



# Board of Trustees

## Meeting Agenda

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**Thursday, September 14, 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/94319953433?pwd=SXk0cDBSblR0b0d5eWQvenptN0l4QT09>

**Meeting ID:** 943 1995 3433

**Passcode:** 695902

*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 August 10, 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. Trustee training video
- b. eContent options
- c. Library2Go update
- d. Strategic planning, scope of work and bids
- e. Broughton patio update

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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.

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

- a. September is library card sign-up month
- b. Rural service options, Libby Showcase, Bookmobile, kiosks, etc.
- c. Personnel changes, two part-time positions now one full-time position with benefits, outreach librarian/teen librarian
- d. Library open hours update
- e. Staff training day on October 9, 2023
- f. Seed program
- g. Crook County Library Foundation formation

**8. Agenda items for next meeting:** October 12, 2023, Broughton Community Room, Crook County Library, 175 NW Meadow Lakes Dr., Prineville, OR 97754, 541-447-7978.

**9. Adjournment:**

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### 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*

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

- **Call to Order (5:15pm)**
  - i) Additions/deletions from the agenda; approval of agenda (**ACTION**)
    - (1) **Motion:** Debra Merskin
    - (2) **Second:** Keya Rohovit-Wrolson
    - (a) **Approved:** Approved
  - ii) Conflicts/potential conflicts of interest
    - (1) N/A
  - iii) Announcements
    - (1) Welcome to New board members.
    - (2) Introduction
- **Public Comment (5:15-5:30pm)**
  - a. No public comment
- **Consent agenda (ACTION) (5:30pm)**
  - a. Minutes of June 8, 2023, regular meeting
    - i. Motion: Debra Merskin
    - ii. Second: Mark Maboll
    - I. Approved: Approved
- **Reports (5:30-5:50pm)**
  - a. Friends
    - i. Treasurer's Monthly Activity Report June 2023 Total Income: \$3352.41, Total Expenses: \$82.00.

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- ii. Remodeling chapters (bookstore) in the library
  - iii. October will be the big book sale, with the help of ROTC
- b. Circulation services
  - i. Renee Parrott has moved from the Circulation team to the Public Services team as the new Youth Librarian.
  - ii. Kailia Rhoden has been moved from part time to full time employee. She will be the new volunteer coordinator and work on the Words on Wheels program.
  - iii. Amber Dozhier has taken on the role of Inter Library Loans
  - iv. Janet Yu, library aid, has done an excellent job but will be leaving the Crook County Library in mid-August.
  - v. Tuesdays are the busiest day in July with an average of 296 patrons. I am was the busiest time of the day.
  - vi.
- c. Public services
  - i. Summer Reading is going well. We have had 702 participants as of Aug.5
  - ii. We are starting to plan for fall programs.
  - iii. Youth Librarian, Jennifer Fischer has resigned. Renee Parrott has moved into the youth librarian position. She has been doing an amazing job and has done an excellent job revamping the youth programs. She has been working with our Intern (Marisa handle). We have received many compliments from parents.
  - iv. Teen Services are going well. We have had 107 teens participate, which is a high for our SRP. Katie has hosted many great programs, including a cooking class at COCC, One Dish Wonder.
  - v. Adult programs have been going well. We have had great turnouts. We wrapped up Adult SRP with a virtual Marie Kondo workshop.
  - vi. Sean Briscoe (Assistant Library Director) has been serving as the interim Executive Director for the Bowman Museum.
- d. Director's report
  - i. Looking to hire a consultant to help with the strategic plan.
  - ii. Library has received a grant of \$5,000 from the Ford Family Foundation to hire a consultant.
  - iii. Library is looking for three bids on a Strategic Plan consultant.
  - iv. Clock tower has a fresh coat of paint and is now working.
  - v. Fabric on the bulletin boards in the Broughton Room is being replaced.
  - vi. The library has received 1 bid for the repairs on the Broughton Room patio. There are two bids for the mural on the Broughton Room wall, honoring Sarah Joan Yancey.
  - vii. The library will be looking for grants to fund the painting of a mural.
  - viii. The County Administrator, Andy Parks, has given the library staff some flexibility with their work schedule. This will allow the library to open additional hours starting in September or October. Goal is 9am-7pm.

