

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

**Wednesday November 18, 2020  
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**
- 10. New Business**
  - State Report**
  - 2021 Holidays**
  - Temporary Branch**
- 11. Announcements**
- 12. Adjourn**

Coos Bay Public Library  
October 2020 Report

# of items added to collection - **769**

New cards issued - **42**

Total reference questions - **381**

Daily average circulation - **432**

Total # of programs - **11**

Program attendance - **350**

Total items checked out at the library - **10,891**

Total of Coos Bay items checked out anywhere - **11,659**

Total digital downloads - **302**

Gate count - **692**

Total monthly visitors - **696**

COOS BAY PUBLIC LIBRARY  
BOARD OF TRUSTEE MEETING MINUTES  
October 21, 2020

**Call to Order** – Curt Benward called the meeting to order at 5:16 p.m.

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

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

**Public Comment** –None

**Minutes and Circulation** – Minutes from the September 2020 meeting were reviewed. Robert made a motion to approve the minutes. Steve seconded the motion. Approved unanimously.

**Treasurer's Report** – Financial reports for August and September 2020 were reviewed. It was noted that we are continuing to receive a substantial discount from Bay Area Enterprises for janitorial services during Covid-19. Robert made a motion to approve the treasurer's report. James seconded the motion. Approved unanimously.

**Correspondence** –None

**Librarians Report**

Sami reported that with the winter weather coming on as of November 2<sup>nd</sup> the library will discontinue curbside pickups. We will instead be offering lobby pickup. Patrons will have their items checked out to them and waiting in the lobby for them to do self-service pickup. The security guard will be in the lobby during those hours. Items will be available for pick up on Tuesday, Wednesday, Thursdays from 11:00am until 6:00pm and Friday & Saturday from 3pm until 6:00pm. We will also increase our browsing hours on Tuesdays and Thursdays from 3:00pm until 6:00pm and will add Saturdays from 3:00pm until 6:00pm. Telephone service will increase to 11:00am-6:00pm Monday-Saturday.

**Friends of the Library Report** – Drive-By curbside book sale on October 3<sup>rd</sup> brought in \$172.00. Next sale will be a "Walk Through the Myrtlewood Room" book sale on Saturday, November 7<sup>th</sup> from 10am – 1pm. Items will be bagged by genre as before.

**Library Foundation Report** – The fall fundraiser is on schedule to go on the 31<sup>st</sup>. Brittany made a video about the current services and the state of the building that will air on the night of the event.

**Old Business** –

The library will not have a ballot box this year. We will be directing voters to the permanent box on 5<sup>th</sup> street in front of City Hall.

**New Business –**

Rob said that he had attended a Strategic Planning session at the North Bend Library and asked if we had any plans to do one. Sami said that the library did a strategic plan last year with the same consultant as North Bend. The library's three year plan includes doing a yearly survey of services.

Alyssa mentioned that there is a free online learning platform called Cudoo and thought the library should look into it.

Peggy asked how staff was doing with Covid fatigue. Sami said things are going good with staff ever adapting to the changes in services.

**Announcements - None**

Adjournment – C. Benward adjourned the meeting at 5:51 p.m.

Next Meeting: November 18, 2020 – 5:15 p.m.

Respectfully submitted,  
Crystal Barr



City of Coos Bay  
Revenues with Comparison to Budget  
For the 4 Months Ending October 31, 2020

Library Fund

	Period Actual	YTD Actual	Budget	Unearned	Pcnt	
<u>Carryover</u>						
07-000-300-0100	Carryover - Regular	.00	.00	1,074,855.00	1,074,855.00	.0
07-000-300-0200	Carryover - Memorial/Board	.00	.00	125,000.00	125,000.00	.0
	<b>Total Carryover</b>	<b>.00</b>	<b>.00</b>	<b>1,199,855.00</b>	<b>1,199,855.00</b>	<b>.0</b>
<u>Revenue From Other Agencies</u>						
07-000-340-0300	State Library Grant	.00	.00	1,900.00	1,900.00	.0
07-000-340-0301	Grants	.00	2,000.00	16,043.00	14,043.00	12.5
07-000-340-0303	Federal Grants	.00	.00	3,000.00	3,000.00	.0
07-000-340-0350	Federal Other Financial Assist	5,839.83	22,509.90	16,670.00	( 5,839.90)	135.0
07-000-340-0900	Library Tax Base	.00	.00	1,130,000.00	1,130,000.00	.0
	<b>Total Revenue From Other Agencies</b>	<b>5,839.83</b>	<b>24,509.90</b>	<b>1,167,613.00</b>	<b>1,143,103.10</b>	<b>2.1</b>
<u>Use Of Money &amp; Property</u>						
07-000-350-0100	Interest	643.22	3,636.30	15,000.00	11,383.70	24.2
07-000-350-1100	Auditorium Rental	.00	.00	3,500.00	3,500.00	.0
	<b>Total Use Of Money &amp; Property</b>	<b>643.22</b>	<b>3,636.30</b>	<b>18,500.00</b>	<b>14,883.70</b>	<b>19.7</b>
<u>Current Services</u>						
07-000-380-0100	Copies	.00	.00	7,000.00	7,000.00	.0
07-000-380-1800	Library Fees	112.95	238.74	12,000.00	11,761.26	2.0
	<b>Total Current Services</b>	<b>112.95</b>	<b>238.74</b>	<b>19,000.00</b>	<b>18,761.26</b>	<b>1.3</b>
<u>Other Revenue</u>						
07-000-380-0100	Miscellaneous	.00	35.00	100.00	65.00	35.0
07-000-380-0300	ESO Administration/Rent	2,174.79	8,699.16	28,000.00	17,300.84	33.5
07-000-380-0400	Reimbursements	.00	2,897.44	500.00	( 2,397.44)	579.5
07-000-380-0900	Gifts, Donations & Memorials	247.23	1,505.00	20,000.00	18,495.00	7.5
	<b>Total Other Revenue</b>	<b>2,422.02</b>	<b>13,136.60</b>	<b>48,800.00</b>	<b>33,463.40</b>	<b>28.2</b>
	<b>Total Fund Revenue</b>	<b>9,018.02</b>	<b>41,521.54</b>	<b>2,451,568.00</b>	<b>2,410,046.46</b>	<b>1.7</b>

City of Coos Bay  
Expenditures with Comparison to Budget  
For the 4 Months Ending October 31, 2020

Library Fund

		Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<b>Library Fund</b>						
<b>Personnel Services</b>						
07-510-510-1001	Salaries	47,358.00	187,506.37	758,449.00	570,942.63	24.7
07-510-510-1003	P.E.R.S.	10,469.76	41,505.77	159,382.00	117,876.23	26.0
07-510-510-1004	Social Security	3,433.39	13,666.66	58,028.00	44,361.34	23.6
07-510-510-1005	Employee Insurance	9,270.06	38,127.19	211,964.00	173,836.81	18.0
07-510-510-1006	Unemployment	.00	797.46	3,600.00	2,802.54	22.2
07-510-510-1007	Workers Compensation Insurance	60.23	232.94	1,066.00	833.06	21.9
07-510-510-1008	Volunteer Workers Compensation	.08	.08	250.00	249.92	.0
<b>Total Personnel Services</b>		<b>70,591.52</b>	<b>281,836.47</b>	<b>1,192,739.00</b>	<b>910,802.53</b>	<b>23.6</b>
<b>Materials &amp; Services</b>						
07-510-520-2005	Training, Meetings, Travel, Dues	.00	947.85	9,000.00	8,052.15	10.5
07-510-520-2101	Utilities	2,113.32	6,915.18	42,000.00	35,084.82	16.5
07-510-520-2102	Telephone	794.74	2,394.98	9,000.00	6,605.02	26.6
07-510-520-2105	Advertising	532.30	1,804.67	15,000.00	13,185.33	12.0
07-510-520-2108	Contractual	2,932.38	9,950.64	80,000.00	70,049.36	12.4
07-510-520-2120	Insurance	.00	15,757.10	25,000.00	9,242.90	63.0
07-510-520-2122	Duplicating	95.25	779.25	9,500.00	8,720.75	8.2
07-510-520-2123	Printing	.00	.00	3,000.00	3,000.00	.0
07-510-520-2205	Office Supplies	78.60	6,150.61	32,500.00	26,349.39	18.9
07-510-520-2206	Postage	.00	3,979.47	16,200.00	12,220.53	24.6
07-510-520-2225	Janitorial Supplies	.00	.00	13,800.00	13,800.00	.0
07-510-520-2231	Small Equipment	1,008.97	15,276.39	63,043.00	47,766.61	24.2
07-510-520-2234	Grants	146.25	886.84	7,900.00	7,013.16	11.2
07-510-520-2235	Library Supplies	429.10	1,768.54	13,000.00	11,231.46	13.8
07-510-520-2238	Library Books & Records	9,914.62	27,713.24	100,000.00	72,286.76	27.7
07-510-520-2237	Periodicals	1,712.39	11,607.20	10,000.00	(1,607.20)	116.1
07-510-520-2239	State Aid to Children - Books	34.65	1,705.68	2,000.00	294.32	85.3
07-510-520-2240	Library Books/Records (Restr)	.00	.00	50,000.00	50,000.00	.0
07-510-520-2241	Programming	.00	.00	16,000.00	16,000.00	.0
07-510-520-2302	Office Equipment Rental	599.98	1,394.06	5,200.00	3,805.94	26.8
07-510-520-2303	Equipment Repairs/Replacement	.00	839.86	35,000.00	34,160.14	2.4
07-510-520-2304	Equipment Maintenance Contract	37.95	2,362.30	12,000.00	9,637.70	19.7
07-510-520-2305	Vehicle Maintenance/Fuel	1,035.30	1,106.45	10,000.00	8,893.55	11.1
07-510-520-2309	Building & Grounds Maintenance	3,738.79	7,979.53	50,000.00	42,020.47	16.0
07-510-520-2310	Furniture (restricted)	.00	.00	100,000.00	100,000.00	.0
07-510-520-2406	Reimbursable	.00	14.99	200.00	185.01	7.5
07-510-520-2424	Library Board	.00	.00	500.00	500.00	.0
07-510-520-2450	Gifts, Donations & Memorials	1,718.37	4,534.91	20,000.00	15,465.09	22.7
<b>Total Materials &amp; Services</b>		<b>26,922.96</b>	<b>125,869.74</b>	<b>749,843.00</b>	<b>623,973.26</b>	<b>16.8</b>
<b>Capital Outlay</b>						
07-510-530-3001	Computer Hardware & Software	.00	.00	10,000.00	10,000.00	.0
<b>Total Capital Outlay</b>		<b>.00</b>	<b>.00</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>.0</b>

