

COLUMBIA COUNTY RURAL LIBRARY DISTRICT
Regular meeting of the Board of Trustees Monday,
February 22, 2021 7:00 p.m.

Agenda

- 1. Call to Order**
- 1. Roll Call / Welcome**
- 3. Approval of Meeting Minutes**
 1. Approval of January 25, 2021 Regular Meeting minutes
- 4. Treasurer's Report**
 1. Approval of Voucher Transmittal for December 2020
 2. Review of 2020 Budget report
 3. Review of January 2021 budget report
- 5. Director's Report**
 1. Progress Report
- 6. Old Business**
 1. Pandemic Update
 2. Public Engagement Update
 3. Director Search Update/Background check
- 7. Public Comments**
 - 7.1. Suggestions for Director's focus for first six months
- 8. New Business –**
 - 8.1 Online Signatures for Board members
 - 8.2 Public Records Officer appointment
 - 8.3 Trustee Vacancy
 - 8.4 Director Contract Amendment Executive Session
 - 8.5 Action on Contract Amendment
- 9. Adjournment**

Next regular meeting:
Monday, March 15, 2021
111 S. 3rd Street, Dayton
Meeting begins at 7 p.m.

Columbia County Rural Library District

Board of Trustees Meeting – February 22, 2021

Director's Report – [Todd Vandenkark](#)

Staff and Programming

- I have completed the Public Records training so I can serve as Public Records Officer for the library.
- The library will be contracting out our payroll to a local accounting service. [Joe Huether](#) and I will work together to come up with a list of tasks to hand off to this service. We are also re-evaluating whether or not we need to continue Quickbooks after retaining accounting services.
- We will be hiring a full-time Public Services Coordinator to assist with “administration, planning, and operation of the Columbia County Rural Library District in a manner consistent with the Library District’s mission, vision, and values.” The position will be posted in the coming weeks.
- With the library building closed to the public, this has allowed library staff to address a number of back-burner issues:
 - Caitlyn cleaned up collection codes in KOHA so they are consistent, accurate, and actually reflect the current collection with the goal of assuring that searches return accurate and up-to-date results. She has also engaged in similar cleanup efforts for shelving locations and the local history and genealogy resources.
 - Charlie’s work on back-burner items has included re-labeling bookshelves and the fiction collection, item repairs and general upkeep of old materials, acquiring new items after the purchasing freeze including new titles for Black History Month, and setting aside withdrawn titles for the next Friends of the Library sale.

Finances

- [Joe Huether](#) and Kristi Korslund have provided invaluable training and assistance in helping me get up to speed on payroll, bookkeeping, and paying bills. This has allowed me to catch up on paying bills in a timely manner.

Building and Technology

- Vertical lift update -- Final inspection of the lift is scheduled for Wednesday, March 3, 2021, at 11:00 am. Once testing and inspection are completed, my plan is to have a local patron with mobility issues take the inaugural ride and have it recorded, with the added possibility of live-streaming it somehow. Suggestions for the first rider are welcome.

