



Board of Trustees

Meeting Agenda

Thursday, October 10, 2024, 5:15pm
Crook County Library Broughton Room
175 NW Meadow Lakes Dr., Prineville, OR 97754

MEETING OPEN TO THE PUBLIC

Join Zoom Meeting:

Invite Link

<https://crookcountyor.zoom.us/j/91815169890?pwd=M9F8wDrCi074hesxBZdK0cFNEuiwJl.1>

Meeting ID: 918 1516 9890
Passcode: 217767

RECORDING NOTICE: This meeting will be recorded via Zoom

- 1. Call to Order (5:15pm)**
 - i) Additions/deletions from the agenda; approval of agenda (**ACTION**)
 - ii) Conflicts/potential conflicts of interest
 - iii) Announcements
- 2. Public Comment (5:15-5:25pm)**
- 3. Consent agenda (ACTION) (5:25pm)**
 - a. Minutes of September 12, 2024, regular meeting.
- 4. Reports (6:00-6:15pm)**
 - a. Friends
 - b. Circulation services
 - c. Director's report
- 5. Financials/Statistics Review (6:15-6:20pm)**
- 6. Continuing business (6:20-6:40)**
 - a. Update on potential lease of 622.11 acres up Juniper Canyon.
 - b. Library of Things e-bikes.

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 (6:40-7:00)

- a. EPA Environmental and Climate Justice Community Change Grants Program

8. Agenda items for next meeting: November 14, 2024, 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, September 12, 2024, 5:15pm
Crook County Library Broughton Room
175 NW Meadow Lakes Dr., Prineville, OR 97754

MEETING OPEN TO THE PUBLIC

Join Zoom Meeting:

<https://crookcountyor.zoom.us/j/92692679537?pwd=mBCOEhbEUnYVWd6rT9IsUjJ9sbusS5.1>

Meeting ID: 926 9267 9537

Passcode: 481619

RECORDING NOTICE: This meeting will be recorded via Zoom

Attendees:

- **Staff:** [y] Sarah Beeler, [n] Cindy York
 - **Trustees:** [y] Sandy Kerbow, [y] Mark Maboll, [y] Natalie Good, [y] Keya Rohovit-Wrolson, [y] Michael Stremme
 - **Guests:** Debbie Stremme, Ron Jackson
-
- **Call to Order:** Michael Stremme called the meeting to order at 5:16pm. Natalie Good made a motion to approve the agenda. Mark Maboll seconded the motion. Agenda approved.
 - **Public Comment:** none
 - **Consent agenda:** Sandy Kerbow made a motion to approve the Consent Agenda. Keya Rohovit-Wrolson seconded the motion. Consent Agenda approved.
 - **Conflicts/potential conflicts of interest:** none
 - **Reports:**
 - i. **Friends:** A very large donation of audiobooks was received. CCL added a large number to our collection and to the Bookmobile collection. The Friends, staff and Foundation from the Bowman Museum and Library Board members helped at the Crook County Fair booth. Thank you, all! Renee Parrott, Children's Librarian, will be asking the Friends for a \$6,000 donation to help fill gaps in the children's nonfiction collection. CCL donated a large number of framed

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posters to the Friends to sell at their December Gift Books and Puzzles sale. \$340 was raised at the July Book Sale and \$230 was raised at the August Book Sale.