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City of Coos Bay  
Expenditures with Comparison to Budget  
For the 4 Months Ending October 31, 2020

Library Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<b>Other Financing Uses</b>					
07-510-580-6001 Contingency	.00	.00	338,225.00	338,225.00	.0
07-510-580-6002 Unappropriated Ending Fund Bal	.00	.00	162,761.00	162,761.00	.0
<b>Total Other Financing Uses</b>	<b>.00</b>	<b>.00</b>	<b>498,986.00</b>	<b>498,986.00</b>	<b>.0</b>
<b>Total Library Fund</b>	<b>97,514.48</b>	<b>407,706.21</b>	<b>2,451,568.00</b>	<b>2,043,881.79</b>	<b>16.6</b>
<b>Total Fund Expenditures</b>	<b>97,514.48</b>	<b>407,706.21</b>	<b>2,451,568.00</b>	<b>2,043,881.79</b>	<b>16.6</b>
<b>Net Revenue Over Expenditures</b>	<b>( 88,496.46)</b>	<b>( 366,184.67)</b>	<b>.00</b>	<b>366,184.67</b>	<b>.0</b>



**Coos Bay Public Library  
Memorial Funds Checking Account  
October 2020**

<u>BALANCE, September 30, 2020</u>	\$ 76,122.77
Friends CBPL-Book Sale	\$172.00
Misc. Donations-October 2020	\$75.23
TOTAL DEPOSITS	\$247.23

**DISBURSEMENTS:**

Ingram/Books-Rotary	\$	1,137.02
Baker Taylor/Books-Rotary	\$	39.76
Baker Taylor/Books-CBPL Foundation Audio Books	\$	110.32
Fred Meyer/Supplies-YP Programs-STEAM Kits, Pumpkin Painting	\$	97.47
Amazon/Supplies-YP Programs-Book Boxes	\$	59.51
Amazon/Supplies-Adult Programs-Book Boxes	\$	100.89
Aamazon/Tripod Adapter-Library of Things	\$	16.95
TOTAL DISBURSEMENTS		\$ 1,561.92
<b>Balance October 31, 2020</b>		<b>\$ 74,808.08</b>

General Fund	\$	10,825.01
Friend's Children's Fund	\$	3,062.09
Kenaston Estate Donation	\$	(469.51)
Mallek Estate Memorial	\$	52,610.89
Coos Bay Library Foundation Book Donation	\$	(59.15)
E-Books	\$	35.00
Care Connections	\$	0.78
Friends Library Purchases	\$	7,684.92
Rotary Donation	\$	(1,208.49)
Coos Bay Library Foundation-Equipment	\$	35.35
Coos Bay Library Foundation-Audios	\$	-
Eagles Large Print Fund	\$	6.25
Dollywood	\$	2,284.94
<b>MEMORIAL ACCOUNT FUNDS TOTAL</b>		<b>\$ 74,808.08</b>

## Librarian's Report

October 2020

### **PROGRAMS**

Spanglish Conversation had two online meetings with 12 people in attendance.

TV Tuesday had 98 views (Facebook Live program)

Forever Young Adult Book Group met with 6 in attendance.

Swords and Starships book club met and had 93 views (Facebook Live event)

Community Cooking with the Co-Op had 21 attendees.

Stay in and Come out With Southern Oregon Coast Pride had 20 attendees.

Unlimited Book Club, a partnership with Coos History Museum and North Bend Public Library, had 15 participants.

STEAM Kits were mailed out 2 times in October for a total of 192 kits. This is a project kit that corresponds with a story and instructional video that is posted on the library's YouTube channel.

Mother Goose on the Loose - four sessions were held in October. It is limited to 5 adults with a maximum of two children each. Everyone except those under 5 must wear a mask. 45 people attended.

Pumpkin Painting to Go had 29 participants.

Clinical Trial Participation Seminar had 7 participants.

There were 4 one-on one appointments fulfilled by Zoom in August.

### *Miscellaneous*

In October there were 5,615 , county-wide, checkouts on OverDrive. 302 circulations on hoopla in October with 9 new borrowers.

The library applied for two grants from South Coast Regional Early Learning Hub. A \$7000 one to help purchase the supplies for the story trail in Mingus Park and \$5000 towards the Dolly Parton Imagination Library project that all the Coos County Libraries are participating in. Both grants were approved.

The library purchased some new audio equipment to better support our online programming.

2020/21	Myrtlewood	Myrtlewood	Cedar	Cedar	Total Use	Estimated Attendance
	Library Use	Non-Library Use	Library Use	Non-Library Use		(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						
Dec-20						
Jan-21						
Feb-21						
Mar-21						
Apr-21						
May-21						
Jun-21						
Totals						74

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## 2021 Holiday Closures

January 1	New Years
January 18	Martin Luther King Jr. Day
February 15	President's Day
May 29 - 31	Memorial Day
July 4-5	Independence Day
September 4-6	Labor Day
November 11	Veteran's Day
November 25 -27	Thanksgiving
December 24-25	Christmas

## Coos Bay Public Library 2020 Oregon Public Library Statistical Report

CURRENT YEAR

PREVIOUS YEAR

### Part 1 - GENERAL INFORMATION

Please refer to our online guide for specific instructions for answering each question:

<http://libguides.osl.state.or.us/publiclibrarystats>

For answers that are auto-calculated, click the Save button to refresh and save these fields on each screen.

1.01	Official name of library	COOS BAY PUBLIC LIBRARY	COOS BAY PUBLIC LIBRARY
1.02	Street address	525 ANDERSON	525 ANDERSON
1.03	City ( enter the city ONLY )	COOS BAY	COOS BAY
1.04	Zip	97420	97420
1.05	Mailing address	525 ANDERSON	525 ANDERSON
1.06	City ( enter the city ONLY )	COOS BAY	COOS BAY
1.07	Zip	97420	97420
1.08	County	Coos	Coos
1.09	Library's main phone number (enter number without dashes or parentheses)	(541) 269-1101	(541) 269-1101
1.10	District or Cooperative Membership	CCLSD	CCLSD
1.11	Was there a boundary change in the legal service area in the last year?	No	No
1.12	Congressional District	4	4
1.13	Has the library or any of its branches moved or expanded in the last fiscal year?	No	No

Number of public service outlets

1.14	Central library	1	1
1.15	Branches	0	0
1.16	Bookmobiles	0	0
1.17	Other public service outlets	0	0
1.18	Registered users	n.c.	n.c.
1.19	Registered users added	n.c.	n.c.

## Part 2 - LIBRARY STAFF and VOLUNTEERS

Report figures as of June 30, 2020. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE).

2.01	Librarians with ALA/MLS	5.00	5.00
2.02	Other persons holding the title of librarian	1.00	1.00
2.03	Total librarians in FTE ( Sum of Lines 2.01 and 2.02 )	6.00	6.00
2.04	All other paid staff	5.60	5.60
2.05	Total paid staff in FTE ( Sum of Lines 2.03 and 2.04 )	11.60	11.60
2.06	Total number of volunteers ( individuals )	79	77
2.07	Total volunteer hours	2,183	3,358
2.08	Library Board / District Board	Advisory board ( appointed )	Yes
2.09	Does your library have a Friends of the Library group?	Yes	Yes
2.10	Does your library have a Library Foundation?	Yes	Yes

## Part 3 - REVENUE

Part 3 is divided into two sections. Report all operating revenue in Section A and report capital revenue in Section B.

Local government sources

3.01	City	\$0	\$0
3.02	County	\$0	\$0
3.03	District ( Library district, community college district, school district )	\$1,408,546	\$1,097,036
3.04	Total local government ( Sum of 3.01 - 3.03 )	\$1,408,546	\$1,097,036
3.05	State government sources	\$2,204	\$5,127
Federal government sources			
3.06	LSTA grants	\$00.00	\$3,000
3.07	E-rate telecommunications discount	\$0	\$0
3.08	Other federal funds	\$41,495	\$0
3.09	Federal government revenue ( Sum of 3.06 - 3.08 )	\$41,495	\$3,000
3.10	Other operating revenue	\$104,849	\$121,845
3.11	Total library operating revenue ( Sum of 3.04, 3.05, 3.09, 3.10 )	\$1,557,094	\$1,227,008

#### SECTION B. CAPITAL REVENUE

3.12	Local government capital revenue	\$0	\$0
3.13	State government capital revenue	\$00	\$0
3.14	Federal government capital revenue	\$0	\$0
3.15	Other capital revenue	\$0	\$0
3.16	Total capital revenue ( Sum of 3.12 - 3.15 )	\$0	\$0

### Part 4 - EXPENDITURES

Part 4 is divided into two sections. Report all standard operating expenses in Section A and report capital outlay in Section B.

#### SECTION A. OPERATING EXPENDITURES

4.01	Salaries and wages	\$573,177	\$566,127
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4.02	Employee benefits	\$332,315	\$300,898
4.03	Total staff expenditures ( Sum of 4.01 and 4.02 )	\$905,492	\$867,025
Library collection			
4.04	Books and other print materials	\$63,449	\$53,904
4.05	Periodicals and other serial subscriptions	\$9,202	\$9,517
4.06	Total expenditure on print materials ( Sum of 4.04 and 4.05 )	\$72,651	\$63,421
4.07	Electronic materials expenditures	\$5,261	\$7,300
4.08	Other materials expenditures	\$20,009	\$18,250
4.09	Total expenditures on collection ( Sum of 4.06 + 4.07 + 4.08 )	\$97,921	\$88,971
4.10	All other operating expenditures	\$300,133	\$290,405
4.11	Total library expenditures ( Sum of 4.03 + 4.09 + 4.10 )	\$1,303,546	\$1,246,401

#### SECTION B. CAPITAL OUTLAY

4.12	Library construction and related expenditures ( incl. building sites )	\$0	\$0
4.13	Capital equipment expenditures ( e.g. new automated systems )	\$0	\$0
4.14	Other capital outlay	\$0	\$0
4.15	Total capital outlay ( Sum of 4.12 - 4.14 )	\$0	\$0

### Part 5 - COLLECTIONS

This section of the survey collects data on selected types of materials. It does not cover all materials ( i.e. microform, scores, pictures, etc. ) for which expenditures are reported under

Part 4. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, leased, licensed, or donated as gifts.