**Columbia County Rural Library District
Bills for All Vendors - January 2021**

rev. 2/17/21

Vendor	Num	Due Date	Amount	Open Balance
Jan 1 Balance Forward				41,884.22
CCRLD Revolving Account	4122	6-Jan-21	22,037.81	63,922.03
Ingram Library Services	4123	14-Jan-21	747.47	63,174.56
Movie Licensing USA	4124	14-Jan-21	408.00	62,766.56
Oxarc	4125	14-Jan-21	219.94	62,546.62
Jamestown Networks	4126	14-Jan-21	103.00	62,443.62
OCLC, Inc.	4127	14-Jan-21	102.01	62,341.61
Quill Corporation	4128	14-Jan-21	119.24	62,222.37
Coleman Oil	4129	14-Jan-21	798.27	61,424.10
Amazon	4130	14-Jan-21	209.04	61,215.06
Pacific Power	4131	15-Jan-21	322.76	60,892.30
City of Dayton	4132	15-Jan-21	117.21	60,775.09
Banner Bank	4133	15-Jan-21	244.86	60,530.23
United States Treasury	4134	15-Jan-21	4,198.78	56,331.45
Total Office Concepts	4135	17-Jan-21	86.20	56,245.25
Ebsco Info Services Inc.	4136	17-Jan-21	2,210.00	54,035.25
Employment Security Department	4137	17-Jan-21	419.73	53,615.52
Employment Security Dept.	4138	17-Jan-21	655.87	52,959.65
Infinity Communications and Consulting	4139	21-Jan-21	450.00	52,509.65
CenturyLink	4140	21-Jan-21	288.21	52,221.44
Walla Walla Union Bulletin	4141	21-Jan-21	109.13	52,112.31
Dayton Chronicle	4142	21-Jan-21	24.75	52,087.56
Fisher Systems	4143	21-Jan-21	92.14	51,995.42
Basin Disposal Inc	4144	11-Jan-21	35.56	51,959.86
Waitsburg Times	4145	22-Jan-21	31.50	51,928.36
Lisa Haag	4146	24-Jan-21	135.00	51,793.36
VEBA	4147	24-Jan-21	1,293.65	50,499.71
Quill Corporation	4148	29-Jan-21	182.09	50,317.62
Columbia County Public Works	4149	29-Jan-21	2,127.68	48,189.94
Shane Robins	4150	7-Feb-21	4,823.80	43,366.14
Employee Payroll	4151	8-Feb-21	23,824.79	19,541.35

Total Payments: 44,380.68

Ending Balance: 19,541.35

Vouchers approved for payment:

<corrected>

Library Director

District Treasurer

Trustee

Trustee

Trustee

Trustee

<p>I certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described and that the claim is a just and unpaid obligation against the Columbia County Rural Library District and that I am authorized to authenticate / certify said claim for the vendor or for the CCRLD.</p>

**Columbia County Rural Library District
FY 2021 - Monthly Budget Report - Income and Expenses**

		Annual Budget	January	February	March	Total	YTD%	Balance
		Subtotals				YTD		
		FY 2021						
INCOME								
308.00.00	Cash Balance Forward	328,000	-	(34,371)	-			
311.10.00	Property Tax	457,420	1,006	-	-	1,006	0%	456,414
341.81.00	Printing Fees	2,580	78	-	-	78	3%	2,502
341.81.02	Fax Fees	300	2	-	-	2	1%	298
347.20	Non-Resident	100	-	-	-	-	0%	100
359.30	Lost Books/Materials	200	-	-	-	-	0%	200
361.11	Investment Interest	3,500	21	-	-	21	1%	3,479
361.40.10	Trust Interest	3,500	158	-	-	158	5%	3,342
367.11.00	Donations	4,000	-	-	-	-	0%	4,000
369.10	Misc/Sale of Surplus	2,000	50	-	-	50	3%	1,950
369.20	Unclaimed/Warrant Refund	-	-	-	-	-	-	-
369.81.00	Cash Over/Short	-	-	-	-	-	-	-
389.30.20	Forest Excise - Library	200	-	-	-	-	0%	200
389.30.30	Leasehold	500	-	-	-	-	0%	500
Total Income		474,300	1,314	-	-	1,314	0%	472,986
Balance Including Income		802,300	1,314	(34,371)	-	1,314		
EXPENSES								
Administrative								
572.10.10.01	Library Director	62,000	8,978	-	-	8,978	14%	53,023
572.10.20.02	Library Director Benefits	28,077	3,401	-	-	3,401	12%	24,676
Total Admin Salaries & Benefits		90,077				12,378	14%	77,699
572.10.35	Small tools	500	-	-	-	-	0%	500
572.10.41	Professional Services	33,800	711	-	-	711	2%	33,089
572.10.43	Travel	1,500	-	-	-	-	0%	1,500
572.10.44	Taxes	300	-	-	-	-	0%	300
572.10.48	Repairs & Maintenance	500	-	-	-	-	0%	500
572.10.49	Dues & Memberships	1,000	-	-	-	-	0%	1,000
572.10.50.34	Intergov Prof Servicesl (audit)	500	-	-	-	-	0%	500



RESOLUTION 2020 - 2

A RESOLUTION TO ESTABLISH A METHOD AND PROCESS FOR THE USE OF ELECTRONIC SIGNATURE TECHNOLOGY

WHEREAS, the Uniform Electronic Transaction Act (UETA) authorizes state and local agencies to use and accept electronic signatures upon the adoption of a local policy;

