

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

**Wednesday June 19, 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
10. **New Business**

Library Standards – Services and Program Standards
11. **Announcements**
12. **Adjournment**

COOS BAY PUBLIC LIBRARY

MAY 2019 REPORT

OF ITEMS ADDED TO COLLECTION - **720**

NEW CARDS ISSUED - **65**

TOTAL REFERENCE QUESTIONS - **992**

DAILY AVERAGE CIRCULATION - **834**

TOTAL # OF PROGRAMS - **24**

PROGRAM ATTENDANCE - **612**

TOTAL ITEMS CHECKED OUT AT THE LIBRARY - **18,887**

TOTAL OF COOS BAY ITEMS CHECKED OUT ANYWHERE - **21,677**

TOTAL DIGITAL DOWNLOADS - **97**

GATE COUNT - **13,472**

TOTAL MONTHLY VISITORS - **15,307**

COOS BAY PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
May 15, 2019

Call to Order – Curt Benward called the meeting to order at 5:18 p. m.

Board Members present: Curt Benward, Steve Metz, James Moore, Alissa Pruess, Bob More, Kathy Erickson.

Others in Attendance: Marie Benton, Sami Pierson and Ellen Thompson.

Public Comment – None

Minutes and Circulation –

Steve Metz made a motion to approve the minutes as corrected of the April Board meeting and Bob More seconded. Approved unanimously. We examined library circulation figures for April and the graphs illustrating the number of programs and number of attendees for the past seven years. Bob pointed out that 2017 seems to be the point where circulation fell but, while lower, it has been steady since.

We also discussed the graphs regarding card holders. Sami explained that the figures weren't exact because generally libraries in Coos County don't designate their own patrons since we all share. Data used may not be completely correct but it gives a general picture. Bob More inquired about the miscellaneous category. Sami explained that those are administrative accounts, inter library loan accounts, Myrtle Point School District accounts and anything else that didn't fit the public library category.

Treasurer's Report – We reviewed library revenue and expenditures figures for April. March. Eighty- three percent of the fiscal year is gone, and Personnel and Materials and Services expenditures are 68.5% and 82.1% respectively. Sami passed on the question/statement from the Finance Department of the city that their interpretation is that the individual invoices do not need to be initialed by the board and it may speed up the process if it was discontinued. The board chose to continue the practice.

Correspondence – None

Librarian's Report – Sami reminded people of some upcoming important dates:

- June 1 – strategic planning meeting at the Fire House 9-3
- June 5th – board meeting regarding the strategic plan 5pm
- June 11th – Volunteer Luncheon at Black Market 11:00

Friends of the Library Report – Marie Benton reported that in April the Friends book store took in \$502.92; the May book sale realized \$1,020. On May 16th is half price Thursday. The Friends will hold a plant sale on May 18th and are looking for donations. Next book sale is June 1st and 2nd with the 2nd being a book give-away day

Library Foundation Report– No report. Next meeting June 20th.

Old Business –

Media Policy – Curt had previously distributed some sample media policies from other libraries. He reminded people that each library is a bit different so some parts of these may not be applicable. Bob likes the format where the board and the library have separate roles and responsibilities. People appreciated the section labeled Individual Trustee Responsibilities that was on the first page of what Curt handed out.

Library Volunteer Event – June 11th at 11:00 at Black Market

New Business –
Policies

Art Exhibit Policy – Under Conditions #3 take out inclusion of high-contrast and replace with A high-contrast. In the same sentence take out is before may

Bulletin Boards – No changes

Code of Conduct – 4th bullet point - change others including staff to staff and others. Seventh bullet – remove or smells.

There was some discussion about open carry/cancelled carry and whether these laws apply to the library.

Unattended Children – Third paragraph remove A and start the sentence Vulnerable adults are...

Fourth paragraph down should read other responsible caregiver who is 12. Some questions were raised about the age designations. This policy will be tabled until some more research can be done.

Confidentiality of Library Records – Revised statute number should be 192.355. 23 in the fourth paragraph.

Other than the Unattended Children Policy - Bob More made a motion to approve the policies as amended. Steve Metz seconded. Unanimously approved.

The next meeting will stay on June 19th. Ellen Thompson will present the library material.

Sami Pierson asked for approval to close the library on June 6th for staff training. Bob More made the motion to approve the closing and Steve Metz seconded. Unanimously approved.

Announcements –

The Foundation received a grant from the Bay Area Hospital Foundation for programming and materials regarding childhood exercise and nutrition.

The application period for Library Board applications ends 6/6.

Adjournment – C. Benward adjourned the meeting at 6:39 p. m.

Next meeting: June 19th at 5:15 p. m.

Respectfully submitted,

Samantha Pierson

City of Coos Bay
Revenues with Comparison to Budget
For the 11 Months Ending May 31, 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
	Total Carryover	.00	.00	715,000.00	715,000.00	.0
<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	.00	8,300.00	7,500.00	(800.00)	110.7
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
	Total Revenue From Other Agencies	.00	1,110,462.89	1,021,200.00	(89,262.89)	108.7
<u>Use Of Money & Property</u>						
07-000-350-0100	Interest	2,586.30	22,139.08	6,000.00	(16,139.08)	369.0
07-000-350-1100	Auditorium Rental	240.00	3,495.00	2,000.00	(1,495.00)	174.8
	Total Use Of Money & Property	2,826.30	25,634.08	8,000.00	(17,634.08)	320.4
<u>Current Services</u>						
07-000-360-0100	Copies	553.20	6,441.90	6,500.00	58.10	99.1
07-000-360-1700	Data Base Specialist Fees	.00	98.35	.00	(98.35)	.0
07-000-360-1800	Library Fees	1,097.53	12,947.76	14,200.00	1,252.24	91.2
	Total Current Services	1,650.73	19,488.01	20,700.00	1,211.99	94.1
<u>Other Revenue</u>						
07-000-380-0100	Miscellaneous	14.00	158.18	.00	(158.18)	.0
07-000-380-0400	Reimbursements	24.50	290.50	400.00	109.50	72.6
07-000-380-0900	Gifts, Donations & Memorials	419.97	25,349.03	18,000.00	(7,349.03)	140.8
	Total Other Revenue	458.47	25,797.71	18,400.00	(7,397.71)	140.2
	Total Fund Revenue	4,935.50	1,181,382.69	1,783,300.00	601,917.31	66.3

City of Coos Bay
Expenditures with Comparison to Budget
For the 11 Months Ending May 31, 2019

Library Fund

		Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Library Fund</u>						
Personnel Services						
07-510-510-1001	Salaries	47,642.35	518,550.76	668,787.00	150,236.24	77.5
07-510-510-1003	P.E.R.S.	9,131.30	98,261.71	115,799.00	17,537.29	84.9
07-510-510-1004	Social Security	3,592.28	39,191.75	51,171.00	11,979.25	76.6
07-510-510-1005	Employee Insurance	9,871.23	140,062.68	205,917.00	65,854.32	68.0
07-510-510-1006	Unemployment	.00	.00	16,150.00	16,150.00	.0
07-510-510-1007	Workers Compensation Insurance	61.56	706.54	2,620.00	1,913.46	27.0
07-510-510-1008	Volunteer Workers Compensation	.00	3.00	162.00	159.00	1.9
Total Personnel Services		70,298.72	796,776.44	1,060,606.00	263,829.56	75.1
Materials & Services						
07-510-520-2005	Training, Meetings, Travel, Dues	1,708.85	7,081.98	8,000.00	918.02	88.5
07-510-520-2101	Utilities	3,187.93	30,577.69	42,000.00	11,422.31	72.8
07-510-520-2102	Telephone	1,670.15	4,524.70	13,200.00	8,675.30	34.3
07-510-520-2105	Advertising	2,985.62	3,791.87	8,000.00	4,208.13	47.4
07-510-520-2108	Contractual	1,963.26	46,215.14	12,000.00	(34,215.14)	385.1
07-510-520-2120	Insurance	.00	20,768.19	21,000.00	231.81	98.9
07-510-520-2122	Duplicating	96.54	6,984.63	7,200.00	215.37	97.0
07-510-520-2123	Printing	92.89	92.89	3,000.00	2,907.11	3.1
07-510-520-2205	Office Supplies	41.14	1,613.12	2,200.00	586.88	73.3
07-510-520-2206	Postage	70.07	1,558.51	2,500.00	941.49	62.3
07-510-520-2225	Janitorial Supplies	341.04	3,481.61	4,400.00	918.39	79.1
07-510-520-2231	Small Equipment	(10.99)	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	1,113.19	12,355.71	14,000.00	1,644.29	88.3
07-510-520-2236	Library Books & Records	4,252.10	64,770.37	82,000.00	17,229.63	79.0
07-510-520-2237	Periodicals	39.20	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	500.00	1,920.13	2,100.00	179.87	91.4
07-510-520-2302	Office Equipment Rental	397.17	4,015.33	5,200.00	1,184.67	77.2
07-510-520-2303	Equipment Repairs/Replacement	725.00	3,438.98	7,000.00	3,561.02	49.1
07-510-520-2304	Equipment Maintenance Contract	37.95	9,068.25	9,500.00	431.75	95.5
07-510-520-2309	Building & Grounds Maintenance	2,202.29	38,027.57	33,000.00	(5,027.57)	115.2
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	541.01	30,458.46	18,000.00	(12,458.46)	169.2
Total Materials & Services		21,954.41	307,655.72	348,100.00	40,444.28	88.4
Other Financing Uses						
07-510-560-6001	Contingency	.00	.00	374,594.00	374,594.00	.0
Total Other Financing Uses		.00	.00	374,594.00	374,594.00	.0
Total Library Fund		92,253.13	1,104,432.16	1,783,300.00	678,867.84	61.9

City of Coos Bay
 Expenditures with Comparison to Budget
 For the 11 Months Ending May 31, 2019

Library Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
Total Fund Expenditures	92,253.13	1,104,432.16	1,783,300.00	678,867.84	61.9
Net Revenue Over Expenditures	(87,317.63)	76,950.53	.00	(76,950.53)	.0