#### SECTION A - PHYSICAL COLLECTION

##### Books and other print items

5.01	Print items	84,302	97,897
5.02	Print items added	4,825	4,774

##### Audio materials

5.03	Physical audio items	12,631	12,546
5.04	Physical audio items added	632	735

##### Video materials

5.05	Physical video items	12,120	12,191
5.06	Physical video items added	1,292	1,393

##### Other library materials

5.07	Other materials	452	673
5.08	Other materials added	66	90

##### Totals for the end of fiscal year

5.09	Total physical units ( Sum of 5.01 + 5.03 + 5.05 + 5.07 )	109,505	123,496
5.10	Total physical units added ( Sum of 5.02 + 5.04 + 5.06 + 5.08 )	6,815	6,992

#### SECTION B - DIGITAL OR DOWNLOADABLE COLLECTION

##### E-books

5.11	Library2Go e-books	60,360	47,875
5.12	Library2Go e-books added	15,909	6,887
5.13	Local e-books	448,714	326,255
5.14	Local e-books added	42,297	326,061
5.15	Total e-books ( Sum of 5.11 and 5.13 )	509,074	374,130
5.16	Total e-books added ( Sum of 5.12 and 5.14 )	58,206	332,948

##### Digital Audio Materials

5.17	Library2Go audiobook units	36,022	31,816
5.18	Library2Go audiobook units added	5,910	6,445
5.19	Local digital audiobook units	117,118	73,052
5.20	Local digital audiobook units added	35,553	73,019
5.21	Total digital audiobook units ( Sum of 5.17 and 5.19 )	153,140	104,868
5.22	Total digital audiobook units added ( Sum of 5.18 and 5.20 )	41,463	79,464
Digital Video Materials			
5.25	Local digital video units	17,311	15,692
5.26	Local digital video units added	1,273	15,632
5.27	Total digital video units ( Sum of 5.23 and 5.25 )	17,311	15,692
5.28	Total digital video units added ( Sum of 5.24 and 5.26 )	1,273	15,632
5.29	Total digital units ( Sum of 5.15, 5.21, 5.27 )	679,525	494,690
5.30	Total digital or units added ( Sum of 5.16, 5.22, 5.28 )	100,942	428,044
5.31	Total physical and downloadable units ( Sum of 5.09 and 5.29 )	789,030	618,186
5.32	Total physical and downloadable units added ( Sum of 5.10 and 5.30 )	107,757	435,036
Electronic Collections			
5.33	Statewide licensed databases	24	24

5.34	Statewide licensed databases added	0	02
5.35	Cooperative or locally licensed databases	10	9
5.36	Cooperative or locally licensed databases added	1	3
5.37	Total licensed databases ( Sum of 5.33 and 5.35 )	34.00	33.00
5.38	Total licensed databases added ( Sum of 5.34 and 5.36 )	1	5

### Part 6 - CIRCULATION & COLLECTION USE

6.01	Successful retrievals from statewide databases	309	356
6.02	Successful retrievals from local Databases	50,319	40,180
6.03	Total Successful retrievals from databases ( Sum of 6.01 and 6.02 )	50,628.00	40,536.00
6.04	First-time circulation of adult materials	109,453	153,172
6.05	Renewals of adult materials	50,899	22,585
6.06	First-time circulation of young adult ( YA ) materials	4,529	6,525
6.07	Renewals of young adult ( YA ) materials	2,747	953
6.08	First-time circulation of children's materials	29,235	39,984
6.09	Renewals of children's materials	17,517	5,045

6.10	First-time circulation not separated into adult or children's materials	0	0
6.11	Renewals not separated into adult or children's materials	0	0
6.12	Total first-time circulation ( Sum of 6.04, 6.06, 6.08, 6.10 )	143,217	199,681
6.13	Total renewals ( Sum of 6.05, 6.07, 6.09, 6.11)	71,163	28,583
6.14	Total circulation of adult materials ( Sum of 6.04 and 6.05)	160,352	175,757
6.15	Total circulation of young adult ( YA ) materials ( Sum of 6.06 and 6.07 )	7,276	7,478
6.16	Total circulation of children's materials ( Sum of 6.08 and 6.09)	46,752	45,029
6.17	Total circulation not separated into adult, YA or children's materials ( Sum of 6.10 - 6.11 )	0	0
6.18	Total physical item circulation ( Sum of 6.14 - 6.17 )	214,380	228,264
6.19	Circulations of Library2Go electronic materials	20,680	15,909
6.20	Circulations of local and/or other electronic materials	7,247	2,320
6.21	Total circulation of electronic materials ( Sum of 6.19 and 6.20 )	27,927	18,229

6.22	Total circulation ( Sum of 6.18 + 6.21)	242,307	246,493
6.23	Electronic Content Use ( Sum of 6.03 + 6.21 )	78,555	58,765
6.24	Total Collection Use ( Sum of 6.03 + 6.18 + 6.21)	292,935	287,029
6.25	ILLs made to libraries in own resource sharing system	35,651	60,741
6.26	ILLs made to all other libraries	1,101	1,067
6.27	Total ILLs loaned ( Sum of 6.25 + 6.26 )	36,752	61,808
6.28	ILLs borrowed from other libraries using own resource sharing system	21,193	20,997
6.29	ILLs borrowed from all other libraries	536	726
6.30	Total ILLs borrowed ( Sum of 6.28 + 6.29 )	21,729	21,723
6.31	Circulations made without charge to non-residents	111,978	133,456

## Part 7 - PROGRAMS & OTHER SERVICES

7.01	Total reference transactions	7,681	16,870
7.02	Reference Transactions reporting method	Actual count ( you track each transaction as it happens )	
7.03	Children's programs	185	269
7.04	Children's programs attendance	7,747	7,193
7.05	Young adult's programs	34	23
7.06	Young adult's programs attendance	252	88

7.07	Number of programs for adults or multi-generational audiences	147	215
7.08	Adult's or multi-generational audiences programs attendance	3,104	3,165
7.09	Total programs ( Sum 7.03 + 7.05 + 7.07 )	366	507
7.10	Total program attendance ( Sum 7.04 + 7.06 + 7.08 )	11,103	10,446
7.11	Meeting Room Usage	476	634
7.12	Summer Reading Program provided	Yes	Yes
7.13	Outreach to children & families provided	Yes	Yes
7.14	Early literacy training provided	Yes	Yes

## Part 8 - TECHNOLOGY & FACILITIES

8.01	Annual number of uses of public Internet computers	12,817	32,758
8.02	Public internet computers used by general public	21	21
8.03	Tell us about your library's wireless internet	Wi-Fi extends outside building, 24/7	Yes
8.04	Wireless Sessions	355,210	224,545
8.05	Internet upload speed ( main library ), please report in Mbps	217.00	150 Mb
8.06	Internet download speed ( main library ), please report in Mbps	200.00	300Mb
8.07	Shared ILS consortium name	Coastline	Coastline

8.08	Vendor of automated system	Koha	<i>Koha</i>
8.09	Website Visits	98,357	92,856
8.10	Typical week, total hours open M-F ( open to 5:00 pm )	33	33
8.11	Typical week, total hours open M-F ( 5:00 pm to close )	9	9
8.12	Typical week, total hours open Saturday-Sunday ( open to 5:00 pm )	5	5
8.13	Typical week, total hours open Saturday-Sunday ( 5:00 pm to close )	1	1
8.14	Total main library hours in a typical week ( Sum of 8.10 - 8.13 )	48.0	48.0
8.15	Weeks main library was open	39	52
8.16	Annual public service hours for main library	2,274	2,370
8.17	Total library visits	139,048	186,302
8.18	Library visits reporting method	Actual count ( you track each visit as it happens )	
8.19	Square footage of main library	25,872	25,872
8.20	Total square feet of all facilities	25,872	25,872

### Part 9 - FINES & SALARY SURVEY

9.01	Overdue daily fine for adult materials	\$0.00 - We don't charge late fees \$0.15	
9.02	Overdue daily fine for children's materials	\$0.00 - We don't charge late fees \$1.00	
9.03	Overdue daily fine for other materials	\$0.00 - We don't charge late fees \$0.15	
9.04	Notes on fines		
9.05	Charge for interlibrary loans	as charged by other library / OCLC cost	<i>as charged by other library / OCLC cost</i>



9.06	Annual fee for non-resident individual patrons	\$100.00	<i>\$100.00</i>
9.07	Annual fee for non-resident households	\$100.00	<i>\$100.00</i>
9.50	Director hourly salary low		<i>\$36.78</i>
9.51	Director hourly salary high		<i>\$46.93</i>
9.52	Supervisory Librarian hourly salary low		
9.53	Supervisory Librarian hourly salary high		
9.54	Non-supervisory Librarian hourly salary low		
9.55	Non-supervisory Librarian hourly salary high		
9.56	Library assistant hourly salary low		
9.57	Library assistant hourly salary high		
9.58	Library clerk hourly salary low		
9.59	Library clerk hourly salary high		

## Part 10 - CONTACT INFORMATION and ADMINISTRATIVE DETAILS

10.01	Population served	27,992	<i>27,986</i>
10.02	FSCS ID Admin	OR0114	<i>OR0114</i>
10.03	Interlibrary relationship code	ME	<i>ME</i>
10.04	Legal basis code	CI	<i>CI</i>
10.05	Administrative structure code	SO	<i>SO</i>
10.06	PLSC public library definition	Yes	<i>Yes</i>
10.07	Geographic code	CI1	<i>CI1</i>
10.08	URL to library's website	<a href="https://www.coosbaylibrary.org/">https://www.coosbaylibrary.org/</a>	

10.09	URL to statewide periodical resources ( Gale )	<a href="https://www.coosbaylibrary.org/databases">https://www.coosbaylibrary.org/databases</a>	
10.10	URL to statewide career & testing resources ( LearningExpress Library )	<a href="https://www.coosbaylibrary.org/databases">https://www.coosbaylibrary.org/databases</a>	
10.11	URL to collection management policy	<a href="https://www.coosbaylibrary.org/policies">https://www.coosbaylibrary.org/policies</a>	
10.12	URL to circulation policy	<a href="https://www.coosbaylibrary.org/policies">https://www.coosbaylibrary.org/policies</a>	
10.13	URL to patron confidentiality policy	<a href="https://www.coosbaylibrary.org/policies">https://www.coosbaylibrary.org/policies</a>	
10.14	Person submitting report	Samantha Pierson	<i>Samantha Pierson</i>
10.15	Phone	(541) 269-1101	<i>(541) 269-1101</i>
10.16	Email	<a href="mailto:spierson@coosbaylibrary.org">spierson@coosbaylibrary.org</a>	<i>spierson@coosbaylibrary.org</i>
10.17	Estimated Time burden ( in hours ) to complete report	17.00	15

## COVID-19

CV01 Closed Outlets Due to COVID-19.

Answer Yes or No to the following question: "*Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?*"

Yes

CV02 Public Services During COVID-19.

Answer Yes or No to the following question: "*Did library staff continue to provide*"

Yes

*services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?"*

CV03 Electronic Materials Added Due to COVID-19.

Answer Yes or No to the following question: "*Did the library add or increase access to electronic collection materials due to the Coronavirus (COVID-19) pandemic?"*" Yes

CV04 Electronic Library Cards Issued Before COVID-19.

