

**COOS BAY PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING AGENDA**  
**Wednesday December 16, 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**

**11. Announcements**

**12. Adjourn**

- 13. The Library Board will now meet in an executive session pursuant to ORS 192.660 (2) (e) for the purpose of discussing real property negotiations**

Coos Bay Public Library  
November 2020 Report

# of items added to collection - **503**  
New cards issued - **39**  
Total reference questions - **282**  
Daily average circulation - **505**  
Total # of programs - **9**  
Program attendance - **381**  
Total items checked out at the library - **10,432**  
Total of Coos Bay items checked out anywhere - **10,614**  
Total digital downloads - **402**  
Gate count - **1339**  
Total monthly visitors - **1374**

COOS BAY PUBLIC LIBRARY  
BOARD OF TRUSTEE MEETING MINUTES  
November 18, 2020

**Call to Order** – Curt Benward called the meeting to order at 5:41 p.m.

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

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

**Public Comment** –None

**Minutes and Circulation** – Minutes from the October 2020 meeting were reviewed. Sami explained how the new online library card process works. There was also some confusion with how the discards are recorded - Crystal will bring the acquisitions and discards in line with each other. James made a motion to approve the minutes. Robert seconded the motion. Approved unanimously.

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

**Correspondence** –None

**Librarians Report** – The City of Coos Bay Urban Renewal board would like the library board members to attend an executive session on December 8, 2020. Sami will send out an email with the meeting details. With the state's two-week shutdown browsing has been suspended. We will also not be doing the Mother Goose children's program during that time. The lobby item pick ups and computer appointments will continue. We also continue to mail items. The hotspots and laptops should be ready for circulation in early December.

**Friends of the Library Report** – Walk-Through Book Sale on November 7<sup>th</sup> brought in \$152.50. Next sale will be Saturday, December 5, 2020 from 10am – 1pm.

**Library Foundation Report** – The virtual fall fundraiser did quite well. With \$2,500 raised it was comparable to the in-person events with the exception of the sponsors contributions.

**Old Business** –

None

**New Business** –

The 2019/20 State Library Report was reviewed.

2020/21 library closure days were reviewed. Steve made a motion to approve the closure days. James seconded the motion. Approved unanimously.

Sami led a discussion on the possibility of using the Empire Banner Bank building as a temporary library branch. The bank will close in December and would make a great temporary presence for the library in Empire. We would have a couple of computers available for use as well as some new items for checkout. We would also provide a place for patrons to pick up and return items. No new staff or furnishings would be necessary. Sami will explore further.

**Announcements - None**

Adjournment – C. Benward adjourned the meeting at 6:27 p.m.

Next Meeting: December 16, 2020 – 5:15 p.m.

Respectfully submitted,  
Crystal Barr

# COOS BAY PUBLIC LIBRARY NOVEMBER 2020

## INVENTORY

<u>CLASSIFICATION</u>	<u>ACQUIRED</u>	<u>DISCARDS</u>
Adult Books	275	6
Adult Audio Books	47	43
Adult Video	50	5
Adult Music	0	1
Adult Video Games	0	0
Young Adult Books	33	0
Young Adult Audio	3	0
Child Books	94	3
Child Audio	1	0
Child Video	0	0
Child Music Cds	0	0
<b>TOTAL</b>	<b>503</b>	<b>58</b>

## CIRCULATION SUMMARY

	Total Items Checked Out At Coos Bay	Total Coos Bay Owned Items Checked Out		
<b>2020</b>	10,432	10,614		
<b>2019</b>	22,784	23,469		
<b>2018</b>	18,829	21,055		
<b>2017</b>	20,608	21,940		
<b>2016</b>	21,826	23,882		
<b>2015</b>	19,076	19,967		
<b>GATE COUNT:</b>	1,339			
	( 2019 - 11,638)			
<b>REFERENCE QUESTIONS ANSWERED:</b>		282		
<b>YP REFERENCE QUESTIONS ANSWERED:</b>		22		
<b>NEW PATRON REGISTRATIONS:</b>		39		
<b>#DAYS OPEN:</b>	<b>21</b>	<b>22</b>	<b>22</b>	
<b>DAILY AVERAGE CIRCULATION:</b>	505	(19) 1067	(18) 957	

## RECEIPTS FROM PATRONS

FINES	\$1.35
DISKS/MISC.	\$0.00
DAMAGE/LOSS	\$0.00
RENT	\$0.00
BOOK BAGS	\$0.00
COPIES	<u>\$0.00</u>
<b>TOTAL</b>	<b><u>\$1.35</u></b>

City of Coos Bay  
Revenues with Comparison to Budget  
For the 5 Months Ending November 30, 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	1,291.21	23,801.11	16,670.00	( 7,131.11)	142.8
07-000-340-0900	Library Tax Base	248,611.20	248,611.20	1,130,000.00	881,388.80	22.0
	<b>Total Revenue From Other Agencies</b>	<b>249,902.41</b>	<b>274,412.31</b>	<b>1,167,613.00</b>	<b>893,200.69</b>	<b>23.5</b>
<u>Use Of Money &amp; Property</u>						
07-000-350-0100	Interest	528.98	4,165.28	15,000.00	10,834.72	27.8
07-000-350-1100	Auditorium Rental	.00	.00	3,500.00	3,500.00	.0
	<b>Total Use Of Money &amp; Property</b>	<b>528.98</b>	<b>4,165.28</b>	<b>18,500.00</b>	<b>14,334.72</b>	<b>22.5</b>
<u>Current Services</u>						
07-000-360-0100	Copies	.00	.00	7,000.00	7,000.00	.0
07-000-360-1800	Library Fees	66.30	305.04	12,000.00	11,694.96	2.5
	<b>Total Current Services</b>	<b>66.30</b>	<b>305.04</b>	<b>19,000.00</b>	<b>18,694.96</b>	<b>1.6</b>
<u>Other Revenue</u>						
07-000-380-0100	Miscellaneous	35.00	70.00	100.00	30.00	70.0
07-000-380-0300	ESO Administration/Rent	2,174.79	10,873.95	26,000.00	15,126.05	41.8
07-000-380-0400	Reimbursements	.00	2,897.44	500.00	( 2,397.44)	579.5
07-000-380-0900	Gifts, Donations & Memorials	187.70	1,692.70	20,000.00	18,307.30	8.5
	<b>Total Other Revenue</b>	<b>2,397.49</b>	<b>15,534.09</b>	<b>46,600.00</b>	<b>31,065.91</b>	<b>33.3</b>
	<b>Total Fund Revenue</b>	<b>252,895.18</b>	<b>294,416.72</b>	<b>2,451,568.00</b>	<b>2,157,151.28</b>	<b>12.0</b>

City of Coos Bay  
Expenditures with Comparison to Budget  
For the 5 Months Ending November 30, 2020