- ii. Circulation services: Cindy prepared a graph showing the increase in circulation from extra open hour, 6pm to 7pm, August and September of 2023 to August of 2024.
- iii. Director's report:
 - i. Sarah gave an update on 622.11 acres Special Use Lease up Juniper Canyon after site visit on September 5th, with Oregon Department of State Lands.
 - ii. Renee Parrott has been promoting 1000 Book Before Kindergarten program.
 - iii. The Teen Room has been painted and new furniture, games and chairs were donated by Prineville Kiwanis Club. Thank you, Prineville Kiwanis Club!
 - iv. eBike policies and loan agreements are being reviewed by Crook County Legal Department and the insurance company (\$1,000 premium increase per year). Another meeting with Chris Cheng from ODOT and James and Natalie Good is planned on September 19th.
 - v. Todd Dunkelberg, Director of Deschutes County Library, will be visiting CCL on October 2, 10am, to discuss the contract between DPL and CCL. He will also be visiting Jane Ellen Innes at Jefferson County Library District to discuss their contract.
 - vi. Crook County is in the process of hiring a new County Manager and new HR Director.
 - vii. Key Performance Indicators were shared.

- **Financials/Statistics Review:**

- i. Not available

- **New Business and agenda items for next meeting:**

- i. none

- **Next meeting:** Thursday, October 10, 2024, Broughton Community Room, 5:15pm, Crook County Library, 175 NW Meadow Lakes Dr., Prineville, OR 97754, 541-447-7978.
- **Adjournment:** Michael adjourned the meeting at 5:55pm.

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, August 21, 2024

Board Members Attending

Faye Streier, Ginger Nedry, Carrie Gordon, Janice Staats, Gordon Gillespie, Janet Herrmann, Jeannette Holman

Guests

Sarah Beeler, Gordon Moore

Faye called the Board Meeting to order at 2:01 pm.

Secretary Report

Carrie moved to accept the July 2024 minutes as written, Faye seconded, no discussion, passed.

Treasurer Report

- Carrie discussed our recent \$20,000 donation with Jill at Mohan's (our accountant). From that discussion Carrie recommended to Sarah Beeler to be thinking about any big-ticket item the library would need this donation for, or we could put it in Wells Fargo or our Credit Union. Janice recommended using it to increase what we have put towards Summer Reading Program for several years. Please put this on the October Board Meeting agenda.
- From July 2024 Treasurer's Monthly Activity Report: Income \$21,971.76, Expenses \$66.40.

Committee Reports

Chapters Kids Bookstore

- Ginger reported books and materials are flowing well.
- Janice found a metal cashbox in the storage locker and put it in Chapters.
- Carrie got one more brick plaque from the library. There is no place on the patio to put it, so Carrie will clean it up and display it in Chapters Kids Bookstore display window.

Membership

- Faye will do an email announcement to our members about the October Membership Meeting, and send a postcard or call those without email.

Book Sorting

- Cindy York offered us another box of small bookends. They all fit in the Chapters cupboard along with the others we have. We can write FOL on the new ones with a permanent marker, something Chapters volunteers can do if they want.
- Janice picked up books and music CDs after an estate sale in Prineville with Attic Estates & Appraisals (Tracy Towry). Tracy mostly works in Redmond. He asked if we would want to pick up books after estate sales in Redmond. Janet, Jeannette, and Carrie said they would be willing to do that. It is good to only take books that we know will sell and

leave the others behind, and sort as you box up for Friends Bookstore, 3rd Saturday, kids' books, and Gifts.

- An idea came up to make a “Leftover Books? Donate them to Friends of the Crook County Library” card, bookmark, or poster to give to other libraries in Central Oregon. Janice will work on this.
- Olivia Mitchell asked Faye to talk to us about putting a book donation box in Queens Gardens area of Prineville. We decided we do not have the volunteer workforce to put book donations boxes outside the library at this time.

Volunteers

- Added to the Volunteer Email List (members): (1) Sonya Anderson, (2) Tina Hill, (3) Cora Klein, (4) Kristen Moncada, (5) Courtney Vogel.
- Added to the Volunteer Email List (not members): (1) Skylar Johnson (Robin Martinez's grand-daughter), (2) Andy Schutz (Tiina Allas's husband).

Publicity/Public Relations

- Faye has heard of a new organization in Prineville called Prineville News. Faye will check to see if there is any way of advertising our book sales there.
- Faye asked Sarah Beeler if they would put our brochure in the new library card packets. Sarah said yes. Faye will email Sarah the file for printing.