WHEREAS, using electronic signature technologies can benefit the Central Skagit Rural Partial County Library District (the "District") by decreasing the District's reliance on paper transactions and physical documents, thereby saving time and reducing the costs associated with conducting library business; and

WHEREAS, the District's administrative staff person has conducted a preliminary assessment and risk analysis of electronic signature providers in order to provide reasonable assurances of the integrity, authenticity, and nonrepudiation of electronic documents when electronic signatures are used; and

WHEREAS, administrative staff person recommends the use of DocuSign as the District's initial electronic signature service provider; and

WHEREAS, the District Board of Trustees has considered how the use of electronic signatures may impact or improve citizen's access to and ability to participate in governmental affairs, and reliance on District business conducted electronically.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Central Skagit Library District:

Section 1. The foregoing recitals are incorporated and fully made a part of this Resolution.

Section 2. The Board of Trustees finds it to be in the public interest to allow the use of electronic records and electronic signatures for District business to the fullest extent allowed by law.

Section 3. The Board of Trustees recognizes that whenever the use of a written, affixed by hand, or "wet" signature created when a person physically marks a document with the intent to sign the record is authorized or required, an electronic signature may be used with the same force and effect, except as required otherwise by law.

Section 4. The Board of Trustees authorizes the Library Director, and their designees, to use the DocuSign electronic signature platform or any future replacement of such platform to affix electronic signatures to electronic records.

Section 5. The Board of Trustees authorizes the Board Chair to sign this resolution.

Section 6. The Board of Trustees directs the Library Director to adopt any necessary administrative policies or processes (Appendix 1) to implement the use of electronic signatures by the District consistent with this resolution and in compliance with the provisions of Uniform Electronic Transaction Act (UETA).

ADOPTED at a regular meeting of the Central Skagit Rural Partial County Library Board of Trustees this _____ day of _____ 2020.

Approved:

Mary Alice Grobins, Board Chair

Attested:

Jeanne Williams, Director

Appendix 1

Policy on the Use of Electronic Signatures

Purpose

To establish an electronic signature policy for the City developed to:

- Promote efficiency in order to conserve public resources;
- Establish guidelines for the use of electronic signatures for certain District transactions;
- Provide reasonable assurance of the integrity, authenticity, and nonrepudiation of electronic documents when electronic signatures are used by the District; and
- Determine the scope of the District's use of the current electronic signature provider DocuSign as the approved method for affixing an electronic signature to an electronic record.

These policies will apply to any future replacement of the DocuSign platform.

Reducing the District's reliance on paper-based transactions will further improve information security and sharing, allow faster approval of and access to documents, and reduce costs and environmental impact. Streamlining the processes described herein that require wet signatures and replacing them with electronic signatures, when practicable, is consistent with the intent of Washington State law to promote electronic transactions and remove barriers that might prevent the use of electronic transactions by governmental entities.

Definitions

Designee: A District employee who has been designated by the Library Director to sign District records on their behalf using an electronic signature.

Electronic Signature: An electronic sound, symbol or process attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record.

Record: Information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form, except as otherwise defined for the purpose of state or local agency record retention, preservation, or disclosure.

Wet Signature: A signature created when a person physically marks a

document with the intent to sign the record.

Policy

1. The District encourages electronic transactions and the use of electronic signatures, and recognizes electronic signatures as legally binding and equivalent in force and effect as a wet signature.
2. Pursuant to Board of Trustees Resolution 2020-2, the District authorizes the use of the DocuSign electronic signature platform, or any future replacement of such platform, to affix electronic signatures to District records.
3. The Library Director and his/her designees are authorized to use the DocuSign electronic signature platform or any future replacement of such platform to affix electronic signatures to City records as provided in this policy.
4. The DocuSign electronic signature platform, or any future replacement of such platform, is authorized to affix electronic signatures to the following records: Minutes of Board of Trustees Meetings, Resolutions and Ordinances Adopted by the Board of Trustees, Board Payables Approved by the Board of Trustees, and any and all contracts and agreements to which the District is a party.
5. Electronic signatures may be used on District records requiring execution by a third party.
6. This policy may be modified, rescinded, or replaced at any time by the Library Director.
7. Electronic signatures cannot be applied using another employee's name. Records signed on behalf of the Library Director by a designee shall use their own electronic signature.
8. An electronic signature is an acceptable substitute for a wet signature on records requiring the signature of any record whenever the use of a wet signature is authorized or require, except as provided herein.
9. If an electronic signature is used for interstate transactions or for documents required by the US Federal government, the electronic signature shall comply with the requirements of the Electronic Signatures in Global and Electronic Commerce Act.
10. This policy in no way affects the District's ability to conduct a transaction using a physical medium and shall not be construed as a prohibition on the use of wet signatures.

