



Board of Trustees

Meeting Agenda

Thursday, August 10, 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/98870959674?pwd=dm55Rlpjb2xBaEhRRnQ3eXJJUytHQT09>

Meeting ID: 988 7095 9674

Passcode: 547596

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 (5:15-5:30pm)

3. Consent agenda (ACTION) (5:30pm)

- a. Minutes of June 8, 2023, regular meeting

4. Reports (5:30-5:50pm)

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

5. Financials/Statistics Review (5:50-6:00pm)

6. Continuing business (6:00-6:20pm)

- a. eContent options

7. New Business (6:20-6:40pm)

- a. Welcome new trustees! Trustee training (Short Takes for Trustees) and distribution of trustee manuals.
- b. \$5,000 grant from The Ford Family Foundation
- c. Personnel changes, updates, 25 hr/week vacant position

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.

- d. Patio project
- e. Broughton Room renovation
- f. Chair, Vice-chair appointment
- g. Library open hours update
- h. Programs and new storytime options

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

9. Adjournment:

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Board of Trustees

Meeting Minutes

Thursday, June 8, 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/99531839727?pwd=TU84Ym5rZkdVNU9tRlFyZW9aK0tOQT09>
Meeting ID: 995 3183 9727
Passcode: 901988

RECORDING NOTICE: This meeting will be recorded via Zoom

Attendance: Library – Sarah Beeler, Sean Briscoe, Cindy York, Board Members - Jerry Bishop, Natalie Good, Debra Merskin, Cheyenne Edgerly

1. Call to Order (5:18pm)

- i) Additions/deletions from the agenda; approval of agenda (**ACTION**)
 - (1) **Motion:** Jerry Bishop
 - (2) **Second:** Debra Merskin
 - (3) **Approved:** Approved
- ii) Conflicts/potential conflicts of interest
 - (1) N/A
- iii) Announcements
 - (1) N/A

2. Public Comment (5:15-5:30pm)

a.

3. Consent agenda (ACTION) (5:30pm)

- a. Minutes of May 11, 2023, regular meeting
 - i. Motion: Jerry Bishop
 - ii. Second: Cheyenne Edgerly
 - iii. Approved: Approved

4. Reports (5:30-5:50pm)

- a. Friends
 - i. May Big book Sale made about \$700
 - ii. They had the ROTC assist with the book sale
 - iii. Still looking for volunteers

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- b. Circulation services
 - i. Circ team is helping with Summer Reading
 - ii. Renee, from Circ Team, has been helping with children's programs
 - iii. Library's circulation statistics are getting closer to 2019 levels
 - iv. High/low statistics: nothing out of the normal, though all of the low numbers happen to have the same date
- c. Public services
 - i. Summer Reading Program has started. We have had 44 sign ups in the first 48hrs. Staff have done a great job preparing for Summer Reading and are excited.
- d. Director's report
 - i. The library has been working on renovating the Broughton Room patio. Working with facilities to come up with a plan to save the memorial bricks. Possibility of removing the wall due to safety issues. Possible issues would be water and electrical lines under the growth of the trees.
 - ii. Maintenance painted the bike, cleaned the library's gutters, and the Computer Lab has been renovated
 - iii. Received three bids for repairs on the clock tower. Bids will go to County Court for approval.
 - iv. Library Budget was adopted on 6/7/23
 - v. Tri-County Meeting on 5/31/23. Discussed if the Tri-County contract could be amended. The contract could be amended. One proposed amendment to the contract with the Tri-County Agreement would have the CCL approve their won e-content. One new e-resource that the library would like to purchase is Kanopy. In addition, purchase BiblioCore.
 - vi. Consultant – Ruth Mets – assist with strategic plan and possibility of special district. Currently looking for grants to assist with the cost for a consultant.
 - vii.

5. Financials/Statistics Review (5:50-6:00pm)

- No questions

6. Continuing business (6:00-6:20pm)

- None

7. New Business (6:20-6:40pm)

- a. Ruth Metz Associates update
 - i. Covered in director's report
 - ii. Sent proposal for strategic planning. Estimated cost with a sliding scale based on her service would be an estimated cost of \$20,000.
- b. Summer Reading update
 - i. Covered in Public Service's report
- c. Tri-county meeting, May 31st, report
 - i. Covered in director's report
 - ii. 7% of circulation statistics comes from DPL
- d. Report on May 24th budget hearing
 - i. Covered in director's report
- e. New Library Board of Trustees update

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- i. There is no update.

