

JUNE CLAIMS		
DATE	AMOUNT	DESCRIPTION
6/7/2022	\$90.00	yard maintenance and dump fee
6/7/2022	\$43.00	reimbursement for books for SR branch
6/7/2022	\$395.00	reimbursement for CLA conference Phyllis G
6/7/2022	\$79.00	Terminix general pest control
6/8/2022	\$200.00	reimbursement for cash payment for speaker Phyllis G
6/8/2022	\$6,308.08	US Bank with Zip books
6/13/2022	\$75.68	Water Sewer bill Water \$24.35 Sewer \$51.10
6/13/2022	\$367.79	Pacific Power Bill for june 1,977kwh
6/13/2022	\$16.36	mileage reimbursement for Phyllis G
6/13/2022	\$153.00	Previous balance \$79 and rat inspection \$74.00
6/14/2022	\$34.21	office supplies and special dept expense
6/14/2022	\$170.01	Mendes household supplies
6/21/2022	\$43.63	mileage reimbursement for Phyllis G to Klamath and Smith River to give away books
6/22/2022	\$1,125.00	Ross Janitorial June Bill
6/27/2022	\$107.81	Frontier Bill DN Reads June
6/29/2022	\$1,940.52	CPI books for Lunch at the Library Giveaway 2022/2023 fiscal year
6/29/2022	\$4,000.00	North Net Library System Calpers Annual payment 2022/2023 fiscal year
TOTAL	\$15,149.09	

D.N. County Library District  
**Balance Sheet**  
May 31, 2022

**Unaudited**

**ASSETS**

414 010 00000	Cash DN Co Library Dist	420,482.79
414 010 00300	Imprest Cash	300.00
414 010 03200	Land	33,777.00
414 010 03300	Buildings and Improvements	479,878.00
414 010 03400	Equipment	60,238.00
414 010 03700	Less Accum Depr Building	(368,853.00)
414 010 03800	Less Accum Depr Equip	(52,244.00)
	Total Assets	<u>573,578.79</u>

**LIABILITIES AND FUND EQUITY**

414 010 05105	Sales Tax payable	127.63
414 010 05120	Salaries Payable	13,764.40
414 010 05300	Tax Liability Federal	2,657.49
414 010 05310	Tax Liability State	16.81
414 010 05320	PERS Liability	(123,286.10)
414 010 05355	Unemployment Insurance	258.29
414 010 07100	Fund Balance	93,975.89
414 010 07101	Fund Balance Literacy	40,794.18
414 010 07102	Fund Balance Building Major Repairs & Improvem	40,997.82
414 010 07103	Fund Balance New Building	351,056.00
414 010 07104	Fund Balance Munson Trust	25,000.00
414 010 09600	Investment in Fixed Assets	152,796.00
	Revenue	280,824.43
	Expenditure	(305,404.05)
	Total Liabilities and Fund Equity	<u>573,578.79</u>

## DIRECTOR REPORT

### JUNE 2022

#### **Grants**

- No news on the Building Forward Grant.
- In the process of applying for the Dr. Seuss grant
- Lunch at the Library had our first month's book giveaway. We gave away over 700 books at 12 free lunch sites in Crescent City, Klamath, and Smith River. We also gave away 5 tasting boxes of fruits, vegetables and STEM projects.

#### **Building Maintenance**

- Bought a bag of rat poison and put it under the building. No new reports of rodents chewing.
- Jeff Van Weir will replace all the vents with holes in them. He had to order special size vents to replace the ones with holes.
- Window cracked again in the young adult section. No security camera on this window.

#### **Other News**

- Gave away book marks, coloring sheets and candy at the 4th of July parade.
- Lego club is a huge success!
- Most of the programs for the Summer Reading Program are full.
- Book giveaways for July include all 12 meal sites. We bought books for \$2.50 each from Children's Plus Incorporated CPI.

## Smith River Branch

### Notes for July 13, 2022, Library Board Meeting

1. June 2022: Our numbers are on an upward path, a lot of which is due to the new banners. In asking new patrons how they found us nearly 100% state they saw the banner. It is doing its job. We had 5 new patrons sign up for new Library cards in June.
2. Danny made two new wood signs for the corner of Fred Haight and First Street, but he was not happy with the results, and neither was I. I have opted to contact Merle Helstowski Signs, the gentleman who made the banners for the SR Library. After speaking with Phyllis about it, I called Merle and he has given me a ballpark figure of \$140 for two aluminum signs that will last a very long time. The new signs will have a styrene center sandwiched between sturdy aluminum. With the money that Ruth Rhodes donated for the SR Library signage, we are more than covered.
3. To date we have raised \$113.21 for our various needs from selling books and bookmarks in the SR Library, the Smith River Post Office and the CC Library.
4. We have started our Summer Reading Program, with one junior patron giving herself the goal of reading one thousand books by summers end. Several other young patrons are reaching not quite so high but are committed to reading many books during the summer.