- A walk-through of the entire building found a number of minor maintenance issues that need to be addressed. These include adding rails and repairing tiles in the restrooms. Shane Robins has agreed to take them on. He has also generously offered to haul away all of the soft furnishings that cannot be safely sanitized. New ones will be purchased in the coming weeks.
- An electrician will be hired to remove the stovetop in the kitchen.
- At the Board Chair's recommendation, we will be replacing our current, battery-powered security cameras with hard-wired cameras and adding locations including all three lift entrances.
- Water heaters were inspected on Thursday, February 18, 2021 and given a clean bill of health.

Reopening the library in phase 2

- Phase II plans for re-opening the library and the Delaney building
 - The library will reopen on Monday, March 1, with grab-n-go book pickup. Staff will continue to pull books for patrons, which can be picked up curbside or at the front desk. We will also allow in-house use of library laptops, one at each of the rolling tables, by appointment. The maximum number of people allowed in the library at one time will be five (5). Masks and social distancing requirements will be in place as they were when the library was last open during phase 2.
 - The Delaney Building will be available for use starting Monday, March 1, for groups of up to 12 people. This is in compliance with "Miscellaneous Venue" requirements set forth by the state which limits occupancy of meeting spaces to 25% of capacity. All visitors will be required to wear masks and maintain proper social distancing. Kitchen facilities will not be available. Groups wishing to have food, beverages, etc., will need to provide their own table service and cold storage (coolers). At the end of the activity, groups will be expected to sanitize all tables and chairs used. Cleaning materials will be provided.

**Columbia County Rural Library District
FY 2021 - Monthly Budget Report - Income and Expenses**

	Annual Budget		January	February	March	Total YTD	YTD%	Balance
	Subtotals	FY 2021						
Total Admin - Nonpersonnel	38,100					711	2%	37,389
Total Administrative	128,177					13,089	10%	115,088
Public Service								
Public Service Salaries & Wages								
572.20.10.01 Public Services Coordinator	43,000		-	-	-	-	0%	43,000
572.20.10.02 Lib Assoc I - Collection Mgt	34,840		2,848	-	-	2,848	8%	31,993
572.20.10.03 Lib Asst II - Outreach/Marketing	32,760		2,646	-	-	2,646	8%	30,114
572.20.10.04 Lib Asst I - Circulation Desk	22,620		-	-	-	-	0%	22,620
572.20.10.05 Lib Page/Intern	5,695		405	-	-	405	7%	5,290
Total PS Salaries & Wages	138,915					5,899	4%	133,017
572.20.20.00 Lib. Benefits	69,140		5,548	-	-	5,548	8%	63,592
572.20.20.01 Volunteer L&I	250		-	-	-	-	0%	250
Total Public Service Benefits	69,390					5,548	8%	63,842
Supplies								
572.20.31.01 Office Supplies	3,000		301	-	-	301	10%	2,699
572.20.31.02 Programming	12,000		300	-	-	300	3%	11,700
572.20.31.03 Binding	582		-	-	-	-	0%	582
Total Supplies	15,582					602	4%	14,980
Library Materials								
572.20.34.01 Books	24,000		747	-	-	747	3%	23,253
572.20.34.02 Audio - Children & Adults	2,000		-	-	-	-	0%	2,000
572.20.34.03 Periodicals	1,000		25	-	-	25	2%	975
572.20.34.04 Visual Materials	4,000		-	-	-	-	0%	4,000
572.20.34.05 Library of Things	1,000		-	-	-	-	0%	1,000
Total Materials	32,000					772	2%	31,228
Other Expenses								
572.20.35 Pub Serv Small Tools & Equip	2,000		-	-	-	-	0%	2,000

