

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

**Wednesday October 21, 2020  
5:15pm**

**Introductions**

- 1. Call to Order**
- 2. Public Comments**
- 3. Minutes and Circulation Reports**
- 4. Treasurer's Reports**
- 5. Correspondence**
- 6. Librarian's Report**
- 7. Friends of the Library Report**
- 8. Foundation Report**
- 9. Old Business**
  
- 10. New Business**
  
- 11. Announcements**
  
- 12. Adjourn**

Coos Bay Public Library  
September 2020 Report

# of items added to collection - **691**

New cards issued - **12**

Total reference questions - **316**

Daily average circulation - **401**

Total # of programs - **10**

Program attendance - **387**

Total items checked out at the library - **10,706**

Total of Coos Bay items checked out anywhere - **10,822**

Total digital downloads - **306**

Gate count - **536**

Total monthly visitors - **547**

COOS BAY PUBLIC LIBRARY  
BOARD OF TRUSTEE MEETING MINUTES  
September 16, 2020

**Call to Order** – Curt Benward called the meeting to order at 5:19 p.m.

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

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

**Public Comment** –None

**Minutes and Circulation** – Minutes from the August 2020 meeting were reviewed. Rob noted that the results for the election of officers was not in the minutes for the last meeting. All current officers will carry on for another year. James made a nomination to accept the minutes with the correction. Robert seconded the motion. Approved unanimously.

**Treasurer's Report** – Financial reports for August were not available yet. Sami reported that there was a new line item for ESO rent in this years budget and the money was going into the wrong account – finance will correct. Sami also shared the insurance values questioned by Steve at the last meeting. The building and property are insured for \$5,129,400, contents are \$4,350,411 and the art collection is insured for \$50,000.

**Correspondence** –None

**Librarians Report**

Sami said that there is now a Hoopla tutorial up on the library's You-tube channel and facebook page. Sami reported the library received a pass-through grant from the State of Oregon for \$13,043.00. The funds will be used to purchase and loan out laptops, hot spots and programing for them.

**Friends of the Library Report** – Drive-By curbside book sale on September 12<sup>th</sup> brought in \$332.25. Next sale will be on Saturday, October 3<sup>rd</sup> from 10am – 1pm.

**Library Foundation Report** – The fall fundraiser will be ready to post online soon. Tickets will be on sale for the Event to Go Bag which includes food & a beverage from the Black Market Gourmet & more. The bag also includes the code get into the online event. The event will include a prerecorded presentation and a live interactive session with crime historian JD Chandler.

**Old Business** –

The Coos Bay City Council voted to extend Francis Smith's term on the County Library Board. It now goes to the North Bend Council before going to the Coos County Commissioners for approval. The Coos Bay City Council also voted to extend the position for James for another four years.

**New Business –**

Sami requested that the Library Board approve another closure day for 2020. A motion was made by Steve to close on Saturday, December 26<sup>th</sup> and was seconded by Bob. Approved unanimously.

Peggy asked what the status was going to be for a ballot box at the library. Sami said she is working on a plan with the county elections office. She reminded everyone that there is a year-round ballot drop box in front of City Hall.

Peggy also asked that because of the fires are there libraries out there who need help? Sami said that it was early in the process for this.

**Announcements - None**

Adjournment – C. Benward adjourned the meeting at 6:06 p.m.

Next Meeting: October 21, 2020 – 5:15 p.m.

Respectfully submitted,  
Crystal Barr

# COOS BAY PUBLIC LIBRARY SEPTEMBER 2020

## INVENTORY

<u>CLASSIFICATION</u>	<u>ACQUIRED</u>	<u>DISCARDS</u>	
Adult Books	340	Books	208
Adult Audio Books	64	YP Books	19
Adult Video	93	Graphic Novels	0
Adult Video Games	0	YP Graphic Novel	0
		Large Print	1
Young Adult Books	21	Music CD	1
Young Adult Audio	0	Dvd	7
		Audio Book	0
Child Books	158	Board Game	1
Child Audio	2	Reference	1
Child Video	13	Video Game	0
Child Music Cds	0		
<b>TOTAL</b>	<b>691</b>	<b>DISCARDS</b>	<b>238</b>

## CIRCULATION SUMMARY

	Total Items Checked Out At Coos Bay	Total Coos Bay Owned Items Checked Out	
<b>2020</b>	10,706	10,822	
<b>2019</b>	24,296	24,470	
<b>2018</b>	18,399	23,310	
<b>2017</b>	21,141	21,182	
<b>2016</b>	21,400	23,376	
<b>2015</b>	20,393	22,574	
<b>GATE COUNT:</b>	536		
	( 2019 - 9,311)		
<b>REFERENCE QUESTIONS ANSWERED:</b>		316	
<b>YP REFERENCE QUESTIONS ANSWERED:</b>		33	
<b>NEW PATRON REGISTRATIONS:</b>		12	
<b>#DAYS OPEN:</b>	<b>27</b>	<b>24</b>	<b>23</b>
<b>DAILY AVERAGE CIRCULATION:</b>	401	(19) 1020	(18) 1014

## RECEIPTS FROM PATRONS

FINES	\$30.00
DISKS/MISC.	\$0.00
DAMAGE/LOSS	\$19.99
RENT	\$0.00
BOOK BAGS	\$0.00
COPIES	<u>\$0.00</u>
<b>TOTAL</b>	<b><u>\$49.99</u></b>

City of Coos Bay  
Balance Sheet  
August 31, 2020

Library Fund

ASSETS

07-000-100-1001	Cash - Combined Fund		1,012,677.94	
07-000-100-1015	Petty Cash		200.00	
07-000-100-1101	Prepaid Expense		15,713.17	
			<u>15,713.17</u>	
	Total Assets			<u><u>1,028,591.11</u></u>

LIABILITIES AND EQUITY

FUND EQUITY

	Unappropriated Fund Balance			
07-000-200-2500	Fund Balance	1,199,855.12		
	Revenue over Expenditures - YTD	( 171,264.01)		
		<u>1,199,855.12</u>		
	Balance - Current Date		<u>1,028,591.11</u>	
	Total Fund Equity			<u>1,028,591.11</u>
	Total Liabilities and Equity			<u><u>1,028,591.11</u></u>

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City of Coos Bay  
 Revenues with Comparison to Budget  
 For the 2 Months Ending August 31, 2020

Library Fund

	Period Actual	YTD Actual	Budget	Unearned	Pcnt
<u>Carryover</u>					
07-000-300-0100 Carryover - Regular	.00	.00	900,000.00	900,000.00	.0
07-000-300-0200 Carryover - Memorial/Board	.00	.00	125,000.00	125,000.00	.0
<b>Total Carryover</b>	<b>.00</b>	<b>.00</b>	<b>1,025,000.00</b>	<b>1,025,000.00</b>	<b>.0</b>
<u>Revenue From Other Agencies</u>					
07-000-340-0300 State Library Grant	.00	.00	1,900.00	1,900.00	.0
07-000-340-0301 Grants	.00	.00	3,000.00	3,000.00	.0
07-000-340-0303 Federal Grants	.00	.00	3,000.00	3,000.00	.0
07-000-340-0350 Federal Other Financial Assist	9,096.32	9,096.32	.00	( 9,096.32)	.0
07-000-340-0900 Library Tax Base	.00	.00	1,130,000.00	1,130,000.00	.0
<b>Total Revenue From Other Agencies</b>	<b>9,096.32</b>	<b>9,096.32</b>	<b>1,137,900.00</b>	<b>1,128,803.68</b>	<b>.8</b>
<u>Use Of Money &amp; Property</u>					
07-000-350-0100 Interest	974.04	2,164.81	15,000.00	12,835.19	14.4
07-000-350-1100 Auditorium Rental	.00	.00	3,500.00	3,500.00	.0
<b>Total Use Of Money &amp; Property</b>	<b>974.04</b>	<b>2,164.81</b>	<b>18,500.00</b>	<b>16,335.19</b>	<b>11.7</b>
<u>Current Services</u>					
07-000-360-0100 Copies	.00	.00	7,000.00	7,000.00	.0
07-000-360-1800 Library Fees	52.84	69.83	12,000.00	11,930.17	.6
<b>Total Current Services</b>	<b>52.84</b>	<b>69.83</b>	<b>19,000.00</b>	<b>18,930.17</b>	<b>.4</b>
<u>Other Revenue</u>					
07-000-380-0100 Miscellaneous	( 2,174.79)	.00	100.00	100.00	.0
07-000-380-0300 ESO Administration/Rent	4,349.58	4,349.58	26,000.00	21,650.42	16.7
07-000-380-0400 Reimbursements	2,087.00	2,897.44	500.00	( 2,397.44)	579.5
07-000-380-0900 Gifts, Donations & Memorials	347.80	722.24	20,000.00	19,277.76	3.6
<b>Total Other Revenue</b>	<b>4,609.59</b>	<b>7,969.26</b>	<b>46,600.00</b>	<b>38,630.74</b>	<b>17.1</b>
<b>Total Fund Revenue</b>	<b>14,732.79</b>	<b>19,300.22</b>	<b>2,247,000.00</b>	<b>2,227,699.78</b>	<b>.9</b>

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City of Coos Bay  
Expenditures with Comparison to Budget  
For the 2 Months Ending August 31, 2020

Library Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt	
<b>Library Fund</b>						
<b>Personnel Services</b>						
07-510-510-1001	Salaries	46,422.00	92,844.00	758,449.00	665,605.00	12.2
07-510-510-1003	P.E.R.S.	10,288.32	20,576.54	159,382.00	138,805.46	12.9
07-510-510-1004	Social Security	3,361.80	6,803.97	58,028.00	51,224.03	11.7
07-510-510-1005	Employee Insurance	9,267.52	19,585.77	211,964.00	192,378.23	9.2
07-510-510-1006	Unemployment	797.46	797.46	3,600.00	2,802.54	22.2
07-510-510-1007	Workers Compensation Insurance	58.56	114.28	1,066.00	951.72	10.7
07-510-510-1008	Volunteer Workers Compensation	.00	.00	250.00	250.00	.0
<b>Total Personnel Services</b>		<b>70,195.66</b>	<b>140,722.02</b>	<b>1,192,739.00</b>	<b>1,052,016.98</b>	<b>11.8</b>
<b>Materials &amp; Services</b>						
07-510-520-2005	Training, Meetings, Travel, Dues	297.67	347.66	9,000.00	8,652.34	3.9
07-510-520-2101	Utilities	2,406.55	2,406.55	42,000.00	39,593.45	5.7
07-510-520-2102	Telephone	794.50	794.50	9,000.00	8,205.50	8.8
07-510-520-2105	Advertising	528.39	543.38	15,000.00	14,456.62	3.6
07-510-520-2108	Contractual	2,717.19	3,515.28	80,000.00	76,484.72	4.4
07-510-520-2120	Insurance	.00	15,757.10	25,000.00	9,242.90	63.0
07-510-520-2122	Duplicating	251.14	265.69	9,500.00	9,234.31	2.8
07-510-520-2123	Printing	.00	.00	3,000.00	3,000.00	.0
07-510-520-2205	Office Supplies	526.37	5,126.54	2,500.00	(2,626.54)	205.1
07-510-520-2206	Postage	168.57	168.57	1,200.00	1,031.43	14.1
07-510-520-2225	Janitorial Supplies	.00	.00	3,800.00	3,800.00	.0
07-510-520-2231	Small Equipment	9,146.04	12,885.58	35,000.00	22,114.42	36.8
07-510-520-2234	Grants	249.00	249.00	7,900.00	7,651.00	3.2
07-510-520-2235	Library Supplies	20.67	571.67	13,000.00	12,428.33	4.4
07-510-520-2236	Library Books & Records	4,130.85	4,310.02	100,000.00	95,689.98	4.3
07-510-520-2237	Periodicals	.00	.00	10,000.00	10,000.00	.0
07-510-520-2239	State Aid to Children - Books	477.66	477.66	2,000.00	1,522.34	23.9
07-510-520-2240	Library Books/Records (Restr)	.00	.00	50,000.00	50,000.00	.0
07-510-520-2241	Programming	.00	.00	16,000.00	16,000.00	.0
07-510-520-2302	Office Equipment Rental	397.04	516.94	5,200.00	4,683.06	9.9
07-510-520-2303	Equipment Repairs/Replacement	.00	.00	25,000.00	25,000.00	.0
07-510-520-2304	Equipment Maintenance Contract	37.95	75.90	12,000.00	11,924.10	.6
07-510-520-2305	Vehicle Maintenance/Fuel	46.96	46.96	10,000.00	9,953.04	.5
07-510-520-2309	Building & Grounds Maintenance	242.00	242.00	50,000.00	49,758.00	.5
07-510-520-2310	Furniture (restricted)	.00	.00	100,000.00	100,000.00	.0
07-510-520-2406	Reimbursable	.00	.00	200.00	200.00	.0
07-510-520-2424	Library Board	.00	.00	500.00	500.00	.0
07-510-520-2450	Gifts, Donations & Memorials	1,241.21	1,541.21	20,000.00	18,458.79	7.7
<b>Total Materials &amp; Services</b>		<b>23,679.76</b>	<b>49,842.21</b>	<b>656,800.00</b>	<b>606,957.79</b>	<b>7.6</b>
<b>Capital Outlay</b>						
07-510-530-3001	Computer Hardware & Software	.00	.00	10,000.00	10,000.00	.0
<b>Total Capital Outlay</b>		<b>.00</b>	<b>.00</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>.0</b>