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

- a. Questions on role of the board in accepting, managing and oversight of grants, donations.

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

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- a. eContent options
  - i. Would like to asking Deschutes Public Library if we can remove e-content from the Tri-County agreement to lower the cost of the Tri-County agreement. Crook County Library will look into getting e-content from the Oregon State Library or Libraries of Eastern Oregon (LEO).
- **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
    - i. Motion: Keya Rohovit-Wrolson
    - ii. Second: Debra Merskin
      - 1. Approved
  - c. Personnel changes, updates, 25 hr/week vacant position
  - d. Patio project
    - i. Currently working on renovating the Broughton Room patio.
  - e. Broughton Room renovation
    - i. Boards in Broughton were replaced.
  - f. Chair, Vice-chair appointment
    - i. **Chair Nomination:** Natalie Good
      - 1. Motion: Debra Merskin
      - 2. Second: Mark Maboll
        - a. Approved - Natalie Good as Board Chair
    - ii. **Vice Chair:** Keya Rohovit-Wrolson
      - 1. **Motion:** Sandy Kurbow
      - 2. **Second:** Natalie Good
        - a. Approved – Keya Rohovit-Wrolson as Vice Chair
  - g. Library open hours update
    - i. Covered in Director's Report
  - h. Programs and new storytime options
    - i. Would like to start hosting neurodiverse storytime
- **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.)**
  - a. Update on Deschutes – e-content
  - b. Update on Grant approval: \$10,000
- **Adjournment: 7:00pm**
  - **Motion:** Debra Merskin
  - **Second:** Natilie Good
    - o **Approved:** Approved

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# Circulation Services Report

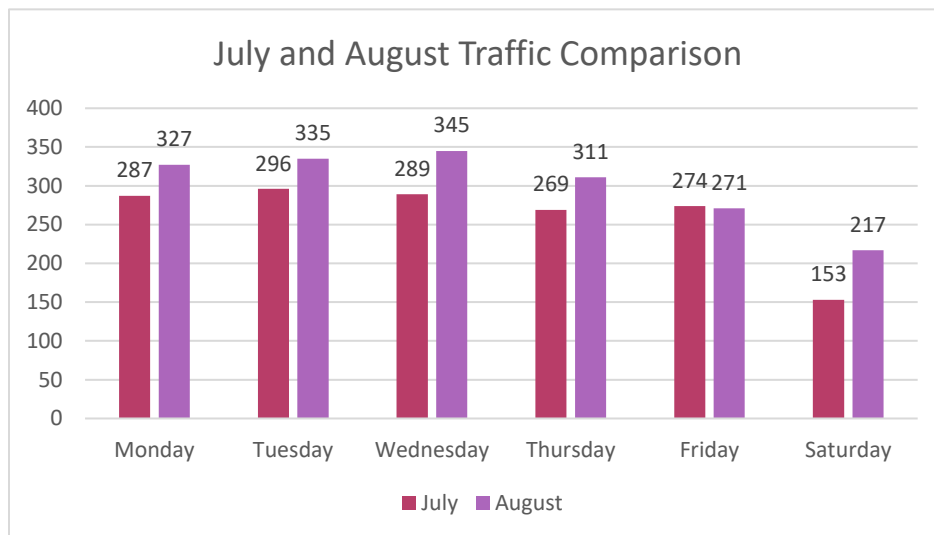
## September 2023

*Prepared by Cindy York, Library Operations Manager*

### Did You Know?

At the county's suggestion, we combined our two open positions (25hr part-time Customer Service Specialist and 20hr Library Aide) into one full-time 40hr position. The goal was to create a more attractive position that offered benefits. After several interviews with some amazing candidates, we selected Stephanie Glisson as our new Customer Service Specialist. She will begin work on 9/13. As a relative newcomer to Crook County, we look forward to her fresh perspective and positive can-do attitude in helping our patrons! Come by and say hello to Stephanie!

