

DEL NORTE COUNTY LIBRARY DISTRICT

Notice of Regular Board Meeting

Date: Monday, January 17, 2022

Time: 5:15 PM

Place: 190 Price Mall, Crescent City, CA 95531 Zoom: <https://us02web.zoom.us/j/3700765220>
(707) 464-9793

Public Comment: ANY MEMBER OF THE AUDIENCE MAY ADDRESS THE BOARD ON ANY MATTER EITHER ON OR OFF THE AGENDA THAT IS WITHIN THE BOARD'S JURISDICTION. Public comment on items of interest to the public, within the subject matter jurisdiction of the committee and not otherwise appearing on the agenda are accepted. Note, however, that the Library Board is not able to undertake extended discussion or act on non-agenized items. Such items can be referred to staff for appropriate action, which may include placement on a future agenda. If you intend to address a subject that is on the Agenda, please hold your comments regarding that item until we announce it so that we may properly address all comments on that subject at the same time. After receiving recognition from the Chair, please state your name and city or county of residency for the record. Speakers, please limit your comments to three (3) minutes.

A CLOSED SESSION may be called at any time during a meeting, as permitted by the 1994 Ralph M. Brown Act for the following purposes: pending litigation (Sec. 9495639), personnel (Sec. 54957), labor negotiations (Sec. 54957.6) or any other exceptions to open session as described by the Act.

Anyone requiring reasonable accommodation to participate in the meeting should contact the Library Manager at (707) 464-9793 at least five (5) days prior to the meeting.

AGENDA

- I. Call to Order**
- II. Communications**
 - 1) Public Comment Period
 - 2) Other Communications
- III. Consent Agenda**
 - 1) Minutes: Review, potentially modify, and approve minutes from the November 8,, 2021 Regular Board Meeting.*
 - 2) Claims: Review and authorize claims.*
- IV. Committee Reports**
 - 1) Del Norte Reads
 - 2) Library Manager
 - 3) Smith River Branch

- 4) Friends of the Library
- 5) Trustees
- 6) Policy

V. Unfinished Business

VI. New Business

- 1) Election of Officers
- 2) Discuss and approve petty cash account - \$34.95
- 3) Discuss and approve Bookkeeper and Literacy Coordinator Pay Increases
- 4) Discuss and approve the Calpers Prefunding Program
- 5) Discuss and approve budget transfers to Professional Services
- 6) Discuss and approve budget transfers to Zip Book Program

VII. Adjournment

The next regular meeting of the Del Norte County Library District Board is scheduled for Monday, February 14, 2022 at 5:15 PM.

Posted: _____

Angela Stanley – Library Chair

Posted January 14, 2022

Minutes of 12-13-2021 Del Norte County Library District board of trustees

I. Call to Order

Meeting called to order at 5:31 p.m. Present: Chair Angela Stanley, Marie Jondal.

II. Communications

No public comment or communications.

III. Consent Agenda

- 1) Minutes: Motion by Jondal, second by Fornoff to approve minutes as submitted.

Yes: Jondal, Fornoff and Stanley

No: None

APPROVED

- 2) Claims: Motion by Fornoff, second by Jondal to approve November claims.

Yes: Jondal, Fornoff and Stanley

No: None

APPROVED

IV. Committee Reports

- 1) Del Norte Reads: Library Manager Phyllis Goodeill provided an update on the literacy program. She says there are seven tutors and 10 active students. Tutors must complete extensive training, according to Goodeill. Staff is meeting with volunteers to discuss program goals. There are also several current efforts for public outreach, including circulating flyers seeking volunteers.
- 2) Library Manager: The library has received a \$12,000 grant for Amazon's Zip Books program and a grant of more than \$10,000 for the state to purchase laptops for use by library patrons. Goodeill said she is looking for more grant money. Goodeill also said she is investigating possibilities of a new library building but the effort is very preliminary. Stanley notes the board has more than \$350,000 in a special fund to be used toward a new building and noted Goodeill should work closely with the appropriate board committees.
- 3) Friends of the Library - No report.
- 4) Trustees - No reports.

V. Old Business

None

VI. New Business

- 1) Employee Holiday Gift Cards: Motion by Jondal, second by Fornoff to approve request by Goodeill for holiday gift cards of \$40 each for staff members and \$10 each to relief workers.

Yes: Jondal, Fornoff and Stanley

No: None

APPROVED

- 2) Staff Step Raises: Motion by Fornoff, second by Jondal, to grant step raises to library employees effective Feb. 1 prompted by the increase in state minimum wage.