City of Coos Bay  
Expenditures with Comparison to Budget  
For the 2 Months Ending August 31, 2020

Library Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<b>Other Financing Uses</b>					
07-510-560-6001 Contingency	.00	.00	224,700.00	224,700.00	.0
07-510-560-6002 Unappropriated Ending Fund Bal	.00	.00	162,761.00	162,761.00	.0
<b>Total Other Financing Uses</b>	<b>.00</b>	<b>.00</b>	<b>387,461.00</b>	<b>387,461.00</b>	<b>.0</b>
<b>Total Library Fund</b>	<b>93,875.42</b>	<b>190,564.23</b>	<b>2,247,000.00</b>	<b>2,056,435.77</b>	<b>8.5</b>
<b>Total Fund Expenditures</b>	<b>93,875.42</b>	<b>190,564.23</b>	<b>2,247,000.00</b>	<b>2,056,435.77</b>	<b>8.5</b>
<b>Net Revenue Over Expenditures</b>	<b>( 79,142.63)</b>	<b>( 171,264.01)</b>	<b>.00</b>	<b>171,264.01</b>	<b>.0</b>

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City of Coos Bay  
Balance Sheet  
September 30, 2020

Library Fund

ASSETS

07-000-100-1001	Cash - Combined Fund	913,768.73	
07-000-100-1015	Petty Cash	200.00	
07-000-100-1101	Prepaid Expense	8,198.18	
		<u>          </u>	
	Total Assets		<u><u>922,166.91</u></u>

LIABILITIES AND EQUITY

FUND EQUITY

	Unappropriated Fund Balance		
07-000-200-2500	Fund Balance	1,199,855.12	
	Revenue over Expenditures - YTD	( 277,688.21)	
		<u>          </u>	
	Balance - Current Date		<u>922,166.91</u>
	Total Fund Equity		<u>922,166.91</u>
	Total Liabilities and Equity		<u><u>922,166.91</u></u>

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City of Coos Bay  
Revenues with Comparison to Budget  
For the 3 Months Ending September 30, 2020

Library Fund

	Period Actual	YTD Actual	Budget	Unearned	Pcnt
<u>Carryover</u>					
07-000-300-0100 Carryover - Regular	.00	.00	900,000.00	900,000.00	.0
07-000-300-0200 Carryover - Memorial/Board	.00	.00	125,000.00	125,000.00	.0
<b>Total Carryover</b>	<b>.00</b>	<b>.00</b>	<b>1,025,000.00</b>	<b>1,025,000.00</b>	<b>.0</b>
<u>Revenue From Other Agencies</u>					
07-000-340-0300 State Library Grant	.00	.00	1,900.00	1,900.00	.0
07-000-340-0301 Grants	2,000.00	2,000.00	3,000.00	1,000.00	66.7
07-000-340-0303 Federal Grants	.00	.00	3,000.00	3,000.00	.0
07-000-340-0350 Federal Other Financial Assist	7,573.75	16,670.07	.00	( 16,670.07)	.0
07-000-340-0900 Library Tax Base	.00	.00	1,130,000.00	1,130,000.00	.0
<b>Total Revenue From Other Agencies</b>	<b>9,573.75</b>	<b>18,670.07</b>	<b>1,137,900.00</b>	<b>1,119,229.93</b>	<b>1.6</b>
<u>Use Of Money &amp; Property</u>					
07-000-350-0100 Interest	828.27	2,993.08	15,000.00	12,006.92	20.0
07-000-350-1100 Auditorium Rental	.00	.00	3,500.00	3,500.00	.0
<b>Total Use Of Money &amp; Property</b>	<b>828.27</b>	<b>2,993.08</b>	<b>18,500.00</b>	<b>15,506.92</b>	<b>16.2</b>
<u>Current Services</u>					
07-000-360-0100 Copies	.00	.00	7,000.00	7,000.00	.0
07-000-360-1800 Library Fees	55.96	125.79	12,000.00	11,874.21	1.1
<b>Total Current Services</b>	<b>55.96</b>	<b>125.79</b>	<b>19,000.00</b>	<b>18,874.21</b>	<b>.7</b>
<u>Other Revenue</u>					
07-000-380-0100 Miscellaneous	35.00	35.00	100.00	65.00	35.0
07-000-380-0300 ESO Administration/Rent	2,174.79	6,524.37	26,000.00	19,475.63	25.1
07-000-380-0400 Reimbursements	.00	2,897.44	500.00	( 2,397.44)	579.5
07-000-380-0900 Gifts, Donations & Memorials	535.53	1,257.77	20,000.00	18,742.23	6.3
<b>Total Other Revenue</b>	<b>2,745.32</b>	<b>10,714.58</b>	<b>46,600.00</b>	<b>35,885.42</b>	<b>23.0</b>
<b>Total Fund Revenue</b>	<b>13,203.30</b>	<b>32,503.52</b>	<b>2,247,000.00</b>	<b>2,214,496.48</b>	<b>1.5</b>

City of Coos Bay  
 Expenditures with Comparison to Budget  
 For the 3 Months Ending September 30, 2020

Library Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Library Fund</u>					
Personnel Services					
07-510-510-1001	Salaries	47,304.37	140,148.37	758,449.00	618,300.63 18.5
07-510-510-1003	P.E.R.S.	10,459.47	31,036.01	159,382.00	128,345.99 19.5
07-510-510-1004	Social Security	3,429.30	10,233.27	58,028.00	47,794.73 17.6
07-510-510-1005	Employee Insurance	9,271.36	28,857.13	211,964.00	183,106.87 13.6
07-510-510-1006	Unemployment	.00	797.46	3,600.00	2,802.54 22.2
07-510-510-1007	Workers Compensation Insurance	58.43	172.71	1,066.00	893.29 16.2
07-510-510-1008	Volunteer Workers Compensation	.00	.00	250.00	250.00 .0
Total Personnel Services		70,522.93	211,244.95	1,192,739.00	981,494.05 17.7
Materials & Services					
07-510-520-2005	Training, Meetings, Travel, Dues	600.19	947.85	9,000.00	8,052.15 10.5
07-510-520-2101	Utilities	2,395.31	4,801.86	42,000.00	37,198.14 11.4
07-510-520-2102	Telephone	805.74	1,600.24	9,000.00	7,399.76 17.8
07-510-520-2105	Advertising	728.99	1,272.37	15,000.00	13,727.63 8.5
07-510-520-2108	Contractual	3,502.98	7,018.26	80,000.00	72,981.74 8.8
07-510-520-2120	Insurance	.00	15,757.10	25,000.00	9,242.90 63.0
07-510-520-2122	Duplicating	418.31	684.00	9,500.00	8,816.00 7.2
07-510-520-2123	Printing	.00	.00	3,000.00	3,000.00 .0
07-510-520-2205	Office Supplies	945.47	6,072.01	2,500.00	( 3,572.01) 242.9
07-510-520-2206	Postage	3,810.90	3,979.47	1,200.00	( 2,779.47) 331.6
07-510-520-2225	Janitorial Supplies	.00	.00	3,800.00	3,800.00 .0
07-510-520-2231	Small Equipment	1,381.84	14,267.42	35,000.00	20,732.58 40.8
07-510-520-2234	Grants	491.59	740.59	7,900.00	7,159.41 9.4
07-510-520-2235	Library Supplies	767.77	1,339.44	13,000.00	11,660.56 10.3
07-510-520-2236	Library Books & Records	13,488.60	17,798.62	100,000.00	82,201.38 17.8
07-510-520-2237	Periodicals	9,894.81	9,894.81	10,000.00	105.19 99.0
07-510-520-2239	State Aid to Children - Books	1,193.37	1,671.03	2,000.00	328.97 83.6
07-510-520-2240	Library Books/Records (Restr)	.00	.00	50,000.00	50,000.00 .0
07-510-520-2241	Programming	.00	.00	16,000.00	16,000.00 .0
07-510-520-2302	Office Equipment Rental	277.14	794.08	5,200.00	4,405.92 15.3
07-510-520-2303	Equipment Repairs/Replacement	839.86	839.86	25,000.00	24,160.14 3.4
07-510-520-2304	Equipment Maintenance Contract	2,248.45	2,324.35	12,000.00	9,675.65 19.4
07-510-520-2305	Vehicle Maintenance/Fuel	24.19	71.15	10,000.00	9,928.85 .7
07-510-520-2309	Building & Grounds Maintenance	3,998.74	4,240.74	50,000.00	45,759.26 8.5
07-510-520-2310	Furniture (restricted)	.00	.00	100,000.00	100,000.00 .0
07-510-520-2406	Reimbursable	14.99	14.99	200.00	185.01 7.5
07-510-520-2424	Library Board	.00	.00	500.00	500.00 .0
07-510-520-2450	Gifts, Donations & Memorials	1,275.33	2,816.54	20,000.00	17,183.46 14.1
Total Materials & Services		49,104.57	98,946.78	656,800.00	557,853.22 15.1
Capital Outlay					
07-510-530-3001	Computer Hardware & Software	.00	.00	10,000.00	10,000.00 .0
Total Capital Outlay		.00	.00	10,000.00	10,000.00 .0

City of Coos Bay  
Expenditures with Comparison to Budget  
For the 3 Months Ending September 30, 2020

Library Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<b>Other Financing Uses</b>					
07-510-560-6001 Contingency	.00	.00	224,700.00	224,700.00	.0
07-510-560-6002 Unappropriated Ending Fund Bal	.00	.00	162,761.00	162,761.00	.0
<b>Total Other Financing Uses</b>	<b>.00</b>	<b>.00</b>	<b>387,461.00</b>	<b>387,461.00</b>	<b>.0</b>
<b>Total Library Fund</b>	<b>119,627.50</b>	<b>310,191.73</b>	<b>2,247,000.00</b>	<b>1,936,808.27</b>	<b>13.8</b>
<b>Total Fund Expenditures</b>	<b>119,627.50</b>	<b>310,191.73</b>	<b>2,247,000.00</b>	<b>1,936,808.27</b>	<b>13.8</b>
<b>Net Revenue Over Expenditures</b>	<b>( 106,424.20)</b>	<b>( 277,688.21)</b>	<b>.00</b>	<b>277,688.21</b>	<b>.0</b>

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

<u>BALANCE, August 31, 2020</u>	\$ 76,165.17
Friends CBPL-Book Sale	\$332.25
Misc. Donations-September 2020	<u>\$80.28</u>
TOTAL DEPOSITS	<u>\$412.53</u>

**DISBURSEMENTS:**

Recorded Books/Dvd-Adult Programs	\$	41.60	
Recorded Books/Dvd-Adult Programs	\$	41.60	
Ingram/YP Books/CBPL Foundation Donation	\$	45.85	
Ingram/YP Books-Rotary Donation	\$	31.71	
Amazon/Supplies-Adult Programs-Book Boxes	\$	40.80	
Dollar Tree/Supplies-YP Programs-Fall Reading	\$	20.00	
Amazon/Supplies-YP Programs-STEAM Kits, Book Boxes, Fall Reading	\$	148.47	
B&H Photo, Oregon State Parks/Supplies-Library of Things, Park Pass, Light Bulb Case	\$	84.90	
TOTAL DISBURSEMENTS			<u>\$ 454.93</u>
<b>Balance September 30, 2020</b>			<b><u>\$ 76,122.77</u></b>

General Fund	\$	10,749.78	
Friend's Children's Fund	\$	3,219.07	
Kenaston Estate Donation	\$	(469.51)	
Mallek Estate Memorial	\$	52,610.89	
Coos Bay Library Foundation Donation	\$	(59.15)	
E-Books	\$	35.00	
Care Connections	\$	0.78	
Friends Library Purchases	\$	7,630.76	
Rotary Donation	\$	(31.71)	
Coos Bay Library Foundation-Equipment	\$	35.35	
Coos Bay Library Foundation-Audios	\$	110.32	
Eagles Large Print Fund	\$	6.25	
Dollywood	\$	<u>2,284.94</u>	

**MEMORIAL ACCOUNT FUNDS TOTAL** **\$ 76,122.77**

## **Librarian's Report**

**September 2020**

### ***PROGRAMS***

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

**Effective Social Media for Organizations and Entrepreneurs was an online class with 18 attendees.**

**Dr. Aaron Coyner from SWOCC teamed up with the library to present Mars 2020. There were 20 attendees and the video is now on the library's YouTube Channel.**

**We partnered with League of Women Voters to host a National Voters Registration Day. We put up our tent in the parking lot near Anderson. The volunteers reported that it was one of the best registration days they have had.**

**TV Tuesday had 132 views (Facebook Live program)**

**Banned Book Poetry Contest had 7 participants**

**Forever Young Adult Book Group met with four in attendance.**

**Swords and Starships book club met and had 150 views (Facebook Live event)**

**Community Cooking with the Co-Op had 20 attendees.**

Unlimited Book Club, a partnership with Coos History Museum, had 11 participants.

STEAM Kits were mailed out 2 times in September for a total of 182 kits. This is a project kit that corresponds with a story and instructional video that is posted on the library's YouTube channel.

Mother Goose on the Loose - Three sessions were held in September. It is limited to 5 adults with a maximum of two children each. Everyone except those under 5 must wear a mask. 8 people attended.

There were 5 one-on one appointments fulfilled by Zoom in August.

