

**JANUARY CLAIMS 2024**

DATE	AMOUNT	DESCRIPTION
1/3	449.44	US Bank Equipment and Finance lease on copy machine
1/4	1,850.62	Eureka Glass repair Left side of door. Push bar and top and bottom arms so door locks in place.
1/9	40.00	GH Outreach recycle pickup
1/16	137.13	Mendes Supply paper towels and wipes
1/16	187.00	Terminix monthly service
1/22	43.29	Mendes Supply tissue
1/22	615.79	Pacific Power previos meter 152843 current 156035
1/23	67.24	Crescent City Water/Sewer water 22.49 sewer 44.75
1/23	54.40	Frontier Smith River phone line
1/24	1,422.60	US Bank Cal Card \$853.97 Zip books
1/25	1,125.00	Ross Janitorial monthly service
1/29	125.97	Frontier DN Reads phone line
<b>TOTAL</b>	<b>6,118.48</b>	

DEPARTMENT CLAIM FORM - REQUEST FOR PAYMENT

Vendor ID: 18096

COUNTY OF DEL NORTE  
Auditor - Controller

**PAY TO THE ORDER OF**

Fiscal Year 2023-2024

US BANK CORPORATE PAYMENT SYSTEMS  
PO BOX 790428  
ST. LOUIS, MO  
63179-0428

TOTAL CLAIM \$ 280.01

AUDITOR USE ONLY


PAGE 1 OF 5

Special Warrant Routing

**DISTRIBUTION**

Account (Fund-Dept-Line-Proj)	Amount	Invoice	Description
414-070-20284-003	\$ 16.11	3048210	Zip Book
414-070-20284-003	\$ 12.68	0972255	Zip Book
414-070-20284-003	\$ 27.35	5913825	Zip Book
414-070-20284-003	\$ 22.30	7164220	Zip Book
414-070-20284-003	\$ 33.29	5222666	Zip Book
414-070-20284-003	\$ 18.40	6361004	Zip Book
414-070-20284-003	\$ 23.32	6609858	Zip Book
414-070-20284-003	\$ 10.80	9673812	Zip Book
414-070-20284-003	\$ 13.30	4545815	Zip Book
414-070-20284-003	\$ 21.78	6947422	Zip Book
414-070-20284-003	\$ 29.23	8781850	Zip Book
414-070-20284-003	\$ 24.89	9130621	Zip Book
414-070-20284-003	\$ 8.32	4029037	Zip Book
414-070-20284-003	\$ 18.24	5125842	Zip Book

I hereby certify the articles or services described on the attached invoices were necessary for use by the department and have been received, and that no prior claim for same has been submitted.

  
\_\_\_\_\_  
Signature of Department Head / Authorized Deputy

1/23/24  
\_\_\_\_\_  
Date

DEPARTMENT CLAIM FORM - REQUEST FOR PAYMENT

COUNTY OF DEL NORTE

Auditor - Controller

Vendor ID: 18096

Fiscal Year 2023-2024



**PAY TO THE ORDER OF**

US BANK CORPORATE PAYMENT SYSTEMS  
PO BOX 790428  
ST. LOUIS, MO  
63179-0428

TOTAL CLAIM \$ 246.60

AUDITOR USE ONLY


PAGE 2 OF 5

Special Warrant Routing

**DISTRIBUTION**

Account (Fund-Dept-Line-Proj)	Amount	Invoice	Description
414-070-20284-003	\$ 17.21	6519413	Zip Book
414-070-20284-003	\$ 18.39	3032200	Zip Book
414-070-20284-003	\$ 18.39	1201803	Zip Book
414-070-20284-003	\$ 16.23	1552228	Zip Book
414-070-20284-003	\$ 28.13	8840253	Zip Book
414-070-20284-003	\$ 10.81	4904265	Zip Book
414-070-20284-003	\$ 6.48	5296268	Zip Book
414-070-20284-003	\$ 23.82	0139437	Zip Book
414-070-20284-003	\$ 17.21	4228227	Zip Book
414-070-20284-003	\$ 17.13	5387439	Zip Book
414-070-20284-003	\$ 22.73	8733046	Zip Book
414-070-20284-003	\$ 11.89	1478606	Zip Book
414-070-20284-003	\$ 21.64	8085865	Zip Book
414-070-20284-003	\$ 16.54	8677058	Zip Book

