



Board of Trustees

Meeting Agenda

Thursday, November 09, 2023, 5:15pm
Crook County Library Broughton Room
175 NW Meadow Lakes Dr., Prineville, OR 97754

MEETING OPEN TO THE PUBLIC

Join Zoom Meeting:

<https://zoom.us/j/94381610896?pwd=ZDFhMVhYbEJNUm9GSEnJSHVRaTVBZz09>

Meeting ID: 943 8161 0896

Passcode: 452356

RECORDING NOTICE: This meeting will be recorded via Zoom

1. Call to Order (5:15pm)

- i) Additions/deletions from the agenda; approval of agenda (**ACTION**)
- ii) Conflicts/potential conflicts of interest
- iii) Announcements

2. Public Comment (5:15-5:25pm)

3. Consent agenda (**ACTION**) (5:25pm)

- a. Minutes of October 12, 2023, regular meeting

4. Reports (6:00-6:15pm)

- a. Friends
- b. Circulation services
- c. Public services
- d. Director's report

5. Financials/Statistics Review (6:15-6:20pm)

6. Continuing business (6:20-6:40)

- a. Trustee training video
- b. eContent options
- c. Broughton patio update
- d. St. Charles Basic Needs grant
- e. Meta grant application
- f. Glenn Miller Orchestra update
- g. Library consultant contract update

Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with ORS 192.660.

The Board of Trustees meets on the 2nd Thursday each month at 5:15p in a meeting room at the Crook County Library at 175 SW Meadow Lakes Dr., Prineville, Oregon. Sign language interpretation for the hearing impaired is available with at least 48 hours' notice.

h. Old bookmobile

7. New Business (6:40-7:00)

8. Agenda items for next meeting: December 14, 2023, Broughton Community Room, Crook County Library, 175 NW Meadow Lakes Dr., Prineville, OR 97754, 541-447-7978.

9. Adjournment

Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with ORS 192.660.

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Board of Trustees

Meeting Minutes

Thursday, October 12, 2023, 5:15pm
Crook County Library Broughton Room
175 NW Meadow Lakes Dr., Prineville, OR 97754

MEETING OPEN TO THE PUBLIC

Join Zoom Meeting:

<https://zoom.us/j/99429941970?pwd=YkFyVVBoaWdjQlhTaytla05kM3A0QT09>

Meeting ID: 994 2994 1970

Passcode: 283090

Attendees: Library: Sarah Beeler, Cindy York, Sean Briscoe | Trustees: Sandy Kurbow, Mark Maboll,
Keya Rohovit-Wrolson | Virtual: Debra Merskin

RECORDING NOTICE: This meeting will be recorded via Zoom

1. Call to Order (5:15pm)

- i) Additions/deletions from the agenda; approval of agenda (**ACTION**)
 - (1) **Motion:** Sandy Kurbow
 - (2) **Second:** Mark Maboll
 - (a) **Approved: Passes**
- ii) Conflicts/potential conflicts of interest
 - (a) N/A
- iii) Announcements
 - (1) New Library employee (Stephanie). Stephanie will be the customer service specialist.

2. Public Comment (5:15-5:25pm)

- a. La Quieta Sec:
 - i. E-Content: Library already belongs to Library of Eastern Oregon, do we have a membership or an annual fee?
 - I. Yes, library pays a membership fee \$899 for the yearly fee.
 - ii. What is the library foundation about, why is it needed.