Yes: Jondal, Fornoff and Stanley

No: None

APPROVED

- 3) Retroactive Compensation Library Manager: Noted by Stanley, Jondal and Fornoff that all discussions with Goodeill regarding library manager position offer included that she be granted her present salary retroactive to the day she stepped up to serve as interim manager.

Motion by Jondal, second by Fornoff to approve retroactive compensation for Goodeill.

Yes: Jondal, Fornoff and Stanley

No: None

APPROVED

VII. Adjournment

Meeting adjourned at 6:04 p.m.

Director's Report

January 2022

Grants

We have applied for the Will Eisner Graphic Novel Grant. This grant would increase our graphic novel section.

We have applied for the Peggy Burber Tribute Grant. This grant is for humanities type programming. I applied for this grant to help offset the cost of hosting the Hands on Harps workshop that is scheduled for early April. \$2500 is the grant amount.

Website Maintenance

New items have been published to the website. Newsletters have been sent out and hours of operation have been updated.

Staff Training

Due to recent events with angry patrons our training for the month is a webinar on Dealing with Angry Patrons. The training is on the 19th at 11am. We will be closing the library so all the staff can participate in the training and discussion will follow.

Other Items

- ☐ Van Gogh is our featured artist of the month. His prints are hung around the library and patrons can enter a drawing to win one of the prints.
- ☐ Dewey the Bookworm has lost his glasses in the children's section and children that find a pair of glasses will get a gift bag. We will have bookbags available with Dewey's image on them. Children can enter a drawing to win one of five bookbags.
- ☐ Requesting a salary increase for the Literacy Director and the Bookkeeper. Minimum wage went up and their salaries need to go up as well.
- ☐ I do not recommend the Calpers Prefunding Program. Eligible employees would have money put into a trust that could earn them

interest. There is a large amount of money to be deposited into the account and we do not have it in the budget.

- ☐ Requesting Budget Transfer from Revenue line 90010 Property Tax Current Sec \$24,000 to line 20233 Professional Services County to cover a negative \$14,925 and to restore the \$9,000 that was in the account before SEC COLL CHGS were debited in the amount of \$24,489.00.
- ☐ Requesting Budget Transfer from Zip Books revenue line 91124 to Zip Book Program line 20284-003 in the amount of \$10,000.

Del Norte Reads Report for December

- Back on schedule! (had a kid)
- Signage for office front and personal vehicle
- Trying to access Reads Facebook page
- Reestablished core group
 - 10 students
 - 6 tutors
 - 1 new tutor + 3 available
- Three new computer students
- 1 new student from Reaching for Independence
- 1 Intervention meeting
- One new GED student (personal, main focus)
 - Personal refresher
 - Thorough review current GED materials + process
- Part of research for Mobile Literacy Grant→I applied for and received a comprehensive online three month pilot GED program
 - Zoom orientation
 - GED student now enrolled in program
 - Time spent familiarising myself with platform from student perspective, as this will be our primary study guide
- Pilot was first big step moving forward with Mobile Literacy Grant
- In the process of getting Reads contact info posted to official GED site
- Registered with Google My Business
 - Hours now correct on google search
 - Brief description
 - Photo should be updated soon

Wage

Scale

Hourly Employees							
		A	B	C	D	E	F
1		\$ 12.00	\$ 12.36	\$ 12.73	\$ 13.11	\$ 13.51	\$ 13.91
2		\$ 13.00	\$ 13.39	\$ 13.79	\$ 14.21	\$ 14.63	\$ 15.07
3		\$ 14.00	\$ 14.42	\$ 14.85	\$ 15.30	\$ 15.76	\$ 16.23
4		\$ 15.00	\$ 15.45	\$ 15.91	\$ 16.39	\$ 16.88	\$ 17.39
5		\$ 16.00	\$ 16.48	\$ 16.97	\$ 17.48	\$ 18.01	\$ 18.55
6		\$ 17.00	\$ 17.51	\$ 18.04	\$ 18.58	\$ 19.13	\$ 19.71
7		\$ 18.00	\$ 18.54	\$ 19.10	\$ 19.67	\$ 20.26	\$ 20.87
Exempt Employees							
		AA	BB	CC	DD	EE	FF
1		\$ 41,600.00	\$ 42,848.00	\$ 44,133.44	\$ 45,457.44	\$ 46,821.17	\$ 48,225.80
2		\$ 43,680.00	\$ 44,990.40	\$ 46,340.11	\$ 47,730.32	\$ 49,162.22	\$ 50,637.09
3		\$ 45,760.00	\$ 47,132.80	\$ 48,546.78	\$ 50,003.19	\$ 51,503.28	\$ 53,048.38
4		\$ 47,840.00	\$ 49,275.20	\$ 50,753.46	\$ 52,276.06	\$ 53,844.34	\$ 55,459.67
5		\$ 49,920.00	\$ 51,417.60	\$ 52,960.13	\$ 54,548.93	\$ 56,185.40	\$ 57,870.96
6		\$ 52,000.00	\$ 53,560.00	\$ 55,166.80	\$ 56,821.80	\$ 58,526.46	\$ 60,282.25
7		\$ 54,080.00	\$ 55,702.40	\$ 57,373.47	\$ 59,094.68	\$ 60,867.52	\$ 62,693.54

