



Board of Trustees

Meeting Agenda

Thursday, April 13, 2023, 5:15pm
Central Oregon Community College Building
510 SE Lynn Blvd, Prineville, OR 97754
Room RPI-119
MEETING OPEN TO THE PUBLIC

Join Zoom Meeting
<https://zoom.us/j/96784012702?pwd=VGZzemcxV0FISHpXRIZ3UGxKM3UzQT09>
Meeting ID: 967 8401 2702
Passcode: 717808

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 March 9 regular meeting
- 4. Reports (5:30-5:50pm)**
 - a. Friends
 - b. Circulation services
 - c. Public services
- 5. Financials/Statistics Review (5:50-6:00pm)**
- 6. Continuing business (6:00-6:20pm)**
- 7. New Business (6:20-6:40pm)**
 - a. Introduction of new Library Director – Sarah Beeler
 - b. New Job title for Staff – Sean Briscoe
 - c. Budget for 2024
 - d. Library Board of Trustee Recruitment process
- 8. Agenda items for next meeting, May 11, 2023**
- 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.

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.



Board of Trustees

Meeting Agenda

Thursday, March 09, 2023, 5:15pm

4-H Clover Building

SE Lynn Blvd, Prineville, OR 97754

MEETING OPEN TO THE PUBLIC

Join Zoom Meeting

<https://zoom.us/j/97214205334?pwd=WDZMSDRDWEExmeINibXdqeEpEzU54QT09>

Meeting ID: 972 1420 5334

Passcode: 104741

RECORDING NOTICE: This meeting will be recorded via Zoom

Present: Present: Library staff Cindy York and Sean Briscoe. Library trustees Jerry Bishop, Cheyenne Edgerly, Natalie Good, Debra Merskin, LaQuita Stec

1. Call to Order (5:25pm)

- i) Additions/deletions from the agenda; approval of agenda (**ACTION**)
 - (1) Motion: Jerry Bishop
 - (2) Second: Natalie Good
 - (a) Approved
- ii) Conflicts/potential conflicts of interest
 - (1) No
- iii) Announcements
 - (1) NA

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

- i. **Sandy Kerbow:** What book challenges is OBOB
- ii. **Rich Mires:** Thank you to the Library for running the library for all people. Everyone keep remembering that it is for everyone
- iii. **Michel Custer:** Book Deszmin is Amazing (Book) was snorting a cocaine line and talking about pedophile. Do we want this kind of books in the library. I would like a review of the book.
- iv. **Nathanie Dunaway:** Back in December, the board made a big decision after comments and experts. The decision was the right decision. I hope the board keeps making the right decision off data and inclusion.

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

- a. Minutes of February 9 regular meeting
 - i. Motion: Debra Merskin
 - ii. Second: Natalie Good
 - I. Approved

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

- a. Friends
 - i. Treasure report – shows the support from new members through new donations and dues. Income was \$2037
 - ii. They have 107 members
 - iii. Setting up a membership table in the library lobby
 - iv. They are having a lot of success with the Thursday sale and book donations have been down
 - v. Book donations have gone up since the Facebook post
 - vi. Book Sale: March 18
 - vii. Volunteers hours: 137 hrs / 100hrs of Chapters /
- b. Circulation services
 - i. WoW celebrated 1 year of operation
 - ii. Sean and Cindy have been exploring leadership skills and attending workshops and meetings.
 - iii. HVAC update is almost done
 - iv. Dimmer was installed over the help desk
 - v. Installed rousting spikes to prevent birds from nesting
 - vi. Director hire update: HR are moving onto setting up interview for the director position
 - vii. Key cards: Maintenance has been busy and the key card update is on their to do list.
 - viii. Maintenance fixed the electronic hole in the floor
 - I. Jerry: Stats look like they were down by a 1/3 from two years ago.... Any thoughts
- c. Public services
 - i. Summer reading planning has begun.
 - ii. Update on program and outreach promotion.
 - iii. Update on the LFL Powell Butte
 - iv. Update on programing successes and future programs for youth, teen, and adult services

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

- a. When are financials posted and where are they posted? (Cheyanne)
- b. The statistics are from July 1, fiscal year to date

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

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

- a. Comments from the Chair
 - i. Comments made by the Chair about Cheyanne
 - I. Library Board Chair request Cheyanne submit her resignation to County Court by the April Board meeting on April 18. If not, Library Chair will request a vote from library board to submit a formal request to County Court for Cheyanne's removal

8. Agenda items for next meeting, March 9, 2023

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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- a. No items

9. Adjournment:

- a. **Motion:** Debra Merskin
- b. **Second:** Natalie Good
 - i. Meeting Adjournment (6:27pm)

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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Friends of the Crook County Library
Board Meeting Minutes
Wednesday, March 15, 2023

Board Members Attending

Faye Streier, Susan Swan, Carrie Gordon, Janice Staats, Jeannette Holman, Robin Martinez, and Ginger Nedry

Guests

Janet Herrmann, Cheryl Ingersoll, Jan McDonald, Cindy York

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

President Report

Welcome to visitors and introductions. Janet and Jan would like to join the Board. **Carrie nominated Janet Herrmann and Jan McDonald as temporary Board Members in good standing, Ginger seconded, passed.** Bylaws state “The Board may temporarily appoint any member in good standing to fill a Director vacancy created between annual meetings.” Janet and Jan were given the Board Member Job Description which they both signed. They were given hard copies of Policies. “So happy to have you as Board Members!”

Secretary Report

Susan moved to accept the February 2023 minutes as written, Carrie seconded, passed.

Treasurer Report

- More members have renewed with very generous dues. \$1671 membership dues came in.
- Yesterday some of the Board watched the Nonprofit Association of Oregon’s Finance training webinar. Learned that our Treasurer’s Monthly Activity Reports and Spreadsheet are good ways to track our finances and fight fraud.
- Total Income: \$2802.29, Total Expenses: \$636.71.

Committee Reports

Chapters Bookstore – Ginger filling in on Fridays. Susan emailed Volunteer List to get more Chapters Bookstore volunteers, and had 3 positive responses, one from a retired school librarian that might start in April.