### Traffic Trends



Busiest Day: Monday 8/28 – 406  
Busiest Hour: Saturday 8/19 – 10am-11am

### Library Life

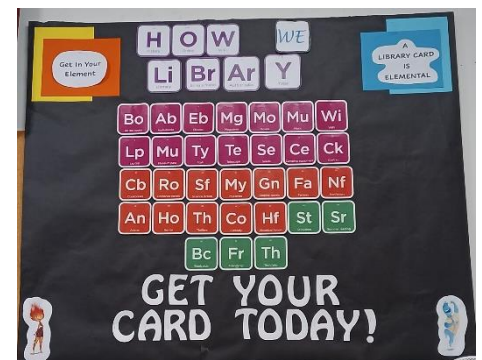
You may have heard the news that the county raised our printing/faxing fees to be on par with the other departments. This increase took effect 7/1/23 and the impact is noticeable

|  | July  | August |
|--|-------|--------|
| 2022 (\$.05 b&w, \$.25 color, \$0 faxing)    | \$215 | \$330  |
| 2023 (\$.25 b&w, \$.75 color, \$2.50 faxing) | \$540 | \$542  |

### September is National Library Card Sign-up Month!

With the theme “Libraries Are Elemental!” we took the opportunity to draw attention to our services by making an element box for each service. Did you know that we have a Book Club that meets monthly?

Look for the Bc on the chart →



# Public Services Report

## September 2023

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*Prepared by Sean Briscoe, Public Services Manager*

### **Public Service Management Updates**

- Our early literacy backpacks have arrived. The backpacks will cover a variety of early learning skills such as numbers, letters, shapes, as well as different emotions. We will be processing and getting them ready for circulation soon.
- The library has applied for a Youth Money Management grant (Think Money for Kids). This grant will provide a collection of expertly vetted resources to help libraries offer financial education for children ages 3 to 12, both in the library and in children's homes. If awarded the grant, the library will receive materials (such as ready-to-use games, props and other physical materials) for five separate programs, A set of Playaway Launchpad tablets pre-loaded with digital content, and training for library staff. These programs will allow the library to offer in-house programs and outreach programs.

### **Programing and Outreach**

- **Youth**
  - Youth programing continues to grow. Renee has continued to expand youth programing and will be expanding her professional development as well. She will be attending a neurodiverse training and will be applying what she learns to our youth programing. Renee has continued to develop programs for our tween age group.
- **Teen**
  - With the absence of a teen librarian, the library is planning on finding community partners and presenters to support our teen programs. Though the library will still provide our weekly Snack in the Stacks program and offer at least one monthly program.
- **Adult**
  - Adult programing continues to go strong. Last month, we hosted "The Art of Falconry" which was well received. In addition, adult services have been partnering with Crook County on the Move to offer moment classes twice a week at the library. The classes are going very well, and we are averaging 15 attendees at each class.

# Director's Report

September 2023

Prepared by Sarah Beeler, Director of Library Services

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## Facility

- Three bids have been received for the Broughton patio renovation project. This is a Facilities Department project. Nick will take selected bid to County Court for approval. If a donation is received for this project, the money will go back into the Facilities budget. However, if a donation is received for the mural and plaque, that donation will go before the Library Board of Trustees for their approval. The current bid for the mural is \$6311. The Randolph Rose bid for an 18"x18" plaque is \$3,230, an 18" x 24" plaque would be \$4,180.
- Friends will be voting on donating \$300 for rhododendrons to be planted along Second Street at their next meeting, September 20, 2023.
- The library is now open until 7pm weeknights.