Wage
scale

G	H	I	J
\$ 14.33	\$ 14.76	\$ 15.20	\$ 15.66
\$ 15.52	\$ 15.99	\$ 16.47	\$ 16.96
\$ 16.72	\$ 17.22	\$ 17.73	\$ 18.27
\$ 17.91	\$ 18.45	\$ 19.00	\$ 19.57
\$ 19.10	\$ 19.68	\$ 20.27	\$ 20.88
\$ 20.30	\$ 20.91	\$ 21.54	\$ 22.18
\$ 21.49	\$ 22.14	\$ 22.80	\$ 23.49

GG	HH	II	JJ
\$ 49,672.58	\$ 51,162.75	\$ 52,697.64	\$ 54,278.56
\$ 52,156.20	\$ 53,720.89	\$ 55,332.52	\$ 56,992.49
\$ 54,639.83	\$ 56,279.03	\$ 57,967.40	\$ 59,706.42
\$ 57,123.46	\$ 58,837.17	\$ 60,602.28	\$ 62,420.35
\$ 59,607.09	\$ 61,395.30	\$ 63,237.16	\$ 65,134.28
\$ 62,090.72	\$ 63,953.44	\$ 65,872.04	\$ 67,848.21
\$ 64,574.35	\$ 66,511.58	\$ 68,506.93	\$ 70,562.13

DECEMBER CLAIMS

DATE	MERCHANT	AMOUNT \$\$	PURPOSE
12-1-2021	Frontier	114.12	November Statement (AMMENDED 12-1-2021)
12-1-2021	Mendes Supply Co	104.83	Trash can liners and papertowels
12-3-2021	G. H. Outreach	60.00	Recycling Pickup
12-13-2021	US Bank Equipment Finance	223.23	Cannon Copier
12-15-2021	Pacific Power	785.44	December Statement 5132 kwh
12-16-2021	Crescent City Water / Sewer	67.24	22.49 Water 44.75 Sewer
12-16-2021	Petty Cash	132.17	Petty Cash Reimbursement
12-21-2021	Del Norte Office Supplies	210.67	Brother Genuine Laser drum and toner cartridges
12-21-2021	Frontier	54.90	December Statement
12-22-2021	Mendes Supply Co	127.19	Black trash can liners and multi-fold papertowels
12-28-2021	Ross Janitorial	925.00	December 2021 janitorial services
01-06-2021	US Bank CalCard	1558.24	December CalCard statement

DEPARTMENT CLAIM FORM - REQUEST FOR PAYMENT

Vendor ID: 18096

COUNTY OF DEL NORTE

Auditor - Coontroller

PAY TO THE ORDER OF

Fiscal Year 2021-2022

US Bank Payment Systems
PO Box 790428
ST Louis MO 63179-0428

TOTAL CLAIM \$ 584.09

AUDITOR USE ONLY

Special Warrant Routing

DISTRIBUTION

Account (Fund-Dept-Line-Proj)	Amount	Invoice	Description
414-70-20281	\$ 77.06	2665042	skinny tumblers for volunteer appreciation
414-70-20141	\$ 15.18	797418	Masks COVID PPE
414-70-20200	\$ 2.16	2985863	PRIME member ship fee
414-70-20140	\$ 10.84	5994615	house hold expense air freshner
414-70-20200	\$ 14.09	3245044	PRIME membership fee
414-70-20224	\$ 29.04	9567446	office supplies calanders
414-70-20141	\$ 16.17	9567446	COVID lysol wipes
414-70-20284	\$ 37.92	9567446	Munson books
414-70-20240	\$ 20.00	417186163	Publications/Advertising constant contact
414-70-20141	\$ 13.01	2776215	COVID masks
414-70-20280	\$ 53.28	0784219	Special Dept Expense hot cocoa for gift bags
414-70-20280	\$ 156.85	713479088-01	Special Dept Expense tatoos and bendables for gift bags
414-7-20286	\$ 112.50	12521	Employee Recognition Party location rental
414-371-20240	\$ 25.99	489297	Literacy Dept Advertising/Publications

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 or Department Head / Authorized Deputy