3. Consent agenda (**ACTION**) (5:25pm)

- a. Minutes of September 14, 2023, regular meeting
 - i. Motion: Mark Maboll
 - ii. Second: Debra Merskin
 - I. Approved:

4. Library Consultant Presentations

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a. ~~Erin McCusker (5:30-5:45)~~

b. Ruth Metz (5:45-6:00pm)

- i. Library Strategic plan consultant
- ii. History of the consultant: 20 years as a librarian in Multnomah Public Library before starting a consultant business.
- iii. Approach: The library's plan and its roles comes out of what the community is and what the community wants to become. What is the community going for and how do we go there. What is the role in the community.
- iv. A strategic plan focuses on where the community is going and how the library will help in that process
- v. The How:
 1. Start with Library director and board and discuss aspiration and goals
 - a. Figure out what approach that will work
 - b. Develop a snapshot of the library and the community
 2. Community Survey
 3. Presentation of the library now
 - a. With qualitative information
 - b. Take around the community as a tool for conversations with the community
 4. Meet with community where they are:
 - a. Discuss where the Library is now (with stats) "description of Library"
 - b. Ask the community members to talk about their ideas for the community. What they like and what they don't like, barriers of access, why they do or do not use the library. Their vision for the library.
 5. What is the vision of the library, what we are, what we do, and how do we get there
 6. Personal interviews
 - a. Key people
 - b. Community members
 - c. Community groups

Questions for the consultant:

1. Will you check on the previous strategic plan to see if the goals were met, and should they be kept or dropped?
2. What kind of groups would you talk to in Crook County
 - a. Geographic group (3-5)
 - b. "Focus Groups" - Individuals who do not use the library (ex. Teens, Young Adults, PTA, racial and ethnic groups, Chamber of Commerce, etc.)
3. Two big things in the community: Space in the library and Crook County governance organization: the community's rejection of County administrator. Overall, worried about overall community turnout.
 - a. Ruth: has 20 years of experience and has run into this issue before. Ruth & Erin will come to Crook County to establish a useful and productive conversation and make the conversations helpful.

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5. Reports (6:00-6:15pm)

- a. Friends
 - i. Gave \$300 dollars to plant plants along library property
 - ii. Large book sale on Oct. 21
- b. Circulation services
 - i. Asking what the new board members would like to know from the circulation report.
 1. Do the library have enough books to satisfy the different groups in the community.
 2. Who is using the library and general patron population.
 3. Likes seeing how stats are changed pre Covid, Covid, and post Covid
 4. Data on what categories are the most popular
 - ii.
- c. Public services
 - i. The Public Service Team is getting ready for annual Winter Reading program. We will be work on setting up our Winter Reading program through the month of October. Winter Reading will most likely take place around Dec. 18-Jan. 5.
 - ii. The library will be participating in the Prineville Chamber of Commerce's Candy Crawl this year and staff are looking forward to setting up our annual Halloween photobooth.
 - iii. Youth
 - I. Youth programing continues to grow. Renee has been starting to expand her outreach and schedule visits to some of our local schools and preschools. Renee has visited Paulina Elementary and Brothers Elementary school, providing a storytime and craft and has set up a monthly schedule for each school. Our book boxes have started to go out and as of now most of our book boxes have been scheduled. Renee has also increased the number of programs to include tween programs.
 - iv. Teen
 - I. With the absence of a teen librarian, the library is working on finding community partners and presenters to support our teen programs. Sean has been in contact with a few teachers from Crook County high school to collaborate on teen programs. We are still hosting our weekly Snacks in the Stacks program and have seen an increase in attendance.
 - v. Adult
 - I. Adult programing continues to go strong. Amber has introduced Studio Hour, a program that focuses on different artistic styles. In addition, Amber hosted an Author Talk (Ghosts of Saint Pierre Patty McLean & Duane Poncy), which went well. The Movement class has continued to be well attended. We hosted 11 adult programs during the month of September and had 143 attendees.
- d. Director's report
 - i. Broughton Room Patio starts Wednesday Oct. 18
 - ii. Donation request for patio renovation
 1. Patio pavers
 2. Artwork
 3. Plaque
 - iii. Library is open at 7pm

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- iv. Jan 22 – Seed sorting party
- v. Jan 29-Feb 2 – community seed handout
- vi. Meta grant deadline to apply for a new bookmobile is October 20th.
- vii. Currently collecting names of individuals who would like to help sort 22,000 seed packets. Garden seed packets will be distributed free of charge to the public January 29th-February 2nd. The seed sorting party will be held on Saturday, January 27th. Gardeners who would like to help with this special project should stop by for a visit or call (541) 447-7978 x314.
 - I. A St. Charles Basic Needs grant application was submitted to cover the cost of this program. Grant proposals awarded will be notified at the end of October.