**Columbia County Rural Library District
FY 2021 - Monthly Budget Report - Income and Expenses**

	Annual Budget		January	February	March	Total YTD	YTD%	Balance
	Subtotals	FY 2021						
572.20.42.01 Postage		2,000	33	-	-	33	2%	1,967
572.20.42.02 Telephone		4,000	288	-	-	288	7%	3,712
572.20.42.03 Internet - incl. ERATE services		6,500	103	-	-	103	2%	6,397
572.20.42.04 Wordpress Web Hosting		1,500	-	-	-	-	0%	1,500
572.20.45.00 Postmaster- PO Box		150	-	-	-	-	0%	150
572.20.45.01 Movie licensing		450	408	-	-	408	91%	42
572.20.46 Old Age Insurance Fund		25	-	-	-	-	0%	25
572.20.48.01 Koha byWater Solutions		4,000	-	-	-	-	0%	4,000
572.20.48.02 OCLC - Cataloging		2,000	102	-	-	102	5%	1,898
572.20.48.03 Network & Computer Repair		3,000	-	-	-	-	0%	3,000
572.20.48.04 Equipment Repair		500	-	-	-	-	0%	500
572.20.48.05 Copier Support & Service		4,000	86	-	-	86	2%	3,914
572.20.49 Dues & Registrations		600	-	-	-	-	0%	600
572.40.43 Training, Travel, Lodging		6,000	-	-	-	-	0%	6,000
572.40.49.01 Workshops & Conferences		2,000	-	-	-	-	0%	2,000
572.40.49.02 Database Subscriptions		5,000	2,210	-	-	2,210	44%	2,790
572.40.49.03 Prof. Software & tools,		2,000	92	-	-	92	5%	1,908
Total Other Expenses	45,725					3,323	7%	42,402
Total Public Service Expenses	301,612					16,143	5%	285,469
Facilities								
572.50.31 Building Supplies		2,000	-	-	-	-	0%	2,000
572.50.32 Heating Fuel		2,000	798	-	-	798	40%	1,202
572.50.35 Building Small tools & Equip		2,000	-	-	-	-	0%	2,000
572.50.41 Custodial, Lawn Care		13,000	355	-	-	355	3%	12,645
572.50.46 Insurance		10,700	-	-	-	-	0%	10,700
572.50.47.01 Electricity		6,500	323	-	-	323	5%	6,177
572.50.47.02 Garbage & Water		2,000	153	-	-	153	8%	1,847
572.50.48.01 Small Building Repairs		2,110	-	-	-	-	0%	2,110
572.50.48.02 HVAC Maintenance		400	-	-	-	-	0%	400
572.50.48.03 Heat Pump Maintenance		800	-	-	-	-	0%	800

**Columbia County Rural Library District
FY 2021 - Monthly Budget Report - Income and Expenses**

	Annual Budget		January	February	March	Total YTD	YTD%	Balance
	Subtotals	FY 2021						
572.50.48.04 Major Building Repairs		3,000	-	-	-	-	0%	3,000
Total Facilities Expenses	44,510					1,629	4%	42,881
Total Operating Expense	474,299					30,861	7%	443,438
594.72.60 Capital Expense	102,500	102,500	4,824	-	-	4,824	5%	97,676
TOTAL EXPENSES:	576,799	576,799	35,685	-	-	35,685	6%	541,114
		Ending Balance:	(34,371)	(34,371)	-	(34,371)		

Monthly Account Balances	Dec. 2020	Jan.	Feb	Mar
Col County Revolving Account	152,922	118,552		
Col County Investment Account	185,000	185,000	185,000	185,000
CCRLD HomeStreet Checking	52,363	39,145	-	
CCRLD HomeStreet CD-1	171,360	171,577	171,577	
CCRLD HomeStreet CD-2 (1/4/21)	-	70,722	70,722	
Total - Cash Assets	561,646	584,995	427,298	185,000