8. Agenda items for next meeting, July 13, 2023

- a. Library Board Update

9. Adjournment:

- Motion: Jerry Bishop
- Second: Debra Merskin
- Approve: 5:54pm

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Friends of the Crook County Library
Board Meeting Minutes
Wednesday, July 19, 2023

Board Members Attending

Ginger Nedry, Carrie Gordon, Janice Staats, Janet Herrmann, Jeannette Holman

Guest

Sarah Beeler

Ginger called the Board Meeting to order at 2:00 pm.

Secretary Report

Carrie moved to accept the June 2023 minutes as written, Janet seconded, passed.

Treasurer Report

- We are in good shape budget wise for this time of year.
- Friends Bookstore brought in \$1761.49 in May and June.
- Treasurer's Monthly Activity Report June 2023 Total Income: \$3352.41, Total Expenses: \$82.00.

Committee Reports

Chapters Bookstore -

- Janet handed out a survey for ideas about Chapters Bookstore.
- Janet is going to start a Facebook page for Chapters Bookstore (great idea!)
- Janet will make new book marks with our logo and dates of book sales.
- Janet will make new 3rd Saturday table signs with the logo.
- All toys are now in the yellow cart. Some toys sell fast (dinosaur eggs), others not (stickers). Carrie's experience with toy sales is that kids get excited about spending their own money, and learn while doing so.
- Debbie Wangler might be a new Chapters Bookstore volunteer.
- Janet has not taken a flyer to the Senior Center yet about volunteering in Chapters Bookstore.
- Sarah will let Library staff know to invite families to visit Chapters Bookstore.

Membership – No report.

Book Sorting – Janice received 1 phone call concerning book donations.

Volunteers – Ray Freeman told Janet he wants to be removed from our volunteer list, so Janice will delete him.

Publicity/Public Relations – No report.

August Book Sale Leader: Faye let us know via her agenda that she volunteers to be the lead for August Book Sale.

October BIG Book Sale, October 20-21, 2023:

- Ginger will be out of town during this sale, but will coordinate with ROTC about moving boxes from the locker to the Library.
- Carrie will be available during this sale.

Library Report

- Carrie is speaking Friday about rocks as part of Summer Reading Program. Sarah has some rock hound brochures Carrie might want to use.
- Library Board of Trustees are now (1) Natalie Good (chair), (2) Deb Merskin, (3) Keya Rohovit-Wrolson, (4) Mark Maboll, and (5) Sandy Kerbow.
- 7% of Crook County check-outs comes from Deschutes Libraries.
- Thanks to Friends for advertising a need for toiletries. Good response.
- Sarah would like any kids' books we can give her to give out at Crook County Fair.
- Need volunteers for Library's booth at Crook County Fair. There is a sign-up sheet at the front desk. Can any Friends help with this?
- Clock tower being worked on.
- Work on patio coming up. Sarah has contacted two artists about a mural/art display. Sent the artists a video link about Susan Yancey Pape talking about how the library got started that she will share with Friends Board. If we know of another artist, let Sarah know.
- Sean is working at both the library and the Museum.

Accomplishments

- **Volunteer hours** since the last Board Meeting:
 - Board of Directors = 62 hours total

▪ Faye 5	▪ Janet 20
▪ Susan	▪ Jeannette 6
▪ Carrie 15	▪ Ginger 5
▪ Janice 6	• Jan 5
 - Chapters Bookstore Volunteers = 77.5 hours
 - July Book Sale Non-Board Volunteers = 21 hours total
- **July 3rd Saturday Book Sale** – Janet, and Jan were the leads. Started with 52 boxes, 35 left over boxes to Northwest Storage, 3 boxes for homeless (73% leftovers). Income from sale \$222.00 plus \$100.00 donation. Chapters income \$41.25. Non-board volunteer hours 21 hours.
- **Saunders Memorial Lecture Series** - Carrie worked on publicity and coordinating two talks with Sean.

Meeting adjourned 2:52 pm.

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

Circulation Services Report

August 2023

Prepared by Cindy York, Library Operations Manager

Did You Know?

So many changes are taking place on circulation team!