Membership –

- In our Membership Excel spreadsheet there are people who have not paid and are listed as inactive. We decided to keep them on the list for 2 years and send them renewal mailings. On the 3rd year, different wording would be sent to them, like ... We haven’t heard from you.... If they do not respond, they will be deleted from the Membership spreadsheet.
- The membership form needs board review and approval. Consider adding a way to pay for multiple years.
- Jeannette has sent thank you cards to everyone that paid \$50 or greater for membership dues and donations.

Book Sorting –

- Our Feb 21 Facebook post about only having 4 boxes of 3rd Saturday Sale books with a photo of the inside of the shed was shared 33 times. The Central Oregon Daily News saw this and called Janice Feb 22 for more information. They did a segment on their TV news program about how we need book donations, and our next book sale is March 18. It was picked up by a radio station. Lots of book donations since then.
- If any Board member wants training on book sorting, schedule it with Janice.

Volunteers – Deleted from Volunteer List: (1) Debra Casali (moved to AZ in 2017), (2) Diane Dorn (at her request), (3) Fred & Betsy Roniger (email rejects and phone number doesn't work), (4) Pam Dykstra (email rejects, called twice no response). Need to delete F LaVerne Cater (her request due to health concerns).

Publicity/Public Relations –

- Faye will see about getting our book sales in the Redmond Round-Up free section for non-profits.
- Faye tried The Source online to list an event. It was very cumbersome and she was not able to complete it.

March 18, 2023 Book Sale

- Leaders will be Faye and Janice. Good response from volunteer email.
- Book sale will be listed 3 times in Round-Up (free section for non-profits, What's Happening, and paid ad).
- Use nametags and do introductions so volunteers get to know one another better.
- Will use 9 tables and 50 boxes.

April Book Sale

Ginger and Faye are the leads.

May BIG BOOK SALE

- Confirmed sale time of 9 am – 1 pm, and pricing of \$5 bag for poster.
- Ginger took the broken table home to fix it, and will tighten all the loose screws on the tables in the storage locker.
- Ginger got a positive response from ROTC leader for box lifters, but it is too far out to make any exact commitments.
- Faye will do the volunteer email around May 1, then we can start our phone calls around May 8.
- Janet has 2 dollies she can bring.
- Need a new task added to book transport section about calling the places leftovers are going the morning of the Big Book Sale. In October 2022, two volunteers had trouble making their delivery to Opportunity Foundation and Humane Society Thrift Stores. If we call day of sale, hopefully that will make our volunteers delivery easier.

- Leftovers -
 - Robin contacted Habitat for Humanity Thrift Store in Sisters. They will take any and all leftovers. Drop off is Tuesday-Saturday 10 am – 1 pm. Robin and Carrie will fill their vehicles up and take to Sisters on the Tuesday after the sale.
 - Janice talked to Dorothy Gates who does books at Humane Society of the Ochocos Thrift Store in Prineville. Dorothy said they will take 20 boxes. More coordination needs to happen about delivery.
 - Faye contacted Neat Repeat (Prineville). They will take 5 boxes.
 - Faye contacted St. Vincent De Paul (Redmond). They will take 100 books but do not want them all at once. Janice will figure out how many boxes that is.
 - Susan will contact Opportunity Foundation (Redmond).
 - Ginger contacted Possibilities Madras and they said to call Opportunity Foundation in Redmond.
 - Janice contacted Brightside Animal Shelter Thrift Store (Redmond). They will take some boxes. They take donations Tues, Wed, Thurs, and some Sat 10 am – 2 pm. Needs more coordination to see if we can ensure delivery on that Saturday and how many boxes.
- Go through all steps on the task table next month.

Library Report

- Cindy invited Friends to evacuation drill on Friday at 8:00 am. It helps to practice.
- Director search update: Cindy, Kim, Jerry Brummer, and Amy Albert scored applications. Next applicants will be interviewed by Trustees and then County Commissioners. The job is listed as open until filled.
- At the last Board of Trustees meeting, the Chair asked for the resignation of another Trustee. Today the County Commissioners removed the Chair. That leaves 4 Board of Trustee Members, and 2 of those terms expire June 30. County Commissioners will fill the Chair position. We would like to help get the word out that there are openings on the Board of Trustees.
- Patio and bricks: Cindy and Sean are advocating to keep the patio wall, which could become a place to put the brick plaques.

Accomplishments

- **Volunteer hours** since the last Board Meeting:
 - Board of Directors = 124 hours
 - Faye 14
 - Susan 12
 - Carrie 15
 - Janice 27
 - Jeannette 35
 - Ginger 6
 - Robin 12
 - Jan 3
 - Chapters Bookstore Volunteers = 64.75 hours
 - Non-board Volunteers = 40 hours total
 - February Book Sale 32
 - Cheryl Ingersoll book sorting and Board Meetings 4
 - Bob Riley bookkeeping 4

- **February 2023 Book Sale** – Robin and Susan were the leads. 3 people moved boxes on that Friday, 7 people set up, 4 people stayed during sale, Susan opened Chapters Bookstore, 8 people cleaned up, and 3 took books to storage locker. Had 11 tables and started with 57 boxes of books. Leftovers of 32 boxes (56% leftovers). Made \$245. 32 non-board volunteer hours.
- Ginger did a home pick-up of 4 boxes of books.
- Our Feb 21 Facebook post about only having 4 boxes of 3rd Saturday Sale books with a photo of the inside of the shed was shared 33 times. The Central Oregon Daily News saw this and called Janice Feb 22 for more information. They did a segment on their TV news program about how we need book donations, and our next book sale is March 18. It was picked up by a radio station. Lots of book donations since then.
- Carrie confirmed Randy Dunbar’s lecture for May at the Museum on May 4 about Fish Lake Remount Station used by trail crews and pack teams working in the Wilderness. Steve Lent’s lecture is May 25 about the rise of the timber industry. Both programs start at 6:30 pm.

Move Chapters Coordinator Position to April meeting.

There is a possible Library Tour next month.

Meeting adjourned at 3:47 pm.

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

Circulation Services Report

April 2023

Prepared by Cindy York, Library Operations Manager

What's Happening

CCL is on an upward roll! In addition to our new director Sarah Beeler joining the library team, our numbers are going up!

Circulation: at 8,178 there was an increase of 78% over last month. Last time the numbers were this high was in January 2020 at 8,467!