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Signature or Department Head / Authorized Deputy

1/23/24

Date



DEPARTMENT CLAIM FORM - REQUEST FOR PAYMENT

COUNTY OF DEL NORTE  
Auditor - Controller

Vendor ID: 18096

Fiscal Year 2023-2024



**PAY TO THE ORDER OF**

US BANK CORPORATE PAYMENT SYSTEMS  
PO BOX 790428  
ST. LOUIS, MO  
63179-0428

TOTAL CLAIM \$ 239.04

AUDITOR USE ONLY

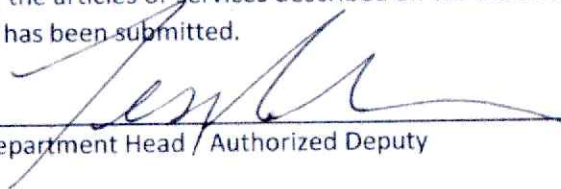
PAGE 3 OF 5

Special Warrant Routing

**DISTRIBUTION**

Account (Fund-Dept-Line-Proj)	Amount	Invoice	Description
414-070-20284-003	\$ 20.56	4972227	Zip Book
414-070-20284-003	\$ 19.47	6707449	Zip Book
414-070-20284-003	\$ 8.27	2797827	Zip Book
414-070-20284-003	\$ 17.58	0172259	Zip Book
414-070-20284-003	\$ 18.53	3545857	Zip Book
414-070-20284-003	\$ 15.87	7503408	Zip Book
414-070-20284-003	\$ 12.09	7943407	Zip Book
414-070-20284-003	\$ 11.90	6441838	Zip Book
414-070-20284-003	\$ 20.56	1379452	Zip Book
414-070-20284-003	\$ 22.52	4757046	Zip Book
414-070-20284-003	\$ 19.50	0331424	Zip Book
414-070-20284-003	\$ 16.23	9509015	Zip Book
414-070-20284-003	\$ 15.40	6272234	Zip Book
414-070-20284-003	\$ 20.56	4747403	Zip Book

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1/23/24

\_\_\_\_\_  
Date

DEPARTMENT CLAIM FORM - REQUEST FOR PAYMENT

Vendor ID: 18096

COUNTY OF DEL NORTE  
Auditor - Controller

PAY TO THE ORDER OF

Fiscal Year 2023-2024

US BANK CORPORATE PAYMENT SYSTEMS  
PO BOX 790428  
ST. LOUIS, MO  
63179-0428

TOTAL CLAIM \$ 447.05

AUDITOR USE ONLY

PAGE 4 OF 5

Special Warrant Routing

DISTRIBUTION

Account (Fund-Dept-Line-Proj)	Amount	Invoice	Description
414-070-20284-003	\$ 22.34	5934606	Zip Book
414-070-20284-003	\$ 22.40	4436211	Zip Book
414-070-20284-003	\$ 11.23	8123401	Zip Book
414-070-20284-003	\$ 15.69	6917015	Zip Book
414-070-20284-003	\$ 16.66	2967444	Zip Book
414-070-20284-004	\$ 44.47	8352224	Munson
414-070-20140	\$ 12.65	4709845	Gloves
414-070-20224	\$ 46.79	6137043	Toner
414-070-20140	\$ 49.80		Water Filters
414-070-20121	\$ 15.99	235934820	ZOOM Communications
414-070-20294	\$ 100.00	737909805	Storage Unit
414-070-20284-004	\$ 20.44	2912267	Munson
414-070-20121	\$ 19.99	2650540774	Adobe Acrobat Pro Monthly Service
414-070-20284-004	\$ 48.60	2072248	Munson