Crook County Fair

Our experience at helping to staff the library's booth at Crook County Fair is not many brochures were taken or questions asked about Friends of the Crook County Library. The Bookmobile with free materials was a big hit.

Framed Prints

The library donated a bunch of framed prints to us. We will sell some of them in the December Gift Books and Puzzles Sale, and other monthly book sales.

September Book Sale – Janice will lead. 3rd Saturday books can come from the shed, the storage locker, and the Bookmobile.

October Overstock Book Sale

- Ginger will let us know if morning or afternoon setup is better for our high school volunteers. She will get in contact with Scott Svodoba (ROTC) and Anthony Carmack (Pioneer High School) once school starts.
- The final volunteer plan email will be sent out to 3 audiences: (1) Send a separate email to the book transport people to stress the meeting place is Northwest Storage and the starting time, (2) Set up and take down can be in the same email, again stressing start times, (3) Hauling away leftovers.
- We will have an estimated 180 boxes of books, similar to May 2024.
- Janet is the lead for the leftovers delivery plan. Ginger will help as needed.

- Janet will let us know what table signs are needed based on what categories of books the different thrift stores say they will take.
- After the Overstock Sale the large tables will be placed in shed #2. They are 8 feet tall so will have to be stored sideways. The shed is less than 8 feet tall.
- We will want to get rid of overly big boxes after the sale, but not sure yet if we will want to get rid of all empty boxes yet.
- Carrie will count the proceeds from the sale, then Janet will take the deposit to the bank.
- Faye will update the task list.

Shed #2 (Middle Shed)

We will start using shed #2 for storage of the big tables and Overstock boxes, and adjust as we gain more experience. We may be able to rent a smaller storage locker space in the future, but this still needs to be determined. Please put this on January retreat agenda.

December Gift Books and Puzzles Sale

If it is okay with Sarah Beeler, we will set up this sale on December 2, 2024 inside the library on a table and one of Chapters book carts. Janice could use Board's help with this, and will ask Olivia Mitchell to help.

Library Report (Sarah Beeler)

- Sarah gave Faye 6 keys to the 2nd (middle) shed. It is not emptied out yet.
- All the materials in the Bookmobile will be given back to Friends. Friends will put them in the September Book Sale. Janet would like to see what children's materials are there before that happens in case there is something for Chapters Kids Bookstore.
- Sarah and a group will be going soon to look at County land near Hill Top up Juniper Canyon.

Accomplishments

- **Volunteer hours** since the last Board Meeting:
 - Board of Directors = 70 hours total
 - Faye 20
 - Carrie 15
 - Janice 20
 - Gordon 4
 - Janet 2
 - Jeannette 2
 - Ginger 7
 - Chapters Kids Bookstore = 69.5 hours
 - Non-Board = 52 hours total
 - Gordon Moore (Friends Bookstore, Board meeting) 4 hours
 - Bob Riley (banking) 3 hours
 - July and August Book Sale non-board 22.5 + 22.5 hours
- **July Book Sale** –Ginger was the lead. Raised \$340. Started with 68 boxes of books and took 41 boxes of unsold books to storage (60% leftovers). 22.5 non-board volunteer hours.
- **August Book Sale** – Faye was lead. It was a quieter sale than some other recent sales but we had a steady stream of customers and made \$230. Used 12 tables. We started with 67 boxes

of books and took 46 boxes of leftover books to storage (69% leftovers). 22.5 non-board volunteer hours.

- **Saunders Memorial Lecture Series in October** - Carrie coordinating with Sean Briscoe and Deanna about 150 years of Oregon/150 million years of geology. Carrie will give a geology talk, and hopefully Steve Lent will too. The Bowman Museum Annex will have a 6-week display about geology during the same time frame. Lectures will be October 3 and 10, 2024.
- **Rock Talk** – Carrie did an All-Ages Program: "The Stories Rocks Tell Us!" August 15, 2024, an introduction to rock identification. The audience was invited to bring ONE special hand-sized rock that they would like to learn more about its own story and voice.

