

COOS BAY PUBLIC LIBRARY

JANUARY 2020 REPORT

# OF ITEMS ADDED TO COLLECTION - **761**

NEW CARDS ISSUED - **91**

TOTAL REFERENCE QUESTIONS - **779**

DAILY AVERAGE CIRCULATION - **1,057**

TOTAL # OF PROGRAMS - **26**

PROGRAM ATTENDANCE - **811**

TOTAL ITEMS CHECKED OUT AT THE LIBRARY - **N/A**

TOTAL OF COOS BAY ITEMS CHECKED OUT ANYWHERE - **27,480**

TOTAL DIGITAL DOWNLOADS - **159**

GATE COUNT - **13,832**

TOTAL MONTHLY VISITORS - **15,981**

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

**Wednesday, February 19, 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  
Budget Review**
10. **New Business  
Bond May 2021**
11. **Announcements**
12. **Adjournment**

COOS BAY PUBLIC LIBRARY  
BOARD OF TRUSTEE MEETING MINUTES  
January 15, 2020

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

**Board Members Present:** Curt Benward, Steve Metz, Kathy Erickson, Peggy Christensen,

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

**Public Comment** –None

**Minutes and Circulation** – Minutes from the November 2019 were reviewed. Peggy questioned the Library to Go figures. Sami explained that they were not included as it is only a countywide figure we receive. But they do figure into the end of the year totals through a formula. It was requested that the circulation report include in the “discards” what section the items were being discarded from. Steve made a motion to approve the minutes and circulation. Peggy seconded the motion. Approved unanimously.

**Treasurer’s Report** – Financial reports for November and December 2019 were reviewed. The memorial report was reviewed. Steve made a motion to approve and Peggy seconded the motion. Approved unanimously.

**Correspondence** – Crystal read a note given to library staff from an appreciative patron who is really enjoying the monthly book box program.

**Librarians Report** – The Deputy Library Director position has been filled by Christina Coffman. Interviews for the Acquisitions Librarian will take place on January 16, 2020.

The ESO Director left to become the Bandon Public Library Director. The job description will be updated with feedback from the library directors and the Coos Library Board before the job is posted.

**Friends of the Library Report** – The next book sale will be January February 1st and 2nd. The December sale took in \$762.86 and the bookstore made \$856.89. Sunday the 2<sup>nd</sup> was everything free day and brought in \$104.03 in donations. The yearly craft sale will be on January 17<sup>th</sup> & 18<sup>th</sup>. The Friends also donated an additional \$3,000.00 this budget year to be used for library furniture and security equipment as part of the RFID conversion.

**Library Foundation Report** – Spelling Bee coming up.

**Old Business** –

**Steering Committee** – The library survey results were discussed. Rich Foster of Cascadia Consulting said there is great support for a new library and thinks that a November ballot will be better than May. Delaying the vote will give increased time to educate the public on why the new building is needed. The Steering Committee will recommend a November 2020 ballot to the Coos Bay City Council.

**Building Update** – A smoke alarm sensor created an issue when a roof leak was discovered running directly down and leaking out of the sensor – repairs were made. There was also a collapse of the building’s sewer lateral due to the moving of the building – repairs were coordinated by the City Public Works Department.

**New Business** –

**2020 Library Closure Dates** – There was a additional request for 2 more closure days. On February 7<sup>th</sup> it was requested to close for the day for staff training. There was also a request to close on Saturday, July 4<sup>th</sup> in addition to the previously approved City holiday closure of July 3<sup>rd</sup>. Steve made a motion to approve the additional closure days. Peggy seconded the motion. Approved unanimously.

**2020/2021 Budget** – Preliminary figures for next fiscal year were reviewed.

**Announcements** – None

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

**Next Meeting:** February December 18, 2019 – 5:15 p.m.

Respectfully submitted,  
Crystal Barr

**COOS BAY PUBLIC LIBRARY  
JANUARY 2020**

**INVENTORY**

<u>CLASSIFICATION</u>	<u>ACQUIRED</u>	<u>DISCARDS</u>	
Adult Books	420	Books	184
Adult Audio Books	71	YP Books	116
Adult Video	129	Graphic Novels	1
Adult Video Games	0	YP Graphic Novel	2
		Large Print	42
Young Adult Books	11	Music CD	1
Young Adult Audio	2	Dvd	7
Child Books	120		
Child Audio	1		
Child Video	7		
Child Miscellaneous	0		
<b>TOTAL</b>	<b>761</b>	<b>DISCARDS</b>	<b>353</b>

**CIRCULATION SUMMARY**

	<b>Total Items Checked Out At Coos Bay</b>	<b>Total Coos Bay Owned Items Checked Out</b>	
<b>2020</b>	n/a	27,480	
<b>2019</b>	20,417	23,122	
<b>2018</b>	21,121	23,985	
<b>2017</b>	21,442	23,718	
<b>2016</b>	21,219	23,076	
<b>2015</b>	23,278	25,429	
<b>GATE COUNT:</b>	13,832 ( 2019 - 12,959)		
<b>REFERENCE QUESTIONS ANSWERED:</b>		779	
<b>YP REFERENCE QUESTIONS ANSWERED:</b>		86	
<b>NEW PATRON REGISTRATIONS:</b>		91	
<b>#DAYS OPEN:</b>	26	25	23
<b>DAILY AVERAGE CIRCULATION:</b>	1,057	(19) 925	(18) 1043

**RECEIPTS FROM PATRONS**

FINES	\$454.57
DISKS/MISC.	\$37.20
DAMAGE/LOSS	\$86.93
RENT	\$150.00
BOOK BAGS	\$24.50
COPIES	<u>\$682.10</u>
<b>TOTAL</b>	<b><u>\$1,435.30</u></b>

City of Coos Bay  
Revenues with Comparison to Budget  
For the 7 Months Ending January 31, 2020

Library Fund

		Period Actual	YTD Actual	Budget	Unearned	Pcnt
<u>Carryover</u>						
07-000-300-0100	Carryover - Regular	.00	.00	855,071.00	855,071.00	.0
07-000-300-0200	Carryover - Memorial/Board	.00	.00	100,000.00	100,000.00	.0
<b>Total Carryover</b>		<b>.00</b>	<b>.00</b>	<b>955,071.00</b>	<b>955,071.00</b>	<b>.0</b>
<u>Revenue From Other Agencies</u>						
07-000-340-0300	State Library Grant	8,384.00	8,384.00	1,700.00	( 6,684.00)	493.2
07-000-340-0301	Grants	.00	1,000.00	7,000.00	6,000.00	14.3
07-000-340-0303	Federal Grants	.00	.00	5,000.00	5,000.00	.0
07-000-340-0900	Library Tax Base	.00	1,277,517.89	1,115,000.00	( 162,517.89)	114.6
<b>Total Revenue From Other Agencies</b>		<b>8,384.00</b>	<b>1,286,901.89</b>	<b>1,128,700.00</b>	<b>( 158,201.89)</b>	<b>114.0</b>
<u>Use Of Money &amp; Property</u>						
07-000-350-0100	Interest	3,571.04	13,913.95	12,000.00	( 1,913.95)	116.0
07-000-350-1100	Auditorium Rental	150.00	3,390.00	2,500.00	( 890.00)	135.6
<b>Total Use Of Money &amp; Property</b>		<b>3,721.04</b>	<b>17,303.95</b>	<b>14,500.00</b>	<b>( 2,803.95)</b>	<b>119.3</b>
<u>Current Services</u>						
07-000-360-0100	Copies	705.30	4,575.25	7,000.00	2,424.75	65.4
07-000-360-1800	Library Fees	911.24	6,467.15	10,000.00	3,532.85	64.7
<b>Total Current Services</b>		<b>1,616.54</b>	<b>11,042.40</b>	<b>17,000.00</b>	<b>5,957.60</b>	<b>65.0</b>
<u>Other Revenue</u>						
07-000-380-0100	Miscellaneous	3,141.81	16,378.11	100.00	( 16,278.11)	16378.
07-000-380-0400	Reimbursements	24.50	367.50	500.00	132.50	73.5
07-000-380-0900	Gifts, Donations & Memorials	5,500.06	15,612.90	20,000.00	4,387.10	78.1
<b>Total Other Revenue</b>		<b>8,666.37</b>	<b>32,358.51</b>	<b>20,600.00</b>	<b>( 11,758.51)</b>	<b>157.1</b>
<b>Total Fund Revenue</b>		<b>22,387.95</b>	<b>1,347,606.75</b>	<b>2,135,871.00</b>	<b>788,264.25</b>	<b>63.1</b>

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City of Coos Bay  
Expenditures with Comparison to Budget  
For the 7 Months Ending January 31, 2020

