

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

**Wednesday July 17, 2019  
5:15pm**

**Introductions**

1. **Call to Order**
2. **Public Comments**
3. **Minutes and Circulation Reports**
4. **Treasurer's Reports**
5. **Correspondence**
6. **Librarian's Report**
7. **Friends of the Library Report**
8. **Foundation Report**
9. **Old Business**
  - Media Policy**
  - Unattended Children and Vulnerable Adult Policy**
  - Steering Committee**
  - Strategic Plan**

10. **New Business**

**Policies**

- Confidentiality of Library Records**
- Collection Management Policy**
- Request for Reconsideration of Library Materials Form**

- Service Population Area**
- Elections of Officers**

11. **Announcements**
12. **Adjournment**

COOS BAY PUBLIC LIBRARY

JUNE 2019 REPORT

# OF ITEMS ADDED TO COLLECTION - 720

NEW CARDS ISSUED - 74

TOTAL REFERENCE QUESTIONS - 1087

DAILY AVERAGE CIRCULATION - 870

TOTAL # OF PROGRAMS - 27

PROGRAM ATTENDANCE - 973

TOTAL ITEMS CHECKED OUT AT THE LIBRARY - 18,865

TOTAL OF COOS BAY ITEMS CHECKED OUT ANYWHERE - 21,747

TOTAL DIGITAL DOWNLOADS - 134

GATE COUNT - 13,028

TOTAL MONTHLY VISITORS - 15,143

COOS BAY PUBLIC LIBRARY  
BOARD OF TRUSTEE MEETING MINUTES  
June 19, 2019

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

**Board Members present:** Curt Benward, Steve Metz, James (JR) Moore, Alissa Pruess, Bob More, Kathy Erickson, Drew Farmer, Gina Sutherland and newly appointed Library Board member Peggy Christensen. Curt presented a plaque from the City to outgoing Board member Gina Sutherland. Board members introduced themselves to Peggy Christensen.

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

**Public Comment** – None

**Minutes and Circulation** –Bob More made a motion to approve the minutes of the May Board meeting and Steve Metz seconded. Approved unanimously. We examined library circulation figures for May. Bob More suggested listing the data on library programs, program attendance, monthly visitors and digital downloads in the statistical summary on page 5 and eliminating page 2 from future Library Board meeting packets. Curt Benward asked Ellen to double check the accuracy of the May 2018 gate count.

**Treasurer's Report** – We received a detailed ledger account of all library revenue and expenditures for the month of May at the direction of City Manager Rodger Craddock. Curt reminded members that any personal financial information contained in the report was confidential. Kathy Erickson thought the detailed report would be more useful with some instruction on how to interpret the information.

Curt said that Carryover funds will be used to support library operating expenses from the beginning of the new fiscal year in July until the first County tax payment is received in November. Steve Metz questioned the Database Specialist fees and Ellen will ask Sami about this. Overall library finances are in good shape. With 92% of the fiscal year gone, Personnel and Materials and Services expenditures are 75.1% and 88.4% respectively. Alissa Pruess asked whether the library used Amazon Smile purchases from Amazon.

**Correspondence** – A Portland Girl Scout troop sent our library a book entitled, Journey: A Wolf Who Made History. Curt will send a thank you letter to the group.

**Librarian's Report** – There were many well-attended programs in May and meeting rooms were very well used. Curt and Sami have made presentations about the need for a new library to local civic organizations are happy to make their presentation to other interested groups. A larger projection screen has been ordered to make the Power Point presentation more effective.

The Library Strategic Planning retreat took place at on June 1<sup>st</sup>. Consultant Penny Hummel presented a Draft Three-Year Library Strategic Plan to the Board on June 5<sup>th</sup> and met with library staff to review the draft and discuss implementation strategies. A final draft of the Plan including implementation strategies will be presented to the Board later this summer.

**Friends of the Library Report** – Marie Benton reported that in May the Friends bookstore took in \$703.31; the June book sale realized \$595.55 on Saturday and, on Sunday, the Friends received \$151.73 in donations (all books were free on Sunday). The next book sale will be Saturday and Sunday, August 3<sup>rd</sup> and 4<sup>th</sup>. The Friends plant sale on May 18<sup>th</sup> earned \$533.50.

**Library Foundation Report**– Steve Metz reported that the Foundation will meet tomorrow, June 20<sup>th</sup>. The Fall Foundation Fundraiser is scheduled for Saturday, November 9<sup>th</sup> and items for the silent auction, event sponsors and vendors are being solicited.

**Old Business –**

**Media Policy** – Curt distributed a draft public relations policy for our review. Board members made two minor suggestions for revision. Curt will make these changes and then share the draft policy with Sami. A vote on the policy will take place at our next meeting.

**Unattended Children and Vulnerable Adult Policy** – Ellen distributed information about the duties and responsibilities of the library security guard. Board members were also given the current Coos Bay Library Policy for Unattended Children and Vulnerable Adults as well as policies from the Oregon City and West Linn libraries and the Oregon statute on Child Neglect. Board members will review these materials and will consider our Policy for Unattended Children and Vulnerable Adults at the July Board meeting.

**Steering Committee** – A meeting with Rich and the Steering Committee will take place on July 8<sup>th</sup> from 1:00 to 5:00 p. m.. Rich will answer questions from the group and gather input about how best to implement the Feasibility Study for the new library. Curt said it is important, if we are to be successful in building a new library, that we have effective marketing and communication with the public. He handed out copies of talking points we can use as advocates for the library as we move toward a possible bond measure. These include the reasons for and benefits of the building site selected for the new library.

**New Business –**

**Library Standards** – Ellen guided us through a review of Services and Programs Standards from the Oregon Library Association Public Library Standards document.

- In section 4.1, Services, we meet all Essential and Enhanced standards for providing services free of charge. We do not provide notary services but we do support local economic development.
- Our library meets every standard for providing services to patrons of all ages and levels of literacy.
- Our library also meets all Essential, Enhanced standards for providing trained staff members who assist the public in the use of technology, circulation and access to materials.
- We meet all Essential, Enhanced and Exemplary standards for community use of library space.
- Our library meets the Essential standard for patron feedback on the library and its services.
- In Section 4.2, Programs, our library meets every standard for providing free educational and cultural programs to all ages.
- The library meets the Essential and Enhanced standards for providing early literacy programming.
- We meet the Essential standard for patron feedback on library programs.

**Announcements** – Patrons will have two opportunities to see the “Reptile Rescue” program tomorrow, at 11:00 a. m. and at 1:00 p. m. A program on raptors will be offered in July.

**Adjournment** – C. Benward adjourned the meeting at 6:32 p. m.

**Next meeting: July 17<sup>th</sup> at 5:15 p. m.**

Respectfully submitted,  
Gina Sutherland

**COOS BAY PUBLIC LIBRARY  
JUNE 2019**

**INVENTORY**

<u>CLASSIFICATION</u>	<u>ACQUIRED</u>		
Adult Books	296		
Adult Audio Books	71		
Adult Video	83		
Adult Video Games	10		
Young Adult Books	4		
Young Adult Audio	2		
Child Books	102		
Child Audio	5		
Child Video	10		
Child Miscellaneous	2		
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<b>TOTAL</b>	<b>585</b>	<b>DISCARDS</b>	<b>414</b>

**CIRCULATION SUMMARY**

	<b>Total Items Checked Out At Coos Bay</b>	<b>Total Coos Bay Owned Items Checked Out</b>		
<b>2019</b>	18,865	21,747		
<b>2018</b>	20,273	22,433		
<b>2017</b>	23,871	23,877		
<b>2016</b>	21,207	24,530		
<b>2015</b>	22,262	24,247		
<b>2014</b>	23,620	25,002		
<b>GATE COUNT:</b>	13,028			
	( 2018 - 14,709)			
<b>REFERENCE QUESTIONS ANSWERED:</b>		1087		
<b>YP REFERENCE QUESTIONS ANSWERED:</b>		128		
<b>NEW PATRON REGISTRATIONS:</b>		74		
<b>#DAYS OPEN:</b>	<b>25</b>	<b>26</b>	<b>26</b>	
<b>DAILY AVERAGE CIRCULATION:</b>	870	(18) 863	(17) 918	

**RECEIPTS FROM PATRONS**

FINES	\$915.00
DISKS/MISC.	\$72.40
DAMAGE/LOSS	\$78.86
RENT	\$480.00
BOOK BAGS	\$30.50
COPIES	<u>\$619.20</u>
<b>TOTAL</b>	<u><b>\$2,195.96</b></u>

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

		Library Fund				
		Period Actual	YTD Actual	Budget	Unearned	Pcnt
<u>Carryover</u>						
07-000-300-0100	Carryover - Regular	.00	.00	715,000.00	715,000.00	.0
	<b>Total Carryover</b>	<b>.00</b>	<b>.00</b>	<b>715,000.00</b>	<b>715,000.00</b>	<b>.0</b>
<u>Revenue From Other Agencies</u>						
07-000-340-0300	State Library Grant	.00	5,127.00	1,200.00	( 3,927.00)	427.3
07-000-340-0301	Grants	1,000.00	9,300.00	7,500.00	( 1,800.00)	124.0
07-000-340-0303	Federal Grants	.00	.00	2,500.00	2,500.00	.0
07-000-340-0900	Library Tax Base	.00	1,097,035.89	1,010,000.00	( 87,035.89)	108.6
	<b>Total Revenue From Other Agencies</b>	<b>1,000.00</b>	<b>1,111,462.89</b>	<b>1,021,200.00</b>	<b>( 90,262.89)</b>	<b>108.8</b>
<u>Use Of Money &amp; Property</u>						
07-000-350-0100	Interest	( 14.50)	22,124.58	6,000.00	( 16,124.58)	368.7
07-000-350-1100	Auditorium Rental	480.00	3,975.00	2,000.00	( 1,975.00)	198.8
	<b>Total Use Of Money &amp; Property</b>	<b>465.50</b>	<b>26,099.58</b>	<b>8,000.00</b>	<b>( 18,099.58)</b>	<b>328.2</b>
<u>Current Services</u>						
07-000-360-0100	Copies	616.00	7,057.90	6,500.00	( 557.90)	108.6
07-000-360-1700	Data Base Specialist Fees	.00	98.35	.00	( 98.35)	.0
07-000-360-1800	Library Fees	1,082.31	14,030.07	14,200.00	169.93	98.8
	<b>Total Current Services</b>	<b>1,698.31</b>	<b>21,186.32</b>	<b>20,700.00</b>	<b>( 488.32)</b>	<b>102.4</b>
<u>Other Revenue</u>						
07-000-380-0100	Miscellaneous	25,078.20	25,236.38	.00	( 25,236.38)	.0
07-000-380-0400	Reimbursements	415.50	706.00	400.00	( 306.00)	176.5
07-000-380-0900	Gifts, Donations & Memorials	11,484.16	36,833.19	18,000.00	( 18,833.19)	204.6
	<b>Total Other Revenue</b>	<b>36,977.86</b>	<b>62,775.57</b>	<b>18,400.00</b>	<b>( 44,375.57)</b>	<b>341.2</b>
	<b>Total Fund Revenue</b>	<b>40,141.67</b>	<b>1,221,524.36</b>	<b>1,783,300.00</b>	<b>561,775.64</b>	<b>68.5</b>

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

Library Fund					
	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<b>Library Fund</b>					
<b>Personnel Services</b>					
07-510-510-1001	Salaries	47,576.01	566,126.77	668,787.00	102,660.23 84.7
07-510-510-1003	P.E.R.S.	9,091.49	107,353.20	115,799.00	8,445.80 92.7
07-510-510-1004	Social Security	3,587.20	42,778.95	51,171.00	8,392.05 83.6
07-510-510-1005	Employee Insurance	9,875.00	149,937.68	205,917.00	55,979.32 72.8
07-510-510-1006	Unemployment	.00	.00	16,150.00	16,150.00 .0
07-510-510-1007	Workers Compensation Insurance	63.58	770.12	2,620.00	1,849.88 29.4
07-510-510-1008	Volunteer Workers Compensation	.00	3.00	162.00	159.00 1.9
<b>Total Personnel Services</b>		<b>70,193.28</b>	<b>866,969.72</b>	<b>1,060,606.00</b>	<b>193,636.28 81.7</b>
<b>Materials &amp; Services</b>					
07-510-520-2005	Training, Meetings, Travel, Dues	112.02	7,194.00	8,000.00	806.00 89.9
07-510-520-2101	Utilities	.00	30,577.69	42,000.00	11,422.31 72.8
07-510-520-2102	Telephone	498.94	5,023.64	13,200.00	8,176.36 38.1
07-510-520-2105	Advertising	539.59	4,331.46	8,000.00	3,668.54 54.1
07-510-520-2108	Contractual	10,114.89	56,330.03	12,000.00 (	44,330.03) 469.4
07-510-520-2120	Insurance	.00	20,768.19	21,000.00	231.81 98.9
07-510-520-2122	Duplicating	1,497.30	8,481.93	7,200.00 (	1,281.93) 117.8
07-510-520-2123	Printing	.00	92.89	3,000.00	2,907.11 3.1
07-510-520-2205	Office Supplies	275.10	1,888.22	2,200.00	311.78 85.8
07-510-520-2206	Postage	787.97	2,346.48	2,500.00	153.52 93.9
07-510-520-2225	Janitorial Supplies	384.58	3,866.19	4,400.00	533.81 87.9
07-510-520-2231	Small Equipment	.00	3,587.95	33,000.00	29,412.05 10.9
07-510-520-2234	Grants	.00	4,206.69	11,200.00	6,993.31 37.6
07-510-520-2235	Library Supplies	524.35	12,880.06	14,000.00	1,119.94 92.0
07-510-520-2236	Library Books & Records	2,604.89	67,375.26	82,000.00	14,624.74 82.2
07-510-520-2237	Periodicals	.00	9,012.00	8,500.00 (	512.00) 106.0
07-510-520-2238	Microfilm	.00	.00	200.00	200.00 .0
07-510-520-2239	State Aid to Children - Books	600.00	2,520.13	2,100.00 (	420.13) 120.0
07-510-520-2302	Office Equipment Rental	397.17	4,412.50	5,200.00	787.50 84.9
07-510-520-2303	Equipment Repairs/Replacement	14.88	3,453.86	7,000.00	3,546.14 49.3
07-510-520-2304	Equipment Maintenance Contract	2,027.95	11,096.20	9,500.00 (	1,596.20) 116.8
07-510-520-2309	Building & Grounds Maintenance	2,142.72	40,170.29	33,000.00 (	7,170.29) 121.7
07-510-520-2406	Reimbursable	.00	103.95	300.00	196.05 34.7
07-510-520-2424	Library Board	.00	.00	600.00	600.00 .0
07-510-520-2450	Gifts, Donations & Memorials	1,414.56	31,873.02	18,000.00 (	13,873.02) 177.1
<b>Total Materials &amp; Services</b>		<b>23,936.91</b>	<b>331,592.63</b>	<b>348,100.00</b>	<b>16,507.37 95.3</b>
<b>Other Financing Uses</b>					
07-510-560-8001	Contingency	.00	.00	374,594.00	374,594.00 .0
<b>Total Other Financing Uses</b>		<b>.00</b>	<b>.00</b>	<b>374,594.00</b>	<b>374,594.00 .0</b>
<b>Total Library Fund</b>		<b>94,130.19</b>	<b>1,188,562.35</b>	<b>1,783,300.00</b>	<b>584,737.65 67.2</b>