New Patrons—130 people opened library accounts. It's been almost a full year (133 in April 2022) since we've had that many new patrons!

Volunteer Hours—a steady increase in volunteer hours saw the numbers jump up 52% over last month. Renee Parrott has done a great job leading the volunteer program to 64 hours in March! Way to go Renee!!!



Facilities:

- Computer Lab: the computer lab in the library will be renovated soon. Our plan is to replace the current tables with individual desks that are height adjustable. This will make access to the computers easier for all our patrons. With the assistance of the maintenance crew, we should be able to achieve this goal before end of fiscal year!
- Broughton Room patio: Management team met with a landscaper to evaluate the trees in the patio area. Using his recommendations, we met on 4/11 with maintenance to plan next steps. Another goal within reach by fiscal years' end?

Circulation Statistics:

High/Low statistics for March:

	<u>Highest Number Recorded</u>	<u>Lowest Number Recorded</u>
Self-Check Stations	201 checkouts on 3/8	39 checkouts on 3/9
Front Counter Stations	306 checkouts on 3/7	87 checkouts on 3/18
Checkins	389 returns on 3/1	132 returns on 3/18
Paging List Items (items leaving the building)	205 items listed on 3/6	83 items listed on 3/25
Items on Hold Shelf	AVG 162	
Incoming Crates	AVG 7	

Public Services Report

April 2023

Prepared by Sean Briscoe, Public Services Manager

Public Service Management Updates

- Summer Reading planning is in full swing. We are currently setting up programs and outreach events. This year's theme will be "Find Your Voice". We have been in connection with community partners to offer unique and fun programs for all ages. This includes, along with others, Children's Forest who will provide Storytime in the park and others. Storytime in the Park was a huge success last year.
- Our partnership with the Latino Community Association (LCA) has been continuing to grow. In March we started our first computer class. The first few computer classes were well attended, averaging about 13 participants. The second offering of English classes just finished and we received great feedback. With the success of the English classes, we are hoping to offer an English 1 and English 2 class in the Fall and possibly another Computer class.

Programming and Outreach

- **Youth**
 - The Dino-Story exhibit is in full swing and is creating excitement at the library. We will be offering a variety of dino theme programs for the month of April.
- **Teen**
 - Teen programming has been going well. Teen outreach has been very popular at the high school and middle school. Katie's outreach at the middle and high school has been averaging 50+ attendees.
- **Adult**
 - Adult programming has been going well. Last month, we had a special presentation on the history of Women's cloths, which was well attended. This month, our adult services will be offering a talk from the Alzheimer's Association, a seed exchange, book club, and the very popular Music in Public Places (featuring Cascade Chamber Players).

FOR FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	MARCH ACTUALS	Y-T-D ACTUAL	ADOPTED BUDGET	FINAL BUDGET	REMAINING BUDGET	% REC'D/SPENT
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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	4,899.82-	11,667.58-	6,000-	6,000-	5,668	1.94
330-0000-300.01-08	REALIZED GAIN/LOSS	247.05-	387.45-	0	0	387	.00
330-0000-390.90-03	CURRENT YEAR TAXES	7,528.48-	1,314,122.85-	1,360,000-	1,360,000-	45,877-	.97
330-0000-390.90-04	PRIOR YEAR TAXES	1,477.14-	19,687.72-	0	0	19,688	.00
330-0000-390.90-06	MISC TAX REVENUE	.00	6,524.09-	0	0	6,524	.00
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*	REVENUE	14,152.49-	2,023,252.37-	2,046,200-	2,046,200-	22,948-	.99
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***	LIBRARY	14,152.49-	2,023,252.37-	2,046,200-	2,046,200-	22,948-	.99
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****	LIBRARY	14,152.49-	2,023,252.37-	2,046,200-	2,046,200-	22,948-	.99

FOR FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	MARCH ACTUALS	Y-T-D ACTUAL	ADOPTED BUDGET	FINAL BUDGET	REMAINING BUDGET	% REC'D/SPENT
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	397.82-	2,299.74-	4,000-	4,000-	1,700-	.57
330-3000-329.42-39	NONRESIDENT REGISTRATIONS	25.00-	485.00-	0	0	485	.00
330-3000-329.50-19	FINES	439.70-	2,563.15-	2,500-	2,500-	63	1.03
330-3000-343.43-24	MERCHANDISE	5.50-	89.50-	0	0	90	.00
330-3000-345.45-21	FRIENDS OF LIBRARY SALES	390.15-	1,542.73-	0	0	1,543	.00
* REVENUE		1,258.17-	8,059.12-	6,500-	7,579-	480	1.06
330-3000-510.01-17	DEPARTMENT HEADS	.00	35,053.81	77,659	80,725	45,671	.43
330-3000-510.01-22	ASST/TECH/COORD/CLERK	39,850.70	326,218.94	424,367	440,930	114,711	.74
330-3000-510.02-01	FICA	3,010.46	27,141.75	38,402	39,907	12,765	.68
330-3000-510.02-02	WORKERS COMPENSATION	56.74	493.66	714	736	242	.67
330-3000-510.02-03	HEALTH INSURANCE	11,561.64	113,622.66	157,243	161,635	48,012	.70
330-3000-510.02-04	LIFE INSURANCE/LTD	112.05	1,115.93	1,475	1,525	409	.73
330-3000-510.02-05	UNEMPLOYMENT	39.84	361.24	495	526	165	.69
330-3000-510.02-06	401K RETIREMENT	3,626.06	27,097.07	48,045	44,645	17,548	.61
330-3000-510.02-08	PAID FAMILY MED LEAVE INS	159.40	476.51	0	1,050	573	.45
330-3000-520.05-30	POSTAGE	219.99	1,445.92	1,700	1,700	254	.85
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	347.76	2,671.48	6,000	6,000	3,329	.45
330-3000-520.05-89	CREDIT CARD CHARGES	21.12	95.14	200	200	105	.48
330-3000-520.05-96	DUES & SUBSCRIPTIONS	.00	1,494.00	0	0	1,494-	.00
330-3000-520.10-06	COLLECTION AGENCY EXPENSE	118.20	886.50	500	500	387-	1.77
330-3000-520.10-07	COPY MACHINES	405.37	2,763.43	3,800	3,800	1,037	.73
330-3000-520.10-25	OFFICE SUPPLIES	64.91	2,904.70	8,000	8,000	5,095	.36
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	.00	363.97	500	500	136	.73
330-3000-520.30-05	COLLECTION DEVELOPMENT	6,856.59	101,017.78	128,000	128,000	26,982	.79
330-3000-520.35-42	SOFTWARE SERVICES	1,650.00	8,095.31	11,000	11,000	2,905	.74
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	25.00	225.00	500	500	275	.45
330-3000-520.45-03	LODGING & MEALS	.00	864.04	2,500	2,500	1,636	.35
330-3000-520.45-04	REGISTRATION & DUES	1,575.00	2,179.44	3,500	3,500	1,321	.62
330-3000-520.50-05	LIABILITY INSURANCE	.00	4,414.58	16,000	16,000	11,585	.28
330-3000-520.60-16	PROMOTION & PUBLICITY	.00	1,500.38	2,500	2,500	1,000	.60
330-3000-520.66-04	FINANCE	2,475.00	22,275.00	29,700	29,700	7,425	.75
330-3000-520.66-09	FACILITIES	18,992.00	170,928.00	227,900	227,900	56,972	.75
330-3000-520.66-27	LEGAL	1,075.00	9,675.00	12,900	12,900	3,225	.75
330-3000-520.66-28	ADMINISTRATION	1,575.00	14,175.00	18,800	18,900	4,725	.75
330-3000-520.66-29	HUMAN RESOURCES	1,950.00	17,550.00	23,400	23,400	5,850	.75
330-3000-520.66-94	GIS	158.00	1,422.00	1,900	1,900	478	.75
330-3000-520.66-95	IT	11,117.00	100,053.00	133,400	133,400	33,347	.75
330-3000-569.96-01	CONTINGENCY	.00	.00	650,400	628,100	628,100	.00