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Cash - Combined Fund			04/30/2019 (04/19) Balance	07-000-100-1001			1,141,607.95
05/31/2019	CA	4	Cash Allocation - Created: 05/02/19 3:51 PM			37.95-	
05/31/2019	CA	13	Cash Allocation - Created: 05/03/19 5:06 PM		3.20		
05/31/2019	CA	21	Cash Allocation - Created: 05/08/19 7:54 PM			97.77-	
05/31/2019	CA	41	Cash Allocation - Created: 05/20/19 6:46 AM			19,413.10-	
05/31/2019	CA	61	Cash Allocation - Created: 05/28/19 7:41 AM			446.44-	
06/30/2019	CA	77	Cash Allocation - Created: 06/05/19 4:54 PM			70,182.82-	
06/30/2019	CA	97	Cash Allocation - Created: 06/11/19 4:11 PM		2,586.30		
			05/31/2019 (05/19) Period Totals and Balance		2,589.50 *	90,178.08- *	1,054,019.37
Petty Cash			04/30/2019 (04/19) Balance	07-000-100-1015			200.00
			05/31/2019 (05/19) Period Totals and Balance		.00 *	.00 *	200.00
Library Board Cash			04/30/2019 (04/19) Balance	07-000-100-1017			.00
			05/31/2019 (05/19) Period Totals and Balance		.00 *	.00 *	.00
Library Board T.c.d.			04/30/2019 (04/19) Balance	07-000-100-1018			.00
			05/31/2019 (05/19) Period Totals and Balance		.00 *	.00 *	.00
Prepaid Expense			04/30/2019 (04/19) Balance	07-000-100-1101			.00
05/14/2019	AP	395	The News-Review **VendorNo: 689435 **Inv. No: 2038741 RENEW 19-20 **Desc: 12 months renewal 5/22/19-5/21/20 **Inv. Date: 5/14/2019 **PO No: **Remit Name: The News-Review **Merchant Vendor No: 689435 **Merchant Vendor Name: The News-Review **Invoice Created By: Kristin		196.00		
			05/31/2019 (05/19) Period Totals and Balance		196.00 *	.00 *	196.00
Investments - Nonspendable			04/30/2019 (04/19) Balance	07-000-100-1150			.00
			05/31/2019 (05/19) Period Totals and Balance		.00 *	.00 *	.00
Accounts Receivable			04/30/2019 (04/19) Balance	07-000-100-1201			.00
			05/31/2019 (05/19) Period Totals and Balance		.00 *	.00 *	.00
AR/FS			04/30/2019 (04/19) Balance	07-000-100-1299			.00
			05/31/2019 (05/19) Period Totals and Balance		.00 *	.00 *	.00
Accounts Payable			04/30/2019 (04/19) Balance	07-000-200-2001			74.95-
05/31/2019	AP	34	Summary Transactions from AP System			37.95-	
05/31/2019	AP	165	Summary Transactions from AP System			100.00-	
05/31/2019	AP	214	Summary Transactions from AP System			2,423.09-	
05/31/2019	AP	304	Summary Transactions from AP System			6,688.12-	
05/31/2019	AP	386	Summary Transactions from AP System			5,060.79-	
05/31/2019	AP	432	Summary Transactions from AP System			1,202.97-	
05/31/2019	AP	548	Summary Transactions from AP System			484.63-	
05/31/2019	AP	654	Summary Transactions from AP System			580.49-	
05/31/2019	AP	891	Summary Transactions from AP System			1,973.42-	
05/31/2019	AP	978	Summary Transactions from AP System			1,537.24-	
05/31/2019	AP	1047	Summary Transactions from AP System			2,096.55-	
05/10/2019	CDA	118554	Bay Area Enterprises Inc.		2,139.85		
05/20/2019	CDA	118554	Bay Area Enterprises Inc.			2,139.85-	
05/16/2019	CDA1	126	Umpqua Bank		1,063.39		
05/16/2019	CDA1	132	Umpqua Bank		672.02		
05/16/2019	CDA1	133	Umpqua Bank		1,278.47		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
05/16/2019	CDA1	138	Umpqua Bank		1,916.77		
05/16/2019	CDA1	139	Umpqua Bank		89.00		
05/16/2019	CDA1	141	Umpqua Bank		41.14		
05/01/2019	CDA1	118496	Advantage Security LLC		37.95		
05/08/2019	CDA1	118537	Edmunson-Morton, Tiah		100.00		
05/10/2019	CDA1	118571	Xerox Corporation		283.24		
05/14/2019	CDA1	118575	Baker & Taylor LLC		1,203.12		
05/14/2019	CDA1	118576	Best Western Holiday Motel		93.49		
05/14/2019	CDA1	118578	Cavendish Square		195.54		
05/14/2019	CDA1	118579	C-N-B Security Inc		1,728.00		
05/14/2019	CDA1	118585	Ingram		520.12		
05/14/2019	CDA1	118587	Pacific Power & Light Co		2,947.85		
05/17/2019	CDA1	118593	Minitex		720.00		
05/17/2019	CDA1	118601	Penguin Random House LLC		172.50		
05/17/2019	CDA1	118603	Recorded Books Inc		41.60		
05/17/2019	CDA1	118608	The News-Review		235.20		
05/17/2019	CDA1	118609	Uline		33.67		
05/20/2019	CDA1	118610	Access Information Protected		37.44		
05/20/2019	CDA1	118611	Bay Area Enterprises Inc.		2,139.85		
05/20/2019	CDA1	118614	Coastal Paper & Supply Inc		341.04		
05/20/2019	CDA1	118629	Xenium Resources Inc		106.15		
05/22/2019	CDA1	118630	AUS West Lockbox		25.00		
05/22/2019	CDA1	118643	Executech Utah Inc.		555.49		
05/29/2019	CDA1	118651	Baker & Taylor LLC		1,490.05		
05/29/2019	CDA1	118652	Center Point Large Print		136.02		
05/29/2019	CDA1	118654	Demco		16.31		
05/29/2019	CDA1	118657	KAPCO		75.51		
05/29/2019	CDA1	118665	Peachstate Hobby Distribution LLC		121.40		
05/29/2019	CDA1	118672	Xerox Corporation		134.13		
05/30/2019	CDA1	118675	CB-NB Water Board - Water		240.08		
05/30/2019	CDA1	118682	Ingram		437.16		
05/30/2019	CDA1	118683	International Reptile Rescue		500.00		
05/30/2019	CDA1	118689	KVAL/Sinclair Broadcast Group		360.00		
05/31/2019	CDA1	118691	BNT Promotional Products		2,096.55		
05/09/2019	JE	3	REV AP1268 & AP1269 02/19 O.D INV#273468		74.95		
			05/31/2019 (05/19) Period Totals and Balance		24,400.05 *	24,325.10- *	.00
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Accrued Expenses			04/30/2019 (04/19) Balance	07-000-200-2002			.00
			05/31/2019 (05/19) Period Totals and Balance		.00 *	.00 *	.00
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Due from Employee			04/30/2019 (04/19) Balance	07-000-200-2003			.00
			05/31/2019 (05/19) Period Totals and Balance		.00 *	.00 *	.00
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Encumbrances			04/30/2019 (04/19) Balance	07-000-200-2020			.00
			05/31/2019 (05/19) Period Totals and Balance		.00 *	.00 *	.00
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AP/FS			04/30/2019 (04/19) Balance	07-000-200-2099			.00
			05/31/2019 (05/19) Period Totals and Balance		.00 *	.00 *	.00
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Reserve For Encumbrance			04/30/2019 (04/19) Balance	07-000-200-2401			.00
			05/31/2019 (05/19) Period Totals and Balance		.00 *	.00 *	.00
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Fund Balance			04/30/2019 (04/19) Balance	07-000-200-2500			977,464.84-
			05/31/2019 (05/19) Period Totals and Balance		.00 *	.00 *	977,464.84-

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Fund Balance - Nonspendable							
			04/30/2019 (04/19) Balance	07-000-200-2501			.00
			05/31/2019 (05/19) Period Totals and Balance		.00 *	.00 *	.00
Accrued Vac. & Comp. Liability							
			04/30/2019 (04/19) Balance	07-000-200-2520			.00
			05/31/2019 (05/19) Period Totals and Balance		.00 *	.00 *	.00
Carryover - Regular							
			04/30/2019 (04/19) Balance	07-000-300-0100			.00
			05/31/2019 (05/19) 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							
			04/30/2019 (04/19) Balance	07-000-300-0200			.00
			05/31/2019 (05/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00	
State Library Grant							
			04/30/2019 (04/19) Balance	07-000-340-0300			5,127.00-
			05/31/2019 (05/19) 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							
			04/30/2019 (04/19) Balance	07-000-340-0301			8,300.00-
			05/31/2019 (05/19) Period Totals and Balance		.00 *	.00 *	8,300.00-
YTD Encumbrance	.00	YTD Actual	-8,300.00 Total	-8,300.00 YTD Budget	-7,500.00 Unearned	(800.00)	
Gifts, Donations & Memorials							
			04/30/2019 (04/19) Balance	07-000-340-0302			.00
			05/31/2019 (05/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00	
Federal Grants							
			04/30/2019 (04/19) Balance	07-000-340-0303			.00
			05/31/2019 (05/19) 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							
			04/30/2019 (04/19) Balance	07-000-340-0900			1,097,035.89-
			05/31/2019 (05/19) 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	CRJE	2	INTEREST DISTRIBUTION JOURNAL ENTRY	07-000-350-0100		2,586.30-	19,552.78-
			05/31/2019 (05/19) Period Totals and Balance		.00 *	2,586.30- *	22,139.08-
YTD Encumbrance	.00	YTD Actual	-22,139.08 Total	-22,139.08 YTD Budget	-6,000.00 Unearned	(16,139.08)	
Interest-Memorial							
			04/30/2019 (04/19) Balance	07-000-350-0200			.00
			05/31/2019 (05/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00	
Interest-Library Board							
			04/30/2019 (04/19) Balance	07-000-350-0300			.00
			05/31/2019 (05/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			04/30/2019 (04/19) Balance	07-000-350-1100			3,255.00-
05/15/2019	CR	1042754	Auditorium Rental - 05/06-05/11/19 LIBRARY W Description: Auditorium Rental - 05/06-05/11/19 LIBRARY WEEKLY DEPOSIT			240.00-	
			05/31/2019 (05/19) Period Totals and Balance		.00 *	240.00- *	3,495.00-
YTD Encumbrance		.00 YTD Actual	-3,495.00 Total	-3,495.00 YTD Budget	-2,000.00 Unearned	(1,495.00)	
			04/30/2019 (04/19) Balance	07-000-360-0100			5,888.70-
05/09/2019	CR	1042722	Copies - 04/29-05/04/19 LIBRARY WEEKLY DE Description: Copies - 04/29-05/04/19 LIBRARY WEEKLY DEPOSIT			190.20-	
05/15/2019	CR	1042754	Copies - 05/06-05/11/19 LIBRARY WEEKLY DE Description: Copies - 05/06-05/11/19 LIBRARY WEEKLY DEPOSIT			114.50-	
05/23/2019	CR	1042826	Copies - 5/13-5/18/19 LIBRARY WEEKLY DEP Description: Copies - 5/13-5/18/19 LIBRARY WEEKLY DEPOSIT			106.65-	
05/30/2019	CR	1042857	Copies - 5/20-5/28/19 LIBRARY WEEKLY DEP Description: Copies - 5/20-5/28/19 LIBRARY WEEKLY DEPOSIT			112.85-	
05/01/2019	CR	99001790	Online Payment - NICHOLE M SANDOVAL Description: Online Payment - NICHOLE M SANDOVAL Comment: XpressBillPay\Import\XBP_20190502003004.im p-5			3.20-	
05/04/2019	CR	99001796	Online Payment - WILLIAM L LORSUNG Description: Online Payment - WILLIAM L LORSUNG Comment: XpressBillPay\Import\XBP_20190505003004.im p-1			10.00-	
05/20/2019	CR	99001814	Online Payment - Description: Online Payment - Comment: XpressBillPay\Import\XBP_20190521003008.im p-1			1.60-	
05/21/2019	CR	99001816	Online Payment - BRIANNA N DEVERAUX Description: Online Payment - BRIANNA N DEVERAUX Comment: XpressBillPay\Import\XBP_20190522003005.im p-1			4.00-	
05/28/2019	CR	99001822	Online Payment - LEANNE M TAYLOR Description: Online Payment - LEANNE M TAYLOR Comment: XpressBillPay\Import\XBP_20190529003009.im p-1			1.40-	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
05/30/2019	CR	99001824	Online Payment - JENNIFER HARVEY Description: Online Payment - JENNIFER HARVEY Comment: XpressBillPay\Import\XBP_20190531003009.im p-1			8.80-	
05/31/2019 (05/19) Period Totals and Balance					.00 *	553.20- *	6,441.90-
YTD Encumbrance		.00 YTD Actual	-6,441.90 Total	-6,441.90 YTD Budget	-6,500.00 Unearned	58.10	
Data Base Specialist Fees		04/30/2019 (04/19) Balance		07-000-360-1700			98.35-
05/31/2019 (05/19) 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		04/30/2019 (04/19) Balance		07-000-360-1800			11,850.23-
05/09/2019	CR	1042722	Library Fees - 04/29-05/04/19 LIBRARY WEEK Description: Library Fees - 04/29-05/04/19 LIBRARY WEEKLY DEPOSIT			176.65-	
05/15/2019	CR	1042754	Library Fees - 05/06-05/11/19 LIBRARY WEEKL Description: Library Fees - 05/06-05/11/19 LIBRARY WEEKLY DEPOSIT			152.42-	
05/23/2019	CR	1042826	Library Fees - 5/13-5/18/19 LIBRARY WEEKLY Description: Library Fees - 5/13-5/18/19 LIBRARY WEEKLY DEPOSIT			264.29-	
05/30/2019	CR	1042857	Library Fees - 5/20-5/28/19 LIBRARY WEEKLY Description: Library Fees - 5/20-5/28/19 LIBRARY WEEKLY DEPOSIT			188.75-	
05/30/2019	CR	1042857	Library Fees - 5/20-5/28/19 LIBRARY WEEKLY Description: Library Fees - 5/20-5/28/19 LIBRARY WEEKLY DEPOSIT			208.15-	
05/03/2019	CR	99001794	Online Payment - CHRISTINA M SHIBLES Description: Online Payment - CHRISTINA M SHIBLES Comment: XpressBillPay\Import\XBP_20190504003005.im p-1			15.35-	
05/06/2019	CR	99001802	Online Payment - KYLAH HUGHLETT Description: Online Payment - KYLAH HUGHLETT Comment: XpressBillPay\Import\XBP_20190507003005.im p-5			16.99-	
05/14/2019	CR	99001808	Online Payment - Description: Online Payment - Comment: XpressBillPay\Import\XBP_20190515003005.im p-1			14.00-	
05/18/2019	CR	99001812	Online Payment - LEXXI N SHANDS Description: Online Payment - LEXXI N SHANDS Comment:			13.98-	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			XpressBillPay\Import\XBP_20190519003005.im p-1				
05/22/2019	CR	99001818	Online Payment - KOREE NELSON Description: Online Payment - KOREE NELSON Comment: XpressBillPay\Import\XBP_20190523003005.im p-1			20.00-	
05/31/2019	CR	99001828	Online Payment - Description: Online Payment - Comment: XpressBillPay\Import\XBP_20190601003009.im p-1			26.95-	
05/31/2019 (05/19) Period Totals and Balance					.00 *	1,097.53- *	12,947.76-
YTD Encumbrance	.00	YTD Actual	-12,947.76 Total	-12,947.76	YTD Budget	-14,200.00 Unearned	1,252.24
Miscellaneous			04/30/2019 (04/19) Balance	07-000-380-0100			144.18-
05/09/2019	CR	99001806	Online Payment - MAUREEN A DELEON Description: Online Payment - MAUREEN A DELEON Comment: XpressBillPay\Import\XBP_20190510003005.im p-1			10.00-	
05/30/2019	CR	99001826	Online Payment - Description: Online Payment - Comment: XpressBillPay\Import\XBP_20190531003009.im p-3			4.00-	
05/31/2019 (05/19) Period Totals and Balance					.00 *	14.00- *	158.18-
YTD Encumbrance	.00	YTD Actual	-158.18 Total	-158.18	YTD Budget	.00 Unearned	(158.18)
Cash Over/short			04/30/2019 (04/19) Balance	07-000-380-0200			.00
			05/31/2019 (05/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00	YTD Budget	.00 Unearned	.00
Reimbursements			04/30/2019 (04/19) Balance	07-000-380-0400			266.00-
05/09/2019	CR	1042722	Reimbursements - 04/29-05/04/19 LIBRARY W Description: Reimbursements - 04/29-05/04/19 LIBRARY WEEKLY DEPOSIT			5.50-	
05/15/2019	CR	1042754	Reimbursements - 05/06-05/11/19 LIBRARY W Description: Reimbursements - 05/06-05/11/19 LIBRARY WEEKLY DEPOSIT			11.50-	
05/23/2019	CR	1042826	Reimbursements - 5/13-5/18/19 LIBRARY WEE Description: Reimbursements - 5/13-5/18/19 LIBRARY WEEKLY DEPOSIT			5.50-	
05/30/2019	CR	1042857	Reimbursements - 5/20-5/28/19 LIBRARY WEE Description: Reimbursements - 5/20-5/28/19 LIBRARY WEEKLY DEPOSIT			2.00-	
05/31/2019 (05/19) Period Totals and Balance					.00 *	24.50- *	290.50-