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

Library Fund					
	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
Total Fund Expenditures	94,130.19	1,198,562.35	1,783,300.00	584,737.65	67.2
Net Revenue Over Expenditures	( 53,988.52)	22,962.01	.00	( 22,962.01)	.0



Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Cash - Combined Fund			05/31/2019 (05/19) Balance	07-000-100-1001			1,054,019.37
06/30/2019	CA	5	Cash Allocation - Created: 06/05/19 4:54 PM			1,452.89-	
06/30/2019	CA	18	Cash Allocation - Created: 06/10/19 4:09 PM			641.41-	
06/30/2019	CA	27	Cash Allocation - Created: 06/11/19 4:11 PM		13,389.03		
06/30/2019	CA	35	Cash Allocation - Created: 06/17/19 10:55 AM			5,880.40-	
06/30/2019	CA	52	Cash Allocation - Created: 06/19/19 5:22 PM			396.69-	
06/30/2019	CA	69	Cash Allocation - Created: 06/21/19 9:39 AM			4,875.82-	
06/30/2019	CA	81	Cash Allocation - Created: 06/28/19 7:26 AM			69,145.80-	
06/30/2019	CA	100	Cash Allocation - Created: 07/05/19 11:59 AM			7,768.87-	
06/30/2019	CA	134	Cash Allocation - Created: 07/10/19 4:21 PM		2,322.77		
			06/30/2019 (06/19) Period Totals and Balance		15,711.80 *	90,161.88- *	979,569.29
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	979,569.29
Petty Cash			05/31/2019 (05/19) Balance	07-000-100-1015			200.00
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	200.00
Library Board Cash			05/31/2019 (05/19) Balance	07-000-100-1017			.00
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	.00
Library Board T.c.d.			05/31/2019 (05/19) Balance	07-000-100-1018			.00
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	.00
Prepaid Expense			05/31/2019 (05/19) Balance	07-000-100-1101			196.00
05/23/2019	AP	34	Southern Oregon Library Federation **VendorNo: 999782 **Inv. No: 10/18 - 9/19 ADDIS **Desc: Annual membership dues - 10/1/18 to 9/30/19 **Inv. Date: 5/23/2019 **PO No: **Remit Name: Southern Oregon Library Federation **Merchant Vendor No: 999782 **Merchant Vendor Name: Southern Oregon Library Federation **invoice Created By: Kristin		2.50		
			06/30/2019 (06/19) Period Totals and Balance		2.50 *	.00 *	198.50
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	198.50
Investments - Nonspendable			05/31/2019 (05/19) Balance	07-000-100-1150			.00
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	.00
Accounts Receivable			05/31/2019 (05/19) Balance	07-000-100-1201			.00
06/27/2019	AR	110	Billings - Lib Misc - Extended Service Office		25,049.95		
			06/30/2019 (06/19) Period Totals and Balance		25,049.95 *	.00 *	25,049.95
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	25,049.95
AR/FS			05/31/2019 (05/19) Balance	07-000-100-1299			.00
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	.00
Accounts Payable			05/31/2019 (05/19) Balance	07-000-200-2001			.00
06/30/2019	AP	52	Summary Transactions from AP System			1,462.09-	
06/30/2019	AP	72	Summary Transactions from AP System			604.52-	
06/30/2019	AP	109	Summary Transactions from AP System			1,018.81-	
06/30/2019	AP	200	Summary Transactions from AP System			463.50-	
06/30/2019	AP	252	Summary Transactions from AP System			4,887.82-	
06/30/2019	AP	360	Summary Transactions from AP System			4,897.92-	
06/30/2019	AP	493	Summary Transactions from AP System			2,908.34-	
06/30/2019	AP	716	Summary Transactions from AP System			5,391.40-	
06/28/2019	CDA1	166	Umpqua Bank		1,322.72		
06/28/2019	CDA1	172	Umpqua Bank		2,176.96		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
06/28/2019	CDA1	173	Umpqua Bank		684.17		
06/28/2019	CDA1	174	Umpqua Bank		939.73		
06/28/2019	CDA1	180	Umpqua Bank		232.09		
06/28/2019	CDA1	182	Umpqua Bank		35.73		
06/04/2019	CDA1	117701	Xerox Corporation			262.89-	
06/04/2019	CDA1	118710	Advantage Security LLC		37.95		
06/04/2019	CDA1	118711	Agri-Tech Design		242.00		
06/04/2019	CDA1	118724	Office Depot		1,172.14		
06/04/2019	CDA1	118725	Southern Oregon Library Federation		10.00		
06/04/2019	CDA1	118726	Xerox Corporation		282.89		
06/07/2019	CDA1	118727	Addis, Paul		104.52		
06/07/2019	CDA1	118732	Pitney Bowes Reserve Account		500.00		
06/12/2019	CDA1	118733	Best Western Holiday Motel		93.49		
06/12/2019	CDA1	118735	Coastal Paper & Supply Inc		205.32		
06/12/2019	CDA1	118743	KVAL/Sinclair Broadcast Group		720.00		
06/19/2019	CDA1	118775	Ingram		483.50		
06/20/2019	CDA1	118789	C-N-B Security Inc		4,014.00		
06/20/2019	CDA1	118800	Brilliance Publishing Inc.		100.99		
06/20/2019	CDA1	118803	Gale/Cengage Learning		172.83		
06/20/2019	CDA1	118809	Ocasio, Angel		600.00		
06/25/2019	CDA1	118817	American Library Association		36.00		
06/25/2019	CDA1	118818	AUS West Lockbox		75.00		
06/25/2019	CDA1	118824	Comfort Flow Heating		157.50		
06/25/2019	CDA1	118831	Library Market		3,600.00		
06/25/2019	CDA1	118840	Showcases		546.74		
06/25/2019	CDA1	118844	Xerox Corporation		131.37		
06/25/2019	CDA1	118845	Xerox Corporation		351.31		
06/27/2019	CDA1	118849	Agri-Tech Design		242.00		
06/27/2019	CDA1	118853	Center Point Large Print		272.04		
06/27/2019	CDA1	118857	City of Coos Bay - ESO		99.00		
06/27/2019	CDA1	118858	C-N-B Security Inc		1,566.00		
06/27/2019	CDA1	118876	Kyle Electric Inc		93.50		
06/27/2019	CDA1	118882	Office Depot		204.30		
06/27/2019	CDA1	118886	Penguin Random House LLC		331.50		
06/27/2019	CDA1	118892	Streamlined & Simple LLC		100.00		
			06/30/2019 (06/19) Period Totals and Balance		21,897.29 *	21,897.29- *	.00
06/30/2019	AP	54	Summary Transactions from AP System			2,288.12-	
06/30/2019	AP	215	Summary Transactions from AP System			5,882.67-	
			06/30/2019 (13/19) Period Totals and Balance		.00 *	8,150.79- *	8,150.79-
<hr/>							
Accrued Expenses			05/31/2019 (05/19) Balance	07-000-200-2002			.00
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	.00
<hr/>							
Due from Employee			05/31/2019 (05/19) Balance	07-000-200-2003			.00
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	.00
<hr/>							
Encumbrances			05/31/2019 (05/19) Balance	07-000-200-2020			.00
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	.00
<hr/>							
AP/FS			05/31/2019 (05/19) Balance	07-000-200-2099			.00
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	.00
<hr/>							
Reserve For Encumbrance			05/31/2019 (05/19) Balance	07-000-200-2401			.00
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	.00

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Fund Balance			05/31/2019 (05/19) Balance	07-000-200-2500			977,464.84-
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	977,464.84-
Fund Balance - Nonspendable			05/31/2019 (05/19) Balance	07-000-200-2501			.00
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	.00
Accrued Vac. & Comp. Liability			05/31/2019 (05/19) Balance	07-000-200-2520			.00
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	.00
Carryover - Regular			05/31/2019 (05/19) Balance	07-000-300-0100			.00
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	-715,000.00 Unearned	715,000.00	
Carryover - Memorial/Board			05/31/2019 (05/19) Balance	07-000-300-0200			.00
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00	
State Library Grant			05/31/2019 (05/19) Balance	07-000-340-0300			5,127.00-
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	5,127.00-
YTD Encumbrance	.00	YTD Actual	-5,127.00 Total	-5,127.00 YTD Budget	-1,200.00 Unearned	(3,927.00)	
Grants			05/31/2019 (05/19) Balance	07-000-340-0301			8,300.00-
08/07/2019	CR	1042912	Grants - 8/5/19 LIBRARY SPECIAL DEPOSIT Description: Grants - 8/5/19 LIBRARY SPECIAL DEPOSIT			1,000.00-	
			06/30/2019 (06/19) Period Totals and Balance		.00 *	1,000.00- *	9,300.00-
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	9,300.00-
YTD Encumbrance	.00	YTD Actual	-9,300.00 Total	-9,300.00 YTD Budget	-7,500.00 Unearned	(1,800.00)	
Gifts, Donations & Memorials			05/31/2019 (05/19) Balance	07-000-340-0302			.00
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00	
Federal Grants			05/31/2019 (05/19) Balance	07-000-340-0303			.00
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	-2,500.00 Unearned	2,500.00	
Library Tax Base			05/31/2019 (05/19) Balance	07-000-340-0900			1,097,035.89-
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	1,097,035.89-
YTD Encumbrance	.00	YTD Actual	-1,097,035.89 Total	-1,097,035.89 YTD Budget	-1,010,000.00 Unearned	(87,035.89)	
Interest			05/31/2019 (05/19) Balance	07-000-350-0100			22,139.08-
06/28/2019	CRJE	3	CORRECT CRJE #2 05/19 INTEREST INTERE		14.50		
06/30/2019	CRJE	4	INTEREST DISTRIBUTION JOURNAL ENTRY			2,322.77-	
			06/30/2019 (06/19) Period Totals and Balance		14.50 *	2,322.77- *	24,447.35-
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	24,447.35-
YTD Encumbrance	.00	YTD Actual	-24,447.35 Total	-24,447.35 YTD Budget	-6,000.00 Unearned	(18,447.35)	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Interest-Memorial			05/31/2019 (05/19) Balance	07-000-350-0200			.00
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned		.00
Interest-Library Board			05/31/2019 (05/19) Balance	07-000-350-0300			.00
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned		.00
Auditorium Rental			05/31/2019 (05/19) Balance	07-000-350-1100			3,495.00-
06/07/2019	CR	1042909	Auditorium Rental - 5/29-6/4/19 LIBRARY WEE Description: Auditorium Rental - 5/29-6/4/19 LIBRARY WEEKLY DEPOSIT			240.00-	
06/21/2019	CR	1042978	Auditorium Rental - 6/12-6/19/19 LIBRARY WE Description: Auditorium Rental - 6/12-6/19/19 LIBRARY WEEKLY DEPOSIT			240.00-	
			06/30/2019 (06/19) Period Totals and Balance		.00 *	480.00- *	3,975.00-
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	3,975.00-
YTD Encumbrance		.00 YTD Actual	-3,975.00 Total	-3,975.00 YTD Budget	-2,000.00 Unearned	(1,975.00)	
Copies			05/31/2019 (05/19) Balance	07-000-360-0100			6,441.90-
06/07/2019	CR	1042909	Copies - 5/29-6/4/19 LIBRARY WEEKLY DEPO Description: Copies - 5/29-6/4/19 LIBRARY WEEKLY DEPOSIT			162.00-	
06/13/2019	CR	1042935	Copies - 06/05-06/11/19 LIBRARY WEEKLY D Description: Copies - 06/05-06/11/19 LIBRARY WEEKLY DEPOSIT			113.50-	
06/21/2019	CR	1042978	Copies - 6/12-6/19/19 LIBRARY WEEKLY DEP Description: Copies - 6/12-6/19/19 LIBRARY WEEKLY DEPOSIT			109.60-	
06/27/2019	CR	1043004	Copies - 6/19-6/25/19 Library Weekly Deposit Description: Copies - 6/19-6/25/19 Library Weekly Deposit			149.45-	
06/28/2019	CR	1043012	Copies - 6/26-6/27/19 LIBRARY WEEKLY DEP Description: Copies - 6/26-6/27/19 LIBRARY WEEKLY DEPOSIT			51.85-	
06/03/2019	CR	99001836	Online Payment - MAZIE M MARTIN Description: Online Payment - MAZIE M MARTIN Comment: XpressBillPayImportXBP_20190604003009.im p-5			.80-	
06/24/2019	CR	99001872	Online Payment - ROBERT HAYS Description: Online Payment - ROBERT HAYS Comment: XpressBillPayImportXBP_20190625003005.im p-1			14.80-	
06/24/2019	CR	99001874	Online Payment - Description: Online Payment -			1.60-	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			Comment: XpressBillPay\Import\XBP_20190625003005.im p-3				
06/26/2019	CR	99001878	Online Payment - TYLER ROBERGE Description: Online Payment - TYLER ROBERGE			4.00-	
			Comment: XpressBillPay\Import\XBP_20190627003005.im p-1				
06/26/2019	CR	99001880	Online Payment - DEBORAH MONTGOME Description: Online Payment - DEBORAH MONTGOMERY			8.40-	
			Comment: XpressBillPay\Import\XBP_20190627003005.im p-3				
			06/30/2019 (06/19) Period Totals and Balance		.00 *	616.00- *	7,057.90-
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	7,057.90-
YTD Encumbrance	.00	YTD Actual	-7,057.90 Total	-7,057.90	YTD Budget	-6,500.00 Unearned	(557.90)
Data Base Specialist Fees			05/31/2019 (05/19) Balance	07-000-360-1700			98.35-
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	98.35-
YTD Encumbrance	.00	YTD Actual	-98.35 Total	-98.35	YTD Budget	.00 Unearned	(98.35)
Library Fees			05/31/2019 (05/19) Balance	07-000-360-1800			12,947.76-
06/07/2019	CR	1042909	Library Fees - 5/29-6/4/19 LIBRARY WEEKLY Description: Library Fees - 5/29-6/4/19 LIBRARY WEEKLY DEPOSIT			140.60-	
06/13/2019	CR	1042935	Library Fees - 06/05-06/11/19 LIBRARY WEEK Description: Library Fees - 06/05-06/11/19 LIBRARY WEEKLY DEPOSIT			155.75-	
06/21/2019	CR	1042978	Library Fees - 6/12-6/19/19 LIBRARY WEEKLY Description: Library Fees - 6/12-6/19/19 LIBRARY WEEKLY DEPOSIT			285.65-	
06/27/2019	CR	1043004	Library Fees - 6/19-6/25/19 Library Weekly Dep Description: Library Fees - 6/19-6/25/19 Library Weekly Deposit			222.05-	
06/28/2019	CR	1043012	Library Fees - 6/26-6/27/19 LIBRARY WEEKLY Description: Library Fees - 6/26-6/27/19 LIBRARY WEEKLY DEPOSIT			63.55-	
06/03/2019	CR	99001834	Online Payment - SUSAN J VAN Description: Online Payment - SUSAN J VAN			8.40-	
			Comment: XpressBillPay\Import\XBP_20190604003009.im p-3				
06/13/2019	CR	99001852	Online Payment - JUANA ORTIZ MACIEL JUA Description: Online Payment - JUANA ORTIZ MACIEL JUANA ORTIZ			12.00-	
			Comment:				