Meeting adjourned 3:22 pm.

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

Circulation Services Report

October 2024

Prepared by Cindy York, Library Operations Manager

Did You Know?

Crook County patrons are browsers—we’ve known that for many years. But did you know that in addition to tracking the number of items our patrons borrow vs what we loan out, we can determine where the items are coming from/going to, and the formats involved in those courier transactions! When looking back at September, we see that CCL patrons “borrowed” 658 items from DPL and 127 items from JCLD for a grand total of 785 items. When it comes to “lending” out our 2,723 items, CCL sent 2,669 items to fulfill holds at DPL vs the 54 items sent to JCLD. What format was the most requested? The answer may surprise you (but you’ll have to wait until the Board Meeting to find out)

We are expanding our shelves! We were able to pull some shelf frames out of the storage sheds to give our collections more space to grow! What will be moved front and center? Stay tuned!!!



Stephanie Glisson and Cindy York were fortunate to be able to attend the 2024 Association for Rural and Small Libraries (ARSL) in Springfield, Mass. With the theme **Libraries Are (r)Evolutionary**, we were excited to find out how much of the information presented pertained to us! Small library systems experience situations that you won’t necessarily run into at larger libraries. Besides all of the information we gathered, we met some fantastic authors-like Celeste Ng and Emily Nagoski-and were able to visit some exciting locations—Springfield Public Library Central Branch, the Amazing World of Dr. Seuss Museum, and the historic (and haunted) “Theodore’s Blues, Booze, and BBQ” bar and grill. A big “Thank you!” to Sarah for giving us the opportunity to expand our horizons and make wonderful connections!

Director's Report

October 2024

Prepared by Sarah Beeler, Director of Library

Services

Facility

- Crook County Facilities extended shelving units #2 and #3 (adult section of building) for future expansion of the collection. We have not decided what to move into the space, but it would be an excellent location for Large Print (closer to the door). It may also be a space for the Library of Things collection.
- Information on the Special Use Lease application (622.11 acres up Juniper Canyon) has been sent to the neighbors for public comment. No comments have been received as of 10/3/24, 6:30pm. Comment period ends on 10/23.

Staff

- Renee Parrott (Children's Librarian) and Kaila Rhoden (Teen Librarian) were each awarded a \$500 grant from System of Care Central Oregon for new library materials. New books will arrive in February. Great job Kaila and Renee!
- Stephanie and Cindy attended the 2024 Rural and Small Libraries Conference in Springfield, Massachusetts, September 11-14, 2024. After their enthusiastic report to the rest of the staff, two staff members expressed interest in attending the 2025 conference in Albuquerque, New Mexico, and two would like to go to the 2026 conference in Montgomery, Alabama.
- On October 14th, CCL will be closed for staff training. Stephanie will be teaching a lesson on mental health based on information she learned at one of the ARSL Conference sessions. When Stephanie returned from the conference, she continued her training and is now certified in Adult Mental Health First Aid USA from the National Council for Mental Wellbeing. Congratulations Stephanie!

Crook County

- Several Crook County departments are in the process of moving to the new Justice Center. It is a beautiful new building with wonderful furnishings. The conference room next to the Sheriff's Department houses a very nice set of meeting room tables and chairs on wheels.

Strategic Planning Update

- The opportunity to apply for an EPA Environmental and Climate Justice Community Change Grant expires on November 21st. This grant program is a good fit for the Juniper Canyon Resiliency Hub/Community Meeting Hall/Library of Things project. Sarah will request permission to apply for the grant at the 10/9/24 Work Session meeting, 9am. Since grant applications are due by November 21st, permission to apply for the grant will show up on a

Work Session agenda before a discussion about the Special Use Lease is placed on the agenda. Will Van Vactor, Interim County Manager, suggested hiring a grant writer. He will reach out to one grant writer who charges \$45/hr. to see if she is available.