## *The County of Del Norte*

### **Registrar of Voters**

981 H Street, Suite 160  
Crescent City, CA 95531  
707-464-7216

**Alissia D. Northrup**

## **Memorandum**

To: Del Norte County Special District & Governing Agencies  
From: Alissia D. Northrup, Registrar of Voters  
Date: May 2, 2022  
Subject: Resolution to Consolidate with November 08, 2022 Statewide General Election

This memo is being written to remind you, if your district or government agency plans on consolidating your November 2022 election with the Statewide General Election to be held on November 08, 2022 there are a few things that your agency needs to do. Please find the enclosed resolution which will need to go before your council/board for approval. You can use the enclosed resolution or create your own. Once the resolution has been adopted, passed and signed accordingly, please return the original to the County Clerk's office, and please keep a copy for your records. The original should reach the County Clerk's office by July 8, 2022, to allow time for our office to process and plan accordingly for the upcoming November election. Also please be advised that there will be a cost to the district/agency for conducting any local elections. Keep this in mind when budgeting for the upcoming fiscal year. Due to rising cost and increase in voter registration/turnout your cost could be more than in the past.

Please feel free to contact me with any questions or concerns.  
Please return to the following address:

Alissia D. Northrup, Registrar of Voters  
981 H Street, Suite 160  
Crescent City, CA 95531

Sincerely,

Alissia D. Northrup  
Registrar of Voters

Resolution No. \_\_\_\_\_

**Resolution Ordering an Election, Requesting County Elections to  
Conduct the Election, and Requesting Consolidation of the Election**

**Del Norte County Library District**

**Name of City or Special District**

**Exactly As It Will Appear on the Ballot**

**WHEREAS**, pursuant to Elections Code Section 10002, the governing body of any city or district may by resolution request that the Board of Supervisors of the county permit the county elections official to render specified services to the city or district relating to the conduct of an election; and

**WHEREAS**, the resolution of the governing body of the city or district shall specify the services requested; and

**WHEREAS**, pursuant to Elections Code Section 10002, the city or district shall reimburse the county in full for the services performed upon presentation of a bill to the city or district; and

**WHEREAS**, pursuant to Elections Code Section 10400, whenever two or more elections, including bond elections, of any legislative or congressional district, public district, city, county, or other political subdivision are called to be held on the same day, in the same territory, or in territory that is in part the same, they may be consolidated upon the order of the governing body or bodies or officer or officers calling the elections; and

**WHEREAS**, pursuant to Elections Code Section 10400, such election for cities and special districts may be either completely or partially consolidated; and

**WHEREAS**, pursuant to Elections Code Section 10403, whenever an election called by a district, city or other political subdivision for the submission of any question, proposition, or office to be filled is to be consolidated with a statewide election, and the question, proposition, or office to be filled is to appear upon the same ballot as that provided for that statewide election, the district, city or other political subdivision shall, at least 88 days prior to the date of the election, file with the board of supervisors, and a copy with the elections official, a resolution of its governing board requesting the consolidation, and setting forth the exact form of any question, proposition, or office to be voted upon at the election, as it is to appear on the ballot, acknowledging that the consolidation election will be held and conducted in the manner prescribed in Section 10418. Upon such request, the Board of Supervisors may order the consolidation; and

**WHEREAS**, pursuant to Elections Code Section 10418, if consolidated, the consolidated election shall be held and conducted, election boards appointed, voting precincts designated, candidates nominated, ballots printed, polls opened and closed, voter challenges determined, ballots counted and returned, returns canvassed, results declared, certificates of election issued, recounts conducted, election contests presented, and all other proceedings incidental to and connected with the election shall be regulated and done in accordance with the provisions of law regulating the statewide or special election, or the election held pursuant to Section 1302 or 1303, as applicable.