- Renee Parrott—our most senior team member has taken a position as the new Children's Librarian! Her bubbly personality is a winner with the little ones, and she will bring education and fun into children's story time and programs. She was part of the original circulation team and we are very proud of her achievements!
- Kaila Rhoden—our part time Customer Service Specialist is now a full time Sporky! Her expanded time in the library will allow her to branch out in new directions. Currently, she is transitioning over as the new Volunteer Coordinator and has joined the Words on Wheels team! As she increases her library skills, her versatility will bring her into the true definition of "Sporky"! Meanwhile, interviews for the part-time position will begin soon.
- Amber Dozhier—as the new Interlibrary Loan Technician, Amber jumped right into the training and is doing an amazing job filling those requests! She loves the challenge of the search and this plays right into her skills.
- Amaris Newby—her flexibility has allowed many changes to take place and has been greatly appreciated!
- Janet Yu—our Library Aide Extraordinaire will be leaving us mid-August. We will be sad to see her leave for the wilds of Wisconsin but understand that life happens! Janet is an integral part of circulation and will be greatly missed!



Renee



Kaila and Amber



Janet

not pictured: Amaris

Library Life

Have you ever wondered what the busiest day at the library is? How about the busiest hour? After a bit of research, I have the answer for last month! Believe it or not (with an average traffic count of 296) Tuesdays were the busiest day in July! Another shock—I am was the busiest time of day! I'm curious to see if those stats hold for August.

Public Services Report

August 2023

Prepared by Sean Briscoe, Public Services Manager

Public Service Management Updates

- Summer Reading is wrapping up; the last day is Aug 5. As of mid-July, we have had 702 participants with over 14,313 days read. I will have a full report for next board meeting in September.
- We are gearing up and planning for the fall programs. August is a slow month for us, staff is catching their breath from summer reading. But we will be preparing programs for Sept. through November soon.

Programing and Outreach

- **Youth**
 - Our previous Youth Librarian, Jennifer Fischer, resigned in June. Renee Parrott has stepped in to cover summer reading programs. Renee Parrott has been hired as the new Youth Librarian. Renee has brought fresh eyes to our youth program and jumped in headfirst. Our program numbers for youth programs have increased and I have received numerous complements from parents and partners about how amazing she is doing. With the help from our intern (Marisa Hadley), the youth programs have been going very well.
- **Teen**
 - Teen services has been going well and growing. This year we have had 102 teens sign up for summer reading with 2196 days of reading. This is a significant improvement from last year. Katie has hosted many great programs during summer reading and her latest program series, One Dish Wonder, a cooking class at COCC, was a huge success.
- **Adult**
 - Adult programing has been going well during summer reading. We have had great attendance throughout our program. We are wrapping up our adult summer reading programing with an online Marie Kondo workshop.

Other Information

- I wanted to inform the board, I (Sean Briscoe) have been serving as the interim Executive Director of the Bowman Museum. I will be splitting my time between the library and museum 50%/50%. So far it is going well, and I am able to get both responsibilities completed.

Director's Report

August 2023

Prepared by Sarah Beeler, Director of Library Services

Facility

- Clock tower has a fresh coat of paint. The Clock Man was awarded the bid to repair the tower clock faces. Clock hand extensions were ordered to prevent the hands from binding.
- Fabric on bulletin boards in the Broughton Room is being replaced. Wainscoting refinishing will take place August 9-11th.
- One bid has been received for the Broughton patio project. Waiting for additional bids.
 - Two bids have been received for a mural in the Broughton patio area honoring Sarah Joan Yancey, the pioneer responsible (along with a few of her friends) for starting the first library in the basement of the Crook County Courthouse. We will be applying for grants to cover the cost of the murals.

Crook County

- The County Administrator, Andy Parks, has given library staff some flexibility with their work schedules. This will allow the library to open additional hours starting in September or October.

Consultant contract proposal

- The Ford Family Foundation awarded Crook County Library a \$5,000 grant to hire library consultant, Ruth Metz for strategic planning. The cost for strategic planning is included in FY 23-24 budget. Any grants we obtain will free up funds for other expenses. A grant has also been submitted to the Roundhouse Foundation, \$2,500, for strategic planning.