1-13-2022
Date

DEPARTMENT CLAIM FORM - REQUEST FOR PAYMENT

Vendor ID: 18096

COUNTY OF DEL NORTE
Auditor - Coontroller

PAY TO THE ORDER OF

Fiscal Year 2021-2022

US Bank Corporate Payment Systems
PO Box 790428
ST Louis, MO 63179-0428

TOTAL CLAIM \$ 974.15

AUDITOR USE ONLY

Special Warrant Routing

DISTRIBUTION

Account (Fund-Dept-Line-Proj)	Amount	Invoice	Description
414-371-20286	\$ 103.25	12310	Literacy Program Books Family Literacy
414-70-20280	\$ 124.50	713954408-01	Special Dept Expense christmas mice ornament
414-70-20224	\$ 40.31	606020	Office Supplies copy paper and card stock
414-70-20280	\$ 12.75	606020	Spec Dept Expense paper bags for gift bags
414-70-20141	\$ 10.84	606020	COVID masks
414-70-20280	\$ 22.17	VGG8901141	Special Dept Expense Van Gogh Print
414-70-20286	\$ 406.66	03236	Special Dept Expense Employee Recognition
414-70-20140	\$ 49.45	411673	Household Expense break room supplies
414-70-20200	\$ 194.22	510368099681	Membership Prime cancelled will be refunded
414-70-20286	\$ 10.00	receipt	Special Dept Expense Employee Recognition

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.

Therese L. L. L.
Signature or Department Head / Authorized Deputy

1-13-2022
Date

Transactions Listing - In Functional Currency (GLPTLS1)

Accounts With No Activity [No]
 Balances and Net Changes [Yes]
 Posting Seq. and Batch-Entry [Yes]
 Trans. Optional Fields [No]
 Year - Period [2022 - 05] To [2022 - 05]
 [Dept]
 Transactions By Date [No]
 Dept [070] To [070]
 Account Group [] To [ZZZZZZZZZZ]
 Year Closed 2021
 Posting Sequence 25554
 Rolled Up Amounts [No]
 Doc. Date

Source	Doc. Date	Description/ Reference	Posting Seq.	Batch-Entry	Debits	Credits	Net Change	Balance
-10010		Payroll						10,768.53
GL-JE	11/30/2021	Journ No: 26611 LIBRARY PAYROLL 11/21	25502	27610-1	4,480.11			
		Net Change and Ending Balance for Fiscal Period 05:					4,480.11	15,248.64
		Totals: Payroll 2022			4,480.11	0.00	4,480.11	15,248.64
-10015		Parttime/Temporary						36,111.35
GL-JE	11/30/2021	Journ No: 26611 LIBRARY PAYROLL 11/21	25502	27610-1	7,864.62			
		Net Change and Ending Balance for Fiscal Period 05:					7,864.62	43,975.97
		Totals: Parttime/Temporary 2022			7,864.62	0.00	7,864.62	43,975.97
-10020		Retirement						7,378.52
GL-JE	11/30/2021	Journ No: 26611 LIBRARY PAYROLL 11/21	25502	27610-1	1,284.43			
GL-JE	11/30/2021	Journ No: 26611 LIBRARY PAYROLL 11/21	25502	27610-1		302.41		
		Net Change and Ending Balance for Fiscal Period 05:					982.02	8,360.54
		Totals: Retirement 2022			1,284.43	302.41	982.02	8,360.54
-10030		Employee Benefits						632.86

Transactions Listing - In Functional Currency (GLPTLS1)

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Source	Doc. Date	Description/ Reference	Posting Seq.	Batch-Entry	Debits	Credits	Net Change	Balance
GL-JE	11/30/2021	Journ No: 26611 LIBRARY PAYROLL 11/21 Net Change and Ending Balance for Fiscal Period 05:	25502	27610-1	79.80		79.80	712.66
		Totals: Employee Benefits 2022			79.80	0.00	79.80	712.66
0-10040		Workers Comp						788.26
0-20121		Communications						774.18
GL-AP	11/5/2021	FRONTIER 330739: 70748780480403	25404	27510-1	54.90			
GL-AP	11/12/2021	CHARTER COMMUNICATIONS 330835: 2080110321 875	25448	27553-1	137.96			
GL-AP	11/12/2021	CHARTER COMMUNICATIONS 330835: 2080110321 875 Net Change and Ending Balance for Fiscal Period 05:	25448	27553-1	64.99		257.85	1,032.03
		Totals: Communications 2022			257.85	0.00	257.85	1,032.03
0-20140		Household Expense						239.90
GL-AP	11/15/2021	MENDES SUPPLY 2024449: N218933 Net Change and Ending Balance for Fiscal Period 05:	25431	27536-1	163.23		163.23	403.13
		Totals: Household Expense 2022			163.23	0.00	163.23	403.13
0-20141		COVID 19 PPE						193.55
GL-AP	11/19/2021	DEL NORTE OFFICE SUPPLY 331020: 640194 DNCO LI	25471	27579-1	27.62			
GL-AP	11/19/2021	DEL NORTE OFFICE SUPPLY 331020: 640194 DNCO LI Net Change and Ending Balance for Fiscal Period 05:	25471	27579-1	27.91		55.53	249.08
		Totals: COVID 19 PPE 2022			55.53	0.00	55.53	249.08
0-20150		Insurance						9,829.19
0-20181		Building Maintenance - SR Library						0.00