Library Fund

		Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Library Fund</u>						
Personnel Services						
07-510-510-1001	Salaries	47,359.00	234,865.37	758,449.00	523,583.63	31.0
07-510-510-1003	P.E.R.S.	10,470.19	51,975.96	159,382.00	107,406.04	32.6
07-510-510-1004	Social Security	3,305.51	16,972.17	58,028.00	41,055.83	29.3
07-510-510-1005	Employee Insurance	9,376.61	47,503.80	211,964.00	164,460.20	22.4
07-510-510-1006	Unemployment	365.00	1,162.46	3,600.00	2,437.54	32.3
07-510-510-1007	Workers Compensation Insurance	60.68	293.62	1,066.00	772.38	27.5
07-510-510-1008	Volunteer Workers Compensation	.00	.08	250.00	249.92	.0
Total Personnel Services		70,936.99	352,773.46	1,192,739.00	839,965.54	29.6
Materials & Services						
07-510-520-2005	Training, Meetings, Travel, Dues	.00	947.85	9,000.00	8,052.15	10.5
07-510-520-2101	Utilities	2,368.27	9,283.45	42,000.00	32,716.55	22.1
07-510-520-2102	Telephone	836.15	3,231.13	9,000.00	5,768.87	35.9
07-510-520-2105	Advertising	827.90	2,632.57	15,000.00	12,367.43	17.6
07-510-520-2108	Contractual	1,660.80	11,611.44	80,000.00	68,388.56	14.5
07-510-520-2120	Insurance	.00	15,757.10	25,000.00	9,242.90	63.0
07-510-520-2122	Duplicating	139.00	918.25	9,500.00	8,581.75	9.7
07-510-520-2123	Printing	.00	.00	3,000.00	3,000.00	.0
07-510-520-2205	Office Supplies	584.55	6,735.16	32,500.00	25,764.84	20.7
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	1,335.44	16,611.83	63,043.00	46,431.17	26.4
07-510-520-2234	Grants	400.00	1,286.84	7,900.00	6,613.16	16.3
07-510-520-2235	Library Supplies	812.01	2,580.55	13,000.00	10,419.45	19.9
07-510-520-2236	Library Books & Records	7,482.60	35,195.84	100,000.00	64,804.16	35.2
07-510-520-2237	Periodicals	.00	11,607.20	10,000.00	( 1,607.20)	116.1
07-510-520-2239	State Aid to Children - Books	21.35	1,727.03	2,000.00	272.97	86.4
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	277.14	1,671.20	5,200.00	3,528.80	32.1
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	2,400.25	12,000.00	9,599.75	20.0
07-510-520-2305	Vehicle Maintenance/Fuel	48.62	1,155.07	10,000.00	8,844.93	11.6
07-510-520-2309	Building & Grounds Maintenance	396.00	8,375.53	50,000.00	41,624.47	16.8
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	798.44	5,333.35	20,000.00	14,666.65	26.7
Total Materials & Services		18,026.22	143,895.96	749,843.00	605,947.04	19.2
Capital Outlay						
07-510-530-3001	Computer Hardware & Software	.00	.00	10,000.00	10,000.00	.0
Total Capital Outlay		.00	.00	10,000.00	10,000.00	.0



City of Coos Bay  
Expenditures with Comparison to Budget  
For the 5 Months Ending November 30, 2020

Library Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<b>Other Financing Uses</b>					
07-510-560-6001 Contingency	.00	.00	336,225.00	336,225.00	.0
07-510-560-6002 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>88,963.21</b>	<b>496,669.42</b>	<b>2,451,568.00</b>	<b>1,954,898.58</b>	<b>20.3</b>
<b>Total Fund Expenditures</b>	<b>88,963.21</b>	<b>496,669.42</b>	<b>2,451,568.00</b>	<b>1,954,898.58</b>	<b>20.3</b>
<b>Net Revenue Over Expenditures</b>	<b>163,931.97</b>	<b>( 202,252.70)</b>	<b>.00</b>	<b>202,252.70</b>	<b>.0</b>

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

<u>BALANCE, October 31, 2020</u>	\$ 74,808.08
Friends CBPL-Book Sale	\$152.50
Misc. Donations-November 2020	<u>\$25.00</u>
TOTAL DEPOSITS	<u>\$177.50</u>

**DISBURSEMENTS:**

Ingram/Books-Rotary	\$	250.80
Ingram/Books-Rotary	\$	245.58
Hoopla/Electronic Programming-E-books	\$	35.00
Office Max/Table-Outreach Programs	\$	87.74
Amazon/Supplies-Library of Things	\$	72.71
Amazon/Supplies-YP Book Boxes	\$	74.93
Dollar Tree/Supplies-YP STEAM Kits	\$	3.00
Amazon/Supplies-Adult Programs-Book Boxes	\$	68.01
TOTAL DISBURSEMENTS		<u>\$ 837.77</u>
<b>Balance November 30, 2020</b>		<b><u>\$ 74,147.81</u></b>

General Fund	\$	10,850.01
Friend's Children's Fund	\$	2,984.16
Kenaston Estate Donation	\$	(469.51)
Mallek Estate Memorial	\$	52,610.89
Coos Bay Library Foundation YP Book Donation	\$	(59.15)
E-Books	\$	-
Care Connections	\$	0.78
Friends Library Purchases	\$	7,608.96
Rotary Donation	\$	(1,704.87)
Coos Bay Library Foundation-Equipment	\$	35.35
Coos Bay Library Foundation-Audios	\$	-
Eagles Large Print Fund	\$	6.25
Dollywood	\$	<u>2,284.94</u>

**MEMORIAL ACCOUNT FUNDS TOTAL** **\$ 74,147.81**

## **Librarian's Report**

**November 2020**

### ***PROGRAMS***

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

TV Tuesday had 94 views (Facebook Live program)

Forever Young Adult Book Group met with 4 in attendance.

Swords and Starships book club met and had 110 views (Facebook Live event)

Community Cooking with the Co-Op had 27 attendees.

Local Author Panel - 21 attendees

Unlimited Book Club, a partnership with Coos History Museum and North Bend Public Library had 9 participants.

STEAM Kits were mailed out one time in November for a total of 99 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 - one session was held in November. It is limited to 5 adults with a maximum of two children each. Everyone except those under 5 must wear a mask. 10 people attended.

There were 7 one-on-one appointments fulfilled by Zoom in August.

### *Miscellaneous*

In November there were 5438, county-wide checkouts on OverDrive. 402 circulations on hoopla in October with 12 new borrowers.

November included a two week freeze on browsing in relation to the governor's executive order. In lobby pickup and browsing hours on Saturday were added in November. While the browsing was stopped, the expanded lobby pickup hours really helped during this time. We did continue computer appointments during the freeze.

Fall Reading Challenge ended on 11/30. 41 people (kids and adults) participated. A winter reading challenge will start soon.