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			XpressBillPay\Import\XBP_20190614003005.im p-5				
06/14/2019	CR	99001856	Online Payment - ELIZABETH HARRIS Description: Online Payment - ELIZABETH HARRIS Comment: XpressBillPay\Import\XBP_20190615003005.im p-1			10.80-	
06/17/2019	CR	99001858	Online Payment - MICHELLE N MILLER Description: Online Payment - MICHELLE N MILLER Comment: XpressBillPay\Import\XBP_20190618003005.im p-1			43.71-	
06/18/2019	CR	99001880	Online Payment - KRISTA E JONES Description: Online Payment - KRISTA E JONES Comment: XpressBillPay\Import\XBP_20190619003005.im p-1			12.30-	
06/19/2019	CR	99001884	Online Payment - BRANDON RODRIGUEZ Description: Online Payment - BRANDON RODRIGUEZ Comment: XpressBillPay\Import\XBP_20190620003008.im p-3			10.00-	
06/20/2019	CR	99001886	Online Payment - Description: Online Payment - Comment: XpressBillPay\Import\XBP_20190621003007.im p-1			7.35-	
06/20/2019	CR	99001888	Online Payment - BRANDI M PALMER Description: Online Payment - BRANDI M PALMER Comment: XpressBillPay\Import\XBP_20190621003007.im p-3			55.00-	
06/25/2019	CR	99001876	Online Payment - SASHA E STRAIN Description: Online Payment - SASHA E STRAIN Comment: XpressBillPay\Import\XBP_20190626003007.im p-1			10.80-	
06/27/2019	CR	99001882	Online Payment - Description: Online Payment - Comment: XpressBillPay\Import\XBP_20190628003005.im p-1			11.25-	
06/27/2019	CR	99001884	Online Payment - SUE SCHANNO Description: Online Payment - SUE SCHANNO Comment:			15.60-	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			XpressBillPay\Import\XBP_20190628003005.im p-3				
06/27/2019	CR	99001886	Online Payment - CHRISTINE L USHER Description: Online Payment - CHRISTINE L USHER Comment: XpressBillPay\Import\XBP_20190628003005.im p-5			4.00-	
06/28/2019	CR	99001888	Online Payment - Description: Online Payment - Comment: XpressBillPay\Import\XBP_20190629003009.im p-1			12.00-	
06/28/2019	CR	99001890	Online Payment - ABIGAIL J KIRBY Description: Online Payment - ABIGAIL J KIRBY Comment: XpressBillPay\Import\XBP_20190629003009.im p-3			1.50-	
			06/30/2019 (06/19) Period Totals and Balance		.00 *	1,082.31- *	14,030.07-
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	14,030.07-
YTD Encumbrance		.00 YTD Actual	-14,030.07 Total	-14,030.07 YTD Budget	-14,200.00 Unearned	169.93	

Miscellaneous			05/31/2019 (05/19) Balance	07-000-380-0100			158.18-
06/27/2019	AR	109	Billings - Lib Misc - Extended Service Office			25,049.95-	
06/10/2019	CR	99001840	Online Payment - WOLFGANG SCHWARZ Description: Online Payment - WOLFGANG SCHWARZ Comment: XpressBillPay\Import\XBP_20190611003006.im p-1			6.00-	
06/11/2019	CR	99001844	Online Payment - KRISTY A CLEVELAND Description: Online Payment - KRISTY A CLEVELAND Comment: XpressBillPay\Import\XBP_20190612003005.im p-1			5.00-	
06/13/2019	CR	99001850	Online Payment - SARAH M MICHEL Description: Online Payment - SARAH M MICHEL Comment: XpressBillPay\Import\XBP_20190614003005.im p-3			10.00-	
06/13/2019	CR	99001854	Online Payment - JENNIFER HARVEY Description: Online Payment - JENNIFER HARVEY Comment: XpressBillPay\Import\XBP_20190614003005.im p-7			5.25-	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
06/19/2019	CR	99001862	Online Payment - ARLET Description: Online Payment - ARLET Comment: XpressBillPay\Import\XBP_20190620003008.im p-1	G		2.00-	
			06/30/2019 (06/19) Period Totals and Balance		.00 *	25,078.20- *	25,236.38-
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	25,236.38-
YTD Encumbrance		.00 YTD Actual	-25,236.38 Total	-25,236.38 YTD Budget	.00 Unearned	(25,236.38)	
Cash Over/short			05/31/2019 (05/19) Balance	07-000-380-0200			.00
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00	
Reimbursements			05/31/2019 (05/19) Balance	07-000-380-0400			290.50-
06/07/2019	CR	1042909	Reimbursements - 5/29-6/4/19 LIBRARY WEEK Description: Reimbursements - 5/29-6/4/19 LIBRARY WEEKLY DEPOSIT			2.50-	
06/07/2019	CR	1042912	Reimbursements - 6/5/19 LIBRARY SPECIAL D Description: Reimbursements - 6/5/19 LIBRARY SPECIAL DEPOSIT			380.00-	
06/13/2019	CR	1042935	Reimbursements - 06/05-06/11/19 LIBRARY W Description: Reimbursements - 06/05-06/11/19 LIBRARY WEEKLY DEPOSIT			2.50-	
06/21/2019	CR	1042977	Reimbursements - 06/19/19 LIBRARY MISC DE Description: Reimbursements - 06/19/19 LIBRARY MISC DEPOSIT			30.00-	
06/21/2019	CR	1042978	Reimbursements - 6/12-6/19/19 LIBRARY WEE Description: Reimbursements - 6/12-6/19/19 LIBRARY WEEKLY DEPOSIT			11.00-	
06/27/2019	CR	1043004	Reimbursements - 6/19-6/25/19 Library Weekly Description: Reimbursements - 6/19-6/25/19 Library Weekly Deposit			4.50-	
06/28/2019	CR	1043012	Reimbursements - 6/26-6/27/19 LIBRARY WEE Description: Reimbursements - 6/26-6/27/19 LIBRARY WEEKLY DEPOSIT			5.00-	
			06/30/2019 (06/19) Period Totals and Balance		.00 *	415.50- *	706.00-
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	706.00-
YTD Encumbrance		.00 YTD Actual	-706.00 Total	-706.00 YTD Budget	-400.00 Unearned	(306.00)	
Gifts, Donations & Memorials			05/31/2019 (05/19) Balance	07-000-380-0900			25,349.03-
06/07/2019	CR	1042909	Gifts & Donations - 5/29-6/4/19 LIBRARY WEE Description: Gifts & Donations - 5/29-6/4/19 LIBRARY WEEKLY DEPOSIT			11,477.93-	
06/13/2019	CR	1042935	Gifts & Donations - 06/05-06/11/19 LIBRARY W Description: Gifts & Donations - 06/05-06/11/19 LIBRARY WEEKLY DEPOSIT			1.61-	



Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
06/27/2019	CR	1043004	Gifts & Donations - 6/19-6/25/19 Library Weekly Description: Gifts & Donations - 6/19-6/25/19 Library Weekly Deposit			2.92-	
06/28/2019	CR	1043012	Gifts & Donations - 6/26-6/27/19 LIBRARY WE Description: Gifts & Donations - 6/26-6/27/19 LIBRARY WEEKLY DEPOSIT			1.70-	
			06/30/2019 (06/19) Period Totals and Balance		.00 *	11,484.16- *	36,833.19-
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	36,833.19-
YTD Encumbrance	.00	YTD Actual	-36,833.19 Total	-36,833.19	YTD Budget	-18,000.00 Unearned	(18,833.19)
Library Donations-Other			05/31/2019 (05/19) Balance	07-000-380-1000			.00
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00	YTD Budget	.00 Unearned	.00
Salaries			05/31/2019 (05/19) Balance	07-510-510-1001			518,550.76
06/14/2019	PC	7	PAYROLL TRANS FOR 6/14/2019 PAY PERIO		4,800.00		
06/28/2019	PC	84	PAYROLL TRANS FOR 6/28/2019 PAY PERIO		47,576.01		
06/28/2019	PC	85	PAYROLL TRANS FOR 6/28/2019 PAY PERIO			4,800.00-	
			06/30/2019 (06/19) Period Totals and Balance		52,376.01 *	4,800.00- *	566,126.77
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	566,126.77
YTD Encumbrance	.00	YTD Actual	566,126.77 Total	566,126.77	YTD Budget	668,787.00 Unexpended	102,660.23
Overtime			05/31/2019 (05/19) Balance	07-510-510-1002			.00
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00	YTD Budget	.00 Unexpended	.00
P.E.R.S.			05/31/2019 (05/19) Balance	07-510-510-1003			98,261.71
06/28/2019	PB	96	PAYROLL TRANS FOR 6/28/2019 PAY PERIO		9,091.49		
			06/30/2019 (06/19) Period Totals and Balance		9,091.49 *	.00 *	107,353.20
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	107,353.20
YTD Encumbrance	.00	YTD Actual	107,353.20 Total	107,353.20	YTD Budget	115,799.00 Unexpended	8,445.80
Social Security			05/31/2019 (05/19) Balance	07-510-510-1004			39,191.75
06/14/2019	PB	5	PAYROLL TRANS FOR 6/14/2019 PAY PERIO		367.20		
06/28/2019	PB	95	PAYROLL TRANS FOR 6/28/2019 PAY PERIO		3,220.00		
			06/30/2019 (06/19) Period Totals and Balance		3,587.20 *	.00 *	42,778.95
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	42,778.95
YTD Encumbrance	.00	YTD Actual	42,778.95 Total	42,778.95	YTD Budget	51,171.00 Unexpended	8,392.05
Employee Insurance			05/31/2019 (05/19) Balance	07-510-510-1005			140,062.68
06/28/2019	PB	94	PAYROLL TRANS FOR 6/28/2019 PAY PERIO		9,875.00		
06/28/2019	PC	101	PAYROLL TRANS FOR 6/28/2019 PAY PERIO		661.53		
06/28/2019	PC	102	PAYROLL TRANS FOR 6/28/2019 PAY PERIO			661.53-	
			06/30/2019 (06/19) Period Totals and Balance		10,536.53 *	661.53- *	149,937.68
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	149,937.68
YTD Encumbrance	.00	YTD Actual	149,937.68 Total	149,937.68	YTD Budget	205,917.00 Unexpended	55,979.32