Answer Yes or No to the following question: "*Did the library issue registered user cards electronically before the Coronavirus (COVID-19) pandemic?"*" No

CV05 Electronic Library Cards Issued During COVID-19.

Answer Yes or No to the following question: "*Did the library issue registered user cards electronically during the*

*Coronavirus  
(COVID-19)  
pandemic?"*

CV06 Reference Service  
During COVID-19.

Answer Yes or No  
to the following  
question: *"Did the  
library provide* Yes  
*reference service  
via the Internet or  
telephone during  
the Coronavirus  
(COVID-19)  
pandemic?"*

CV07 Curbside Service  
During COVID-19.

Answer Yes or No  
to the following  
question: *"Did the  
library provide* Yes  
*"outside" service for  
circulation of  
physical materials  
at one or more  
outlets during the  
Coronavirus  
(COVID-19)  
pandemic?"*

CV08 Live Virtual  
Programs During  
COVID-19.

Answer Yes or No  
to the following  
question: *"Did the  
library provide live,* Yes  
*virtual programs  
via the Internet  
during the  
Coronavirus  
(COVID-19)  
pandemic?"*

CV09 Recordings of  
Program Content  
During COVID-19. Yes

Answer es or o to the following question: *"Did the library create and provide recordings of programs via the Internet during the Coronavirus (COVID-19) pandemic?"*

CV10 External WiFi Access Before COVID-19.

Answer Yes or No to the following question: *"Did the library provide WiFi Internet access to users outside the building at one or more outlets before the Coronavirus (COVID-19) pandemic?"*

Yes

CV11 External WiFi Access Added During COVID-19.

Answer Yes or No to the following question: *"Did the library intentionally provide WiFi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?"*

Yes

CV12 External WiFi Access Increased During COVID-19.

No

Answer Yes or No to the following question: *"Did the*

*library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?*

CV13 Staff Re-Assigned During COVID-19.

Answer Yes or No to the following question: *"Were library staff re-assigned to assist other government agencies, other departments, or nonprofit organizations during the Coronavirus (COVID-19) pandemic?"* No

CV14 Number of Weeks Library Was Closed Due to COVID-19.

This is the number of weeks during the year that due to the Coronavirus (COVID-19) pandemic, your library building was 13 physically closed and the public could not enter, when it otherwise would have been open. *For multi-outlet library systems, please report for the main or central branch here.*

CV15 Number of Weeks  
an Outlet Had  
Limited Occupancy  
Due to COVID-19.

This is the number  
of weeks during the  
year that an outlet  
implemented  
limited public  
occupancy practices  
for in-person 3  
services at the  
library building in  
response to the  
Coronavirus  
(COVID-19)  
pandemic. *For  
multi-outlet library  
systems, please  
report for the main  
or central branch  
here.*

CV15 Other information  
about COVID-19  
pandemic?  
(optional)

Free text area to  
provide a narrative (  
4000 character limit  
) about your  
library's experience  
navigating the  
COVID-19  
pandemic.

Our library maintained phone  
service the entire time even  
when the entire city was closed  
for two weeks. While our doors  
were closed for 13 weeks, we  
provided curbside services,  
phone service, and delivery  
services. I'm disappointed these  
efforts aren't recorded because  
staff was working just as hard if  
not harder during this time  
period.

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Cash - Combined Fund			09/30/2020 (09/20) Balance	07-000-100-1001			913,768.73
10/31/2020	CA	5	Cash Allocation - Created: 10/20/20 6:27 PM			8,823.22-	
10/31/2020	CA	28	Cash Allocation - Created: 10/28/20 12:05 PM			10,894.14-	
10/31/2020	CA	46	Cash Allocation - Created: 10/29/20 10:38 AM			66,500.74-	
10/31/2020	CA	56	Cash Allocation - Created: 10/29/20 4:23 PM			1,874.83-	
10/31/2020	CA	69	Cash Allocation - Created: 11/02/20 1:26 PM			2,113.32-	
10/31/2020	CA	88	Cash Allocation - Created: 11/03/20 10:26 AM		643.22		
10/31/2020	CA	124	Cash Allocation - Created: 11/06/20 9:05 AM			.08-	
10/31/2020 (10/20) Period Totals and Balance					643.22 *	90,206.33- *	824,205.62
Petty Cash			09/30/2020 (09/20) Balance	07-000-100-1015			200.00
10/31/2020 (10/20) Period Totals and Balance					.00 *	.00 *	200.00
Prepaid Expense			09/30/2020 (09/20) Balance	07-000-100-1101			8,198.18
09/30/2020	AP	205	EBSCO Information Services **VendorNo: 999663 **Inv. No: 1000138880-1 **Desc: Prepaid Online Database - 07/21-10/21 **Inv. Date: 9/30/2020 **PO No: **Remit Name: EBSCO Information Services **Merchant Vendor No: 999663 **Merchant Vendor Name: EBSCO Information Services **Invoice Created By: Kristin		420.00		
10/01/2020	AP	963	Library Market **VendorNo: 1002528 **Inv. No: 1646 **Desc: Library Website/ Calendar subscription 11/20- 10/21 **Inv. Date: 10/1/2020 **PO No: **Remit Name: Library Market **Merchant Vendor No: 1002528 **Merchant Vendor Name: Library Market **Invoice Created By: Kristin		416.68		
10/01/2020	AP	965	Library Market **VendorNo: 1002528 **Inv. No: 1646 **Desc: Library Website/ Calendar hosting maintenance 11/20- 10/21 **Inv. Date: 10/1/2020 **PO No: **Remit Name: Library Market **Merchant Vendor No: 1002528 **Merchant Vendor Name: Library Market **Invoice Created By: Kristin		200.00		
10/31/2020	JE	38	R/C AP REF# 893 10/20 3 MONTHS PREPAID TO		29.97		
10/31/2020 (10/20) Period Totals and Balance					1,066.65 *	.00 *	9,264.83
Accounts Payable			09/30/2020 (09/20) Balance	07-000-200-2001			.00
10/31/2020	AP	26	Summary Transactions from AP System			487.50-	
10/31/2020	AP	78	Summary Transactions from AP System			747.29-	
10/31/2020	AP	142	Summary Transactions from AP System			504.00-	
10/31/2020	AP	228	Summary Transactions from AP System			2,817.17-	
10/31/2020	AP	309	Summary Transactions from AP System			465.02-	
10/31/2020	AP	586	Summary Transactions from AP System			2,072.59-	
10/31/2020	AP	663	Summary Transactions from AP System			1,462.16-	
10/31/2020	AP	699	Summary Transactions from AP System			6,391.40-	
10/31/2020	AP	782	Summary Transactions from AP System			1,451.58-	
10/31/2020	AP	899	Summary Transactions from AP System			7,565.69-	
10/31/2020	AP	985	Summary Transactions from AP System			1,874.83-	
10/31/2020	AP	1022	Summary Transactions from AP System			2,113.32-	
10/28/2020	CDA1	699	Umpqua Bank		2,865.11		
10/28/2020	CDA1	700	Umpqua Bank		1,158.16		
10/28/2020	CDA1	700	Umpqua Bank		1,712.39		
10/28/2020	CDA1	701	Umpqua Bank		622.36		
10/28/2020	CDA1	701	Umpqua Bank		29.98		



Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
10/28/2020	CDA1	701	Umpqua Bank		35.00		
10/28/2020	CDA1	701	Umpqua Bank		20.00		
10/28/2020	CDA1	702	Umpqua Bank		947.43		
10/28/2020	CDA1	703	Umpqua Bank		27.99		
10/28/2020	CDA1	703	Umpqua Bank		147.27		
10/30/2020	CDA1	710	Pacific Power & Light Co		2,113.32		
10/02/2020	CDA1	122533	Advantage Security LLC		37.95		
10/02/2020	CDA1	122538	Ingram		449.55		
10/06/2020	CDA1	122550	Agri-Tech Design		242.00		
10/06/2020	CDA1	122553	Bibliotheca LLC		439.00		
10/06/2020	CDA1	122554	Cengage Learning Inc		24.69		
10/06/2020	CDA1	122567	Recorded Books Inc		41.60		
10/09/2020	CDA1	122571	C-N-B Security Inc		504.00		
10/12/2020	CDA1	122595	Brilliance Publishing Inc.		87.50		
10/12/2020	CDA1	122598	EBSCO Information Services		1,260.00		
10/12/2020	CDA1	122602	InfoUSA Marketing Inc		212.00		
10/12/2020	CDA1	122603	Ingram		279.04		
10/12/2020	CDA1	122603	Ingram		4.67		
10/12/2020	CDA1	122604	Ken Ware Chevrolet Inc.		973.96		
10/15/2020	CDA1	122628	Office Depot		50.02		
10/15/2020	CDA1	122637	KVAL/Sinclair Broadcast Group		415.00		
10/20/2020	CDA1	122650	Center Point Large Print		136.02		
10/20/2020	CDA1	122653	C-N-B Security Inc		1,008.00		
10/20/2020	CDA1	122659	Demco		242.89		
10/20/2020	CDA1	122669	Marshfield High School		55.00		
10/20/2020	CDA1	122672	Sprague Pest Solutions		150.00		
10/20/2020	CDA1	122673	Xerox Corporation		204.15		
10/20/2020	CDA1	122674	Xerox Corporation		276.53		
10/21/2020	CDA1	122680	Ingram		1,193.88		
10/21/2020	CDA1	122688	PLATT		268.28		
10/26/2020	CDA1	122695	Agri-Tech Design		242.00		
10/26/2020	CDA1	122696	Bay Area Enterprises Inc.		139.03		
10/26/2020	CDA1	122696	Bay Area Enterprises Inc.		2,847.48		
10/26/2020	CDA1	122699	Midwest Tape		3,162.89		
10/27/2020	CDA1	122703	Cengage Learning Inc		122.15		
10/27/2020	CDA1	122715	Ingram		1,268.09		
10/27/2020	CDA1	122716	Ken Ware Chevrolet Inc.		61.34		
10/29/2020	CDA1	122741	Library Market		1,850.00		
10/29/2020	CDA1	122744	Office Depot		24.83		
10/31/2020 (10/20) Period Totals and Balance					27,952.55 *	27,952.55- *	.00
Fund Balance			09/30/2020 (09/20) Balance	07-000-200-2500			1,199,855.12-
					10/31/2020 (10/20) Period Totals and Balance	.00 *	.00 *
Grants			09/30/2020 (09/20) Balance	07-000-340-0301			2,000.00-
					10/31/2020 (10/20) Period Totals and Balance	.00 *	.00 *
YTD Encumbrance	.00	YTD Actual	-2,000.00	Total	-2,000.00	YTD Budget	-16,043.00
		Unearned			14,043.00		
Federal Other Financial Assist			09/30/2020 (09/20) Balance	07-000-340-0350			16,670.07-
10/22/2020	CRJE	5	CRF GRANT REQUEST #5			5,839.83-	
					10/31/2020 (10/20) Period Totals and Balance	.00 *	5,839.83- *
YTD Encumbrance	.00	YTD Actual	-22,509.90	Total	-22,509.90	YTD Budget	-16,670.00
		Unearned			(5,839.90)		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			09/30/2020 (09/20) Balance	07-000-350-0100			2,993.08-
10/31/2020	CRJE	9	INTEREST DISTRIBUTION JOURNAL ENTRY 10/2			643.22-	
			10/31/2020 (10/20) Period Totals and Balance		.00 *	643.22- *	3,636.30-
YTD Encumbrance	.00	YTD Actual	-3,636.30 Total	-3,636.30 YTD Budget	-15,000.00 Unearned	11,363.70	
			09/30/2020 (09/20) Balance	07-000-360-1800			125.79-
10/16/2020	CD14	14	BAY AREA MAILING CK#1052 RET/ CLOSED ACC		25.00		
10/15/2020	CR	1045643	Library Fees - Library Weekly Deposit 9/22 - 10/13/20 Description: Library Fees - Library Weekly Deposit 9/22 - 10/13/20			25.00-	
10/23/2020	CR	1045683	Library Fees - LIBRARY WEEKLY DEPOSIT 10/15- Description: Library Fees - LIBRARY WEEKLY DEPOSIT 10/15-22/2020			112.95-	
			10/31/2020 (10/20) Period Totals and Balance		25.00 *	137.95- *	238.74-
YTD Encumbrance	.00	YTD Actual	-238.74 Total	-238.74 YTD Budget	-12,000.00 Unearned	11,761.26	
			09/30/2020 (09/20) Balance	07-000-380-0100			35.00-
			10/31/2020 (10/20) Period Totals and Balance		.00 *	.00 *	35.00-
YTD Encumbrance	.00	YTD Actual	-35.00 Total	-35.00 YTD Budget	-100.00 Unearned	65.00	
			09/30/2020 (09/20) Balance	07-000-380-0300			6,524.37-
10/01/2020	JE	3	ESO Monthly Admin and Accounting Fee			2,174.79-	
			10/31/2020 (10/20) Period Totals and Balance		.00 *	2,174.79- *	8,699.16-
YTD Encumbrance	.00	YTD Actual	-8,699.16 Total	-8,699.16 YTD Budget	-26,000.00 Unearned	17,300.84	
			09/30/2020 (09/20) Balance	07-000-380-0400			2,897.44-
			10/31/2020 (10/20) 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)	
			09/30/2020 (09/20) Balance	07-000-380-0900			1,257.77-
10/15/2020	CR	1045643	Gifts & Donations - Library Weekly Deposit 9/22 - 10 Description: Gifts & Donations - Library Weekly Deposit 9/22 - 10/13/20			223.32-	
10/23/2020	CR	1045683	Gifts & Donations - LIBRARY WEEKLY DEPOSIT 1 Description: Gifts & Donations - LIBRARY WEEKLY DEPOSIT 10/15-22/2020			23.91-	
			10/31/2020 (10/20) Period Totals and Balance		.00 *	247.23- *	1,505.00-
YTD Encumbrance	.00	YTD Actual	-1,505.00 Total	-1,505.00 YTD Budget	-20,000.00 Unearned	18,495.00	
			09/30/2020 (09/20) Balance	07-510-510-1001			140,148.37
10/15/2020	PC	5	PAYROLL TRANS FOR 10/15/2020 PAY PERIOD		3,800.00		
10/20/2020	PC	82	PAYROLL TRANS FOR 10/20/2020 PAY PERIOD		47,358.00		
10/20/2020	PC	83	PAYROLL TRANS FOR 10/20/2020 PAY PERIOD			3,800.00-	
			10/31/2020 (10/20) Period Totals and Balance		51,158.00 *	3,800.00- *	187,506.37
YTD Encumbrance	.00	YTD Actual	187,506.37 Total	187,506.37 YTD Budget	758,449.00 Unexpended	570,942.63	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			09/30/2020 (09/20) Balance	07-510-510-1003			31,036.01
10/20/2020	PB	95	PAYROLL TRANS FOR 10/20/2020 PAY PERIOD		10,469.76		
			10/31/2020 (10/20) Period Totals and Balance		10,469.76 *	.00 *	41,505.77
YTD Encumbrance		.00 YTD Actual	41,505.77 Total	41,505.77 YTD Budget	159,382.00 Unexpended	117,876.23	
			09/30/2020 (09/20) Balance	07-510-510-1004			10,233.27
10/15/2020	PB	3	PAYROLL TRANS FOR 10/15/2020 PAY PERIOD		290.70		
10/20/2020	PB	94	PAYROLL TRANS FOR 10/20/2020 PAY PERIOD		3,142.69		
			10/31/2020 (10/20) Period Totals and Balance		3,433.39 *	.00 *	13,666.66
YTD Encumbrance		.00 YTD Actual	13,666.66 Total	13,666.66 YTD Budget	58,028.00 Unexpended	44,361.34	
			09/30/2020 (09/20) Balance	07-510-510-1005			28,857.13
10/20/2020	PB	93	PAYROLL TRANS FOR 10/20/2020 PAY PERIOD		9,270.06		
10/20/2020	PC	104	PAYROLL TRANS FOR 10/20/2020 PAY PERIOD		642.45		
10/20/2020	PC	105	PAYROLL TRANS FOR 10/20/2020 PAY PERIOD			642.45-	
			10/31/2020 (10/20) Period Totals and Balance		9,912.51 *	642.45- *	38,127.19
YTD Encumbrance		.00 YTD Actual	38,127.19 Total	38,127.19 YTD Budget	211,964.00 Unexpended	173,836.81	
			09/30/2020 (09/20) Balance	07-510-510-1006			797.46
			10/31/2020 (10/20) Period Totals and Balance		.00 *	.00 *	797.46
YTD Encumbrance		.00 YTD Actual	797.46 Total	797.46 YTD Budget	3,600.00 Unexpended	2,802.54	
			09/30/2020 (09/20) Balance	07-510-510-1007			172.71
10/20/2020	PB	92	PAYROLL TRANS FOR 10/20/2020 PAY PERIOD		60.23		
			10/31/2020 (10/20) Period Totals and Balance		60.23 *	.00 *	232.94
YTD Encumbrance		.00 YTD Actual	232.94 Total	232.94 YTD Budget	1,066.00 Unexpended	833.06	
			09/30/2020 (09/20) Balance	07-510-510-1008			.00
10/31/2020	JE	39	Record July-September 2020 Volunteer Workers Co		.08		
			10/31/2020 (10/20) Period Totals and Balance		.08 *	.00 *	.08
YTD Encumbrance		.00 YTD Actual	.08 Total	.08 YTD Budget	250.00 Unexpended	249.92	
			09/30/2020 (09/20) Balance	07-510-520-2005			947.85
			10/31/2020 (10/20) Period Totals and Balance		.00 *	.00 *	947.85
YTD Encumbrance		.00 YTD Actual	947.85 Total	947.85 YTD Budget	9,000.00 Unexpended	8,052.15	
			09/30/2020 (09/20) Balance	07-510-520-2101			4,801.86
09/21/2020	AP	1010	Pacific Power & Light Co **VendorNo: 710235 **Inv. No: 202009-2 **Desc: 12447751-0018 Library **Inv. Date: 9/21/2020 **PO No: **Remit Name: Pacific Power & Light Co **Merchant Vendor No: 710235 **Merchant Vendor Name: Pacific Power & Light Co **Invoice Created By: Kristin		2,113.32		
			10/31/2020 (10/20) Period Totals and Balance		2,113.32 *	.00 *	6,915.18
YTD Encumbrance		.00 YTD Actual	6,915.18 Total	6,915.18 YTD Budget	42,000.00 Unexpended	35,084.82	
			09/30/2020 (09/20) Balance	07-510-520-2102			1,600.24