Transactions Listing - In Functional Currency (GLPTLS1)

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Source	Doc. Date	Description/ Reference	Posting Seq.	Batch-Entry	Debits	Credits	Net Change	Balance
GL-AP	11/19/2021	DEL NORTE OFFICE SUPPLY 331020: 640194 DNCO LI	25471	27579-1	6.51			
		Net Change and Ending Balance for Fiscal Period 05:					6.51	6.51
		Totals: Building Maintenance - SR Library 2022			6.51	0.00	6.51	6.51
I-20200		Membership						713.00
GL-AP	11/12/2021	CA SPECIAL DISTRICT ASSOC. 330829: 25357	25448	27553-1	1,197.00			
		Net Change and Ending Balance for Fiscal Period 05:					1,197.00	1,910.00
		Totals: Membership 2022			1,197.00	0.00	1,197.00	1,910.00
I-20224		Office Supplies						829.88
GL-AP	11/19/2021	DEL NORTE OFFICE SUPPLY 331020: 640194 DNCO LI	25471	27579-1	21.02			
GL-AP	11/19/2021	DEL NORTE OFFICE SUPPLY 331020: 640194 DNCO LI	25471	27579-1	13.83			
GL-AP	11/22/2021	U.S. BANK 2024480: 4246244555653	25472	27580-1	70.28			
		Net Change and Ending Balance for Fiscal Period 05:					105.13	935.01
		Totals: Office Supplies 2022			105.13	0.00	105.13	935.01
I-20230		Professional Services						5,115.18
GL-AP	11/12/2021	ROSS, MATTHEW L. 330908: 0273	25448	27553-1	925.00			
GL-AP	11/12/2021	EUREKA-HUMBOLDT 330857: 182112 LIBRARY	25448	27553-1	89.91			
GL-AP	11/19/2021	G.H. OUTREACH 331033: 421477	25471	27579-1	30.00			
GL-AP	11/19/2021	TERMINIX COMMERCIAL 331081: 13402301	25471	27579-1	84.00			
GL-AP	11/22/2021	CHIMNEY KRAFT 2024466: 36470	25472	27580-1	85.00			
		Net Change and Ending Balance for Fiscal Period 05:					1,213.91	6,329.09

Transactions Listing - In Functional Currency (GLPTLS1)

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Source	Doc. Date	Description/ Reference	Posting Seq.	Batch-Entry	Debits	Credits	Net Change	Balance
		Totals: Professional Services 2022			1,213.91	0.00	1,213.91	6,329.09
0-20234		Audit Services						4,500.00
0-20240		Publications-Advertising						239.88
GL-AP	11/22/2021	U.S. BANK 2024480: 4246244555653	25472	27580-1	30.00			
		Net Change and Ending Balance for Fiscal Period 05:					30.00	269.88
		Totals: Publications-Advertising 2022			30.00	0.00	30.00	269.88
0-20250		Rents & Leases-Equipment						869.34
GL-AP	11/12/2021	U.S. BANK OFFICE EQUIPMENT FIN 330932: 456429976	25448	27553-1	223.23			
		Net Change and Ending Balance for Fiscal Period 05:					223.23	1,092.57
		Totals: Rents & Leases-Equipment 2022			223.23	0.00	223.23	1,092.57
0-20270		Minor Equipment						91.87
0-20278		Team Building						185.41
GL-AP	11/22/2021	U.S. BANK 2024480: 4246244555653	25472	27580-1	25.10			
		Net Change and Ending Balance for Fiscal Period 05:					25.10	210.51
		Totals: Team Building 2022			25.10	0.00	25.10	210.51
0-20279		Summer Reading Prg Awards/Incentive						151.07
0-20280		Spec Dept Expense						16.83
GL-AP	11/22/2021	U.S. BANK 2024480: 4246244555653	25472	27580-1	237.18			
GL-JE	11/30/2021	Journ No: 26601 US BANK - ORIENTAL TRA	25487	27596-1	18.38			
		Net Change and Ending Balance for Fiscal Period 05:					255.56	272.39
		Totals: Spec Dept Expense 2022			255.56	0.00	255.56	272.39
0-20282		Magazines/Newspapers						211.04
0-20288		Cataloging						1,173.12