**WHEREAS**, the resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance, resolution, or order calling the election; and

**WHEREAS**, various district, county, state and other political subdivision elections may be or have been called to be held on November 8, 2022;

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED THAT THE** governing body of the

Del Norte County Library District  
(Name of City/District)

hereby orders an election be called and consolidated with any and all elections also called to be held on November 8, 2022 insofar as said elections are to be held in the same territory or in territory that is in part the same as the territory of Community Service District/Special District  
(Political Jurisdiction)

and requests the Board of Supervisors of the County of Del Norte to order such consolidation under Elections Code Sections 10401, 10403 and 10418.

**BE IT FURTHER RESOLVED AND ORDERED** that said governing body hereby requests the Board of Supervisors to permit the Del Norte County Elections Department to provide any and all services necessary for conducting the election and agrees to pay for said services, and

**Check the following that apply:**

- ☐ **BE IT FURTHER RESOLVED AND ORDERED** that the Del Norte County Elections Department conduct the election for the following offices on the November 8, 2022 ballot:

<u>SEATS OPEN</u>	<u>OFFICE</u>	<u>TERM</u>	<u>DIST/DIV (if app.)</u>
Angela Stanley	Board Member	4 Years	Special District
Cara Brustol	Board Member	4 Years	Special District

- ☐ **BE IT FURTHER RESOLVED AND ORDERED** that the Del Norte County Elections Department shall conduct the election for the following MEASURE(S) to be voted on at the November 8, 2022 election:  
(Attachment of 75-word ballot question here)

**BE IT FURTHER RESOLVED AND ORDERED THAT** Del Norte County Elections Department is requested to: [Check one of the following if City/District is placing a measure on the ballot]

- ☐ Print the attached measure text exactly as filed or indicated on the filed document in the Voter's Information Pamphlet section of the Sample Ballot for the November 8, 2022 election. Cost of printing and distribution of the measure text will be paid for by the city/district.
- ☐ Not to print the measure text in the Voter's Information Pamphlet of the Sample Ballot but send a copy to voters upon request at the cost of said city/district.

**BE IT FURTHER RESOLVED AND ORDERED THAT** in accordance with section 9313 of the California Elections Code, the County Counsel or District Attorney is hereby directed to prepare an impartial analysis of this measure.

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2018 by the following vote:

**AYES:**

**NOES:**

**ABSTENTIONS:**

**ABSENT:**

\_\_\_\_\_  
Chairperson of said Governing Board

Attested: \_\_\_\_\_  
Secretary

\_\_\_\_\_



**IMPORTANT:** To assist us in keeping our records up to date, please provide us with current information regarding your district as well as a list of all your current board member's/council member's names and addresses.

## Contact Information/Incumbent Roster

Name of District/City: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Website: \_\_\_\_\_

Incumbents Name/Address

Date Elected/Appointed

Term of Office



## DEL NORTE COUNTY – ELECTION COST ALLOCATION

### CATEGORY I: DIRECT AGENCY COSTS

These are costs which can be specifically attributed to a particular entity and no other, and only involve costs which that entity incurred simply because of their presence on the ballot.

#### CATEGORY I: COSTS

- A. Legal Publications
- B. Candidate Filing Forms
- C. Signature Verification
- D. Computer Programming (needed for each district)
- E. Sample, Official and Absentee Ballot Printing (needed for each district)
- F. Other

### CATEGORY II: GENERAL COSTS OF THE ELECTION

These are costs of the election, which would have been incurred regardless of the number of jurisdictions on the ballot and will be divided equally between the County of Del Norte (if applicable), and other local entities or special districts on the ballot.

#### CATEGORY II; COSTS

- A. Postage
- B. Rent of Polling Places
- C. Poll Workers Salaries
- D. Sample Ballot Labeling
- E. Data Processing Run Charges
- F. Computer Programming (needed for each election)
- G. Election Employees Salary
- H. Precinct Supplies
- I. Delivery of Election Equipment
- J. Sample, Official and Absentee Ballot Printing (needed for each election)
- K. Election Equipment Lease

### CATEGORY III: INDIRECT COSTS OF THE ELECTION

These are costs that are indirectly incurred because of the election. The costs are divided between the County of Del Norte (if applicable) and other local entities or special districts on the ballot, based on the number of voter decisions each entity has.

#### CATEGORY III: COSTS

- |                              |                            |
|------------------------------|----------------------------|
| A. Phone Charges             | D. Mileage                 |
| B. General Election Supplies | E. Election Dept. Overhead |
| C. In House Printing         | F. Other                   |