## Crook County

- Three meetings will be held the last two weeks in September on potentially transitioning to a new form of county government, a three-member board of commissioners and a county administrator.

## eContent options and Library2Go

- The Deschutes Public Library annual invoice for services and eContent (through OverDrive) is attached, \$57,091.40. Item #5 is for eContent, \$42,311.
- The cost for OverDrive content through the Oregon Digital Library Consortium (Library2Go) is \$9,240 for FY 23 and \$10,200 for FY 24-25. This cost does not include 4000 OverDrive magazines. The cost to add the magazines to Library2Go would be an additional \$2,000. Applications to join Library2Go are due in August and February.
- The cost to join Library2Go through Libraries of Eastern Oregon is even less expensive, \$7,807.49 plus an additional \$2,000 for magazines.

## Consultant contract proposal

- Two strategic planning proposals have been received. Four library consultants were asked to provide a bid. We were just awarded a strategic planning grant from Roundhouse Foundation for \$2500.00. Total committed grants and donations for strategic planning are currently \$11,500 (\$5,000 The Ford Family Foundation, \$2,500 Roundhouse Foundation, \$2,000 in FY23 from the Friends and another \$2,000 in FY 24 from the Friends). With board's approval, additional grants will be sought with the goal of raising funds to cover most of the cost for strategic planning.



## Statistics, 2023-2024

| ACTIVITY                             | Monthly<br>average | Total  | Aug    | Jul    | Staff   |
|--------------------------------------|--------------------|--------|--------|--------|---------|
| <b>Collection use</b>                |                    |        |        |        |         |
| <i>Physical circulation activity</i> |                    |        |        |        |         |
| Checkouts: selfcheck                 | 4,184              | 8,368  | 4,314  | 4,054  | Cindy   |
| Checkouts: desk                      | 2,711              | 5,421  | 2,830  | 2,591  | Cindy   |
| Selfcheck ratio                      |                    | 39%    | 40%    | 39%    | Formula |
| Total physical circ.                 | 1,149              | 13,789 | 7,144  | 6,645  | Formula |
| Items lent w/in system               | 3,388              | 6,775  | 3,575  | 3,200  | Cindy   |
| Items borrowed w/in system           | 792                | 1,583  | 792    | 791    | Cindy   |
| Outside ILLs borrowed                | 32                 | 32     | 30     | 28     | AmberD  |
| Outside ILLs lent                    | 9                  | 9      | 20     | 2      | AmberD  |
| <i>Electronic use</i>                |                    |        |        |        |         |
| Ancestry content views               | 1                  | 2      | -      | 2      | Kim     |
| Chilton retrievals                   | 5                  | 5      |        | 5      | Kim     |
| Gale Retrievals                      | -                  | -      |        | -      | Kim     |
| HeritageQuest views                  | -                  | -      | -      | -      | Kim     |
| Hoopla Checkouts                     | 359                | 718    | 391    | 327    | Kim     |
| LearningExpress sessions             | 1                  | 1      | 1      | -      | Kim     |
| OverDrive checkouts                  | 3,733              | 7,466  | 3,808  | 3658   | Kim     |
| OverDrive new users                  | 29                 | 57     | 29     | 28     | Kim     |
| Scholastic Teachables sessions       | 3                  | 5      | 3      | 2      | Kim     |
| Discovery Pass Reservations          | 21                 | 41     | 21     | 20     | Kim     |
| Website sessions (visits)            | 2,215              | 2,215  |        | 2,215  | Sean    |
| Total electronic use                 | 685                | 8,217  | 4,203  | 4,014  | Formula |
| <i>Total collection use</i>          | 1,834              | 22,006 | 11,347 | 10,659 | Formula |
| <b>Library use</b>                   |                    |        |        |        |         |
| <i>Days open</i>                     | 26                 | 52     | 27     | 25     | Cindy   |
| Hours open                           | 221                | 441    | 231    | 210    | Cindy   |
| Public closure hours                 | 4                  | 8      | -      | 8      | Cindy   |
| <i>Patron visits</i>                 | 7,648              | 15,296 | 8,525  | 6,771  | Cindy   |
| Gate traffic                         | 5,165              | 10,330 | 5,547  | 4,783  | Cindy   |
| New patrons                          | 114                | 227    | 127    | 100    | Cindy   |
| Reference Interactions               | 61                 | 122    | 65     | 57     | Amber   |
| <b>Computer sessions</b>             |                    |        |        |        |         |
| Desktop sessions                     | 402                | 803    | 405    | 398    | Cindy   |
| WiFi sessions                        | 400                | 800    | 400    | 400    | Sarah   |
| Total Internet use                   | 134                | 1,603  | 805    | 798    | Formula |
| Laptop sessions                      | 1                  | 1      | 1      | -      | Cindy   |
| <b>Meeting Rooms</b>                 |                    |        |        |        |         |
| Meetings held                        | 93                 | 186    | 94     | 92     | AmberD  |
| <b>Collection activity</b>           |                    |        |        |        |         |
| <i>New items</i>                     | 53                 | 631    | 333    | 298    | Formula |
| Books & print                        | 277                | 554    | 285    | 269    | Kim     |

