President Julius C. Jefferson, Jr., "rejuvenating public libraries in our distressed communities must be part of our nation's recovery.

"America's libraries have been working overtime to help communities recover from COVID-19 and meet changing and increased demand for services," added Jefferson. "The Build America's Libraries Act would provide libraries healthy buildings and modern infrastructure to continue addressing the learning deficits and employment challenges so many Americans are facing."

America's aging library infrastructure faces challenges ranging from broadband capacity, mold, and accessibility barriers to COVID-19 to natural disasters such as hurricanes and wildfires. The average U.S. public library building is more than 40 years old. Inadequate capital funding has made it difficult for libraries to address building concerns. At the federal level, Congress has not provided dedicated funding for library facilities since 1997. Nationally, public libraries have billions of dollars in assessed facilities needs, including more than \$1.5 billion of needs in New York (<http://www.nysl.nysed.gov/libdev/construc/needs.htm>), more than \$500 million of needs in Illinois (<http://www.ilga.gov/reports/ReportsSubmitted/694RSGAEmail1491RSGAAttach2020%20Capital%20Needs%20Assessment%20Survey%20-%20GAReport.doc>), and more than \$250 million of needs for libraries in Washington's rural distressed counties. ([https://dahp.wa.gov/sites/default/files/2020/01/Public%20Libraries\\_Capital%20Needs%20Assessment%20for%20Rural%20Distressed%20Counties\\_Summary.pdf](https://dahp.wa.gov/sites/default/files/2020/01/Public%20Libraries_Capital%20Needs%20Assessment%20for%20Rural%20Distressed%20Counties_Summary.pdf))

The Build America's Library Act would begin to address decades of underinvestment by providing funds repair and construct modern library facilities in underserved and disadvantaged communities. Specific funding could be used for:

- Constructing, renovating, modernizing, or retrofitting library facilities, including by enhancing facilities to reduce the risk of COVID-19 and vulnerability to natural disasters. \* Investing in library infrastructure projects to improve internet access and connectivity.
- Reducing or eliminating the presence of potential hazards to library staff and patrons, including lead, mold, mildew, and unsafe drinking water. \* Making library facilities more accessible and inclusive to people with disabilities.
- Improving library facilities for the purposes of supporting place-based services or community-based partnerships that provide library patrons with access to educational, workforce, behavioral health, mental health, and social services.

Along with ALA, the Build America's Libraries Act is supported by the American Indian Library Association; American Institute of Architects; American Society of Interior Designers; Association for Rural & Small Libraries; Association of Tribal Archives, Libraries, and Museums; Chief Officers of State Library Agencies; Council of State Archivists; Education Market Association; International WELL Building Institute; National Coalition for History; National Coalition for Literacy; National Digital Inclusion Alliance; National Summer Learning Association; Schools, Health & Libraries Broadband Coalition; and Urban Libraries Council.

"Communities across the country love their libraries, but we know there is a significant need for new and improved facilities, especially in disadvantaged communities," said Jefferson. "As the new Congress and Biden Administration look to modernize our nation's infrastructure, public and civic buildings like libraries should be included."

ALA is asking library advocates (<https://cqrcengage.com/ala/app/write-a-letter?0&engagementId=51052>) to urge their Senators to join as cosponsors of the Build America's Libraries Act.

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