### *Miscellaneous*

In September there were 5,782 , county-wide, checkouts on OverDrive. 306 circulations on hoopla in September with 20 new borrowers.

In honor of Banned Book Week, Brittney ran a Banned Book Blackout Poetry contest. Participants were sent discarded books and blacked out words to create poetry.

The library was awarded a pass-through grant from the State Library for just over 13,000. The focus of the grant is some sort of technology that will help patrons during COVID. Our grant money will focus on hotspots and laptops for checkout. The library will start with 10 of each.



2020/21	Myrtlewood	Myrtlewood	Cedar	Cedar	Total Use	Estimated Attendance
	Library Use	Non-Library Use	Library Use	Non-Library Use		(minus library program
Jul-20	0	2	0	0	2	70
Aug-20	0	2	0	0	2	4
Sep-20	3	0	0	0	3	
Oct-20						
Nov-20						
Dec-20						
Jan-21						
Feb-21						
Mar-21						
Apr-21						
May-21						
Jun-21						
Totals						74

Report Criteria:

- Actual Amounts
- All Accounts
- Summarize Payroll Detail
- Print Period Totals
- Print Grand Totals
- Include Funds: 07
- Page and Total by Fund
- Include Placeholders: None
- Include Balance Sheets: None
- Include Accounts: None
- Include Income Fillers: None
- Include Sources: None
- Include Revenues: None
- All Segments Tested for Total Breaks

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			07/31/2020 (07/20) Balance	07-510-510-1001			46,422.00
08/14/2020	PC	5	PAYROLL TRANS FOR 8/14/2020 PAY PERIOD		3,800.00		
08/20/2020	PC	81	PAYROLL TRANS FOR 8/20/2020 PAY PERIOD		46,422.00		
08/20/2020	PC	82	PAYROLL TRANS FOR 8/20/2020 PAY PERIOD			3,800.00-	
			08/31/2020 (08/20) Period Totals and Balance		50,222.00 *	3,800.00- *	92,844.00
YTD Encumbrance	.00	YTD Actual	92,844.00 Total	92,844.00 YTD Budget	758,449.00 Unexpended	665,605.00	
			07/31/2020 (07/20) Balance	07-510-510-1002			.00
			08/31/2020 (08/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
			07/31/2020 (07/20) Balance	07-510-510-1003			10,288.22
08/20/2020	PB	84	PAYROLL TRANS FOR 8/20/2020 PAY PERIOD		10,288.32		
			08/31/2020 (08/20) Period Totals and Balance		10,288.32 *	00 *	20,576.54
YTD Encumbrance	.00	YTD Actual	20,576.54 Total	20,576.54 YTD Budget	159,382.00 Unexpended	138,805.46	
			07/31/2020 (07/20) Balance	07-510-510-1004			3,442.17
08/14/2020	PB	3	PAYROLL TRANS FOR 8/14/2020 PAY PERIOD		290.70		
08/20/2020	PB	83	PAYROLL TRANS FOR 8/20/2020 PAY PERIOD		3,071.10		
			08/31/2020 (08/20) Period Totals and Balance		3,361.80 *	00 *	6,803.97
YTD Encumbrance	.00	YTD Actual	6,803.97 Total	6,803.97 YTD Budget	58,028.00 Unexpended	51,224.03	
			07/31/2020 (07/20) Balance	07-510-510-1005			10,318.25
08/20/2020	PB	82	PAYROLL TRANS FOR 8/20/2020 PAY PERIOD		9,267.52		
08/20/2020	PC	106	PAYROLL TRANS FOR 8/20/2020 PAY PERIOD		642.45		
08/20/2020	PC	107	PAYROLL TRANS FOR 8/20/2020 PAY PERIOD			642.45-	
			08/31/2020 (08/20) Period Totals and Balance		9,909.97 *	642.45- *	19,585.77
YTD Encumbrance	.00	YTD Actual	19,585.77 Total	19,585.77 YTD Budget	211,964.00 Unexpended	192,378.23	
			07/31/2020 (07/20) Balance	07-510-510-1006			.00
08/20	CDPT	SUMMARY TOTALS FROM CDPT JOURNAL			797.46	.00	
			08/31/2020 (08/20) Period Totals and Balance		797.46 *	00 *	797.46
YTD Encumbrance	.00	YTD Actual	797.46 Total	797.46 YTD Budget	3,600.00 Unexpended	2,802.54	
			07/31/2020 (07/20) Balance	07-510-510-1007			55.72

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
08/20/2020	PB	81	PAYROLL TRANS FOR 8/20/2020 PAY PERIOD		58.56		
			08/31/2020 (08/20) Period Totals and Balance		58.56 *	.00 *	114.28
YTD Encumbrance .00 YTD Actual 114.28 Total 114.28 YTD Budget 1,066.00 Unexpended 951.72							
Volunteer Workers Compensation							
			07/31/2020 (07/20) Balance	07-510-510-1008			.00
			08/31/2020 (08/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget 250.00 Unexpended 250.00							
Accrued Vacation Liability							
			07/31/2020 (07/20) Balance	07-510-510-1009			.00
			08/31/2020 (08/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00							
Meetings And Travel							
			07/31/2020 (07/20) Balance	07-510-520-2001			.00
			08/31/2020 (08/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00							
Memberships, dues, publications							
			07/31/2020 (07/20) Balance	07-510-520-2003			.00
			08/31/2020 (08/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00							
Training, Meetings, Travel, Dues							
			07/31/2020 (07/20) Balance	07-510-520-2005			49.99
07/31/2020	AP	200	Umpqua Bank (VISA)		112.00		
07/31/2020	AP	269	Umpqua Bank (VISA)		195.00		
08/31/2020	JE	17	R/C AP REF#200 08/20 AMERICAN LIBRARY ASS			9.33-	
			08/31/2020 (08/20) Period Totals and Balance		307.00 *	9.33- *	347.66
YTD Encumbrance .00 YTD Actual 347.66 Total 347.66 YTD Budget 9,000.00 Unexpended 8,652.34							
Utilities							
			07/31/2020 (07/20) Balance	07-510-520-2101			.00
07/31/2020	AP	261	Umpqua Bank (VISA)		229.95		
07/16/2020	AP	866	Pacific Power & Light Co		2,176.60		
			08/31/2020 (08/20) Period Totals and Balance		2,406.55 *	.00 *	2,406.55
YTD Encumbrance .00 YTD Actual 2,406.55 Total 2,406.55 YTD Budget 42,000.00 Unexpended 39,593.45							
Telephone							
			07/31/2020 (07/20) Balance	07-510-520-2102			.00
07/31/2020	AP	260	Umpqua Bank (VISA)		174.24		
07/31/2020	AP	263	Umpqua Bank (VISA)		620.26		
			08/31/2020 (08/20) Period Totals and Balance		794.50 *	.00 *	794.50
YTD Encumbrance .00 YTD Actual 794.50 Total 794.50 YTD Budget 9,000.00 Unexpended 8,205.50							
Advertising							
			07/31/2020 (07/20) Balance	07-510-520-2105			14.99
07/31/2020	AP	270	Umpqua Bank (VISA)		14.99		
07/31/2020	AP	271	Umpqua Bank (VISA)		98.40		
07/31/2020	AP	450	Sinclair Television Media Inc		415.00		
			08/31/2020 (08/20) Period Totals and Balance		528.39 *	.00 *	543.38
YTD Encumbrance .00 YTD Actual 543.38 Total 543.38 YTD Budget 15,000.00 Unexpended 14,456.62							
Contractual							
			07/31/2020 (07/20) Balance	07-510-520-2108			798.09
07/22/2020	AP	381	C-N-B Security Inc		504.00		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
08/04/2020	AP	382	C-N-B Security Inc		504.00		
08/11/2020	AP	383	C-N-B Security Inc		504.00		
07/29/2020	AP	533	C-N-B Security Inc		504.00		
07/30/2020	AP	671	Sprague Pest Solutions		150.00		
08/16/2020	AP	682	C-N-B Security Inc		504.00		
08/05/2020	CD14	5	08/01/20 Xpress Bill Pay Support Fees/Forms Inv#		47.19		
			08/31/2020 (08/20) Period Totals and Balance		2,717.19 *	.00 *	3,515.28
YTD Encumbrance	.00	YTD Actual	3,515.28 Total	3,515.28 YTD Budget	80,000.00 Unexpended		76,484.72
Special Counsel			07/31/2020 (07/20) Balance	07-510-520-2114			.00
			08/31/2020 (08/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		.00
Insurance			07/31/2020 (07/20) Balance	07-510-520-2120			15,757.10
			08/31/2020 (08/20) Period Totals and Balance		.00 *	.00 *	15,757.10
YTD Encumbrance	.00	YTD Actual	15,757.10 Total	15,757.10 YTD Budget	25,000.00 Unexpended		9,242.90
Duplicating			07/31/2020 (07/20) Balance	07-510-520-2122			14.55
02/09/2020	AP	14	Xerox Corporation			12.76-	
02/09/2020	AP	16	Xerox Corporation		12.76		
07/29/2020	AP	342	Office Depot		164.14		
08/03/2020	AP	346	Office Depot		62.40		
08/01/2020	AP	496	Xerox Corporation		24.60		
			08/31/2020 (08/20) Period Totals and Balance		263.90 *	12.76- *	265.69
YTD Encumbrance	.00	YTD Actual	265.69 Total	265.69 YTD Budget	9,500.00 Unexpended		9,234.31
Printing			07/31/2020 (07/20) Balance	07-510-520-2123			.00
			08/31/2020 (08/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	3,000.00 Unexpended		3,000.00
Program & Display			07/31/2020 (07/20) Balance	07-510-520-2128			.00
			08/31/2020 (08/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		.00
Office Supplies			07/31/2020 (07/20) Balance	07-510-520-2205			4,600.17
07/31/2020	AP	158	Umpqua Bank (VISA)		23.98		
07/31/2020	AP	183	Umpqua Bank (VISA)		34.95		
07/31/2020	AP	189	Umpqua Bank (VISA)		15.96		
07/31/2020	AP	345	Office Depot		79.96		
08/03/2020	AP	347	Office Depot		46.88		
08/07/2020	AP	348	Office Depot		60.48		
08/07/2020	AP	647	Office Depot		264.16		
			08/31/2020 (08/20) Period Totals and Balance		526.37 *	.00 *	5,126.54
YTD Encumbrance	.00	YTD Actual	5,126.54 Total	5,126.54 YTD Budget	2,500.00 Unexpended		(2,626.54)
Postage			07/31/2020 (07/20) Balance	07-510-520-2206			.00
07/31/2020	AP	266	Umpqua Bank (VISA)		144.20		
07/31/2020	AP	268	Umpqua Bank (VISA)		24.37		
			08/31/2020 (08/20) Period Totals and Balance		168.57 *	.00 *	168.57
YTD Encumbrance	.00	YTD Actual	168.57 Total	168.57 YTD Budget	1,200.00 Unexpended		1,031.43