|                              |     |       |     |     |         |
|------------------------------|-----|-------|-----|-----|---------|
| Audio                        | 6   | 12    | 3   | 9   | Kim     |
| Movies                       | 33  | 65    | 45  | 20  | Kim     |
| Items withdrawn              | -   | -     | -   | -   | Formula |
| Billed/damaged not paid      |     | -     |     |     | Cindy   |
| Claimed returned             |     | -     |     |     | Cindy   |
| Long missing                 |     | -     |     |     | Cindy   |
| Withdrawn                    |     | -     |     |     | Cindy   |
| Net change in items          | 53  | 631   | 333 | 298 | Formula |
| Items Processed              | 298 | 596   | 353 | 243 | Cindy   |
| Items Repaired               | 190 | 379   | 142 | 237 | Cindy   |
| <b>Programs and outreach</b> |     |       |     |     |         |
| <i>Children's programs</i>   |     |       |     |     |         |
| # kids programs              | 6   | 64    | 3   | 5   | Formula |
| Kids program attendance      | 165 | 1,976 | 104 | 94  | Formula |
| # kids outreach              | 8   | 93    | 3   | 3   | Formula |
| Kids outreach attendance     | 186 | 2,233 | 275 | 103 | Formula |
| # Kids Total                 | 13  | 157   | 6   | 8   | Formula |
| Total kids attendance        | 351 | 4,209 | 379 | 197 | Formula |
| <i>Teen programs</i>         |     |       |     |     |         |
| # teen programs              | 6   | 74    | 6   | 8   | Formula |
| Teen Program attendance      | 42  | 504   | 38  | 85  | Formula |
| # teen outreach              | 2   | 29    | -   | -   | Formula |
| Teen outreach attendance     | 169 | 2,025 | -   | -   | Formula |
| # teen total                 | 9   | 103   | 6   | 8   | Formula |
| Total teen attendance        | 211 | 2,529 | 38  | 85  | Formula |
| <i>Adult programs</i>        |     |       |     |     |         |
| # adult programs             | 5   | 62    | 2   | 3   | Formula |
| Adult program attendance     | 42  | 499   | 17  | 51  | Formula |
| # adult outreach             | 0   | 5     | 1   | -   | Formula |
| Adult outreach attendance    | 16  | 187   | 26  | -   | Formula |
| # adult total                | 6   | 67    | 3   | 3   | Formula |
| Total adult attendance       | 57  | 686   | 43  | 51  | Formula |
| Total # programs             | 27  | 327   | 15  | 19  | Formula |
| Total attendance             | 619 | 7,424 | 460 | 333 | Formula |
| Outreach activities only     | 11  | 127   | 4   | 3   | Formula |
| Outreach attendance only     | 370 | 4,445 | 301 | 103 | Formula |
| <b>Volunteering</b>          |     |       |     |     |         |
| Volunteers                   | 8   | 8     |     |     | Kaila   |
| Volunteer Hours              | 59  | 59    |     |     | Kaila   |
| Board Volunteer Hours        | -   | -     |     |     | Kaila   |