- Our Outreach Librarian serving Paulina, Post, Brothers Elementary and some Bookmobile stops in town will be moving to Klamath County. Thank you, Donna for starting service in rural Crook County and for your enthusiasm for the Bookmobile!

FOR FISCAL YEAR 2024-2025

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	JULY ACTUAL	YTD ACTUAL	ORIGINAL BUDGET	FINAL BUDGET	BUDGET REMAINING	% REC'D/SPENT
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LIBRARY							
REVENUE							
330-0000-300.01-01	BEGINNING BALANCE	893,924.18-	893,924.18-	938,000-	938,000-	44,076-	.95
330-0000-300.01-05	INTEREST EARNED	2,936.56-	2,936.56-	33,000-	33,000-	30,063-	.09
330-0000-300.01-08	REALIZED GAIN/LOSS	65.27-	65.27-	0	0	65	.00
330-0000-390.90-03	CURRENT YEAR TAXES	.00	.00	1,702,000-	1,702,000-	1,702,000-	.00
330-0000-390.90-04	PRIOR YEAR TAXES	6,513.29-	6,513.29-	0	0	6,513	.00
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* REVENUE		903,439.30-	903,439.30-	2,673,000-	2,673,000-	1,769,561-	.34
EXPENDITURE							
330-0000-569.96-01	CONTINGENCY	.00	.00	956,000	956,000	956,000	.00
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* EXPENDITURE		.00	.00	956,000	956,000	956,000	.00
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** LIBRARY		903,439.30-	903,439.30-	1,717,000-	1,717,000-	813,561-	.53
LIBRARY							
REVENUE							
330-3000-324.34-00	STATE GRANTS	.00	.00	14,000-	14,000-	14,000-	.00
330-3000-329.42-18	COPIES AND PRINTS FEES	586.90-	586.90-	4,000-	4,000-	3,413-	.15
330-3000-329.42-39	NONRESIDENT REGISTRATIONS	170.00-	170.00-	0	0	170	.00
330-3000-329.50-19	FINES	225.93-	225.93-	3,000-	3,000-	2,774-	.08
330-3000-329.50-24	FINES-STATE COURTS	.00	.00	26,000-	26,000-	26,000-	.00
330-3000-343.43-24	MERCHANDISE	12.00-	12.00-	0	0	12	.00
330-3000-345.45-21	FRIENDS OF LIBRARY SALES	655.55-	655.55-	2,000-	2,000-	1,344-	.33
330-3000-347.47-00	DONATIONS/CONTRIBUTIONS	11.40-	11.40-	10,000-	10,000-	9,989-	.00
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* REVENUE		1,661.78-	1,661.78-	59,000-	59,000-	57,338-	.03
EXPENDITURE							
330-3000-510.01-00	SALARIES & WAGES	23,803.71	23,803.71	640,000	640,000	616,196	.04
330-3000-510.01-02	OVERTIME	694.47	694.47	5,000	5,000	4,306	.14
330-3000-510.01-32	EXTRA HELP	.00	.00	3,000	3,000	3,000	.00
330-3000-510.02-01	FICA	1,855.41	1,855.41	49,000	49,000	47,145	.04
330-3000-510.02-02	WORKERS COMPENSATION	176.62	176.62	1,000	1,000	823	.18
330-3000-510.02-03	HEALTH INSURANCE	10,562.62	10,562.62	135,000	135,000	124,437	.08
330-3000-510.02-04	LIFE INSURANCE/LTD	155.19	155.19	2,000	2,000	1,845	.08
330-3000-510.02-05	UNEMPLOYMENT	24.50	24.50	2,000	2,000	1,976	.01
330-3000-510.02-06	401K RETIREMENT	2,624.98	2,624.98	60,000	60,000	57,375	.04
330-3000-510.02-08	OREGON PAID LEAVE TAX	100.45	100.45	3,000	3,000	2,900	.03
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* EXPENDITURE		39,997.95	39,997.95	900,000	900,000	860,002	.04
EXPENDITURE							
330-3000-520.05-30	POSTAGE	.00	.00	3,000	3,000	3,000	.00
330-3000-520.05-71	MINOR EQUIPMENT	.00	.00	10,000	10,000	10,000	.00
330-3000-520.05-74	PROGRAMS AND OUTREACH	688.66	688.66	20,000	20,000	19,311	.03