2020/21	Myrtlewood		Cedar		Total Use	Estimated Attendance (minus library program)
	Library Use	Non-Library Use	Library Use	Non-Library Use		
Jul-20	0	2	0	0	2	70
Aug-20	0	2	0	0	2	4
Sep-20	3	0	0	0	3	
Oct-20	4	0	0	0	4	
Nov-20	1	1	0	0	2	35
Dec-20						
Jan-21						
Feb-21						
Mar-21						
Apr-21						
May-21						
Jun-21						
<b>Totals</b>						<b>109</b>

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Cash - Combined Fund			10/31/2020 (10/20) Balance	07-000-100-1001			824,205.62
11/30/2020	CA	5	Cash Allocation - Created: 11/18/20 2:21 PM			12,821.24-	
11/30/2020	CA	27	Cash Allocation - Created: 11/20/20 6:52 AM			2,844.42-	
11/30/2020	CA	38	Cash Allocation - Created: 11/23/20 1:28 PM		248,773.90		
11/30/2020	CA	51	Cash Allocation - Created: 11/23/20 4:36 PM			2,121.37-	
11/30/2020	CA	65	Cash Allocation - Created: 12/01/20 7:10 AM			67,583.88-	
11/30/2020	CA	113	Cash Allocation - Created: 12/04/20 10:00 AM		528.98		
			11/30/2020 (11/20) Period Totals and Balance		249,302.88 *	85,370.91- *	988,137.59
Petty Cash			10/31/2020 (10/20) Balance	07-000-100-1015			200.00
			11/30/2020 (11/20) Period Totals and Balance		00 *	.00 *	200.00
Prepaid Expense			10/31/2020 (10/20) Balance	07-000-100-1101			9,264.83
			11/30/2020 (11/20) Period Totals and Balance		00 *	.00 *	9,264.83
Accounts Payable			10/31/2020 (10/20) Balance	07-000-200-2001			.00
11/30/2020	AP	95	Summary Transactions from AP System		00		
11/30/2020	AP	158	Summary Transactions from AP System			1,969.93-	
11/30/2020	AP	200	Summary Transactions from AP System			1,336.85-	
11/30/2020	AP	468	Summary Transactions from AP System			8,974.76-	
11/30/2020	AP	532	Summary Transactions from AP System			2,849.42-	
11/30/2020	AP	702	Summary Transactions from AP System			2,121.37-	
11/30/2020	AP	766	Summary Transactions from AP System			337.59-	
11/30/2020	AP	835	Summary Transactions from AP System			400.00-	
11/17/2020	CDA1	713	Umpqua Bank		4,990.29		
11/17/2020	CDA1	719	Umpqua Bank		873.28		
11/17/2020	CDA1	719	Umpqua Bank		1,335.44		
11/17/2020	CDA1	720	Umpqua Bank		370.89		
11/17/2020	CDA1	721	Umpqua Bank		1,235.74		
11/17/2020	CDA1	726	Umpqua Bank		71.65		
11/17/2020	CDA1	726	Umpqua Bank		97.47		
11/23/2020	CDA1	743	Pacific Power & Light Co		2,121.37		
11/04/2020	CDA1	122674	Xerox Corporation			276.53-	
11/04/2020	CDA1	122801	Xerox Corporation		120.93		
11/04/2020	CDA1	122802	Xerox Corporation		155.60		
11/09/2020	CDA1	122804	Advantage Security LLC		37.95		
11/09/2020	CDA1	122809	C-N-B Security Inc		504.00		
11/09/2020	CDA1	122810	Demco		803.04		
11/09/2020	CDA1	122821	Midwest Tape		624.94		
11/12/2020	CDA1	122839	Ingram		853.48		
11/12/2020	CDA1	122842	Office Depot		87.74		
11/12/2020	CDA1	122842	Office Depot		395.63		
11/18/2020	CDA1	122877	CECO Inc		48.62		
11/18/2020	CDA1	122878	Cengage Learning Inc		105.54		
11/18/2020	CDA1	122880	C-N-B Security Inc		1,120.50		
11/18/2020	CDA1	122881	Comfort Flow Heating		396.00		
11/18/2020	CDA1	122886	Ingram		532.76		
11/18/2020	CDA1	122889	Office Depot		65.22		
11/18/2020	CDA1	122889	Office Depot		150.78		
11/18/2020	CDA1	122896	KVAL/Sinclair Broadcast Group		430.00		
11/24/2020	CDA1	122898	Center Point Large Print		136.02		
11/24/2020	CDA1	122911	Xerox Corporation		201.57		
11/24/2020	CDA1	122932	South Coast Shopper		400.00		
			11/30/2020 (11/20) Period Totals and Balance		18,266.45 *	18,266.45- *	.00

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Fund Balance			10/31/2020 (10/20) Balance	07-000-200-2500			1,199,855.12-
			11/30/2020 (11/20) Period Totals and Balance		.00 *	.00 *	1,199,855.12-
Grants			10/31/2020 (10/20) Balance	07-000-340-0301			2,000.00-
			11/30/2020 (11/20) Period Totals and Balance		.00 *	.00 *	2,000.00-
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			10/31/2020 (10/20) Balance	07-000-340-0350			22,509.90-
11/13/2020	CRJE	1	CRF GRANT REQUEST #6			1,291.21-	
			11/30/2020 (11/20) Period Totals and Balance		.00 *	1,291.21- *	23,801.11-
YTD Encumbrance			.00 YTD Actual -23,801.11 Total -23,801.11 YTD Budget -16,670.00 Unearned				(7,131.11)
Library Tax Base			10/31/2020 (10/20) Balance	07-000-340-0900			.00
11/19/2020	CR	1045782	Library Tax Base - Library Deposit 11/5 - 11/18/2020 Description: Library Tax Base - Library Deposit 11/5 - 11/18/2020			248,611.20-	
			11/30/2020 (11/20) Period Totals and Balance		.00 *	248,611.20- *	248,611.20-
YTD Encumbrance			.00 YTD Actual -248,611.20 Total -248,611.20 YTD Budget -1,130,000.00 Unearned				881,388.80
Interest			10/31/2020 (10/20) Balance	07-000-350-0100			3,636.30-
11/30/2020	CRJE	5	INTEREST DISTRIBUTION JOURNAL ENTRY 11/2			528.98-	
			11/30/2020 (11/20) Period Totals and Balance		.00 *	528.98- *	4,165.28-
YTD Encumbrance			.00 YTD Actual -4,165.28 Total -4,165.28 YTD Budget -15,000.00 Unearned				10,834.72
Library Fees			10/31/2020 (10/20) Balance	07-000-360-1800			238.74-
11/04/2020	CR	1045728	Library Fees - Returned Check - Bay Area Mailing Description: Library Fees - Returned Check - Bay Area Mailing			25.00-	
11/05/2020	CR	1045735	Library Fees - Library Weekly Deposit 10/23 - 11/4/2 Description: Library Fees - Library Weekly Deposit 10/23 - 11/4/20			1.35-	
11/12/2020	CR	99003613	Online Payment - THE GOODISON Description: Online Payment - THE GOODISON Comment: XpressBillPay\Import\XBP_20201113003007.im p-5			34.95-	
11/18/2020	CR	99003621	Online Payment - Miranda Johnston Description: Online Payment - Miranda Johnston Comment: XpressBillPay\Import\XBP_20201119003008.im p-1			5.00-	
			11/30/2020 (11/20) Period Totals and Balance		.00 *	66.30- *	305.04-
YTD Encumbrance			.00 YTD Actual -305.04 Total -305.04 YTD Budget -12,000.00 Unearned				11,694.96
Miscellaneous			10/31/2020 (10/20) Balance	07-000-380-0100			35.00-