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance		.00 YTD Actual	-290.50 Total	-290.50 YTD Budget	-400.00 Unearned	109.50	
Gifts, Donations & Memorials		04/30/2019 (04/19) Balance		07-000-380-0900			24,929.06-
05/09/2019	CR	1042722	Gifts & Donations - 04/29-05/04/19 LIBRARY W Description: Gifts & Donations - 04/29-05/04/19 LIBRARY WEEKLY DEPOSIT			112.05-	
05/15/2019	CR	1042754	Gifts & Donations - 05/06-05/11/19 LIBRARY W Description: Gifts & Donations - 05/06-05/11/19 LIBRARY WEEKLY DEPOSIT			102.25-	
05/23/2019	CR	1042826	Gifts & Donations - 5/13-5/18/19 LIBRARY WEE Description: Gifts & Donations - 5/13-5/18/19 LIBRARY WEEKLY DEPOSIT			202.66-	
05/30/2019	CR	1042857	Gifts & Donations - 5/20-5/28/19 LIBRARY WEE Description: Gifts & Donations - 5/20-5/28/19 LIBRARY WEEKLY DEPOSIT			3.01-	
		05/31/2019 (05/19) Period Totals and Balance			.00 *	419.97- *	25,349.03-
YTD Encumbrance		.00 YTD Actual	-25,349.03 Total	-25,349.03 YTD Budget	-18,000.00 Unearned	(7,349.03)	
Library Donations-Other		04/30/2019 (04/19) Balance		07-000-380-1000			.00
		05/31/2019 (05/19) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00	
Salaries		04/30/2019 (04/19) Balance		07-510-510-1001			470,908.41
05/15/2019	PC	7	PAYROLL TRANS FOR 5/15/2019 PAY PERIO		4,800.00		
05/31/2019	PC	23	PAYROLL TRANS FOR 5/31/2019 PAY PERIO		47,642.35		
05/31/2019	PC	24	PAYROLL TRANS FOR 5/31/2019 PAY PERIO			4,800.00-	
		05/31/2019 (05/19) Period Totals and Balance			52,442.35 *	4,800.00- *	518,550.76
YTD Encumbrance		.00 YTD Actual	518,550.76 Total	518,550.76 YTD Budget	668,787.00 Unexpended	150,236.24	
Overtime		04/30/2019 (04/19) Balance		07-510-510-1002			.00
		05/31/2019 (05/19) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
P.E.R.S.		04/30/2019 (04/19) Balance		07-510-510-1003			89,130.41
05/19	CDPT	SUMMARY TOTALS FROM CDPT JOURNAL			17.50	.00	
05/31/2019	PB	93	PAYROLL TRANS FOR 5/31/2019 PAY PERIO		9,113.80		
		05/31/2019 (05/19) Period Totals and Balance			9,131.30 *	.00 *	98,261.71
YTD Encumbrance		.00 YTD Actual	98,261.71 Total	98,261.71 YTD Budget	115,799.00 Unexpended	17,537.29	
Social Security		04/30/2019 (04/19) Balance		07-510-510-1004			35,599.47
05/15/2019	PB	5	PAYROLL TRANS FOR 5/15/2019 PAY PERIO		367.20		
05/31/2019	PB	92	PAYROLL TRANS FOR 5/31/2019 PAY PERIO		3,225.08		
		05/31/2019 (05/19) Period Totals and Balance			3,592.28 *	.00 *	39,191.75
YTD Encumbrance		.00 YTD Actual	39,191.75 Total	39,191.75 YTD Budget	51,171.00 Unexpended	11,979.25	
Employee Insurance		04/30/2019 (04/19) Balance		07-510-510-1005			130,191.45

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
05/31/2019	PB	91	PAYROLL TRANS FOR 5/31/2019 PAY PERIO		9,871.23		
05/31/2019	PC	102	PAYROLL TRANS FOR 5/31/2019 PAY PERIO		661.53		
05/31/2019	PC	103	PAYROLL TRANS FOR 5/31/2019 PAY PERIO			661.53-	
			05/31/2019 (05/19) Period Totals and Balance		10,532.76 *	661.53- *	140,062.68
YTD Encumbrance	.00	YTD Actual	140,062.68 Total	140,062.68	YTD Budget	205,917.00 Unexpended	65,854.32
Unemployment			04/30/2019 (04/19) Balance	07-510-510-1006			.00
			05/31/2019 (05/19) 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			04/30/2019 (04/19) Balance	07-510-510-1007			644.98
05/31/2019	PB	90	PAYROLL TRANS FOR 5/31/2019 PAY PERIO		61.56		
			05/31/2019 (05/19) Period Totals and Balance		61.56 *	.00 *	706.54
YTD Encumbrance	.00	YTD Actual	706.54 Total	706.54	YTD Budget	2,620.00 Unexpended	1,913.46
Volunteer Workers Compensation			04/30/2019 (04/19) Balance	07-510-510-1008			3.00
			05/31/2019 (05/19) 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			04/30/2019 (04/19) Balance	07-510-510-1009			.00
			05/31/2019 (05/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00	YTD Budget	.00 Unexpended	.00
Meetings And Travel			04/30/2019 (04/19) Balance	07-510-520-2001			.00
			05/31/2019 (05/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00	YTD Budget	.00 Unexpended	.00
Memberships,dues,publications			04/30/2019 (04/19) Balance	07-510-520-2003			.00
			05/31/2019 (05/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00	YTD Budget	.00 Unexpended	.00
Training,Meetings,Travel,Dues			04/30/2019 (04/19) Balance	07-510-520-2005			5,373.13
04/30/2019	AP	377	Umpqua Bank (VISA)		660.57		
			**VendorNo: 1002576 **Inv. No: 201904 PIERSON **Desc: OLA Conference Lodging- E.Thompson **Inv. Date: 4/30/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin				
04/30/2019	AP	378	Umpqua Bank (VISA)		1,046.75		
			**VendorNo: 1002576 **Inv. No: 201904 PIERSON **Desc: OLA Conference Lodging- S.Pierson **Inv. Date: 4/30/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin				
04/30/2019	AP	641	Executech Utah Inc.		12.99		
			**VendorNo: 1002369 **Inv. No: 131234 **Desc: domain name transfer - coosbaylibrary.org **Inv. Date: 4/30/2019 **PO No: **Remit Name: Executech Utah Inc.				

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
**Merchant Vendor No: 1002369 **Merchant Vendor Name: Executech Utah Inc. **Invoice Created By: Kristin							
05/09/2019	JE	3	REV AP1268 & AP1269 02/19 O.D INV#273468			11.46-	
			05/31/2019 (05/19) Period Totals and Balance		1,720.31 *	11.46- *	7,081.98
YTD Encumbrance		.00	YTD Actual	7,081.98 Total	7,081.98 YTD Budget	8,000.00 Unexpended	918.02
Utilities							
			04/30/2019 (04/19) Balance	07-510-520-2101			27,389.76
04/24/2019	AP	269	Pacific Power & Light Co		2,947.85		
**VendorNo: 710235 **Inv. No: 201904-2 **Desc: 12447751-0018 **Inv. Date: 4/24/2019 **PO No: **Remit Name: Pacific Power & Light Co **Merchant Vendor No: 710235 **Merchant Vendor Name: Pacific Power & Light Co **Invoice Created By: eric							
04/30/2019	AP	907	CB-NB Water Board		240.08		
**VendorNo: 240539 **Inv. No: 201904 **Desc: Water - Library **Inv. Date: 4/30/2019 **PO No: **Remit Name: CB-NB Water Board - Water **Merchant Vendor No: 240539 **Merchant Vendor Name: CB-NB Water Board **Invoice Created By: Kristin							
			05/31/2019 (05/19) Period Totals and Balance		3,187.93 *	.00 *	30,577.69
YTD Encumbrance		.00	YTD Actual	30,577.69 Total	30,577.69 YTD Budget	42,000.00 Unexpended	11,422.31
Telephone							
			04/30/2019 (04/19) Balance	07-510-520-2102			2,854.55
04/30/2019	AP	354	Umpqua Bank (VISA)		1,127.65		
**VendorNo: 1002576 **Inv. No: 201904 LIBRARY V **Desc: Telephone **Inv. Date: 4/30/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin							
03/31/2019	AP	643	Executech Utah Inc.		542.50		
**VendorNo: 1002369 **Inv. No: EXEC-61684 **Desc: Library - new phone system **Inv. Date: 3/31/2019 **PO No: **Remit Name: Executech Utah Inc. **Merchant Vendor No: 1002369 **Merchant Vendor Name: Executech Utah Inc. **Invoice Created By: Kristin							
			05/31/2019 (05/19) Period Totals and Balance		1,670.15 *	.00 *	4,524.70
YTD Encumbrance		.00	YTD Actual	4,524.70 Total	4,524.70 YTD Budget	13,200.00 Unexpended	8,675.30
Advertising							
			04/30/2019 (04/19) Balance	07-510-520-2105			806.25
04/30/2019	AP	348	Umpqua Bank (VISA)		399.00		
**VendorNo: 1002576 **Inv. No: 201904 LIBRARY **Desc: Library Promotion Ads **Inv. Date: 4/30/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin							
04/30/2019	AP	351	Umpqua Bank (VISA)		79.00		
**VendorNo: 1002576 **Inv. No: 201904 LIBRARY **Desc: Newsletter Program **Inv. Date: 4/30/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin							