Statistics, 2023-2024

ACTIVITY	Monthly average	Total	Jul	Staff
Collection use				
<i>Physical circulation activity</i>				
Checkouts: selfcheck	4,054	4,054	4,054	Cindy
Checkouts: desk	2,591	2,591	2,591	Cindy
Selfcheck ratio		39%	39%	Formula
Total physical circ.	554	6,645	6,645	Formula
Items lent w/in system	3,200	3,200	3,200	Cindy
Items borrowed w/in system	791	791	791	Cindy
Outside ILLs borrowed	32	32	28	AmberD
Outside ILLs lent	9	9	2	AmberD
<i>Electronic use</i>				
Ancestry content views	2	2	2	Kim
Chilton retrievals		-		Kim
Gale Retrievals		-		Kim
HeritageQuest views	-	-	-	Kim
Hoopla Checkouts	327	327	327	Kim
LearningExpress sessions	-	-	-	Kim
OverDrive checkouts	3,658	3,658	3658	Kim
OverDrive new users	28	28	28	Kim
Scholastic Teachables sessions	2	2	2	Kim
Discovery Pass Reservations	20	20	20	Kim
Website sessions (visits)	2,215	2,215	2,215	Sean
Total electronic use	334	4,009	4,009	Formula
<i>Total collection use</i>	888	10,654	10,654	Formula
Library use				
<i>Days open</i>	25	25	25	Cindy
Hours open	210	210	210	Cindy
Public closure hours	8	8	8	Cindy
<i>Patron visits</i>	6,771	6,771	6,771	Cindy
Gate traffic	4,783	4,783	4,783	Cindy
New patrons	100	100	100	Cindy
Reference Interactions	57	57	57	Amber
Computer sessions				
Desktop sessions	398	398	398	Cindy
WiFi sessions	400	400	400	Sarah
Total Internet use	67	798	798	Formula
Laptop sessions	-	-	-	Cindy
Meeting Rooms				
Meetings held	92	92	92	AmberD
Collection activity				
<i>New items</i>	25	298	298	Formula
Books & print	269	269	269	Kim

Audio	9	9	9	Kim
Movies	20	20	20	Kim
Items withdrawn	-	-	-	Formula
Billed/damaged not paid		-		Cindy
Claimed returned		-		Cindy
Long missing		-		Cindy
Withdrawn		-		Cindy
Net change in items	25	298	298	Formula
Items Processed	243	243	243	Cindy
Items Repaired	237	237	237	Cindy
Programs and outreach				
<i>Children's programs</i>				
# kids programs	6	64	5	Formula
Kids program attendance	165	1,976	94	Formula
# kids outreach	8	94	4	Formula
Kids outreach attendance	186	2,233	103	Formula
# Kids Total	13	158	9	Formula
Total kids attendance	351	4,209	197	Formula
<i>Teen programs</i>				
# teen programs	6	74	8	Formula
Teen Program attendance	42	504	85	Formula
# teen outreach	2	29	-	Formula
Teen outreach attendance	169	2,025	-	Formula
# teen total	9	103	8	Formula
Total teen attendance	211	2,529	85	Formula
<i>Adult programs</i>				
# adult programs	5	62	3	Formula
Adult program attendance	42	499	51	Formula
# adult outreach	0	5	-	Formula
Adult outreach attendance	16	187	-	Formula
# adult total	6	67	3	Formula
Total adult attendance	57	686	51	Formula
<i>Total # programs</i>	27	328	20	Formula
<i>Total attendance</i>	619	7,424	333	Formula
<i>Outreach activities only</i>	11	128	4	Formula
<i>Outreach attendance only</i>	370	4,445	103	Formula
Volunteering				
Volunteers	8	8		Kaila
Volunteer Hours	59	59		Kaila
Board Volunteer Hours	-	-		Kaila