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
11/04/2020	CR	1045728	Miscellaneous - Returned Check Fee - Bay Area Ma Description: Miscellaneous - Returned Check Fee - Bay Area Mailing			35.00-	
11/30/2020 (11/20) Period Totals and Balance					00 *	35.00- *	70.00-
YTD Encumbrance		.00 YTD Actual	-70.00 Total	-70.00 YTD Budget	-100.00 Unearned	30.00	
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ESO Administration/Rent				10/31/2020 (10/20) Balance	07-000-380-0300		8,699.16-
11/01/2020	JE	3	ESO Monthly Admin and Accounting Fee			2,174.79-	
11/30/2020 (11/20) Period Totals and Balance					00 *	2,174.79- *	10,873.95-
YTD Encumbrance		.00 YTD Actual	-10,873.95 Total	-10,873.95 YTD Budget	-26,000.00 Unearned	15,126.05	
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Reimbursements				10/31/2020 (10/20) Balance	07-000-380-0400		2,897.44-
11/30/2020 (11/20) 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)	
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Gifts, Donations & Memorials				10/31/2020 (10/20) Balance	07-000-380-0900		1,505.00-
11/05/2020	CR	1045735	Gifts & Donations - Library Weekly Deposit 10/23 - 1 Description: Gifts & Donations - Library Weekly Deposit 10/23 - 11/4/20			25.00-	
11/19/2020	CR	1045781	Gifts & Donations - Library Weekly Deposit 11/5 - 11 Description: Gifts & Donations - Library Weekly Deposit 11/5 - 11/18/2020			162.70-	
11/30/2020 (11/20) Period Totals and Balance					00 *	187.70- *	1,692.70-
YTD Encumbrance		.00 YTD Actual	-1,692.70 Total	-1,692.70 YTD Budget	-20,000.00 Unearned	18,307.30	
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Salaries				10/31/2020 (10/20) Balance	07-510-510-1001		187,506.37
11/13/2020	PC	5	PAYROLL TRANS FOR 11/13/2020 PAY PERIOD		3,800.00		
11/20/2020	PC	84	PAYROLL TRANS FOR 11/20/2020 PAY PERIOD		47,359.00		
11/20/2020	PC	85	PAYROLL TRANS FOR 11/20/2020 PAY PERIOD			3,800.00-	
11/30/2020 (11/20) Period Totals and Balance					51,159.00 *	3,800.00- *	234,865.37
YTD Encumbrance		.00 YTD Actual	234,865.37 Total	234,865.37 YTD Budget	758,449.00 Unexpended	523,583.63	
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P.E.R.S.				10/31/2020 (10/20) Balance	07-510-510-1003		41,505.77
11/20/2020	PB	96	PAYROLL TRANS FOR 11/20/2020 PAY PERIOD		10,470.19		
11/30/2020 (11/20) Period Totals and Balance					10,470.19 *	00 *	51,975.96
YTD Encumbrance		.00 YTD Actual	51,975.96 Total	51,975.96 YTD Budget	159,382.00 Unexpended	107,406.04	
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Social Security				10/31/2020 (10/20) Balance	07-510-510-1004		13,666.66
11/13/2020	PB	3	PAYROLL TRANS FOR 11/13/2020 PAY PERIOD		290.70		
11/20/2020	PB	94	PAYROLL TRANS FOR 11/20/2020 PAY PERIOD		3,110.26		
11/20/2020	PB	95	PAYROLL TRANS FOR 11/20/2020 PAY PERIOD			95.45-	
11/30/2020 (11/20) Period Totals and Balance					3,400.96 *	95.45- *	16,972.17
YTD Encumbrance		.00 YTD Actual	16,972.17 Total	16,972.17 YTD Budget	58,028.00 Unexpended	41,055.83	
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Employee Insurance				10/31/2020 (10/20) Balance	07-510-510-1005		38,127.19
11/20/2020	PB	92	PAYROLL TRANS FOR 11/20/2020 PAY PERIOD		10,767.85		



Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
11/20/2020	PB	93	PAYROLL TRANS FOR 11/20/2020 PAY PERIOD			1,391.24-	
11/20/2020	PC	100	PAYROLL TRANS FOR 11/20/2020 PAY PERIOD		1,265.52		
11/20/2020	PC	101	PAYROLL TRANS FOR 11/20/2020 PAY PERIOD			1,265.52-	
11/30/2020 (11/20) Period Totals and Balance					12,033.37 *	2,656.76- *	47,503.80
YTD Encumbrance	.00	YTD Actual	47,503.80 Total	47,503.80 YTD Budget	211,964.00 Unexpended	164,460.20	
<b>Unemployment</b>							
10/31/2020 (10/20) Balance				07-510-510-1006			797.46
11/20	CDPT		SUMMARY TOTALS FROM CDPT JOURNAL		365.00	.00	
11/30/2020 (11/20) Period Totals and Balance					365.00 *	.00 *	1,162.46
YTD Encumbrance	.00	YTD Actual	1,162.46 Total	1,162.46 YTD Budget	3,600.00 Unexpended	2,437.54	
<b>Workers Compensation Insurance</b>							
10/31/2020 (10/20) Balance				07-510-510-1007			232.94
11/20/2020	PB	91	PAYROLL TRANS FOR 11/20/2020 PAY PERIOD		60.68		
11/30/2020 (11/20) Period Totals and Balance					60.68 *	.00 *	293.62
YTD Encumbrance	.00	YTD Actual	293.62 Total	293.62 YTD Budget	1,066.00 Unexpended	772.38	
<b>Volunteer Workers Compensation</b>							
10/31/2020 (10/20) Balance				07-510-510-1008			.08
11/30/2020 (11/20) Period Totals and Balance					.00 *	.00 *	.08
YTD Encumbrance	.00	YTD Actual	.08 Total	.08 YTD Budget	250.00 Unexpended	249.92	
<b>Training, Meetings, Travel, Dues</b>							
10/31/2020 (10/20) Balance				07-510-520-2005			947.85
11/30/2020 (11/20) 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	
<b>Utilities</b>							
10/31/2020 (10/20) Balance				07-510-520-2101			6,915.18
10/31/2020	AP	439	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LIBRARY V **Desc: COOS BAY NORTH BEND WATER BOARD, Water **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		246.90		
10/21/2020	AP	690	Pacific Power & Light Co **VendorNo: 710235 **Inv. No: 202010-2 **Desc: 12447751-0018 Library **Inv. Date: 10/21/2020 **PO No: **Remit Name: Pacific Power & Light Co **Merchant Vendor No: 710235 **Merchant Vendor Name: Pacific Power & Light Co **Invoice Created By: Kristin		2,121.37		
11/30/2020 (11/20) Period Totals and Balance					2,368.27 *	.00 *	9,283.45
YTD Encumbrance	.00	YTD Actual	9,283.45 Total	9,283.45 YTD Budget	42,000.00 Unexpended	32,716.55	
<b>Telephone</b>							
10/31/2020 (10/20) Balance				07-510-520-2102			2,394.98
10/31/2020	AP	438	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LIBRARY V **Desc: Broadvoice, VIOP Telephone **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		660.59		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
10/31/2020	AP	441	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LIBRARY V **Desc: ZIPLY FIBER, Landline Telephones **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		175.56		
11/30/2020 (11/20) Period Totals and Balance					836.15 *	.00 *	3,231.13
YTD Encumbrance	.00	YTD Actual	3,231.13 Total	3,231.13 YTD Budget	9,000.00 Unexpended	5,768.87	
Advertising				10/31/2020 (10/20) Balance	07-510-520-2105		1,804.67
10/31/2020	AP	431	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LIBRARY 1 **Desc: COUNTRY MEDIA, Promotional Ads **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		326.25		
10/31/2020	AP	454	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 PIERSON **Desc: Facebook, Promotional Ads, Mars 2020 **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		21.65		
10/31/2020	AP	455	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 PIERSON **Desc: Facebook, Promotional Ads, After Hours at the Library **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		50.00		
10/31/2020	AP	511	Sinclair Television Media Inc **VendorNo: 1002138 **Inv. No: 1465368-1 **Desc: Promotional Advertising - COVID 19 **Inv. Date: 10/31/2020 **PO No: **Remit Name: KVAL/Sinclair Broadcast Group **Merchant Vendor No: 1002138 **Merchant Vendor Name: Sinclair Television Media Inc **Invoice Created By: eric		430.00		
11/30/2020 (11/20) Period Totals and Balance					827.90 *	.00 *	2,632.57
YTD Encumbrance	.00	YTD Actual	2,632.57 Total	2,632.57 YTD Budget	15,000.00 Unexpended	12,367.43	
Contractual				10/31/2020 (10/20) Balance	07-510-520-2108		9,950.64
10/28/2020	AP	156	C-N-B Security Inc **VendorNo: 1002694 **Inv. No: 8167 **Desc: Library security guard 10/19/20 -10/22/20 **Inv. Date: 10/28/2020 **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		
11/04/2020	AP	527	C-N-B Security Inc **VendorNo: 1002694 **Inv. No: 8176 **Desc: Library security guard 10/26/20 -10/29/20 **Inv. Date: 11/4/2020 **PO No: **Remit Name: C-N- B Security Inc **Merchant Vendor No: 1002694 **Merchant Vendor Name: C-N-B Security Inc **Invoice Created By: eric		504.00		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
11/08/2020	AP	528	C-N-B Security Inc **VendorNo: 1002694 **Inv. No: 8208 **Desc: Library security guard 11/02/20 -11/06/20 **Inv. Date: 11/8/2020 **PO No: **Remit Name: C-N-B Security Inc **Merchant Vendor No: 1002694 **Merchant Vendor Name: C-N-B Security Inc **Invoice Created By: eric		616.50		
11/05/2020	CD14	6	Xpress Bill Pay Support Fees/Forms Inv#52336 11/30/2020 (11/20) Period Totals and Balance		36.30 1,660.80 *	.00 *	11,611.44
YTD Encumbrance .00 YTD Actual 11,611.44 Total 11,611.44 YTD Budget 80,000.00 Unexpended 68,388.56							
Insurance 10/31/2020 (10/20) Balance 07-510-520-2120 15,757.10 11/30/2020 (11/20) Period Totals and Balance .00 * 00 * 15,757.10							
YTD Encumbrance .00 YTD Actual 15,757.10 Total 15,757.10 YTD Budget 25,000.00 Unexpended 9,242.90							
Duplicating 10/31/2020 (10/20) Balance 07-510-520-2122 779.25							
10/01/2020	AP	33	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-	
10/01/2020	AP	36	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		
10/10/2020	AP	38	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-	
10/10/2020	AP	39	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		
10/31/2020	AP	404	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LB AMAZON **Desc: Amazon, Printer Ink **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		39.89		
11/04/2020	AP	494	Office Depot **VendorNo: 937352 **Inv. No: 134947443001 **Desc: 90371713 Ink Cartridge Library **Inv. Date: 11/4/2020 **PO No: **Remit Name: Office Depot **Merchant Vendor No: 937352 **Merchant Vendor Name: Office Depot **Invoice Created By: eric		34.98		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
11/01/2020	AP	748	Xerox Corporation **VendorNo: 986914 **Inv. No: 011821931 **Desc: 722943248 Library Workroom Copier - October **Inv. Date: 11/1/2020 **PO No: **Remit Name: Xerox Corporation **Merchant Vendor No: 986914 **Merchant Vendor Name: Xerox Corporation **Invoice Created By: Kristin		64.13		
11/30/2020 (11/20) Period Totals and Balance					158.19 *	19.19 *	918.25
YTD Encumbrance	.00	YTD Actual	918.25 Total	918.25 YTD Budget	9,500.00 Unexpended	8,581.75	
Office Supplies			10/31/2020 (10/20) Balance	07-510-520-2205			6,150.61
10/14/2020	AP	181	Office Depot **VendorNo: 937352 **Inv. No: 129784248001 **Desc: 90371713 Mailing Envelopes - COVID19 **Inv. Date: 10/14/2020 **PO No: **Remit Name: Office Depot **Merchant Vendor No: 937352 **Merchant Vendor Name: Office Depot **Invoice Created By: Kristin		67.09		
10/20/2020	AP	182	Office Depot **VendorNo: 937352 **Inv. No: 131885258001 **Desc: 90371713 Mailing Envelopes - COVID19 **Inv. Date: 10/20/2020 **PO No: **Remit Name: Office Depot **Merchant Vendor No: 937352 **Merchant Vendor Name: Office Depot **Invoice Created By: Kristin		328.54		
10/31/2020	AP	396	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LB AMAZON **Desc: Amazon, Markers **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		7.90		
11/05/2020	AP	493	Office Depot **VendorNo: 937352 **Inv. No: 134946175001 **Desc: 90371713 Library mailing envelopes - COVID 19 **Inv. Date: 11/5/2020 **PO No: **Remit Name: Office Depot **Merchant Vendor No: 937352 **Merchant Vendor Name: Office Depot **Invoice Created By: eric		150.78		
11/05/2020	AP	495	Office Depot **VendorNo: 937352 **Inv. No: 134947449001 **Desc: 90371713 Library Office Supplies **Inv. Date: 11/5/2020 **PO No: **Remit Name: Office Depot **Merchant Vendor No: 937352 **Merchant Vendor Name: Office Depot **Invoice Created By: eric		30.24		
11/30/2020 (11/20) Period Totals and Balance					584.55 *	.00 *	6,735.16
YTD Encumbrance	.00	YTD Actual	6,735.16 Total	6,735.16 YTD Budget	32,500.00 Unexpended	25,764.84	
Postage			10/31/2020 (10/20) Balance	07-510-520-2208			3,979.47
11/30/2020 (11/20) Period Totals and Balance					.00 *	.00 *	3,979.47
YTD Encumbrance	.00	YTD Actual	3,979.47 Total	3,979.47 YTD Budget	16,200.00 Unexpended	12,220.53	
Small Equipment			10/31/2020 (10/20) Balance	07-510-520-2231			15,276.39
10/31/2020	AP	415	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LB AMAZON **Desc: Amazon, Amplifier, Covid-19 **Inv. Date: 10/31/2020 **PO No: **Remit		53.85		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric				
10/31/2020	AP	416	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LB AMAZON **Desc: Amazon, Microphone Pack, Covid-19 **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		447.00		
10/31/2020	AP	417	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LB AMAZON **Desc: Amazon, Webcam, Microphone Filter, Isolation Shield, Covid-19 **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		326.69		
10/31/2020	AP	418	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LB AMAZON **Desc: Amazon, Webcam, Covid-19 **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		89.99		
10/31/2020	AP	419	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LB AMAZON **Desc: Amazon, Webcam, Covid-19 **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		89.99		
10/31/2020	AP	420	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LB AMAZON **Desc: Amazon, Bookcases, Covid- 19 **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		154.95		
10/31/2020	AP	421	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LB AMAZON **Desc: Amazon, Channel Mixer, Covid-19 **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		148.99		
10/31/2020	AP	422	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LB AMAZON **Desc: Amazon, Audio Cables, Covid-19 **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		23.98		
11/30/2020 (11/20) Period Totals and Balance					1,335.44 *	.00 *	16,611.83
YTD Encumbrance	.00	YTD Actual	16,611.83	Total	16,611.83	YTD Budget	63,043.00 Unexpended 46,431.17
Grants	10/31/2020 (10/20) Balance			07-510-520-2234			886.84