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
<b>Miscellaneous</b>							
			07/31/2020 (07/20) Balance	07-510-520-2208			.00
			08/31/2020 (08/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		.00
<b>Data Processing Supplies</b>							
			07/31/2020 (07/20) Balance	07-510-520-2224			.00
			08/31/2020 (08/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		.00
<b>Janitorial Supplies</b>							
			07/31/2020 (07/20) Balance	07-510-520-2225			.00
			08/31/2020 (08/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	3,800.00 Unexpended	3,800.00	
<b>Small Equipment</b>							
			07/31/2020 (07/20) Balance	07-510-520-2231			3,739.54
07/31/2020	AP	194	Umpqua Bank (VISA)		143.96		
07/31/2020	AP	195	Umpqua Bank (VISA)		229.99		
07/29/2020	AP	344	Office Depot		217.22		
07/27/2020	AP	364	Executech Utah Inc.		2,294.97		
07/29/2020	AP	365	Executech Utah Inc.		2,619.96		
08/05/2020	AP	367	Executech Utah Inc.		2,564.96		
07/29/2020	AP	370	Executech Utah Inc.		874.99		
08/20/2020	AP	673	Executech Utah Inc.		199.99		
			08/31/2020 (08/20) Period Totals and Balance		9,146.04 *	.00 *	12,885.58
YTD Encumbrance	.00	YTD Actual	12,885.58 Total	12,885.58 YTD Budget	35,000.00 Unexpended	22,114.42	
<b>Grants</b>							
			07/31/2020 (07/20) Balance	07-510-520-2234			.00
07/31/2020	AP	267	Umpqua Bank (VISA)		249.00		
			08/31/2020 (08/20) Period Totals and Balance		249.00 *	.00 *	249.00
YTD Encumbrance	.00	YTD Actual	249.00 Total	249.00 YTD Budget	7,900.00 Unexpended	7,651.00	
<b>Library Supplies</b>							
			07/31/2020 (07/20) Balance	07-510-520-2235			551.00
07/31/2020	AP	177	Umpqua Bank (VISA)		5.64		
07/31/2020	AP	185	Umpqua Bank (VISA)		15.03		
			08/31/2020 (08/20) Period Totals and Balance		20.67 *	.00 *	571.67
YTD Encumbrance	.00	YTD Actual	571.67 Total	571.67 YTD Budget	13,000.00 Unexpended	12,428.33	
<b>Library Books &amp; Records</b>							
			07/31/2020 (07/20) Balance	07-510-520-2236			179.17
07/31/2020	AP	149	Umpqua Bank (VISA)		26.85		
07/31/2020	AP	150	Umpqua Bank (VISA)		44.79		
07/31/2020	AP	151	Umpqua Bank (VISA)		29.99		
07/31/2020	AP	152	Umpqua Bank (VISA)			.03-	
07/31/2020	AP	153	Umpqua Bank (VISA)		55.93		
07/31/2020	AP	159	Umpqua Bank (VISA)		8.49		
07/31/2020	AP	160	Umpqua Bank (VISA)		23.68		
07/31/2020	AP	161	Umpqua Bank (VISA)		18.80		
07/31/2020	AP	162	Umpqua Bank (VISA)		14.98		
07/31/2020	AP	163	Umpqua Bank (VISA)		108.40		
07/31/2020	AP	165	Umpqua Bank (VISA)		107.49		
07/31/2020	AP	166	Umpqua Bank (VISA)		34.53		
07/31/2020	AP	167	Umpqua Bank (VISA)		5.89		
07/31/2020	AP	168	Umpqua Bank (VISA)		129.80		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
07/31/2020	AP	169	Umpqua Bank (VISA)		19.42		
07/31/2020	AP	170	Umpqua Bank (VISA)		12.99		
07/31/2020	AP	171	Umpqua Bank (VISA)		19.96		
07/31/2020	AP	172	Umpqua Bank (VISA)		76.44		
07/31/2020	AP	173	Umpqua Bank (VISA)		33.60		
07/31/2020	AP	174	Umpqua Bank (VISA)		14.29		
07/31/2020	AP	176	Umpqua Bank (VISA)		27.99		
07/31/2020	AP	178	Umpqua Bank (VISA)		17.06		
07/31/2020	AP	179	Umpqua Bank (VISA)		12.19		
07/31/2020	AP	180	Umpqua Bank (VISA)		36.16		
07/31/2020	AP	181	Umpqua Bank (VISA)		21.84		
07/31/2020	AP	182	Umpqua Bank (VISA)		94.87		
07/31/2020	AP	184	Umpqua Bank (VISA)		25.98		
07/31/2020	AP	225	Umpqua Bank (VISA)		122.66		
07/31/2020	AP	226	Umpqua Bank (VISA)		29.17		
07/31/2020	AP	227	Umpqua Bank (VISA)		9.43		
07/31/2020	AP	228	Umpqua Bank (VISA)		8.75		
07/31/2020	AP	229	Umpqua Bank (VISA)		16.09		
07/31/2020	AP	230	Umpqua Bank (VISA)		14.98		
07/31/2020	AP	231	Umpqua Bank (VISA)		368.34		
07/31/2020	AP	232	Umpqua Bank (VISA)		24.74		
07/31/2020	AP	233	Umpqua Bank (VISA)		10.21		
07/31/2020	AP	234	Umpqua Bank (VISA)		252.13		
07/31/2020	AP	235	Umpqua Bank (VISA)		30.49		
07/31/2020	AP	236	Umpqua Bank (VISA)		14.43		
07/31/2020	AP	237	Umpqua Bank (VISA)		54.29		
07/31/2020	AP	259	Umpqua Bank (VISA)		12.99		
07/21/2020	AP	321	Ingram		122.42		
07/21/2020	AP	322	Ingram		35.66		
07/23/2020	AP	323	Ingram		23.79		
07/23/2020	AP	324	Ingram		291.26		
07/30/2020	AP	325	Ingram		26.48		
08/03/2020	AP	326	Ingram		17.85		
08/03/2020	AP	327	Ingram		11.89		
08/03/2020	AP	328	Ingram		14.87		
08/04/2020	AP	329	Ingram		10.09		
08/04/2020	AP	330	Ingram		97.91		
08/04/2020	AP	331	Ingram		9.94		
07/31/2020	AP	541	NewsBank Inc		308.67		
08/01/2020	AP	603	Center Point Large Print		136.02		
08/07/2020	AP	637	Ingram		28.02		
08/10/2020	AP	638	Ingram		267.14		
08/15/2020	AP	652	Amazon.com LLC		19.49		
08/07/2020	AP	672	Cengage Learning Inc.		148.79		
08/11/2020	AP	674	ABDO-Spotlight-Magic Wagon		561.50		
08/31/2020	JE	19	R/C CK122243 (08/20) LIBRARY AMAZON VISA T		7.98		
08/31/2020 (08/20) Period Totals and Balance					4,130.88 *	03- *	4,310.02

YTD Encumbrance .00 YTD Actual 4,310.02 Total 4,310.02 YTD Budget 100,000.00 Unexpended 95,689.98

Periodicals 07/31/2020 (07/20) Balance 07-510-520-2237 .00  
08/31/2020 (08/20) Period Totals and Balance .00 \* 00 \*

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget 10,000.00 Unexpended 10,000.00

Microfilm 07/31/2020 (07/20) Balance 07-510-520-2238 .00  
08/31/2020 (08/20) Period Totals and Balance .00 \* 00 \*

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
State Aid to Children - Books		07/31/2020 (07/20) Balance		07-510-520-2239			.00
08/04/2020	AP	332	Ingram		75.88		
08/15/2020	AP	653	Amazon.com LLC		7.98		
08/15/2020	AP	654	Amazon.com LLC		10.69		
08/15/2020	AP	655	Amazon.com LLC		89.00		
08/15/2020	AP	656	Amazon.com LLC		134.86		
08/15/2020	AP	657	Amazon.com LLC		76.30		
08/15/2020	AP	658	Amazon.com LLC		8.99		
08/15/2020	AP	659	Amazon.com LLC		8.99		
08/15/2020	AP	660	Amazon.com LLC		19.99		
08/15/2020	AP	663	Amazon.com LLC		52.96		
08/31/2020	JE	19	R/C CK122243 (08/20) LIBRARY AMAZON VISA T			7.98-	
		08/31/2020 (08/20) Period Totals and Balance			485.64 *	7.98- *	477.66
YTD Encumbrance		.00 YTD Actual	477.66 Total	477.66 YTD Budget	2,000.00 Unexpended	1,522.34	
Library Books/Records (Restr)		07/31/2020 (07/20) Balance		07-510-520-2240			.00
		08/31/2020 (08/20) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	50,000.00 Unexpended	50,000.00	
Programming		07/31/2020 (07/20) Balance		07-510-520-2241			.00
		08/31/2020 (08/20) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	16,000.00 Unexpended	16,000.00	
Office Equipment Rental		07/31/2020 (07/20) Balance		07-510-520-2302			119.90
02/09/2020	AP	15	Xerox Corporation			156.76-	
02/09/2020	AP	17	Xerox Corporation		156.76		
07/10/2020	AP	18	Xerox Corporation			119.90-	
07/10/2020	AP	19	Xerox Corporation		119.90		
07/31/2020	AP	262	Umpqua Bank (VISA)		139.70		
08/01/2020	AP	497	Xerox Corporation		137.44		
08/10/2020	AP	498	Xerox Corporation		119.90		
		08/31/2020 (08/20) Period Totals and Balance			673.70 *	276.66- *	516.94
YTD Encumbrance		.00 YTD Actual	516.94 Total	516.94 YTD Budget	5,200.00 Unexpended	4,683.06	
Equipment Repairs/Replacement		07/31/2020 (07/20) Balance		07-510-520-2303			.00
		08/31/2020 (08/20) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	25,000.00 Unexpended	25,000.00	
Equipment Maintenance Contract		07/31/2020 (07/20) Balance		07-510-520-2304			37.95
08/01/2020	AP	449	Advantage Security LLC		37.95		
		08/31/2020 (08/20) Period Totals and Balance			37.95 *	.00 *	75.90
YTD Encumbrance		.00 YTD Actual	75.90 Total	75.90 YTD Budget	12,000.00 Unexpended	11,924.10	
Vehicle Maintenance/Fuel		07/31/2020 (07/20) Balance		07-510-520-2305			.00
07/31/2020	AP	196	Umpqua Bank (VISA)		46.96		
		08/31/2020 (08/20) Period Totals and Balance			46.96 *	.00 *	46.96
YTD Encumbrance		.00 YTD Actual	46.96 Total	46.96 YTD Budget	10,000.00 Unexpended	9,953.04	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
<b>Furniture</b>							
			07/31/2020 (07/20) Balance	07-510-520-2306			.00
			08/31/2020 (08/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
<b>Building &amp; Grounds Maintenance</b>							
			07/31/2020 (07/20) Balance	07-510-520-2309			.00
08/06/2020	AP	394	Agri-Tech Design		242.00		
			08/31/2020 (08/20) Period Totals and Balance		242.00 *	.00 *	242.00
YTD Encumbrance	.00	YTD Actual	242.00 Total	242.00 YTD Budget	50,000.00 Unexpended	49,758.00	
<b>Furniture (restricted)</b>							
			07/31/2020 (07/20) Balance	07-510-520-2310			.00
			08/31/2020 (08/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	100,000.00 Unexpended	100,000.00	
<b>Reimbursable</b>							
			07/31/2020 (07/20) Balance	07-510-520-2406			.00
			08/31/2020 (08/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	200.00 Unexpended	200.00	
<b>Library Board</b>							
			07/31/2020 (07/20) Balance	07-510-520-2424			.00
			08/31/2020 (08/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	500.00 Unexpended	500.00	
<b>Gifts, Donations &amp; Memorials</b>							
			07/31/2020 (07/20) Balance	07-510-520-2450			300.00
07/31/2020	AP	154	Umpqua Bank (VISA)		159.98		
07/31/2020	AP	155	Umpqua Bank (VISA)		45.98		
07/31/2020	AP	156	Umpqua Bank (VISA)		23.99		
07/31/2020	AP	157	Umpqua Bank (VISA)		23.49		
07/31/2020	AP	164	Umpqua Bank (VISA)		49.77		
07/31/2020	AP	175	Umpqua Bank (VISA)		108.44		
07/31/2020	AP	186	Umpqua Bank (VISA)		8.99		
07/31/2020	AP	187	Umpqua Bank (VISA)		158.00		
07/31/2020	AP	188	Umpqua Bank (VISA)		7.00		
07/31/2020	AP	190	Umpqua Bank (VISA)		49.99		
07/31/2020	AP	191	Umpqua Bank (VISA)		5.79		
07/31/2020	AP	192	Umpqua Bank (VISA)		5.79		
07/31/2020	AP	193	Umpqua Bank (VISA)		22.50		
07/31/2020	AP	197	Umpqua Bank (VISA)		4.00		
07/31/2020	AP	198	Umpqua Bank (VISA)		34.85		
07/31/2020	AP	199	Umpqua Bank (VISA)		81.93		
07/29/2020	AP	343	Office Depot		183.66		
07/29/2020	AP	418	Recorded Books Inc		41.60		
07/23/2020	AP	543	Stewart, Taylor		200.00		
08/15/2020	AP	661	Amazon.com LLC		17.97		
08/15/2020	AP	662	Amazon.com LLC		7.49		
			08/31/2020 (08/20) Period Totals and Balance		1,241.21 *	.00 *	1,541.21
YTD Encumbrance	.00	YTD Actual	1,541.21 Total	1,541.21 YTD Budget	20,000.00 Unexpended	18,458.79	
<b>Bad Debt Expense</b>							
			07/31/2020 (07/20) Balance	07-510-520-2500			.00
			08/31/2020 (08/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	



Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
<b>Computer Hardware &amp; Software</b>							
			07/31/2020 (07/20) Balance	07-510-530-3001			.00
			08/31/2020 (08/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	10,000.00 Unexpended		10,000.00
<b>Audio Visual Equipment</b>							
			07/31/2020 (07/20) Balance	07-510-530-3022			.00
			08/31/2020 (08/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		.00
<b>Library Equipment</b>							
			07/31/2020 (07/20) Balance	07-510-530-3023			.00
			08/31/2020 (08/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		.00
<b>Building Project</b>							
			07/31/2020 (07/20) Balance	07-510-530-3118			.00
			08/31/2020 (08/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		.00
<b>Contingency</b>							
			07/31/2020 (07/20) Balance	07-510-560-6001			.00
			08/31/2020 (08/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	224,700.00 Unexpended		224,700.00
<b>Unappropriated Ending Fund Bal</b>							
			07/31/2020 (07/20) Balance	07-510-560-6002			.00
			08/31/2020 (08/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	162,761.00 Unexpended		162,761.00
<b>Contingency - Library Board</b>							
			07/31/2020 (07/20) Balance	07-510-560-6003			.00
			08/31/2020 (08/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		.00
Number of Transactions: 155 Number of Accounts: 53					Debit	Credit	Proof
Total Library Fund:					98,624.63	4,749.21-	93,875.42
Number of Transactions: 155 Number of Accounts: 53					Debit	Credit	Proof
Grand Totals:					98,624.63	4,749.21-	93,875.42

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
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Report Criteria:

- Actual Amounts
- All Accounts
- Summarize Payroll Detail
- Print Period Totals
- Print Grand Totals
- Include Funds: 07
- Page and Total by Fund
- Include Placeholders: None
- Include Balance Sheets: None
- Include Accounts: None
- Include Income Fillers: None
- Include Sources: None
- Include Revenues: None
- All Segments Tested for Total Breaks

Report Criteria:

- Actual Amounts
- All Accounts
- Summarize Payroll Detail
- Print Period Totals
- Print Grand Totals
- Include Funds: 07
- Page and Total by Fund
- Include Placeholders: None
- Include Balance Sheets: None
- Include Accounts: None
- Include Income Fillers: None
- Include Sources: None
- Include Revenues: None
- All Segments Tested for Total Breaks