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Unemployment			05/31/2019 (05/19) Balance	07-510-510-1006			.00
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	16,150.00 Unexpended	16,150.00	
Workers Compensation Insurance			05/31/2019 (05/19) Balance	07-510-510-1007			706.54
06/28/2019	PB	93	PAYROLL TRANS FOR 6/28/2019 PAY PERIO		63.58		
			06/30/2019 (06/19) Period Totals and Balance		63.58 *	.00 *	770.12
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	770.12
YTD Encumbrance	.00	YTD Actual	770.12 Total	770.12 YTD Budget	2,620.00 Unexpended	1,849.88	
Volunteer Workers Compensation			05/31/2019 (05/19) Balance	07-510-510-1008			3.00
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	3.00
YTD Encumbrance	.00	YTD Actual	3.00 Total	3.00 YTD Budget	162.00 Unexpended	159.00	
Accrued Vacation Liability			05/31/2019 (05/19) Balance	07-510-510-1009			.00
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Meetings And Travel			05/31/2019 (05/19) Balance	07-510-520-2001			.00
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Memberships,dues,publications			05/31/2019 (05/19) Balance	07-510-520-2003			.00
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Training,Meetings,Travel,Dues			05/31/2019 (05/19) Balance	07-510-520-2005			7,081.98
05/23/2019	AP	33	Southern Oregon Library Federation **VendorNo: 999782 **Inv. No: 10/18 - 9/19 ADDIS **Desc: Annual membership dues - 10/1/18 to 9/30/19 **Inv. Date: 5/23/2019 **PO No: **Remit Name: Southern Oregon Library Federation **Merchant Vendor No: 999782 **Merchant Vendor Name: Southern Oregon Library Federation **Invoice Created By: Kristin		7.50		
06/03/2019	AP	67	Addis, Paul **VendorNo: 1002181 **Inv. No: 20190614 **Desc: Mileage : Southern OR Library Fed Meeting **Inv. Date: 6/3/2019 **PO No: **Remit Name: Addis, Paul **Merchant Vendor No: 1002181 **Merchant Vendor Name: Addis, Paul **Invoice Created By: eric		91.52		
06/03/2019	AP	68	Addis, Paul **VendorNo: 1002181 **Inv. No: 20190614 **Desc: Meals : Southern OR Library Fed Meeting **Inv. Date: 6/3/2019 **PO No: **Remit Name: Addis, Paul **Merchant Vendor No: 1002181 **Merchant Vendor Name: Addis, Paul **Invoice Created By: eric		13.00		
			06/30/2019 (06/19) Period Totals and Balance		112.02 *	.00 *	7,194.00
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	7,194.00
YTD Encumbrance	.00	YTD Actual	7,194.00 Total	7,194.00 YTD Budget	8,000.00 Unexpended	806.00	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			05/31/2019 (05/19) Balance	07-510-520-2101			30,577.69
05/17/2019	AP	81	Pacific Power & Light Co **VendorNo: 710235 **Inv. No: 201905-2 **Desc: 12447751-0018 Library **Inv. Date: 5/17/2019 **PO No: **Remit Name: Pacific Power & Light Co **Merchant Vendor No: 710235 **Merchant Vendor Name: Pacific Power & Light Co **Invoice Created By: Kristin		2,320.68		
06/18/2019	AP	93	Pacific Power & Light Co **VendorNo: 710235 **Inv. No: 201906-2 **Desc: 12447751-0018 Library **Inv. Date: 6/18/2019 **PO No: **Remit Name: Pacific Power & Light Co **Merchant Vendor No: 710235 **Merchant Vendor Name: Pacific Power & Light Co **Invoice Created By: Kristin		2,544.82		
			06/30/2019 (13/19) Period Totals and Balance		4,865.50 *	.00 *	35,443.19
YTD Encumbrance	.00	YTD Actual	35,443.19 Total	35,443.19 YTD Budget	42,000.00 Unexpended	6,556.81	
			05/31/2019 (05/19) Balance	07-510-520-2102			4,524.70
05/31/2019	AP	675	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LIBRARY V **Desc: Telephone Services **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		498.94		
			06/30/2019 (06/19) Period Totals and Balance		498.94 *	.00 *	5,023.64
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	5,023.64
YTD Encumbrance	.00	YTD Actual	5,023.64 Total	5,023.64 YTD Budget	13,200.00 Unexpended	8,176.36	
			05/31/2019 (05/19) Balance	07-510-520-2105			3,791.87
05/31/2019	AP	665	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LIBRARY 1 **Desc: Library Marketing Webinar **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		54.00		
05/31/2019	AP	666	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LIBRARY 1 **Desc: Library Promotional Ads **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		431.50		
05/31/2019	AP	695	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 PIERSON **Desc: Program Advertising-Survey **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		4.09		
05/31/2019	AP	696	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 PIERSON **Desc: Program Advertising-Survey, Humanities Project, Title Wave **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576		50.00		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
**Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin							
06/30/2019 (06/19) Period Totals and Balance					539.59 *	.00 *	4,331.46
06/30/2019 (13/19) Period Totals and Balance					.00 *	.00 *	4,331.46
YTD Encumbrance	.00	YTD Actual	4,331.46 Total	4,331.46 YTD Budget	8,000.00 Unexpended	3,668.54	
Contractual			05/31/2019 (05/19) Balance	07-510-520-2108			46,215.14
03/24/2019	AP	93	Sinclair Television Media Inc **VendorNo: 1002138 **Inv. No: 1107336-1 **Desc: Promotional Advertising **Inv. Date: 3/24/2019 **PO No: **Remit Name: KVAL/Sinclair Broadcast Group **Merchant Vendor No: 1002138 **Merchant Vendor Name: Sinclair Television Media Inc **Invoice Created By: eric		360.00		
05/26/2019	AP	94	Sinclair Television Media Inc **VendorNo: 1002138 **Inv. No: 1107418-1 **Desc: Promotional Advertising **Inv. Date: 5/26/2019 **PO No: **Remit Name: KVAL/Sinclair Broadcast Group **Merchant Vendor No: 1002138 **Merchant Vendor Name: Sinclair Television Media Inc **Invoice Created By: eric		360.00		
05/08/2019	AP	240	C-N-B Security Inc **VendorNo: 1002694 **Inv. No: 7089 **Desc: Library security guard 4/29 - 5/4/19 **Inv. Date: 5/8/2019 **PO No: **Remit Name: C-N-B Security Inc **Merchant Vendor No: 1002694 **Merchant Vendor Name: C-N-B Security Inc **Invoice Created By: eric		864.00		
05/14/2019	AP	241	C-N-B Security Inc **VendorNo: 1002694 **Inv. No: 7096 **Desc: Library security guard 5/6 - 5/11/19 **Inv. Date: 5/14/2019 **PO No: **Remit Name: C-N-B Security Inc **Merchant Vendor No: 1002694 **Merchant Vendor Name: C-N-B Security Inc **Invoice Created By: eric		828.00		
05/21/2019	AP	242	C-N-B Security Inc **VendorNo: 1002694 **Inv. No: 7106 **Desc: Library security guard 5/13 - 5/18/19 **Inv. Date: 5/21/2019 **PO No: **Remit Name: C-N- B Security Inc **Merchant Vendor No: 1002694 **Merchant Vendor Name: C-N-B Security Inc **Invoice Created By: eric		864.00		
05/27/2019	AP	243	C-N-B Security Inc **VendorNo: 1002694 **Inv. No: 7117 **Desc: Library security guard 5/20 - 5/24/19 **Inv. Date: 5/27/2019 **PO No: **Remit Name: C-N- B Security Inc **Merchant Vendor No: 1002694 **Merchant Vendor Name: C-N-B Security Inc **Invoice Created By: eric		756.00		
06/04/2019	AP	244	C-N-B Security Inc **VendorNo: 1002694 **Inv. No: 7144 **Desc: Library security guard 5/28 - 6/01/19 **Inv. Date: 6/4/2019 **PO No: **Remit Name: C-N- B Security Inc **Merchant Vendor No: 1002694 **Merchant Vendor Name: C-N-B Security Inc **Invoice Created By: eric		702.00		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
04/25/2019	AP	357	Library Market **VendorNo: 1002528 **Inv. No: 1364 **Desc: Library - marketing plan, radio scripts and website **Inv. Date: 4/25/2019 **PO No: **Remit Name: Library Market **Merchant Vendor No: 1002528 **Merchant Vendor Name: Library Market **Invoice Created By: Kristin		3,600.00		
06/11/2019	AP	488	C-N-B Security Inc **VendorNo: 1002694 **Inv. No: 7155 **Desc: Library security guard 6/3 - 6/8/19 **Inv. Date: 6/11/2019 **PO No: **Remit Name: C-N-B Security Inc **Merchant Vendor No: 1002694 **Merchant Vendor Name: C-N-B Security Inc **Invoice Created By: eric		702.00		
06/21/2019	AP	489	C-N-B Security Inc **VendorNo: 1002694 **Inv. No: 7165 **Desc: Library security guard 6/10 - 6/15/19 **Inv. Date: 6/21/2019 **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		
05/31/2019	AP	697	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 PIERSON **Desc: Pre-employment background-H.Contino **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		89.00		
05/31/2019	AP	698	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 PIERSON **Desc: Pre-employment background-S.Rose **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		89.00		
06/05/2019	CD14	4	6/1/19 XPRESS BILL PAY SUPPORT FEES/F 06/30/2019 (06/19) Period Totals and Balance		36.89 10,114.89 *	.00 *	56,330.03
06/05/2019	AP	200	Xenium Resources Inc **VendorNo: 1002695 **Inv. No: 0013519-IN **Desc: HR Services - Library **Inv. Date: 6/5/2019 **PO No: **Remit Name: Xenium Resources Inc **Merchant Vendor No: 1002695 **Merchant Vendor Name: Xenium Resources Inc **Invoice Created By: Kristin		106.15		
			06/30/2019 (13/19) Period Totals and Balance		106.15 *	.00 *	56,436.18
YTD Encumbrance	.00	YTD Actual	56,436.18 Total	56,436.18	YTD Budget	12,000.00 Unexpended	(44,436.18)
Special Counsel			05/31/2019 (05/19) Balance	07-510-520-2114			.00
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00	YTD Budget	.00 Unexpended	.00
Insurance			05/31/2019 (05/19) Balance	07-510-520-2120			20,768.19
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	20,768.19
YTD Encumbrance	.00	YTD Actual	20,768.19 Total	20,768.19	YTD Budget	21,000.00 Unexpended	231.81

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			05/31/2019 (05/19) Balance	07-510-520-2122			6,984.83
04/23/2019	AP	25	Office Depot **VendorNo: 937352 **Inv. No: 306165261001 **Desc: Office Supplies - Library **Inv. Date: 4/23/2019 **PO No: **Remit Name: Office Depot **Merchant Vendor No: 937352 **Merchant Vendor Name: Office Depot **Invoice Created By: eric		575.71		
05/08/2019	AP	29	Office Depot **VendorNo: 937352 **Inv. No: 311500840001 **Desc: paper/ink cartridges - Library **Inv. Date: 5/8/2019 **PO No: **Remit Name: Office Depot **Merchant Vendor No: 937352 **Merchant Vendor Name: Office Depot **Invoice Created By: eric		104.84		
05/09/2019	AP	31	Office Depot **VendorNo: 937352 **Inv. No: 312934751001 **Desc: Printer Toner - Library **Inv. Date: 5/9/2019 **PO No: **Remit Name: Office Depot **Merchant Vendor No: 937352 **Merchant Vendor Name: Office Depot **Invoice Created By: eric		404.34		
06/01/2019	AP	317	Xerox Corporation **VendorNo: 986914 **Inv. No: 097132399 **Desc: 722943248 Library Workroom Copier - 4/21 - 5/21/19 **Inv. Date: 6/1/2019 **PO No: **Remit Name: Xerox Corporation **Merchant Vendor No: 986914 **Merchant Vendor Name: Xerox Corporation **Invoice Created By: Kristin		213.87		
06/10/2019	AP	319	Xerox Corporation **VendorNo: 986914 **Inv. No: 1655617 **Desc: 020-0056070-001 Library Public Copier **Inv. Date: 6/10/2019 **PO No: **Remit Name: Xerox Corporation **Merchant Vendor No: 986914 **Merchant Vendor Name: Xerox Corporation **Invoice Created By: Kristin		11.47		
06/05/2019	AP	420	Office Depot **VendorNo: 937352 **Inv. No: 324824000001 **Desc: Library office supplies **Inv. Date: 6/5/2019 **PO No: **Remit Name: Office Depot **Merchant Vendor No: 937352 **Merchant Vendor Name: Office Depot **Invoice Created By: eric		102.37		
05/31/2019	AP	622	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LB AMAZON **Desc: Printer Imaging drum **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		39.43		
			06/30/2019 (06/19) Period Totals and Balance		1,452.03 *	.00 *	8,436.66
05/14/2019	AP	31	Office Depot **VendorNo: 937352 **Inv. No: 314034874001 **Desc: Credit - Items not received Inv# 311500840001 **Inv. Date: 5/14/2019 **PO No: **Remit Name: Office Depot **Merchant Vendor No: 937352 **Merchant Vendor Name: Office Depot **Invoice Created By: eric			75.55-	
06/21/2019	AP	34	Office Depot **VendorNo: 937352 **Inv. No: 332662652001 **Desc: paper/ink cartridges - Library **Inv.		120.82		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Date: 6/21/2019 **PO No: **Remit Name: Office Depot **Merchant Vendor No: 937352 **Merchant Vendor Name: Office Depot **Invoice Created By: eric							
05/21/2019	AP	106	Office Depot		404.34		
**VendorNo: 937352 **Inv. No: 317554725001 **Desc: Printer Toner - Library **Inv. Date: 5/21/2019 **PO No: **Remit Name: Office Depot **Merchant Vendor No: 937352 **Merchant Vendor Name: Office Depot **Invoice Created By: eric							
06/30/2019 (13/19) Period Totals and Balance					525.16 *	75.55- *	8,886.27
YTD Encumbrance	.00	YTD Actual	8,886.27 Total	8,886.27 YTD Budget	7,200.00 Unexpended	(1,686.27)	
Printing							
05/31/2019 (05/19) Balance				07-510-520-2123			92.89
06/30/2019 (13/19) Period Totals and Balance					.00 *	.00 *	92.89
YTD Encumbrance	.00	YTD Actual	92.89 Total	92.89 YTD Budget	3,000.00 Unexpended	2,907.11	
Program & Display							
05/31/2019 (05/19) Balance				07-510-520-2128			.00
06/30/2019 (13/19) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Office Supplies							
05/31/2019 (05/19) Balance				07-510-520-2205			1,813.12
04/23/2019	AP	24	Office Depot		4.44		
**VendorNo: 937352 **Inv. No: 306165261001 **Desc: Office Supplies - Library **Inv. Date: 4/23/2019 **PO No: **Remit Name: Office Depot **Merchant Vendor No: 937352 **Merchant Vendor Name: Office Depot **Invoice Created By: eric							
05/06/2019	AP	27	Office Depot		20.29		
**VendorNo: 937352 **Inv. No: 311264897001 **Desc: Library office supplies **Inv. Date: 5/6/2019 **PO No: **Remit Name: Office Depot **Merchant Vendor No: 937352 **Merchant Vendor Name: Office Depot **Invoice Created By: eric							
05/08/2019	AP	30	Office Depot		8.96		
**VendorNo: 937352 **Inv. No: 311500840001 **Desc: paper/link cartridges - Library **Inv. Date: 5/8/2019 **PO No: **Remit Name: Office Depot **Merchant Vendor No: 937352 **Merchant Vendor Name: Office Depot **Invoice Created By: eric							
05/06/2019	AP	281	American Library Association		36.00		
**VendorNo: 109177 **Inv. No: 52318909 **Desc: Banned Books Display **Inv. Date: 5/6/2019 **PO No: **Remit Name: American Library Association **Merchant Vendor No: 109177 **Merchant Vendor Name: American Library Association **Invoice Created By: Kristin							
06/05/2019	AP	421	Office Depot		81.94		
**VendorNo: 937352 **Inv. No: 324824000001 **Desc: Library office supplies **Inv. Date: 6/5/2019 **PO No: **Remit Name: Office Depot **Merchant Vendor No: 937352 **Merchant Vendor Name: Office Depot **Invoice Created By: eric							

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
06/14/2019	AP	422	Office Depot **VendorNo: 937352 **Inv. No: 324836921001 **Desc: Library office supplies **Inv. Date: 6/14/2019 **PO No: **Remit Name: Office Depot **Merchant Vendor No: 937352 **Merchant Vendor Name: Office Depot **Invoice Created By: Kristin		19.99		
05/31/2019	AP	619	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LB AMAZON **Desc: Computer Flash Drives **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **invoice Created By: Kristin		27.89		
05/31/2019	AP	657	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LIBRARY 1 **Desc: Public Computer Headphones **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		22.00		
			06/30/2019 (06/19) Period Totals and Balance		221.51 *	.00 *	1,834.63
05/14/2019	AP	32	Office Depot **VendorNo: 937352 **Inv. No: 314034874001 **Desc: Credit - Items not received Inv#311500840001 **Inv. Date: 5/14/2019 **PO No: **Remit Name: Office Depot **Merchant Vendor No: 937352 **Merchant Vendor Name: Office Depot **Invoice Created By: eric			8.96-	
06/05/2019	AP	33	Office Depot **VendorNo: 937352 **Inv. No: 324836923001 **Desc: Office Supplies - Library **Inv. Date: 6/5/2019 **PO No: **Remit Name: Office Depot **Merchant Vendor No: 937352 **Merchant Vendor Name: Office Depot **Invoice Created By: eric		15.96		
06/21/2019	AP	35	Office Depot **VendorNo: 937352 **Inv. No: 332662652001 **Desc: Office Supplies - Library **Inv. Date: 6/21/2019 **PO No: **Remit Name: Office Depot **Merchant Vendor No: 937352 **Merchant Vendor Name: Office Depot **Invoice Created By: eric		46.59		
			06/30/2019 (13/19) Period Totals and Balance		62.55 *	8.96- *	1,888.22
YTD Encumbrance	.00	YTD Actual	1,888.22 Total	1,888.22 YTD Budget	2,200.00 Unexpended	311.78	
Postage			05/31/2019 (05/19) Balance	07-510-520-2206			1,558.51
05/31/2019	AP	64	Pitney Bowes Global Financial LLC **VendorNo: 736402 **Inv. No: 20190531 REFILL **Desc: Account number 10753242 **Inv. Date: 5/31/2019 **PO No: **Remit Name: Pitney Bowes Reserve Account **Merchant Vendor No: 736402 **Merchant Vendor Name: Pitney Bowes Global Financial LLC **Invoice Created By: eric		500.00		