FOR FISCAL YEAR 2024-2025

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	JULY ACTUAL	YTD ACTUAL	ORIGINAL BUDGET	FINAL BUDGET	BUDGET REMAINING	% REC'D/SPENT
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330-3000-520.05-89	CREDIT CARD CHARGES	23.83	23.83	0	0	24-	.00
330-3000-520.05-96	DUES & SUBSCRIPTIONS	150.00	150.00	2,000	2,000	1,850	.08
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	10,000	10,000	10,000	.00
330-3000-520.10-25	OFFICE SUPPLIES	945.16	945.16	6,000	6,000	5,055	.16
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	10,000	10,000	10,000	.00
330-3000-520.20-43	RESOURCE SHARING	.00	.00	8,000	8,000	8,000	.00
330-3000-520.25-05	MILEAGE	.00	.00	4,000	4,000	4,000	.00
330-3000-520.25-11	FUEL	.00	.00	9,000	9,000	9,000	.00
330-3000-520.30-05	COLLECTION DEVELOPMENT	3,259.53	3,259.53	165,000	165,000	161,740	.02
330-3000-520.30-12	READY TO READ GRANT	.00	.00	12,000	12,000	12,000	.00
330-3000-520.35-13	CONTRACT SERVICES	1,645.47	1,645.47	0	0	1,645-	.00
330-3000-520.35-42	SOFTWARE SERVICES	4,130.28	4,130.28	12,000	12,000	7,870	.34
330-3000-520.35-85	LIBRARY CONSORTIUM	.00	.00	12,000	12,000	12,000	.00
330-3000-520.40-17	CELL PHONE COSTS	25.00	25.00	2,000	2,000	1,975	.01
330-3000-520.45-02	TRAINING/LODGING/PER DIEM	178.60	178.60	4,000	4,000	3,821	.04
330-3000-520.50-05	INSURANCE	.00	.00	3,000	3,000	3,000	.00
330-3000-520.60-16	PROMOTION & PUBLICITY	744.00	744.00	7,000	7,000	6,256	.11
330-3000-520.66-04	FINANCE	3,417.00	3,417.00	41,000	41,000	37,583	.08
330-3000-520.66-09	FACILITIES	18,833.00	18,833.00	226,000	226,000	207,167	.08
330-3000-520.66-27	LEGAL	1,250.00	1,250.00	15,000	15,000	13,750	.08
330-3000-520.66-28	ADMINISTRATION	2,333.00	2,333.00	28,000	28,000	25,667	.08
330-3000-520.66-29	HUMAN RESOURCES	2,250.00	2,250.00	27,000	27,000	24,750	.08
330-3000-520.66-94	GIS	167.00	167.00	2,000	2,000	1,833	.08
330-3000-520.66-95	IT	19,583.00	19,583.00	235,000	235,000	215,417	.08
330-3000-520.66-98	RISK MGMT	75.00	75.00	1,000	1,000	925	.08
* EXPENDITURE		59,698.53	59,698.53	876,000	876,000	816,301	.07
** LIBRARY		98,034.70	98,034.70	1,717,000	1,717,000	1,618,965	.06
*** LIBRARY		805,404.60-	805,404.60-	0	0	805,405	.00