Library Fund

		Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<b>Library Fund</b>						
<b>Personnel Services</b>						
07-510-510-1001	Salaries	45,077.21	346,365.20	686,818.00	340,452.80	50.4
07-510-510-1003	P.E.R.S.	9,087.15	79,605.06	133,210.00	53,604.94	59.8
07-510-510-1004	Social Security	3,339.17	25,866.58	52,548.00	26,681.42	49.2
07-510-510-1005	Employee Insurance	44,319.39	107,940.91	153,574.00	45,633.09	70.3
07-510-510-1006	Unemployment	.00	104.94	13,000.00	12,895.06	.8
07-510-510-1007	Workers Compensation Insurance	54.78	425.06	2,833.00	2,407.94	15.0
07-510-510-1008	Volunteer Workers Compensation	.00	2.97	122.00	119.03	2.4
<b>Total Personnel Services</b>		<b>101,877.70</b>	<b>560,310.72</b>	<b>1,042,105.00</b>	<b>481,794.28</b>	<b>53.8</b>
<b>Materials &amp; Services</b>						
07-510-520-2005	Training,Meetings,Travel,Dues	430.00	2,968.95	9,000.00	6,031.05	33.0
07-510-520-2101	Utilities	2,796.21	16,876.23	42,000.00	25,123.77	40.2
07-510-520-2102	Telephone	681.50	3,915.79	13,000.00	9,084.21	30.1
07-510-520-2105	Advertising	435.90	4,039.67	15,000.00	10,960.33	26.9
07-510-520-2108	Contractual	4,087.70	39,286.91	42,250.00	2,963.09	93.0
07-510-520-2120	Insurance	.00	14,540.50	14,500.00	( 40.50)	100.3
07-510-520-2122	Duplicating	728.45	4,123.89	8,500.00	4,376.11	48.5
07-510-520-2123	Printing	277.50	277.50	3,000.00	2,722.50	9.3
07-510-520-2205	Office Supplies	355.95	1,384.47	2,500.00	1,115.53	55.4
07-510-520-2206	Postage	.00	500.00	2,200.00	1,700.00	22.7
07-510-520-2225	Janitorial Supplies	.00	1,559.71	5,200.00	3,640.29	30.0
07-510-520-2231	Small Equipment	13,427.73	19,972.79	35,000.00	15,027.21	57.1
07-510-520-2234	Grants	455.00	931.88	17,000.00	16,068.12	5.5
07-510-520-2235	Library Supplies	893.59	7,429.20	15,000.00	7,570.80	49.5
07-510-520-2236	Library Books & Records	5,467.68	41,257.91	100,000.00	58,742.09	41.3
07-510-520-2237	Periodicals	114.94	4,586.32	10,000.00	5,413.68	45.9
07-510-520-2238	Microfilm	.00	.00	200.00	200.00	.0
07-510-520-2239	State Aid to Children - Books	.00	305.86	2,000.00	1,694.14	15.3
07-510-520-2240	Library Books/Records (Restr)	.00	.00	50,000.00	50,000.00	.0
07-510-520-2302	Office Equipment Rental	636.84	2,395.30	5,200.00	2,804.70	46.1
07-510-520-2303	Equipment Repairs/Replacement	130.07	2,190.60	25,000.00	22,809.40	8.8
07-510-520-2304	Equipment Maintenance Contract	1,127.95	1,355.65	12,000.00	10,644.35	11.3
07-510-520-2309	Building & Grounds Maintenance	6,642.95	13,564.77	50,000.00	36,435.23	27.1
07-510-520-2310	Furniture (restricted)	.00	.00	75,000.00	75,000.00	.0
07-510-520-2406	Reimbursable	.00	.00	200.00	200.00	.0
07-510-520-2424	Library Board	.00	.00	500.00	500.00	.0
07-510-520-2450	Gifts, Donations & Memorials	695.23	11,596.44	20,000.00	8,403.56	58.0
<b>Total Materials &amp; Services</b>		<b>39,385.19</b>	<b>195,060.34</b>	<b>574,250.00</b>	<b>379,189.66</b>	<b>34.0</b>
<b>Other Financing Uses</b>						
07-510-560-6001	Contingency	.00	.00	519,516.00	519,516.00	.0
<b>Total Other Financing Uses</b>		<b>.00</b>	<b>.00</b>	<b>519,516.00</b>	<b>519,516.00</b>	<b>.0</b>

City of Coos Bay  
Expenditures with Comparison to Budget  
For the 7 Months Ending January 31, 2020

Library Fund					
	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
Total Library Fund	141,262.89	755,371.06	2,135,871.00	1,380,499.94	35.4
Total Fund Expenditures	141,262.89	755,371.06	2,135,871.00	1,380,499.94	35.4
Net Revenue Over Expenditures	( 118,874.94)	592,235.69	.00	( 592,235.69)	.0



Librarian's Report

January 2020

**PROGRAMS**

***Families and Children***

Lego Club (2) - 45  
MGOL (9) - 223  
Preschool Storytime (4) - 102  
Family Story Time (4)- 15  
LEAP into Wind - 30  
Pokemon Club - 16  
Tween Book Club - 11  
Coast Guard Storytime (3) - 45  
Beyblade Tournament - 32  
OMSI (2) - 40

***Young Adult***

Young Writers Workshop - 9  
Magic Gathering (4) - 16

***Adult***

Foreign Film - 26  
Spanglish - 9  
Forever YA Book Club - 3  
Armchair Adventures - 19  
Table Top Gaming - 21  
Film Noir - 18

Free Sample Fitness (4) - 32  
Keto Diet - 15  
Speed Dating (2) - 45  
Proctoring - 2

***Technology***

Drop In Computer Lab (2) - 22  
One on One appts - 2  
Intro to Internet - 6  
Searching with Google - 7

***Room Use***

**Myrtlewood**

Library - 14  
Non Library - 10

**Cedar**

Library - 9  
Non Library - 52

***Art Displays***

Walls: Cindy Pinnock, paintings  
Lobby: African Art Collection

Librarian's Report

January 2020

***Miscellaneous***

**In January there were 4,704 , county-wide, checkouts on OverDrive. 159 circulations on hoopla in January with 7 new borrowers.**

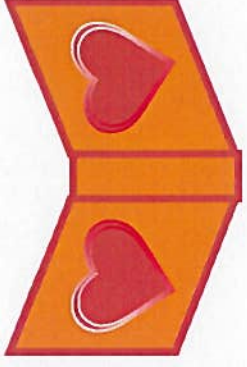
**Staff has investigated new readers boards and is working with Art Signs to replace the current one. The new one will have better display capabilities and will be easier to program.**

2019/20	Myrtlewood	Myrtlewood	Cedar	Cedar	Total Use	Estimated Attendance
	Library Use	Non-Library Use	Library Use	Non-Library Use		(minus library program attendance already reported)
Jul-19	19	3	6	41	69	582
Aug-19	13	8	5	51	77	1607
Sep-19	9	4	6	44	63	648
Oct-19	16	14	11	52	93	1799
Nov-19	15	8	10	50	83	1595
Dec-18	11	6	8	39	64	1403
Jan-20	14	10	9	52	85	1679
Feb-20						
Mar-20						
Apr-20						
May-20						
Jun-20						
Totals						9313

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COOS BAY PUBLIC LIBRARY CALENDAR  
 FEBRUARY 2020  
 525 Anderson Avenue, Coos Bay, OR | (541) 269-1101  
<https://coosbaylibrary.org>



Sun Mon Tue Wed Thu Fri Sat

<p><b>Save the Date! Dr. Seuss Birthday Party   March 2nd at 6:00pm</b>          Free cupcakes and book giveaways!</p>						
2	3 Coast Guard Storytime 3:30pm	4 Lego Club 3:30pm Magic the Gathering 4:00pm Forever YA Book Club 6:00pm	5 MGOL 9:30am Preschool Storytime 10:30am Drop-In Computer Lab 3:00-5:00pm	6 MGOL 9:30am Speed Dating Ages 30-60 5:00-7:00pm	7 LIBRARY CLOSED for Staff Training	8 Family Read-Aloud 2:00-2:30pm
9	10 Coast Guard Storytime 3:30pm	11 Armchair Adventures 2:00pm Magic the Gathering 4:00pm	12 MGOL 9:30am Preschool Storytime 10:30am 	13 MGOL 9:30am Young Writers Group 3:45pm	14 Foreign Film Friday 7:00pm	15 Spanglish! Conversational Program 10:30am Family Read-Aloud 2:00-2:30pm
16	17 Presidents' Day LIBRARY CLOSED	18 Magic the Gathering 4:00pm Folk Dancing 6:00pm	19 MGOL 9:30am Preschool Storytime 10:30am Library Board Meeting 5:45pm	20 MGOL 9:30am Tween Book Club 3:45pm	21 Lego Club 3:30pm	22 Family Read-Aloud 2:00-2:30pm
23	24 Coast Guard Storytime 3:30pm	25 Magic the Gathering 4:00pm Black Holes and Neutron Stars 6:00pm	26 MGOL 9:30am Preschool Storytime 10:30am Naloxone Training 2:00pm-5:00pm Pokemon Club 3:30pm	27 MGOL 9:30am Speed Dating Ages 50+ 5:00-7:00pm	28 Volunteer Fair 10:30am-1:30pm Tabletop Board Game Night 7:00-10:00pm	29 Family Read-Aloud 2:00-2:30pm

Black Holes and Neutron Stars:  
 The Life and Death of Massive Stars  
 Tuesday, February 25th at 6:00pm

**Legend:**

- Kids
- Teen
- Everyone
- Family
- Adult

CBPL & HIV Alliance Present  
 Naloxone Training  
 Wednesday, February 26th  
 2:00pm-5:00pm  
 Free public trainings every 30 minutes