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			08/31/2020 (08/20) Balance	07-510-510-1001			92,844.00
09/15/2020	PC	9	PAYROLL TRANS FOR 9/15/2020 PAY PERIOD		3,800.00		
09/20/2020	PC	86	PAYROLL TRANS FOR 9/20/2020 PAY PERIOD		47,444.00		
09/20/2020	PC	87	PAYROLL TRANS FOR 9/20/2020 PAY PERIOD			3,939.63-	
			09/30/2020 (09/20) Period Totals and Balance		51,244.00 *	3,939.63- *	140,148.37
YTD Encumbrance	.00	YTD Actual	140,148.37 Total	140,148.37 YTD Budget	758,449.00 Unexpended	618,300.63	
			08/31/2020 (08/20) Balance	07-510-510-1002			.00
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
			08/31/2020 (08/20) Balance	07-510-510-1003			20,576.54
09/20/2020	PB	98	PAYROLL TRANS FOR 9/20/2020 PAY PERIOD		10,459.47		
			09/30/2020 (09/20) Period Totals and Balance		10,459.47 *	.00 *	31,036.01
YTD Encumbrance	.00	YTD Actual	31,036.01 Total	31,036.01 YTD Budget	159,382.00 Unexpended	128,345.99	
			08/31/2020 (08/20) Balance	07-510-510-1004			6,803.97
09/15/2020	PB	9	PAYROLL TRANS FOR 9/15/2020 PAY PERIOD		290.70		
09/20/2020	PB	97	PAYROLL TRANS FOR 9/20/2020 PAY PERIOD		3,138.60		
			09/30/2020 (09/20) Period Totals and Balance		3,429.30 *	.00 *	10,233.27
YTD Encumbrance	.00	YTD Actual	10,233.27 Total	10,233.27 YTD Budget	58,028.00 Unexpended	47,794.73	
			08/31/2020 (08/20) Balance	07-510-510-1005			19,585.77
09/20/2020	PB	95	PAYROLL TRANS FOR 9/20/2020 PAY PERIOD		9,274.24		
09/20/2020	PB	96	PAYROLL TRANS FOR 9/20/2020 PAY PERIOD			2.88-	
09/20/2020	PC	111	PAYROLL TRANS FOR 9/20/2020 PAY PERIOD		642.45		
09/20/2020	PC	112	PAYROLL TRANS FOR 9/20/2020 PAY PERIOD			642.45-	
			09/30/2020 (09/20) Period Totals and Balance		9,916.69 *	645.33- *	28,857.13
YTD Encumbrance	.00	YTD Actual	28,857.13 Total	28,857.13 YTD Budget	211,964.00 Unexpended	183,106.87	
			08/31/2020 (08/20) Balance	07-510-510-1006			797.46
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	797.46
YTD Encumbrance	.00	YTD Actual	797.46 Total	797.46 YTD Budget	3,600.00 Unexpended	2,802.54	
			08/31/2020 (08/20) Balance	07-510-510-1007			114.28

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
09/20/2020	PB	94	PAYROLL TRANS FOR 9/20/2020 PAY PERIOD		58.43		
			09/30/2020 (09/20) Period Totals and Balance		58.43 *	.00 *	172.71
<b>YTD Encumbrance</b>							
		.00 YTD Actual	172.71 Total	172.71 YTD Budget	1,066.00 Unexpended	893.29	
<b>Volunteer Workers Compensation</b>							
			08/31/2020 (08/20) Balance	07-510-510-1008			.00
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	.00
<b>YTD Encumbrance</b>							
		.00 YTD Actual	.00 Total	.00 YTD Budget	250.00 Unexpended	250.00	
<b>Accrued Vacation Liability</b>							
			08/31/2020 (08/20) Balance	07-510-510-1009			.00
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	.00
<b>YTD Encumbrance</b>							
		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
<b>Meetings And Travel</b>							
			08/31/2020 (08/20) Balance	07-510-520-2001			.00
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	.00
<b>YTD Encumbrance</b>							
		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
<b>Memberships, dues, publications</b>							
			08/31/2020 (08/20) Balance	07-510-520-2003			.00
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	.00
<b>YTD Encumbrance</b>							
		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
<b>Training, Meetings, Travel, Dues</b>							
			08/31/2020 (08/20) Balance	07-510-520-2005			347.66
08/31/2020	AP	317	Umpqua Bank (VISA)		75.00		
09/30/2020	JE	45	REVERSE FY20 PREPAIDS/FY21 EXPENSE		525.19		
			09/30/2020 (09/20) Period Totals and Balance		600.19 *	.00 *	947.85
<b>YTD Encumbrance</b>							
		.00 YTD Actual	947.85 Total	947.85 YTD Budget	9,000.00 Unexpended	8,052.15	
<b>Utilities</b>							
			08/31/2020 (08/20) Balance	07-510-520-2101			2,406.55
08/31/2020	AP	302	Umpqua Bank (VISA)		241.88		
08/21/2020	AP	913	Pacific Power & Light Co		2,153.43		
			09/30/2020 (09/20) Period Totals and Balance		2,395.31 *	.00 *	4,801.86
<b>YTD Encumbrance</b>							
		.00 YTD Actual	4,801.86 Total	4,801.86 YTD Budget	42,000.00 Unexpended	37,198.14	
<b>Telephone</b>							
			08/31/2020 (08/20) Balance	07-510-520-2102			794.50
08/31/2020	AP	304	Umpqua Bank (VISA)		630.18		
08/31/2020	AP	305	Umpqua Bank (VISA)		175.56		
			09/30/2020 (09/20) Period Totals and Balance		805.74 *	.00 *	1,600.24
<b>YTD Encumbrance</b>							
		.00 YTD Actual	1,600.24 Total	1,600.24 YTD Budget	9,000.00 Unexpended	7,399.76	
<b>Advertising</b>							
			08/31/2020 (08/20) Balance	07-510-520-2105			543.38
08/31/2020	AP	307	Umpqua Bank (VISA)		299.00		
08/31/2020	AP	318	Umpqua Bank (VISA)		14.99		
08/30/2020	AP	654	Sinclair Television Media Inc		415.00		
			09/30/2020 (09/20) Period Totals and Balance		728.99 *	.00 *	1,272.37
<b>YTD Encumbrance</b>							
		.00 YTD Actual	1,272.37 Total	1,272.37 YTD Budget	15,000.00 Unexpended	13,727.63	
<b>Contractual</b>							
			08/31/2020 (08/20) Balance	07-510-520-2108			3,515.28
08/28/2020	AP	151	C-N-B Security Inc		504.00		
09/02/2020	AP	152	C-N-B Security Inc		504.00		

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
08/20/2020	AP	653	Sprague Pest Solutions		150.00		
09/09/2020	AP	664	C-N-B Security Inc		504.00		
09/16/2020	AP	877	C-N-B Security Inc		378.00		
09/20/2020	AP	878	C-N-B Security Inc		504.00		
09/04/2020	CD14	5	09/01/20 Xpress Bill Pay Support Fees/Forms Inv#		42.42		
09/30/2020	JE	45	REVERSE FY20 PREPAIDS/FY21 EXPENSE		916.56		
			09/30/2020 (09/20) Period Totals and Balance		3,502.98 *	.00 *	7,018.26
YTD Encumbrance	.00	YTD Actual	7,018.26 Total	7,018.26 YTD Budget	80,000.00 Unexpended		72,981.74
Special Counsel			08/31/2020 (08/20) Balance	07-510-520-2114			.00
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		.00
Insurance			08/31/2020 (08/20) Balance	07-510-520-2120			15,757.10
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	15,757.10
YTD Encumbrance	.00	YTD Actual	15,757.10 Total	15,757.10 YTD Budget	25,000.00 Unexpended		9,242.90
Duplicating			08/31/2020 (08/20) Balance	07-510-520-2122			265.69
08/25/2020	AP	636	Office Depot		364.19		
09/01/2020	AP	642	Xerox Corporation		54.12		
			09/30/2020 (09/20) Period Totals and Balance		418.31 *	.00 *	684.00
YTD Encumbrance	.00	YTD Actual	684.00 Total	684.00 YTD Budget	9,500.00 Unexpended		8,816.00
Printing			08/31/2020 (08/20) Balance	07-510-520-2123			.00
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	3,000.00 Unexpended		3,000.00
Program & Display			08/31/2020 (08/20) Balance	07-510-520-2128			.00
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		.00
Office Supplies			08/31/2020 (08/20) Balance	07-510-520-2205			5,126.54
08/31/2020	AP	276	Umpqua Bank (VISA)		9.74		
08/31/2020	AP	279	Umpqua Bank (VISA)		18.98		
08/31/2020	AP	291	Umpqua Bank (VISA)		24.93		
08/31/2020	AP	292	Umpqua Bank (VISA)		5.87		
08/17/2020	AP	543	Office Depot		150.92		
08/15/2020	AP	544	Office Depot		14.99		
09/02/2020	AP	637	Office Depot		349.83		
09/01/2020	AP	638	Office Depot		349.95		
09/01/2020	AP	639	Office Depot		20.26		
			09/30/2020 (09/20) Period Totals and Balance		945.47 *	.00 *	6,072.01
YTD Encumbrance	.00	YTD Actual	6,072.01 Total	6,072.01 YTD Budget	2,500.00 Unexpended		(3,572.01)
Postage			08/31/2020 (08/20) Balance	07-510-520-2208			168.57
08/31/2020	AP	473	Umpqua Bank (VISA)		10.90		
09/22/2020	AP	777	Pitney Bowes Global Financial LLC		3,800.00		
			09/30/2020 (09/20) Period Totals and Balance		3,810.90 *	.00 *	3,979.47
YTD Encumbrance	.00	YTD Actual	3,979.47 Total	3,979.47 YTD Budget	1,200.00 Unexpended		(2,779.47)