FOR FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	MARCH ACTUALS -----	Y-T-D ACTUAL -----	ADOPTED BUDGET -----	FINAL BUDGET -----	REMAINING BUDGET -----	% REC'D/SPENT
*	EXPENDITURE	107,042.83	1,017,794.53	2,052,700	2,053,779	1,035,984	.50
***	LIBRARY	105,784.66	1,009,735.41	2,046,200	2,046,200	1,036,465	.49

FOR FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	MARCH 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	1,296.46-	8,380.28-	14,000-	14,000-	5,620-	.60
330-3001-390.90-04	PRIOR YEAR TAXES	1.47-	79.10-	0	0	79	.00

*	REVENUE	1,297.93-	65,363.38-	78,500-	78,500-	13,137-	.83
330-3001-520.05-71	MINOR EQUIPMENT	.00	1,283.10	10,000	10,000	8,717	.13
330-3001-520.05-74	PROGRAMS AND OUTREACH	298.15	7,799.15	15,000	15,000	7,201	.52
330-3001-520.20-19	EQUIPMENT REPAIRS/MAINT.	.00	68.56	1,000	1,000	931	.07
330-3001-520.25-11	FUEL	.00	141.64	3,000	3,000	2,858	.05
330-3001-520.30-05	COLLECTION DEVELOPMENT	35.94	76.80	0	0	77-	.00
330-3001-520.30-12	READY TO READ GRANT	2,676.70	6,902.84	13,200	13,200	6,297	.52
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	3,010.79	16,272.09	78,500	78,500	62,228	.21

***	LIBRARY GRANT/DONATIONS	1,712.86	49,091.29-	0	0	49,091	.00

****	LIBRARY	107,497.52	960,644.12	2,046,200	2,046,200	1,085,556	.47

FOR FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	MARCH 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	177.96-	390.33-	0	0	390	.00
330-6004-329.50-24	FINES-STATE COURTS	.00	21,751.22-	21,000-	21,000-	751	1.04

*	REVENUE	177.96-	43,373.55-	40,000-	40,000-	3,374	1.08
330-6004-510.01-17	DEPARTMENT HEADS	.00	1,271.43	2,800	2,950	1,679	.43
330-6004-510.01-22	ASST/TECH/COORD/CLERK	201.80	605.40	0	0	605-	.00
330-6004-510.02-01	FICA	15.42	137.35	215	230	93	.60
330-6004-510.02-02	WORKERS COMPENSATION	.26	2.32	4	5	3	.46
330-6004-510.02-03	HEALTH INSURANCE	27.35	423.15	817	825	402	.51
330-6004-510.02-04	LIFE INSURANCE/LTD	.58	5.49	8	10	5	.55
330-6004-510.02-05	UNEMPLOYMENT	.20	1.89	3	5	3	.38
330-6004-510.02-06	401K RETIREMENT	20.18	160.24	253	265	105	.60
330-6004-510.02-08	PAID FAMILY MED LEAVE INS	.80	2.40	0	10	8	.24
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	564.11	10,350.91	21,000	21,000	10,649	.49
330-6004-569.96-01	CONTINGENCY	.00	.00	11,400	11,200	11,200	.00