Transactions Listing - In Functional Currency (GLPTLS1)

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Source	Doc. Date	Description/ Reference	Posting Seq.	Batch-Entry	Debits	Credits	Net Change	Balance
0-20290		Travel & Training						125.44
GL-AP	11/12/2021	MARTIN, JACKIE 330888: MILEAGE REIMBU	25448	27553-1	31.36			
		Net Change and Ending Balance for Fiscal Period 05:					31.36	156.80
		Totals: Travel & Training 2022			31.36	0.00	31.36	156.80
0-20300		Utilities						773.06
GL-AP	11/5/2021	CRESCENT CITY WATER DEPT. 330725: 9583-000	25404	27510-1	67.24			
GL-AP	11/5/2021	PACIFIC POWER & LIGHT CO. 330759: 61601611-0283	25404	27510-1	240.57			
GL-AP	11/19/2021	PACIFIC POWER & LIGHT CO. 331062: 61601611-0283	25471	27579-1	416.10			
		Net Change and Ending Balance for Fiscal Period 05:					723.91	1,496.97
		Totals: Utilities 2022			723.91	0.00	723.91	1,496.97
0-30510		Contribution to Wonder Bus						0.00
GL-AP	11/12/2021	DEL NORTE CHILD CARE COUNCIL 330848: 20-524	25448	27553-1	2,000.00			
		Net Change and Ending Balance for Fiscal Period 05:					2,000.00	2,000.00
		Totals: Contribution to Wonder Bus 2022			2,000.00	0.00	2,000.00	2,000.00
0-40610		Building & Improvements						0.00
GL-AP	11/5/2021	MOORE HEATING & AIR 330756: 983	25404	27510-1	20,623.75			
		Net Change and Ending Balance for Fiscal Period 05:					20,623.75	20,623.75
		Totals: Building & Improvements 2022			20,623.75	0.00	20,623.75	20,623.75
0-90020		Property tx-Current Unse						-4,339.75
0-90091		Yield Tax						0.00
GL-TR	11/30/2021	Trans No: 34156 1ST APPORT TIMBER YIEL	25513	27621-1		2,851.95		

Transactions Listing - In Functional Currency (GLPTLS1)

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Source	Doc. Date	Description/ Reference	Posting Seq.	Batch-Entry	Debits	Credits	Net Change	Balance
		Net Change and Ending Balance for Fiscal Period 05:					-2,851.95	-2,851.95
		Totals: Yield Tax 2022			0.00	2,851.95	-2,851.95	-2,851.95
I-90300		Interest - DN Library						-768.61
I-91040		Book Fines						-159.17
I-91042		Lost Book Reimbursement						-49.90
I-91060		Photo Copies						-278.76
I-91124		Gifts - Unspecified						-270.89
I-91127		Friends of DNL						-68.30
I-91129		Misc Revenue						-612.99
I-91132		Donation/New Building						-18.95
		Report Totals:			40,621.03	3,154.36	37,466.67	112,610.81