6. Financials/Statistics Review (6:15-6:20pm)

- a. None

7. Continuing business (6:20-6:40)

- a. Trustee training video
- b. eContent options
 - i. Cost of partnering with Deschutes Public Library is expensive
 - ii. Other options that are cheaper
 - 1. Libraries of Eastern Oregon (LEO)
 - 2. Oregon Digital Library Content
 - iii. If we switch, there is a process. Application is due in February and will take effect in July 2024
 - iv. Vote of approval is tabled until November board meeting
- c. Broughton patio update
 - i. Discussed in Director's Report

8. New Business (6:40-7:00)

- a. Meta grant deadline October 20, 2023.
 - i. Discussed during Director's report.
- b. Grant applications for Glenn Miller Orchestra concert on March 16th.
 - i. Sarah Beeler is working on funds and grants to bring Glenn Miller Orchestra band to Crook County
 - ii. The board supported pursuing this.
- c. Sierra cloud connection, will it work for Crook County rural communities?
 - i. Working with Deschutes to gain access to cloud-based Sierra platform to be used in rural communities and outreach.
- d. Personnel changes, no interviews for Outreach Librarian. May hire temporary part-time individuals in rural areas of Crook County and retry full-time Outreach Librarian in February.
 - i. The Outreach Librarian job position was reposted. The first round did not produce quality candidates.
- e. Staff training day on October 9, 2023

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- i. Guest speaker – Rachel Gass
 - ii. Guest speaker – Emily (DPL) – provided training on Sierra ILL
- f. Seed program
 - i. Discussed during the Director’s report.
- g. Crook County Library Foundation formation
 - i. Wants to create a Library Foundation
 - ii. Some grants require a 501-c3 Non-profit status to apply for grants.
 - iii. Cost for forming a foundation (cost with OR State)

9. Agenda items for next meeting: November 9, 2023, Broughton Community Room, Crook County Library, 175 NW Meadow Lakes Dr., Prineville, OR 97754, 541-447-7978.

10. Items for next board meeting:

- a. N/A

11. Adjournment: (7:00pm)

Motion: Sandy Kurbow

Second: Mark Maboll

Approved: Approved

Library Board Executive Session (7:00-7:15pm):

- a. Strategic plan consultant discussion

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Friends of the Crook County Library
Membership and Board Meeting Minutes
Wednesday, October 18, 2023

Board Members Attending

Faye Streier, Carrie Gordon, Janice Staats, Janet Herrmann, Jeannette Holman, Jan McDonald

Guests

Sarah Beeler, Gordon Gillespie, Vicki Birkby, Sandy DeMaris, Debbie Wangler, Marlise Jay, and Barbara Groff

Membership Meeting

Faye called the Membership Meeting to order at 2:02 pm. We all introduced ourselves.

Board Member Elections – Two-year Terms

- Carrie made a motion to elect Janet Herrmann, Jeannette Holman, Ginger Nedry, and Faye Streier as Board Members. Jan seconded. Passed.
- Jeannette made a motion to elect Gordon Gillespie as a Board Member. Carrie seconded. Passed.

Faye adjourned Membership Meeting at 2:12pm.

Board Meeting

Faye called the Board Meeting to order at 2:12 pm.

Officer Elections – One-year Terms

- Jan made a motion to elect Faye Streier as President, Ginger Nedry as Vice-President, Carrie Gordon as Treasurer, and Janice Staats as Secretary. Jeannette seconded. Passed.

Officer Positions Oct 2023-Oct 2024	Board Member
President	Faye Streier
Vice-President	Ginger Nedry
Treasurer	Carrie Gordon
Secretary	Janice Staats

Secretary Report

Carrie moved to accept the September 2023 minutes as written, Jan seconded, passed.