**Monthly Budget Report
FY 2020**

CCRLD																		
INCOME		Sub Totals	Budgeted Amt	Jan.	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD	YTD%	Balance
308.00.00	Cash Bal Fd		132,907	93,235	64,967	20,309	63,196	143,457	200,527	160,129	140,248	114,504	117,788	167,484	222,421			
311.10.00	Prop. Tax		441,257	73	11,397	14,650	106,175	89,178	6,459	2,136	1,598	42,005	80,185	56,648	6,290	416,794	94%	24,463
333.45.31.0	LSTA Grant									1,000	2,000					3,000	-	(3,000)
341.81.00	Printing Fees		2,500	360	237	105								9	47	757	30%	1,743
341.81.02	Fax		300	17	14	6									7	44	15%	256
347.20	Non-Resident		100	33	39								105			177	177%	(77)
359.3	Lost bk/card		200	8	17	12							27	34		98	49%	102
361.11	Invest. Intere		3,500	375	334	243	130	82	60	53	43	34	32	28	1,435	2,849	81%	651
361.40.10	Trust Interest		3,500	4,037						2,264				569	2,036	8,906	254%	(5,406)
367.11.00	Donations		4,000	3,521		104	970	1,143		1,217						6,955	174%	(2,955)
369.10	Miscellaneous/Surplus		100				12									12	12%	88
369.81	Over/Short		-													-	-	-
369.91	Misc. Rev.		-										50			50	-	(50)
389.30.20	Leasehold fr St. CCRLD		500		136		41		185		151				216	728	146%	(228)
389.30.30	Forest Excise Library		200													-	0%	200
389.30.40	PILT WDFW		-				1,024									1,024	-	(1,024)
																-	-	-
																-	-	-
																-	-	-
	Investment Sold					60,000								30,000		90,000	-	(90,000)
	Total Rev.		456,157	8,424	12,173	75,119	108,352	90,403	6,704	6,670	3,792	42,039	80,399	87,288	10,031	531,392	116%	(75,235)
	Beginning Balance after Rev.		589,064	101,658	77,140	95,428	171,548	233,860	207,231	166,799	144,040	156,543	198,187	254,772	232,452			
EXPENSES																		
Administrative		Sub Totals	Budgeted Amt	Jan.	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD	YTD%	Balance
572.10.10	Library Dir.		61,200	5,100	5,100	5,100	5,100	5,100	11,579	7,429		3,750	3,750	3,750	3,750	59,508	97%	70,758
572.10.20	Lib. Dir Ben.		27,871	2,215	2,213	2,219	2,217	2,217	2,799	607					1,237	15,723	56%	12,148
572.10.35	Small tools		500													-	0%	500
572.10.41	Prof. Serv.		33,454	1,363	970	835	1,324	866	289	1,710	148	873	785	477	186	9,826	29%	23,628
572.10.43	Travel		1,500													-	0%	1,500
572.10.44	Taxes		300									64	831			895	298%	(595)
572.10.48	Equip.Repair		500													-	0%	500
572.10.49	Due,Member		500			70		440				30			53	593	119%	(93)
572.10.50.3	Intergov'l prof		500													-	0%	500
	Total Administrative	126,325														86,546	69%	108,846
Public Service																		
Salaries																		
572.20.10.0	Lib Assoc. II		-													-	-	-
572.20.10.0	Lib Assoc. I		33,592	2,924	2,644	2,907	2,992	2,780	2,992	3,125	3,780	-	-	-		24,143	72%	9,449
572.20.10.0	Lib Asst II		31,616	3,104	2,784	2,697	2,816	2,688	2,672	2,944	2,680	2,816	2,816	2,476		30,493	96%	1,123
572.20.10.0	Lib Asst I		48,360	2,760	2,415	2,640	2,640	2,520	2,760	2,760	2,520	2,640	2,640	2,520		28,815	60%	19,545
572.20.10.0	Page		13,200	1,234	765	1,059	1,092								56	4,206	32%	8,994
572.20.10.0	Temp Asst		4,000														0%	4,000
572.20.20	Lib. Benefit		66,080	5,406	5,140	5,263	4,511	5,094	4,763	4,846	4,878	4,896	4,896	5,846	1,870	57,409	87%	8,671
572.20.20.0	Vol. L&I		250	4			3						749			756	303%	(506)
	Total Salaries	197,098														145,822	74%	51,276
Supplies																		
572.20.31.0	Off Supplies		3,000	221	267	1,080			108		208			150	184	2,217	74%	783
572.20.31.0	Programming		10,000	1,180	214	1,259	464		260	217	964	388	303	288	220	5,756	58%	4,244
572.20.31.0	Binding		-													-	-	-
	Total Supplies	13,000														7,973	61%	5,027