FOR FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	MAY ACTUALS =====	Y-T-D ACTUAL -----	ADOPTED BUDGET -----	FINAL BUDGET -----	REMAINING BUDGET -----	% REC'D/SPENT
LIBRARY							
330-0000-300.01-01	BEGINNING BALANCE	.00	670,862.68-	680,200-	680,200-	9,337-	.99
330-0000-300.01-05	INTEREST EARNED	1,983.64-	15,931.22-	6,000-	6,000-	9,931	2.66
330-0000-300.01-08	REALIZED GAIN/LOSS	279.40-	666.85-	0	0	667	.00
330-0000-390.90-03	CURRENT YEAR TAXES	27,195.05-	1,345,765.76-	1,360,000-	1,360,000-	14,234-	.99
330-0000-390.90-04	PRIOR YEAR TAXES	2,589.22-	23,205.28-	0	0	23,205	.00
330-0000-390.90-06	MISC TAX REVENUE	.00	6,524.09-	0	0	6,524	.00
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*	REVENUE	32,047.31-	2,062,955.88-	2,046,200-	2,046,200-	16,756	1.01
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***	LIBRARY	32,047.31-	2,062,955.88-	2,046,200-	2,046,200-	16,756	1.01
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****	LIBRARY	32,047.31-	2,062,955.88-	2,046,200-	2,046,200-	16,756	1.01

FOR FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	MAY ACTUALS =====	Y-T-D ACTUAL -----	ADOPTED BUDGET -----	FINAL BUDGET -----	REMAINING BUDGET -----	% REC'D/SPENT
* EXPENDITURE		113,164.23	1,238,931.47	2,052,700	2,053,779	814,848	.60
*** LIBRARY		112,743.80	1,229,714.99	2,046,200	2,046,200	816,485	.60

FOR FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	MAY ACTUALS =====	Y-T-D ACTUAL -----	ADOPTED BUDGET -----	FINAL BUDGET -----	REMAINING BUDGET -----	% REC'D/SPENT
LIBRARY GRANT/DONATIONS							
330-3001-300.01-01	BEGINNING BALANCE	.00	47,375.00-	56,000-	56,000-	8,625-	.85
330-3001-324.34-00	STATE GRANTS	.00	9,529.00-	8,500-	8,500-	1,029	1.12
330-3001-347.47-00	DONATIONS/CONTRIBUTIONS	307.69-	8,694.81-	14,000-	14,000-	5,305-	.62
330-3001-390.90-04	PRIOR YEAR TAXES	.00	81.21-	0	0	81	.00

*	REVENUE	307.69-	65,680.02-	78,500-	78,500-	12,820-	.84
330-3001-520.05-71	MINOR EQUIPMENT	2,459.94	3,769.50	10,000	10,000	6,231	.38
330-3001-520.05-74	PROGRAMS AND OUTREACH	909.36	10,159.56	15,000	15,000	4,840	.68
330-3001-520.20-19	EQUIPMENT REPAIRS/MAINT.	.00	143.56	1,000	1,000	856	.14
330-3001-520.25-11	FUEL	.00	141.64	3,000	3,000	2,858	.05
330-3001-520.30-05	COLLECTION DEVELOPMENT	.00	93.90	0	0	94-	.00
330-3001-520.30-12	READY TO READ GRANT	450.00	9,304.52	13,200	13,200	3,895	.70
330-3001-520.60-16	PROMOTION & PUBLICITY	.00	.00	1,000	1,000	1,000	.00
330-3001-569.96-01	CONTINGENCY	.00	.00	35,300	35,300	35,300	.00

*	EXPENDITURE	3,819.30	23,612.68	78,500	78,500	54,887	.30

***	LIBRARY GRANT/DONATIONS	3,511.61	42,067.34-	0	0	42,067	.00

****	LIBRARY	116,255.41	1,187,647.65	2,046,200	2,046,200	858,552	.58

FOR FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	MAY ACTUALS =====	Y-T-D ACTUAL -----	ADOPTED BUDGET -----	FINAL BUDGET -----	REMAINING BUDGET -----	% REC'D/SPENT
DISTRICT ATTORNEY							
LAW LIBRARY							
330-6004-300.01-01	BEGINNING BALANCE	.00	21,232.00-	19,000-	19,000-	2,232	1.12
330-6004-300.01-05	INTEREST EARNED	72.31-	531.11-	0	0	531	.00
330-6004-329.50-24	FINES-STATE COURTS	.00	21,751.22-	21,000-	21,000-	751	1.04