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1/23/24

\_\_\_\_\_  
Date



DEPARTMENT CLAIM FORM - REQUEST FOR PAYMENT

COUNTY OF DEL NORTE  
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Vendor ID: 18096

Fiscal Year 2023-2024

**PAY TO THE ORDER OF**

US BANK CORPORATE PAYMENT SYSTEMS  
PO BOX 790428  
ST. LOUIS, MO  
63179-0428

**TOTAL CLAIM \$ 209.90**

AUDITOR USE ONLY

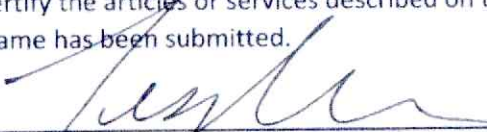
PAGE 5 of 5 Total: \$1422.60

Special Warrant Routing

**DISTRIBUTION**

Account (Fund-Dept-Line-Proj)	Amount	Invoice	Description
414-070-20121	\$ 23.00		Constant Contact
414-070-20121	\$ 15.99	234522215	ZOOM Communications
414-070-20140	\$ 35.32	6931455	Household Items
414-070-20224	\$ 7.64	6931455	Office Supplies - Pens
414-070-20224	\$ 49.81	2767420	Office Supplies - Lighbulbs, Camera
414-070-20227	\$ 64.94		Rolling Cart
414-70-20223	\$ 13.20		Postage

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\_\_\_\_\_  
Signature or Department Head / Authorized Deputy