Units printed

D.N. County Library District

Statement of Revenues and Expenditures
5 Months Ended 11/30/2021

		CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	% EXPENDED
Revenues:						
414-070-90010	Property Tx-Current Sec	0.00	0.00	214,000.00	(214,000.00)	0.00%
414-070-90011	Prop Tax-Sec Supplemental	0.00	0.00	4,500.00	(4,500.00)	0.00%
414-070-90020	Property tx-Current Unse	0.00	4,339.75	4,300.00	39.75	100.92%
414-070-90091	Yield Tax	2,851.95	2,851.95	7,000.00	(4,148.05)	40.74%
414-070-90300	Interest - DN Library	0.00	768.61	4,000.00	(3,231.39)	19.22%
414-070-90601	Hoptr-Secured/Unsecured	0.00	0.00	3,300.00	(3,300.00)	0.00%
414-070-90741	Redevelopment Pass Thru	0.00	0.00	11,000.00	(11,000.00)	0.00%
414-070-91040	Book Fines	0.00	159.17	0.00	159.17	0.00%
414-070-91042	Lost Book Reimbursement	0.00	49.90	100.00	(50.10)	49.90%
414-070-91060	Photo Copies	0.00	278.76	1,200.00	(921.24)	23.23%
414-070-91124	Gifts - Unspecified	0.00	270.89	1,500.00	(1,229.11)	18.06%
414-070-91127	Friends of DNL	0.00	68.30	2,000.00	(1,931.70)	3.42%
414-070-91128	DNC Library Foundation	0.00	0.00	3,000.00	(3,000.00)	0.00%
414-070-91129	Misc Revenue	0.00	612.99	300.00	312.99	204.33%
414-070-91132	Donation/New Building	0.00	18.95	750.00	(731.05)	2.53%
414-070-91124-002	Gifts - Specified	0.00	0.00	2,000.00	(2,000.00)	0.00%
Total Revenues		2,851.95	9,419.27	258,950.00	(249,530.73)	3.64%
Expenses:						
414-070-10010	Payroll	4,480.11	15,248.64	49,100.00	33,851.36	31.06%
414-070-10015	Parttime/Temporary	7,864.62	43,975.97	94,000.00	50,024.03	46.78%
414-070-10020	Retirement	982.02	8,360.54	12,000.00	3,639.46	69.67%
414-070-10030	Employee Benefits	79.80	712.66	4,000.00	3,287.34	17.82%
414-070-10040	Workers Comp	0.00	788.26	1,200.00	411.74	65.69%
Total Salaries and Benefits		13,406.55	69,086.07	160,300.00	91,213.93	43.10%
414-070-20121	Communications	257.85	1,032.03	3,200.00	2,167.97	32.25%
414-070-20140	Household Expense	163.23	403.13	600.00	196.87	67.19%
414-070-20141	COVID 19 PPE	55.53	249.08	500.00	250.92	49.82%
414-070-20150	Insurance	0.00	9,829.19	9,900.00	70.81	99.28%
414-070-20180	Building Maintenance	0.00	0.00	1.00	1.00	0.00%
414-070-20181	Building Maintenance - SR Library	6.51	6.51	200.00	193.49	3.26%
414-070-20200	Membership	1,197.00	1,910.00	2,010.00	100.00	95.02%
414-070-20221	Printing	0.00	0.00	50.00	50.00	0.00%
414-070-20223	Postage	0.00	0.00	150.00	150.00	0.00%
414-070-20224	Office Supplies	105.13	935.01	2,700.00	1,764.99	34.63%
414-070-20230	Professional Services	1,213.91	6,329.09	9,500.00	3,170.91	66.62%
414-070-20233	Prof Svcs-County	0.00	0.00	9,720.00	9,720.00	0.00%
414-070-20234	Audit Services	0.00	4,500.00	4,500.00	0.00	100.00%
414-070-20240	Publications-Advertising	30.00	269.88	500.00	230.12	53.98%
414-070-20250	Rents & Leases-Equipment	223.23	1,092.57	3,425.00	2,332.43	31.90%
414-070-20270	Minor Equipment	0.00	91.87	400.00	308.13	22.97%
414-070-20278	Team Building	25.10	210.51	1,200.00	989.49	17.54%
414-070-20279	Summer Reading Prg Awards/Incentive	0.00	151.07	2,000.00	1,848.93	7.55%
414-070-20280	Spec Dept Expense	255.56	272.39	4,000.00	3,727.61	6.81%
414-070-20281	Volunteer Program	0.00	0.00	500.00	500.00	0.00%
414-070-20282	Magazines/Newspapers	0.00	211.04	600.00	388.96	35.17%
414-070-20286	Spec Dept Exp - Employee Recognition	0.00	0.00	600.00	600.00	0.00%
414-070-20288	Cataloging	0.00	1,173.12	1,300.00	126.88	90.24%
414-070-20290	Travel & Training	31.36	156.80	400.00	243.20	39.20%
414-070-20292	Training/Education	0.00	0.00	550.00	550.00	0.00%
414-070-20300	Utilities	723.91	1,496.97	7,000.00	5,503.03	21.39%
414-070-20284-004	Munson Books	0.00	0.00	7,200.00	7,200.00	0.00%
Total Services and Supplies		4,288.32	30,320.26	72,706.00	42,385.74	41.70%
414-070-30510	Contribution to Wonder Bus	2,000.00	2,000.00	2,000.00	0.00	100.00%
Total Other Charges		2,000.00	2,000.00	2,000.00	0.00	100.00%
414-070-40610	Building & Improvements	20,623.75	20,623.75	42,069.00	21,445.25	49.02%
Total Fixed Assets		20,623.75	20,623.75	42,069.00	21,445.25	49.02%
414-070-70901	Intrafund Trans DN Reads (371)	0.00	0.00	18,000.00	18,000.00	0.00%
414-070-81000	Contingency	0.00	0.00	3,000.00	3,000.00	0.00%
Total Intrafund Transfers		0.00	0.00	21,000.00	21,000.00	0.00%
Total Expenses		40,318.62	122,030.08	298,075.00	176,044.92	40.94%