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
04/30/2019	AP	374	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201904 PIERSON **Desc: Program Ads/Human Element, Five Years **Inv. Date: 4/30/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		1.07		
04/30/2019	AP	380	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201904 PIERSON **Desc: Program Ads/Human Element, Five Years, Feedback **Inv. Date: 4/30/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		50.00		
04/21/2019	AP	962	Sinclair Television Media Inc **VendorNo: 1002138 **Inv. No: 1107360-1 **Desc: TV advertising - Library **Inv. Date: 4/21/2019 **PO No: **Remit Name: KVAL/Sinclair Broadcast Group **Merchant Vendor No: 1002138 **Merchant Vendor Name: Sinclair Television Media Inc **Invoice Created By: Kristin		360.00		
05/29/2019	AP	986	BNT Promotional Products **VendorNo: 156200 **Inv. No: 5192422 **Desc: Promotional Items **Inv. Date: 5/29/2019 **PO No: **Remit Name: BNT Promotional Products **Merchant Vendor No: 156200 **Merchant Vendor Name: BNT Promotional Products **Invoice Created By: eric		1,470.55		
05/29/2019	AP	987	BNT Promotional Products **VendorNo: 156200 **Inv. No: 5192452 **Desc: Promotional Items **Inv. Date: 5/29/2019 **PO No: **Remit Name: BNT Promotional Products **Merchant Vendor No: 156200 **Merchant Vendor Name: BNT Promotional Products **Invoice Created By: eric		626.00		
05/31/2019 (05/19) Period Totals and Balance					2,985.62 *	.00 *	3,791.87
YTD Encumbrance	.00	YTD Actual	3,791.87 Total	3,791.87 YTD Budget	8,000.00 Unexpended	4,208.13	
Contractual		04/30/2019 (04/19) Balance		07-510-520-2108			44,251.88
04/24/2019	AP	301	C-N-B Security Inc **VendorNo: 1002694 **Inv. No: 7050 **Desc: Library security guard 4/15 - 4/20/19 **Inv. Date: 4/24/2019 **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		
05/01/2019	AP	302	C-N-B Security Inc **VendorNo: 1002694 **Inv. No: 7075 **Desc: Library security guard 4/22 - 4/27/19 **Inv. Date: 5/1/2019 **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		
04/30/2019	AP	381	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201904 RUTHERFORD **Desc: Library Background Check-Gross **Inv. Date: 4/30/2019 **PO No:		89.00		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance	
**Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin								
05/03/2019	AP	534	Xenium Resources Inc		108.15			
**VendorNo: 1002695 **Inv. No: 0013305-IN **Desc: HR Services - Library **Inv. Date: 5/3/2019 **PO No: **Remit Name: Xenium Resources Inc **Merchant Vendor No: 1002695 **Merchant Vendor Name: Xenium Resources Inc **Invoice Created By: Kristin								
05/06/2019	CD14	6	05/01/19 XPRESS BILLPAY SUPPORT FEES/F		40.11			
					1,963.26 *	.00 *	46,215.14	
YTD Encumbrance					.00 YTD Actual	46,215.14 Total	46,215.14 YTD Budget	12,000.00 Unexpended (34,215.14)
Special Counsel								
				04/30/2019 (04/19) Balance	07-510-520-2114		.00	
					05/31/2019 (05/19) Period Totals and Balance	.00 *	.00 *	
YTD Encumbrance					.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended .00
Insurance								
				04/30/2019 (04/19) Balance	07-510-520-2120		20,768.19	
					05/31/2019 (05/19) Period Totals and Balance	.00 *	.00 *	
YTD Encumbrance					.00 YTD Actual	20,768.19 Total	20,768.19 YTD Budget	21,000.00 Unexpended 231.81
Duplicating								
05/01/2019	AP	187	Xerox Corporation	07-510-520-2122	145.80		6,888.09	
**VendorNo: 986914 **Inv. No: 096828571 **Desc: 722943248 Library Workroom Copier - April **Inv. Date: 5/1/2019 **PO No: **Remit Name: Xerox Corporation **Merchant Vendor No: 986914 **Merchant Vendor Name: Xerox Corporation **Invoice Created By: Kristin								
05/10/2019	AP	877	Xerox Corporation		14.23			
**VendorNo: 986914 **Inv. No: 1617107 **Desc: Public Copier 3/30-4/29/19 **Inv. Date: 5/10/2019 **PO No: **Remit Name: Xerox Corporation **Merchant Vendor No: 986914 **Merchant Vendor Name: Xerox Corporation **Invoice Created By: eric								
05/09/2019	JE	3	REV AP1268 & AP1269 02/19 O.D INV#273468		160.03 *	63.49-	6,984.63	
					05/31/2019 (05/19) Period Totals and Balance	63.49- *		
YTD Encumbrance					.00 YTD Actual	6,984.63 Total	6,984.63 YTD Budget	7,200.00 Unexpended 215.37
Printing								
04/30/2019	AP	376	Umpqua Bank (VISA)	07-510-520-2123	92.89		.00	
**VendorNo: 1002576 **Inv. No: 201904 PIERSON **Desc: Staff Business Cards - Barr, Thompson, Pierson, Addis, Westmark **Inv. Date: 4/30/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin								
					05/31/2019 (05/19) Period Totals and Balance	92.89 *	.00 *	
YTD Encumbrance					.00 YTD Actual	92.89 Total	92.89 YTD Budget	3,000.00 Unexpended 2,907.11

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Program & Display			04/30/2019 (04/19) Balance	07-510-520-2128			.00
			05/31/2019 (05/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		
Office Supplies			04/30/2019 (04/19) Balance	07-510-520-2205			1,571.98
04/30/2019	AP	347	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201904 LIBRARY **Desc: Batteries **Inv. Date: 4/30/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		22.47		
04/30/2019	AP	375	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201904 PIERSON **Desc: Markers **Inv. Date: 4/30/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		7.68		
05/29/2019	JE	27	R/C AP332 (03/19) UMPQUA BANK INV 20190 05/31/2019 (05/19) Period Totals and Balance		10.99 41.14 *	.00 *	1,613.12
YTD Encumbrance		.00 YTD Actual	1,613.12 Total	1,613.12 YTD Budget	2,200.00 Unexpended	586.88	
Postage			04/30/2019 (04/19) Balance	07-510-520-2206			1,488.44
04/30/2019	AP	345	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201904 LIBRARY **Desc: Postage-Kids Books Returned **Inv. Date: 4/30/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		15.38		
04/30/2019	AP	346	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201904 LIBRARY **Desc: DVD Cases Returned **Inv. Date: 4/30/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		54.69		
			05/31/2019 (05/19) Period Totals and Balance		70.07 *	.00 *	1,558.51
YTD Encumbrance		.00 YTD Actual	1,558.51 Total	1,558.51 YTD Budget	2,500.00 Unexpended	941.49	
Miscellaneous			04/30/2019 (04/19) Balance	07-510-520-2208			.00
			05/31/2019 (05/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Data Processing Supplies			04/30/2019 (04/19) Balance	07-510-520-2224			.00
			05/31/2019 (05/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Janitorial Supplies			04/30/2019 (04/19) Balance	07-510-520-2225			3,140.57
05/07/2019	AP	455	Coastal Paper & Supply Inc **VendorNo: 229900 **Inv. No: 558819 **Desc: Janitorial Supplies - Library **Inv. Date: 5/7/2019 **PO No: **Remit Name: Coastal		39.73		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Paper & Supply Inc **Merchant Vendor No: 229900 **Merchant Vendor Name: Coastal Paper & Supply Inc **Invoice Created By: eric							
05/08/2019	AP	456	Coastal Paper & Supply Inc		301.31		
**VendorNo: 229900 **Inv. No: 558866 **Desc: Janitorial Supplies - Library **Inv. Date: 5/8/2019 **PO No: **Remit Name: Coastal Paper & Supply Inc **Merchant Vendor No: 229900 **Merchant Vendor Name: Coastal Paper & Supply Inc **Invoice Created By: eric							
05/31/2019 (05/19) Period Totals and Balance					341.04 *	.00 *	3,481.61
YTD Encumbrance	.00	YTD Actual	3,481.61 Total	3,481.61 YTD Budget	4,400.00 Unexpended	918.39	
Small Equipment							
04/30/2019 (04/19) Balance				07-510-520-2231			3,598.94
05/29/2019	JE	27	R/C AP332 (03/19) UMPQUA BANK INV 20190			10.99-	
05/31/2019 (05/19) Period Totals and Balance					.00 *	10.99- *	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							
04/30/2019 (04/19) Balance				07-510-520-2234			4,206.69
05/31/2019 (05/19) 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	
Library Supplies							
04/30/2019 (04/19) Balance				07-510-520-2235			11,242.52
04/30/2019	AP	349	Umpqua Bank (VISA)		92.75		
**VendorNo: 1002576 **Inv. No: 201904 LIBRARY **Desc: Dvd Resurfacers Supplies **Inv. Date: 4/30/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin							
04/30/2019	AP	420	Uline		33.67		
**VendorNo: 1000716 **Inv. No: 108208908 **Desc: Processing Supplies **Inv. Date: 4/30/2019 **PO No: **Remit Name: Uline **Merchant Vendor No: 1000716 **Merchant Vendor Name: Uline **Invoice Created By: eric							
05/03/2019	AP	427	Minitex		720.00		
**VendorNo: 1002583 **Inv. No: 97861 **Desc: Security strips **Inv. Date: 5/3/2019 **PO No: **Remit Name: Minitex **Merchant Vendor No: 1002583 **Merchant Vendor Name: Minitex **Invoice Created By: eric							
04/25/2019	AP	834	Demco		66.19		
**VendorNo: 273219 **Inv. No: 6599157 **Desc: processing supplies **Inv. Date: 4/25/2019 **PO No: **Remit Name: Demco **Merchant Vendor No: 273219 **Merchant Vendor Name: Demco **Invoice Created By: eric							
05/14/2019	AP	835	Demco		125.07		
**VendorNo: 273219 **Inv. No: 6612612 **Desc: Book Ends **Inv. Date: 5/14/2019 **PO No: **Remit Name: Demco **Merchant Vendor No: 273219 **Merchant Vendor Name: Demco **Invoice Created By: eric							