1/23/24  
\_\_\_\_\_  
Date

D.N. County Library District

Statement of Revenues and Expenditures  
5 Months Ended 11/30/2023

	CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	% EXPENDED	
<b>Revenues:</b>						
414-070-90010	Property Tx-Current Sec	0.00	0.00	214,500.00	(214,500.00)	0.00%
414-070-90011	Prop Tax-Sec Supplemental	0.00	0.00	7,000.00	(7,000.00)	0.00%
414-070-90020	Property tx-Current Unse	0.00	4,929.04	6,000.00	(1,070.96)	82.15%
414-070-90091	Yield Tax	6,289.48	6,289.48	5,095.00	1,254.48	124.92%
414-070-90300	Interest - DN Library	0.00	2,484.00	5,592.00	(3,108.00)	44.42%
414-070-90601	Hoplr-Secured/Unsecured	0.00	0.00	3,300.00	(3,300.00)	0.00%
414-070-90622	Library Outreach Grant	4,500.00	4,500.00	0.00	4,500.00	0.00%
414-070-90623	State Grants	3,400.00	3,400.00	25,000.00	(21,600.00)	13.60%
414-070-90624	Northnet Library Grant	0.00	0.00	6,740.00	(6,740.00)	0.00%
414-070-91040	Book Fines	0.00	10.00	500.00	(490.00)	2.00%
414-070-91042	Lost Book Reimbursement	0.00	101.00	70.00	31.00	144.29%
414-070-91060	Photo Copies	0.00	218.05	1,500.00	(1,281.95)	14.54%
414-070-91124	Gifts - Unspecified	0.00	1,270.47	5,000.00	(3,729.53)	25.41%
414-070-91125	Travel Reimbursements	0.00	2,117.26	1,500.00	617.26	141.15%
414-070-91127	Friends of DNL	0.00	818.00	6,000.00	(5,182.00)	13.63%
414-070-91128	DNC Library Foundation	0.00	0.00	500.00	(500.00)	0.00%
414-070-91129	Misc Revenue	0.00	6,628.30	500.00	6,128.30	1325.66%
414-070-91132	Donation/New Building	0.00	29.95	40.00	(10.05)	74.88%
414-070-91133	Wild Rivers Foundation-SR Branch	0.00	0.00	100.00	(100.00)	0.00%
414-070-91134	Cancelled Prior Year Expenses	0.00	52.00	0.00	52.00	0.00%
414-070-91124-002	Gifts - Specified	0.00	14,543.00	500.00	14,043.00	2908.60%
414-070-91124-003	Zip Book Program	0.00	10,995.00	11,500.00	(505.00)	95.61%
<b>Total Revenues</b>	<b>14,189.48</b>	<b>58,385.55</b>	<b>300,677.00</b>	<b>(242,491.45)</b>	<b>19.41%</b>	
<b>Expenses:</b>						
414-070-10010	Payroll	5,088.75	25,880.88	67,000.00	41,119.12	38.63%
414-070-10015	Parttime/Temporary	8,734.14	46,724.25	120,185.00	73,460.75	38.88%
414-070-10020	Retirement	1,053.88	5,536.53	15,356.00	9,819.47	36.05%
414-070-10022	Retirement - CalPERS Unfunded Liabili	0.00	3,400.00	3,400.00	0.00	100.00%
414-070-10030	Employee Benefits	51.62	360.32	2,100.00	1,739.68	17.16%
414-070-10040	Workers Comp	0.00	0.00	1,000.00	1,000.00	0.00%
<b>Total Salaries and Benefits</b>	<b>14,928.39</b>	<b>81,901.98</b>	<b>209,041.00</b>	<b>127,139.02</b>	<b>39.18%</b>	
414-070-20121	Communications	179.93	1,030.51	3,343.00	2,312.49	30.83%
414-070-20140	Household Expense	266.00	1,568.30	2,000.00	431.70	78.42%
414-070-20150	Insurance	12,155.11	12,155.11	12,156.00	0.89	99.99%
414-070-20180	Building Maintenance	0.00	7,687.98	8,200.00	512.02	93.76%
414-070-20200	Membership	1,457.00	2,173.98	3,000.00	826.02	72.47%
414-070-20223	Postage	0.00	0.00	35.00	35.00	0.00%
414-070-20224	Office Supplies	7.05	733.77	2,930.00	2,196.23	25.04%
414-070-20227	Craft Supplies	0.00	498.56	5,000.00	4,501.44	9.97%
414-070-20228	Promotional items	21.92	1,514.60	4,000.00	2,485.40	37.87%
414-070-20230	Professional Services	1,633.50	9,438.39	17,225.00	7,786.61	54.79%
414-070-20232	Data Processing - Software	2,911.00	2,911.00	3,650.00	939.00	75.61%
414-070-20233	Prof Svcs-County	0.00	0.00	10,844.00	10,844.00	0.00%
414-070-20234	Audit Services	2,080.00	2,080.00	10,000.00	7,920.00	20.80%
414-070-20236	Office Supplies-SR Branch	0.00	0.00	300.00	300.00	0.00%
414-070-20240	Publications-Advertising	0.00	82.50	250.00	167.50	25.00%
414-070-20250	Rents & Leases-Equipment	228.00	924.14	4,000.00	3,075.86	23.10%
414-070-20278	Team Building	0.00	127.37	500.00	372.63	25.47%
414-070-20279	Summer Reading Prg Awards/Incentive	0.00	0.00	5,000.00	5,000.00	0.00%
414-070-20280	Spec Dept Expense	0.00	100.00	500.00	400.00	20.00%
414-070-20282	Magazines/Newspapers	0.00	15.00	250.00	235.00	6.00%
414-070-20288	Cataloging	0.00	0.00	1,500.00	1,500.00	0.00%
414-070-20290	Travel & Training	593.91	781.50	2,734.00	1,952.50	28.58%
414-070-20292	Training/Education	0.00	0.00	2,000.00	2,000.00	0.00%
414-070-20294	Lunch with Library Books	0.00	4,165.34	11,000.00	6,834.66	37.87%
414-070-20300	Utilities	392.86	1,262.07	10,500.00	9,237.93	12.02%
414-070-20284-003	Zip Book Payments	0.00	2,318.54	12,800.00	10,483.46	18.10%
414-070-20284-004	Munson Books	0.00	1,062.31	9,000.00	7,937.69	11.80%
<b>Total Services and Supplies</b>	<b>21,926.28</b>	<b>52,608.97</b>	<b>142,917.00</b>	<b>90,308.03</b>	<b>36.81%</b>	
<b>Total Other Charges</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	
<b>Total Fixed Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	
414-070-70901	Intrafund Trans Out DN Reads (371)	0.00	18,000.00	16,000.00	0.00	100.00%
414-070-81000	Contingency	0.00	0.00	3,000.00	3,000.00	0.00%