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
09/24/2020	AP	805	South Coast Shopper **VendorNo: 1000280 **Inv. No: 58235 **Desc: Program Ads **Inv. Date: 9/24/2020 **PO No: **Remit Name: South Coast Shopper **Merchant Vendor No: 1000280 **Merchant Vendor Name: South Coast Shopper **Invoice Created By: eric		400.00		
11/30/2020 (11/20) Period Totals and Balance					400.00 *	.00 *	1,286.84
YTD Encumbrance	.00	YTD Actual	1,286.84 Total	1,286.84 YTD Budget	7,900.00 Unexpended	6,613.16	
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Library Supplies			10/31/2020 (10/20) Balance	07-510-520-2235			1,768.54
10/21/2020	AP	99	Demco **VendorNo: 273219 **Inv. No: 6861971 **Desc: processing supplies **Inv. Date: 10/21/2020 **PO No: **Remit Name: Demco **Merchant Vendor No: 273219 **Merchant Vendor Name: Demco **Invoice Created By: Kristin		228.12		
10/22/2020	AP	100	Demco **VendorNo: 273219 **Inv. No: 6862688 **Desc: processing supplies **Inv. Date: 10/22/2020 **PO No: **Remit Name: Demco **Merchant Vendor No: 273219 **Merchant Vendor Name: Demco **Invoice Created By: Kristin		252.60		
10/22/2020	AP	101	Demco **VendorNo: 273219 **Inv. No: 6862745 **Desc: processing supplies **Inv. Date: 10/22/2020 **PO No: **Remit Name: Demco **Merchant Vendor No: 273219 **Merchant Vendor Name: Demco **Invoice Created By: Kristin		198.25		
10/26/2020	AP	102	Demco **VendorNo: 273219 **Inv. No: 6863386 **Desc: processing supplies **Inv. Date: 10/26/2020 **PO No: **Remit Name: Demco **Merchant Vendor No: 273219 **Merchant Vendor Name: Demco **Invoice Created By: Kristin		124.07		
10/31/2020	AP	432	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LIBRARY 1 **Desc: JOANN STORES, Boxes-Games **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		8.97		
11/30/2020 (11/20) Period Totals and Balance					812.01 *	.00 *	2,580.55
YTD Encumbrance	.00	YTD Actual	2,580.55 Total	2,580.55 YTD Budget	13,000.00 Unexpended	10,419.45	
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Library Books & Records			10/31/2020 (10/20) Balance	07-510-520-2236			27,713.24
10/31/2020	AP	136	Midwest Tape **VendorNo: 1000557 **Inv. No: 99580148 **Desc: 2000016499 - digital programming, 10/20 **Inv. Date: 10/31/2020 **PO No: **Remit Name: Midwest Tape **Merchant Vendor No: 1000557 **Merchant Vendor Name: Midwest Tape **Invoice Created By: Kristin		589.94		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
10/09/2020	AP	168	Ingram **VendorNo: 476508 **Inv. No: 48801424 **Desc: Books **Inv. Date: 10/9/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		100.53		
10/16/2020	AP	170	Ingram **VendorNo: 476508 **Inv. No: 48922115 **Desc: Books **Inv. Date: 10/16/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		45.06		
10/20/2020	AP	171	Ingram **VendorNo: 476508 **Inv. No: 48971855 **Desc: Books **Inv. Date: 10/20/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		78.82		
10/23/2020	AP	172	Ingram **VendorNo: 476508 **Inv. No: 49033451 **Desc: Books **Inv. Date: 10/23/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		9.86		
10/23/2020	AP	173	Ingram **VendorNo: 476508 **Inv. No: 49034502 **Desc: Books **Inv. Date: 10/23/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		253.39		
10/27/2020	AP	174	Ingram **VendorNo: 476508 **Inv. No: 49096224 **Desc: Books **Inv. Date: 10/27/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		115.02		
10/31/2020	AP	299	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		15.54		
10/31/2020	AP	300	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Dvds **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		53.59		
10/31/2020	AP	301	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 BAKER TAYLOR **Desc: BAKER TAYLOR, YA- YP Books **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		151.88		
10/31/2020	AP	302	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 BAKER TAYLOR **Desc: BAKER TAYLOR,		63.24		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
10/31/2020	AP	303	Adult Audio **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric Umpqua Bank (VISA)		68.82		
10/31/2020	AP	304	**VendorNo: 1002576 **Inv. No: 202010 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric Umpqua Bank (VISA)		13.87		
10/31/2020	AP	305	**VendorNo: 1002576 **Inv. No: 202010 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric Umpqua Bank (VISA)		60.50		
10/31/2020	AP	306	**VendorNo: 1002576 **Inv. No: 202010 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Dvds **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric Umpqua Bank (VISA)		14.26		
10/31/2020	AP	307	**VendorNo: 1002576 **Inv. No: 202010 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Dvds **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric Umpqua Bank (VISA)		56.15		
10/31/2020	AP	308	**VendorNo: 1002576 **Inv. No: 202010 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Lg Print Book **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric Umpqua Bank (VISA)		16.85		
10/31/2020	AP	309	**VendorNo: 1002576 **Inv. No: 202010 BAKER TAYLOR **Desc: BAKER TAYLOR, YA- YP Books **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric Umpqua Bank (VISA)		262.09		
10/31/2020	AP	310	**VendorNo: 1002576 **Inv. No: 202010 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric Umpqua Bank (VISA)		61.46		



Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
10/31/2020	AP	311	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		27.17		
10/31/2020	AP	312	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Audio **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		229.62		
10/31/2020	AP	314	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		77.69		
10/31/2020	AP	315	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		45.49		
10/31/2020	AP	316	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Dvds **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		13.86		
10/31/2020	AP	317	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Audio **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		10.21		
10/31/2020	AP	318	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Audio **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		31.07		
10/31/2020	AP	319	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		627.66		
10/31/2020	AP	320	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Dvds **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name:		14.26		



Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
10/31/2020	AP	330	Adult Books **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: erc Umpqua Bank (VISA)		88.50		
10/31/2020	AP	331	**VendorNo: 1002576 **Inv. No: 202010 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Dvds **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: erc Umpqua Bank (VISA)		15.53		
10/31/2020	AP	332	**VendorNo: 1002576 **Inv. No: 202010 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Audio **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: erc Umpqua Bank (VISA)		63.24		
10/31/2020	AP	333	**VendorNo: 1002576 **Inv. No: 202010 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: erc Umpqua Bank (VISA)		19.43		
10/31/2020	AP	334	**VendorNo: 1002576 **Inv. No: 202010 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: erc Umpqua Bank (VISA)		77.12		
10/31/2020	AP	335	**VendorNo: 1002576 **Inv. No: 202010 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Lg Print Book **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: erc Umpqua Bank (VISA)		16.65		
10/31/2020	AP	336	**VendorNo: 1002576 **Inv. No: 202010 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: erc Umpqua Bank (VISA)		12.21		
10/31/2020	AP	337	**VendorNo: 1002576 **Inv. No: 202010 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: erc Umpqua Bank (VISA)		14.99		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
10/31/2020	AP	338	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Dvds **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		17.86		
10/31/2020	AP	339	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Dvds **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		28.59		
10/31/2020	AP	340	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		14.99		
10/31/2020	AP	341	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Audio **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		186.92		
10/31/2020	AP	342	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 BAKER TAYLOR **Desc: BAKER TAYLOR, YA- YP Books **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		486.78		
10/31/2020	AP	343	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		414.24		
10/31/2020	AP	344	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Dvds **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		20.42		
10/31/2020	AP	345	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Dvds **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		21.43		
10/31/2020	AP	347	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Dvds **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name:		10.21		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			Umpqua Bank (VISA) **Invoice Created By: eric				
10/31/2020	AP	348	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Dvds **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		17.86		
10/31/2020	AP	349	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Dvds **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		10.71		
10/31/2020	AP	350	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 BAKER TAYLOR **Desc: BAKER TAYLOR, YA- YP Books **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		17.75		
10/31/2020	AP	351	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Books **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		53.81		
10/31/2020	AP	352	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Dvds **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		17.86		
10/31/2020	AP	353	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Dvds **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		21.44		
10/31/2020	AP	354	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Dvds **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		17.87		
10/31/2020	AP	394	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LB AMAZON **Desc: Amazon, Board Games **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		118.64		
10/31/2020	AP	397	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LB AMAZON **Desc: Amazon, YP Dvds **Inv.		49.91		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
10/31/2020	AP	398	Umpqua Bank (VISA) Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		25.95		
10/31/2020	AP	399	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LB AMAZON **Desc: Amazon, YP Dvds **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		12.96		
10/31/2020	AP	400	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LB AMAZON **Desc: Amazon, YP Dvds **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		9.96		
10/31/2020	AP	402	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LB AMAZON **Desc: Amazon, YP Dvds **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		15.96		
10/31/2020	AP	403	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LB AMAZON **Desc: Amazon, Adult DVDs **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		13.29		
10/31/2020	AP	405	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LB AMAZON **Desc: Amazon, YP Dvds **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		17.99		
10/31/2020	AP	406	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LB AMAZON **Desc: Amazon, Adult DVDs **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		19.89		
10/31/2020	AP	408	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LB AMAZON **Desc: Amazon, Adult DVDs **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		106.27		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
10/31/2020	AP	409	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LB AMAZON **Desc: Amazon, Adult DVDs **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		172.68		
10/31/2020	AP	411	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LB AMAZON **Desc: Amazon, Pre-Order Price Protection Refund **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric			8.03-	
10/31/2020	AP	412	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LB AMAZON **Desc: Amazon, Storage Box- Games **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		16.19		
10/31/2020	AP	413	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LB AMAZON **Desc: Amazon, Adult DVDs **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		50.94		
10/31/2020	AP	414	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LB AMAZON **Desc: Amazon, Storage Box- Games **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		25.54		
10/31/2020	AP	423	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LIBRARY 1 **Desc: APPLE COM, YP Programs, Music **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		1.29		
10/31/2020	AP	424	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LIBRARY 1 **Desc: APPLE COM, YP Programs, Music **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		1.29		
10/31/2020	AP	425	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LIBRARY 1 **Desc: APPLE COM, YP Programs, Music **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		5.99		
10/31/2020	AP	426	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LIBRARY 1 **Desc: APPLE COM, YP Programs, Music **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant		1.29		

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				
10/31/2020	AP	427	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LIBRARY 1 **Desc: APPLE.COM, YP Programs, Music **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		9.99		
10/31/2020	AP	428	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LIBRARY 1 **Desc: APPLE.COM, YP Programs, Music **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		1.29		
10/31/2020	AP	429	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LIBRARY 1 **Desc: APPLE.COM, YP Programs, Music **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		1.29		
10/31/2020	AP	430	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LIBRARY 1 **Desc: APPLE.COM, YP Programs, Music **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		1.29		
10/31/2020	AP	433	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LIBRARY 1 **Desc: APPLE.COM, YP Programs, Music **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		.99		
10/31/2020	AP	434	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LIBRARY 1 **Desc: APPLE.COM, YP Programs, Music **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		.99		
10/31/2020	AP	435	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LIBRARY 1 **Desc: APPLE.COM, YP Programs, Music **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		.99		
10/31/2020	AP	436	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LIBRARY 1 **Desc: APPLE.COM, YP Programs, Music **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		7.99		



Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
10/31/2020	AP	437	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LIBRARY 1 **Desc: APPLE COM, YP Programs, Music **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		99		
10/31/2020	AP	440	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LIBRARY V **Desc: NETFLIX, Library Streaming Player Programming **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		12.99		
10/30/2020	AP	479	Ingram **VendorNo: 476508 **Inv. No: 49162874 **Desc: Books **Inv. Date: 10/30/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: eric		193.68		
11/03/2020	AP	480	Ingram **VendorNo: 476508 **Inv. No: 49218454 **Desc: Books **Inv. Date: 11/3/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: eric		71.65		
11/05/2020	AP	481	Ingram **VendorNo: 476508 **Inv. No: 49260167 **Desc: Books **Inv. Date: 11/5/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: eric		45.65		
11/05/2020	AP	482	Ingram **VendorNo: 476508 **Inv. No: 49262021 **Desc: Books **Inv. Date: 11/5/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: eric		221.78		
10/26/2020	AP	516	Cengage Learning Inc. **VendorNo: 1002356 **Inv. No: NO.72534493 **Desc: 179460 Books **Inv. Date: 10/26/2020 **PO No: **Remit Name: Cengage Learning Inc **Merchant Vendor No: 1002356 **Merchant Vendor Name: Cengage Learning Inc. **Invoice Created By: eric		105.54		
10/01/2020	AP	719	Center Point Large Print **VendorNo: 216200 **Inv. No: 1794309 **Desc: corrects invoice entered 17943309 **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		
10/01/2020	AP	720	Center Point Large Print **VendorNo: 216200 **Inv. No: 1794309 **Desc: corrects invoice entered 17943309 **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
11/01/2020	AP	721	Center Point Large Print **VendorNo: 216200 **Inv. No: 1802192 **Desc: books **Inv. Date: 11/1/2020 **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		
11/30/2020	JE	6	R/C AP 177 10/20 INGRAM INVOICE 47499852 RT			26.02-	
11/30/2020	JE	7	R/C AP 177 10/20 INGRAM INVOICE 47499852 LIB		4.67		
			11/30/2020 (11/20) Period Totals and Balance		7,652.67 *	170.07- *	35,195.84
YTD Encumbrance	.00	YTD Actual	35,195.84 Total	35,195.84	YTD Budget	100,000.00 Unexpended	64,804.16
Periodicals			10/31/2020 (10/20) Balance	07-510-520-2237			11,607.20
			11/30/2020 (11/20) Period Totals and Balance		.00 *	.00 *	11,607.20
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			10/31/2020 (10/20) Balance	07-510-520-2239			1,705.68
11/30/2020	JE	6	R/C AP 177 10/20 INGRAM INVOICE 47499852 RT		26.02		
11/30/2020	JE	7	R/C AP 177 10/20 INGRAM INVOICE 47499852 LIB			4.67-	
			11/30/2020 (11/20) Period Totals and Balance		26.02 *	4.67- *	1,727.03
YTD Encumbrance	.00	YTD Actual	1,727.03 Total	1,727.03	YTD Budget	2,000.00 Unexpended	272.97
Office Equipment Rental			10/31/2020 (10/20) Balance	07-510-520-2302			1,394.06
10/01/2020	AP	34	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-	
10/01/2020	AP	35	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		
10/10/2020	AP	37	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-	
10/10/2020	AP	40	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		
10/31/2020	AP	442	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LIBRARY V **Desc: PITNEY BOWES, Postage Meter Rental **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name:		139.70		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Umpqua Bank (VISA) **Invoice Created By: eric							
11/01/2020	AP	749	Xerox Corporation **VendorNo: 986914 **Inv. No: 011821931 **Desc: 722943248 Library Workroom Copier - October **Inv. Date: 11/1/2020 **PO No: **Remit Name: Xerox Corporation **Merchant Vendor No: 986914 **Merchant Vendor Name: Xerox Corporation **Invoice Created By: Kristin		137.44		
11/30/2020 (11/20) Period Totals and Balance					534.48 *	257.34- *	1,671.20
YTD Encumbrance	.00	YTD Actual	1,671.20 Total	1,671.20 YTD Budget	5,200.00 Unexpended	3,528.80	
Equipment Repairs/Replacement							
10/31/2020 (10/20) Balance				07-510-520-2303			839.86
11/30/2020 (11/20) 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	
Equipment Maintenance Contract							
11/01/2020	AP	143	Advantage Security LLC **VendorNo: 1001961 **Inv. No: 6209342 **Desc: 1147-57 Library Alarm Monitoring Services - November **Inv. Date: 11/1/2020 **PO No: **Remit Name: Advantage Security LLC **Merchant Vendor No: 1001961 **Merchant Vendor Name: Advantage Security LLC **Invoice Created By: Kristin	07-510-520-2304	37.95		2,362.30
11/30/2020 (11/20) Period Totals and Balance					37.95 *	.00 *	2,400.25
YTD Encumbrance	.00	YTD Actual	2,400.25 Total	2,400.25 YTD Budget	12,000.00 Unexpended	9,599.75	
Vehicle Maintenance/Fuel							
10/31/2020	AP	507	CECO Inc **VendorNo: 1000955 **Inv. No: CP-00280684 **Desc: 10003901 Carson Fuel - Library **Inv. Date: 10/31/2020 **PO No: **Remit Name: CECO Inc **Merchant Vendor No: 1000955 **Merchant Vendor Name: CECO Inc **Invoice Created By: eric	07-510-520-2305	48.62		1,106.45
11/30/2020 (11/20) Period Totals and Balance					48.62 *	.00 *	1,155.07
YTD Encumbrance	.00	YTD Actual	1,155.07 Total	1,155.07 YTD Budget	10,000.00 Unexpended	8,844.93	
Building & Grounds Maintenance							
10/30/2020	AP	506	Comfort Flow Heating **VendorNo: 1000563 **Inv. No: SVC233964 **Desc: HVAC Repair - Library **Inv. Date: 10/30/2020 **PO No: **Remit Name: Comfort Flow Heating **Merchant Vendor No: 1000563 **Merchant Vendor Name: Comfort Flow Heating **Invoice Created By: eric	07-510-520-2309	396.00		7,979.53
11/30/2020 (11/20) Period Totals and Balance					396.00 *	.00 *	8,375.53
YTD Encumbrance	.00	YTD Actual	8,375.53 Total	8,375.53 YTD Budget	50,000.00 Unexpended	41,624.47	
Reimbursable							
10/31/2020 (10/20) Balance				07-510-520-2406			14.99
11/30/2020 (11/20) 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	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			10/31/2020 (10/20) Balance	07-510-520-2450			4,534.91
10/31/2020	AP	137	Midwest Tape **VendorNo: 1000557 **Inv. No: 99580148 **Desc: 2000016499 - digital programming, 10/20 **Inv. Date: 10/31/2020 **PO No: **Remit Name: Midwest Tape **Merchant Vendor No: 1000557 **Merchant Vendor Name: Midwest Tape **Invoice Created By: Kristin		35.00		
10/15/2020	AP	169	Ingram **VendorNo: 476508 **Inv. No: 48897983 **Desc: Books **Inv. Date: 10/15/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		250.80		
10/06/2020	AP	180	Office Depot **VendorNo: 937352 **Inv. No: 128964604001 **Desc: 90371713 Table Outreach **Inv. Date: 10/6/2020 **PO No: **Remit Name: Office Depot **Merchant Vendor No: 937352 **Merchant Vendor Name: Office Depot **Invoice Created By: Kristin		87.74		
10/31/2020	AP	313	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 BAKER TAYLOR **Desc: BAKER TAYLOR, Adult Audio-Foundation **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		110.32		
10/31/2020	AP	346	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 BAKER TAYLOR **Desc: BAKER TAYLOR, Books-Rotary **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		39.76		
10/31/2020	AP	395	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LB AMAZON **Desc: Amazon, Smart Phone Adapter/Library of Things **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		16.95		
10/31/2020	AP	401	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LB AMAZON **Desc: Amazon, Supplies-Adult Programs-Blackout Poetry **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		11.84		
10/31/2020	AP	407	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LB AMAZON **Desc: Amazon, Supplies-Adult Programs-Book Boxes **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		89.05		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
10/31/2020	AP	410	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 LB AMAZON **Desc: Amazon, Supplies-YP Programs-Book Boxes **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		59.51		
10/31/2020	AP	456	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202010 PIERSON **Desc: FRED-MEYER, YP Programs-STEAM Kits, Pumpkin Painting **Inv. Date: 10/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: eric		97.47		
11/30/2020 (11/20) Period Totals and Balance					798.44 *	.00 *	5,333.35
YTD Encumbrance	.00	YTD Actual	5,333.35 Total	5,333.35 YTD Budget	20,000.00 Unexpended	14,666.65	

Number of Transactions: 226 Number of Accounts: 43

Total Library Fund:

Debit	Credit	Proof
363,536.02	363,536.02-	.00