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Miscellaneous			08/31/2020 (08/20) Balance	07-510-520-2208			.00
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	00 YTD Budget	.00 Unexpended		.00
Data Processing Supplies			08/31/2020 (08/20) Balance	07-510-520-2224			.00
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		.00
Janitorial Supplies			08/31/2020 (08/20) Balance	07-510-520-2225			.00
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	3,800.00 Unexpended	3,800.00	
Small Equipment			08/31/2020 (08/20) Balance	07-510-520-2231			12,885.58
08/31/2020	AP	300	Umpqua Bank (VISA)		12.99		
08/31/2020	AP	465	Umpqua Bank (VISA)		459.98		
08/31/2020	AP	466	Umpqua Bank (VISA)		459.98		
06/30/2020	AP	661	Bibliotheca LLC		448.89		
			09/30/2020 (09/20) Period Totals and Balance		1,381.84 *	.00 *	14,267.42
YTD Encumbrance	.00	YTD Actual	14,267.42 Total	14,267.42 YTD Budget	35,000.00 Unexpended	20,732.58	
Grants			08/31/2020 (08/20) Balance	07-510-520-2234			249.00
08/24/2020	AP	51	Ingram		309.23		
08/31/2020	AP	271	Umpqua Bank (VISA)		131.36		
08/31/2020	AP	303	Umpqua Bank (VISA)		11.00		
08/31/2020	AP	316	Umpqua Bank (VISA)		40.00		
			09/30/2020 (09/20) Period Totals and Balance		491.59 *	.00 *	740.59
YTD Encumbrance	.00	YTD Actual	740.59 Total	740.59 YTD Budget	7,900.00 Unexpended	7,159.41	
Library Supplies			08/31/2020 (08/20) Balance	07-510-520-2235			571.67
08/31/2020	AP	281	Umpqua Bank (VISA)		34.86		
08/31/2020	AP	293	Umpqua Bank (VISA)		12.96		
08/31/2020	AP	294	Umpqua Bank (VISA)		12.96		
08/31/2020	AP	469	Umpqua Bank (VISA)		98.95		
08/18/2020	AP	526	Showcases		132.84		
08/18/2020	AP	527	Showcases		475.20		
			09/30/2020 (09/20) Period Totals and Balance		767.77 *	.00 *	1,339.44
YTD Encumbrance	.00	YTD Actual	1,339.44 Total	1,339.44 YTD Budget	13,000.00 Unexpended	11,660.56	
Library Books & Records			08/31/2020 (08/20) Balance	07-510-520-2236			4,310.02
08/24/2020	AP	49	Ingram		61.87		
08/24/2020	AP	50	Ingram		285.30		
08/25/2020	AP	52	Ingram		31.98		
08/12/2020	AP	84	Brilliance Publishing Inc.		90.50		
08/27/2020	AP	85	EBSCO Information Services		4,166.66		
08/19/2020	AP	135	Cengage Learning Inc.		24.69		
08/31/2020	AP	223	Umpqua Bank (VISA)		314.72		
08/31/2020	AP	224	Umpqua Bank (VISA)		17.86		
08/31/2020	AP	225	Umpqua Bank (VISA)		96.42		
08/31/2020	AP	226	Umpqua Bank (VISA)		92.68		
08/31/2020	AP	227	Umpqua Bank (VISA)		45.50		
08/31/2020	AP	228	Umpqua Bank (VISA)		17.86		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
08/31/2020	AP	229	Umpqua Bank (VISA)		17.87		
08/31/2020	AP	230	Umpqua Bank (VISA)		611.99		
08/31/2020	AP	231	Umpqua Bank (VISA)		14.96		
08/31/2020	AP	232	Umpqua Bank (VISA)		45.50		
08/31/2020	AP	233	Umpqua Bank (VISA)		154.24		
08/31/2020	AP	234	Umpqua Bank (VISA)		128.11		
08/31/2020	AP	235	Umpqua Bank (VISA)		63.25		
08/31/2020	AP	236	Umpqua Bank (VISA)		62.71		
08/31/2020	AP	237	Umpqua Bank (VISA)		38.65		
08/31/2020	AP	238	Umpqua Bank (VISA)		33.30		
08/31/2020	AP	239	Umpqua Bank (VISA)		50.03		
08/31/2020	AP	240	Umpqua Bank (VISA)		454.20		
08/31/2020	AP	241	Umpqua Bank (VISA)		320.66		
08/31/2020	AP	242	Umpqua Bank (VISA)		18.43		
08/31/2020	AP	243	Umpqua Bank (VISA)		18.58		
08/31/2020	AP	244	Umpqua Bank (VISA)		30.52		
08/31/2020	AP	245	Umpqua Bank (VISA)		16.64		
08/31/2020	AP	246	Umpqua Bank (VISA)		28.59		
08/31/2020	AP	247	Umpqua Bank (VISA)		17.88		
08/31/2020	AP	248	Umpqua Bank (VISA)		31.63		
08/31/2020	AP	249	Umpqua Bank (VISA)		16.43		
08/31/2020	AP	250	Umpqua Bank (VISA)		10.21		
08/31/2020	AP	251	Umpqua Bank (VISA)		113.61		
08/31/2020	AP	264	Umpqua Bank (VISA)		25.99		
08/31/2020	AP	265	Umpqua Bank (VISA)		23.87		
08/31/2020	AP	266	Umpqua Bank (VISA)		24.99		
08/31/2020	AP	267	Umpqua Bank (VISA)		19.20		
08/31/2020	AP	268	Umpqua Bank (VISA)		17.00		
08/31/2020	AP	269	Umpqua Bank (VISA)		29.18		
08/31/2020	AP	272	Umpqua Bank (VISA)		11.74		
08/31/2020	AP	273	Umpqua Bank (VISA)		35.95		
08/31/2020	AP	274	Umpqua Bank (VISA)		198.83		
08/31/2020	AP	275	Umpqua Bank (VISA)		28.48		
08/31/2020	AP	277	Umpqua Bank (VISA)		26.99		
08/31/2020	AP	278	Umpqua Bank (VISA)		219.57		
08/31/2020	AP	295	Umpqua Bank (VISA)		88.14		
08/31/2020	AP	296	Umpqua Bank (VISA)		6.39		
08/31/2020	AP	297	Umpqua Bank (VISA)		12.03		
08/31/2020	AP	306	Umpqua Bank (VISA)		12.99		
08/31/2020	AP	471	Umpqua Bank (VISA)		99		
08/31/2020	AP	624	Ingram		13.49		
09/01/2020	AP	625	Ingram		206.30		
09/01/2020	AP	626	Ingram		52.30		
09/02/2020	AP	627	Ingram		143.32		
09/02/2020	AP	628	Ingram		68.98		
06/19/2020	AP	644	Brilliance Publishing Inc.		94.50		
06/19/2020	AP	645	Brilliance Publishing Inc.		12.50		
07/13/2020	AP	735	Rivistas LLC		779.21		
09/01/2020	AP	845	Center Point Large Print		136.02		
09/10/2020	AP	855	Ingram		121.36		
09/14/2020	AP	856	Ingram		13.06		
09/14/2020	AP	857	Ingram		359.42		
09/08/2020	AP	871	Cengage Learning Inc.		221.56		
09/14/2020	AP	872	ABDO-Spotlight-Magic Wagon		19.95		
09/11/2020	JE	8	R/C AP Inv# 202008 LB Amazon 9/20 to Library Boo		29.98		
09/22/2020	JE	15	R/C AP Ref#674 Ck122242 8/25/20 to Ready to Re			561.50-	
09/30/2020	JE	45	REVERSE FY20 PREPAIDS/FY21 EXPENSE		3,453.81		
09/30/2020 (09/20) Period Totals and Balance					14,050.10 *	561.50- *	17,798.62

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance		.00 YTD Actual	17,798.62 Total	17,798.62 YTD Budget	100,000.00 Unexpended	82,201.38	
Periodicals		08/31/2020 (08/20) Balance		07-510-520-2237			.00
08/31/2020	AP	270	Umpqua Bank (VISA)		29.98		
07/13/2020	AP	734	Rivistas LLC		3,021.08		
09/02/2020	AP	754	Value Line Publishing LLC		1,829.10		
09/11/2020	JE	8	R/C AP Inv# 202008 LB Amazon 9/20 to Library Boo			29.98-	
09/30/2020	JE	45	REVERSE FY20 PREPAIDS/FY21 EXPENSE		5,044.63		
		09/30/2020 (09/20) Period Totals and Balance			9,924.79 *	29.98- *	9,894.81
YTD Encumbrance		.00 YTD Actual	9,894.81 Total	9,894.81 YTD Budget	10,000.00 Unexpended	105.19	
Microfilm		08/31/2020 (08/20) Balance		07-510-520-2238			.00
		09/30/2020 (09/20) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
State Aid to Children - Books		08/31/2020 (08/20) Balance		07-510-520-2239			477.66
08/31/2020	AP	287	Umpqua Bank (VISA)		20.99		
08/31/2020	AP	288	Umpqua Bank (VISA)		20.99		
08/31/2020	AP	487	Umpqua Bank (VISA)		287.90		
08/31/2020	AP	470	Umpqua Bank (VISA)		21.99		
09/11/2020	JE	9	R/C AP Inv# 7/9/20 Performer 7/20 Ready to Read -		300.00		
09/22/2020	JE	15	R/C AP Ref#674 Ck122242 8/25/20 to Ready to Re		561.50		
		09/30/2020 (09/20) Period Totals and Balance			1,193.37 *	.00 *	1,671.03
YTD Encumbrance		.00 YTD Actual	1,671.03 Total	1,671.03 YTD Budget	2,000.00 Unexpended	328.97	
Library Books/Records (Restr)		08/31/2020 (08/20) Balance		07-510-520-2240			.00
		09/30/2020 (09/20) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	50,000.00 Unexpended	50,000.00	
Programming		08/31/2020 (08/20) Balance		07-510-520-2241			.00
		09/30/2020 (09/20) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	16,000.00 Unexpended	16,000.00	
Office Equipment Rental		08/31/2020 (08/20) Balance		07-510-520-2302			516.94
08/31/2020	AP	301	Umpqua Bank (VISA)		139.70		
09/01/2020	AP	643	Xerox Corporation		137.44		
		09/30/2020 (09/20) Period Totals and Balance			277.14 *	.00 *	794.08
YTD Encumbrance		.00 YTD Actual	794.08 Total	794.08 YTD Budget	5,200.00 Unexpended	4,405.92	
Equipment Repairs/Replacement		08/31/2020 (08/20) Balance		07-510-520-2303			.00
09/30/2020	JE	45	REVERSE FY20 PREPAIDS/FY21 EXPENSE		839.86		
		09/30/2020 (09/20) Period Totals and Balance			839.86 *	.00 *	839.86
YTD Encumbrance		.00 YTD Actual	839.86 Total	839.86 YTD Budget	25,000.00 Unexpended	24,160.14	
Equipment Maintenance Contract		08/31/2020 (08/20) Balance		07-510-520-2304			75.90
09/01/2020	AP	107	Advantage Security LLC		37.95		
09/04/2020	AP	865	Comfort Flow Heating		278.00		
09/30/2020	JE	45	REVERSE FY20 PREPAIDS/FY21 EXPENSE		1,932.50		
		09/30/2020 (09/20) Period Totals and Balance			2,248.45 *	.00 *	2,324.35



Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance		.00 YTD Actual	2,324.35 Total	2,324.35 YTD Budget	12,000.00 Unexpended	9,675.65	
Vehicle Maintenance/Fuel			08/31/2020 (08/20) Balance	07-510-520-2305			46.96
09/09/2020	AP	629	Ken Ware Chevrolet Inc.		24.19		
			09/30/2020 (09/20) Period Totals and Balance		24.19 *	.00 *	71.15
YTD Encumbrance		.00 YTD Actual	71.15 Total	71.15 YTD Budget	10,000.00 Unexpended	9,928.85	
Furniture			08/31/2020 (08/20) Balance	07-510-520-2306			.00
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Building & Grounds Maintenance			08/31/2020 (08/20) Balance	07-510-520-2309			242.00
08/31/2020	AP	657	Access Information Protected		43.83		
07/31/2020	AP	783	Bay Area Enterprises Inc.		23.36		
07/31/2020	AP	787	Bay Area Enterprises Inc.		1,961.55		
08/31/2020	AP	792	Bay Area Enterprises Inc.		8.45		
08/31/2020	AP	796	Bay Area Enterprises Inc.		1,961.55		
			09/30/2020 (09/20) Period Totals and Balance		3,998.74 *	.00 *	4,240.74
YTD Encumbrance		.00 YTD Actual	4,240.74 Total	4,240.74 YTD Budget	50,000.00 Unexpended	45,759.26	
Furniture (restricted)			08/31/2020 (08/20) Balance	07-510-520-2310			.00
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	100,000.00 Unexpended	100,000.00	
Reimbursable			08/31/2020 (08/20) Balance	07-510-520-2406			.00
09/23/2020	AP	880	Jones, Eli		14.99		
			09/30/2020 (09/20) Period Totals and Balance		14.99 *	.00 *	14.99
YTD Encumbrance		.00 YTD Actual	14.99 Total	14.99 YTD Budget	200.00 Unexpended	185.01	
Library Board			08/31/2020 (08/20) Balance	07-510-520-2424			.00
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	500.00 Unexpended	500.00	
Gifts, Donations & Memorials			08/31/2020 (08/20) Balance	07-510-520-2450			1,541.21
08/31/2020	AP	280	Umpqua Bank (VISA)		62.87		
08/31/2020	AP	282	Umpqua Bank (VISA)		22.00		
08/31/2020	AP	283	Umpqua Bank (VISA)		124.47		
08/31/2020	AP	284	Umpqua Bank (VISA)		91.47		
08/31/2020	AP	285	Umpqua Bank (VISA)		30.00		
08/31/2020	AP	286	Umpqua Bank (VISA)		135.65		
08/31/2020	AP	289	Umpqua Bank (VISA)		96.85		
08/31/2020	AP	290	Umpqua Bank (VISA)		66.97		
08/31/2020	AP	298	Umpqua Bank (VISA)		50.41		
08/31/2020	AP	299	Umpqua Bank (VISA)		24.98		
08/31/2020	AP	468	Umpqua Bank (VISA)		21.95		
08/31/2020	AP	472	Umpqua Bank (VISA)		30.00		
08/31/2020	AP	474	Umpqua Bank (VISA)		23.46		
08/31/2020	AP	475	Umpqua Bank (VISA)		3.87		
08/26/2020	AP	525	Recorded Books Inc		41.60		
09/09/2020	AP	854	Ingram		31.71		
09/14/2020	AP	858	Ingram		45.85		

City of Coos Bay

Detail Ledger - Month End Report for Library  
Period: 09/20 - 09/20

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
09/11/2020	JE	9	R/C AP Inv# 7/9/20 Performer 7/20 Ready to Read -			300.00-	
09/30/2020	JE	45	REVERSE FY20 PREPAIDS/FY21 EXPENSE		671.22		
			09/30/2020 (09/20) Period Totals and Balance		1,575.33 *	300.00- *	2,816.54
YTD Encumbrance	.00	YTD Actual	2,816.54 Total	2,816.54 YTD Budget	20,000.00 Unexpended	17,183.46	
Bad Debt Expense			08/31/2020 (08/20) Balance	07-510-520-2500			.00
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Computer Hardware & Software			08/31/2020 (08/20) Balance	07-510-530-3001			.00
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	10,000.00 Unexpended	10,000.00	
Audio Visual Equipment			08/31/2020 (08/20) Balance	07-510-530-3022			.00
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Library Equipment			08/31/2020 (08/20) Balance	07-510-530-3023			.00
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Building Project			08/31/2020 (08/20) Balance	07-510-530-3118			.00
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Contingency			08/31/2020 (08/20) Balance	07-510-560-6001			.00
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	224,700.00 Unexpended	224,700.00	
Unappropriated Ending Fund Bal			08/31/2020 (08/20) Balance	07-510-560-6002			.00
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	162,761.00 Unexpended	162,761.00	
Contingency - Library Board			08/31/2020 (08/20) Balance	07-510-560-6003			.00
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	

Number of Transactions: 167 Number of Accounts: 53

Total Library Fund:

Number of Transactions: 167 Number of Accounts: 53

Grand Totals:

Debit	Credit	Proof
125,103.94	5,476.44-	119,627.50
125,103.94	5,476.44-	119,627.50

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
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Report Criteria:

- Actual Amounts
- All Accounts
- Summarize Payroll Detail
- Print Period Totals
- Print Grand Totals
- Include Funds: 07
- Page and Total by Fund
- Include Placeholders: None
- Include Balance Sheets: None
- Include Accounts: None
- Include Income Fillers: None
- Include Sources: None
- Include Revenues: None
- All Segments Tested for Total Breaks

Report Criteria:

- Actual Amounts
- All Accounts
- Summarize Payroll Detail
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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Salaries			08/31/2020 (08/20) Balance	07-510-510-1001			92,844.00
09/15/2020	PC	9	PAYROLL TRANS FOR 9/15/2020 PAY PERIOD		3,800.00		
09/20/2020	PC	88	PAYROLL TRANS FOR 9/20/2020 PAY PERIOD		47,444.00		
09/20/2020	PC	87	PAYROLL TRANS FOR 9/20/2020 PAY PERIOD			3,939.63-	
			09/30/2020 (09/20) Period Totals and Balance		51,244.00 *	3,939.63- *	140,148.37
YTD Encumbrance		.00 YTD Actual	140,148.37 Total	140,148.37 YTD Budget	758,449.00 Unexpended	618,300.63	
Overtime			08/31/2020 (08/20) Balance	07-510-510-1002			.00
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	00 Unexpended	00	
P.E.R.S.			08/31/2020 (08/20) Balance	07-510-510-1003			20,576.54
09/20/2020	PB	98	PAYROLL TRANS FOR 9/20/2020 PAY PERIOD		10,459.47		
			09/30/2020 (09/20) Period Totals and Balance		10,459.47 *	00 *	31,036.01
YTD Encumbrance		.00 YTD Actual	31,036.01 Total	31,036.01 YTD Budget	159,382.00 Unexpended	128,345.99	
Social Security			08/31/2020 (08/20) Balance	07-510-510-1004			6,803.97
09/15/2020	PB	9	PAYROLL TRANS FOR 9/15/2020 PAY PERIOD		290.70		
09/20/2020	PB	97	PAYROLL TRANS FOR 9/20/2020 PAY PERIOD		3,138.60		
			09/30/2020 (09/20) Period Totals and Balance		3,429.30 *	.00 *	10,233.27
YTD Encumbrance		.00 YTD Actual	10,233.27 Total	10,233.27 YTD Budget	58,028.00 Unexpended	47,794.73	
Employee Insurance			08/31/2020 (08/20) Balance	07-510-510-1005			19,585.77
09/20/2020	PB	95	PAYROLL TRANS FOR 9/20/2020 PAY PERIOD		9,274.24		
09/20/2020	PB	96	PAYROLL TRANS FOR 9/20/2020 PAY PERIOD			2.88-	
09/20/2020	PC	111	PAYROLL TRANS FOR 9/20/2020 PAY PERIOD		642.45		
09/20/2020	PC	112	PAYROLL TRANS FOR 9/20/2020 PAY PERIOD			642.45-	
			09/30/2020 (09/20) Period Totals and Balance		9,916.69 *	645.33- *	28,857.13
YTD Encumbrance		.00 YTD Actual	28,857.13 Total	28,857.13 YTD Budget	211,964.00 Unexpended	183,108.87	
Unemployment			08/31/2020 (08/20) Balance	07-510-510-1006			797.46
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	797.46
YTD Encumbrance		.00 YTD Actual	797.46 Total	797.46 YTD Budget	3,600.00 Unexpended	2,802.54	
Workers Compensation Insurance			08/31/2020 (08/20) Balance	07-510-510-1007			114.28

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
09/20/2020	PB	94	PAYROLL TRANS FOR 9/20/2020 PAY PERIOD		58.43		
			09/30/2020 (09/20) Period Totals and Balance		58.43 *	.00 *	172.71
<b>YTD Encumbrance .00 YTD Actual 172.71 Total 172.71 YTD Budget 1,066.00 Unexpended 893.29</b>							
<b>Volunteer Workers Compensation</b>							
			08/31/2020 (08/20) Balance	07-510-510-1008			.00
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	.00
<b>YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget 250.00 Unexpended 250.00</b>							
<b>Accrued Vacation Liability</b>							
			08/31/2020 (08/20) Balance	07-510-510-1009			.00
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	.00
<b>YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00</b>							
<b>Meetings And Travel</b>							
			08/31/2020 (08/20) Balance	07-510-520-2001			.00
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	.00
<b>YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00</b>							
<b>Memberships, dues, publications</b>							
			08/31/2020 (08/20) Balance	07-510-520-2003			.00
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	.00
<b>YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00</b>							
<b>Training, Meetings, Travel, Dues</b>							
			08/31/2020 (08/20) Balance	07-510-520-2005			347.66
08/31/2020	AP	317	Umpqua Bank (VISA)		75.00		
09/30/2020	JE	45	REVERSE FY20 PREPAIDS/FY21 EXPENSE		525.19		
			09/30/2020 (09/20) Period Totals and Balance		600.19 *	.00 *	947.85
<b>YTD Encumbrance .00 YTD Actual 947.85 Total 947.85 YTD Budget 9,000.00 Unexpended 8,052.15</b>							
<b>Utilities</b>							
			08/31/2020 (08/20) Balance	07-510-520-2101			2,406.55
08/31/2020	AP	302	Umpqua Bank (VISA)		241.88		
08/21/2020	AP	913	Pacific Power & Light Co		2,153.43		
			09/30/2020 (09/20) Period Totals and Balance		2,395.31 *	.00 *	4,801.86
<b>YTD Encumbrance .00 YTD Actual 4,801.86 Total 4,801.86 YTD Budget 42,000.00 Unexpended 37,198.14</b>							
<b>Telephone</b>							
			08/31/2020 (08/20) Balance	07-510-520-2102			794.50
08/31/2020	AP	304	Umpqua Bank (VISA)		630.18		
08/31/2020	AP	305	Umpqua Bank (VISA)		175.56		
			09/30/2020 (09/20) Period Totals and Balance		805.74 *	.00 *	1,600.24
<b>YTD Encumbrance .00 YTD Actual 1,600.24 Total 1,600.24 YTD Budget 9,000.00 Unexpended 7,399.76</b>							
<b>Advertising</b>							
			08/31/2020 (08/20) Balance	07-510-520-2105			543.38
08/31/2020	AP	307	Umpqua Bank (VISA)		299.00		
08/31/2020	AP	318	Umpqua Bank (VISA)		14.99		
08/30/2020	AP	654	Sinclair Television Media Inc		415.00		
			09/30/2020 (09/20) Period Totals and Balance		728.99 *	.00 *	1,272.37
<b>YTD Encumbrance .00 YTD Actual 1,272.37 Total 1,272.37 YTD Budget 15,000.00 Unexpended 13,727.63</b>							
<b>Contractual</b>							
			08/31/2020 (08/20) Balance	07-510-520-2108			3,515.28
08/28/2020	AP	151	C-N-B Security Inc		504.00		
09/02/2020	AP	152	C-N-B Security Inc		504.00		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
08/20/2020	AP	653	Sprague Pest Solutions		150.00		
09/09/2020	AP	664	C-N-B Security Inc		504.00		
09/16/2020	AP	877	C-N-B Security Inc		378.00		
09/20/2020	AP	878	C-N-B Security Inc		504.00		
09/04/2020	CD14	5	09/01/20 Xpress Bill Pay Support Fees/Forms Inv#		42.42		
09/30/2020	JE	45	REVERSE FY20 PREPAIDS/FY21 EXPENSE		916.56		
			09/30/2020 (09/20) Period Totals and Balance		3,502.98 *	.00 *	7,018.26
YTD Encumbrance	.00	YTD Actual	7,018.26 Total	7,018.26 YTD Budget	80,000.00 Unexpended		72,981.74
Special Counsel			08/31/2020 (08/20) Balance	07-510-520-2114			.00
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		.00
Insurance			08/31/2020 (08/20) Balance	07-510-520-2120			15,757.10
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	15,757.10
YTD Encumbrance	.00	YTD Actual	15,757.10 Total	15,757.10 YTD Budget	25,000.00 Unexpended		9,242.90
Duplicating			08/31/2020 (08/20) Balance	07-510-520-2122			265.69
08/25/2020	AP	636	Office Depot		364.19		
09/01/2020	AP	642	Xerox Corporation		54.12		
			09/30/2020 (09/20) Period Totals and Balance		418.31 *	.00 *	684.00
YTD Encumbrance	.00	YTD Actual	684.00 Total	684.00 YTD Budget	9,500.00 Unexpended		8,816.00
Printing			08/31/2020 (08/20) Balance	07-510-520-2123			.00
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	3,000.00 Unexpended		3,000.00
Program & Display			08/31/2020 (08/20) Balance	07-510-520-2128			.00
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		.00
Office Supplies			08/31/2020 (08/20) Balance	07-510-520-2205			5,126.54
08/31/2020	AP	276	Umpqua Bank (VISA)		9.74		
08/31/2020	AP	279	Umpqua Bank (VISA)		18.98		
08/31/2020	AP	291	Umpqua Bank (VISA)		24.93		
08/31/2020	AP	292	Umpqua Bank (VISA)		5.87		
08/17/2020	AP	543	Office Depot		150.92		
08/15/2020	AP	544	Office Depot		14.99		
09/02/2020	AP	637	Office Depot		349.83		
09/01/2020	AP	638	Office Depot		349.95		
09/01/2020	AP	639	Office Depot		20.26		
			09/30/2020 (09/20) Period Totals and Balance		945.47 *	.00 *	6,072.01
YTD Encumbrance	.00	YTD Actual	6,072.01 Total	6,072.01 YTD Budget	2,500.00 Unexpended		(3,572.01)
Postage			08/31/2020 (08/20) Balance	07-510-520-2206			168.57
08/31/2020	AP	473	Umpqua Bank (VISA)		10.90		
09/22/2020	AP	777	Pitney Bowes Global Financial LLC		3,800.00		
			09/30/2020 (09/20) Period Totals and Balance		3,810.90 *	.00 *	3,979.47
YTD Encumbrance	.00	YTD Actual	3,979.47 Total	3,979.47 YTD Budget	1,200.00 Unexpended		(2,779.47)