*	EXPENDITURE	830.70	13,440.58	40,000	40,000	26,559	.34

***	LAW LIBRARY	652.74	29,932.97-	0	0	29,933	.00

****	DISTRICT ATTORNEY	652.74	29,932.97-	0	0	29,933	.00

Statistics, 2022-2023

ACTIVITY	Total	Mar	Feb	Jan
Collection use				
<i>Physical circulation activity</i>				
Checkouts: selfcheck	36,449	3,149	3,875	4,381
Checkouts: desk	27,501	5,029	2,820	2,556
Selfcheck ratio	43%	61%	42%	37%
Total physical circ.	63,950	8,178	6,695	6,937
Items lent w/in system	28,460	3,720	3,246	3,655
Items borrowed w/in system	7,955	1,091	886	938
Outside ILLs borrowed	32	41	38	40
Outside ILLs lent	9	18	10	19
<i>Electronic use</i>				
Ancestry content views	348	-	49	73
Chilton retrievals	57	17	7	8
Gale Retrievals	451	31	91	167
HeritageQuest views	40	2	-	-
Hoopla Checkouts	2,512	294	315	307
LearningExpress sessions	4	-	-	-
OverDrive checkouts	31,298	3,586	3,303	3,832
OverDrive new users	210	18	15	35
Scholastic Teachables sessions	126	3	10	5
Discovery Pass Reservations	89	17	13	7
Website sessions (visits)	19,419	2,387	2,033	2,297
Total electronic use	34,916	3,950	3,788	4,399
<i>Total collection use</i>	64,919	-	-	-
Library use				
<i>Days open</i>	224	27	23	24
Hours open	1,902	231	195	204
Public closure hours	92	-	8	18
<i>Patron visits</i>	55,424	2,948	7,354	7,143
Gate traffic	45,617	5,580	4,555	4,683
New patrons	982	130	116	101
Reference Interactions	848	137	98	97
Computer sessions				
Desktop sessions	3,015	387	307	314
WiFi sessions	3,600	400	400	400
Total Internet use	6,615	787	707	714
Laptop sessions	19	-	-	5
Meeting Rooms				
Meetings held	784	92	91	102
Collection activity				
<i>New items</i>	4,038	593	441	386
Books & print	3,600	518	388	355

Audio	90	18	13	6
Movies	348	57	40	25
Items withdrawn	4,913	-	379	372
Billed/damaged not paid	212		48	42
Claimed returned	9		3	1
Long missing	182		101	37
Withdrawn	4,510		227	292
Net change in items	(875)	593	62	14
Items Processed	4,026	547	434	384
Items Repaired	1,857	132	122	227
Programs and outreach				
<i>Children's programs</i>				
# kids programs	55	8	7	7
Kids program attendance	1,598	350	163	252
# kids outreach	69	-	15	16
Kids outreach attendance	1,665	160	210	311
# Kids Total	124	8	22	23
Total kids attendance	3,263	510	373	563
<i>Teen programs</i>				
# teen programs	54	6	5	7
Teen Program attendance	397	54	27	55
# teen outreach	21	4	3	3
Teen outreach attendance	1,651	199	1,057	94
# teen total	75	10	8	10
Total teen attendance	2,048	253	1,084	149
<i>Adult programs</i>				
# adult programs	42	3	4	4
Adult program attendance	373	27	81	10
# adult outreach	4	-	1	-
Adult outreach attendance	60	-	2	-
# adult total	46	3	5	4
Total adult attendance	433	27	83	10
<i>Total # programs</i>	245	21	35	37
<i>Total attendance</i>	5,744	790	1,540	722
<i>Outreach activities only</i>	94	4	19	19
<i>Outreach attendance only</i>	3,376	359	1,269	405
Volunteering				
Volunteers	118	17	15	14
Volunteer Hours	415	64	42	43
Board Volunteer Hours	61	6	3	5

New Business

- A. The Crook County Library is excited to welcome our new Library Director, Sarah Beeler. With 32 years of experience working in Oregon Libraries, Sarah's experience and enthusiasm will help our Crook County Library team grow. Recently relocating to Prineville with her cat, chicken, and nine ducks, Sarah enjoys reading, gardening, hiking, making hammocks, and hunting. We are excited to have Sarah at the Crook County Library and look forward to working with her.

- B. Sean Briscoe has accepted the position of Assistant Library Director. He will continue overseeing public services and will work closely with Library Director Sarah Beeler and Library Operations Manager Cindy York in his new role.

**CROOK COUNTY
REQUESTED BUDGET WORKSHEET
LIBRARY - 3000
FY 2023-24**

Proposed budget to County Finance.
Budget still under review.

CATEGORY/ACCOUNT	DESCRIPTION	FY 2021 ACTUALS	FY 2022 ACTUALS	FY 2023 ADJ BUDGET	FY 2023 YTD ACTUAL (THRU 1/31)	FY 2023 YE ESTIMATE	DEPT ENTRY FY 2024 REQUESTED	FY 2024 REQUESTED, ROUNDED	FY 2024 PROPOSED	FY 2024 PROPOSED, ROUNDED
REVENUE										
Taxes										
330- 0000- 390.90-03	PROPERTY TAXES / CURRENT YEAR TAXES	1,186,037	1,254,977	1,360,000	1,258,527	1,392,000	1,433,760	1,430,000	1,468,000	1,468,000
330- 0000- 390.90-04	PROPERTY TAXES / PRIOR YEAR TAXES	52,164	30,154	-	16,662	-	-	-	-	-
330- 0000- 390.90-06	PROPERTY TAXES / MISC TAX REVENUE	-	14,127	-	4,351	-	-	-	-	-
	Taxes Total	1,238,202	1,299,258	1,360,000	1,279,540	1,392,000	1,433,760	1,430,000	1,468,000	1,468,000
Intergovernmental										
330- 3000- 322.00-00	REVENUE / FEDERAL GRANTS	6,260	27,389	1,079	1,079	1,000	-	-	-	-
330- 3000- 324.35-50	STATE REVENUE /HERT TAX	8,508	-	-	-	-	-	-	-	-
	Intergovernmental Total	14,768	27,389	1,079	1,079	1,000	-	-	-	-
Transfers and Interfund										
330- 3000- 380.80-03	TRANSFERS IN / FR RESERVE FUND	525,000	-	-	-	-	-	-	-	-
	Transfers and Interfund Total	525,000	-	-	-	-	-	-	-	-
Licenses, Permits & Fees										
330- 3000- 329.42-18	FEES / PHOTOCOPY FEES	2,175	2,683	4,000	1,665	4,000	3,000	3,000	3,000	3,000
330- 3000- 329.42-39	FEES / NONRESIDENT REGISTRATIONS	425	490	-	460	-	450	-	450	-
330- 3000- 329.50-19	LICENSES/PENALTIES / FINES	2,528	2,262	2,500	1,838	2,000	2,500	3,000	2,500	3,000
	Licenses, Permits & Fees Total	5,128	5,435	6,500	3,964	6,000	5,950	6,000	5,950	6,000
Charges for Services										
330- 3000- 343.43-24	OTHER CHARGES / MERCHANDISE	43	58	-	79	-	-	-	-	-
330- 3000- 345.45-21	COMMUNITY REVENUE / FRIENDS OF LIBRARY SALES	84	(734)	-	1,369	2,000	-	-	-	-
330- 3000- 360.60-03	REIMBURSED REVENUE / REIMBURSED ITEMS	2	70	-	-	-	-	-	-	-
330- 3000- 360.60-13	REIMBURSED REVENUE / CASHIER ADJUSTMENT	(5)	-	-	-	-	-	-	-	-
	Charges for Services Total	124	(606)	-	1,448	2,000	-	-	-	-
Miscellaneous										
330- 0000- 300.01-05	INTEREST EARNED	6,598	3,360	6,000	6,362	10,000	6,000	6,000	16,000	16,000
330- 0000- 300.01-08	REALIZED GAIN/LOSS INV.	-	-	-	140	-	-	-	-	-
	Miscellaneous Total	6,598	3,360	6,000	6,502	10,000	6,000	6,000	16,000	16,000
TOTAL REVENUE		1,789,820	1,334,837	1,373,579	1,292,533	1,411,000	1,445,710	1,442,000	1,489,950	1,490,000