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			12/31/2019 (12/19) Balance	07-000-100-1001			1,856,480.47
01/31/2020	CA	5	Cash Allocation - Created: 01/03/20 4:32 PM			111.74-	
01/31/2020	CA	16	Cash Allocation - Created: 01/08/20 8:04 AM			85.90-	
01/31/2020	CA	26	Cash Allocation - Created: 01/14/20 12:44 PM			15,395.77-	
01/31/2020	CA	43	Cash Allocation - Created: 01/22/20 1:48 PM		9,890.87		
01/31/2020	CA	55	Cash Allocation - Created: 01/24/20 6:40 AM		16.95		
01/31/2020	CA	72	Cash Allocation - Created: 01/30/20 6:45 AM			15,517.85-	
01/31/2020	CA	88	Cash Allocation - Created: 02/05/20 7:45 AM			103,552.42-	
01/31/2020	CA	104	Cash Allocation - Created: 02/05/20 2:20 PM		3,571.04		
01/31/2020	CA	133	Cash Allocation - Created: 02/10/20 8:48 AM		953.82		
			01/31/2020 (01/20) Period Totals and Balance		14,432.68 *	134,663.68- *	1,536,229.47
			12/31/2019 (12/19) Balance	07-000-100-1015			200.00
			01/31/2020 (01/20) Period Totals and Balance		.00 *	.00 *	200.00
			12/31/2019 (12/19) Balance	07-000-100-1101			9,521.75
12/30/2019	AP	205	Curry Coastal Pilot **VendorNo: 999517 **Inv. No: 275814 2020-2021 **Desc: Library 1 year renewal 2/20 - 1/21 **Inv. Date: 12/30/2019 **PO No: **Remit Name: Curry Coastal Pilot **Merchant Vendor No: 999517 **Merchant Vendor Name: Curry Coastal Pilot **Invoice Created By: Kristin		60.06		
12/06/2019	AP	221	Morningstar Inc **VendorNo: 1002051 **Inv. No: 20-21 RENEWAL **Desc: 11483718 - subscription 3/5/20-3/5/21 **Inv. Date: 12/6/2019 **PO No: **Remit Name: Morningstar **Merchant Vendor No: 1002051 **Merchant Vendor Name: Morningstar Inc **Invoice Created By: Kristin		1,296.00		
			01/31/2020 (01/20) Period Totals and Balance		1,356.06 *	.00 *	10,877.81
			12/31/2019 (12/19) Balance	07-000-200-2001			.00
01/31/2020	AP	40	Summary Transactions from AP System			131.84-	
01/31/2020	AP	128	Summary Transactions from AP System			3,286.65-	
01/31/2020	AP	154	Summary Transactions from AP System			2,684.16-	
01/31/2020	AP	234	Summary Transactions from AP System			6,065.31-	
01/31/2020	AP	296	Summary Transactions from AP System			6,255.07-	
01/31/2020	AP	387	Summary Transactions from AP System			14,163.32-	
01/31/2020	AP	490	Summary Transactions from AP System			293.06-	
01/31/2020	AP	585	Summary Transactions from AP System			1,579.74-	
01/31/2020	AP	724	Summary Transactions from AP System			6,178.40-	
01/30/2020	CDA1	440	Umpqua Bank		3,212.12		
01/30/2020	CDA1	443	Umpqua Bank		1,024.34		
01/30/2020	CDA1	444	Umpqua Bank		622.87		
01/30/2020	CDA1	445	Umpqua Bank		1,289.19		
01/30/2020	CDA1	446	Umpqua Bank		29.88		
01/13/2020	CDA1	119347	Multnomah County Library			14.99-	
01/03/2020	CDA1	120464	Xerox Corporation		131.84		
01/07/2020	CDA1	120471	Executech Utah Inc.		2,319.70		
01/07/2020	CDA1	120477	Graves, Derek		160.00		
01/07/2020	CDA1	120491	Tri-County Plumbing		385.42		
01/07/2020	CDA1	120492	Uline		421.53		
01/09/2020	CDA1	120495	Advantage Security LLC		37.95		
01/09/2020	CDA1	120499	Pacific Power & Light Co		2,646.21		
01/10/2020	CDA1	120502	Agri-Tech Design		645.00		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
01/10/2020	CDA1	120503	AUS West Lockbox		50.00		
01/10/2020	CDA1	120507	Brilliance Publishing Inc.		208.50		
01/10/2020	CDA1	120509	Cavendish Square		195.54		
01/10/2020	CDA1	120510	Cengage Learning Inc		99.41		
01/10/2020	CDA1	120511	Center Point Large Print		136.02		
01/10/2020	CDA1	120513	C-N-B Security Inc		1,728.00		
01/10/2020	CDA1	120517	Curry Coastal Pilot		103.00		
01/10/2020	CDA1	120518	Demco		28.82		
01/10/2020	CDA1	120523	Ingram		666.92		
01/10/2020	CDA1	120525	Morningstar		1,944.00		
01/10/2020	CDA1	120527	Office Depot		198.50		
01/10/2020	CDA1	120533	Recorded Books Inc		41.60		
01/10/2020	CDA1	120536	Southern Oregon Library Federation		20.00		
01/13/2020	CDA1	120541	Bay Area Enterprises Inc.		4,995.00		
01/13/2020	CDA1	120546	C-N-B Security Inc		540.00		
01/13/2020	CDA1	120552	Office Depot		465.06		
01/13/2020	CDA1	120556	Sprague Pest Solutions		150.00		
01/13/2020	CDA1	120559	Tri-County Plumbing		120.00		
01/24/2020	CDA1	120571	Access Information Protected		41.56		
01/24/2020	CDA1	120574	Art Signs		10,686.50		
01/24/2020	CDA1	120584	Center Point Large Print		136.02		
01/24/2020	CDA1	120586	C-N-B Security Inc		1,566.00		
01/24/2020	CDA1	120589	Comfort Flow Heating		1,080.00		
01/24/2020	CDA1	120593	Demco		283.37		
01/24/2020	CDA1	120602	Kyle Electric Inc		100.72		
01/24/2020	CDA1	120607	Pate, Janice Salutz		150.00		
01/24/2020	CDA1	120610	Xerox Corporation		129.15		
01/27/2020	CDA1	120634	Umpqua Valley Fire Service Inc.		38.25		
01/27/2020	CDA1	120640	Xerox Corporation		254.81		
01/28/2020	CDA1	120643	Agri-Tech Design		242.00		
01/28/2020	CDA1	120645	AUS West Lockbox		25.00		
01/28/2020	CDA1	120646	BNT Promotional Products		18.84		
01/28/2020	CDA1	120650	City of Coos Bay - ESO		59.40		
01/28/2020	CDA1	120663	Maya Graphics		277.50		
01/28/2020	CDA1	120664	Minitex		542.00		
01/28/2020	CDA1	120673	KVAL/Sinclair Broadcast Group		415.00		
01/31/2020 (01/20) Period Totals and Balance					40,652.54 *	40,652.54- *	.00
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Fund Balance	12/31/2019 (12/19) Balance			07-000-200-2500			955,071.59-
01/31/2020 (01/20) Period Totals and Balance					.00 *	.00 *	955,071.59-
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State Library Grant	12/31/2019 (12/19) Balance			07-000-340-0300			.00
01/09/2020	CR	1044321	State Library Grant - State Library Grant - Ready to Description: State Library Grant - State Library Grant - Ready to Read 2020			2,204.00-	
01/16/2020	CR	1044404	State Library Grant - Description: State Library Grant -			6,180.00-	
01/31/2020 (01/20) Period Totals and Balance					.00 *	8,384.00- *	8,384.00-
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YTD Encumbrance	.00 YTD Actual	-8,384.00 Total	-8,384.00 YTD Budget	-1,700.00 Unearned	(6,684.00)		
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Grants	12/31/2019 (12/19) Balance			07-000-340-0301			1,000.00-
01/31/2020 (01/20) Period Totals and Balance					.00 *	.00 *	1,000.00-
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YTD Encumbrance	.00 YTD Actual	-1,000.00 Total	-1,000.00 YTD Budget	-7,000.00 Unearned	6,000.00		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance	
			12/31/2019 (12/19) Balance	07-000-340-0900			1,277,517.89-	
			01/31/2020 (01/20) Period Totals and Balance		.00 *	.00 *	1,277,517.89-	
			TD Encumbrance .00 YTD Actual -1,277,517.89 Total -1,277,517.89 YTD Budget -1,115,000.00 Unearned (162,517.89)					
			12/31/2019 (12/19) Balance	07-000-350-0100			10,342.91-	
01/31/2020	CRJE	3	INTEREST DISTRIBUTION JOURNAL ENTRY 01/2			3,571.04-		
			01/31/2020 (01/20) Period Totals and Balance		.00 *	3,571.04- *	13,913.95-	
			TD Encumbrance .00 YTD Actual -13,913.95 Total -13,913.95 YTD Budget -12,000.00 Unearned (1,913.95)					
			12/31/2019 (12/19) Balance	07-000-350-1100			3,240.00-	
01/23/2020	CR	1044471	Auditorium Rental - Library Weekly Deposit 1/16-1/2 Description: Auditorium Rental - Library Weekly Deposit 1/16-1/21/20			150.00-		
			01/31/2020 (01/20) Period Totals and Balance		.00 *	150.00- *	3,390.00-	
			TD Encumbrance .00 YTD Actual -3,390.00 Total -3,390.00 YTD Budget -2,500.00 Unearned (890.00)					
			12/31/2019 (12/19) Balance	07-000-360-0100			3,869.95-	
01/09/2020	CR	1044322	Copies - Library Weekly Deposit 12/30/19-1/7/20 Description: Copies - Library Weekly Deposit 12/30/19-1/7/20			202.00-		
01/17/2020	CR	1044413	Copies - Library Weekly Deposit 1/8-1/15/20 Description: Copies - Library Weekly Deposit 1/8-1/15/20			171.05-		
01/23/2020	CR	1044471	Copies - Library Weekly Deposit 1/16-1/21/20 Description: Copies - Library Weekly Deposit 1/16-1/21/20			102.90-		
01/31/2020	CR	1044532	Copies - Library Weekly Deposit 1/22-1/28/20 Description: Copies - Library Weekly Deposit 1/22-1/28/20			157.05-		
01/02/2020	CR	99002839	Online Payment - LUCAS H MILLER Description: Online Payment - LUCAS H MILLER  Comment: XpressBillPay\Import\XBP_20200103003004.im p-5			5.60-		
01/06/2020	CR	99002864	Online Payment - TOSHA NEVDAL Description: Online Payment - TOSHA NEVDAL  Comment: XpressBillPay\Import\XBP_20200107003004.im p-3			4.20-		
01/06/2020	CR	99002866	Online Payment - TOSHA NEVDAL Description: Online Payment - TOSHA NEVDAL  Comment: XpressBillPay\Import\XBP_20200107003004.im p-5			13.20-		
01/06/2020	CR	99002868	Online Payment - KIRSTEN M MCALLISTER Description: Online Payment - KIRSTEN M MCALLISTER  Comment:			.40-		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			XpressBillPayImport\XBP_20200107003004.im p-7				
01/07/2020	CR	99002874	Online Payment - MARCIA ISENBERG Description: Online Payment - MARCIA ISENBERG  Comment: XpressBillPayImport\XBP_20200108003005.im p-5			8.50-	
01/10/2020	CR	99002918	Online Payment - STACEY MAULDIN Description: Online Payment - STACEY MAULDIN  Comment: XpressBillPayImport\XBP_20200111003006.im p-5			3.40-	
01/14/2020	CR	99002940	Online Payment - SHAWNTAE M WARDELL Description: Online Payment - SHAWNTAE M WARDELL  Comment: XpressBillPayImport\XBP_20200115003008.im p-1			2.00-	
01/14/2020	CR	99002946	Online Payment - GARY LESSLEY Description: Online Payment - GARY LESSLEY  Comment: XpressBillPayImport\XBP_20200115003008.im p-7			1.80-	
01/23/2020	CR	99003024	Online Payment - TINA SMITH Description: Online Payment - TINA SMITH  Comment: XpressBillPayImport\XBP_20200124003005.im p-6			14.20-	
01/30/2020	CR	99003082	Online Payment - CHARLI D LEIDHOLT Description: Online Payment - CHARLI D LEIDHOLT  Comment: XpressBillPayImport\XBP_20200131003004.im p-16			3.00-	
01/31/2020	CR	99003092	Online Payment - TOSHA NEVDAL Description: Online Payment - TOSHA NEVDAL  Comment: XpressBillPayImport\XBP_20200201003005.im p-7			2.00-	
01/31/2020	CR	99003094	Online Payment - TOSHA NEVDAL Description: Online Payment - TOSHA NEVDAL  Comment: XpressBillPayImport\XBP_20200201003005.im p-9			6.60-	
01/31/2020	CR	99003102	Online Payment - BRANDON CLARK Description: Online Payment - BRANDON CLARK  Comment:			7.40-	



Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			XpressBillPayImport\XBP_20200201003005.im p-17				
			01/31/2020 (01/20) Period Totals and Balance		.00 *	705.30- *	4,575.25-
YTD Encumbrance		.00 YTD Actual	-4,575.25 Total	-4,575.25 YTD Budget	-7,000.00 Unearned	2,424.75	
Library Fees			12/31/2019 (12/19) Balance	07-000-360-1800			5,555.91-
01/09/2020	CR	1044322	Library Fees - Library Weekly Deposit 12/30/19-1/7/ Description: Library Fees - Library Weekly Deposit 12/30/19-1/7/20			116.94-	
01/17/2020	CR	1044413	Library Fees - Library Weekly Deposit 1/8-1/15/20 Description: Library Fees - Library Weekly Deposit 1/8-1/15/20			120.60-	
01/23/2020	CR	1044471	Library Fees - Library Weekly Deposit 1/16-1/21/20 Description: Library Fees - Library Weekly Deposit 1/16-1/21/20			42.49-	
01/23/2020	CR	1044471	Library Fees - Library Weekly Deposit 1/16-1/21/20 Description: Library Fees - Library Weekly Deposit 1/16-1/21/20			198.35-	
01/31/2020	CR	1044532	Library Fees - Library Weekly Deposit 1/22-1/28/20 Description: Library Fees - Library Weekly Deposit 1/22-1/28/20			60.84-	
01/02/2020	CR	99002837	Online Payment - SHELLICIA TEXLEY Description: Online Payment - SHELLICIA TEXLEY Comment: XpressBillPayImport\XBP_20200103003004.im p-3			14.50-	
01/07/2020	CR	99002890	Online Payment - JOHN HUBBARD Description: Online Payment - JOHN HUBBARD Comment: XpressBillPayImport\XBP_20200108003005.im p-21			46.00-	
01/08/2020	CR	99002900	Online Payment - NATHAN K NEVDAL Description: Online Payment - NATHAN K NEVDAL Comment: XpressBillPayImport\XBP_20200109003005.im p-8			17.00-	
01/10/2020	CR	99002920	Online Payment - AMBER HILL Description: Online Payment - AMBER HILL Comment: XpressBillPayImport\XBP_20200111003006.im p-7			17.60-	
01/11/2020	CR	99002926	Online Payment - HOLLY HOLCOMB Description: Online Payment - HOLLY HOLCOMB Comment: XpressBillPayImport\XBP_20200112003005.im p-3			3.00-	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
01/14/2020	CR	99002944	Online Payment - RACHEL TORIBIO Description: Online Payment - RACHEL TORIBIO Comment: XpressBillPayImport\XBP_20200115003006.im p-5			38.34-	
01/15/2020	CR	99002950	Online Payment - ADRIENNE SWENSON Description: Online Payment - ADRIENNE SWENSON Comment: XpressBillPayImport\XBP_20200116003012.im p-1			7.95-	
01/16/2020	CR	99002968	Online Payment - RUSSELL KEMPER Description: Online Payment - RUSSELL KEMPER Comment: XpressBillPayImport\XBP_20200117003007.im p-7			18.89-	
01/16/2020	CR	99002972	Online Payment - Description: Online Payment - Comment: XpressBillPayImport\XBP_20200117003007.im p-11			33.00-	
01/18/2020	CR	99002982	Online Payment - JEREMY K MATSUI Description: Online Payment - JEREMY K MATSUI Comment: XpressBillPayImport\XBP_20200119003006.im p-5			8.00-	
01/22/2020	CR	99003015	Online Payment - Description: Online Payment - Comment: XpressBillPayImport\XBP_20200123003005.im p-20			16.95-	
01/24/2020	CR	99003028	Online Payment - HALEY R VAN PELT Description: Online Payment - HALEY R VAN PELT Comment: XpressBillPayImport\XBP_20200125003006.im p-3			5.40-	
01/31/2020	CR	99003100	Online Payment - RICHARD R WURN Description: Online Payment - RICHARD R WURN Comment: XpressBillPayImport\XBP_20200201003005.im p-15			26.00-	
01/31/2020	CR	99003104	Online Payment - CARL LEWIS Description: Online Payment - CARL LEWIS Comment: XpressBillPayImport\XBP_20200201003005.im p-19			119.39-	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
01/31/2020 (01/20) Period Totals and Balance					.00 *	911.24- *	6,467.15-
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TD Encumbrance		.00 YTD Actual	-6,467.15 Total	-6,467.15 YTD Budget	-10,000.00 Unearned	3,532.85	
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Miscellaneous		12/31/2019 (12/19) Balance		07-000-380-0100			13,236.30-
01/13/2020	CR	99002936	Online Payment - LANCE WRIGHT Description: Online Payment - LANCE WRIGHT Comment: XpressBillPay\Import\XBP_20200114003005.im p-3			6.00-	
01/15/2020	CR	99002951	Online Payment - ADRIENNE SWENSON Description: Online Payment - ADRIENNE SWENSON Comment: XpressBillPay\Import\XBP_20200116003012.im p-2			5.00-	
01/25/2020	CR	99003032	Online Payment - EZRA D COLLIER Description: Online Payment - EZRA D COLLIER Comment: XpressBillPay\Import\XBP_20200126003006.im p-1			2.20-	
01/01/2020	JE	4	ESO Monthly Accounting Fee			2,174.79-	
01/31/2020	JE	80	2019 Commercial Visa Rewards Distribution			953.82-	
01/31/2020 (01/20) Period Totals and Balance					.00 *	3,141.81- *	16,378.11-
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TD Encumbrance		.00 YTD Actual	-16,378.11 Total	-16,378.11 YTD Budget	-100.00 Unearned	(16,278.11)	
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Reimbursements		12/31/2019 (12/19) Balance		07-000-380-0400			343.00-
01/09/2020	CR	1044322	Reimbursements - Library Weekly Deposit 12/30/19- Description: Reimbursements - Library Weekly Deposit 12/30/19-1/7/20			12.00-	
01/17/2020	CR	1044413	Reimbursements - Library Weekly Deposit 1/8-1/15/ Description: Reimbursements - Library Weekly Deposit 1/8-1/15/20			5.50-	
01/23/2020	CR	1044471	Reimbursements - Library Weekly Deposit 1/16-1/21 Description: Reimbursements - Library Weekly Deposit 1/16-1/21/20			2.00-	
01/31/2020	CR	1044532	Reimbursements - Library Weekly Deposit 1/22-1/28 Description: Reimbursements - Library Weekly Deposit 1/22-1/28/20			5.00-	
01/31/2020 (01/20) Period Totals and Balance					.00 *	24.50- *	367.50-
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TD Encumbrance		.00 YTD Actual	-367.50 Total	-367.50 YTD Budget	-500.00 Unearned	132.50	
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Gifts, Donations & Memorials		12/31/2019 (12/19) Balance		07-000-380-0900			10,112.84-
01/09/2020	CR	1044322	Gifts & Donations - Library Weekly Deposit 12/30/19- Description: Gifts & Donations - Library Weekly Deposit 12/30/19-1/7/20			2,174.89-	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
01/16/2020	CR	1044404	Gifts & Donations - ESO Deposit - 1/16/2020 Description: Gifts & Donations - ESO Deposit - 1/16/2020			79.88-	
01/17/2020	CR	1044413	Gifts & Donations - Library Weekly Deposit 1/8-1/15/ Description: Gifts & Donations - Library Weekly Deposit 1/8-1/15/20			3,218.86-	
01/23/2020	CR	1044471	Gifts & Donations - Library Weekly Deposit 1/16-1/2 Description: Gifts & Donations - Library Weekly Deposit 1/16-1/21/20			.73-	
01/31/2020	CR	1044532	Gifts & Donations - Library Weekly Deposit 1/22-1/2 Description: Gifts & Donations - Library Weekly Deposit 1/22-1/28/20			25.70-	
			01/31/2020 (01/20) Period Totals and Balance		.00 *	5,500.06- *	15,612.90-
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TD Encumbrance	.00	YTD Actual	-15,612.90 Total	-15,612.90 YTD Budget	-20,000.00 Unearned	4,387.10	
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Salaries			12/31/2019 (12/19) Balance	07-510-510-1001			301,287.99
01/15/2020	PC	5	PAYROLL TRANS FOR 1/15/2020 PAY PERIOD		3,800.00		
01/20/2020	PC	105	PAYROLL TRANS FOR 1/20/2020 PAY PERIOD		45,132.21		
01/20/2020	PC	106	PAYROLL TRANS FOR 1/20/2020 PAY PERIOD			3,855.00-	
			01/31/2020 (01/20) Period Totals and Balance		48,932.21 *	3,855.00- *	346,365.20
TD Encumbrance	.00	YTD Actual	346,365.20 Total	346,365.20 YTD Budget	686,818.00 Unexpended	340,452.80	
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E.R.S.			12/31/2019 (12/19) Balance	07-510-510-1003			70,517.91
01/20/2020	PB	106	PAYROLL TRANS FOR 1/20/2020 PAY PERIOD		9,087.15		
			01/31/2020 (01/20) Period Totals and Balance		9,087.15 *	.00 *	79,605.06
TD Encumbrance	.00	YTD Actual	79,605.06 Total	79,605.06 YTD Budget	133,210.00 Unexpended	53,604.94	
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Social Security			12/31/2019 (12/19) Balance	07-510-510-1004			22,527.41
01/15/2020	PB	3	PAYROLL TRANS FOR 1/15/2020 PAY PERIOD		290.70		
01/20/2020	PB	105	PAYROLL TRANS FOR 1/20/2020 PAY PERIOD		3,048.47		
			01/31/2020 (01/20) Period Totals and Balance		3,339.17 *	.00 *	25,866.58
TD Encumbrance	.00	YTD Actual	25,866.58 Total	25,866.58 YTD Budget	52,548.00 Unexpended	26,681.42	
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Employee Insurance			12/31/2019 (12/19) Balance	07-510-510-1005			63,621.52
01/20/2020	PB	104	PAYROLL TRANS FOR 1/20/2020 PAY PERIOD		44,319.39		
01/20/2020	PC	123	PAYROLL TRANS FOR 1/20/2020 PAY PERIOD		641.22		
01/20/2020	PC	124	PAYROLL TRANS FOR 1/20/2020 PAY PERIOD			641.22-	
			01/31/2020 (01/20) Period Totals and Balance		44,960.61 *	641.22- *	107,940.91
TD Encumbrance	.00	YTD Actual	107,940.91 Total	107,940.91 YTD Budget	153,574.00 Unexpended	45,633.09	
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Unemployment			12/31/2019 (12/19) Balance	07-510-510-1006			104.94
			01/31/2020 (01/20) Period Totals and Balance		.00 *	.00 *	104.94
TD Encumbrance	.00	YTD Actual	104.94 Total	104.94 YTD Budget	13,000.00 Unexpended	12,895.06	
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Workers Compensation Insurance			12/31/2019 (12/19) Balance	07-510-510-1007			370.28
01/20/2020	PB	103	PAYROLL TRANS FOR 1/20/2020 PAY PERIOD		54.78		
			01/31/2020 (01/20) Period Totals and Balance		54.78 *	.00 *	425.06
TD Encumbrance	.00	YTD Actual	425.06 Total	425.06 YTD Budget	2,833.00 Unexpended	2,407.94	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Volunteer Workers Compensation			12/31/2019 (12/19) Balance	07-510-510-1008			2.97
			01/31/2020 (01/20) Period Totals and Balance		.00 *	.00 *	2.97
TD Encumbrance			.00 YTD Actual    2.97 Total    2.97 YTD Budget	122.00 Unexpended	119.03		
Training, Meetings, Travel, Dues			12/31/2019 (12/19) Balance	07-510-520-2005			2,538.95
12/03/2019	AP	122	Graves, Derek **VendorNo: 1002868 **Inv. No: 122019 **Desc: staff training - Adobe Illustrator - 12/2/2019 **Inv. Date: 12/3/2019 **PO No: **Remit Name: Graves, Derek **Merchant Vendor No: 1002868 **Merchant Vendor Name: Graves, Derek **Invoice Created By: Kristin		80.00		
12/03/2019	AP	123	Graves, Derek **VendorNo: 1002868 **Inv. No: 122019 **Desc: staff training - Adobe Photoshop 11/22/2019 **Inv. Date: 12/3/2019 **PO No: **Remit Name: Graves, Derek **Merchant Vendor No: 1002868 **Merchant Vendor Name: Graves, Derek **Invoice Created By: Kristin		80.00		
10/11/2019	AP	208	Southern Oregon Library Federation **VendorNo: 999782 **Inv. No: 19-20 ADDIS **Desc: membership dues 10/19-09/20, P. Addis **Inv. Date: 10/11/2019 **PO No: **Remit Name: Southern Oregon Library Federation **Merchant Vendor No: 999782 **Merchant Vendor Name: Southern Oregon Library Federation **Invoice Created By: Kristin		10.00		
10/11/2019	AP	209	Southern Oregon Library Federation **VendorNo: 999782 **Inv. No: 19-20 COFFMAN **Desc: membership dues 10/19-09/20, C. Coffman **Inv. Date: 10/11/2019 **PO No: **Remit Name: Southern Oregon Library Federation **Merchant Vendor No: 999782 **Merchant Vendor Name: Southern Oregon Library Federation **Invoice Created By: Kristin		10.00		
12/31/2019	AP	702	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LIBRARY 1 **Desc: AMERICAN LIBRARY ASSN., Buxton, Webinar-Sign Language **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		250.00		
			01/31/2020 (01/20) Period Totals and Balance		430.00 *	.00 *	2,968.95
TD Encumbrance			.00 YTD Actual    2,968.95 Total    2,968.95 YTD Budget	9,000.00 Unexpended	6,031.05		
Utilities			12/31/2019 (12/19) Balance	07-510-520-2101			14,080.02
12/24/2019	AP	144	Pacific Power & Light Co **VendorNo: 710235 **Inv. No: 201912-2 **Desc: 12447751-0018 Library **Inv. Date: 12/24/2019 **PO No: **Remit Name: Pacific Power & Light Co **Merchant Vendor No: 710235 **Merchant Vendor Name: Pacific Power & Light Co **Invoice Created By: Kristin		2,646.21		
01/13/2020	AP	385	Pate, Janice Salutz **VendorNo: 1002875 **Inv. No: RENTAL RETURN **Desc: LB - Myrtlewood Meeting Room Rental Cancellation **Inv. Date:		150.00		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
1/13/2020 **PO No: **Remit Name: Pate, Janice Salutz **Merchant Vendor No: 1002875 **Merchant Vendor Name: Pate, Janice Salutz **Invoice Created By: Kristin							
01/31/2020 (01/20) Period Totals and Balance					2,796.21 *	.00 *	16,876.23
TD Encumbrance	.00	YTD Actual	16,876.23 Total	16,876.23 YTD Budget	42,000.00 Unexpended	25,123.77	
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Telephone			12/31/2019 (12/19) Balance	07-510-520-2102			3,234.29
12/31/2019	AP	707	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LIBRARY V **Desc: YIPTEL, Telephone-VOIP **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		502.35		
12/31/2019	AP	709	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LIBRARY V **Desc: FRONTIER, Telephone, Landlines **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		179.15		
01/31/2020 (01/20) Period Totals and Balance					681.50 *	.00 *	3,915.79
TD Encumbrance	.00	YTD Actual	3,915.79 Total	3,915.79 YTD Budget	13,000.00 Unexpended	9,084.21	
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Advertising			12/31/2019 (12/19) Balance	07-510-520-2105			3,603.77
12/29/2019	AP	562	Sinclair Television Media Inc **VendorNo: 1002138 **Inv. No: 1232576-1 **Desc: Promotional Advertising - Library **Inv. Date: 12/29/2019 **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		
12/31/2019	AP	711	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 PIERSON **Desc: FACEBOOK, Program Ad- After Hours **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		20.90		
01/31/2020 (01/20) Period Totals and Balance					435.90 *	.00 *	4,039.67
TD Encumbrance	.00	YTD Actual	4,039.67 Total	4,039.67 YTD Budget	15,000.00 Unexpended	10,980.33	
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Contractual			12/31/2019 (12/19) Balance	07-510-520-2108			35,199.21
12/17/2019	AP	229	C-N-B Security Inc **VendorNo: 1002694 **Inv. No: 7543 **Desc: Library security guard 12/09 - 12/14/19 **Inv. Date: 12/17/2019 **PO No: **Remit Name: C- N-B Security Inc **Merchant Vendor No: 1002694 **Merchant Vendor Name: C-N-B Security Inc **Invoice Created By: Kristin		864.00		
12/22/2019	AP	230	C-N-B Security Inc **VendorNo: 1002694 **Inv. No: 7552 **Desc: Library security guard 12/16 - 12/21/19 **Inv. Date: 12/22/2019 **PO No: **Remit Name:		864.00		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance	
			C-N-B Security Inc **Merchant Vendor No: 1002694 **Merchant Vendor Name: C-N-B Security Inc **Invoice Created By: Kristin					
12/18/2019	AP	274	Sprague Pest Solutions **VendorNo: 1001985 **Inv. No: 4032444 **Desc: 101895409 Library Pest Control **Inv. Date: 12/18/2019 **PO No: **Remit Name: Sprague Pest Solutions **Merchant Vendor No: 1001985 **Merchant Vendor Name: Sprague Pest Solutions **Invoice Created By: Kristin		150.00			
01/01/2020	AP	290	C-N-B Security Inc **VendorNo: 1002694 **Inv. No: 7582 **Desc: Library security guard 12/23 - 12/28/19 **Inv. Date: 1/1/2020 **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		540.00			
01/08/2020	AP	381	C-N-B Security Inc **VendorNo: 1002694 **Inv. No: 7588 **Desc: Library security guard 12/30/19 - 1/4/20 **Inv. Date: 1/8/2020 **PO No: **Remit Name: C-N-B Security Inc **Merchant Vendor No: 1002694 **Merchant Vendor Name: C-N-B Security Inc **Invoice Created By: Kristin		702.00			
01/13/2020	AP	382	C-N-B Security Inc **VendorNo: 1002694 **Inv. No: 7604 **Desc: Library security guard 1/06/19 - 1/11/20 **Inv. Date: 1/13/2020 **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		864.00			
01/06/2020	CD14	6	01/01/20 Xpress Bill Pay Support Fees/Forms Inv#4 01/31/2020 (01/20) Period Totals and Balance		103.70 4,087.70 *	.00 *	39,286.91	
TD Encumbrance		.00	YTD Actual	39,286.91 Total	39,286.91	YTD Budget	42,250.00 Unexpended	2,963.09
nsurance			12/31/2019 (12/19) Balance	07-510-520-2120			14,540.50	
			01/31/2020 (01/20) Period Totals and Balance		.00 *	.00 *	14,540.50	
TD Encumbrance		.00	YTD Actual	14,540.50 Total	14,540.50	YTD Budget	14,500.00 Unexpended	(40.50)
Duplicating			12/31/2019 (12/19) Balance	07-510-520-2122			3,395.44	
12/10/2019	AP	13	Xerox Corporation **VendorNo: 986914 **Inv. No: 1893046 **Desc: 020-0056070-001 Library Public Copier - November **Inv. Date: 12/10/2019 **PO No: **Remit Name: Xerox Corporation **Merchant Vendor No: 986914 **Merchant Vendor Name: Xerox Corporation **Invoice Created By: Kristin		11.94			
12/27/2019	AP	251	Office Depot **VendorNo: 937352 **Inv. No: 421935343001 **Desc: 90371713 Library copy paper, toner **Inv. Date: 12/27/2019 **PO No: **Remit Name: Office Depot **Merchant Vendor No: 937352 **Merchant Vendor Name: Office Depot **Invoice Created By: Kristin		465.06			
01/10/2020	AP	349	Xerox Corporation **VendorNo: 986914 **Inv. No: 1933480 **Desc: 020-0056070-001 Library Public Copier - January **Inv. Date: 1/10/2020 **PO No:		9.25			