*	REVENUE	72.31-	43,514.33-	40,000-	40,000-	3,514	1.09
330-6004-510.01-17	DEPARTMENT HEADS	273.56	1,611.48	2,800	2,950	1,339	.55
330-6004-510.01-22	ASST/TECH/COORD/CLERK	206.88	1,016.62	0	0	1,017-	.00
330-6004-510.02-01	FICA	37.91	195.96	215	230	34	.85
330-6004-510.02-02	WORKERS COMPENSATION	.62	3.28	4	5	2	.66
330-6004-510.02-03	HEALTH INSURANCE	27.35	477.85	817	825	347	.58
330-6004-510.02-04	LIFE INSURANCE/LTD	1.43	8.35	8	10	2	.84
330-6004-510.02-05	UNEMPLOYMENT	.50	2.66	3	5	2	.53
330-6004-510.02-06	401K RETIREMENT	22.22	202.89	253	265	62	.77
330-6004-510.02-08	PAID FAMILY MED LEAVE INS	1.98	5.46	0	10	5	.55
330-6004-520.05-74	PROGRAMS AND OUTREACH	.00	.00	500	500	500	.00
330-6004-520.10-26	ORDINANCE COMPILATION	.00	480.00	3,000	3,000	2,520	.16
330-6004-520.30-05	COLLECTION DEVELOPMENT	1,304.84	19,369.98	21,000	21,000	1,630	.92
330-6004-569.96-01	CONTINGENCY	.00	.00	11,400	11,200	11,200	.00

*	EXPENDITURE	1,877.29	23,374.53	40,000	40,000	16,625	.58

***	LAW LIBRARY	1,804.98	20,139.80-	0	0	20,140	.00

****	DISTRICT ATTORNEY	1,804.98	20,139.80-	0	0	20,140	.00

FOR FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	JUNE (P12-13) ACTUALS	Y-T-D ACTUAL	ADOPTED BUDGET	FINAL BUDGET	REMAINING BUDGET	% REC'D/SPENT
		-----	-----	-----	-----	-----	
LIBRARY							
330-0000-300.01-01	BEGINNING BALANCE	.00	670,862.68-	680,200-	680,200-	9,337-	.99
330-0000-300.01-05	INTEREST EARNED	1,674.87-	17,645.45-	6,000-	6,000-	11,645	2.94
330-0000-300.01-08	REALIZED GAIN/LOSS	.00	666.85-	0	0	667	.00
330-0000-390.90-03	CURRENT YEAR TAXES	6,831.38-	1,352,597.14-	1,360,000-	1,360,000-	7,403-	.99
330-0000-390.90-04	PRIOR YEAR TAXES	2,159.18-	25,364.46-	0	0	25,364	.00
330-0000-390.90-06	MISC TAX REVENUE	.00	6,524.09-	0	0	6,524	.00
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*	REVENUE	10,665.43-	2,073,660.67-	2,046,200-	2,046,200-	27,461	1.01
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***	LIBRARY	10,665.43-	2,073,660.67-	2,046,200-	2,046,200-	27,461	1.01
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****	LIBRARY	10,665.43-	2,073,660.67-	2,046,200-	2,046,200-	27,461	1.01