EXPENDITURES

Personnel										
330- 3000- 510.01-00	SALARIES & WAGES / REGULAR SALARIES	413,501	454,500	521,655	281,915	506,000	576,986	577,000	576,986	577,000
330- 3000- 510.01-32	SALARIES & WAGES / EXTRA HELP	14,421	8,608	-	-	-	-	-	-	-
330- 3000- 510.02-01	EMPLOYEE BENEFITS / FICA	33,037	34,672	39,907	21,147	38,000	44,139	44,000	44,139	44,000
330- 3000- 510.02-02	EMPLOYEE BENEFITS / WORKERS COMPENSATION	710	765	736	381	1,000	1,904	2,000	1,904	2,000

**CROOK COUNTY
REQUESTED BUDGET WORKSHEET
LIBRARY - 3000
FY 2023-24**

CATEGORY/ACCOUNT	DESCRIPTION	FY 2021 ACTUALS	FY 2022 ACTUALS	FY 2023 ADJ BUDGET	FY 2023 YTD ACTUAL (THRU 1/31)	FY 2023 YE ESTIMATE	DEPT ENTRY FY 2024 REQUESTED	FY 2024 REQUESTED, ROUNDED	FY 2024 PROPOSED	FY 2024 PROPOSED, ROUNDED
330- 3000- 510.02-03	EMPLOYEE BENEFITS / HEALTH INSURANCE	133,925	138,564	161,635	90,499	150,000	172,918	173,000	172,918	173,000
330- 3000- 510.02-04	EMPLOYEE BENEFITS / LIFE INSURANCE/LTD	1,087	1,294	1,525	892	1,000	1,661	2,000	1,661	2,000
330- 3000- 510.02-05	EMPLOYEE BENEFITS / UNEMPLOYMENT	444	463	526	282	1,000	577	1,000	577	1,000
330- 3000- 510.02-06	EMPLOYEE BENEFITS / 401K RETIREMENT	28,381	30,123	44,645	19,927	40,000	57,896	58,000	57,896	58,000
330- 3000- 510.02-08	EMPLOYEE BENEFITS / PAID FAMILY MEDICAL LEAVE INSURANCE	-	-	1,050	159	1,000	2,308	2,000	2,308	2,000
Personnel Total		625,507	668,990	771,679	415,202	738,000	858,390	859,000	858,390	859,000
Materials and Services										
330- 3000- 520.05-30	OPERATING SUPPLIES / POSTAGE	1,233	1,556	1,700	1,008	2,000	3,000	3,000	3,000	3,000
330- 3000- 520.05-71	OPERATING SUPPLIES / MINOR EQUIPMENT	4,977	4,177	4,000	3,308	4,000	4,000	4,000	4,000	4,000
330- 3000- 520.05-74	OPERATING SUPPLIES / PROGRAMS AND OUTREACH	4,151	4,345	6,000	2,224	6,000	6,000	6,000	6,000	6,000
330- 3000- 520.05-89	OPERATING SUPPLIES / CREDIT CARD CHARGES	79	51	200	69	-	200	-	200	-
330- 3000- 520.05-96	OPERATING SUPPLIES / DUES & SUBSCRIPTIONS	-	-	-	1,494	2,000	2,000	2,000	2,000	2,000
330- 3000- 520.10-06	OFFICE SUPPLIES / COLLECTION AGENCY EXPENSE	886	1,021	500	630	1,000	1,500	2,000	1,000	1,000
330- 3000- 520.10-07	OFFICE SUPPLIES / COPY MACHINES	2,320	3,518	3,800	2,084	4,000	4,000	4,000	4,000	4,000
330- 3000- 520.10-25	OFFICE SUPPLIES / OFFICE SUPPLIES	7,716	5,424	8,000	1,905	6,000	5,000	5,000	5,000	5,000
330- 3000- 520.20-19	REPAIRS & MAINTENANCE / EQUIPMENT REPAIRS/MAINT.	1,403	150	200	-	-	200	-	200	-
330- 3000- 520.20-43	REPAIRS & MAINTENANCE / RESOURCE SHARING	5,962	6,932	7,500	7,361	7,500	8,000	8,000	8,000	8,000
330- 3000- 520.25-06	OTHER VEHICLE EXPENSE / MILEAGE OTH THAN MTR POOL	(113)	430	500	364	500	500	1,000	500	1,000
330- 3000- 520.30-05	BOOKS & PERIODICALS / COLLECTION DEVELOPMENT	109,366	119,313	128,000	88,803	128,000	150,000	150,000	133,000	133,000
330- 3000- 520.35-42	CONTRACT SERVICES / SOFTWARE MAINTENANCE	10,080	9,389	11,000	6,445	8,100	11,000	11,000	11,000	11,000
330- 3000- 520.35-85	CONTRACT SERVICES / LIBRARY CONSORTIUM	8,175	8,856	9,500	8,544	8,600	10,000	10,000	10,000	10,000
330- 3000- 520.40-10	UTILITIES / TELEPHONE	470	-	-	-	-	-	-	-	-
330- 3000- 520.40-17	UTILITIES / CELL PHONE COSTS	1,129	300	500	175	-	500	1,000	500	1,000
330- 3000- 520.45-03	LODGING/MEALS/TRAINING / LODGING & MEALS	134	1,825	2,500	864	1,000	2,500	3,000	2,500	3,000
330- 3000- 520.45-04	LODGING/MEALS/TRAINING / REGISTRATION & DUES	2,459	3,413	3,500	604	3,500	4,500	5,000	-	-
330- 3000- 520.50-05	INSURANCE / LIABILITY INSURANCE	5,145	5,364	16,000	4,415	5,000	-	-	5,000	5,000
330- 3000- 520.60-16	SPECIAL EVENTS / PROMOTION & PUBLICITY	4,871	1,648	2,500	1,500	2,500	2,500	3,000	2,000	2,000
330- 3000- 520.66-04	INTERNAL SERVICE / FINANCE	31,335	32,234	29,700	17,325	30,000	-	-	31,482	31,000
330- 3000- 520.66-09	INTERNAL SERVICE / FACILITIES	200,388	219,100	227,900	132,944	228,000	-	-	241,574	242,000
330- 3000- 520.66-27	INTERNAL SERVICE / LEGAL	16,953	14,960	12,900	7,525	13,000	-	-	13,674	14,000
330- 3000- 520.66-28	INTERNAL SERVICE / ADMINISTRATION	24,772	19,689	18,900	11,025	19,000	-	-	20,034	20,000
330- 3000- 520.66-29	INTERNAL SERVICE / HUMAN RESOURCES	15,384	17,402	23,400	13,650	23,000	-	-	25,500	26,000
330- 3000- 520.66-94	INTERNAL SERVICE / GIS	2,004	1,725	1,900	1,106	2,000	-	-	2,014	2,000
330- 3000- 520.66-95	INTERNAL SERVICE / IT	107,784	107,411	133,400	77,819	133,000	-	-	141,404	141,000
Materials and Services Total		569,062	590,233	654,000	393,193	637,700	215,400	218,000	673,582	675,000
Capital Outlay										
330- 3000- 580.80-03	CAPITAL OUTLAY / BUILDING IMPROVEMENTS	-	-	-	-	-	-	-	-	-
330- 3000- 580.80-04	CAPITAL OUTLAY / GROUNDS IMPROVEMENTS	-	-	-	-	-	65,000	65,000	-	-
Capital Outlay Total		-	-	-	-	-	65,000	65,000	-	-
EXPENDITURES TOTAL		1,194,569	1,259,223	1,425,679	808,395	1,375,700	1,138,790	1,142,000	1,531,972	1,534,000