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
04/15/2019	AP	888	KAPCO **VendorNo: 1002478 **Inv. No: 1375884 **Desc: processing supplies **Inv. Date: 4/15/2019 **PO No: **Remit Name: KAPCO **Merchant Vendor No: 1002478 **Merchant Vendor Name: KAPCO **Invoice Created By: eric		46.85		
05/03/2019	AP	889	KAPCO **VendorNo: 1002478 **Inv. No: 1377329 **Desc: Disk/Book Repair Supplies **Inv. Date: 5/3/2019 **PO No: **Remit Name: KAPCO **Merchant Vendor No: 1002478 **Merchant Vendor Name: KAPCO **Invoice Created By: eric		28.66		
05/31/2019 (05/19) Period Totals and Balance					1,113.19 *	.00 *	12,355.71
YTD Encumbrance	.00	YTD Actual	12,355.71 Total	12,355.71 YTD Budget	14,000.00 Unexpended	1,644.29	
Library Books & Records			04/30/2019 (04/19) Balance	07-510-520-2236			60,518.27
04/23/2019	AP	221	Baker & Taylor LLC **VendorNo: 126816 **Inv. No: 4012526587 **Desc: books **Inv. Date: 4/23/2019 **PO No: **Remit Name: Baker & Taylor LLC **Merchant Vendor No: 126816 **Merchant Vendor Name: Baker & Taylor LLC **Invoice Created By: eric		129.20		
04/18/2019	AP	222	Baker & Taylor LLC **VendorNo: 126816 **Inv. No: 4012527696 **Desc: books **Inv. Date: 4/18/2019 **PO No: **Remit Name: Baker & Taylor LLC **Merchant Vendor No: 126816 **Merchant Vendor Name: Baker & Taylor LLC **Invoice Created By: eric		61.58		
04/18/2019	AP	223	Baker & Taylor LLC **VendorNo: 126816 **Inv. No: 4012527698 **Desc: books **Inv. Date: 4/18/2019 **PO No: **Remit Name: Baker & Taylor LLC **Merchant Vendor No: 126816 **Merchant Vendor Name: Baker & Taylor LLC **Invoice Created By: eric		88.70		
04/18/2019	AP	224	Baker & Taylor LLC **VendorNo: 126816 **Inv. No: 4012527699 **Desc: books **Inv. Date: 4/18/2019 **PO No: **Remit Name: Baker & Taylor LLC **Merchant Vendor No: 126816 **Merchant Vendor Name: Baker & Taylor LLC **Invoice Created By: eric		36.63		
04/18/2019	AP	225	Baker & Taylor LLC **VendorNo: 126816 **Inv. No: 4012527703 **Desc: books **Inv. Date: 4/18/2019 **PO No: **Remit Name: Baker & Taylor LLC **Merchant Vendor No: 126816 **Merchant Vendor Name: Baker & Taylor LLC **Invoice Created By: eric		32.72		
04/24/2019	AP	226	Baker & Taylor LLC **VendorNo: 126816 **Inv. No: 4012533259 **Desc: books **Inv. Date: 4/24/2019 **PO No: **Remit Name: Baker & Taylor LLC **Merchant Vendor No: 126816 **Merchant Vendor Name: Baker & Taylor LLC **Invoice Created By: eric		120.42		
04/24/2019	AP	227	Baker & Taylor LLC **VendorNo: 126816 **Inv. No: 4012533260 **Desc: books **Inv. Date: 4/24/2019 **PO No: **Remit Name: Baker & Taylor LLC **Merchant Vendor No: 126816 **Merchant Vendor Name:		8.97		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			Baker & Taylor LLC **Invoice Created By: eric				
04/24/2019	AP	228	Baker & Taylor LLC **VendorNo: 126816 **Inv. No: 4012533261 **Desc: book **Inv. Date: 4/24/2019 **PO No: **Remit Name: Baker & Taylor LLC **Merchant Vendor No: 126816 **Merchant Vendor Name: Baker & Taylor LLC **Invoice Created By: eric		14.98		
04/24/2019	AP	229	Baker & Taylor LLC **VendorNo: 126816 **Inv. No: 4012533262 **Desc: books **Inv. Date: 4/24/2019 **PO No: **Remit Name: Baker & Taylor LLC **Merchant Vendor No: 126816 **Merchant Vendor Name: Baker & Taylor LLC **Invoice Created By: eric		46.57		
04/24/2019	AP	230	Baker & Taylor LLC **VendorNo: 126816 **Inv. No: 4012533263 **Desc: book **Inv. Date: 4/24/2019 **PO No: **Remit Name: Baker & Taylor LLC **Merchant Vendor No: 126816 **Merchant Vendor Name: Baker & Taylor LLC **Invoice Created By: eric		15.53		
04/24/2019	AP	231	Baker & Taylor LLC **VendorNo: 126816 **Inv. No: 4012533264 **Desc: books **Inv. Date: 4/24/2019 **PO No: **Remit Name: Baker & Taylor LLC **Merchant Vendor No: 126816 **Merchant Vendor Name: Baker & Taylor LLC **Invoice Created By: eric		259.94		
04/26/2019	AP	232	Baker & Taylor LLC **VendorNo: 126816 **Inv. No: 4012535326 **Desc: book **Inv. Date: 4/26/2019 **PO No: **Remit Name: Baker & Taylor LLC **Merchant Vendor No: 126816 **Merchant Vendor Name: Baker & Taylor LLC **Invoice Created By: eric		14.98		
04/26/2019	AP	233	Baker & Taylor LLC **VendorNo: 126816 **Inv. No: 4012535327 **Desc: book **Inv. Date: 4/26/2019 **PO No: **Remit Name: Baker & Taylor LLC **Merchant Vendor No: 126816 **Merchant Vendor Name: Baker & Taylor LLC **Invoice Created By: eric		16.09		
04/26/2019	AP	234	Baker & Taylor LLC **VendorNo: 126816 **Inv. No: 4012535328 **Desc: books **Inv. Date: 4/26/2019 **PO No: **Remit Name: Baker & Taylor LLC **Merchant Vendor No: 126816 **Merchant Vendor Name: Baker & Taylor LLC **Invoice Created By: eric		221.02		
04/26/2019	AP	235	Baker & Taylor LLC **VendorNo: 126816 **Inv. No: 4012535329 **Desc: book **Inv. Date: 4/26/2019 **PO No: **Remit Name: Baker & Taylor LLC **Merchant Vendor No: 126816 **Merchant Vendor Name: Baker & Taylor LLC **Invoice Created By: eric		16.09		
03/05/2019	AP	236	Baker & Taylor LLC **VendorNo: 126816 **Inv. No: T00617800 **Desc: DVDS **Inv. Date: 3/5/2019 **PO No: **Remit Name: Baker & Taylor LLC **Merchant Vendor No: 126816 **Merchant Vendor Name: Baker & Taylor LLC **Invoice Created By: eric		55.71		
04/17/2019	AP	237	Baker & Taylor LLC **VendorNo: 126816 **Inv. No: T03108090 **Desc: dvd **Inv. Date: 4/17/2019 **PO No: **Remit Name: Baker & Taylor LLC **Merchant		22.16		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			Vendor No: 126816 **Merchant Vendor Name: Baker & Taylor LLC **Invoice Created By: eric				
04/19/2019	AP	238	Baker & Taylor LLC **VendorNo: 126816 **Inv. No: T03193130 **Desc: dvd **Inv. Date: 4/19/2019 **PO No: **Remit Name: Baker & Taylor LLC **Merchant Vendor No: 126816 **Merchant Vendor Name: Baker & Taylor LLC **Invoice Created By: eric		20.39		
04/23/2019	AP	239	Baker & Taylor LLC **VendorNo: 126816 **Inv. No: T03297250 **Desc: dvd **Inv. Date: 4/23/2019 **PO No: **Remit Name: Baker & Taylor LLC **Merchant Vendor No: 126816 **Merchant Vendor Name: Baker & Taylor LLC **Invoice Created By: eric		21.44		
04/19/2019	AP	246	Ingram **VendorNo: 476508 **Inv. No: 39794273 **Desc: Books **Inv. Date: 4/19/2019 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: eric		52.97		
04/24/2019	AP	250	Ingram **VendorNo: 476508 **Inv. No: 39851680 **Desc: Books **Inv. Date: 4/24/2019 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: eric		42.21		
04/26/2019	AP	251	Ingram **VendorNo: 476508 **Inv. No: 39880309 **Desc: Books **Inv. Date: 4/26/2019 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: eric		45.41		
04/26/2019	AP	252	Ingram **VendorNo: 476508 **Inv. No: 39884363 **Desc: Book **Inv. Date: 4/26/2019 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: eric		13.49		
04/26/2019	AP	253	Ingram **VendorNo: 476508 **Inv. No: 39887867 **Desc: Books **Inv. Date: 4/26/2019 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: eric		112.94		
04/30/2019	AP	254	Ingram **VendorNo: 476508 **Inv. No: 39934325 **Desc: Books **Inv. Date: 4/30/2019 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: eric		107.92		
05/01/2019	AP	255	Ingram **VendorNo: 476508 **Inv. No: 39953449 **Desc: Books **Inv. Date: 5/1/2019 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: eric		111.85		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
04/23/2019	AP	295	Cavendish Square Publishing LLC **VendorNo: 1002244 **Inv. No: CAO3102901 **Desc: books **Inv. Date: 4/23/2019 **PO No: **Remit Name: Cavendish Square **Merchant Vendor No: 1002244 **Merchant Vendor Name: Cavendish Square Publishing LLC **Invoice Created By: eric		195.54		
04/30/2019	AP	309	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201904 AMAZON **Desc: Adult Book **Inv. Date: 4/30/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		20.04		
04/30/2019	AP	311	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201904 AMAZON **Desc: YP Books **Inv. Date: 4/30/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		20.90		
04/30/2019	AP	312	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201904 AMAZON **Desc: Adult Book **Inv. Date: 4/30/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		39.00		
04/30/2019	AP	313	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201904 AMAZON **Desc: Adult Dvd **Inv. Date: 4/30/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		19.99		
04/30/2019	AP	314	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201904 AMAZON **Desc: Adult Book **Inv. Date: 4/30/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		2.87		
04/30/2019	AP	315	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201904 AMAZON **Desc: Adult Dvds **Inv. Date: 4/30/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		17.96		
04/30/2019	AP	320	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201904 AMAZON **Desc: Adult Book **Inv. Date: 4/30/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		15.74		
04/30/2019	AP	321	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201904 AMAZON **Desc: Adult Book **Inv. Date: 4/30/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank		16.99		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			(VISA) **Invoice Created By: Kristin				
04/30/2019	AP	322	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201904 AMAZON **Desc: Adult Dvd **Inv. Date: 4/30/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		19.99		
04/30/2019	AP	353	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201904 LIBRARY V **Desc: Library Streaming Player Programming **Inv. Date: 4/30/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		10.99		
05/01/2019	AP	417	Penguin Random House LLC **VendorNo: 1000369 **Inv. No: 1088532862 **Desc: audio books **Inv. Date: 5/1/2019 **PO No: **Remit Name: Penguin Random House LLC **Merchant Vendor No: 1000369 **Merchant Vendor Name: Penguin Random House LLC **Invoice Created By: eric		26.25		
05/01/2019	AP	418	Penguin Random House LLC **VendorNo: 1000369 **Inv. No: 1088535009 **Desc: audio books **Inv. Date: 5/1/2019 **PO No: **Remit Name: Penguin Random House LLC **Merchant Vendor No: 1000369 **Merchant Vendor Name: Penguin Random House LLC **Invoice Created By: eric		116.25		
05/07/2019	AP	419	Penguin Random House LLC **VendorNo: 1000369 **Inv. No: 1088603797 **Desc: audio books **Inv. Date: 5/7/2019 **PO No: **Remit Name: Penguin Random House LLC **Merchant Vendor No: 1000369 **Merchant Vendor Name: Penguin Random House LLC **Invoice Created By: eric		30.00		
04/30/2019	AP	813	Baker & Taylor LLC **VendorNo: 126816 **Inv. No: 4012538146 **Desc: books **Inv. Date: 4/30/2019 **PO No: **Remit Name: Baker & Taylor LLC **Merchant Vendor No: 126816 **Merchant Vendor Name: Baker & Taylor LLC **Invoice Created By: eric		365.93		
04/30/2019	AP	814	Baker & Taylor LLC **VendorNo: 126816 **Inv. No: 4012539905 **Desc: books **Inv. Date: 4/30/2019 **PO No: **Remit Name: Baker & Taylor LLC **Merchant Vendor No: 126816 **Merchant Vendor Name: Baker & Taylor LLC **Invoice Created By: eric		61.61		
04/30/2019	AP	815	Baker & Taylor LLC **VendorNo: 126816 **Inv. No: 4012539906 **Desc: book **Inv. Date: 4/30/2019 **PO No: **Remit Name: Baker & Taylor LLC **Merchant Vendor No: 126816 **Merchant Vendor Name: Baker & Taylor LLC **Invoice Created By: eric		14.40		
04/30/2019	AP	816	Baker & Taylor LLC **VendorNo: 126816 **Inv. No: 4012539907 **Desc: books **Inv. Date: 4/30/2019 **PO No: **Remit Name: Baker & Taylor LLC **Merchant Vendor No: 126816 **Merchant Vendor Name:		29.96		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			Baker & Taylor LLC **Invoice Created By: eric				
04/30/2019	AP	817	Baker & Taylor LLC **VendorNo: 126816 **Inv. No: 4012539908 **Desc: book **Inv. Date: 4/30/2019 **PO No: **Remit Name: Baker & Taylor LLC **Merchant Vendor No: 126816 **Merchant Vendor Name: Baker & Taylor LLC **Invoice Created By: eric		17.21		
04/30/2019	AP	818	Baker & Taylor LLC **VendorNo: 126816 **Inv. No: 4012539909 **Desc: books **Inv. Date: 4/30/2019 **PO No: **Remit Name: Baker & Taylor LLC **Merchant Vendor No: 126816 **Merchant Vendor Name: Baker & Taylor LLC **Invoice Created By: eric		53.83		
05/07/2019	AP	819	Baker & Taylor LLC **VendorNo: 126816 **Inv. No: 4012543297 **Desc: audio books **Inv. Date: 5/7/2019 **PO No: **Remit Name: Baker & Taylor LLC **Merchant Vendor No: 126816 **Merchant Vendor Name: Baker & Taylor LLC **Invoice Created By: eric		188.57		
05/17/2019	AP	820	Baker & Taylor LLC **VendorNo: 126816 **Inv. No: 4012545776 **Desc: books **Inv. Date: 5/17/2019 **PO No: **Remit Name: Baker & Taylor LLC **Merchant Vendor No: 126816 **Merchant Vendor Name: Baker & Taylor LLC **Invoice Created By: eric		29.96		
05/07/2019	AP	821	Baker & Taylor LLC **VendorNo: 126816 **Inv. No: 4012545777 **Desc: books **Inv. Date: 5/7/2019 **PO No: **Remit Name: Baker & Taylor LLC **Merchant Vendor No: 126816 **Merchant Vendor Name: Baker & Taylor LLC **Invoice Created By: eric		106.51		
05/07/2019	AP	822	Baker & Taylor LLC **VendorNo: 126816 **Inv. No: 4012545778 **Desc: books **Inv. Date: 5/7/2019 **PO No: **Remit Name: Baker & Taylor LLC **Merchant Vendor No: 126816 **Merchant Vendor Name: Baker & Taylor LLC **Invoice Created By: eric		41.07		
05/10/2019	AP	823	Baker & Taylor LLC **VendorNo: 126816 **Inv. No: 4012548986 **Desc: books **Inv. Date: 5/10/2019 **PO No: **Remit Name: Baker & Taylor LLC **Merchant Vendor No: 126816 **Merchant Vendor Name: Baker & Taylor LLC **Invoice Created By: eric		20.50		
05/13/2019	AP	824	Baker & Taylor LLC **VendorNo: 126816 **Inv. No: 4012550814 **Desc: books **Inv. Date: 5/13/2019 **PO No: **Remit Name: Baker & Taylor LLC **Merchant Vendor No: 126816 **Merchant Vendor Name: Baker & Taylor LLC **Invoice Created By: eric		78.21		
05/13/2019	AP	825	Baker & Taylor LLC **VendorNo: 126816 **Inv. No: 4012550815 **Desc: books **Inv. Date: 5/13/2019 **PO No: **Remit Name: Baker & Taylor LLC **Merchant Vendor No: 126816 **Merchant Vendor Name: Baker & Taylor LLC **Invoice Created By: eric		58.27		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
05/13/2019	AP	826	Baker & Taylor LLC **VendorNo: 126816 **Inv. No: 4012550816 **Desc: books **Inv. Date: 5/13/2019 **PO No: **Remit Name: Baker & Taylor LLC **Merchant Vendor No: 126816 **Merchant Vendor Name: Baker & Taylor LLC **Invoice Created By: eric		249.69		
05/06/2019	AP	827	Baker & Taylor LLC **VendorNo: 126816 **Inv. No: H34406520 **Desc: dvd **Inv. Date: 5/6/2019 **PO No: **Remit Name: Baker & Taylor LLC **Merchant Vendor No: 126816 **Merchant Vendor Name: Baker & Taylor LLC **Invoice Created By: eric		13.58		
05/06/2019	AP	828	Baker & Taylor LLC **VendorNo: 126816 **Inv. No: T03806940 **Desc: DVDS **Inv. Date: 5/6/2019 **PO No: **Remit Name: Baker & Taylor LLC **Merchant Vendor No: 126816 **Merchant Vendor Name: Baker & Taylor LLC **Invoice Created By: eric		80.03		
05/07/2019	AP	829	Baker & Taylor LLC **VendorNo: 126816 **Inv. No: T03831840 **Desc: DVDS **Inv. Date: 5/7/2019 **PO No: **Remit Name: Baker & Taylor LLC **Merchant Vendor No: 126816 **Merchant Vendor Name: Baker & Taylor LLC **Invoice Created By: eric		42.85		
05/08/2019	AP	830	Baker & Taylor LLC **VendorNo: 126816 **Inv. No: T03874770 **Desc: dvd **Inv. Date: 5/8/2019 **PO No: **Remit Name: Baker & Taylor LLC **Merchant Vendor No: 126816 **Merchant Vendor Name: Baker & Taylor LLC **Invoice Created By: eric		16.43		
05/09/2019	AP	831	Baker & Taylor LLC **VendorNo: 126816 **Inv. No: T03916610 **Desc: dvd **Inv. Date: 5/9/2019 **PO No: **Remit Name: Baker & Taylor LLC **Merchant Vendor No: 126816 **Merchant Vendor Name: Baker & Taylor LLC **Invoice Created By: eric		21.44		
05/01/2019	AP	832	Center Point Large Print **VendorNo: 216200 **Inv. No: 1687967 **Desc: books **Inv. Date: 5/1/2019 **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		
04/05/2019	AP	833	Demco **VendorNo: 273219 **Inv. No: 6584932-CR **Desc: Returned DVD Cases **Inv. Date: 4/5/2019 **PO No: **Remit Name: Demco **Merchant Vendor No: 273219 **Merchant Vendor Name: Demco **Invoice Created By: eric			174.95-	
05/14/2019	AP	890	Peachstate Hobby Distribution LLC **VendorNo: 1002582 **Inv. No: 193166 **Desc: Games **Inv. Date: 5/14/2019 **PO No: **Remit Name: Peachstate Hobby Distribution LLC **Merchant Vendor No: 1002582 **Merchant Vendor Name: Peachstate Hobby Distribution LLC **Invoice Created By: eric		121.40		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
05/06/2019	AP	931	Ingram **VendorNo: 476508 **Inv. No: 40015157 **Desc: Book **Inv. Date: 5/6/2019 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		5.84		
05/06/2019	AP	932	Ingram **VendorNo: 476508 **Inv. No: 40015158 **Desc: Book **Inv. Date: 5/6/2019 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		4.75		
05/06/2019	AP	933	Ingram **VendorNo: 476508 **Inv. No: 40015159 **Desc: Book **Inv. Date: 5/6/2019 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		4.75		
05/08/2019	AP	934	Ingram **VendorNo: 476508 **Inv. No: 40057097 **Desc: Credit - Shipping error **Inv. Date: 5/8/2019 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin			188.48-	
05/10/2019	AP	935	Ingram **VendorNo: 476508 **Inv. No: 40090200 **Desc: Books **Inv. Date: 5/10/2019 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		97.92		
05/14/2019	AP	938	Ingram **VendorNo: 476508 **Inv. No: 40135969 **Desc: Books **Inv. Date: 5/14/2019 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		42.20		
05/15/2019	AP	939	Ingram **VendorNo: 476508 **Inv. No: 40154602 **Desc: Books **Inv. Date: 5/15/2019 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		25.11		
05/16/2019	AP	940	Ingram **VendorNo: 476508 **Inv. No: 40169549 **Desc: Books **Inv. Date: 5/16/2019 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		50.29		
05/17/2019	AP	941	Ingram **VendorNo: 476508 **Inv. No: 40189905 **Desc: Books **Inv. Date: 5/17/2019 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		160.29		
05/23/2019	AP	942	Ingram **VendorNo: 476508 **Inv. No: 40277612 **Desc: Books **Inv. Date: 5/23/2019 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram		81.92		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
**Invoice Created By: Kristin							
05/23/2019	AP	943	Ingram		152.57		
**VendorNo: 476508 **Inv. No: 40277613 **Desc: Books **Inv. Date: 5/23/2019 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin							
05/31/2019 (05/19) Period Totals and Balance					4,615.53 *	363.43 *	64,770.37
YTD Encumbrance	.00	YTD Actual	64,770.37 Total	64,770.37	YTD Budget	82,000.00 Unexpended	17,229.63
Periodicals							
04/30/2019 (04/19) Balance				07-510-520-2237			8,972.80
05/14/2019	AP	394	The News-Review		39.20		
**VendorNo: 689435 **Inv. No: 2038741 RENEW 19-20 **Desc: 12 months renewal 5/22/19-5/21/20 **Inv. Date: 5/14/2019 **PO No: **Remit Name: The News-Review **Merchant Vendor No: 689435 **Merchant Vendor Name: The News-Review **Invoice Created By: Kristin							
05/31/2019 (05/19) Period Totals and Balance					39.20 *	.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							
04/30/2019 (04/19) Balance				07-510-520-2238			.00
05/31/2019 (05/19) 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							
04/30/2019 (04/19) Balance				07-510-520-2239			1,420.13
05/21/2019	AP	961	International Reptile Rescue		500.00		
**VendorNo: 1002097 **Inv. No: 20190620 PERFORMER **Desc: YP Summer Reading Program Performer **Inv. Date: 5/21/2019 **PO No: **Remit Name: International Reptile Rescue **Merchant Vendor No: 1002097 **Merchant Vendor Name: International Reptile Rescue **Invoice Created By: Kristin							
05/31/2019 (05/19) Period Totals and Balance					500.00 *	.00 *	1,920.13
YTD Encumbrance	.00	YTD Actual	1,920.13 Total	1,920.13	YTD Budget	2,100.00 Unexpended	179.87
Office Equipment Rental							
04/30/2019 (04/19) Balance				07-510-520-2302			3,618.16
05/01/2019	AP	186	Xerox Corporation		137.44		
**VendorNo: 986914 **Inv. No: 096828571 **Desc: 722943248 Library Workroom Copier - April **Inv. Date: 5/1/2019 **PO No: **Remit Name: Xerox Corporation **Merchant Vendor No: 986914 **Merchant Vendor Name: Xerox Corporation **Invoice Created By: Kristin							
04/30/2019	AP	355	Umpqua Bank (VISA)		139.83		
**VendorNo: 1002576 **Inv. No: 201904 LIBRARY V **Desc: Postage Meter Rent **Inv. Date: 4/30/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin							