FOR FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	JUNE (P12-13) ACTUALS	Y-T-D ACTUAL	ADOPTED BUDGET	FINAL BUDGET	REMAINING BUDGET	% REC'D/SPENT
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LIBRARY							
LIBRARY							
330-3000-322.00-00	FEDERAL GRANTS	.00	1,079.00-	0	1,079-	0	1.00
330-3000-329.42-18	PHOTOCOPY FEES	178.02-	3,133.83-	4,000-	4,000-	866-	.78
330-3000-329.42-39	NONRESIDENT REGISTRATIONS	.00	535.00-	0	0	535	.00
330-3000-329.50-19	FINES	475.71-	3,461.90-	2,500-	2,500-	962	1.38
330-3000-343.43-24	MERCHANDISE	4.50-	104.50-	0	0	105	.00
330-3000-345.45-21	FRIENDS OF LIBRARY SALES	301.25	1,259.23-	0	0	1,259	.00
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* REVENUE		356.98-	9,573.46-	6,500-	7,579-	1,994	1.26
330-3000-510.01-17	DEPARTMENT HEADS	7,542.54	51,972.20	77,659	80,725	28,753	.64
330-3000-510.01-22	ASST/TECH/COORD/CLERK	40,551.41	445,545.35	424,367	440,930	4,615-	1.01
330-3000-510.02-01	FICA	3,690.57	37,531.93	38,402	39,907	2,375	.94
330-3000-510.02-02	WORKERS COMPENSATION	57.56	672.36	714	736	64	.91
330-3000-510.02-03	HEALTH INSURANCE	10,416.91	147,162.85	157,243	161,635	14,472	.91
330-3000-510.02-04	LIFE INSURANCE/LTD	.00	1,387.13	1,475	1,525	138	.91
330-3000-510.02-05	UNEMPLOYMENT	48.74	498.54	495	526	27	.95
330-3000-510.02-06	401K RETIREMENT	3,630.72	37,882.21	48,045	44,645	6,763	.85
330-3000-510.02-08	OREGON PAID LEAVE TAX	194.93	1,025.76	0	1,050	24	.98
330-3000-520.05-30	POSTAGE	119.99	2,109.89	1,700	1,700	410-	1.24
330-3000-520.05-71	MINOR EQUIPMENT	.00	3,307.88	4,000	4,000	692	.83
330-3000-520.05-74	PROGRAMS AND OUTREACH	1,894.54	4,770.97	6,000	6,000	1,229	.80
330-3000-520.05-89	CREDIT CARD CHARGES	8.62	118.48	200	200	82	.59
330-3000-520.05-96	DUES & SUBSCRIPTIONS	899.00	2,505.00	0	0	2,505-	.00
330-3000-520.10-06	COLLECTION AGENCY EXPENSE	147.75	1,241.10	500	500	741-	2.48
330-3000-520.10-07	COPY MACHINES	308.00	3,658.39	3,800	3,800	142	.96
330-3000-520.10-25	OFFICE SUPPLIES	2,836.14	6,526.54	8,000	8,000	1,473	.82
330-3000-520.20-19	EQUIPMENT REPAIRS/MAINT.	.00	.00	200	200	200	.00
330-3000-520.20-43	RESOURCE SHARING	.00	7,361.41	7,500	7,500	139	.98
330-3000-520.25-06	MILEAGE OTH THAN MTR POOL	85.66	658.39	500	500	158-	1.32
330-3000-520.30-05	COLLECTION DEVELOPMENT	9,621.15	126,682.34	128,000	128,000	1,318	.99
330-3000-520.35-42	SOFTWARE SERVICES	2,284.02	10,379.33	11,000	11,000	621	.94
330-3000-520.35-85	LIBRARY CONSORTIUM	.00	8,544.00	9,500	9,500	956	.90
330-3000-520.40-17	CELL PHONE COSTS	332.46	1,424.69	500	500	925-	2.85
330-3000-520.45-03	LODGING & MEALS	.00	864.04	2,500	2,500	1,636	.35
330-3000-520.45-04	REGISTRATION & DUES	122.84	3,217.28	3,500	3,500	283	.92
330-3000-520.50-05	INSURANCE	.00	4,414.58	16,000	16,000	11,585	.28
330-3000-520.60-16	PROMOTION & PUBLICITY	499.21	1,999.59	2,500	2,500	500	.80
330-3000-520.66-04	FINANCE	2,475.00	29,700.00	29,700	29,700	0	1.00
330-3000-520.66-09	FACILITIES	18,988.00	227,900.00	227,900	227,900	0	1.00
330-3000-520.66-27	LEGAL	1,075.00	12,900.00	12,900	12,900	0	1.00
330-3000-520.66-28	ADMINISTRATION	1,575.00	18,900.00	18,800	18,900	0	1.00
330-3000-520.66-29	HUMAN RESOURCES	1,950.00	23,400.00	23,400	23,400	0	1.00
330-3000-520.66-94	GIS	162.00	1,900.00	1,900	1,900	0	1.00
330-3000-520.66-95	IT	11,113.00	133,400.00	133,400	133,400	0	1.00
330-3000-569.96-01	CONTINGENCY	.00	.00	650,400	628,100	628,100	.00
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FOR FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	JUNE (P12-13) ACTUALS	Y-T-D ACTUAL	ADOPTED BUDGET	FINAL BUDGET	REMAINING BUDGET	% REC'D/SPENT
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*	EXPENDITURE	122,630.76	1,361,562.23	2,052,700	2,053,779	692,217	.66
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***	LIBRARY	122,273.78	1,351,988.77	2,046,200	2,046,200	694,211	.66