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
05/31/2019	AP	672	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LIBRARY V **Desc: Postage Meter Ink **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		237.98		
05/31/2019	AP	673	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LIBRARY V **Desc: Postage Meter Cleaning Kit **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		49.99		
			06/30/2019 (06/19) Period Totals and Balance		787.97 *	.00 *	2,346.48
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	2,346.48
YTD Encumbrance	.00	YTD Actual	2,346.48 Total	2,346.48 YTD Budget	2,500.00 Unexpended	153.52	
Miscellaneous			05/31/2019 (05/19) Balance	07-510-520-2208			.00
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Data Processing Supplies			05/31/2019 (05/19) Balance	07-510-520-2224			.00
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Janitorial Supplies			05/31/2019 (05/19) Balance	07-510-520-2225			3,481.61
05/31/2019	AP	77	Coastal Paper & Supply Inc **VendorNo: 229900 **Inv. No: 559967 **Desc: Janitorial Supplies - Library **Inv. Date: 5/31/2019 **PO No: **Remit Name: Coastal Paper & Supply Inc **Merchant Vendor No: 229900 **Merchant Vendor Name: Coastal Paper & Supply Inc **Invoice Created By: eric		205.32		
			06/30/2019 (06/19) Period Totals and Balance		205.32 *	.00 *	3,686.93
06/21/2019	AP	36	Office Depot **VendorNo: 937352 **Inv. No: 332665826001 **Desc: Janitorial Supplies - Library **Inv. Date: 6/21/2019 **PO No: **Remit Name: Office Depot **Merchant Vendor No: 937352 **Merchant Vendor Name: Office Depot **Invoice Created By: eric		179.26		
			06/30/2019 (13/19) Period Totals and Balance		179.26 *	.00 *	3,866.19
YTD Encumbrance	.00	YTD Actual	3,866.19 Total	3,866.19 YTD Budget	4,400.00 Unexpended	533.81	
Small Equipment			05/31/2019 (05/19) Balance	07-510-520-2231			3,587.95
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	3,587.95
YTD Encumbrance	.00	YTD Actual	3,587.95 Total	3,587.95 YTD Budget	33,000.00 Unexpended	29,412.05	
Grants			05/31/2019 (05/19) Balance	07-510-520-2234			4,206.69
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	4,206.69
YTD Encumbrance	.00	YTD Actual	4,206.69 Total	4,206.69 YTD Budget	11,200.00 Unexpended	6,993.31	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			05/31/2019 (05/19) Balance	07-510-520-2235			12,355.71
05/06/2019	AP	28	Office Depot **VendorNo: 937352 **Inv. No: 311264897001 **Desc: Library office supplies **Inv. Date: 5/8/2019 **PO No: **Remit Name: Office Depot **Merchant Vendor No: 937352 **Merchant Vendor Name: Office Depot **Invoice Created By: eric		53.56		
05/14/2019	AP	308	Showcases **VendorNo: 840050 **Inv. No: 312037 **Desc: audio book cases **Inv. Date: 5/14/2019 **PO No: **Remit Name: Showcases **Merchant Vendor No: 840050 **Merchant Vendor Name: Showcases **Invoice Created By: Kristin		15.87		
05/14/2019	AP	309	Showcases **VendorNo: 840050 **Inv. No: 312051 **Desc: audio book cases **Inv. Date: 5/14/2019 **PO No: **Remit Name: Showcases **Merchant Vendor No: 840050 **Merchant Vendor Name: Showcases **Invoice Created By: Kristin		401.76		
05/22/2019	AP	310	Showcases **VendorNo: 840050 **Inv. No: 312145 **Desc: audio book cases **Inv. Date: 5/22/2019 **PO No: **Remit Name: Showcases **Merchant Vendor No: 840050 **Merchant Vendor Name: Showcases **Invoice Created By: Kristin		129.11		
06/19/2019	AP	486	City of Coos Bay - ESO **VendorNo: 1002304 **Inv. No: BAY0006 **Desc: Barcodes **Inv. Date: 6/19/2019 **PO No: **Remit Name: City of Coos Bay - ESO **Merchant Vendor No: 1002304 **Merchant Vendor Name: City of Coos Bay - ESO **Invoice Created By: eric		99.00		
06/28/2019	JE	16	R/C AP Payment CK# 118654 (5/29) Inv#65849			174.95-	
			06/30/2019 (06/19) Period Totals and Balance		699.30 *	174.95- *	12,880.06
06/24/2019	AP	59	Brodart Co **VendorNo: 181000 **Inv. No: 532992 **Desc: tape **Inv. Date: 6/24/2019 **PO No: **Remit Name: Brodart Co **Merchant Vendor No: 181000 **Merchant Vendor Name: Brodart Co **Invoice Created By: eric		68.38		
			06/30/2019 (13/19) Period Totals and Balance		68.38 *	.00 *	12,948.44
YTD Encumbrance	.00	YTD Actual	12,948.44 Total	12,948.44	YTD Budget	14,000.00 Unexpended	1,051.56

			05/31/2019 (05/19) Balance	07-510-520-2236			64,770.37
05/24/2019	AP	160	Ingram **VendorNo: 476508 **Inv. No: 40293767 **Desc: Books **Inv. Date: 5/24/2019 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: eric		198.10		
05/26/2019	AP	161	Ingram **VendorNo: 476508 **Inv. No: 40296147 **Desc: Books **Inv. Date: 5/26/2019 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: eric		9.51		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
05/29/2019	AP	162	Ingram **VendorNo: 476508 **Inv. No: 40347289 **Desc: Books **Inv. Date: 5/29/2019 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: eric		52.95		
05/29/2019	AP	163	Ingram **VendorNo: 476508 **Inv. No: 40348333 **Desc: Books **Inv. Date: 5/29/2019 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: eric		108.50		
05/30/2019	AP	164	Ingram **VendorNo: 476508 **Inv. No: 40367092 **Desc: Books **Inv. Date: 5/30/2019 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: eric		94.44		
05/16/2019	AP	216	Brilliance Publishing Inc. **VendorNo: 999424 **Inv. No: IN1351464 **Desc: audio books **Inv. Date: 5/16/2019 **PO No: **Remit Name: Brilliance Publishing Inc. **Merchant Vendor No: 999424 **Merchant Vendor Name: Brilliance Publishing Inc. **Invoice Created By: Kristin		100.99		
05/14/2019	AP	235	Cengage Learning Inc. **VendorNo: 1002356 **Inv. No: NO. 67072922 **Desc: 179460 Books **Inv. Date: 5/14/2019 **PO No: **Remit Name: Gale/Cengage Learning **Merchant Vendor No: 1002356 **Merchant Vendor Name: Cengage Learning Inc. **Invoice Created By: Kristin		172.83		
03/01/2019	AP	378	Center Point Large Print **VendorNo: 216200 **Inv. No: 1668352 **Desc: books **Inv. Date: 3/1/2019 **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		
06/01/2019	AP	379	Center Point Large Print **VendorNo: 216200 **Inv. No: 1695165 **Desc: books **Inv. Date: 6/1/2019 **PO No: **Remit Name: Center Point Large Print **Merchant Vendor No: 216200 **Merchant Vendor Name: Center Point Large Print **Invoice Created By: eric		136.02		
06/04/2019	AP	433	Penguin Random House LLC **VendorNo: 1000369 **Inv. No: 1088872808 **Desc: 9039880000 - Audio Books **Inv. Date: 6/4/2019 **PO No: **Remit Name: Penguin Random House LLC **Merchant Vendor No: 1000369 **Merchant Vendor Name: Penguin Random House LLC **Invoice Created By: eric		93.75		
06/05/2019	AP	434	Penguin Random House LLC **VendorNo: 1000369 **Inv. No: 108887966 **Desc: 9039880000 - Audio Books **Inv. Date: 6/5/2019 **PO No: **Remit Name: Penguin Random House LLC **Merchant Vendor No: 1000369 **Merchant Vendor Name: Penguin Random House LLC **Invoice Created By: eric		60.00		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
06/05/2019	AP	435	Penguin Random House LLC **VendorNo: 1000369 **Inv. No: 1088878503 **Desc: 9039880000 - Audio Books **Inv. Date: 6/5/2019 **PO No: **Remit Name: Penguin Random House LLC **Merchant Vendor No: 1000369 **Merchant Vendor Name: Penguin Random House LLC **Invoice Created By: eric		63.75		
06/18/2019	AP	436	Penguin Random House LLC **VendorNo: 1000369 **Inv. No: 1088996546 **Desc: 9039880000 - Audio Book **Inv. Date: 6/18/2019 **PO No: **Remit Name: Penguin Random House LLC **Merchant Vendor No: 1000369 **Merchant Vendor Name: Penguin Random House LLC **Invoice Created By: Kristin		84.00		
06/18/2019	AP	437	Penguin Random House LLC **VendorNo: 1000369 **Inv. No: 1088999939 **Desc: 9039880000 - Audio Book **Inv. Date: 6/18/2019 **PO No: **Remit Name: Penguin Random House LLC **Merchant Vendor No: 1000369 **Merchant Vendor Name: Penguin Random House LLC **Invoice Created By: Kristin		30.00		
05/31/2019	AP	624	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LB AMAZON **Desc: Video Games **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		29.00		
05/31/2019	AP	627	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LB AMAZON **Desc: Video Games **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		235.08		
05/31/2019	AP	628	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LB AMAZON **Desc: Adult Audio Books **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		4.29		
05/31/2019	AP	629	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LB AMAZON **Desc: Adult Dvds **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		22.99		
05/31/2019	AP	630	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LB AMAZON **Desc: Adult Dvds **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		147.07		
05/31/2019	AP	631	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LB AMAZON **Desc: Adult Dvds **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua		62.01		

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				
05/31/2019	AP	636	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LB AMAZON **Desc: YP Books **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		20.87		
05/31/2019	AP	637	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LB AMAZON **Desc: YP Books **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		7.79		
05/31/2019	AP	639	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LB AMAZON **Desc: Board Games **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		218.73		
05/31/2019	AP	640	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LB AMAZON **Desc: Adult Dvds **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		5.99		
05/31/2019	AP	644	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LB AMAZON **Desc: YP Books **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		9.85		
05/31/2019	AP	645	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LB AMAZON **Desc: Adult Dvds **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		26.59		
05/31/2019	AP	649	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LB AMAZON **Desc: YP Dvds **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		132.05		
05/31/2019	AP	651	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LB AMAZON **Desc: YP Dvds **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		9.47		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
05/31/2019	AP	652	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LB AMAZON **Desc: Adult Dvds **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		20.28		
05/31/2019	AP	653	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LB AMAZON **Desc: YP Books **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		34.03		
05/31/2019	AP	663	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LIBRARY 1 **Desc: Adult Dvd **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		90.00		
05/31/2019	AP	674	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LIBRARY V **Desc: Library Streaming Player Programming **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		12.99		
06/28/2019	JE	16	R/C AP Payment CK# 118654 (5/29) Inv#65849 06/30/2019 (06/19) Period Totals and Balance		174.95		
					2,604.89 *	.00 *	67,375.26
06/26/2019	AP	123	Brilliance Publishing Inc. **VendorNo: 999424 **Inv. No: IN1360298 **Desc: audio books **Inv. Date: 6/26/2019 **PO No: **Remit Name: Brilliance Publishing Inc. **Merchant Vendor No: 999424 **Merchant Vendor Name: Brilliance Publishing Inc. **Invoice Created By: eric		108.50		
06/06/2019	AP	183	Cengage Learning Inc. **VendorNo: 1002356 **Inv. No: 67216162 **Desc: books **Inv. Date: 6/6/2019 **PO No: **Remit Name: Cengage Learning Inc **Merchant Vendor No: 1002356 **Merchant Vendor Name: Cengage Learning Inc. **Invoice Created By: eric		196.22		
06/19/2019	AP	184	Cengage Learning Inc. **VendorNo: 1002356 **Inv. No: 67299174 **Desc: books **Inv. Date: 6/19/2019 **PO No: **Remit Name: Cengage Learning Inc **Merchant Vendor No: 1002356 **Merchant Vendor Name: Cengage Learning Inc. **Invoice Created By: eric		51.98		
06/05/2019	AP	213	Nielson, Carole M **VendorNo: 1002803 **Inv. No: 20190605 **Desc: Book - Tales of the Oregon Country **Inv. Date: 6/5/2019 **PO No: **Remit Name: Nielson, Carole M **Merchant Vendor No: 1002803 **Merchant Vendor Name: Nielson, Carole M **Invoice Created By: eric		15.00		
			06/30/2019 (13/19) Period Totals and Balance		371.70 *	.00 *	67,746.96