|                    |                     | FOR FISCAL YEAR 2023-2024 |             |            |            |            |               |
|--------------------|---------------------|---------------------------|-------------|------------|------------|------------|---------------|
|                    |                     | JULY                      | Y-T-D       | ADOPTED    | FINAL      | REMAINING  | % REC'D/SPENT |
| ACCOUNT NUMBER     | ACCOUNT DESCRIPTION | ACTUAL                    | ACTUAL      | BUDGET     | BUDGET     | BUDGET     |               |
| LIBRARY            |                     | -----                     | -----       | -----      | -----      | -----      |               |
| 330-0000-300.01-01 | BEGINNING BALANCE   | 747,898.44-               | 747,898.44- | 764,000-   | 764,000-   | 16,102-    | .98           |
| 330-0000-300.01-05 | INTEREST EARNED     | 1,920.30-                 | 1,920.30-   | 30,000-    | 30,000-    | 28,080-    | .06           |
| 330-0000-300.01-08 | REALIZED GAIN/LOSS  | 292.14-                   | 292.14-     | 0          | 0          | 292        | .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    | 3,699.32-                 | 3,699.32-   | 0          | 0          | 3,699      | .00           |
|                    |                     | -----                     | -----       | -----      | -----      | -----      | -----         |
| *                  | REVENUE             | 753,810.20-               | 753,810.20- | 2,398,000- | 2,398,000- | 1,644,190- | .31           |
|                    | 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             | 753,810.20-               | 753,810.20- | 1,594,000- | 1,594,000- | 840,190-   | .47           |
|                    |                     | -----                     | -----       | -----      | -----      | -----      | -----         |
| ****               | LIBRARY             | 753,810.20-               | 753,810.20- | 1,594,000- | 1,594,000- | 840,190-   | .47           |