FOR FISCAL YEAR 2024-2025

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AUGUST ACTUAL -----	YTD ACTUAL -----	ORIGINAL BUDGET	FINAL BUDGET -----	BUDGET REMAINING -----	% REC'D/SPENT
LIBRARY							
REVENUE							
330-0000-300.01-01	BEGINNING BALANCE	.00	893,924.18-	938,000-	938,000-	44,076-	.95
330-0000-300.01-05	INTEREST EARNED	2,504.81-	5,441.37-	33,000-	33,000-	27,559-	.16
330-0000-300.01-08	REALIZED GAIN/LOSS	.00	65.27-	0	0	65	.00
330-0000-390.90-03	CURRENT YEAR TAXES	.00	.00	1,702,000-	1,702,000-	1,702,000-	.00
330-0000-390.90-04	PRIOR YEAR TAXES	3,309.07-	9,822.36-	0	0	9,822	.00
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* REVENUE		5,813.88-	909,253.18-	2,673,000-	2,673,000-	1,763,747-	.34
EXPENDITURE							
330-0000-569.96-01	CONTINGENCY	.00	.00	956,000	956,000	956,000	.00
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* EXPENDITURE		.00	.00	956,000	956,000	956,000	.00
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** LIBRARY		5,813.88-	909,253.18-	1,717,000-	1,717,000-	807,747-	.53
LIBRARY							
REVENUE							
330-3000-324.34-00	STATE GRANTS	.00	.00	14,000-	14,000-	14,000-	.00
330-3000-329.42-18	COPIES AND PRINTS FEES	495.01-	1,081.91-	4,000-	4,000-	2,918-	.27
330-3000-329.42-39	NONRESIDENT REGISTRATIONS	170.00-	340.00-	0	0	340	.00
330-3000-329.50-19	FINES	195.31-	421.24-	3,000-	3,000-	2,579-	.14
330-3000-329.50-24	FINES-STATE COURTS	25,975.75-	25,975.75-	26,000-	26,000-	24-	1.00
330-3000-343.43-24	MERCHANDISE	14.00-	26.00-	0	0	26	.00
330-3000-345.45-21	FRIENDS OF LIBRARY SALES	411.40-	1,066.95-	2,000-	2,000-	933-	.53
330-3000-347.47-00	DONATIONS/CONTRIBUTIONS	2,162.22-	2,173.62-	10,000-	10,000-	7,826-	.22
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* REVENUE		29,423.69-	31,085.47-	59,000-	59,000-	27,915-	.53
EXPENDITURE							
330-3000-510.01-00	SALARIES & WAGES	49,845.60	73,649.31	640,000	640,000	566,351	.12
330-3000-510.01-02	OVERTIME	172.32	866.79	5,000	5,000	4,133	.17
330-3000-510.01-32	EXTRA HELP	1,957.50	1,957.50	3,000	3,000	1,043	.65
330-3000-510.02-01	FICA	3,934.35	5,789.76	49,000	49,000	43,210	.12
330-3000-510.02-02	WORKERS COMPENSATION	342.75	519.37	1,000	1,000	481	.52
330-3000-510.02-03	HEALTH INSURANCE	10,562.62	21,125.24	135,000	135,000	113,875	.16
330-3000-510.02-04	LIFE INSURANCE/LTD	142.34	297.53	2,000	2,000	1,702	.15
330-3000-510.02-05	UNEMPLOYMENT	51.97	76.47	2,000	2,000	1,924	.04
330-3000-510.02-06	401K RETIREMENT	5,514.22	8,139.20	60,000	60,000	51,861	.14
330-3000-510.02-08	OREGON PAID LEAVE TAX	213.11	313.56	3,000	3,000	2,686	.10
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* EXPENDITURE		72,736.78	112,734.73	900,000	900,000	787,265	.13
EXPENDITURE							
330-3000-520.05-30	POSTAGE	119.99	119.99	3,000	3,000	2,880	.04
330-3000-520.05-71	MINOR EQUIPMENT	.00	.00	10,000	10,000	10,000	.00
330-3000-520.05-74	PROGRAMS AND OUTREACH	1,104.91	1,793.57	20,000	20,000	18,206	.09