**CROOK COUNTY
REQUESTED BUDGET WORKSHEET
LIBRARY - 3000
FY 2023-24**

CATEGORY/ACCOUNT	DESCRIPTION	FY 2021 ACTUALS	FY 2022 ACTUALS	FY 2023 ADJ BUDGET	FY 2023 YTD ACTUAL (THRU 1/31)	FY 2023 YE ESTIMATE	DEPT ENTRY FY 2024 REQUESTED	FY 2024 REQUESTED, ROUNDED	FY 2024 PROPOSED	FY 2024 PROPOSED, ROUNDED
REVENUES OVER (UNDER) EXPENDITURES		595,251	75,614	(52,100)	484,138	35,300	306,920	300,000	(42,022)	(44,000)
BEGINNING FUND BALANCE										
330- 0000- 300.01-01	BEGINNING FUND BALANCE	-	595,251	680,200	670,863	671,000		-	706,300	706,000
ENDING FUND BALANCE		595,251	670,865	628,100	1,155,001	706,300	306,920	300,000	664,278	662,000
330- 3000- 569.96-01	CONTINGENCY	-	-	628,100	-	706,300		-	662,000	662,000
330- 3000- 571.90-00	RESERVED FOR FUTURE EXP	-	-	-	-	-		-	-	-
Contingency/Reserves Total		-	-	628,100	-	706,300	-	-	662,000	662,000

**CROOK COUNTY
REQUESTED BUDGET WORKSHEET
LIBRARY - 3001 GRANT/DONATIONS
FY 2023-24**

Proposed budget to County Finance.
Budget still under review.

CATEGORY/ACCOUNT	DESCRIPTION	FY 2021 ACTUALS	FY 2022 ACTUALS	FY 2023 ADJ BUDGET	FY 2023 YTD ACTUAL (THRU 1/31)	FY 2023 YE ESTIMATE	DEPT ENTRY FY 2024 REQUESTED	FY 2024 REQUESTED, ROUNDED	FY 2024 PROPOSED	FY 2024 PROPOSED, ROUNDED
REVENUE										
Taxes										
330- 3001- 390.90-04	PROPERTY TAXES / PRIOR YEAR TAXES	2,192	450	-	75	-		-		-
	Taxes Total	2,192	450	-	75	-	-	-	-	-
Intergovernmental										
330- 3001- 322.00-00	REVENUE / FEDERAL GRANTS	365	-	-	-	-		-		-
330- 3001- 324.34-00	STATE GRANTS / STATE GRANTS	8,397	14,623	8,500	9,529	10,000	10,000	10,000	10,000	10,000
	Intergovernmental Total	8,762	14,623	8,500	9,529	10,000	10,000	10,000	10,000	10,000
Miscellaneous										
330- 3001- 347.47-00	CONTRIBUTIONS/DONATIONS / DONATIONS/CONTRIBUTIONS	5,022	9,195	14,000	7,043	8,000	10,000	10,000	10,000	10,000
	Miscellaneous Total	5,022	9,195	14,000	7,043	8,000	10,000	10,000	10,000	10,000
TOTAL REVENUE		15,977	24,268	22,500	16,647	18,000	20,000	20,000	20,000	20,000
EXPENDITURES										
Materials and Services										
330- 3001- 520.05-71	OPERATING SUPPLIES / MINOR EQUIPMENT	28,689	2,608	10,000	1,283	10,000	5,000	5,000	5,000	5,000
330- 3001- 520.05-74	OPERATING SUPPLIES / PROGRAMS AND OUTREACH	9,628	43,270	15,000	7,141	9,000	12,500	13,000	12,500	12,000
330- 3001- 520.20-19	REPAIRS & MAINTENANCE / EQUIPMENT REPAIRS/MAINT.	-	-	1,000	69	1,000	1,000	1,000	1,000	1,000
330- 3001- 520.25-11	OTHER VEHICLE EXPENSE / FUEL	754	146	3,000	100	3,000	1,000	1,000	1,000	1,000
330- 3001- 520.30-05	BOOKS & PERIODICALS / COLLECTION DEVELOPMENT	1,296	-	-	-	-	-	-	-	-
330- 3001- 520.30-12	BOOKS & PERIODICALS / READY TO READ GRANT	7,869	6,415	13,200	4,226	11,000	12,590	13,000	12,590	13,000
330- 3001- 520.60-16	SPECIAL EVENTS / PROMOTION & PUBLICITY	1,723	1,140	1,000	-	1,000	1,000	1,000	1,000	1,000
	Materials and Services Total	49,960	53,580	43,200	12,819	35,000	33,090	34,000	33,090	33,000
EXPENDITURES TOTAL		49,960	53,580	43,200	12,819	35,000	33,090	34,000	33,090	33,000
REVENUES OVER (UNDER) EXPENDITURES		(33,983)	(29,312)	(20,700)	3,828	(17,000)	(13,090)	(14,000)	(13,090)	(13,000)
BEGINNING FUND BALANCE										
330- 3001- 300.01-01	BEGINNING FUND BALANCE	110,669	76,686	56,000	47,375	47,000		-	30,000	30,000
ENDING FUND BALANCE		76,686	47,373	35,300	51,203	30,000	(13,090)	(14,000)	16,910	17,000
330- 3001- 569.96-01	CONTINGENCY	-	-	35,300	-	30,000		-	16,910	17,000
330- 3001- 571.90-00	RESERVED FOR FUTURE EXP	-	-	-	-	-		-	-	-
	Contingency/Reserves Total	-	-	35,300	-	30,000	-	-	16,910	17,000