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Miscellaneous			08/31/2020 (08/20) Balance	07-510-520-2208			.00
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance			.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00
Data Processing Supplies			08/31/2020 (08/20) Balance	07-510-520-2224			.00
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance			.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00
Janitorial Supplies			08/31/2020 (08/20) Balance	07-510-520-2225			.00
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance			.00 YTD Actual	.00 Total	.00 YTD Budget	3,800.00 Unexpended	3,800.00
Small Equipment			08/31/2020 (08/20) Balance	07-510-520-2231			12,885.58
08/31/2020	AP	300	Umpqua Bank (VISA)		12.99		
08/31/2020	AP	485	Umpqua Bank (VISA)		459.98		
08/31/2020	AP	486	Umpqua Bank (VISA)		459.98		
06/30/2020	AP	661	Bibliotheca LLC		448.89		
			09/30/2020 (09/20) Period Totals and Balance		1,381.84 *	.00 *	14,267.42
YTD Encumbrance			.00 YTD Actual	14,267.42 Total	14,267.42 YTD Budget	35,000.00 Unexpended	20,732.58
Grants			08/31/2020 (08/20) Balance	07-510-520-2234			249.00
08/24/2020	AP	51	Ingram		309.23		
08/31/2020	AP	271	Umpqua Bank (VISA)		131.36		
08/31/2020	AP	303	Umpqua Bank (VISA)		11.00		
08/31/2020	AP	316	Umpqua Bank (VISA)		40.00		
			09/30/2020 (09/20) Period Totals and Balance		491.59 *	.00 *	740.59
YTD Encumbrance			.00 YTD Actual	740.59 Total	740.59 YTD Budget	7,900.00 Unexpended	7,159.41
Library Supplies			08/31/2020 (08/20) Balance	07-510-520-2235			571.67
08/31/2020	AP	281	Umpqua Bank (VISA)		34.86		
08/31/2020	AP	293	Umpqua Bank (VISA)		12.96		
08/31/2020	AP	294	Umpqua Bank (VISA)		12.96		
08/31/2020	AP	469	Umpqua Bank (VISA)		98.95		
08/18/2020	AP	526	Showcases		132.84		
08/18/2020	AP	527	Showcases		475.20		
			09/30/2020 (09/20) Period Totals and Balance		767.77 *	.00 *	1,339.44
YTD Encumbrance			.00 YTD Actual	1,339.44 Total	1,339.44 YTD Budget	13,000.00 Unexpended	11,660.56
Library Books & Records			08/31/2020 (08/20) Balance	07-510-520-2236			4,310.02
08/24/2020	AP	49	Ingram		61.87		
08/24/2020	AP	50	Ingram		285.30		
08/25/2020	AP	52	Ingram		31.98		
08/12/2020	AP	84	Brilliance Publishing Inc.		90.50		
08/27/2020	AP	85	EBSCO Information Services		4,166.66		
08/19/2020	AP	135	Cengage Learning Inc.		24.69		
08/31/2020	AP	223	Umpqua Bank (VISA)		314.72		
08/31/2020	AP	224	Umpqua Bank (VISA)		17.86		
08/31/2020	AP	225	Umpqua Bank (VISA)		96.42		
08/31/2020	AP	226	Umpqua Bank (VISA)		92.68		
08/31/2020	AP	227	Umpqua Bank (VISA)		45.50		
08/31/2020	AP	228	Umpqua Bank (VISA)		17.86		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
08/31/2020	AP	229	Umpqua Bank (VISA)		17.87		
08/31/2020	AP	230	Umpqua Bank (VISA)		611.99		
08/31/2020	AP	231	Umpqua Bank (VISA)		14.96		
08/31/2020	AP	232	Umpqua Bank (VISA)		45.50		
08/31/2020	AP	233	Umpqua Bank (VISA)		154.24		
08/31/2020	AP	234	Umpqua Bank (VISA)		128.11		
08/31/2020	AP	235	Umpqua Bank (VISA)		63.25		
08/31/2020	AP	236	Umpqua Bank (VISA)		62.71		
08/31/2020	AP	237	Umpqua Bank (VISA)		38.65		
08/31/2020	AP	238	Umpqua Bank (VISA)		33.30		
08/31/2020	AP	239	Umpqua Bank (VISA)		50.03		
08/31/2020	AP	240	Umpqua Bank (VISA)		454.20		
08/31/2020	AP	241	Umpqua Bank (VISA)		320.66		
08/31/2020	AP	242	Umpqua Bank (VISA)		16.43		
08/31/2020	AP	243	Umpqua Bank (VISA)		18.58		
08/31/2020	AP	244	Umpqua Bank (VISA)		30.52		
08/31/2020	AP	245	Umpqua Bank (VISA)		16.64		
08/31/2020	AP	246	Umpqua Bank (VISA)		28.59		
08/31/2020	AP	247	Umpqua Bank (VISA)		17.86		
08/31/2020	AP	248	Umpqua Bank (VISA)		31.63		
08/31/2020	AP	249	Umpqua Bank (VISA)		16.43		
08/31/2020	AP	250	Umpqua Bank (VISA)		10.21		
08/31/2020	AP	251	Umpqua Bank (VISA)		113.61		
08/31/2020	AP	264	Umpqua Bank (VISA)		25.99		
08/31/2020	AP	265	Umpqua Bank (VISA)		23.87		
08/31/2020	AP	266	Umpqua Bank (VISA)		24.99		
08/31/2020	AP	267	Umpqua Bank (VISA)		19.20		
08/31/2020	AP	268	Umpqua Bank (VISA)		17.00		
08/31/2020	AP	269	Umpqua Bank (VISA)		29.18		
08/31/2020	AP	272	Umpqua Bank (VISA)		11.74		
08/31/2020	AP	273	Umpqua Bank (VISA)		35.95		
08/31/2020	AP	274	Umpqua Bank (VISA)		198.83		
08/31/2020	AP	275	Umpqua Bank (VISA)		28.48		
08/31/2020	AP	277	Umpqua Bank (VISA)		26.99		
08/31/2020	AP	278	Umpqua Bank (VISA)		219.57		
08/31/2020	AP	295	Umpqua Bank (VISA)		88.14		
08/31/2020	AP	296	Umpqua Bank (VISA)		6.39		
08/31/2020	AP	297	Umpqua Bank (VISA)		12.03		
08/31/2020	AP	306	Umpqua Bank (VISA)		12.99		
08/31/2020	AP	471	Umpqua Bank (VISA)		99		
08/31/2020	AP	624	Ingram		13.49		
09/01/2020	AP	625	Ingram		206.30		
09/01/2020	AP	626	Ingram		52.30		
09/02/2020	AP	627	Ingram		143.32		
09/02/2020	AP	628	Ingram		68.98		
06/19/2020	AP	644	Brilliance Publishing Inc.		94.50		
06/19/2020	AP	645	Brilliance Publishing Inc.		12.50		
07/13/2020	AP	735	Rivistas LLC		779.21		
09/01/2020	AP	845	Center Point Large Print		136.02		
09/10/2020	AP	855	Ingram		121.36		
09/14/2020	AP	856	Ingram		13.06		
09/14/2020	AP	857	Ingram		359.42		
09/08/2020	AP	871	Cengage Learning Inc.		221.56		
09/14/2020	AP	872	ABDO-Spotlight-Magic Wagon		19.95		
09/11/2020	JE	8	R/C AP Inv# 202008 LB Amazon 9/20 to Library Boo		29.98		
09/22/2020	JE	15	R/C AP Ref#674 Ck122242 8/25/20 to Ready to Re			561.50-	
09/30/2020	JE	45	REVERSE FY20 PREPAIDS/FY21 EXPENSE		3,453.81		
09/30/2020 (09/20) Period Totals and Balance					14,050.10 *	561.50- *	17,798.62



Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance		.00 YTD Actual	17,798.62 Total	17,798.62 YTD Budget	100,000.00 Unexpended	82,201.38	
Periodicals		08/31/2020 (08/20) Balance		07-510-520-2237			.00
08/31/2020	AP	270	Umpqua Bank (VISA)		29.98		
07/13/2020	AP	734	Rivistas LLC		3,021.08		
09/02/2020	AP	754	Value Line Publishing LLC		1,829.10		
09/11/2020	JE	8	R/C AP Inv# 202008 LB Amazon 9/20 to Library Boo			29.98-	
09/30/2020	JE	45	REVERSE FY20 PREPAIDS/FY21 EXPENSE		5,044.63		
		09/30/2020 (09/20) Period Totals and Balance			9,924.79 *	29.98- *	9,894.81
YTD Encumbrance		.00 YTD Actual	9,894.81 Total	9,894.81 YTD Budget	10,000.00 Unexpended	105.19	
Microfilm		08/31/2020 (08/20) Balance		07-510-520-2238			.00
		09/30/2020 (09/20) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
State Aid to Children - Books		08/31/2020 (08/20) Balance		07-510-520-2239			477.66
08/31/2020	AP	287	Umpqua Bank (VISA)		20.99		
08/31/2020	AP	288	Umpqua Bank (VISA)		20.99		
08/31/2020	AP	487	Umpqua Bank (VISA)		267.90		
08/31/2020	AP	470	Umpqua Bank (VISA)		21.99		
09/11/2020	JE	9	R/C AP Inv# 7/9/20 Performer 7/20 Ready to Read -		300.00		
09/22/2020	JE	15	R/C AP Ref#874 Ck122242 8/25/20 to Ready to Re		581.50		
		09/30/2020 (09/20) Period Totals and Balance			1,193.37 *	.00 *	1,671.03
YTD Encumbrance		.00 YTD Actual	1,671.03 Total	1,671.03 YTD Budget	2,000.00 Unexpended	328.97	
Library Books/Records (Restr)		08/31/2020 (08/20) Balance		07-510-520-2240			.00
		09/30/2020 (09/20) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	50,000.00 Unexpended	50,000.00	
Programming		08/31/2020 (08/20) Balance		07-510-520-2241			.00
		09/30/2020 (09/20) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	16,000.00 Unexpended	16,000.00	
Office Equipment Rental		08/31/2020 (08/20) Balance		07-510-520-2302			516.94
08/31/2020	AP	301	Umpqua Bank (VISA)		139.70		
09/01/2020	AP	643	Xerox Corporation		137.44		
		09/30/2020 (09/20) Period Totals and Balance			277.14 *	.00 *	794.08
YTD Encumbrance		.00 YTD Actual	794.08 Total	794.08 YTD Budget	5,200.00 Unexpended	4,405.92	
Equipment Repairs/Replacement		08/31/2020 (08/20) Balance		07-510-520-2303			.00
09/30/2020	JE	45	REVERSE FY20 PREPAIDS/FY21 EXPENSE		839.86		
		09/30/2020 (09/20) Period Totals and Balance			839.86 *	.00 *	839.86
YTD Encumbrance		.00 YTD Actual	839.86 Total	839.86 YTD Budget	25,000.00 Unexpended	24,160.14	
Equipment Maintenance Contract		08/31/2020 (08/20) Balance		07-510-520-2304			75.90
09/01/2020	AP	107	Advantage Security LLC		37.95		
09/04/2020	AP	865	Comfort Flow Heating		278.00		
09/30/2020	JE	45	REVERSE FY20 PREPAIDS/FY21 EXPENSE		1,932.50		
		09/30/2020 (09/20) Period Totals and Balance			2,248.45 *	.00 *	2,324.35

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance		.00 YTD Actual	2,324.35 Total	2,324.35 YTD Budget	12,000.00 Unexpended	9,675.65	
Vehicle Maintenance/Fuel			08/31/2020 (08/20) Balance	07-510-520-2305			46.96
09/09/2020	AP	629 Ken Ware	Chevrolet Inc.		24.19		
			09/30/2020 (09/20) Period Totals and Balance		24.19 *	.00 *	71.15
YTD Encumbrance		.00 YTD Actual	71.15 Total	71.15 YTD Budget	10,000.00 Unexpended	9,928.85	
Furniture			08/31/2020 (08/20) Balance	07-510-520-2306			.00
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Building & Grounds Maintenance			08/31/2020 (08/20) Balance	07-510-520-2309			242.00
08/31/2020	AP	657	Access Information Protected		43.83		
07/31/2020	AP	783	Bay Area Enterprises Inc.		23.36		
07/31/2020	AP	787	Bay Area Enterprises Inc.		1,961.55		
08/31/2020	AP	792	Bay Area Enterprises Inc.		8.45		
08/31/2020	AP	796	Bay Area Enterprises Inc.		1,961.55		
			09/30/2020 (09/20) Period Totals and Balance		3,998.74 *	.00 *	4,240.74
YTD Encumbrance		.00 YTD Actual	4,240.74 Total	4,240.74 YTD Budget	50,000.00 Unexpended	45,759.26	
Furniture (restricted)			08/31/2020 (08/20) Balance	07-510-520-2310			.00
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	100,000.00 Unexpended	100,000.00	
Reimbursable			08/31/2020 (08/20) Balance	07-510-520-2406			.00
09/23/2020	AP	880 Jones, Eli			14.99		
			09/30/2020 (09/20) Period Totals and Balance		14.99 *	.00 *	14.99
YTD Encumbrance		.00 YTD Actual	14.99 Total	14.99 YTD Budget	200.00 Unexpended	185.01	
Library Board			08/31/2020 (08/20) Balance	07-510-520-2424			.00
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	500.00 Unexpended	500.00	
Gifts, Donations & Memorials			08/31/2020 (08/20) Balance	07-510-520-2450			1,541.21
08/31/2020	AP	280	Umpqua Bank (VISA)		62.87		
08/31/2020	AP	282	Umpqua Bank (VISA)		22.00		
08/31/2020	AP	283	Umpqua Bank (VISA)		124.47		
08/31/2020	AP	284	Umpqua Bank (VISA)		91.47		
08/31/2020	AP	285	Umpqua Bank (VISA)		30.00		
08/31/2020	AP	286	Umpqua Bank (VISA)		135.65		
08/31/2020	AP	289	Umpqua Bank (VISA)		96.85		
08/31/2020	AP	290	Umpqua Bank (VISA)		66.97		
08/31/2020	AP	298	Umpqua Bank (VISA)		50.41		
08/31/2020	AP	299	Umpqua Bank (VISA)		24.98		
08/31/2020	AP	468	Umpqua Bank (VISA)		21.95		
08/31/2020	AP	472	Umpqua Bank (VISA)		30.00		
08/31/2020	AP	474	Umpqua Bank (VISA)		23.46		
08/31/2020	AP	475	Umpqua Bank (VISA)		3.87		
08/28/2020	AP	525	Recorded Books Inc		41.60		
09/09/2020	AP	854	Ingram		31.71		
09/14/2020	AP	858	Ingram		45.85		

City of Coos Bay

Detail Ledger - Month End Report for Library  
Period: 09/20 - 09/20

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
09/11/2020	JE	9	R/C AP Inv# 7/9/20 Performer 7/20 Ready to Read -			300.00-	
09/30/2020	JE	45	REVERSE FY20 PREPAIDS/FY21 EXPENSE		671.22		
			09/30/2020 (09/20) Period Totals and Balance		1,575.33 *	300.00- *	2,816.54
YTD Encumbrance	.00	YTD Actual	2,816.54 Total	2,816.54 YTD Budget	20,000.00 Unexpended		17,183.46
Bad Debt Expense			08/31/2020 (08/20) Balance	07-510-520-2500			.00
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		.00
Computer Hardware & Software			08/31/2020 (08/20) Balance	07-510-530-3001			.00
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	10,000.00 Unexpended		10,000.00
Audio Visual Equipment			08/31/2020 (08/20) Balance	07-510-530-3022			.00
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		.00
Library Equipment			08/31/2020 (08/20) Balance	07-510-530-3023			.00
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		.00
Building Project			08/31/2020 (08/20) Balance	07-510-530-3118			.00
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		.00
Contingency			08/31/2020 (08/20) Balance	07-510-560-6001			.00
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	224,700.00 Unexpended		224,700.00
Unappropriated Ending Fund Bal			08/31/2020 (08/20) Balance	07-510-560-6002			.00
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	162,761.00 Unexpended		162,761.00
Contingency - Library Board			08/31/2020 (08/20) Balance	07-510-560-6003			.00
			09/30/2020 (09/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		.00
Number of Transactions: 167 Number of Accounts: 53					Debit	Credit	Proof
Total Library Fund:					125,103.94	5,476.44-	119,627.50
Number of Transactions: 167 Number of Accounts: 53					Debit	Credit	Proof
Grand Totals:					125,103.94	5,476.44-	119,627.50

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
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Report Criteria:

- Actual Amounts
- All Accounts
- Summarize Payroll Detail
- Print Period Totals
- Print Grand Totals
- Include Funds: 07
- Page and Total by Fund
- Include Placeholders: None
- Include Balance Sheets: None
- Include Accounts: None
- Include Income Fillers: None
- Include Sources: None
- Include Revenues: None
- All Segments Tested for Total Breaks