FOR FISCAL YEAR 2024-2025

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AUGUST ACTUAL -----	YTD ACTUAL -----	ORIGINAL BUDGET	FINAL BUDGET -----	BUDGET REMAINING -----	% REC'D/SPENT
330-3000-520.05-89	CREDIT CARD CHARGES	18.83	42.66	0	0	43-	.00
330-3000-520.05-96	DUES & SUBSCRIPTIONS	179.00	329.00	2,000	2,000	1,671	.16
330-3000-520.10-06	COLLECTION AGENCY EXPENSE	177.30	177.30	1,000	1,000	823	.18
330-3000-520.10-07	COPY MACHINES	342.25	342.25	10,000	10,000	9,658	.03
330-3000-520.10-25	OFFICE SUPPLIES	829.70	1,774.86	6,000	6,000	4,225	.30
330-3000-520.10-26	ORDINANCE COMPILATION	.00	.00	1,000	1,000	1,000	.00
330-3000-520.20-19	EQUIPMENT REPAIRS/MAINT.	2,688.46	2,688.46	10,000	10,000	7,312	.27
330-3000-520.20-43	RESOURCE SHARING	.00	.00	8,000	8,000	8,000	.00
330-3000-520.25-05	MILEAGE	.00	.00	4,000	4,000	4,000	.00
330-3000-520.25-11	FUEL	147.77	147.77	9,000	9,000	8,852	.02
330-3000-520.30-05	COLLECTION DEVELOPMENT	11,223.07	14,482.60	165,000	165,000	150,517	.09
330-3000-520.30-12	READY TO READ GRANT	.00	.00	12,000	12,000	12,000	.00
330-3000-520.35-13	CONTRACT SERVICES	3,989.59	5,635.06	0	0	5,635-	.00
330-3000-520.35-42	SOFTWARE SERVICES	.00	4,130.28	12,000	12,000	7,870	.34
330-3000-520.35-85	LIBRARY CONSORTIUM	.00	.00	12,000	12,000	12,000	.00
330-3000-520.40-17	CELL PHONE COSTS	214.51	239.51	2,000	2,000	1,760	.12
330-3000-520.45-02	TRAINING/LODGING/PER DIEM	773.00	951.60	4,000	4,000	3,048	.24
330-3000-520.50-05	INSURANCE	.00	.00	3,000	3,000	3,000	.00
330-3000-520.60-16	PROMOTION & PUBLICITY	113.30	857.30	7,000	7,000	6,143	.12
330-3000-520.66-04	FINANCE	3,417.00	6,834.00	41,000	41,000	34,166	.17
330-3000-520.66-09	FACILITIES	18,833.00	37,666.00	226,000	226,000	188,334	.17
330-3000-520.66-27	LEGAL	1,250.00	2,500.00	15,000	15,000	12,500	.17
330-3000-520.66-28	ADMINISTRATION	2,333.00	4,666.00	28,000	28,000	23,334	.17
330-3000-520.66-29	HUMAN RESOURCES	2,250.00	4,500.00	27,000	27,000	22,500	.17
330-3000-520.66-94	GIS	167.00	334.00	2,000	2,000	1,666	.17
330-3000-520.66-95	IT	19,583.00	39,166.00	235,000	235,000	195,834	.17
330-3000-520.66-98	RISK MGMT	75.00	150.00	1,000	1,000	850	.15
* EXPENDITURE		69,829.68	129,528.21	876,000	876,000	746,472	.15
** LIBRARY		113,142.77	211,177.47	1,717,000	1,717,000	1,505,823	.12
*** LIBRARY		107,328.89	698,075.71-	0	0	698,076	.00

September Financials
Not Available