																			-			
Materials																				-		
572.20.34.0	Books		24,000	3,039		396	291							23						3,749	16%	20,251
572.20.34.0	Audio Mat.		2,000										26					119		145	7%	1,855
572.20.34.0	Periodicals		1,000	(159)	32	97	51			13										200	20%	800
572.20.34.0	Visual Mat.		4,000			1,822														1,822	46%	2,178
572.20.34.0	Library of Things		1,000																		0%	1,000
Total Materials		32,000																		5,917	18%	26,083
Other Expenses																						
572.20.35	Pub. S Tools		2,000																	-	0%	2,000
572.20.42.0	Postage		2,000	111	253	148	30	25	3	128	22	55	47	115	41					977	49%	1,023
572.20.42.0	Phone		3,300	284	284	285	401	276	282	278	285	295	287	292	290					3,540	107%	(240)
572.20.42.0	Internet		6,500	103	103															1,236	19%	5,264
572.20.45.0	Postmaster- PO Box		150					150												150	100%	-
572.20.45.0	Mov. Lic&PO		400			408														408	102%	(8)
572.20.46	Old Age Insurance Fund		25																	-	0%	25
572.20.48.0	Koha		4,000		3,600															3,600	90%	400
572.20.48.0	OCLC		2,000	111	102	102	102		204	950	102	102	746							2,521	126%	(521)
572.20.48.0	Network and Comp		3,000					1,125												1,125	38%	1,875
572.20.48.0	Equip.Repair		450																	-	0%	450
572.20.48.0	Copier Suppo		4,500	505	408	543	228	234	52	410	309	251	305	195	372					3,811	85%	689
572.20.48.0	Web hosting		1,500					618												618	41%	882
572.20.49	Staff dues/Misc		600			56														56	9%	544
572.40.43	Travel/Train		6,000																	-	0%	6,000
572.40.49.0	Workshops		2,000		175			353												528	26%	1,472
572.40.49.0	Databases		4,500	4,092				204				72		1,536						5,903	131%	(1,403)
572.40.49.0	Prof. Software, tools, referenc		2,000										92	92	92	92				369	18%	1,631
Total Other Expenses		44,925																		24,841	55%	20,084
Total Public Service Expend		287,023																		184,553	64%	102,470
Occupancy																						
572.50.31	Bldg. Supl		2,000	18	487	325	281	640		187				41						1,978	99%	22
572.50.32	Heating fuel		2,000		607	386								482						1,475	74%	525
572.50.35	Small tools		2,000			1,400														1,400	70%	600
572.50.41	Custodial		12,000	876	605	523	1,444	536	368	169	557		1,016	239	260					6,593	55%	5,407
572.50.46	Insurance		10,000								10,673									10,673	107%	(673)
572.50.47.0	Electricity		8,500	236	575	496	480	356	241	473		538	368	792						4,556	54%	3,944
572.50.47.0	Garb. Water		2,000	34	34	116	142	142	170	200	167	165	165	156	142					1,633	82%	367
572.50.48.0	Sm.Bldg. Rep.		2,110	939	227						145									1,311	62%	799
572.50.48.0	Air/heat/main		1,200																	-	0%	1,200
572.50.48.0	Mjr. Repairs		3,000																	-	0%	3,000
Total Occupancy		44,810																		29,619	66%	15,191
Total Operating Expense		458,158																		300,717	66%	157,440
594.72.60	Cap. Exp.	295,000	295,000	993	26,829			8,144	17,561		1,899	21,797	10,580	12,631	566					100,999	34%	194,001
Total Budget:		753,158																		401,716	53%	351,441
Outstanding vouchers																						
Monthly Expenses																						
Investment Purchased																						
Refund of Taxes																						
Total Disbursements				36,692	56,831	32,232	28,091	33,333	47,102	26,550	29,536	38,754	30,703	32,351	9,541					392,175		
Ending Balance after Disbursements:				64,967	20,309	63,196	143,457	200,527	160,129	140,248	114,504	117,788	167,484	222,421	222,911							