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
05/10/2019	AP	876	Xerox Corporation **VendorNo: 986914 **Inv. No: 1617107 **Desc: PUBLIC COPIER 4/30-5/29/19 **Inv. Date: 5/10/2019 **PO No: **Remit Name: Xerox Corporation **Merchant Vendor No: 986914 **Merchant Vendor Name: Xerox Corporation **Invoice Created By: eric		119.90		
05/31/2019 (05/19) Period Totals and Balance					397.17 *	.00 *	4,015.33
YTD Encumbrance	.00	YTD Actual	4,015.33 Total	4,015.33 YTD Budget	5,200.00 Unexpended	1,184.67	
<hr/>							
Equipment Repairs/Replacement			04/30/2019 (04/19) Balance	07-510-520-2303			2,713.98
04/30/2019	AP	310	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201904 AMAZON **Desc: Microsoft Office Computer Programs **Inv. Date: 4/30/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		725.00		
05/31/2019 (05/19) Period Totals and Balance					725.00 *	.00 *	3,438.98
YTD Encumbrance	.00	YTD Actual	3,438.98 Total	3,438.98 YTD Budget	7,000.00 Unexpended	3,561.02	
<hr/>							
Equipment Maintenance Contract			04/30/2019 (04/19) Balance	07-510-520-2304			9,030.30
05/01/2019	AP	19	Advantage Security LLC **VendorNo: 1001961 **Inv. No: 4941113 **Desc: Library Fire Alarm Monitoring **Inv. Date: 5/1/2019 **PO No: **Remit Name: Advantage Security LLC **Merchant Vendor No: 1001961 **Merchant Vendor Name: Advantage Security LLC **Invoice Created By: eric		37.95		
05/31/2019 (05/19) Period Totals and Balance					37.95 *	.00 *	9,068.25
YTD Encumbrance	.00	YTD Actual	9,068.25 Total	9,068.25 YTD Budget	9,500.00 Unexpended	431.75	
<hr/>							
Furniture			04/30/2019 (04/19) Balance	07-510-520-2306			.00
05/31/2019 (05/19) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
<hr/>							
Building & Grounds Maintenance			04/30/2019 (04/19) Balance	07-510-520-2309			35,825.28
04/26/2019	AP	192	Bay Area Enterprises Inc. **VendorNo: 1000587 **Inv. No: 4956 **Desc: Library Janitorial - April 2019 **Inv. Date: 4/26/2019 **PO No: **Remit Name: Bay Area Enterprises Inc. **Merchant Vendor No: 1000587 **Merchant Vendor Name: Bay Area Enterprises Inc. **Invoice Created By: Kristin		2,139.85		
04/26/2019	AP	494	Bay Area Enterprises Inc. **VendorNo: 1000587 **Inv. No: 4956 **Desc: Library Janitorial - April 2019 **Inv. Date: 4/26/2019 **PO No: **Remit Name: Bay Area Enterprises Inc. **Merchant Vendor No: 1000587 **Merchant Vendor Name: Bay Area Enterprises Inc. **Invoice Created By: Kristin			2,139.85-	
04/26/2019	AP	497	Bay Area Enterprises Inc. **VendorNo: 1000587 **Inv. No: 4956* **Desc: Library Janitorial - April 2019 **Inv. Date: 4/26/2019 **PO No: **Remit Name: Bay Area Enterprises Inc. **Merchant Vendor No:		2,139.85		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
1000587 **Merchant Vendor Name: Bay Area Enterprises Inc. **Invoice Created By: eric							
04/30/2019	AP	526	Access Information Protected **VendorNo: 1002348 **Inv. No: 7466608 **Desc: Library - EUF2734 **Inv. Date: 4/30/2019 **PO No: **Remit Name: Access Information Protected **Merchant Vendor No: 1002348 **Merchant Vendor Name: Access Information Protected **Invoice Created By: eric		37.44		
05/07/2019	AP	615	Aramark Uniform & Career Apparel **VendorNo: 999694 **Inv. No: 863963817 **Desc: 792085677 Library - Mats **Inv. Date: 5/7/2019 **PO No: **Remit Name: AUS West Lockbox **Merchant Vendor No: 999694 **Merchant Vendor Name: Aramark Uniform & Career Apparel **Invoice Created By: eric		25.00		
05/31/2019 (05/19) Period Totals and Balance					4,342.14 *	2,139.85 *	38,027.57
YTD Encumbrance	.00	YTD Actual	38,027.57 Total	38,027.57 YTD Budget	33,000.00 Unexpended	(5,027.57)	
Reimbursable							
04/30/2019 (04/19) Balance				07-510-520-2406			103.95
05/31/2019 (05/19) 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							
04/30/2019 (04/19) Balance				07-510-520-2424			.00
05/31/2019 (05/19) 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							
04/30/2019 (04/19) Balance				07-510-520-2450			29,917.45
04/20/2019	AP	152	Edmunson-Morton, Tiah **VendorNo: 1002788 **Inv. No: 20190423 PERFORMER **Desc: Program Performer **Inv. Date: 4/20/2019 **PO No: **Remit Name: Edmunson-Morton, Tiah **Merchant Vendor No: 1002788 **Merchant Vendor Name: Edmunson-Morton, Tiah **Invoice Created By: Kristin		100.00		
04/23/2019	AP	247	Ingram **VendorNo: 476508 **Inv. No: 39835556 **Desc: Books **Inv. Date: 4/23/2019 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: eric		33.33		
05/01/2019	AP	277	Best Western Holiday Motel **VendorNo: 1000277 **Inv. No: 1836 **Desc: Lodging - T. Edmunson-Morton performer **Inv. Date: 5/1/2019 **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		
04/30/2019	AP	316	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201904 AMAZON **Desc: Supplies/YP Programs-Book Boxes **Inv. Date: 4/30/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		10.99		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
04/30/2019	AP	317	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201904 AMAZON **Desc: YP Books **Inv. Date: 4/30/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		13.21		
04/30/2019	AP	318	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201904 AMAZON **Desc: Supplies/Adult Programs- Utube Painting **Inv. Date: 4/30/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		47.98		
04/30/2019	AP	319	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201904 AMAZON **Desc: Supplies/Adult Programs- Book Boxes **Inv. Date: 4/30/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		92.73		
04/30/2019	AP	350	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201904 LIBRARY **Desc: Refreshments/Tween Book Club **Inv. Date: 4/30/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		4.98		
04/30/2019	AP	352	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201904 LIBRARY **Desc: Additional Room Tax **Inv. Date: 4/30/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		3.75		
04/30/2019	AP	379	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201904 PIERSON **Desc: Refreshments/Adult Programs-Beer Archives, Project 22, Game Night **Inv. Date: 4/30/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		57.81		
04/30/2019	AP	383	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201904 THOMPSON **Desc: Refreshments/Adult Programs-Human Elements, Conversations, Foreign Films **Inv. Date: 4/30/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		15.49		
04/30/2019	AP	384	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201904 THOMPSON **Desc: Refreshments/Adult Programs-Film Noir **Inv. Date: 4/30/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		7.00		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
04/30/2019	AP	385	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 201904 THOMPSON **Desc: Refreshments/Adult Programs-Baby Boomer Trivia **Inv. Date: 4/30/2019 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		18.65		
04/18/2019	AP	406	Recorded Books Inc **VendorNo: 757000 **Inv. No: 76214754 **Desc: dvd **Inv. Date: 4/18/2019 **PO No: **Remit Name: Recorded Books Inc **Merchant Vendor No: 757000 **Merchant Vendor Name: Recorded Books Inc **Invoice Created By: eric		41.60		
05/31/2019 (05/19) Period Totals and Balance					541.01 *	.00 *	30,458.46
YTD Encumbrance	.00	YTD Actual	30,458.46 Total	30,458.46 YTD Budget	18,000.00 Unexpended	(12,458.46)	
Bad Debt Expense			04/30/2019 (04/19) Balance	07-510-520-2500			.00
			05/31/2019 (05/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Computer Hardware & Software			04/30/2019 (04/19) Balance	07-510-530-3001			.00
			05/31/2019 (05/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Audio Visual Equipment			04/30/2019 (04/19) Balance	07-510-530-3022			.00
			05/31/2019 (05/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Library Equipment			04/30/2019 (04/19) Balance	07-510-530-3023			.00
			05/31/2019 (05/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Building Project			04/30/2019 (04/19) Balance	07-510-530-3118			.00
			05/31/2019 (05/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Contingency			04/30/2019 (04/19) Balance	07-510-560-6001			.00
			05/31/2019 (05/19) 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			04/30/2019 (04/19) Balance	07-510-560-6003			.00
			05/31/2019 (05/19) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Number of Transactions: 241 Number of Accounts: 84					Debit	Credit	Proof
Total Library Fund:					127,489.43	127,489.43-	.00
Number of Transactions: 241 Number of Accounts: 84					Debit	Credit	Proof