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance		.00 YTD Actual	67,746.96 Total	67,746.96 YTD Budget	82,000.00 Unexpended	14,253.04	
Periodicals			05/31/2019 (05/19) Balance	07-510-520-2237			9,012.00
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	9,012.00
YTD Encumbrance		.00 YTD Actual	9,012.00 Total	9,012.00 YTD Budget	8,500.00 Unexpended	(512.00)	
Microfilm			05/31/2019 (05/19) Balance	07-510-520-2238			.00
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	200.00 Unexpended	200.00	
State Aid to Children - Books			05/31/2019 (05/19) Balance	07-510-520-2239			1,920.13
05/21/2019	AP	247	Ocasio, Angel **VendorNo: 1002797 **Inv. No: 6/14/19 PERFORMER **Desc: YP Summer Reading Performer - 6/14/2019 **Inv. Date: 5/21/2019 **PO No: **Remit Name: Ocasio, Angel **Merchant Vendor No: 1002797 **Merchant Vendor Name: Ocasio, Angel **Invoice Created By: Kristin		600.00		
			06/30/2019 (06/19) Period Totals and Balance		600.00 *	.00 *	2,520.13
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	2,520.13
YTD Encumbrance		.00 YTD Actual	2,520.13 Total	2,520.13 YTD Budget	2,100.00 Unexpended	(420.13)	
Library Books/Records (Restr)			05/31/2019 (05/19) Balance	07-510-520-2240			.00
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Office Equipment Rental			05/31/2019 (05/19) Balance	07-510-520-2302			4,015.33
06/01/2019	AP	318	Xerox Corporation **VendorNo: 986914 **Inv. No: 097132399 **Desc: 722943248 Library Workroom Copier - 4/21 - 5/21/19 **Inv. Date: 6/1/2019 **PO No: **Remit Name: Xerox Corporation **Merchant Vendor No: 986914 **Merchant Vendor Name: Xerox Corporation **Invoice Created By: Kristin		137.44		
06/10/2019	AP	320	Xerox Corporation **VendorNo: 986914 **Inv. No: 1655617 **Desc: 020-0056070-001 Library Public Copier **Inv. Date: 6/10/2019 **PO No: **Remit Name: Xerox Corporation **Merchant Vendor No: 986914 **Merchant Vendor Name: Xerox Corporation **Invoice Created By: Kristin		119.90		
05/31/2019	AP	676	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LIBRARY V **Desc: Postage Meter Lease **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		139.83		
			06/30/2019 (06/19) Period Totals and Balance		397.17 *	.00 *	4,412.50
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	4,412.50
YTD Encumbrance		.00 YTD Actual	4,412.50 Total	4,412.50 YTD Budget	5,200.00 Unexpended	787.50	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Equipment Repairs/Replacement			05/31/2019 (05/19) Balance	07-510-520-2303			3,438.98
05/31/2019	AP	620	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LB AMAZON **Desc: Computer Cable **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		9.89		
05/31/2019	AP	621	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LB AMAZON **Desc: Meeting Room Microphone Cable **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		4.99		
			06/30/2019 (06/19) Period Totals and Balance		14.88 *	.00 *	3,453.86
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	3,453.86
YTD Encumbrance	.00	YTD Actual	3,453.86 Total	3,453.86 YTD Budget	7,000.00 Unexpended	3,546.14	
Equipment Maintenance Contract			05/31/2019 (05/19) Balance	07-510-520-2304			9,068.25
06/01/2019	AP	44	Advantage Security LLC **VendorNo: 1001961 **Inv. No: 5022029 **Desc: Library Alarm Monitoring Services - June **Inv. Date: 6/1/2019 **PO No: **Remit Name: Advantage Security LLC **Merchant Vendor No: 1001961 **Merchant Vendor Name: Advantage Security LLC **Invoice Created By: Kristin		37.95		
			06/30/2019 (06/19) Period Totals and Balance		37.95 *	.00 *	9,106.20
05/03/2019	AP	39	Integra Information Tech Inc **VendorNo: 999384 **Inv. No: 22935 **Desc: ScanPro 2000 Microfilm Scanner-Service Agreement-8/1/17-7/31/18 **Inv. Date: 5/3/2019 **PO No: **Remit Name: Integra Information Tech Inc **Merchant Vendor No: 999384 **Merchant Vendor Name: Integra Information Tech Inc **Invoice Created By: eric		1,990.00		
			06/30/2019 (13/19) Period Totals and Balance		1,990.00 *	.00 *	11,096.20
YTD Encumbrance	.00	YTD Actual	11,096.20 Total	11,096.20 YTD Budget	9,500.00 Unexpended	(1,596.20)	
Furniture			05/31/2019 (05/19) Balance	07-510-520-2306			.00
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Building & Grounds Maintenance			05/31/2019 (05/19) Balance	07-510-520-2309			38,027.57
05/07/2019	AP	1	Agri-Tech Design **VendorNo: 103323 **Inv. No: 630077 **Desc: Library grounds maintenance - April **Inv. Date: 5/7/2019 **PO No: **Remit Name: Agri-Tech Design **Merchant Vendor No: 103323 **Merchant Vendor Name: Agri-Tech Design **Invoice Created By: eric		242.00		
05/21/2019	AP	331	Aramark Uniform & Career Apparel **VendorNo: 999694 **Inv. No: 863984086 **Desc: 792085677 Library - Mats **Inv. Date: 5/21/2019 **PO No: **Remit Name: AUS West Lockbox **Merchant Vendor No: 999694		25.00		



Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			**Merchant Vendor Name: Aramark Uniform & Career Apparel **Invoice Created By: Kristin				
06/04/2019	AP	332	Aramark Uniform & Career Apparel **VendorNo: 999694 **Inv. No: 864004283 **Desc: 792085677 Library - Mats **Inv. Date: 6/4/2019 **PO No: **Remit Name: AUS West Lockbox **Merchant Vendor No: 999694 **Merchant Vendor Name: Aramark Uniform & Career Apparel **Invoice Created By: Kristin		25.00		
06/18/2019	AP	333	Aramark Uniform & Career Apparel **VendorNo: 999694 **Inv. No: 864024418 **Desc: 792085677 Library - Mats **Inv. Date: 6/18/2019 **PO No: **Remit Name: AUS West Lockbox **Merchant Vendor No: 999694 **Merchant Vendor Name: Aramark Uniform & Career Apparel **Invoice Created By: Kristin		25.00		
05/22/2019	AP	338	Comfort Flow Heating **VendorNo: 1000563 **Inv. No: SVC197464 **Desc: HVAC repair - Library **Inv. Date: 5/22/2019 **PO No: **Remit Name: Comfort Flow Heating **Merchant Vendor No: 1000563 **Merchant Vendor Name: Comfort Flow Heating **Invoice Created By: Kristin		157.50		
06/10/2019	AP	369	Agri-Tech Design **VendorNo: 103323 **Inv. No: 630100 **Desc: Library grounds maintenance - May **Inv. Date: 6/10/2019 **PO No: **Remit Name: Agri-Tech Design **Merchant Vendor No: 103323 **Merchant Vendor Name: Agri-Tech Design **Invoice Created By: eric		242.00		
06/20/2019	AP	396	Kyle Electric Inc **VendorNo: 532800 **Inv. No: 338098383 **Desc: Library - front door repair **Inv. Date: 6/20/2019 **PO No: **Remit Name: Kyle Electric Inc **Merchant Vendor No: 532800 **Merchant Vendor Name: Kyle Electric Inc **Invoice Created By: Kristin		93.50		
05/31/2019	AP	580	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 DIXON **Desc: Fencing for Library - Safety/Site Security **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		9.98		
05/31/2019	AP	581	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 DIXON **Desc: Fencing for Library - Safety/Site Security **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		47.72		
05/31/2019	AP	583	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 DIXON **Desc: Fencing for Library - Safety/Site Security **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		1,265.02		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
05/31/2019	AP	684	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LIBRARY 1 **Desc: Cash Drawer Keys **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		10.00		
			06/30/2019 (06/19) Period Totals and Balance		2,142.72 *	.00 *	40,170.29
07/02/2019	AP	128	Aramark Uniform & Career Apparel **VendorNo: 999694 **Inv. No: 864044530 **Desc: 792085677 Library - Mats **Inv. Date: 7/2/2019 **PO No: **Remit Name: AUS West Lockbox **Merchant Vendor No: 999694 **Merchant Vendor Name: Aramark Uniform & Career Apparel **Invoice Created By: eric		25.00		
			06/30/2019 (13/19) Period Totals and Balance		25.00 *	.00 *	40,195.29
YTD Encumbrance	.00	YTD Actual	40,195.29 Total	40,195.29 YTD Budget	33,000.00 Unexpended	(7,195.29)	
Furniture (restricted)			05/31/2019 (05/19) Balance	07-510-520-2310			.00
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Reimbursable			05/31/2019 (05/19) Balance	07-510-520-2406			103.95
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	103.95
YTD Encumbrance	.00	YTD Actual	103.95 Total	103.95 YTD Budget	300.00 Unexpended	196.05	
Library Board			05/31/2019 (05/19) Balance	07-510-520-2424			.00
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	600.00 Unexpended	600.00	
Gifts, Donations & Memorials			05/31/2019 (05/19) Balance	07-510-520-2450			30,458.46
06/01/2019	AP	82	Best Western Holiday Motel **VendorNo: 1000277 **Inv. No: 1865 **Desc: Lodging - Karani Mitchell performer 5/9/19 **Inv. Date: 6/1/2019 **PO No: **Remit Name: Best Western Holiday Motel **Merchant Vendor No: 1000277 **Merchant Vendor Name: Best Western Holiday Motel **Invoice Created By: eric		93.49		
06/05/2019	AP	490	Streamlined & Simple LLC **VendorNo: 1002766 **Inv. No: 6/4/2019 **Desc: Adult Program Performer **Inv. Date: 6/5/2019 **PO No: **Remit Name: Streamlined & Simple LLC **Merchant Vendor No: 1002766 **Merchant Vendor Name: Streamlined & Simple LLC **Invoice Created By: Kristin		100.00		
05/31/2019	AP	623	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LB AMAZON **Desc: Supplies/YP Summer Reading **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		92.12		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
05/31/2019	AP	625	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LB AMAZON **Desc: Supplies/YP Summer Reading **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		65.15		
05/31/2019	AP	626	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LB AMAZON **Desc: Supplies/YP Summer Reading **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		21.31		
05/31/2019	AP	632	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LB AMAZON **Desc: Magnifier/Library of Things **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		149.99		
05/31/2019	AP	633	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LB AMAZON **Desc: Metal Detector Bag/Library of Things **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		16.99		
05/31/2019	AP	634	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LB AMAZON **Desc: Metal Detector/Library of Things **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		99.99		
05/31/2019	AP	635	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LB AMAZON **Desc: Metal Detector Headphones/Library of Things **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		35.99		
05/31/2019	AP	638	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LB AMAZON **Desc: Supplies/Adult Programs- Book Boxes **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		146.16		
05/31/2019	AP	641	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LB AMAZON **Desc: Supplies/YP Programs-Book Boxes **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		107.42		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
05/31/2019	AP	642	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LB AMAZON **Desc: Book-Progress Club **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		22.16		
05/31/2019	AP	643	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LB AMAZON **Desc: Book-Progress Club **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		27.19		
05/31/2019	AP	646	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LB AMAZON **Desc: Dvd/Adult Programs-Film Noir **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		33.72		
05/31/2019	AP	647	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LB AMAZON **Desc: Supplies/Adult Programs- Happy Trees Painting **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		22.11		
05/31/2019	AP	648	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LB AMAZON **Desc: Supplies/Adult Programs- Happy Trees Painting **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		104.19		
05/31/2019	AP	650	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LB AMAZON **Desc: Supplies/YP&Adult Programs-Summer Reading **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		79.98		
05/31/2019	AP	654	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LB AMAZON **Desc: Supplies/YP Programs- Summer Reading **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		31.72		
05/31/2019	AP	655	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LB AMAZON **Desc: Supplies/YP Programs- Summer Reading **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		26.49		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
05/31/2019	AP	656	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LB AMAZON **Desc: Shoulder Bag/Library of Things-Writing Pad **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		25.99		
05/31/2019	AP	658	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LIBRARY 1 **Desc: YP Storytime Music **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		.99		
05/31/2019	AP	659	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LIBRARY 1 **Desc: YP Storytime Music **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		.99		
05/31/2019	AP	660	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LIBRARY 1 **Desc: YP Storytime Music **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		.99		
05/31/2019	AP	661	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LIBRARY 1 **Desc: YP Storytime Music **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		.99		
05/31/2019	AP	662	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LIBRARY 1 **Desc: Refreshments/Adult Programs-Foreign Film, Spanglish **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		1.19		
05/31/2019	AP	667	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LIBRARY 1 **Desc: Refreshments/Adult Programs-Job Fair **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		2.29		
05/31/2019	AP	668	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LIBRARY 1 **Desc: Refreshments/YP Writers Group **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		7.99		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
05/31/2019	AP	669	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LIBRARY 1 **Desc: Refreshments/Adult Programs-Speed Dating **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		34.25		
05/31/2019	AP	670	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LIBRARY 1 **Desc: Supplies/Teen Summer Reading **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		25.00		
05/31/2019	AP	671	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 LIBRARY 1 **Desc: Refreshments/Adult Programs-Foods For Fitness **Inv. Date: 5/31/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		1.99		
05/31/2018	AP	705	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 THOMPSON **Desc: Refreshments/Adult Programs-Foreign Film **Inv. Date: 5/31/2018 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		14.28		
05/31/2018	AP	706	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201905 THOMPSON **Desc: Refreshments/Adult Programs-Film Noir **Inv. Date: 5/31/2018 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		21.45		
			06/30/2019 (06/19) Period Totals and Balance		1,414.56 *	.00 *	31,873.02
05/13/2019	AP	95	Recorded Books Inc **VendorNo: 757000 **Inv. No: 76227274 **Desc: 767529 - DVD **Inv. Date: 5/13/2019 **PO No: **Remit Name: Recorded Books Inc **Merchant Vendor No: 757000 **Merchant Vendor Name: Recorded Books Inc **Invoice Created By: Kristin		41.60		
			06/30/2019 (13/19) Period Totals and Balance		41.60 *	.00 *	31,914.62
YTD Encumbrance	.00	YTD Actual	31,914.62 Total	31,914.62 YTD Budget	18,000.00 Unexpended	(13,914.62)	
Bad Debt Expense			05/31/2019 (05/19) Balance	07-510-520-2500			.00
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Computer Hardware & Software			05/31/2019 (05/19) Balance	07-510-530-3001			.00
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Audio Visual Equipment			05/31/2019 (05/19) Balance	07-510-530-3022			.00
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		.00
Library Equipment			05/31/2019 (05/19) Balance	07-510-530-3023			.00
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		.00
Building Project			05/31/2019 (05/19) Balance	07-510-530-3118			.00
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		.00
Contingency			05/31/2019 (05/19) Balance	07-510-560-6001			.00
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	374,594.00 Unexpended	374,594.00	
Contingency - Library Board			05/31/2019 (05/19) Balance	07-510-560-6003			.00
			06/30/2019 (13/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		.00

  

Number of Transactions: 266	Number of Accounts: 86	Debit	Credit	Proof
Total Library Fund:		168,409.89	168,409.89-	.00
Number of Transactions: 266	Number of Accounts: 86	Debit	Credit	Proof
Grand Totals:		168,409.89	168,409.89-	.00