Treasurer Report

- Friends Bookstore made \$1294.08 in July and August.
- From September 2023 Treasurer's Monthly Activity Report: Income \$1696.24, Expenses \$833.87.

Committee Reports

Chapters Kids Bookstore -

- Looking for more people to work a shift. If someone would volunteer in the afternoon, the store could be open longer some days.
- Jan moves to Salem on October 28, 2023.
- Need a new paper towel holder and door stop.

Membership –

- Membership Committee Chair is vacant.
- Faye found out some members on the membership list do not have emails and phone numbers that work. When we send these people a membership form in January, we can ask for their correct contact information.

Book Sorting –

- Members can help keep Friends Bookstore tidy.
- Found out from past-President Sandy DeMaris that when this Library building first opened, Friends Bookstore is where the Paperback Exchange used to be.
- Book donations are coming in, and many of the books have been Friends Bookstore quality.

Volunteers –

- The phone calls resulted in the following people asking to be removed from our Volunteer List: (1) Margaret Green (health), (2) Annalisa Peer (moved), (3) Pat Ries (health and moving away). Janice is working on the phone numbers that did not work.
- New volunteer Nicole Warren.
- We are now on Connect Central Oregon online forum for connecting volunteers to opportunities.

Publicity/Public Relations – For our monthly sales, Faye places the following for advertising:

- (1) Paid ads in Your Round-Up (May and October sales for 2 weeks in a row), (2) Your Round-Up What's Up section, and recurring events section, both free, (3) Central Oregonian events section (free), and (4) Chamber website.

Oregon Cultural Trust

Gordon explained how you can donate to Oregon Cultural Trust to Friends of the Crook County Library, and you get that same amount back in tax credit up to \$500 when you report it on your taxes. We can tell members about that during the membership mailing in January or some other communication.

October Overstock Book Sale, October 20-21, 2023

- Humane Society of the Ochocos Thrift Store want fiction and inspirational.
- Ernie Herrmann will take tables back to the storage locker with Janice.
- Faye will communicate again with ROTC.
- Carrie will change the road signs.
- Jan will make the deposit after the book sale.

Saunders Memorial Lecture Series

Dr. Scott Fisher will present Here Comes your Cosmic Perspective, October 26, 2023.

Accomplishments

- **Volunteer hours** since the last Board Meeting:
 - Board of Directors = 75 hours total
 - Faye 15
 - Carrie 15
 - Janice 15
 - Janet 6
 - Jeannette 18
 - Ginger
 - Jan 6
 - Chapters Bookstore Volunteers = 88.25 hours
 - Bob Riley banking = 3 hours
- **Saunders Memorial Lecture**, October 5, 2023, Steve Lent presented Development of Irrigation in Central Oregon. 35 people attended. One of Steve's best talks. Carrie helped set up the chairs for Steve's talk. The recorded talk will be posted on the Museum website.

Library Report

- The metal plates from the bricks are saved and will be incorporated into the patio redesign. Sarah will check in the shed for any other loose metal plates.
- Wheeler County no longer wants the Bookmobile. It is parked at the airport. Crook County Library wants it.
- Put in for a grant for a 4-wheel drive truck and tow-behind travel trailer with a wheel chair lift. The lift could be used to load heavy books.
- A Librarian is allergic to rhododendrons, so looking into a different shrub to plant. Faye will let Olivia Mitchell know. The planting will take place next spring.
- Strategic planning consultants have been chosen. They will work with a group of stakeholders. Let Sarah know if you want to take part.
- Working to get Glen Miller Orchestra to play at Crook County High School auditorium March 16, 2024. It costs \$8500 plus the cost of 13 motel rooms. Have \$2500 pledged so far. Carrie suggested talking to Crook County Foundation, and Gordon suggested talking to Oregon Cultural Trust.
- There is a need for childrens books at Steins Pillar Elementary. The books could possibly be housed in the Bookmobile. There is a need to request donation of childrens books for this. Friends committed to do a paid ad in Your Round-Up once Sarah provides

some wording (need to ask for books in excellent condition). The school will sort for what they want and do not want.