## FOR FISCAL YEAR 2023-2024

| ACCOUNT NUMBER       | ACCOUNT DESCRIPTION       | JULY<br>ACTUAL<br>----- | Y-T-D<br>ACTUAL<br>----- | ADOPTED<br>BUDGET<br>----- | FINAL<br>BUDGET<br>----- | REMAINING<br>BUDGET<br>----- | % 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            | 539.62-                 | 539.62-                  | 3,000-                     | 3,000-                   | 2,460-                       | .18           |
| 330-3000-329.42-39   | NONRESIDENT REGISTRATIONS | 255.00-                 | 255.00-                  | 0                          | 0                        | 255                          | .00           |
| 330-3000-329.50-19   | FINES                     | 174.38-                 | 174.38-                  | 3,000-                     | 3,000-                   | 2,826-                       | .06           |
| 330-3000-329.50-24   | FINES-STATE COURTS        | .00                     | .00                      | 22,000-                    | 22,000-                  | 22,000-                      | .00           |
| 330-3000-343.43-24   | MERCHANDISE               | 2.00-                   | 2.00-                    | 0                          | 0                        | 2                            | .00           |
| 330-3000-345.45-21   | FRIENDS OF LIBRARY SALES  | 586.25-                 | 586.25-                  | 0                          | 0                        | 586                          | .00           |
| 330-3000-347.47-00   | DONATIONS/CONTRIBUTIONS   | 2.93-                   | 2.93-                    | 10,000-                    | 10,000-                  | 9,997-                       | .00           |
|                      |                           | -----                   | -----                    | -----                      | -----                    | -----                        | -----         |
| * REVENUE            |                           | 1,560.18-               | 1,560.18-                | 48,000-                    | 48,000-                  | 46,440-                      | .03           |
| PERSONNEL SERVICES   |                           |                         |                          |                            |                          |                              |               |
| 330-3000-510.01-00   | SALARIES & WAGES          | 21,423.97               | 21,423.97                | 609,000                    | 609,000                  | 587,576                      | .04           |
| 330-3000-510.01-32   | EXTRA HELP                | 612.00                  | 612.00                   | 0                          | 0                        | 612-                         | .00           |
| 330-3000-510.02-01   | FICA                      | 1,688.95                | 1,688.95                 | 46,000                     | 46,000                   | 44,311                       | .04           |
| 330-3000-510.02-02   | WORKERS COMPENSATION      | 32.46                   | 32.46                    | 1,000                      | 1,000                    | 968                          | .03           |
| 330-3000-510.02-03   | HEALTH INSURANCE          | 10,416.91               | 10,416.91                | 146,000                    | 146,000                  | 135,583                      | .07           |
| 330-3000-510.02-04   | LIFE INSURANCE/LTD        | .00                     | .00                      | 2,000                      | 2,000                    | 2,000                        | .00           |
| 330-3000-510.02-05   | UNEMPLOYMENT              | 44.50                   | 44.50                    | 2,000                      | 2,000                    | 1,956                        | .02           |
| 330-3000-510.02-06   | 401K RETIREMENT           | 1,522.04                | 1,522.04                 | 62,000                     | 62,000                   | 60,478                       | .02           |
| 330-3000-510.02-08   | OREGON PAID LEAVE TAX     | 89.02                   | 89.02                    | 2,000                      | 2,000                    | 1,911                        | .04           |
|                      |                           | -----                   | -----                    | -----                      | -----                    | -----                        | -----         |
| * EXPENDITURE        |                           | 35,829.85               | 35,829.85                | 870,000                    | 870,000                  | 834,170                      | .04           |
| MATERIALS & SERVICES |                           |                         |                          |                            |                          |                              |               |
| 330-3000-520.05-30   | POSTAGE                   | .00                     | .00                      | 3,000                      | 3,000                    | 3,000                        | .00           |
| 330-3000-520.05-71   | MINOR EQUIPMENT           | .00                     | .00                      | 9,000                      | 9,000                    | 9,000                        | .00           |
| 330-3000-520.05-74   | PROGRAMS AND OUTREACH     | 305.99                  | 305.99                   | 18,000                     | 18,000                   | 17,694                       | .02           |
| 330-3000-520.05-89   | CREDIT CARD CHARGES       | 23.51                   | 23.51                    | 0                          | 0                        | 24-                          | .00           |
| 330-3000-520.05-96   | DUES & SUBSCRIPTIONS      | .00                     | .00                      | 2,000                      | 2,000                    | 2,000                        | .00           |
| 330-3000-520.10-06   | COLLECTION AGENCY EXPENSE | .00                     | .00                      | 1,000                      | 1,000                    | 1,000                        | .00           |
| 330-3000-520.10-07   | COPY MACHINES             | .00                     | .00                      | 4,000                      | 4,000                    | 4,000                        | .00           |
| 330-3000-520.10-25   | OFFICE SUPPLIES           | .00                     | .00                      | 5,000                      | 5,000                    | 5,000                        | .00           |
| 330-3000-520.10-26   | ORDINANCE COMPILATION     | .00                     | .00                      | 1,000                      | 1,000                    | 1,000                        | .00           |
| 330-3000-520.20-19   | EQUIPMENT REPAIRS/MAINT.  | .00                     | .00                      | 1,000                      | 1,000                    | 1,000                        | .00           |
| 330-3000-520.20-43   | RESOURCE SHARING          | 1,256.64                | 1,256.64                 | 8,000                      | 8,000                    | 6,743                        | .16           |
| 330-3000-520.25-05   | MILEAGE                   | .00                     | .00                      | 1,000                      | 1,000                    | 1,000                        | .00           |
| 330-3000-520.25-11   | FUEL                      | 292.14                  | 292.14                   | 1,000                      | 1,000                    | 708                          | .29           |
| 330-3000-520.30-05   | COLLECTION DEVELOPMENT    | 5,133.26                | 5,133.26                 | 149,000                    | 149,000                  | 143,867                      | .03           |
| 330-3000-520.30-12   | READY TO READ GRANT       | .00                     | .00                      | 13,000                     | 13,000                   | 13,000                       | .00           |
| 330-3000-520.35-42   | SOFTWARE SERVICES         | 2,787.80                | 2,787.80                 | 11,000                     | 11,000                   | 8,212                        | .25           |
| 330-3000-520.35-85   | LIBRARY CONSORTIUM        | .00                     | .00                      | 10,000                     | 10,000                   | 10,000                       | .00           |
| 330-3000-520.40-17   | CELL PHONE COSTS          | 25.00                   | 25.00                    | 0                          | 0                        | 25-                          | .00           |
| 330-3000-520.45-02   | TRAINING/LODGING/PER DIEM | 58.00                   | 58.00                    | 3,000                      | 3,000                    | 2,942                        | .02           |
| 330-3000-520.50-05   | INSURANCE                 | 443.03                  | 443.03                   | 1,000                      | 1,000                    | 557                          | .44           |
| 330-3000-520.60-16   | PROMOTION & PUBLICITY     | .00                     | .00                      | 3,000                      | 3,000                    | 3,000                        | .00           |
| 330-3000-520.66-04   | FINANCE                   | 2,500.00                | 2,500.00                 | 30,000                     | 30,000                   | 27,500                       | .08           |