- Report Criteria:
- Actual Amounts
  - All Accounts
  - Summarize Payroll Detail
  - Print Period Totals
  - Print Grand Totals
  - Include All Comments
  - Include Funds: 07
  - Total by Fund
  - All Segments Tested for Total Breaks

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**Coos Bay Public Library  
Memorial Funds Checking Account  
June 2019**

<u>BALANCE, May 31, 2019</u>		<b>\$ 75,088.84</b>
 <b><u>DEPOSITS:</u></b>		
Friends of Coos Bay Public Library/Friends Childrens Fund	\$ 1,600.00	
Friends of Coos Bay Public Library/Library Equipment	\$ 2,400.00	
Misc. Donations-June 2019	\$ 8.40	
TOTAL DEPOSITS		<b>\$4,008.40</b>
 <b><u>DISBURSEMENTS:</u></b>		
Jessie Ansley-Presenter/Adult Programs-Back to Square Fun	\$ 100.00	
Best Western/Lodging-Adult Programs-Oregon Conversations	\$ 93.49	
National Business Furniture/Reading Chairs-Library Equipment	\$ 3,279.60	
Safeway, Big Lots/Refreshments-Film Noir, Foreign Films	\$ 26.57	
Amazon/Adult Programs-Book Boxes, Stranger Things Escape Room	\$ 536.08	
Oregon State Parks/Adult Programs-Park Passes-Backpacks	\$ 480.00	
McKays/Refreshments-Adult Programs-Drivers Permit Class	\$ 1.19	
Goodwill/Supplies-Adult Programs-Stranger Things Escape Room	\$ 39.40	
Angel Ocasio/Performer-YP Summer Reading	\$ 600.00	
International Reptile Rescue/Performer-YP Summer Reading	\$ 500.00	
Amazon/Supplies-YP Programs-Summer Reading, Book Boxes	\$ 86.24	
Oriental Trading/Supplies-YP Programs-Summer Reading	\$ 2.56	
Grocery Outlet, Fred Meyer/Supplies-Summer Reading-1969 Party	\$ 63.24	
Amazon/Supplies-Library of Things	\$ 214.87	
First Book, Scholastic Education/Books-Outreach Programs	\$ 411.25	
TOTAL DISBURSEMENTS		<b>\$ 6,434.49</b>
		<b><u>\$72,662.75</u></b>
 <b><u>ACCOUNT SUMMARY:</u></b>		
General Fund	\$ 9,854.97	
Friend's Children's Fund	\$ 4,770.83	
Kenaston Estate Donation	\$ -	
Mallek Estate Memorial	\$ 52,610.89	
Coos Bay Library Foundation Donation	\$ (13.30)	
E-Books	\$ 35.00	
Care Connections	\$ 0.78	
Friends Library Purchases	\$ 3,007.72	
Rotary Donation	\$ -	
Coos Bay Library Foundation-Equipment	\$ 35.35	
Coos Bay Library Foundation-Audios	\$ 110.32	
Eagles Large Print Fund	\$ 6.25	
Dollywood	\$ 2,243.94	
 <b>MEMORIAL ACCOUNT FUNDS TOTAL - June 30, 2019</b>		 <b>\$ 72,662.75</b>



Librarian's Report

June 2019

**PROGRAMS**

***Families and Children***

Lego Club (2) - 52

MGOL (7) - 143

Storytime (4) - 114

Head Start outreach - 18

Monday Matinee - 27

International Reptile (2) - 249

Party Like It's 1969 - 40

Comedy for Kids - 94

***Young Adult***

Learners Permit Class - 9

***Adult***

Foreign Film - 28

Spanglish - 13

Forever YA Book Club - 6

Armchair Adventures - 12

Table Top Gaming - 15

Film Noir - 31

Happy Trees Painting (2) - 26

Star of Hope Tour - 6

Square Fun Organizing - 11

Introduction to Chair Yoga (2) - 15

OR Humanities - 13

Spanglish (2) - 25

Proctoring - 2

Motivation Workshop - 1

***Technology***

Drop In Computer Lab (2) - 14

One on One appts - 2

GCF LearnFree - 4

Beginning Computer Mouse - 3

***Room Use***

Myrtlewood

Library - 17

Non Library - 6

Cedar

Library - 6

Non Library - 43

***Art Displays***

Walls - Graham Wickham

Lobby - Catherine Walworth

Librarian's Report

June 2019

***Miscellaneous***

**In June there were, county-wide, 4,257 checkouts on OverDrive. 134 circulations on hoopla in June with 8 new borrowers.**

**The marketing focus for June was Summer Reading. Ads were run in The World (digital and print) and a commercial on KCBY.**

**Summer reading continues to be offered for all ages. This year the Teen portion was changed to the Adult model – reading 5 books to be entered for a prize instead of doing timed reading. So far it appears there are more teens participating than last year.**

**All staff is participating in The Librarian's Guide to Homelessness by Ryan Dowd. The state library is providing it for all library staff in the state. Trustees are welcome to participate too.**

**The board hosted a very nice reception for volunteers that was much appreciated. Each volunteer chose a book to be plated in their honor.**

## UNATTENDED CHILDREN AND VULNERABLE ADULTS POLICY

Coos Bay Public Library strives to provide a welcoming and safe environment for all community members. The Library is particularly concerned for the safety of children and vulnerable adults on the Library premises.

While the Library is concerned for the safety of children or vulnerable adults on Library grounds, the Library does not act in loco parentis (in place of parents). A parent, legal guardian, teacher, custodian or caregiver is responsible for monitoring the activities and managing the behavior of children or vulnerable adults during their Library visits.

Vulnerable adults are functionally, mentally or physically unable to care for themselves and should not be left alone in the Library including at programs. This includes adults who need staff help beyond assistance with normal library services.

Children 10 years of age and younger must be accompanied and directly supervised at all times by a parent or other responsible caregiver who is 12 years of age or older. These rules may apply to children over the age of 10 at staff's discretion. Older children, (age 11 and older) are welcome to use the library independently, however, responsibility for minors using the library rests with the parent/guardian. Children are subject to Library rules and policies concerning behavior, conduct, and demeanor.

During Library hours, when the safety of an unattended child or vulnerable adult is in doubt, Library staff will attempt to contact the caregiver before calling authorities. In the case of an immediate safety concern, staff will contact authorities immediately and then attempt to contact the caregiver. Staff will stay with the person until help arrives.

In the event a child under the age of 15 or vulnerable adult is still at the library after the library closes to the public, the Librarian in Charge and one other staff member will wait 15 minutes and then authorities will be called to take charge of the situation. Attempts will be made during that 15 minutes to reach a caregiver or parent, but in no instance will staff take anyone home. If at any time staff are concerned for the safety of the child or vulnerable adult, they may contact authorities immediately.

**COOS BAY PUBLIC LIBRARY  
Strategic Plan 2019 – 2022**

**Enhance education and learning for residents of all ages.**

- Nurture the early literacy skills of young children.
- Support the success of school aged children and teens.
- Engage adults in meaningful and engaging learning opportunities.

**Build a strong and resilient community.**

- Offer life-enhancing services to homeless residents.
- Provide training and resources that empower local parents to be effective caregivers.
- Offer educational opportunities to improve health and address hunger.
- Increase local disaster preparedness and develop the library as a resource in a time of crisis.

**Develop a skilled workforce.**

- Increase the success of local jobseekers.
- Engage local residents to explore vocations in the skilled trades.
- Support the success of small business owners.

**Increase use of library services and collections by underserved communities.**

- Latinos/Spanish speakers
- Tribal members
- Homebound residents
- Residents of Charleston, Eastside, Empire and Allegany

**Replace current inadequate and failing facility with a new library.**

- Develop a funding plan incorporating private and public support.
- Provide opportunities for community engagement throughout the planning process.

## Coos Bay Public Library Implementation of Strategic Plan: 2019 - 2022

### *Enhance education and learning for residents of all ages.*

**Nurture the early literacy skills of young children.**

TACTIC	WHO	WHEN	HOW WILL WE MEASURE SUCCESS?
Offer regular storytimes.	Bekah	Ongoing	Attendance
Offer the Dolly Parton Imagination Library.	Bekah	Ongoing	Participation statistics Testimonials
Create and disseminate an early literacy newsletter	Bekah	Ongoing	Statistics on subscriptions, number opened, number shared.
Offer Summer Reading.	Bekah	Ongoing	Participation Outcome measurement (Ready To Read grant)

**Support the success of school aged children and teens.**

TACTIC	WHO	WHEN	HOW WILL WE MEASURE SUCCESS?
Offer afterschool programs (Examples: Lego club, book club, Pokémon club)	Bekah	Ongoing	Number of programs offered, participation

<p>Offer programs for teens:</p> <ul style="list-style-type: none"> <li>• Book Club</li> <li>• Career fair for teens</li> <li>• Escape Rooms/ Random Teen Rooms 2 a year. Use volunteers.</li> <li>• Brittany/Bekah, Christina July 2 a year. Participation. Volunteer engagement. (Not limited to teens)</li> <li>• Game night for teens and adults</li> </ul>	<p>Bekah Bekah, Paul</p> <p>Brittany, Bekah, Christina</p> <p>Mikaela, Bekah</p>	<p>Ongoing</p> <p>2X a year</p> <p>Once a month</p>	<p>Participation Participation (teens and organizations)</p> <p>Participation</p> <p>Participation</p>
<p>Offer Summer Reading.</p>	<p>Christina (adult), Bekah (youth)</p>	<p>Ongoing</p>	<p>Participation Outcome measurements (Ready to Read grant)</p>

**Engage adults in meaningful and engaging learning opportunities.**

TACTIC	WHO	WHEN	HOW WILL WE MEASURE SUCCESS?
<p>Basic life skills</p> <ul style="list-style-type: none"> <li>• Examples: health, nutrition, chair yoga</li> </ul>	<p>Paul</p>	<p>Once a month.</p>	<p>Number of programs offered, participation</p>
<p>Technology</p> <ul style="list-style-type: none"> <li>• Examples: open computer labs, one on one classes.</li> <li>• Word classes</li> </ul>	<p>Paul, volunteers</p>	<p>Ongoing</p>	<p>Number of programs offered, participation</p>
<p>Art/Culture/History</p>	<p>Everyone</p>	<p>5 – 7 times a month</p>	<p>Number of programs offered, participation</p>



## **Build a strong and resilient community.**

**Offer life-enhancing services to homeless residents.**

<b>TACTIC</b>	<b>WHO</b>	<b>WHEN</b>	<b>HOW WILL WE MEASURE SUCCESS?</b>
Work with city homelessness task force to identify additional ways the library can support this population.	Sami, Paul	Year 1	Plan to serve homeless in place.

**Provide training and resources that empower local parents to be effective caregivers.**

<b>TACTIC</b>	<b>WHO</b>	<b>WHEN</b>	<b>HOW WILL WE MEASURE SUCCESS?</b>
Partnering with organizations such as Coos Health and Wellness and South Coast Early Learning Hub to host programming.	Bekah, Sami	Ongoing	Number of programs hosted, participation.

**Offer educational opportunities to improve health and address hunger.**

<b>TACTIC</b>	<b>WHO</b>	<b>WHEN</b>	<b>HOW WILL WE MEASURE SUCCESS?</b>
Offer life skills classes: cooking on a budget, canning, gardening, finances.	Paul	Ongoing	Number of programs, participation.
Offer a sexual health and wellness program.	Brittany	Year 1	Participation

**Increase local disaster preparedness and develop the library as a resource in a time of crisis.**

<b>TACTIC</b>	<b>WHO</b>	<b>WHEN</b>	<b>HOW WILL WE MEASURE SUCCESS?</b>
Work with fire chief to host disaster preparedness programming	Sami	Ongoing	Number of programs, participation.

**Develop a skilled workforce.**

Increase the success of local jobseekers.

TACTIC	WHO	WHEN	HOW WILL WE MEASURE SUCCESS?
Offer job fairs.	Paul	3 – 4X a year	Participation (organizations and community members)
Partner with Goodwill on job searching, preparing for an interview.	Paul	Ongoing	
Trade			
High schools-CTE programs.			

Engage local residents to explore vocations in the skilled trades.

TACTIC	WHO	WHEN	HOW WILL WE MEASURE SUCCESS?
Work with high schools to develop programming and resources.	Paul	Ongoing	Participation.

Support the success of small business owners.

TACTIC	WHO	WHEN	HOW WILL WE MEASURE SUCCESS?
Work with small business support organizations to develop programming and resources.	Paul	Ongoing	Participation
Improve marketing of small business resources.	Paul	Year 1	Increased use of resources.



**Increase use of library services and collections by underserved communities.**

**Increase use by Latinos/Spanish speakers.**

TACTIC	WHO	WHEN	HOW WILL WE MEASURE SUCCESS?
Offer programming and resources to attract Spanish speakers: <ul style="list-style-type: none"> <li>• Conversation programs</li> <li>• Partnership with Hispanic Leadership Council</li> <li>• Spanish movie nights</li> <li>• Promote at Hallmark break room</li> </ul>	Paul	Ongoing	Participation.

**Increase use by tribal members.**

TACTIC	WHO	WHEN	HOW WILL WE MEASURE SUCCESS?
Collaborate with tribal libraries and cultural/educational director at the schools.	Melissa Ellen	Year 1	Participation.

**Increase use by homebound residents.**

TACTIC	WHO	WHEN	HOW WILL WE MEASURE SUCCESS?
Consider ways to enhance existing services provided by the county.	Sami	Year 1	Plan developed for future implementation.
Connect with service providers (living facilities, meals on wheels) to enhance/develop: <ul style="list-style-type: none"> <li>• Increased group visits to library</li> <li>• Bringing library programming to residential facilities</li> <li>• Promotion of library services through Meals on Wheels.</li> </ul>	Paul & Company	Year 1	

**Increase use by residents of Charleston, Eastside, Empire and Allegany.**

TACTIC	WHO	WHEN	HOW WILL WE MEASURE SUCCESS?
Develop plan to increase library presence, potentially incorporating: <ul style="list-style-type: none"> <li>• Book drops.</li> <li>• Use of fire stations</li> <li>• Popup/demonstrations/programming/library card sign ups.</li> <li>• Little free libraries at laundromats</li> <li>• Promotion of Imagination Library.</li> <li>• Farmers markets, festivals</li> </ul>	All	Year 1	Plan in place. Programming, participation.
Research Book-O-Mat and other staffless service points.	Sami	Year 1	Decision made re: any future outlets.

**Replace current inadequate and failing facility with a new library.**

**Develop a funding plan incorporating public and private support.**

TACTIC	WHO	WHEN	HOW WILL WE MEASURE SUCCESS?
Work with consultant to conduct feasibility study.	Sami, City Foundation, Friends	Fall, 2019	Funding plan established.