- Sarah is floating the idea for a Crook County Library Foundation for major fundraising and growing the money. Early days.

Board Meeting adjourned 3:37 pm.

Minutes by Janice Staats, Secretary
Friends of the Crook County Library

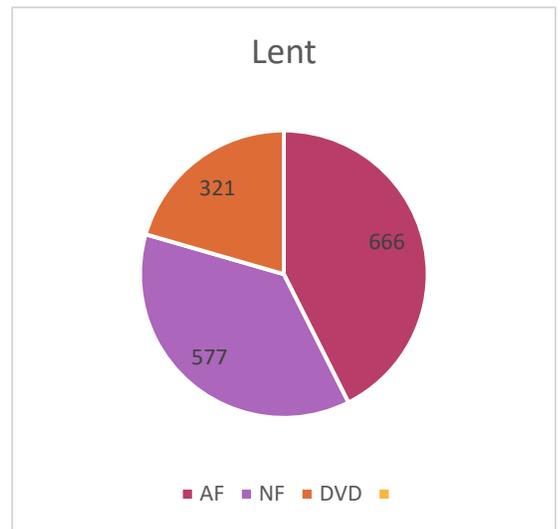
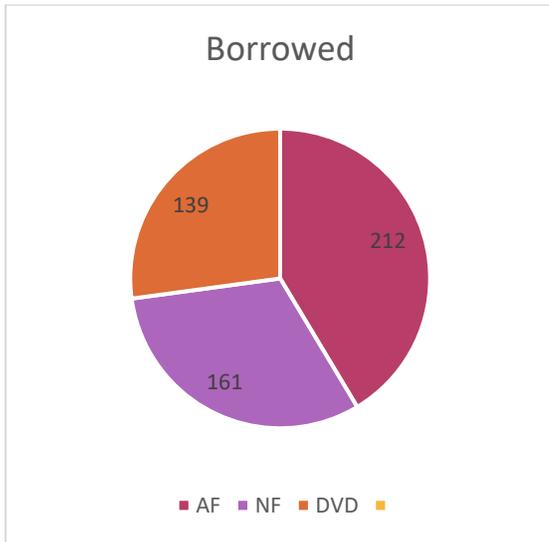
Circulation Services Report November 2023

Prepared by Cindy York, Library Operations Manager

Did You Know?

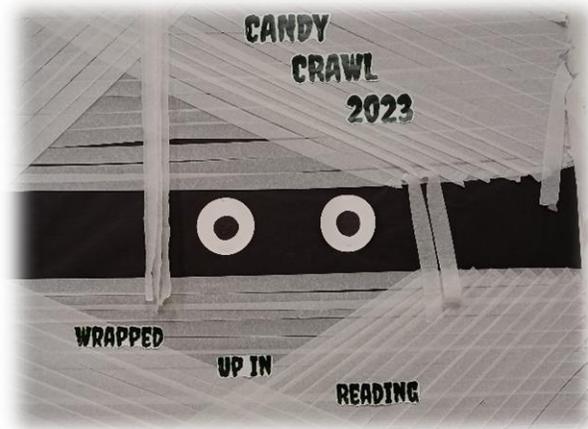
Library Aide Amaris Newby completed her shelving training. Customer Service Specialist Stephanie Glisson is hard at work to master the fine art of shelving too! Way to go team!!

Circulation Trends At A Glance



Library Life

The library participated in this year's Chamber sponsored Candy Crawl. Lots of visitors stopped by to get a stamp in their passport, have their pictures taken in our photo booth, and, of course, get candy! Kudos to team member Stephanie for creating such a spooktacular board!