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Grand Totals:					<u>127,489.43</u>	<u>127,489.43-</u>	<u>.00</u>

Report Criteria:

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

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

BALANCE, April 30, 2019

\$ 68,669.11

DEPOSITS:

Poole/Dibble Memorial	\$	100.00
Cranmer/Rose Memorial	\$	10.00
Progress Club/Macy Memorial	\$	100.00
Progress Club	\$	200.00
Coos Bay-North Bend Rotary	\$	7,476.03
Ingram-Books/Rotary Credit	\$	26.16
Misc. Donations-May 2019	\$	9.97
TOTAL DEPOSITS		\$7,922.16

DISBURSEMENTS:

Ingram-Books/Rotary	\$	33.33
Ingram-Books/Teen Book Club	\$	26.16
Recorded Books/DVD-Adult Programs-Foreign Film	\$	41.60
Recorded Books/DVD-Adult Programs-Foreign Film	\$	41.60
Best Western/Lodging-Adult Programs-Oregon Brewing	\$	93.49
Baker Taylor/Books-Progress Club Donation	\$	47.18
Amazon/Books-Moehl Memorial	\$	47.35
Amazon/Supplies-YP Programs-Summer Reading	\$	92.12
Amazon/Supplies-YP Programs-Summer Reading	\$	65.15
Amazon/Supplies-YP Programs-Summer Reading	\$	21.31
Amazon/Supplies-YP Book Boxes	\$	107.42
Amazon/Supplies-YP Programs-Summer Reading	\$	39.99
Amazon/Supplies-YP Programs-Summer Reading	\$	31.72
Amazon/Supplies-YP Programs-Summer Reading	\$	26.49
Itunes/Music Downloads-Storytimes& Mother Goose	\$	3.96
Fred Meyer-Refreshments/YP Programs-Young Writers Group	\$	7.99
Dutch Bros/Supplies/YP Programs-Summer Reading	\$	25.00
Amazon/Supplies-Adult Programs-Book Boxes	\$	146.16
Amazon/Dvd-Adult Programs-Film Noir	\$	33.72
Amazon/Supplies-Adult Programs-Happy Trees Painting	\$	22.11
Amazon/Supplies-Adult Programs-Happy Trees Painting	\$	104.19
Amazon/Supplies-Adult Programs-Summer Reading	\$	39.99
Safeway/Refreshments-Adult Programs-Foreign Film	\$	14.28
Smart Foods Service/Refreshments-Adult Programs-Film Noir	\$	21.45
McKays/Refreshments-Adult Programs-Foreign Film, Spanglish	\$	1.19
McKays/Refreshments-Adult Programs-Job Fair	\$	2.29
McKays/Refreshments-Adult Programs-Speed Dating	\$	34.25
McKays/Refreshments-Adult Programs-Foods For Fitness	\$	1.99
Amazon/Magnifier-Library of Things	\$	149.99
Amazon/Metal Detector Bag-Library of Things	\$	16.99
Amazon/Metal Detector-Library of Things	\$	99.99
Amazon/Meter Detector Headphones-Library of Things	\$	35.99
Amazon/Shoulder Bag-Library of Things-Writing Pad	\$	25.99
TOTAL DISBURSEMENTS		\$ 1,502.43

\$75,088.84

ACCOUNT SUMMARY:

General Fund	\$ 9,846.57
Friend's Children's Fund	\$ 4,807.07
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	\$ 5,405.97
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

MEMORIAL ACCOUNT FUNDS TOTAL - May 31, 2019

\$ 75,088.84

PROGRAMS

Families and Children

Lego Club (2) - 32

MGOL (10) - 171

Storytime (5) - 93

Head Start outreach - 18

Pokemon Club -5

Young Adult

Teen Book Club - 0

Young Writers Group - 15

Adult

Foreign Film - 28

Spanglish - 14

Forever YA Book Club - 5

Armchair Adventures - 7

Table Top Gaming - 18

Film Noir - 27

Oregon Coast Guide - 17

OR Humanities - 6

Spanglish (2) - 25

Proctoring - 5

Folk Dancing - 22

Foods for Fitness - 4

Job Fair - 55

Speed Dating - 14

Title Wave - 26

Technology

Drop In Computer Lab (2) - 16

One on One appts - 1

Room Use

Myrtlewood

Library - 10

Non Library - 5

Cedar

Library - 8

Non Library - 54

Art Displays

Wall and Displays - Art of Japan by
Janet Ashikaga

Miscellaneous

In May there were, county-wide, 4,260 checkouts on OverDrive. 97 circulations on hoopla in April with 4 new borrowers.

The marketing focus for May was Games – board games, video games and game night. Ads were run in The World (digital and print) and a commercial on KCBY.

Coos Bay and North Bend Libraries were the featured topic at the Wednesday Business Lunch (5/8) hosted by the Chamber of Commerce. Curt and Sami also spoke at Kiwanis at the end of May.