**Provide opportunities for community engagement throughout the planning process.**

TACTIC	WHO	WHEN	HOW WILL WE MEASURE SUCCESS?
Develop web pages and print communications on progress towards new library.	Sami	Ongoing	

FY 2019-20: \_\_\_\_\_  
FY 2020-21: \_\_\_\_\_  
FY 2021-22: \_\_\_\_\_

7/12/17

## Policy on Confidentiality of Library Records

The Council of the American Library Association strongly recommends that the responsible officers of each library, cooperative system, and consortium in the United States:

1. Formally adopt a policy that specifically recognizes its circulation records and other records identifying the names of library users to be confidential. (See also ALA Code of Ethics, Article III, "We protect each library user's right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired or transmitted" and Privacy: An Interpretation of the Library Bill of Rights.) 2. Advise all librarians and library employees that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power. 3. Resist the issuance of enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction. 1

1Note: Point 3, above, means that upon receipt of such process, order, or subpoena, the library's officers will consult with their legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.

Adopted January 20, 1971, by the ALA Council; amended July 4, 1975; July 2, 1986.

Board Reviewed 10/2016

Coos Bay Public Library respects and protects the confidentiality of patrons' registration and circulation records. Furthermore, these records are protected by Oregon State Law. Oregon State law recognizes Coos Bay Public Library as a public body subject to the Public Records Law. However, ORS 192.502.22 provides the following exemption from disclosure of library public records:

"The records of a library, including circulation records, showing use of specific library materials by a named person or consisting of the name of a library patron together with the address, electronic mail address, or phone number, of the patron."

The purpose of this policy is to affirm that the library recognizes these records as confidential. This policy serves as official notification to the public and library employees that such records shall not be made available to any agency of state, federal, or local government except as required by law.

In addition to the legal protections, Coos Bay Public Library extends confidentiality to information sought or received, materials consulted or borrowed, wired or transmitted, and includes database search records, reference interviews, public computer use, attendance at classes and events, interlibrary loan transactions and other records. In addition, Coos Bay Library works with all contracted vendors to ensure security of records.

Library employees may not access any information about patrons or their circulation records for any purpose except as it relates to the transaction of library business.

Coos Bay Public Library reserves the right to use library records for administrative purposes, such as recovering overdue materials, payment for lost items, customer surveys or other administrative mailings. The Library does not allow use of library records for fundraising or political purposes.

## **Coos Bay Public Library Collection Management Policy**

### **Purpose**

The purpose of this policy is to guide Coos Bay Public Library staff in the development and management of library collections that meet the needs of the Coos Bay community as well as to inform the public and other interested parties about the means by which the library makes decisions about the selection and retention of materials.

### **Library Mission**

The Coos Bay Public Library exists to provide library materials and services, and guidance to those materials and services, for Coos County residents.

### **Collection Scope**

The Coos Bay Public Library provides materials in a broad range of subjects and formats to serve the community's informational and recreational needs. The library selects materials to accommodate the diverse ages, reading and understanding levels, abilities, tastes, viewpoints, and interests of the community.

The library collection emphasizes breadth over depth, and while the library may provide supplemental materials to persons pursuing educational programs, due to budgetary and space constraints the library will not normally collect textbooks or materials on specialized academic subjects that would not also be appropriate for and useful to the general public. The library also relies upon the Coastline cooperative to obtain materials from other Coos County libraries and will not necessarily purchase materials that can be obtained from other Coastline libraries, unless demand is high.

The library strives to collect materials in the formats that are most relevant to the Coos Bay community, and the formats collected may change in response to evolving technology. Considerations for adding formats to or removing formats from the library's collection include demand, cost, and the ability to house and maintain collected items.

### **Guiding Principles**

The Coos Bay Public Library adheres to the principles of intellectual freedom as expressed in the American Library Association's Bill of Rights, Freedom to Read Statement, and Freedom to View Statement (appended to this policy). The library upholds individuals' right to access information that may be controversial in nature, and supports the right of parents and guardians to make decisions regarding the reading and viewing of their children. The library strives to collect materials representing a wide variety of viewpoints, and will not identify materials in any way that implies approval or disapproval of the item's contents, or sequester any materials from the rest of the collection except to prevent theft or damage. An item's inclusion in the library's collection does not imply endorsement of its contents by the library.

Approved by Board 9/2014

## **Selection Responsibility**

Responsibility for the library collection and the implementation of the Collection Management Policy is delegated to the Library Director by the Coos Bay Library Board of Trustees. The Director in turn delegates selection responsibilities to library staff with the appropriate training and expertise to select materials in their assigned areas.

## **Selection Guidelines and Criteria**

In selecting materials for the library, staff take into account the diverse needs and interests of the community as well as knowledge of the existing collection. Selectors are trained librarians who utilize the standards and criteria of professional librarianship in their selection decisions. Criteria include but are not limited to the following (in no particular order):

- Popular demand
- Literary or artistic merit
- Contemporary significance or permanent value
- Favorable attention from critics, reviewers, or the public
- Relation to existing collection
- Availability of information in alternative sources
- Ease of use and accessibility
- Accuracy
- Cost
- Suitability for intended audience

The library welcomes suggestions from the general public and all library staff. Selectors give high priority to requests from patrons, though requests for items that do not meet the guidelines explained in this policy may be declined.

The library may acquire self-published items if they are created by a local resident, have special local or regional significance, or otherwise comply with the selection criteria detailed in this policy.

## **Gifts and Donations**

The Coos Bay Public Library welcomes gifts of materials. Donated items will be added to the collection only if they meet the selection guidelines expressed in this policy. By donating an item to the library, the donor acknowledges that if the library chooses not to add the item to the collection, it will be given to the Friends of the Library to be sold in the Friends Bookstore or at a book sale, or otherwise disposed of as the library staff and/or the Friends of the Library see fit.

The library also encourages monetary donations to be used in the acquisition of new materials for the collection. The library prefers that no constraints be placed on monetary gifts, but a donor may identify a general subject area or format if they so choose. All specific



item selections will be made by trained library staff.

## **Collection Maintenance**

Systematic and continuous evaluation and weeding of the collection ensures that the collection remains relevant and useful to the community, helps the staff identify areas where additional or updated materials are desirable, and creates the necessary space for newer materials to be added to the collection. Trained library staff identify items to withdraw that are damaged, out-of-date, superseded, or no longer of interest to the community. The decision of whether to replace a withdrawn item with an identical or similar item is based on the selection guidelines laid out in this policy. Withdrawn items in good condition are given to the Friends of the Library to be sold, donated, or disposed of as the Friends see fit.

## **Special Collections**

The following library collections may utilize different guidelines for selection, retention, and use than the rest of the library:

### Oregon Collection

The library collects and archives materials pertaining to the state of Oregon with an emphasis on Coos and neighboring counties. Selection of materials for this collection follows the general criteria stated elsewhere in this policy, with the added criteria of historical value and interest. This collection is kept in a protected area and is available for in-library use only during open business hours in order to preserve these materials and guarantee their availability.

### "Read and Return" Collections

The library maintains uncataloged "read and return" collections for patrons who are unable to check out materials with a library card. The collections are comprised of materials donated to the library in good condition, and are not subject to the criteria for selection and retention of materials detailed elsewhere in this policy.

## **Request for Reconsideration of Library Materials**

The library welcomes feedback on the collection from the public. Any Coos Bay resident with a concern about an item in the library's collection will be immediately referred to the Library Director or, in the absence of the Library Director, to the Assistant Director. If, after speaking with the Director or Assistant Director about their concerns, the patron wishes to formally request the removal of the material in question, the following process will be followed:

- Only one item at a time will be considered per patron.
- The patron must have read/viewed/listened to the item in question in its entirety, absent extraordinary circumstances.
- The patron will be provided with a copy of the Coos Bay Library's Collection Management Policy, including the Request for Reconsideration of Library Materials form (appended).



- If the patron wishes to pursue the matter, the completed reconsideration form must be submitted.
- The Library Director will review the form and make a decision regarding the inclusion or removal of the material within four weeks of receipt of the form. The Director will provide the patron with a written explanation of their decision.
- The patron may appeal the Library Director's decision to the Library Board within two months of receiving the Director's reply. The Board will reconsider the decision based on whether the item in question conforms to the selection guidelines outlined in the Board-approved Collection Management Policy.

**Coos Bay Public Library  
Request for Reconsideration of Library Materials**

The library values your opinion. If, after discussing your concerns with the Library Director, you would like to formally request that the library take action, you may do so by completing this form. Please return the form to any librarian.

Have you read/viewed/listened to the entire work?  Yes  No

Please describe the item in question as fully as you are able:

Author: \_\_\_\_\_

Title: \_\_\_\_\_

Publisher: \_\_\_\_\_ Date of Publication: \_\_\_\_\_

Format (book, DVD, audio CD, etc.): \_\_\_\_\_

Call number or location in the library: \_\_\_\_\_

Please state the action you wish taken on this item:

Add it to the library  Shelf it elsewhere  Remove it from the library

Other: \_\_\_\_\_

Why? (Use other side or additional pages if necessary.)

Please explain how such action would improve the library's service to the community:

If requesting removal of the material, do you have recommendations for other materials to use in place of it?

What do you believe might be the result of reading/viewing/listening to this material?

How was the material brought to your attention?

Your Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

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

I am acting as a spokesperson for the following group or association:

\_\_\_\_\_

2018/19	Myrtlewood	Myrtlewood	Cedar	Cedar	Cedar	Total Use	Estimated Attendance
	Library Use	Non-Library Use	Library Use	Non-Library Use			(minus library program attendance already reported)
Jul-18	15	2	9	54	80	708	
Aug-18	12	3	7	55	77	1555	
Sep-18	9	6	6	39	60	648	
Oct-18	13	9	10	50	82	1625	
Nov-18	9	6	6	46	67	1490	
Dec-18	8	3	5	31	47	1217	
Jan-19	20	4	9	50	83	2120	
Feb-19	11	5	8	43	67	666	
Mar-19	20	7	8	52	87	1034	
Apr-19	12	6	7	52	77	1379	
May-19	10	6	8	54	78	1553	
Jun-19	17	7	6	44	74	1493	
Totals	156	64		570	879	15488	



**COOS BAY**  
PUBLIC LIBRARY



Coos Bay Public Library Calendar

**JULY 2019**



525 Anderson, Coos Bay, OR 541-269-1101  
www.coosbaylibrary.org

**JULY ART**  
Walls: Illese Levitt  
Lobby: South Coast Woodturners

**STRANGER THINGS ESCAPE ROOM!** July 22nd - 26th Teams of 4 (ages 10+) register online or at the library

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p><b>JULY 13th 4 p.m.</b> Coos Bay Shakespeare in the Park director Jane Stebbins shares inside information to help better understand The Bard and his comedy.</p>	<p><b>1 Monday Matinee 2:30 pm</b> <b>Forever YA Book Club 6:00 p.m.</b></p>	<p><b>2 LEGO CLUB 3:30-4:30</b></p>	<p><b>3 MGOL 9:30 a.m.</b> Storytime 10:30 a.m. Readers Group 6:00</p>	<p><b>4 CLOSED</b> <b>HAPPY FOURTH OF JULY</b></p>	<p><b>5 Foreign Film 7:00 p.m.</b></p>	<p><b>6 13 Learners Permit Class 9:00</b> Understanding Shakespeare's As You Like It 4:00 p.m.</p>
<p><b>7</b></p>	<p><b>8 Drop-In ComputerLab 10:00-12:00</b> <b>Monday Matinee 2:30 pm</b></p>	<p><b>9 Armchair Adventures 2:00 p.m.</b></p>	<p><b>10 MGOL 9:30 a.m.</b> Storytime 10:30 a.m.</p>	<p><b>11 MGOL 9:30 am</b> <i>Registration Required</i> <b>DIY Planetarium 3:00 p.m.</b></p>	<p><b>12</b></p>	<p><b>20 Local Author Panel 12:30-2:30</b></p>
<p><b>14</b></p>	<p><b>15 Monday Matinee 2:30 p.m.</b></p>	<p><b>16</b></p>	<p><b>17 MGOL 9:30 am</b> Storytime 10:30 a.m. Library Board 5:15</p>	<p><b>18 MGOL 9:30 am</b> <b>Raptor Encounter 1:00 p.m.</b></p>	<p><b>19 Intro to Internet 9:30 a.m.</b> <b>LEGO Club 3:30-4:30</b> Prostitutes &amp; Red Light Districts 7:00</p>	<p><b>27</b> <b>SPANGLISH 10:30-noon</b></p>
<p><b>21 Film Noir 4:00 p.m.</b></p>	<p><b>22 Lunch, Listen, Learn noon-1:00</b></p>	<p><b>23</b></p>	<p><b>24 MGOL 9:30 a.m.</b> Storytime 10:30 a.m. Lunch, Listen, Learn noon-1:00 Computer Lab 2-4</p>	<p><b>25 MGOL 9:30 a.m.</b> Micah &amp; Me Dance Party 11:00 am Micah &amp; Me Ukulele Workshop 1:00 pm</p>	<p><b>26</b> Lunch, Listen, Learn noon-1:00 Tabletop Game Night 7:00 p.m.</p>	<p><b>Monday</b> July 1st - Muppets From Space July 8th - E.T. July 15th - Mars Needs Moms July 29th - Earth to Echo</p>
<p><b>28</b></p>	<p><b>29 Monday Matinee 2:30 p.m.</b></p>	<p><b>30</b></p>	<p><b>31 MGOL 9:30 a.m.</b> Storytime 10:30 a.m.</p>	<p><b>Monday Movie Matinees! 2:30 p.m.</b></p>	<p><b>LOCAL AUTHOR PANEL</b> July 20th 12:30 p.m.</p>	<p>Authors Annis Cassells, Kay Jennings, Gary Carter and Helen Picca will present their work before opening the floor to questions. Afterwards, authors will be available to sell and sign their books.</p>

**Lunch, Listen & Learn!**  
noon-1:00 July 22nd, 24th, 26th  
Bring your lunch and join Oregon Coast Music Festival's Associate/Pops Conductor Adam Stern for a lively presentation about some of this year's orchestra selections.

**Prostitutes and Red Light Districts**  
Friday, July 19th 7:00 pm  
Join Jan Mackell Collins for a lively look at the prostitution industry in the wild west. Ms. Collins, whose research spans over thirty years, will give her audience a visual presentation about her favorite shady ladies.

**LOCAL AUTHOR PANEL**  
July 20th 12:30 p.m.  
Authors Annis Cassells, Kay Jennings, Gary Carter and Helen Picca will present their work before opening the floor to questions. Afterwards, authors will be available to sell and sign their books.