Public Services Report

November 2023

Prepared by Sean Briscoe, Public Services Manager

Public Service Management Updates

- The Public Service Team and library staff are getting ready for the annual Winter Reading program. Winter Reading will take place on Dec. 9-Jan. 2. We will be hosting a variety of programs for youth, teens, and adults. In addition, all ages will be able to participate in our Candy Land theme reading log to be eligible to win a prize at the end of Winter Reading. This year's mascot will be Sprinkles the Moose.
- Last week, the library, in partnership with the High Desert Museum, hosted a program on trail cameras. The library is excited to announce we will be circulating five trail cameras. The trail cameras will be available to our patrons to check out for three weeks.

Programing and Outreach

- **Youth**
 - Youth programing continues to grow. Renee has expanded her program to include tween specific programs. She hosted a Tween crayon melt program and Tween Movie and Popcorn. In addition, she has continued to host our weekly storytime, Paws of Prineville, and Legos, which have all been well attended. Outreach to the schools and preschools has continued to grow with the addition of Larson Learning.
- **Teen**
 - We are still hosting our regular Snacks in the Stacks. During Winter Reading, the library has reached out to a local artist to host a painting class for our teen community.
- **Adult**
 - Adult programing is going well. The Movement class has continued to be well attended. The Crook County on the Move plans to host the movement classes until Dec. 10. The movement classes will resume in January. Last month, Amber coordinated the distribution of milkweed plants for the community. This month, Adult Services will be hosting guest lecture Rebecca Locklear. Rebecca, author of *The Mayflower at Cape Cod*, will be sharing 10 surprising updates on the Mayflower Story.

Director's Report

November 2023 Prepared by Sarah Beeler, Director of Library Services

Facility

- Broughton patio project is moving along in a timely manner. Greenbar Construction did an excellent job excavating without damaging the lovely brick wall. We will mourn the loss of the beautiful trees, but new trees will be planted, 4" Silver Maples. See attached photos of cement wall which should avoid root problems in the future. Rot was discovered in the root balls of the trees that were removed.
- Meta grant for solar powered and wheelchair accessible mobile library was submitted.
- Currently collecting names of individuals who would like to help sort 22,000 seed packets. Garden seed packets will be distributed free of charge to the public January 29th-February 2nd. The seed sorting party will be held on Saturday, January 27th. Gardeners who would like to help with this special project should stop by for a visit or call (541) 447-7978 x314. We received a St. Charles Basic Needs grant for \$800 to cover the cost of seeds, advertising, and snacks for the seed sorting party.
- Old Bookmobile has gone full circle and belongs to the Crook County Library once again. It was given to Search and Rescue. They gave it to Wheeler County, but WC never came to pick it up. We asked for it back and now we have it in our lot across from the building.
 - The interior is in good condition. Once it has a thorough tune up and the tires, belts and hoses are checked, we will be able to plan for use. Odometer reads 15,386. We will confirm odometer works when we take it to the shop. If bookmobile is in good condition, it will be used to provide library services at schools and rural locations. We are in a period of investigating the condition and will keep the board updated on new developments.
 - If we can use it, we'll need to improve the exterior appearance with new graphics/vehicle wrap. When we drove by my husband said it looked like a prison bus! I've asked Driving Force if we could use some of the same graphics they installed on the 2020 Ford Transit van. A full new wrap for the bus would be \$10,000-\$15,000. A partial wrap is less expensive.
 - We will be exploring all options to fund bookmobile service to schools and rural locations if we are able to use it.
 - If needed, we will work with Deschutes Public Library to reactivate the Bookmobile branch location. Once we have the Bookmobile branch location back in Sierra, we will be able to check out library materials on the bus. Until this happens, we will make do with donated items until we're able to purchase new materials.
 - We're in the process of applying for a Library Services and Technology Act grant for new STEM (science, technology, engineering, and math materials for all ages).
 - Job posting for Outreach Librarian position just closed.

Programs

- \$2,500 has been pledged so far for the Glenn Miller Orchestra on March 16th. Contract for Crook County High School auditorium has been signed. Applied for a grant from the Crook County Foundation. Additional grant opportunities will be available at the beginning of the year.