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
**Remit Name: Xerox Corporation **Merchant Vendor No: 986914 **Merchant Vendor Name: Xerox Corporation **Invoice Created By: Kristin							
01/01/2020	AP	454	Xerox Corporation		117.37		
**VendorNo: 986914 **Inv. No: 099147337 **Desc: 722943248 Library Workroom Copier - December **Inv. Date: 1/1/2020 **PO No: **Remit Name: Xerox Corporation **Merchant Vendor No: 986914 **Merchant Vendor Name: Xerox Corporation **Invoice Created By: Kristin							
12/31/2019	AP	638	Umpqua Bank (VISA)		124.83		
**VendorNo: 1002576 **Inv. No: 201912 LB AMAZON **Desc: AMAZON, Toner Cartridge **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin							
01/31/2020 (01/20) Period Totals and Balance					728.45 *	.00 *	4,123.89
TD Encumbrance	.00	YTD Actual	4,123.89 Total	4,123.89 YTD Budget	8,500.00 Unexpended		4,376.11
Printing 12/31/2019 (12/19) Balance 07-510-520-2123 .00							
01/13/2020	AP	517	Maya Graphics		277.50		
**VendorNo: 634800 **Inv. No: 29352 **Desc: Open Hours Book Marks **Inv. Date: 1/13/2020 **PO No: **Remit Name: Maya Graphics **Merchant Vendor No: 634800 **Merchant Vendor Name: Maya Graphics **Invoice Created By: eric							
01/31/2020 (01/20) Period Totals and Balance					277.50 *	.00 *	277.50
TD Encumbrance	.00	YTD Actual	277.50 Total	277.50 YTD Budget	3,000.00 Unexpended		2,722.50
Office Supplies 12/31/2019 (12/19) Balance 07-510-520-2205 1,028.52							
12/11/2019	AP	190	Office Depot		34.79		
**VendorNo: 937352 **Inv. No: 414697994001 **Desc: 90371713 Office Supplies - Library **Inv. Date: 12/11/2019 **PO No: **Remit Name: Office Depot **Merchant Vendor No: 937352 **Merchant Vendor Name: Office Depot **Invoice Created By: Kristin							
12/11/2019	AP	191	Office Depot		4.30		
**VendorNo: 937352 **Inv. No: 414698184001 **Desc: 90371713 Office Supplies - Library **Inv. Date: 12/11/2019 **PO No: **Remit Name: Office Depot **Merchant Vendor No: 937352 **Merchant Vendor Name: Office Depot **Invoice Created By: Kristin							
12/11/2019	AP	192	Office Depot		11.32		
**VendorNo: 937352 **Inv. No: 414698185001 **Desc: 90371713 Office Supplies - Library **Inv. Date: 12/11/2019 **PO No: **Remit Name: Office Depot **Merchant Vendor No: 937352 **Merchant Vendor Name: Office Depot **Invoice Created By: Kristin							
12/19/2019	AP	193	Office Depot		148.09		
**VendorNo: 937352 **Inv. No: 418620921001 **Desc: 90371713 Office Supplies - Library **Inv. Date: 12/19/2019 **PO No: **Remit Name: Office Depot **Merchant Vendor No: 937352 **Merchant Vendor Name: Office Depot							



Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
**Invoice Created By: Kristin							
01/14/2020	AP	496	BNT Promotional Products **VendorNo: 156200 **Inv. No: 5201041 **Desc: Library - Name tag, R. Lhendup **Inv. Date: 1/14/2020 **PO No: **Remit Name: BNT Promotional Products **Merchant Vendor No: 156200 **Merchant Vendor Name: BNT Promotional Products **Invoice Created By: Kristin		18.84		
12/31/2019	AP	615	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB AMAZON **Desc: AMAZON, Envelopes **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		11.98		
12/31/2019	AP	616	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB AMAZON **Desc: AMAZON, Planner **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		18.98		
12/31/2019	AP	618	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB AMAZON **Desc: AMAZON, Address Labels **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		20.99		
12/31/2019	AP	625	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB AMAZON **Desc: AMAZON, Tape **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		46.88		
12/31/2019	AP	627	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB AMAZON **Desc: AMAZON, Sponges, Ribbon **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		36.78		
12/31/2019	AP	715	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 PIERSON **Desc: DOLLAR TREE, Water-Plumbing Issue- No Water **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		3.00		
01/31/2020 (01/20) Period Totals and Balance					355.95 *	.00 *	1,384.47
YTD Encumbrance	.00	YTD Actual	1,384.47 Total	1,384.47 YTD Budget	2,500.00 Unexpended	1,115.53	
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Postage			12/31/2019 (12/19) Balance	07-510-520-2206			500.00
01/31/2020 (01/20) Period Totals and Balance					.00 *	.00 *	500.00
YTD Encumbrance	.00	YTD Actual	500.00 Total	500.00 YTD Budget	2,200.00 Unexpended	1,700.00	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
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Antiflorial Supplies			12/31/2019 (12/19) Balance	07-510-520-2225			1,559.71
			01/31/2020 (01/20) Period Totals and Balance		.00 *	.00 *	1,559.71
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TD Encumbrance		.00 YTD Actual	1,559.71 Total	1,559.71 YTD Budget	5,200.00 Unexpended	3,640.29	
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Small Equipment			12/31/2019 (12/19) Balance	07-510-520-2231			6,545.06
12/17/2019	AP	94	Uline **VendorNo: 1000716 **Inv. No: 115379417 **Desc: 11532274 Meeting Room Table **Inv. Date: 12/17/2019 **PO No: **Remit Name: Uline **Merchant Vendor No: 1000716 **Merchant Vendor Name: Uline **Invoice Created By: Kristin		421.53		
12/23/2019	AP	121	Executech Utah Inc. **VendorNo: 1002369 **Inv. No: 142192 **Desc: Library - Director laptop **Inv. Date: 12/23/2019 **PO No: **Remit Name: Executech Utah Inc. **Merchant Vendor No: 1002369 **Merchant Vendor Name: Executech Utah Inc. **Invoice Created By: Kristin		2,319.70		
01/21/2020	AP	318	Art Signs **VendorNo: 116800 **Inv. No: 20200121 **Desc: Library replacement electronic sign & removal of old sign - py. 1of2 **Inv. Date: 1/21/2020 **PO No: **Remit Name: Art Signs **Merchant Vendor No: 116800 **Merchant Vendor Name: Art Signs **Invoice Created By: Kristin		10,686.50		
			01/31/2020 (01/20) Period Totals and Balance		13,427.73 *	.00 *	19,972.79
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TD Encumbrance		.00 YTD Actual	19,972.79 Total	19,972.79 YTD Budget	35,000.00 Unexpended	15,027.21	
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Grants			12/31/2019 (12/19) Balance	07-510-520-2234			476.88
12/31/2019	AP	706	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LIBRARY V **Desc: OMSI ADMISSIONS, YP Programs-Presenter **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		455.00		
			01/31/2020 (01/20) Period Totals and Balance		455.00 *	.00 *	931.88
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TD Encumbrance		.00 YTD Actual	931.88 Total	931.88 YTD Budget	17,000.00 Unexpended	16,068.12	
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Library Supplies			12/31/2019 (12/19) Balance	07-510-520-2235			6,535.61
12/18/2019	AP	163	Demco **VendorNo: 273219 **Inv. No: 6741166 **Desc: processing supplies **Inv. Date: 12/18/2019 **PO No: **Remit Name: Demco **Merchant Vendor No: 273219 **Merchant Vendor Name: Demco **Invoice Created By: Kristin		28.82		
01/02/2020	AP	335	Demco **VendorNo: 273219 **Inv. No: 6745248 **Desc: processing supplies **Inv. Date: 1/2/2020 **PO No: **Remit Name: Demco **Merchant Vendor No: 273219 **Merchant Vendor Name: Demco **Invoice Created By: Kristin		263.37		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
10/29/2019	AP	565	City of Coos Bay - ESO **VendorNo: 1002304 **Inv. No: BAY0008 **Desc: corrects invoice incorrectly entered BAY008 **Inv. Date: 10/29/2019 **PO No: **Remit Name: City of Coos Bay - ESO **Merchant Vendor No: 1002304 **Merchant Vendor Name: City of Coos Bay - ESO **Invoice Created By: Kristin		59.40		
10/29/2019	AP	566	City of Coos Bay - ESO **VendorNo: 1002304 **Inv. No: BAY0008 **Desc: corrects invoice incorrectly entered BAY008 **Inv. Date: 10/29/2019 **PO No: **Remit Name: City of Coos Bay - ESO **Merchant Vendor No: 1002304 **Merchant Vendor Name: City of Coos Bay - ESO **Invoice Created By: Kristin			59.40-	
01/08/2020	AP	567	City of Coos Bay - ESO **VendorNo: 1002304 **Inv. No: BAY0009 **Desc: Processing Supplies **Inv. Date: 1/8/2020 **PO No: **Remit Name: City of Coos Bay - ESO **Merchant Vendor No: 1002304 **Merchant Vendor Name: City of Coos Bay - ESO **Invoice Created By: Kristin		59.40		
01/03/2020	AP	583	Minitex **VendorNo: 1002583 **Inv. No: 99793 **Desc: Security strips **Inv. Date: 1/3/2020 **PO No: **Remit Name: Minitex **Merchant Vendor No: 1002583 **Merchant Vendor Name: Minitex **Invoice Created By: eric		542.00		
01/31/2020 (01/20) Period Totals and Balance					952.99 *	59.40- *	7,429.20
TD Encumbrance	.00	YTD Actual	7,429.20 Total	7,429.20 YTD Budget	15,000.00 Unexpended	7,570.80	
Library Books & Records			12/31/2019 (12/19) Balance	07-510-520-2236			35,790.23
12/05/2019	AP	164	Ingram **VendorNo: 476508 **Inv. No: 43010402 **Desc: Books **Inv. Date: 12/5/2019 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		46.37		
12/10/2019	AP	165	Ingram **VendorNo: 476508 **Inv. No: 43070150 **Desc: Books **Inv. Date: 12/10/2019 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		44.47		
12/10/2019	AP	166	Ingram **VendorNo: 476508 **Inv. No: 43076301 **Desc: Books **Inv. Date: 12/10/2019 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		113.00		
12/12/2019	AP	167	Ingram **VendorNo: 476508 **Inv. No: 43118428 **Desc: Books **Inv. Date: 12/12/2019 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		118.26		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
12/17/2019	AP	168	Ingram **VendorNo: 476508 **Inv. No: 43184194 **Desc: Books **Inv. Date: 12/17/2019 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		14.87		
12/17/2019	AP	169	Ingram **VendorNo: 476508 **Inv. No: 43184195 **Desc: Books **Inv. Date: 12/17/2019 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		28.54		
12/17/2019	AP	170	Ingram **VendorNo: 476508 **Inv. No: 43187913 **Desc: Books **Inv. Date: 12/17/2019 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		4.75		
12/17/2019	AP	171	Ingram **VendorNo: 476508 **Inv. No: 43187914 **Desc: Books **Inv. Date: 12/17/2019 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		5.35		
12/17/2019	AP	172	Ingram **VendorNo: 476508 **Inv. No: 43187915 **Desc: Books **Inv. Date: 12/17/2019 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		4.75		
12/18/2019	AP	173	Ingram **VendorNo: 476508 **Inv. No: 43209807 **Desc: Books - Audio Book **Inv. Date: 12/18/2019 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		122.81		
12/18/2019	AP	174	Ingram **VendorNo: 476508 **Inv. No: 43210320 **Desc: Books **Inv. Date: 12/18/2019 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		89.96		
12/19/2019	AP	175	Ingram **VendorNo: 476508 **Inv. No: 43225451 **Desc: Books **Inv. Date: 12/19/2019 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		57.13		
12/20/2019	AP	203	Brilliance Publishing Inc. **VendorNo: 999424 **Inv. No: IN1394549 **Desc: audio books **Inv. Date: 12/20/2019 **PO No: **Remit Name: Brilliance Publishing Inc. **Merchant Vendor No: 999424 **Merchant Vendor Name: Brilliance Publishing Inc. **Invoice Created By: Kristin		208.50		
12/06/2019	AP	220	Morningstar Inc **VendorNo: 1002051 **Inv. No: 20-21 RENEWAL **Desc: 11483718 - subscription 3/5/20-3/5/21 **Inv. Date: 12/6/2019 **PO No:		648.00		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			**Remit Name: Morningstar **Merchant Vendor No: 1002051 **Merchant Vendor Name: Morningstar Inc **Invoice Created By: Kristin				
12/18/2019	AP	223	Cavendish Square Publishing LLC		195.54		
			**VendorNo: 1002244 **Inv. No: CAL3218641 **Desc: Account #1000148748 Books **Inv. Date: 12/18/2019 **PO No: **Remit Name: Cavendish Square **Merchant Vendor No: 1002244 **Merchant Vendor Name: Cavendish Square Publishing LLC **Invoice Created By: Kristin				
07/11/2019	AP	276	Multnomah County Library			14.99-	
			**VendorNo: 1002317 **Inv. No: 195037453 **Desc: Lost Book **Inv. Date: 7/11/2019 **PO No: **Remit Name: Multnomah County Library **Merchant Vendor No: 1002317 **Merchant Vendor Name: Multnomah County Library **Invoice Created By: Kristin				
01/01/2020	AP	325	Center Point Large Print		138.02		
			**VendorNo: 216200 **Inv. No: 1750835 **Desc: books **Inv. Date: 1/1/2020 **PO No: **Remit Name: Center Point Large Print **Merchant Vendor No: 216200 **Merchant Vendor Name: Center Point Large Print **Invoice Created By: Kristin				
12/31/2019	AP	617	Umpqua Bank (VISA)		69.90		
			**VendorNo: 1002576 **Inv. No: 201912 LB AMAZON **Desc: AMAZON, Dvd **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin				
12/31/2019	AP	619	Umpqua Bank (VISA)		9.52		
			**VendorNo: 1002576 **Inv. No: 201912 LB AMAZON **Desc: AMAZON, Dvds **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin				
12/31/2019	AP	621	Umpqua Bank (VISA)		26.99		
			**VendorNo: 1002576 **Inv. No: 201912 LB AMAZON **Desc: AMAZON, Dvds **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin				
12/31/2019	AP	622	Umpqua Bank (VISA)		123.37		
			**VendorNo: 1002576 **Inv. No: 201912 LB AMAZON **Desc: AMAZON, Dvds **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin				
12/31/2019	AP	623	Umpqua Bank (VISA)		29.95		
			**VendorNo: 1002576 **Inv. No: 201912 LB AMAZON **Desc: AMAZON, Dvds **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin				