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
09/30/2020	AP	885	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 LIBRARY V **Desc: BROADVOICE, VIOP Telephones **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		619.18		
09/30/2020	AP	886	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 LIBRARY V **Desc: ZIPLY FIBER, Landline Telephones **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		175.56		
10/31/2020 (10/20) Period Totals and Balance					794.74 *	.00 *	2,394.98
YTD Encumbrance	.00	YTD Actual	2,394.98 Total	2,394.98 YTD Budget	9,000.00 Unexpended	6,605.02	
Advertising		09/30/2020 (09/20) Balance		07-510-520-2105			1,272.37
09/30/2020	AP	286	Sinclair Television Media Inc **VendorNo: 1002138 **Inv. No: 1431800-1 **Desc: Promotional Advertising - COVID 19 **Inv. Date: 9/30/2020 **PO No: **Remit Name: KVAL/Sinclair Broadcast Group **Merchant Vendor No: 1002138 **Merchant Vendor Name: Sinclair Television Media Inc **Invoice Created By: Kristin		415.00		
09/30/2020	AP	891	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 PIERSON **Desc: FACEBOOK, Promotional Ads HPV, Red Planet Programs **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		26.35		
09/30/2020	AP	892	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 PIERSON **Desc: ZOOM, Meeting Platform **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		14.99		
09/30/2020	AP	893	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 PIERSON **Desc: ZOOM, Meeting Platform **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		105.93		
10/31/2020	JE	38	R/C AP REF# 893 10/20 3 MONTHS PREPAID TO 10/31/2020 (10/20) Period Totals and Balance		562.27 *	29.97- 29.97- *	1,804.67
YTD Encumbrance	.00	YTD Actual	1,804.67 Total	1,804.67 YTD Budget	15,000.00 Unexpended	13,195.33	
Contractual		09/30/2020 (09/20) Balance		07-510-520-2108			7,018.26
10/01/2020	AP	127	C-N-B Security Inc **VendorNo: 1002694 **Inv. No: 8104 **Desc: Library security guard 9/21/20 -9/24/20 **Inv. Date: 10/1/2020 **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		504.00		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
09/30/2020	AP	557	Sprague Pest Solutions **VendorNo: 1001985 **Inv. No: 4291210 **Desc: 101895409 Library Pest Control **Inv. Date: 9/30/2020 **PO No: **Remit Name: Sprague Pest Solutions **Merchant Vendor No: 1001985 **Merchant Vendor Name: Sprague Pest Solutions **Invoice Created By: Kristin		150.00		
10/04/2020	AP	581	C-N-B Security Inc **VendorNo: 1002694 **Inv. No: 8113 **Desc: Library security guard 9/28/20 -10/01/20 **Inv. Date: 10/4/2020 **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		504.00		
10/11/2020	AP	582	C-N-B Security Inc **VendorNo: 1002694 **Inv. No: 8146 **Desc: Library security guard 10/5/20 -10/8/20 **Inv. Date: 10/11/2020 **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		504.00		
10/01/2020	AP	962	Library Market **VendorNo: 1002528 **Inv. No: 1646 **Desc: Library Website/ Calendar subscription 11/20-10/21 **Inv. Date: 10/1/2020 **PO No: **Remit Name: Library Market **Merchant Vendor No: 1002528 **Merchant Vendor Name: Library Market **Invoice Created By: Kristin		833.32		
10/01/2020	AP	964	Library Market **VendorNo: 1002528 **Inv. No: 1646 **Desc: Library Website/ Calendar hosting maintenance 11/20- 10/21 **Inv. Date: 10/1/2020 **PO No: **Remit Name: Library Market **Merchant Vendor No: 1002528 **Merchant Vendor Name: Library Market **Invoice Created By: Kristin		400.00		
10/31/2020	CD14	4	10/01/20 Xpress Bill Pay Support Fees/Forms Inv. # 10/31/2020 (10/20) Period Totals and Balance		37.06 2,932.38 *	.00 *	9,950.64
YTD Encumbrance		.00 YTD Actual	9,950.64 Total	9,950.64 YTD Budget	80,000.00 Unexpended	70,049.36	
Insurance			09/30/2020 (09/20) Balance 10/31/2020 (10/20) Period Totals and Balance	07-510-520-2120	.00 *	.00 *	15,757.10 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			09/30/2020 (09/20) Balance	07-510-520-2122			684.00
09/23/2020	AP	243	Office Depot **VendorNo: 937352 **Inv. No: 126786643001 **Desc: 90371713 Library Office Supplies - Toner **Inv. Date: 9/23/2020 **PO No: **Remit Name: Office Depot **Merchant Vendor No: 937352 **Merchant Vendor Name: Office Depot **Invoice Created By: Kristin		50.02		
10/01/2020	AP	531	Xerox Corporation **VendorNo: 986914 **Inv. No: 011545905 **Desc: 722943248 Library Workroom Copier - September **Inv. Date: 10/1/2020 **PO No: **Remit Name: Xerox Corporation **Merchant Vendor No: 986914 **Merchant Vendor Name: Xerox Corporation **Invoice Created By: Kristin		18.16		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
06/10/2020	AP	534	Xerox Corporation **VendorNo: 986914 **Inv. No: 2141650 **Desc: 020-0056070-001 Library Public Copier **Inv. Date: 6/10/2020 **PO No: **Remit Name: Xerox Corporation **Merchant Vendor No: 986914 **Merchant Vendor Name: Xerox Corporation **Invoice Created By: Kristin		.20		
09/10/2020	AP	535	Xerox Corporation **VendorNo: 986914 **Inv. No: 2267508 **Desc: 020-0056070-001 Library Public Copier **Inv. Date: 9/10/2020 **PO No: **Remit Name: Xerox Corporation **Merchant Vendor No: 986914 **Merchant Vendor Name: Xerox Corporation **Invoice Created By: Kristin		1.01		
10/10/2020	AP	538	Xerox Corporation **VendorNo: 986914 **Inv. No: 2312688 **Desc: 020-0056070-001 Library Public Copier **Inv. Date: 10/10/2020 **PO No: **Remit Name: Xerox Corporation **Merchant Vendor No: 986914 **Merchant Vendor Name: Xerox Corporation **Invoice Created By: Kristin		1.03		
10/14/2020	AP	927	Office Depot **VendorNo: 937352 **Inv. No: 129784740001 **Desc: 90371713 Ink Cartridge **Inv. Date: 10/14/2020 **PO No: **Remit Name: Office Depot **Merchant Vendor No: 937352 **Merchant Vendor Name: Office Depot **Invoice Created By: eric		24.83		
10/31/2020 (10/20) Period Totals and Balance					95.25 *	.00 *	779.25
YTD Encumbrance	.00	YTD Actual	779.25 Total	779.25 YTD Budget	9,500.00 Unexpended	8,720.75	
Office Supplies			09/30/2020 (09/20) Balance	07-510-520-2205			6,072.01
10/01/2020	AP	181	Ingram **VendorNo: 476508 **Inv. No: 48667530 **Desc: Books **Inv. Date: 10/1/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		45.58		
09/01/2020	AP	241	Office Depot **VendorNo: 937352 **Inv. No: 121172729001 **Desc: 90371713 invoice # entered incorrectly as 12117279001 **Inv. Date: 9/1/2020 **PO No: **Remit Name: Office Depot **Merchant Vendor No: 937352 **Merchant Vendor Name: Office Depot **Invoice Created By: Kristin		349.95		
09/01/2020	AP	242	Office Depot **VendorNo: 937352 **Inv. No: 121172729001 **Desc: 90371713 invoice # entered incorrectly as 12117279001 **Inv. Date: 9/1/2020 **PO No: **Remit Name: Office Depot **Merchant Vendor No: 937352 **Merchant Vendor Name: Office Depot **Invoice Created By: Kristin			349.95-	
09/30/2020	AP	878	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 LIBRARY 1 **Desc: OPEN BLOOMS, Granstrom, Hospital Flowers **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		78.60		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
10/29/2020	JE	26	R/C AP181 (10/20) Ingram Inv#48667530			45.58-	
			10/31/2020 (10/20) Period Totals and Balance		474.13 *	395.53- *	6,150.61
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YTD Encumbrance		.00 YTD Actual	6,150.61 Total	6,150.61 YTD Budget	32,500.00 Unexpended	26,349.39	
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Postage			09/30/2020 (09/20) Balance	07-510-520-2206			3,979.47
			10/31/2020 (10/20) Period Totals and Balance		.00 *	.00 *	3,979.47
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YTD Encumbrance		.00 YTD Actual	3,979.47 Total	3,979.47 YTD Budget	16,200.00 Unexpended	12,220.53	
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Small Equipment			09/30/2020 (09/20) Balance	07-510-520-2231			14,267.42
09/30/2020	AP	74	Bibliotheca LLC **VendorNo: 1002426 **Inv. No: INV-US36425 **Desc: RFID system tags **Inv. Date: 9/30/2020 **PO No: **Remit Name: Bibliotheca LLC **Merchant Vendor No: 1002426 **Merchant Vendor Name: Bibliotheca LLC **Invoice Created By: Kristin		439.00		
09/30/2020	AP	845	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 LB AMAZON **Desc: AMAZON, Cataloging Shelf Unit **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		67.00		
09/30/2020	AP	865	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 LB AMAZON **Desc: AMAZON, Folding Table **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		62.99		
09/30/2020	AP	873	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 LB AMAZON **Desc: AMAZON, Scanner Wand **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		175.00		
09/30/2020	AP	877	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 LIBRARY 1 **Desc: STAPLES DIRECT, Office Chair **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		236.99		
09/30/2020	AP	890	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 PIERSON **Desc: PAYPAL, EBAY Laptop Adapter **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		27.99		
			10/31/2020 (10/20) Period Totals and Balance		1,008.97 *	.00 *	15,276.39
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YTD Encumbrance		.00 YTD Actual	15,276.39 Total	15,276.39 YTD Budget	63,043.00 Unexpended	47,766.61	
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Grants			09/30/2020 (09/20) Balance	07-510-520-2234			740.59

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
09/30/2020	AP	879	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 LIBRARY 1 **Desc: COUNTRY MEDIA, Promotional Ads, Coos Co. Cultural Grant **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		146.25		
10/31/2020 (10/20) Period Totals and Balance					146.25 *	.00 *	886.84
YTD Encumbrance		.00 YTD Actual	886.84 Total	886.84 YTD Budget	7,900.00 Unexpended	7,013.16	
Library Supplies		09/30/2020 (09/20) Balance		07-510-520-2235			1,339.44
10/02/2020	AP	523	Demco **VendorNo: 273219 **Inv. No: 6852144 **Desc: processing supplies **Inv. Date: 10/2/2020 **PO No: **Remit Name: Demco **Merchant Vendor No: 273219 **Merchant Vendor Name: Demco **Invoice Created By: Kristin		242.89		
09/30/2020	AP	849	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 LB AMAZON **Desc: AMAZON, Laminator Film **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		75.59		
09/30/2020	AP	881	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 LIBRARY 1 **Desc: PAPER ROLL PRODUCTS, Receipt Printer Paper **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		110.62		
10/31/2020 (10/20) Period Totals and Balance					429.10 *	.00 *	1,768.54
YTD Encumbrance		.00 YTD Actual	1,768.54 Total	1,768.54 YTD Budget	13,000.00 Unexpended	11,231.46	
Library Books & Records		09/30/2020 (09/20) Balance		07-510-520-2236			17,798.62
09/22/2020	AP	2	Ingram **VendorNo: 476508 **Inv. No: 48500442 **Desc: Books **Inv. Date: 9/22/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		70.38		
09/23/2020	AP	3	Ingram **VendorNo: 476508 **Inv. No: 48522785 **Desc: Books **Inv. Date: 9/23/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		379.17		
09/16/2020	AP	73	Cengage Learning Inc. **VendorNo: 1002356 **Inv. No: NO.72165218 **Desc: 179460 Books **Inv. Date: 9/16/2020 **PO No: **Remit Name: Cengage Learning Inc **Merchant Vendor No: 1002356 **Merchant Vendor Name: Cengage Learning Inc. **Invoice Created By: Kristin		24.69		



Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
06/07/2020	AP	176	Ingram **VendorNo: 476508 **Inv. No: 46199044 **Desc: Books **Inv. Date: 6/7/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		57.58		
08/06/2020	AP	177	Ingram **VendorNo: 476508 **Inv. No: 47499852 **Desc: Books **Inv. Date: 8/6/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		26.02		
09/25/2020	AP	179	Ingram **VendorNo: 476508 **Inv. No: 48562829 **Desc: Books **Inv. Date: 9/25/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		82.10		
10/01/2020	AP	180	Ingram **VendorNo: 476508 **Inv. No: 48667032 **Desc: Books **Inv. Date: 10/1/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		63.01		
10/01/2020	AP	182	Ingram **VendorNo: 476508 **Inv. No: 48667531 **Desc: Books **Inv. Date: 10/1/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		4.75		
09/22/2020	AP	203	Brilliance Publishing Inc. **VendorNo: 999424 **Inv. No: IN1436237 **Desc: audio books **Inv. Date: 9/22/2020 **PO No: **Remit Name: Brilliance Publishing Inc. **Merchant Vendor No: 999424 **Merchant Vendor Name: Brilliance Publishing Inc. **Invoice Created By: Kristin		87.50		
09/30/2020	AP	204	EBSCO Information Services **VendorNo: 999663 **Inv. No: 1000138880-1 **Desc: Online Database - 11/20-06/21 **Inv. Date: 9/30/2020 **PO No: **Remit Name: EBSCO Information Services **Merchant Vendor No: 999663 **Merchant Vendor Name: EBSCO Information Services **Invoice Created By: Kristin		840.00		
08/14/2020	AP	220	InfoUSA Marketing Inc **VendorNo: 1002741 **Inv. No: 10003738465 **Desc: Reference book **Inv. Date: 8/14/2020 **PO No: **Remit Name: InfoUSA Marketing Inc **Merchant Vendor No: 1002741 **Merchant Vendor Name: InfoUSA Marketing Inc **Invoice Created By: Kristin		212.00		
10/01/2020	AP	515	Center Point Large Print **VendorNo: 216200 **Inv. No: 17943309 **Desc: books **Inv. Date: 10/1/2020 **PO No: **Remit Name: Center Point Large Print **Merchant Vendor No: 216200 **Merchant Vendor Name: Center Point Large Print **Invoice Created By: Kristin		136.02		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
10/14/2020	AP	541	Marshfield High School **VendorNo: 999518 **Inv. No: 101420658 **Desc: 2019/2020 Mahiscan Yearbook **Inv. Date: 10/14/2020 **PO No: **Remit Name: Marshfield High School **Merchant Vendor No: 999518 **Merchant Vendor Name: Marshfield High School **Invoice Created By: Kristin		55.00		
10/02/2020	AP	602	Ingram **VendorNo: 476508 **Inv. No: 48687094 **Desc: Books **Inv. Date: 10/2/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		199.26		
10/05/2020	AP	603	Ingram **VendorNo: 476508 **Inv. No: 48707933 **Desc: Books **Inv. Date: 10/5/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		69.76		
10/06/2020	AP	604	Ingram **VendorNo: 476508 **Inv. No: 48733791 **Desc: Books **Inv. Date: 10/6/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		82.58		
10/06/2020	AP	605	Ingram **VendorNo: 476508 **Inv. No: 48735271 **Desc: Books **Inv. Date: 10/6/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		51.49		
10/06/2020	AP	606	Ingram **VendorNo: 476508 **Inv. No: 48740010 **Desc: Books **Inv. Date: 10/6/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		790.79		
05/31/2020	AP	676	Midwest Tape **VendorNo: 1000557 **Inv. No: 98970031 **Desc: 2000016499 - digital programming, patron **Inv. Date: 5/31/2020 **PO No: **Remit Name: Midwest Tape **Merchant Vendor No: 1000557 **Merchant Vendor Name: Midwest Tape **Invoice Created By: Kristin		541.92		
06/30/2020	AP	677	Midwest Tape **VendorNo: 1000557 **Inv. No: 99086914 **Desc: 2000016499 - digital programming, patron **Inv. Date: 6/30/2020 **PO No: **Remit Name: Midwest Tape **Merchant Vendor No: 1000557 **Merchant Vendor Name: Midwest Tape **Invoice Created By: Kristin		699.42		
07/31/2020	AP	678	Midwest Tape **VendorNo: 1000557 **Inv. No: 99206970 **Desc: 2000016499 - digital programming, patron **Inv. Date: 7/31/2020 **PO No: **Remit Name: Midwest Tape **Merchant Vendor No: 1000557 **Merchant Vendor Name: Midwest Tape **Invoice Created By: Kristin		641.28		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
08/31/2020	AP	679	Midwest Tape **VendorNo: 1000557 **Inv. No: 99334499 **Desc: 2000016499 - digital programming, patron **Inv. Date: 8/31/2020 **PO No: **Remit Name: Midwest Tape **Merchant Vendor No: 1000557 **Merchant Vendor Name: Midwest Tape **Invoice Created By: Kristin		627.03		
09/30/2020	AP	680	Midwest Tape **VendorNo: 1000557 **Inv. No: 99454466 **Desc: 2000016499 - digital programming, patron **Inv. Date: 9/30/2020 **PO No: **Remit Name: Midwest Tape **Merchant Vendor No: 1000557 **Merchant Vendor Name: Midwest Tape **Invoice Created By: Kristin		653.24		
10/07/2020	AP	729	Ingram **VendorNo: 476508 **Inv. No: 48762129 **Desc: Books **Inv. Date: 10/7/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		131.07		
10/07/2020	AP	757	Cengage Learning Inc. **VendorNo: 1002356 **Inv. No: NO.72421706 **Desc: 179460 Books **Inv. Date: 10/7/2020 **PO No: **Remit Name: Cengage Learning Inc **Merchant Vendor No: 1002356 **Merchant Vendor Name: Cengage Learning Inc. **Invoice Created By: Kristin		122.15		
09/30/2020	AP	797	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		32.17		
09/30/2020	AP	798	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		5.97		
09/30/2020	AP	799	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 BAKER TAYLOR **Desc: BAKER TAYLOR, YA/YP Books **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		35.27		
09/30/2020	AP	800	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Audio **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		19.42		
09/30/2020	AP	801	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult DVDs **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		64.32		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
09/30/2020	AP	802	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult DVDs **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		86.45		
09/30/2020	AP	803	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 BAKER TAYLOR **Desc: BAKER TAYLOR, YP Books **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		30.51		
09/30/2020	AP	804	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult DVDs **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		8.75		
09/30/2020	AP	805	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		47.13		
09/30/2020	AP	806	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 BAKER TAYLOR **Desc: BAKER TAYLOR, YA Books **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		31.62		
09/30/2020	AP	807	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult DVDs **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		14.26		
09/30/2020	AP	808	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		62.12		
09/30/2020	AP	809	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult DVDs **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		14.59		
09/30/2020	AP	810	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant		15.54		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric				
09/30/2020	AP	811	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		14.42		
09/30/2020	AP	812	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books Lg Pnt **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		16.65		
09/30/2020	AP	813	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult DVDs **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		42.88		
09/30/2020	AP	814	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		62.15		
09/30/2020	AP	815	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		12.00		
09/30/2020	AP	816	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 BAKER TAYLOR **Desc: BAKER TAYLOR, YA/YP Books **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		61.54		
09/30/2020	AP	817	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		79.32		
09/30/2020	AP	818	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		180.85		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
09/30/2020	AP	819	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		32.19		
09/30/2020	AP	820	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books Lg Pnt **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		16.65		
09/30/2020	AP	821	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		332.84		
09/30/2020	AP	822	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 BAKER TAYLOR **Desc: BAKER TAYLOR, YP Books **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		39.29		
09/30/2020	AP	823	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		31.06		
09/30/2020	AP	824	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books, Ref **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		17.99		
09/30/2020	AP	825	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 BAKER TAYLOR **Desc: BAKER TAYLOR, YP Books **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		106.49		
09/30/2020	AP	826	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		473.58		
09/30/2020	AP	827	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant		62.14		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric				
09/30/2020	AP	828	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books Lg Pnt **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		17.21		
09/30/2020	AP	829	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		15.54		
09/30/2020	AP	830	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		14.98		
09/30/2020	AP	831	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		15.53		
09/30/2020	AP	832	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		28.86		
09/30/2020	AP	833	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		43.26		
09/30/2020	AP	834	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		14.40		
09/30/2020	AP	835	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult DVDs **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		21.44		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
09/30/2020	AP	836	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		13.87		
09/30/2020	AP	837	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		47.72		
09/30/2020	AP	838	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		17.99		
09/30/2020	AP	839	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult DVDs **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		17.85		
09/30/2020	AP	842	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult DVDs **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		211.44		
09/30/2020	AP	843	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		89.28		
09/30/2020	AP	844	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 LB AMAZON **Desc: AMAZON, Adult Dvds **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		23.98		
09/30/2020	AP	846	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 LB AMAZON **Desc: AMAZON, Adult Books **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		51.34		
09/30/2020	AP	848	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 LB AMAZON **Desc: AMAZON, Adult Books **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank		10.00		



Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			(VISA) **Invoice Created By: eric				
09/30/2020	AP	850	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 LB AMAZON **Desc: AMAZON, Adult Dvds **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		17.99		
09/30/2020	AP	851	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 LB AMAZON **Desc: AMAZON, Adult Dvds **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		40.95		
09/30/2020	AP	852	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 LB AMAZON **Desc: AMAZON, YP Dvds **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		3.99		
09/30/2020	AP	853	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 LB AMAZON **Desc: AMAZON, YP Dvds **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		7.00		
09/30/2020	AP	855	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 LB AMAZON **Desc: AMAZON, Adult Dvds **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		8.37		
09/30/2020	AP	856	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 LB AMAZON **Desc: AMAZON, YP Books **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		15.26		
09/30/2020	AP	857	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 LB AMAZON **Desc: AMAZON, Adult Books **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric			35.46-	
09/30/2020	AP	858	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 LB AMAZON **Desc: AMAZON, Adult Dvds **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		149.07		
09/30/2020	AP	859	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 LB AMAZON **Desc: AMAZON, YP Dvds **Inv.		5.29		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
09/30/2020	AP	861	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 LB AMAZON **Desc: AMAZON, YP Dvds **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		43.19		
09/30/2020	AP	862	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 LB AMAZON **Desc: AMAZON, YP Dvds **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		9.96		
09/30/2020	AP	863	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 LB AMAZON **Desc: AMAZON, YP Dvds **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		12.99		
09/30/2020	AP	864	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 LB AMAZON **Desc: AMAZON, Adult Books **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		20.98		
09/30/2020	AP	868	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 LB AMAZON **Desc: AMAZON, YP Dvds **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		12.99		
09/30/2020	AP	869	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 LB AMAZON **Desc: AMAZON, Adult Books **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		15.95		
09/30/2020	AP	871	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 LB AMAZON **Desc: AMAZON, YP Dvds **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		12.96		
09/30/2020	AP	872	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 LB AMAZON **Desc: AMAZON, Board Games **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		112.31		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
09/30/2020	AP	874	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 LB AMAZON **Desc: AMAZON, Music CDs **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		49.20		
09/30/2020	AP	887	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 LIBRARY V **Desc: NETFLIX, Library Streaming Player Programming **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		12.99		
10/29/2020	JE	26	R/C AP181 (10/20) Ingram Inv#48667530 10/31/2020 (10/20) Period Totals and Balance		45.58 9,950.08 *	35.46- *	27,713.24
YTD Encumbrance		.00 YTD Actual	27,713.24 Total	27,713.24 YTD Budget	100,000.00 Unexpended	72,286.76	
Periodicals		09/30/2020 (09/20) Balance		07-510-520-2237			9,894.81
09/30/2020	AP	875	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 LB AMAZON **Desc: AMAZON, RTR Grant ESO, Supplies, YP Kits **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		15.42		
09/30/2020	AP	876	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 LB AMAZON **Desc: AMAZON, RTR Grant, Laminator **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		1,696.97		
YTD Encumbrance		.00 YTD Actual	11,607.20 Total	11,607.20 YTD Budget	10,000.00 Unexpended	(1,607.20)	
State Aid to Children - Books		09/30/2020 (09/20) Balance		07-510-520-2239			1,671.03
08/06/2020	AP	178	Ingram **VendorNo: 476508 **Inv. No: 47499852 **Desc: Books **Inv. Date: 8/6/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		4.67		
09/30/2020	AP	882	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 LIBRARY 1 **Desc: LEARNING RESOURCES, YP Books, Rtr ESO **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		29.98		
YTD Encumbrance		.00 YTD Actual	1,705.68 Total	1,705.68 YTD Budget	2,000.00 Unexpended	294.32	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			09/30/2020 (09/20) Balance	07-510-520-2302			794.08
10/01/2020	AP	532	Xerox Corporation **VendorNo: 986914 **Inv. No: 011545905 **Desc: 722943248 Library Workroom Copier - September **Inv. Date: 10/1/2020 **PO No: **Remit Name: Xerox Corporation **Merchant Vendor No: 986914 **Merchant Vendor Name: Xerox Corporation **Invoice Created By: Kristin		137.44		
06/10/2020	AP	533	Xerox Corporation **VendorNo: 986914 **Inv. No: 2141650 **Desc: 020-0056070-001 Library Public Copier **Inv. Date: 6/10/2020 **PO No: **Remit Name: Xerox Corporation **Merchant Vendor No: 986914 **Merchant Vendor Name: Xerox Corporation **Invoice Created By: Kristin		83.04		
09/10/2020	AP	536	Xerox Corporation **VendorNo: 986914 **Inv. No: 2267508 **Desc: 020-0056070-001 Library Public Copier **Inv. Date: 9/10/2020 **PO No: **Remit Name: Xerox Corporation **Merchant Vendor No: 986914 **Merchant Vendor Name: Xerox Corporation **Invoice Created By: Kristin		119.90		
10/10/2020	AP	537	Xerox Corporation **VendorNo: 986914 **Inv. No: 2312688 **Desc: 020-0056070-001 Library Public Copier **Inv. Date: 10/10/2020 **PO No: **Remit Name: Xerox Corporation **Merchant Vendor No: 986914 **Merchant Vendor Name: Xerox Corporation **Invoice Created By: Kristin		119.90		
09/30/2020	AP	888	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 LIBRARY V **Desc: PITNEY BOWES, Postage Meter Rent **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		139.70		
			10/31/2020 (10/20) Period Totals and Balance		599.98 *	.00 *	1,394.06
YTD Encumbrance	.00	YTD Actual	1,394.06 Total	1,394.06 YTD Budget	5,200.00 Unexpended	3,805.94	
			09/30/2020 (09/20) Balance	07-510-520-2303			839.86
			10/31/2020 (10/20) Period Totals and Balance		.00 *	.00 *	839.86
YTD Encumbrance	.00	YTD Actual	839.86 Total	839.86 YTD Budget	35,000.00 Unexpended	34,160.14	
			09/30/2020 (09/20) Balance	07-510-520-2304			2,324.35
10/01/2020	AP	18	Advantage Security LLC **VendorNo: 1001961 **Inv. No: 6142135 **Desc: 1147-57 Library Alarm Monitoring Services - October **Inv. Date: 10/1/2020 **PO No: **Remit Name: Advantage Security LLC **Merchant Vendor No: 1001961 **Merchant Vendor Name: Advantage Security LLC **Invoice Created By: Kristin		37.95		
			10/31/2020 (10/20) Period Totals and Balance		37.95 *	.00 *	2,362.30
YTD Encumbrance	.00	YTD Actual	2,362.30 Total	2,362.30 YTD Budget	12,000.00 Unexpended	9,637.70	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			09/30/2020 (09/20) Balance	07-510-520-2305			71.15
10/01/2020	AP	183	Ken Ware Chevrolet Inc. **VendorNo: 517200 **Inv. No: 76549 **Desc: 207 replacement door panels **Inv. Date: 10/1/2020 **PO No: **Remit Name: Ken Ware Chevrolet Inc. **Merchant Vendor No: 517200 **Merchant Vendor Name: Ken Ware Chevrolet Inc. **Invoice Created By: Kristin		973.96		
10/16/2020	AP	731	Ken Ware Chevrolet Inc. **VendorNo: 517200 **Inv. No: 76883 **Desc: 207 door lock repairs **Inv. Date: 10/16/2020 **PO No: **Remit Name: Ken Ware Chevrolet Inc. **Merchant Vendor No: 517200 **Merchant Vendor Name: Ken Ware Chevrolet Inc. **Invoice Created By: Kristin		61.34		
			10/31/2020 (10/20) Period Totals and Balance		1,035.30 *	.00 *	1,106.45
YTD Encumbrance	.00	YTD Actual	1,106.45 Total	1,106.45 YTD Budget	10,000.00 Unexpended	8,893.55	
			09/30/2020 (09/20) Balance	07-510-520-2309			4,240.74
09/15/2020	AP	35	Agri-Tech Design **VendorNo: 103323 **Inv. No: 630485 **Desc: Grounds Maintenance - 08/20 **Inv. Date: 9/15/2020 **PO No: **Remit Name: Agri-Tech Design **Merchant Vendor No: 103323 **Merchant Vendor Name: Agri-Tech Design **Invoice Created By: Kristin		242.00		
10/07/2020	AP	618	Platt Electric Supply **VendorNo: 737932 **Inv. No: OU88134 **Desc: Light bulbs - Library **Inv. Date: 10/7/2020 **PO No: **Remit Name: PLATT **Merchant Vendor No: 737932 **Merchant Vendor Name: Platt Electric Supply **Invoice Created By: Kristin		225.00		
10/07/2020	AP	619	Platt Electric Supply **VendorNo: 737932 **Inv. No: OU88135 **Desc: Light bulbs - Library **Inv. Date: 10/7/2020 **PO No: **Remit Name: PLATT **Merchant Vendor No: 737932 **Merchant Vendor Name: Platt Electric Supply **Invoice Created By: Kristin		43.28		
10/06/2020	AP	675	Agri-Tech Design **VendorNo: 103323 **Inv. No: 630506 **Desc: Grounds Maintenance - 09/20 **Inv. Date: 10/6/2020 **PO No: **Remit Name: Agri-Tech Design **Merchant Vendor No: 103323 **Merchant Vendor Name: Agri-Tech Design **Invoice Created By: Kristin		242.00		
09/30/2020	AP	683	Bay Area Enterprises Inc. **VendorNo: 1000587 **Inv. No: 6419 **Desc: Library Janitorial Supplies **Inv. Date: 9/30/2020 **PO No: **Remit Name: Bay Area Enterprises Inc. **Merchant Vendor No: 1000587 **Merchant Vendor Name: Bay Area Enterprises Inc. **Invoice Created By: Kristin		139.03		
09/30/2020	AP	687	Bay Area Enterprises Inc. **VendorNo: 1000587 **Inv. No: 6419 **Desc: Library Janitorial Service **Inv. Date: 9/30/2020 **PO No: **Remit Name: Bay Area Enterprises Inc. **Merchant Vendor No: 1000587 **Merchant Vendor Name: Bay Area Enterprises Inc. **Invoice Created By: Kristin		2,847.48		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
10/31/2020 (10/20) Period Totals and Balance					3,738.79 *	.00 *	7,979.53
YTD Encumbrance	.00	YTD Actual	7,979.53 Total	7,979.53 YTD Budget	50,000.00 Unexpended	42,020.47	
Reimbursable			09/30/2020 (09/20) Balance	07-510-520-2406			14.99
10/31/2020 (10/20) Period Totals and Balance					.00 *	.00 *	14.99
YTD Encumbrance	.00	YTD Actual	14.99 Total	14.99 YTD Budget	200.00 Unexpended	185.01	
Gifts, Donations & Memorials			09/30/2020 (09/20) Balance	07-510-520-2450			2,816.54
09/22/2020	AP	42	Recorded Books Inc **VendorNo: 757000 **Inv. No: 76707654 **Desc: dvd **Inv. Date: 9/22/2020 **PO No: **Remit Name: Recorded Books Inc **Merchant Vendor No: 757000 **Merchant Vendor Name: Recorded Books Inc **Invoice Created By: Kristin		41.60		
10/13/2020	AP	730	Ingram **VendorNo: 476508 **Inv. No: 48857619 **Desc: Books - Rotary 2020 **Inv. Date: 10/13/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		1,137.02		
09/30/2020	AP	840	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 BAKER TAYLOR **Desc: BAKER TAYLOR, YP Books-Rotary **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		215.64		
09/30/2020	AP	841	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 BAKER TAYLOR **Desc: BAKER TAYLOR, YP Books-Rotary **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		29.94		
09/30/2020	AP	847	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 LB AMAZON **Desc: AMAZON, Supplies-YP Kits **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		7.99		
09/30/2020	AP	854	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 LB AMAZON **Desc: AMAZON, Supplies, Adult Programs, Book Boxes **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		40.80		
09/30/2020	AP	860	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 LB AMAZON **Desc: AMAZON, YP Programs, Book Boxes **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		27.80		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
09/30/2020	AP	866	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 LB AMAZON **Desc: AMAZON, YP Programs, Pumpkin Painting **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		6.99		
09/30/2020	AP	867	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 LB AMAZON **Desc: AMAZON, YP Programs, Pumpkin Painting **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		37.37		
09/30/2020	AP	870	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 LB AMAZON **Desc: AMAZON, YP Programs, Book Boxes **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		68.32		
09/30/2020	AP	880	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 LIBRARY 1 **Desc: B&H PHOTO, Carry Case, Lib. of Things Lighting **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		49.90		
09/30/2020	AP	883	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 LIBRARY 1 **Desc: COOS BAY VISITORS CENTER, Lib. Of Things Backpacks, State Park Pass **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		35.00		
09/30/2020	AP	884	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202009 LIBRARY 1 **Desc: DOLLAR TREE, Supplies, YP Programs, Fall Reading **Inv. Date: 9/30/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		20.00		
10/31/2020 (10/20) Period Totals and Balance					1,718.37 *	.00 *	4,534.91
YTD Encumbrance	.00	YTD Actual	4,534.91 Total	4,534.91 YTD Budget	20,000.00 Unexpended	15,465.09	

Number of Transactions: 246 Number of Accounts: 42

Total Library Fund:

Debit	Credit	Proof
132,105.31	132,105.31-	.00