Transactions Listing - In Functional Currency (GLPTLS1)

Accounts With No Activity [No]
 Balances and Net Changes [Yes]
 Posting Seq. and Batch-Entry [Yes]
 Trans. Optional Fields [No]
 Year - Period [2022 - 05] To [2022 - 05]
 [Dept]
 Transactions By Date [No]
 Dept [371] To [371]
 Account Group [] To [ZZZZZZZZZZ]
 Year Closed 2021
 Posting Sequence 25554
 Rolled Up Amounts [No]
 Doc. Date

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Source	Doc. Date	Description/ Reference	Posting Seq.	Batch-Entry	Debits	Credits	Net Change	Balance
I-20121		Communications						458.08
GL-AP	11/12/2021	FRONTIER 330864: 7074647072-092	25448	27553-1	96.04			
		Net Change and Ending Balance for Fiscal Period 05:					96.04	554.12
		Totals: Communications 2022			96.04	0.00	96.04	554.12
1-20221		Printing						52.40
1-20224		Office Supplies						42.58
1-20240		Advertising/Publications						61.36
1-20250		Rent						4,374.00
1-20283		Books-ESL						677.80
1-20284		Books						1,411.97
		Report Totals:			96.04	0.00	96.04	7,174.23

units printed

Library District

Statement of Revenues and Expenditures
5 Months Ended 11/30/2021

		CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	% EXPENDED
Revenues:						
414-371-90620	Grant Revenues	0.00	0.00	2,500.00	(2,500.00)	0.00%
414-371-90622	CLLS Grant	0.00	0.00	26,822.00	(26,822.00)	0.00%
414-371-91125	Travel Reimbursements	0.00	0.00	1,000.00	(1,000.00)	0.00%
414-371-91126	DNCL Foundation	0.00	0.00	1,000.00	(1,000.00)	0.00%
414-371-91128	Service Club Donation	0.00	0.00	100.00	(100.00)	0.00%
414-371-91129	Humboldt Area/WR Foundation	0.00	0.00	500.00	(500.00)	0.00%
414-371-91132	Donations - CC Women's Club	0.00	0.00	200.00	(200.00)	0.00%
Total Revenues		0.00	0.00	32,122.00	(32,122.00)	0.00%
Expenses:						
414-371-10010	Payroll	0.00	0.00	30,000.00	30,000.00	0.00%
414-371-10020	Retirement	0.00	0.00	4,000.00	4,000.00	0.00%
414-371-10030	Employee Benefits	0.00	0.00	400.00	400.00	0.00%
Total Salaries and Benefits		0.00	0.00	34,400.00	34,400.00	0.00%
414-371-20121	Communications	96.04	554.12	1,200.00	645.88	46.18%
414-371-20200	Memberships	0.00	0.00	200.00	200.00	0.00%
414-371-20221	Printing	0.00	52.40	400.00	347.60	13.10%
414-371-20223	Postage	0.00	0.00	100.00	100.00	0.00%
414-371-20224	Office Supplies	0.00	42.58	800.00	757.42	5.32%
414-371-20240	Advertising/Publications	0.00	61.36	1,000.00	938.64	6.14%
414-371-20250	Rent	0.00	4,374.00	8,748.00	4,374.00	50.00%
414-371-20270	Minor Equipment	0.00	0.00	200.00	200.00	0.00%
414-371-20280	Special Department Expense	0.00	0.00	300.00	300.00	0.00%
414-371-20281	Volunteer Program	0.00	0.00	300.00	300.00	0.00%
414-371-20283	Books-ESL	0.00	677.80	1,500.00	822.20	45.19%
414-371-20284	Books	0.00	1,411.97	2,000.00	588.03	70.60%
414-371-20285	Manipulatives & Software	0.00	0.00	200.00	200.00	0.00%
414-371-20286	Books-Family Literacy	0.00	0.00	600.00	600.00	0.00%
414-371-20290	Travel & Training	0.00	0.00	1,000.00	1,000.00	0.00%
Total Services and Supplies		96.04	7,174.23	18,548.00	11,373.77	38.68%
Total Other Charges		0.00	0.00	0.00	0.00	0.00%
Total Fixed Assets		0.00	0.00	0.00	0.00	0.00%
414-371-70901	Intrafund Trans Library District (070)	0.00	0.00	(18,000.00)	(18,000.00)	0.00%
Total Intrafund Transfers		0.00	0.00	(18,000.00)	(18,000.00)	0.00%
Total Expenses		96.04	7,174.23	34,948.00	27,773.77	20.53%
Revenues Over (Under) Expenditures		(96.04)	(7,174.23)	(2,826.00)	(4,348.23)	253.87%