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.

Oregon City Public Library

Unattended Children Policy

Parents and caregivers are responsible for the safety, comfort and behavior of their children while in the library. Your child must come to the library with a responsible caregiver and stay in that person's care during the child's stay. In the library, we require that all responsible caregivers keep children age 9 and younger within their line of sight and ensure that those children follow the library rules.

Any of the following situations, and others as determined by library staff, will result in staff attempting to contact the child's adult caregiver. If that is not successful, the child will be placed in the care of the appropriate law enforcement agency.

- A child is alone and frightened or crying in the library;
- A child is alone and doing something dangerous, or another person in the library seems to be a danger to the child;
- A child is alone and is not following library rules;
- No caregiver comes to pick a child up at closing time; or
- Any child age 9 and younger who is alone in the library or unaccompanied by a responsible caregiver age 11 and older. If a child is part of a group and a minor caregiver (must be over age 11) is unable to adequately perform these tasks, library staff may request that an adult accompanying the group assume responsibility. (Please see Oregon City Public Library Behavior Rules.)



Published on *City of West Linn Oregon Official Website* (<https://westlinnoregon.gov>)

Unattended Children Policy

The West Linn Public Library provides a welcoming environment that encourages children to visit the Library, attend programs, and use the Library collection and computers. Library staff is committed to assisting and supporting children in using the Library. Library staff cannot provide childcare, supervise unattended children, or assume responsibility for the safety of children left unattended on library premises.

Children under the age of 10 must be accompanied and supervised by a parent or guardian. Accompanied means that the child is within sight of the parent or guardian. It is strongly recommended that all children are accompanied by someone who can take responsibility should an emergency occur.

Parents and guardians are responsible for the safety and behavior of their children.

Like all Library users, children are expected to behave appropriately and abide by the Library's Rules of Conduct. Disruptive children who violate the Rules of Conduct may be asked to leave the Library. Library staff reserves the right to contact parents or the West Linn Police Department if an unattended child under the age of 10 is being disruptive or is in distress.

Children age 10 and older may use the library unaccompanied. Parents are encouraged to make sure their child is sufficiently mature before being allowed to use the library by themselves because, even when parents are absent, parents are responsible for the actions and well-being of their child or children.

Truancy

Under Oregon law, generally children and teens between the ages of 6 and 18 must attend a full-time school. If a school aged child is at the library on a school day during regular school hours, the student may be asked to show written proof excusing the student from school on that day. Library staff reserves the right to report instances of truancy to the West Linn-Wilsonville School District.

Closing Time

It is the responsibility of each parent and guardian to make sure their child or children have transportation to and from the library. When the safety of an unattended child is a concern and the child is at the library at closing time without transportation, Library staff will make every effort to contact the parent or guardian of the child. If no one can be found, Library staff will contact the West Linn Police Department.

- [Home](#)
- [Contact Us](#)
- [Sitemap](#)
- [Staff Login](#)
- [Business Owner Login](#)



2017 ORS 163.545¹

Child neglect in the second degree

- (1) A person having custody or control of a child under 10 years of age commits the crime of child neglect in the second degree if, with criminal negligence, the person leaves the child unattended in or at any place for such period of time as may be likely to endanger the health or welfare of such child.
- (2) Child neglect in the second degree is a Class A misdemeanor. [1971 c.743 §174; 1991 c.832 §2]

¹ Legislative Counsel Committee, *CHAPTER 163—Offenses Against Persons*, https://www.oregonlegislature.gov/bills_laws/ors/ors163.html (2017) (last accessed Mar. 30, 2018).

4. Services and Programs Standards

These OLA Public Library Division Services and Programs Standards dictate that library offerings are free of charge to everyone in the library's service area. Alternate methods of delivery of service are explored and provided for diverse populations including people with disabilities and those unable to come to the library facility.

4.1 Services

STANDARD: Whenever the library is open to the public, the library provides services free of charge to patrons in its service area.

Indicator: The library provides services free of charge to everyone, as defined by written policies.	Y	N
Essential		
<ul style="list-style-type: none"> The library offers services that include a circulating collection, public technology, and programming for all ages. 		
<ul style="list-style-type: none"> The library provides services that meet the needs of the community's demographics including special populations. 		
Enhanced		
<ul style="list-style-type: none"> The library facilitates or serves as custodian of local history. 		
Exemplary		
<ul style="list-style-type: none"> The library provides notary services. 		
<ul style="list-style-type: none"> The library provides resources and services to support local economic development. 		

Indicator: The library provides services to patrons of all ages and levels of literacy.	Y	N
Essential		
<ul style="list-style-type: none"> Library services are available in person or by telephone all hours the library is open to the public. 		
<ul style="list-style-type: none"> The library provides reference services. 		
<ul style="list-style-type: none"> The library provides readers' advisory services. 		
Enhanced		
<ul style="list-style-type: none"> Library services are available through digital means all hours the library is open to the public. 		
Exemplary		
<ul style="list-style-type: none"> Library services are available outside of the library building. 		

Indicator: The library provides trained staff members who offer assistance to the public in the use of technology, circulation, and access to materials.	Y	N
Essential		
<ul style="list-style-type: none"> • These services are available in person or by telephone all hours the library is open to the public. 		
Enhanced		
<ul style="list-style-type: none"> • These services are available through digital means all hours the library is open to the public. • The library ensures effective communication with persons with disabilities at all service points by providing staff with training, adaptive equipment and software, and by making materials available in alternative formats. 		
Exemplary		
<ul style="list-style-type: none"> • 		

Indicator: The library encourages/invites the community to make use of library space.	Y	N
Essential		
<ul style="list-style-type: none"> • The library has access to a public meeting space which is governed by a written policy. 		
Enhanced		
<ul style="list-style-type: none"> • The library has a public meeting and community space. • The library has a procedure for members of the public to reserve a meeting room. 		
Exemplary		
<ul style="list-style-type: none"> • The library provides a variety of meeting rooms and community spaces based on local need. 		

Indicator: The library invites patrons to provide written feedback on the library and its services.	Y	N
Essential		
<ul style="list-style-type: none"> • The library provides comment cards at customer touchpoints. • The library solicits feedback via the library website. 		
Enhanced		
<ul style="list-style-type: none"> • The library evaluates patron satisfaction with services on a regular basis. 		
Exemplary		
<ul style="list-style-type: none"> • The library conducts outcome-based surveys on its services annually. 		

4.2 Programs

STANDARD: The library develops and hosts educational, recreational, and cultural programs designed to best meet the diverse needs and interests of their individual communities.

Indicator: The library provides free educational and cultural programs to all ages.	Y	N
Essential		
<ul style="list-style-type: none"> The library offers summer reading programs for children and young adults. 		
<ul style="list-style-type: none"> The library provides programs that enhance lifelong learning for all community members. 		
<ul style="list-style-type: none"> The library provides current information about agencies and organizations that connect programs of interest to the patrons. 		
Enhanced		
<ul style="list-style-type: none"> The library offers summer reading programs for adults. 		
<ul style="list-style-type: none"> The library offers programs outside the library building. 		
Exemplary		
<ul style="list-style-type: none"> The library collaborates with community organizations, schools, and other educational institutions to provide community programs. 		

Indicator: The library provides early literacy programming.	Y	N
Essential		
<ul style="list-style-type: none"> The library offers regular storytimes for children. 		
<ul style="list-style-type: none"> The library provides current information regarding children's, adult and/or family literacy programs. 		
Enhanced		
<ul style="list-style-type: none"> The library provides space for, or referrals to, other agencies to teach literacy classes. 		
Exemplary		
<ul style="list-style-type: none"> 		

Indicator: The library invites patrons to provide feedback on its programs.	Y	N
Essential		
<ul style="list-style-type: none"> The library provides comment cards at customer touchpoints. 		
<ul style="list-style-type: none"> The library solicits feedback via the library website. 		
Enhanced		
<ul style="list-style-type: none"> The library evaluates patron satisfaction with programs on a regular basis. 		
Exemplary		
<ul style="list-style-type: none"> The library conducts outcome-based surveys on its programs annually. 		

2018/19	Myrtlewood	Myrtlewood	Myrtlewood	Cedar	Cedar	Total Use	Estimated Attendance
	Library Use	Non-Library Use	Library Use	Non-Library Use			(minus library program attendance already reported)
Jul-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	5	8	54	77	1553	
Jun-19							
Totals	139	56		526	804	13995	



COOS BAY
PUBLIC LIBRARY



Coos Bay Public Library Calendar
JUNE 2019
525 Anderson, Coos Bay, OR 541-269-1101
www.coosbaylibrary.org



JUNE ART
Walls: Graham Wickham
Lobby: Catherine Walworth



Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p>1 FOL Book Sale noon-4 p.m.</p>	<p>2 Fish Tales: Traditions & Challenges of Seafood in Oregon An Oregon Humanities Conversation Project Tuesday, May 4th 7:00 p.m. Food writer Jennifer Burns Bright explores our relationship with the products of the sea and cultural traditions involving fishing, seafood, and the ocean's bounty.</p>	<p>3 Forever YA Book Club 6:00 p.m.</p>	<p>4 MGOL 9:30 a.m. Storytime 10:30 a.m. Motivation ws 4:00 Readers Group 6:00</p>	<p>5 MGOL 9:30 a.m. Storytime 10:30 a.m. Motivation ws 4:00 Readers Group 6:00</p>	<p>6 CLOSED Staff Training Day</p>	<p>7 Registration Required GCF LearnFree 10 a.m. Drop-In Computer Lab 2:00 - 4:00</p>
<p>8 FOL Book Sale 10 a.m.-4 p.m.</p>	<p>9 Registration Required Intro to Chair Yoga 9:00 a.m.</p>	<p>10 Registration Required Intro to Chair Yoga 9:00 a.m.</p>	<p>11 Registration Required Armchair Adventures 2:00 p.m.</p>	<p>12 MGOL 9:30 a.m. Storytime 10:30 a.m.</p>	<p>13 MGOL 9:30 <i>Registration Required</i> Happy Trees Paint-Along 6:00</p>	<p>14 Comedy for Kids 3:00 Foreign Film 7:00 p.m.</p>
<p>16 Film Noir 4:00 p.m.</p>	<p>17</p>	<p>18 Registration Required Intro to Chair Yoga 9:00 a.m.</p>	<p>19 MGOL 9:30 Storytime 10:30 Computer Lab 1-3 Library Board 5:15</p>	<p>20 MGOL 9:30 Reptile Rescue 11 a.m. AND 1 p.m. <i>Registration Required</i> Paint-Along 6:00</p>	<p>21 LEGO Club 3:30-4:30</p>	<p>22</p>
<p>23</p>	<p>24 Monday Matinee 2:30 p.m.</p>	<p>25 Registration Required SPEED DATING (40-65 year olds) 5:00 p.m.</p>	<p>26 MGOL 9:30 a.m. Storytime 10:30 a.m. <i>Registration Required</i> Back to Square Fun 6:30 p.m.</p>	<p>27 MGOL 9:30 a.m.</p>	<p>28 TEEN BOOK CLUB 3:00 Game Night 7:00</p>	<p>29 SPANGLISH 10:30-noon 1969 PARTY 3:00P.M.</p>
<p>30</p>	<p>Youth & Adult Summer Independent Reading Programs June 13th - August 17th</p>	<p>Goodwill Job Connections Motivation workshop June 5th 4 p.m. GCF Online Learning June 7th 10 a.m. <i>Registration required</i></p>	<p>Oregon Learners Permit Prep-class Saturday, June 8th 9 a.m. - 2:30 p.m. State certified instructor, Mike Zinno, will go through the entire manual in a one-day session.</p>	<p>Happy Little Trees Paint-A-Long June 13th 6:00 p.m. June 20th 6:00 p.m. <i>Registration Required</i></p>	<p>Registration Required Back to Square Fun: Declutter + Organize + Maintain Kids Spaces June 26th 6:30 p.m.</p>	<p>Monday Matinee - HOME (2015) rated PG June 24th 2:30 p.m. Party Like It's 1969! Saturday, June 29th 3:00 p.m. Celebrate the 50th anniversary of the Apollo 11 moon landing.</p>