FOR FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	JUNE (P12-13) ACTUALS	Y-T-D ACTUAL	ADOPTED BUDGET	FINAL BUDGET	REMAINING BUDGET	% REC'D/SPENT
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LIBRARY GRANT/DONATIONS							
330-3001-300.01-01	BEGINNING BALANCE	.00	47,375.00-	56,000-	56,000-	8,625-	.85
330-3001-324.34-00	STATE GRANTS	.00	9,529.00-	8,500-	8,500-	1,029	1.12
330-3001-347.47-00	DONATIONS/CONTRIBUTIONS	10.70-	8,705.51-	14,000-	14,000-	5,294-	.62
330-3001-390.90-04	PRIOR YEAR TAXES	1.56-	82.77-	0	0	83	.00
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*	REVENUE	12.26-	65,692.28-	78,500-	78,500-	12,808-	.84
330-3001-520.05-71	MINOR EQUIPMENT	.00	3,769.50	10,000	10,000	6,231	.38
330-3001-520.05-74	PROGRAMS AND OUTREACH	1,993.30	12,152.86	15,000	15,000	2,847	.81
330-3001-520.20-19	EQUIPMENT REPAIRS/MAINT.	.00	143.56	1,000	1,000	856	.14
330-3001-520.25-11	FUEL	.00	141.64	3,000	3,000	2,858	.05
330-3001-520.30-05	COLLECTION DEVELOPMENT	.00	93.90	0	0	94-	.00
330-3001-520.30-12	READY TO READ GRANT	546.74	9,851.26	13,200	13,200	3,349	.75
330-3001-520.60-16	PROMOTION & PUBLICITY	411.99	411.99	1,000	1,000	588	.41
330-3001-569.96-01	CONTINGENCY	.00	.00	35,300	35,300	35,300	.00
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*	EXPENDITURE	2,952.03	26,564.71	78,500	78,500	51,935	.34
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***	LIBRARY GRANT/DONATIONS	2,939.77	39,127.57-	0	0	39,128	.00
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****	LIBRARY	125,213.55	1,312,861.20	2,046,200	2,046,200	733,339	.64

FOR FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	JUNE (P12-13) ACTUALS	Y-T-D ACTUAL	ADOPTED BUDGET	FINAL BUDGET	REMAINING BUDGET	% REC'D/SPENT
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	DISTRICT ATTORNEY						
	LAW LIBRARY						
330-6004-300.01-01	BEGINNING BALANCE	.00	21,232.00-	19,000-	19,000-	2,232	1.12
330-6004-300.01-05	INTEREST EARNED	84.82-	617.16-	0	0	617	.00
330-6004-329.50-24	FINES-STATE COURTS	.00	21,751.22-	21,000-	21,000-	751	1.04
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*	REVENUE	84.82-	43,600.38-	40,000-	40,000-	3,600	1.09
330-6004-510.01-17	DEPARTMENT HEADS	273.56	1,885.04	2,800	2,950	1,065	.64
330-6004-510.01-22	ASST/TECH/COORD/CLERK	103.44	1,120.06	0	0	1,120-	.00
330-6004-510.02-01	FICA	30.00	225.96	215	230	4	.98
330-6004-510.02-02	WORKERS COMPENSATION	.49	3.77	4	5	1	.75
330-6004-510.02-03	HEALTH INSURANCE	.00	477.85	817	825	347	.58
330-6004-510.02-04	LIFE INSURANCE/LTD	.00	8.35	8	10	2	.84
330-6004-510.02-05	UNEMPLOYMENT	.40	3.06	3	5	2	.61
330-6004-510.02-06	401K RETIREMENT	11.88	214.77	253	265	50	.81
330-6004-510.02-08	OREGON PAID LEAVE TAX	1.57	7.03	0	10	3	.70
330-6004-520.05-74	PROGRAMS AND OUTREACH	100.00	100.00	500	500	400	.20
330-6004-520.10-26	ORDINANCE COMPILATION	90.63	570.63	3,000	3,000	2,429	.19
330-6004-520.30-05	COLLECTION DEVELOPMENT	1,193.62	20,563.60	21,000	21,000	436	.98
330-6004-569.96-01	CONTINGENCY	.00	.00	11,400	11,200	11,200	.00
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*	EXPENDITURE	1,805.59	25,180.12	40,000	40,000	14,820	.63
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***	LAW LIBRARY	1,720.77	18,420.26-	0	0	18,420	.00
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****	DISTRICT ATTORNEY	1,720.77	18,420.26-	0	0	18,420	.00