|                    |                     | FOR FISCAL YEAR 2023-2024 |           |           |           |           |               |
|--------------------|---------------------|---------------------------|-----------|-----------|-----------|-----------|---------------|
|                    |                     | JULY                      | Y-T-D     | ADOPTED   | FINAL     | REMAINING | % REC'D/SPENT |
|                    |                     | ACTUAL                    | ACTUAL    | BUDGET    | BUDGET    | BUDGET    |               |
| ACCOUNT NUMBER     | ACCOUNT DESCRIPTION | -----                     | -----     | -----     | -----     | -----     |               |
| 330-3000-520.66-09 | FACILITIES          | 18,250.00                 | 18,250.00 | 219,000   | 219,000   | 200,750   | .08           |
| 330-3000-520.66-27 | LEGAL               | 1,000.00                  | 1,000.00  | 12,000    | 12,000    | 11,000    | .08           |
| 330-3000-520.66-28 | ADMINISTRATION      | 2,000.00                  | 2,000.00  | 24,000    | 24,000    | 22,000    | .08           |
| 330-3000-520.66-29 | HUMAN RESOURCES     | 2,000.00                  | 2,000.00  | 24,000    | 24,000    | 22,000    | .08           |
| 330-3000-520.66-94 | GIS                 | 167.00                    | 167.00    | 2,000     | 2,000     | 1,833     | .08           |
| 330-3000-520.66-95 | IT                  | 18,000.00                 | 18,000.00 | 216,000   | 216,000   | 198,000   | .08           |
| 330-3000-520.66-98 | RISK MGMT           | 83.00                     | 83.00     | 1,000     | 1,000     | 917       | .08           |
|                    |                     | -----                     | -----     | -----     | -----     | -----     | -----         |
| *                  | EXPENDITURE         | 54,325.37                 | 54,325.37 | 772,000   | 772,000   | 717,675   | .07           |
|                    |                     | -----                     | -----     | -----     | -----     | -----     | -----         |
| ***                | LIBRARY             | 88,595.04                 | 88,595.04 | 1,594,000 | 1,594,000 | 1,505,405 | .06           |
|                    |                     | -----                     | -----     | -----     | -----     | -----     | -----         |
| ****               | LIBRARY             | 88,595.04                 | 88,595.04 | 1,594,000 | 1,594,000 | 1,505,405 | .06           |