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
12/31/2019	AP	624	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB AMAZON **Desc: AMAZON, Books **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		36.59		
12/31/2019	AP	626	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB AMAZON **Desc: AMAZON, Dvd **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		14.99		
12/31/2019	AP	629	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB AMAZON **Desc: AMAZON, Dvd **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		9.96		
12/31/2019	AP	630	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB AMAZON **Desc: AMAZON, Book **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		22.99		
12/31/2019	AP	633	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB AMAZON **Desc: AMAZON, Book **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		26.09		
12/31/2019	AP	634	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB AMAZON **Desc: AMAZON, Book **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		21.77		
12/31/2019	AP	635	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB AMAZON **Desc: AMAZON, YP Dvd **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		12.56		
12/31/2019	AP	636	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB AMAZON **Desc: AMAZON, YP Book **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		5.78		
12/31/2019	AP	640	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB AMAZON **Desc: AMAZON, Book **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank		27.53		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			(VISA) **Invoice Created By: Kristin				
12/31/2019	AP	642	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB AMAZON **Desc: AMAZON, Books **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		33.35		
12/31/2019	AP	643	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB AMAZON **Desc: AMAZON, Calendar **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		10.89		
12/31/2019	AP	647	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, Book **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		16.65		
12/31/2019	AP	648	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, Book **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		18.04		
12/31/2019	AP	649	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, Book **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		90.98		
12/31/2019	AP	650	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, Book **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		12.59		
12/31/2019	AP	651	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, Book **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		29.41		
12/31/2019	AP	652	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, YA Books **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		150.29		
12/31/2019	AP	653	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, Book **Inv.		14.98		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin				
12/31/2019	AP	654	Umpqua Bank (VISA)		14.98		
			**VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, Book **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin				
12/31/2019	AP	655	Umpqua Bank (VISA)		35.89		
			**VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, Adult Audio Books **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin				
12/31/2019	AP	656	Umpqua Bank (VISA)		97.53		
			**VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, Adult Audio Books **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin				
12/31/2019	AP	657	Umpqua Bank (VISA)		20.99		
			**VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, Book **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin				
12/31/2019	AP	658	Umpqua Bank (VISA)		108.20		
			**VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, YP Books **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin				
12/31/2019	AP	659	Umpqua Bank (VISA)		154.28		
			**VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, Adult Audio Books **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin				
12/31/2019	AP	660	Umpqua Bank (VISA)		348.46		
			**VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, YP Books **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin				
12/31/2019	AP	661	Umpqua Bank (VISA)			.01-	
			**VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, Adult Audio Books **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name:				



Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			Umpqua Bank (VISA) **Invoice Created By: Kristin				
12/31/2019	AP	662	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, Adult Dvds **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		351.98		
12/31/2019	AP	663	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, Adult Dvds **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		42.89		
12/31/2019	AP	664	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, YP Books **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		43.67		
12/31/2019	AP	665	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, Adult Dvds **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		24.30		
12/31/2019	AP	666	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, Adult Dvds **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		25.01		
12/31/2019	AP	667	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, Adult Dvds **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		17.86		
12/31/2019	AP	668	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, Book **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		14.43		
12/31/2019	AP	669	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, Adult Dvds **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		28.59		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
12/31/2019	AP	670	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, Book **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		31.06		
12/31/2019	AP	671	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, Book **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		14.98		
12/31/2019	AP	672	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, Adult Audio Books **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		16.49		
12/31/2019	AP	673	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, Book **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		82.06		
12/31/2019	AP	674	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, Books **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		337.46		
12/31/2019	AP	675	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, Books **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		14.98		
12/31/2019	AP	676	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, Books **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		294.57		
12/31/2019	AP	677	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, Adult Dvds **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		86.45		
12/31/2019	AP	678	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, Adult Dvds **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No:		28.59		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin				
12/31/2019	AP	680	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, Books **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		14.43		
12/31/2019	AP	681	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, Books **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		12.78		
12/31/2019	AP	682	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, Books **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		14.43		
12/31/2019	AP	683	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, Books **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		15.54		
12/31/2019	AP	684	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, Adult Dvds **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		21.41		
12/31/2019	AP	685	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, Books **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		14.43		
12/31/2019	AP	686	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, Books **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		15.53		
12/31/2019	AP	687	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, Books **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		48.82		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
12/31/2019	AP	688	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, Books **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		43.71		
12/31/2019	AP	689	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, Books **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		14.98		
12/31/2019	AP	690	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, Adult Audio **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		159.91		
12/31/2019	AP	691	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, Books **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		30.51		
12/31/2019	AP	692	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, Books **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		103.78		
12/31/2019	AP	693	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, Books **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		59.49		
12/31/2019	AP	694	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, Books **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		14.97		
12/31/2019	AP	708	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LIBRARY V **Desc: NETFLIX, Library Streaming Player Programming **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		12.99		
01/31/2020 (01/20) Period Totals and Balance					5,482.68 *	15.00- *	41,257.91
YTD Encumbrance	.00	YTD Actual	41,257.91 Total	41,257.91 YTD Budget	100,000.00 Unexpended	58,742.09	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Periodicals			12/31/2019 (12/19) Balance	07-510-520-2237			4,471.38
12/30/2019	AP	204	Curry Coastal Pilot **VendorNo: 999517 **Inv. No: 275814 2020-2021 **Desc: Library 1 year renewal 2/20 - 1/21 **Inv. Date: 12/30/2019 **PO No: **Remit Name: Curry Coastal Pilot **Merchant Vendor No: 999517 **Merchant Vendor Name: Curry Coastal Pilot **Invoice Created By: Kristin		42.94		
12/31/2019	AP	696	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LIBRARY 1 **Desc: THE WORLD, Newspaper Subscription Renewal **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		52.00		
12/31/2019	AP	697	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LIBRARY 1 **Desc: NATIONAL AUDUBON SOCIETY, Magazine Subscription Renewal **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		20.00		
			01/31/2020 (01/20) Period Totals and Balance		114.94 *	.00 *	4,586.32
YTD Encumbrance	.00	YTD Actual	4,586.32 Total	4,586.32 YTD Budget	10,000.00 Unexpended	5,413.68	
State Aid to Children - Books			12/31/2019 (12/19) Balance	07-510-520-2239			305.86
			01/31/2020 (01/20) Period Totals and Balance		.00 *	.00 *	305.86
YTD Encumbrance	.00	YTD Actual	305.86 Total	305.86 YTD Budget	2,000.00 Unexpended	1,694.14	
Office Equipment Rental			12/31/2019 (12/19) Balance	07-510-520-2302			1,758.46
12/10/2019	AP	14	Xerox Corporation **VendorNo: 986914 **Inv. No: 1893046 **Desc: 020-0056070-001 Library Public Copier - December **Inv. Date: 12/10/2019 **PO No: **Remit Name: Xerox Corporation **Merchant Vendor No: 986914 **Merchant Vendor Name: Xerox Corporation **Invoice Created By: Kristin		119.90		
01/10/2020	AP	348	Xerox Corporation **VendorNo: 986914 **Inv. No: 1933460 **Desc: 020-0056070-001 Library Public Copier - January **Inv. Date: 1/10/2020 **PO No: **Remit Name: Xerox Corporation **Merchant Vendor No: 986914 **Merchant Vendor Name: Xerox Corporation **Invoice Created By: Kristin		119.90		
01/01/2020	AP	453	Xerox Corporation **VendorNo: 986914 **Inv. No: 099147337 **Desc: 722943248 Library Workroom Copier - December **Inv. Date: 1/1/2020 **PO No: **Remit Name: Xerox Corporation **Merchant Vendor No: 986914 **Merchant Vendor Name: Xerox Corporation **Invoice Created By: Kristin		137.44		
12/31/2019	AP	710	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LIBRARY V **Desc: FBI, Postage Meter Rent **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		139.70		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
01/07/2020	JE	6	R/C Invoice 1856283 Copier Lease to Office Equipm 01/31/2020 (01/20) Period Totals and Balance		119.90 636.84 *	.00 *	2,395.30
TD Encumbrance		.00 YTD Actual	2,395.30 Total	2,395.30 YTD Budget	5,200.00 Unexpended		2,804.70
Equipment Repairs/Replacement			12/31/2019 (12/19) Balance	07-510-520-2303			2,060.53
12/31/2019	AP	620	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB AMAZON **Desc: AMAZON, Cables, Lighting **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		49.97		
12/31/2019	AP	704	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LIBRARY 1 **Desc: WHENTOWORK INC, Personnel Scheduling Program **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		200.00		
01/07/2020	JE	6	R/C Invoice 1856283 Copier Lease to Office Equipm 01/31/2020 (01/20) Period Totals and Balance		249.97 *	119.90- 119.90- *	2,190.60
TD Encumbrance		.00 YTD Actual	2,190.60 Total	2,190.60 YTD Budget	25,000.00 Unexpended		22,809.40
Equipment Maintenance Contract			12/31/2019 (12/19) Balance	07-510-520-2304			227.70
01/01/2020	AP	148	Advantage Security LLC **VendorNo: 1001961 **Inv. No: 5583163 **Desc: 1147-57 Library Alarm Monitoring Services - January **Inv. Date: 1/1/2020 **PO No: **Remit Name: Advantage Security LLC **Merchant Vendor No: 1001961 **Merchant Vendor Name: Advantage Security LLC **Invoice Created By: Kristin		37.95		
12/31/2019	AP	351	Comfort Flow Heating **VendorNo: 1000563 **Inv. No: SVC212875 **Desc: HVAC Service - Library **Inv. Date: 12/31/2019 **PO No: **Remit Name: Comfort Flow Heating **Merchant Vendor No: 1000563 **Merchant Vendor Name: Comfort Flow Heating **Invoice Created By: Kristin		1,090.00		
TD Encumbrance		.00 YTD Actual	1,355.65 Total	1,355.65 YTD Budget	12,000.00 Unexpended		10,644.35
Building & Grounds Maintenance			12/31/2019 (12/19) Balance	07-510-520-2309			6,921.82
11/21/2019	AP	83	Tri-County Plumbing **VendorNo: 922669 **Inv. No: SR25877 **Desc: Library lobby mens room repair **Inv. Date: 11/21/2019 **PO No: **Remit Name: Tri- County Plumbing **Merchant Vendor No: 922669 **Merchant Vendor Name: Tri-County Plumbing **Invoice Created By: Kristin		385.42		
12/05/2019	AP	157	Agri-Tech Design **VendorNo: 103323 **Inv. No: 630262 **Desc: Grounds Maintenance - November 2019 **Inv. Date: 12/5/2019 **PO No: **Remit Name: Agri- Tech Design **Merchant Vendor No: 103323 **Merchant Vendor Name: Agri-Tech Design		242.00		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			**Invoice Created By: Kristin				
12/17/2019	AP	158	Agri-Tech Design **VendorNo: 103323 **Inv. No: 630277 **Desc: Library sprinkler system repair **Inv. Date: 12/17/2019 **PO No: **Remit Name: Agri-Tech Design **Merchant Vendor No: 103323 **Merchant Vendor Name: Agri-Tech Design **Invoice Created By: Kristin		403.00		
12/17/2019	AP	206	Aramark Uniform & Career Apparel **VendorNo: 999694 **Inv. No: 884281243 **Desc: 792085677 Library - Mats **Inv. Date: 12/17/2019 **PO No: **Remit Name: AUS West Lockbox **Merchant Vendor No: 999694 **Merchant Vendor Name: Aramark Uniform & Career Apparel **Invoice Created By: Kristin		25.00		
12/31/2019	AP	207	Aramark Uniform & Career Apparel **VendorNo: 999694 **Inv. No: 884300860 **Desc: 792085677 Library - Mats **Inv. Date: 12/31/2019 **PO No: **Remit Name: AUS West Lockbox **Merchant Vendor No: 999694 **Merchant Vendor Name: Aramark Uniform & Career Apparel **Invoice Created By: Kristin		25.00		
12/24/2019	AP	250	Tri-County Plumbing **VendorNo: 922669 **Inv. No: SR25952 **Desc: Library - sewer line repair **Inv. Date: 12/24/2019 **PO No: **Remit Name: Tri- County Plumbing **Merchant Vendor No: 922669 **Merchant Vendor Name: Tri-County Plumbing **Invoice Created By: Kristin		120.00		
12/31/2019	AP	269	Bay Area Enterprises Inc. **VendorNo: 1000587 **Inv. No: 5670 **Desc: Library carpet cleaning **Inv. Date: 12/31/2019 **PO No: **Remit Name: Bay Area Enterprises Inc. **Merchant Vendor No: 1000587 **Merchant Vendor Name: Bay Area Enterprises Inc. **Invoice Created By: Kristin		4,995.00		
11/06/2020	AP	338	Kyle Electric Inc **VendorNo: 532800 **Inv. No: 338099138 **Desc: Library - breaker repair **Inv. Date: 1/6/2020 **PO No: **Remit Name: Kyle Electric Inc **Merchant Vendor No: 532800 **Merchant Vendor Name: Kyle Electric Inc **Invoice Created By: Kristin		100.72		
12/31/2019	AP	366	Access Information Protected **VendorNo: 1002348 **Inv. No: 7880002 **Desc: Library - EUF2734 **Inv. Date: 12/31/2019 **PO No: **Remit Name: Access Information Protected **Merchant Vendor No: 1002348 **Merchant Vendor Name: Access Information Protected **Invoice Created By: Kristin		41.56		
11/08/2020	AP	460	Umpqua Valley Fire Service Inc. **VendorNo: 1000838 **Inv. No: 6179569 **Desc: Annual Fire Extinguisher Inspection - Library **Inv. Date: 1/8/2020 **PO No: **Remit Name: Umpqua Valley Fire Service Inc. **Merchant Vendor No: 1000838 **Merchant Vendor Name: Umpqua Valley Fire Service Inc. **Invoice Created By: Kristin		38.25		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
01/09/2020	AP	495	Agri-Tech Design **VendorNo: 103323 **Inv. No: 630283 **Desc: Grounds Maintenance - December 2019 **Inv. Date: 1/9/2020 **PO No: **Remit Name: Agri-Tech Design **Merchant Vendor No: 103323 **Merchant Vendor Name: Agri-Tech Design **Invoice Created By: Kristin		242.00		
01/14/2020	AP	535	Aramark Uniform & Career Apparel **VendorNo: 999694 **Inv. No: 864320454 **Desc: 792085677 Library - Mats **Inv. Date: 1/14/2020 **PO No: **Remit Name: AUS West Lockbox **Merchant Vendor No: 999694 **Merchant Vendor Name: Aramark Uniform & Career Apparel **Invoice Created By: Kristin		25.00		
01/31/2020 (01/20) Period Totals and Balance					6,642.95 *	.00 *	13,564.77
TD Encumbrance		.00 YTD Actual	13,564.77 Total	13,564.77 YTD Budget	50,000.00 Unexpended	36,435.23	
Gifts, Donations & Memorials			12/31/2019 (12/19) Balance	07-510-520-2450			10,901.21
12/01/2019	AP	161	Center Point Large Print **VendorNo: 216200 **Inv. No: 1742997 **Desc: books - large print **Inv. Date: 12/1/2019 **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		
12/26/2019	AP	176	Ingram **VendorNo: 476508 **Inv. No: 43302064 **Desc: Book **Inv. Date: 12/26/2019 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		16.66		
12/23/2019	AP	178	Recorded Books Inc **VendorNo: 757000 **Inv. No: 76590184 **Desc: 767529 - DVD **Inv. Date: 12/23/2019 **PO No: **Remit Name: Recorded Books Inc **Merchant Vendor No: 757000 **Merchant Vendor Name: Recorded Books Inc **Invoice Created By: Kristin		41.60		
12/04/2019	AP	225	Cengage Learning Inc. **VendorNo: 1002356 **Inv. No: NO. 69022595 **Desc: 179460 Books **Inv. Date: 12/4/2019 **PO No: **Remit Name: Cengage Learning Inc **Merchant Vendor No: 1002356 **Merchant Vendor Name: Cengage Learning Inc. **Invoice Created By: Kristin		99.41		
12/31/2019	AP	626	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB AMAZON **Desc: AMAZON,Adult Programs-Book Boxes **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		60.75		
12/31/2019	AP	631	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB AMAZON **Desc: AMAZON,Adult Programs-Book Boxes **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		13.99		



Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
12/31/2019	AP	632	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB AMAZON **Desc: AMAZON, Adult Programs- Book Boxes **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		41.91		
12/31/2019	AP	637	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB AMAZON **Desc: AMAZON,Book-Macy Memorial **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		45.00		
12/31/2019	AP	639	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB AMAZON **Desc: AMAZON, YP Programs supplies **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		35.44		
12/31/2019	AP	641	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB AMAZON **Desc: AMAZON, Book- Macy Memorial **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		59.48		
12/31/2019	AP	644	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB AMAZON **Desc: AMAZON, Refund-Order not received **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin			13.99-	
12/31/2019	AP	645	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB AMAZON **Desc: AMAZON, Refund-Order not received **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin			41.91-	
12/31/2019	AP	646	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB AMAZON **Desc: AMAZON, Book-Keams Memorial **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		31.03		
12/31/2019	AP	679	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, Book- Keams Mem. **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By:		8.87		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			Kristin				
12/31/2019	AP	695	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LB BAKER **Desc: BAKER TAYLOR, Books-Macy Mem. **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		54.12		
12/31/2019	AP	698	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LIBRARY 1 **Desc: SMART FOODSERVICE 538, Supplies-Adult Programs **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		10.70		
12/31/2019	AP	699	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LIBRARY 1 **Desc: FRED-MEYER #0050, Supplies-Adult Programs-Foreign Film **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		16.36		
12/31/2019	AP	700	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LIBRARY 1 **Desc: SAFEWAY #1556, Supplies-Adult Programs-Film Noir **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		17.85		
12/31/2019	AP	701	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LIBRARY 1 **Desc: FRED-MEYER #0050, Supplies-YP Programs-Tween Book Club **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		10.99		
12/31/2019	AP	703	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LIBRARY 1 **Desc: MCKAY'S MARKET #1, Supplies-Adult Programs-Spanglish **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		1.19		
12/31/2019	AP	705	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 LIBRARY 1 **Desc: SAFEWAY #155, Supplies- Adult Programs-Game Night **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		43.78		
12/31/2019	AP	712	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201912 PIERSON **Desc: SAFEWAY, Refreshments- Adult Programs- Christmas Movies **Inv. Date: 12/31/2019 **PO No: **Remit Name: Umpqua		5.98		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin				
			01/31/2020 (01/20) Period Totals and Balance		751.13 *	55.90- *	11,596.44

YTD Encumbrance	.00	YTD Actual	11,596.44	Total	11,596.44	YTD Budget	20,000.00	Unexpended	8,403.56
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Number of Transactions: 307	Number of Accounts: 44				Debit	Credit	Proof
Total Library Fund:					202,450.59	202,450.59-	.00