Consultant contract proposals

Eric Blaine, Crook County Counsel, has created a draft contract for Ruth Metz Associates. Ruth will be responsible for the subcontracting with Erin McCusker. We are hoping to have the new strategic plan completed by the end of June.

Director's

FOR FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	SEP ACTUAL	Y-T-D ACTUAL	ADOPTED BUDGET	FINAL BUDGET	REMAINING BUDGET	% REC'D/SPENT
LIBRARY							
330-0000-300.01-01	BEGINNING BALANCE	.00	752,112.21-	764,000-	764,000-	11,888-	.98
330-0000-300.01-05	INTEREST EARNED	1,430.72-	5,142.31-	30,000-	30,000-	24,858-	.17
330-0000-300.01-08	REALIZED GAIN/LOSS	.00	568.76-	0	0	569	.00
330-0000-390.90-03	CURRENT YEAR TAXES	.00	.00	1,604,000-	1,604,000-	1,604,000-	.00
330-0000-390.90-04	PRIOR YEAR TAXES	3,176.18-	9,057.33-	0	0	9,057	.00
* REVENUE		4,606.90-	766,880.61-	2,398,000-	2,398,000-	1,631,119-	.32
CONTINGENCY							
330-0000-569.96-01	CONTINGENCY	.00	.00	804,000	804,000	804,000	.00
* EXPENDITURE		.00	.00	804,000	804,000	804,000	.00
*** LIBRARY		4,606.90-	766,880.61-	1,594,000-	1,594,000-	827,119-	.48
**** LIBRARY		4,606.90-	766,880.61-	1,594,000-	1,594,000-	827,119-	.48

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	SEP ACTUAL	Y-T-D ACTUAL	ADOPTED BUDGET	FINAL BUDGET	REMAINING BUDGET	% REC'D/SPENT
LIBRARY							
LIBRARY							
330-3000-324.34-00	STATE GRANTS	.00	.00	10,000-	10,000-	10,000-	.00
330-3000-329.42-18	PHOTOCOPY FEES	403.30	1,485.14	3,000-	3,000-	1,515-	.50
330-3000-329.42-39	NONRESIDENT REGISTRATIONS	.00	265.00	0	0	265	.00
330-3000-329.50-19	FINES	135.55	636.26	3,000-	3,000-	2,364-	.21
330-3000-329.50-24	FINES-STATE COURTS	25,975.75	25,975.75	22,000-	22,000-	3,976	1.18
330-3000-343.43-24	MERCHANDISE	5.00	14.00	0	0	14	.00
330-3000-345.45-21	FRIENDS OF LIBRARY SALES	215.38	509.62	0	0	510	.00
330-3000-347.47-00	DONATIONS/CONTRIBUTIONS	4,015.30	9,019.84	10,000-	10,000-	980-	.90

* REVENUE		30,319.52	37,905.61	48,000-	48,000-	10,094-	.79
PERSONNEL SERVICES							
330-3000-510.01-00	SALARIES & WAGES	39,754.28	106,851.76	609,000	609,000	502,148	.18
330-3000-510.01-32	EXTRA HELP	535.50	2,397.00	0	0	2,397-	.00
330-3000-510.02-01	FICA	3,021.62	8,240.02	46,000	46,000	37,760	.18
330-3000-510.02-02	WORKERS COMPENSATION	56.88	154.27	1,000	1,000	846	.15
330-3000-510.02-03	HEALTH INSURANCE	10,553.07	30,605.50	146,000	146,000	115,395	.21
330-3000-510.02-04	LIFE INSURANCE/LTD	119.17	373.57	2,000	2,000	1,626	.19
330-3000-510.02-05	UNEMPLOYMENT	79.70	217.18	2,000	2,000	1,783	.11
330-3000-510.02-06	401K RETIREMENT	2,582.56	7,252.06	62,000	62,000	54,748	.12
330-3000-510.02-08	OREGON PAID LEAVE TAX	163.43	438.38	2,000	2,000	1,562	.22