Statement of Revenues and Expenditures  
5 Months Ended 11/30/2023

		CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	% EXPENDED
<b>Revenues:</b>						
414-371-90622	CLLS Grant	0.00	67,420.00	69,420.00	(2,000.00)	97.12%
<b>Total Revenues</b>		<b>0.00</b>	<b>67,420.00</b>	<b>69,420.00</b>	<b>(2,000.00)</b>	<b>97.12%</b>
<b>Expenses:</b>						
414-371-10015	Part-time/Temporary	3,513.61	18,540.08	52,000.00	33,459.94	35.65%
414-371-10020	Retirement	268.79	1,418.30	3,000.00	1,581.70	47.28%
414-371-10030	Employee Benefits	0.00	0.00	500.00	500.00	0.00%
<b>Total Salaries and Benefits</b>		<b>3,782.40</b>	<b>19,958.38</b>	<b>55,500.00</b>	<b>35,541.64</b>	<b>35.96%</b>
414-371-20121	Communications	139.85	549.42	1,000.00	450.58	54.94%
414-371-20200	Memberships	0.00	84.94	500.00	415.06	18.99%
414-371-20224	Office Supplies	0.00	110.47	1,000.00	889.53	11.05%
414-371-20225	Craft Supplies	0.00	155.71	3,000.00	2,844.29	5.19%
414-371-20236	Services - Americorps	0.00	0.00	1,000.00	1,000.00	0.00%
414-371-20240	Advertising/Publications	0.00	0.00	3,000.00	3,000.00	0.00%
414-371-20250	Rent	0.00	4,374.00	8,823.00	4,449.00	48.57%
414-371-20280	Special Department Expense	0.00	0.00	200.00	200.00	0.00%
414-371-20283	Books-ESL	0.00	2,643.03	23,420.00	20,776.97	11.29%
414-371-20284	Books	0.00	0.00	4,000.00	4,000.00	0.00%
414-371-20285	Manipulatives & Software	0.00	12.54	997.00	984.46	1.26%
414-371-20286	Books-Family Literacy	0.00	33.10	4,500.00	4,466.90	0.74%
414-371-20287	Promotional Items	10.13	2,757.82	4,500.00	1,742.38	61.28%
414-371-20288	Educational Workbooks	0.00	0.00	1,000.00	1,000.00	0.00%
414-371-20290	Travel & Training	0.00	0.00	2,000.00	2,000.00	0.00%
<b>Total Services and Supplies</b>		<b>149.98</b>	<b>10,720.83</b>	<b>58,940.00</b>	<b>48,219.17</b>	<b>18.19%</b>
<b>Total Other Charges</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total Fixed Assets</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
414-371-70901	Intrafund Trans In Library District (070)	0.00	(18,000.00)	(18,000.00)	0.00	100.00%
<b>Total Intrafund Transfers</b>		<b>0.00</b>	<b>(18,000.00)</b>	<b>(18,000.00)</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total Expenses</b>		<b>3,932.38</b>	<b>12,679.19</b>	<b>96,440.00</b>	<b>83,760.81</b>	<b>13.15%</b>
<b>Revenues Over (Under) Expenditures</b>		<b>(3,932.38)</b>	<b>54,740.81</b>	<b>(27,020.00)</b>	<b>81,760.81</b>	<b>-202.59%</b>