**CROOK COUNTY
REQUESTED BUDGET WORKSHEET
LIBRARY - 6004 LAW LIBRARY
FY 2023-24**

Proposed budget to County Finance.
Budget still under review.

CATEGORY/ACCOUNT	DESCRIPTION	FY 2021 ACTUALS	FY 2022 ACTUALS	FY 2023 ADJ BUDGET	FY 2023 YTD ACTUAL (THRU 1/31)	FY 2023 YE ESTIMATE	DEPT ENTRY FY 2024 REQUESTED	FY 2024 REQUESTED, ROUNDED	FY 2024 PROPOSED	FY 2024 PROPOSED, ROUNDED
REVENUE										
Intergovernmental										
330- 6004- 322.00-00	REVENUE / FEDERAL GRANTS	-	161	-	-	-		-		-
Intergovernmental Total		-	161	-	-	-	-	-	-	-
Licenses, Permits & Fees										
330- 6004- 329.50-24	LICENSES/PENALTIES / FINES-STATE COURTS	15,023	-	21,000	21,751	22,000	22,000	22,000	22,000	22,000
Licenses, Permits & Fees Total		15,023	-	21,000	21,751	22,000	22,000	22,000	22,000	22,000
Miscellaneous										
330- 6004- 300.01-05	INTEREST EARNED	432	176	-	213	-		-		-
Miscellaneous Total		432	176	-	213	-	-	-	-	-
TOTAL REVENUE		15,455	337	21,000	21,964	22,000	22,000	22,000	22,000	22,000

EXPENDITURES										
Personnel										
330- 6004- 510.01-00	SALARIES & WAGES / REGULAR SALARIES	2,445	2,784	2,950	1,473	3,000	3,015	3,000	3,015	3,000
330- 6004- 510.02-01	EMPLOYEE BENEFITS / FICA	179	197	230	107	-	231	-	231	-
330- 6004- 510.02-02	EMPLOYEE BENEFITS / WORKERS COMPENSATION	4	4	5	2	-	10	-	10	-
330- 6004- 510.02-03	EMPLOYEE BENEFITS / HEALTH INSURANCE	720	825	825	368	1,000	875	1,000	875	1,000
330- 6004- 510.02-04	EMPLOYEE BENEFITS / LIFE INSURANCE/LTD	6	8	10	4	-	8	-	8	-
330- 6004- 510.02-05	EMPLOYEE BENEFITS / UNEMPLOYMENT	2	3	5	1	-	3	-	3	-
330- 6004- 510.02-06	EMPLOYEE BENEFITS / 401K RETIREMENT	57	162	265	120	-	332	1,000	332	1,000
330- 6004- 510.02-08	EMPLOYEE BENEFITS / PAID FAMILY MEDICAL LEAVE INSURA	-	-	10	1	-	12	-	12	-
Personnel Total		3,412	3,983	4,300	2,076	4,000	4,486	5,000	4,486	5,000
Materials and Services										
330- 6004- 520.05-74	OPERATING SUPPLIES / PROGRAMS AND OUTREACH	-	-	500	-	1,000	500	1,000	500	-
330- 6004- 520.10-26	OFFICE SUPPLIES / ORDINANCE COMPILATION	2,806	1,964	3,000	480	3,000	1,000	1,000	1,000	1,000
330- 6004- 520.30-05	BOOKS & PERIODICALS / COLLECTION DEVELOPMENT	17,405	18,771	21,000	8,724	20,000	15,500	16,000	15,500	16,000
330- 6004- 520.45-04	LODGING/MEALS/TRAINING / REGISTRATION & DUES	150	-	-	-	-	400	-	400	-
Materials and Services Total		20,362	20,735	24,500	9,204	24,000	17,400	18,000	17,400	17,000

EXPENDITURES TOTAL		23,774	24,719	28,800	11,280	28,000	21,886	23,000	21,886	22,000
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REVENUES OVER (UNDER) EXPENDITURES		(8,319)	(24,381)	(7,800)	10,684	(6,000)	114	(1,000)	114	-
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BEGINNING FUND BALANCE										
330- 6004- 300.01-01	BEGINNING FUND BALANCE	53,932	45,613	19,000	21,232	21,000		-	15,000	15,000

ENDING FUND BALANCE		45,613	21,231	11,200	31,916	15,000	114	(1,000)	15,114	15,000
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330- 6004- 569.96-01	CONTINGENCY	-	-	11,200	-	15,000		-	15,114	15,000
Contingency/Reserves Total		-	-	11,200	-	15,000	-	-	15,114	15,000