* EXPENDITURE		56,866.21	156,529.74	870,000	870,000	713,470	.18
MATERIALS & SERVICES							
330-3000-520.05-30	POSTAGE	219.99	439.98	3,000	3,000	2,560	.15
330-3000-520.05-71	MINOR EQUIPMENT	489.97	489.97	9,000	9,000	8,510	.05
330-3000-520.05-74	PROGRAMS AND OUTREACH	2,224.48	3,929.69	18,000	18,000	14,070	.22
330-3000-520.05-89	CREDIT CARD CHARGES	7.61	44.63	0	0	45-	.00
330-3000-520.05-96	DUES & SUBSCRIPTIONS	.00	31.00	2,000	2,000	1,969	.02
330-3000-520.10-06	COLLECTION AGENCY EXPENSE	59.10	177.30	1,000	1,000	823	.18
330-3000-520.10-07	COPY MACHINES	276.12	539.95	4,000	4,000	3,460	.14
330-3000-520.10-25	OFFICE SUPPLIES	220.01	1,258.33	5,000	5,000	3,742	.25
330-3000-520.10-26	ORDINANCE COMPILATION	.00	1,159.00	1,000	1,000	159-	1.16
330-3000-520.20-19	EQUIPMENT REPAIRS/MAINT.	.00	.00	1,000	1,000	1,000	.00
330-3000-520.20-43	RESOURCE SHARING	.00	7,406.64	8,000	8,000	593	.93
330-3000-520.25-05	MILEAGE	.00	292.14	1,000	1,000	708	.29
330-3000-520.25-11	FUEL	42.52	42.52	1,000	1,000	957	.04
330-3000-520.30-05	COLLECTION DEVELOPMENT	10,501.73	65,119.20	149,000	149,000	83,881	.44
330-3000-520.30-12	READY TO READ GRANT	928.35	1,344.70	13,000	13,000	11,655	.10
330-3000-520.35-42	SOFTWARE SERVICES	179.00	3,186.80	11,000	11,000	7,813	.29
330-3000-520.35-85	LIBRARY CONSORTIUM	.00	8,630.40	10,000	10,000	1,370	.86
330-3000-520.40-17	CELL PHONE COSTS	404.15	821.42	0	0	821-	.00
330-3000-520.45-02	TRAINING/LODGING/PER DIEM	.00	988.60	3,000	3,000	2,011	.33
330-3000-520.50-05	INSURANCE	.00	443.03	1,000	1,000	557	.44
330-3000-520.60-16	PROMOTION & PUBLICITY	.00	45.00	3,000	3,000	2,955	.02
330-3000-520.66-04	FINANCE	2,500.00	7,500.00	30,000	30,000	22,500	.25

FOR FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	SEP ACTUAL	Y-T-D ACTUAL	ADOPTED BUDGET	FINAL BUDGET	REMAINING BUDGET	% REC'D/SPENT
330-3000-520.66-09	FACILITIES	18,250.00	54,750.00	219,000	219,000	164,250	.25
330-3000-520.66-27	LEGAL	1,000.00	3,000.00	12,000	12,000	9,000	.25
330-3000-520.66-28	ADMINISTRATION	2,000.00	6,000.00	24,000	24,000	18,000	.25
330-3000-520.66-29	HUMAN RESOURCES	2,000.00	6,000.00	24,000	24,000	18,000	.25
330-3000-520.66-94	GIS	167.00	501.00	2,000	2,000	1,499	.25
330-3000-520.66-95	IT	18,000.00	54,000.00	216,000	216,000	162,000	.25
330-3000-520.66-98	RISK MGMT	83.00	249.00	1,000	1,000	751	.25
* EXPENDITURE		59,553.03	228,390.30	772,000	772,000	543,610	.30
*** LIBRARY		86,099.72	347,014.43	1,594,000	1,594,000	1,246,986	.22
**** LIBRARY		86,099.72	347,014.43	1,594,000	1,594,000	1,246,986	.22

2023 October
Financials
Not Available