

DEL NORTE COUNTY LIBRARY DISTRICT
Minutes of Regular Board Meeting
May 17, 2021

I Call to Order

Meeting commenced at 5:26 PM via zoom.us.

II Roll Call

Present: Chair Stanley, Trustees Fornoff, Rhodes, and Jondal

Absent: Trustee Brustol

III Communications

1) Public Comment Period

None.

2) Other Communications

None.

IV Consent Agenda

1. Review, potentially modify, and approve minutes from the April 12, 2021 Regular Board Meeting and the April 12, 2021 Closed Session.

Trustee Jondal makes a motion to approve the minutes. Motion seconded by Trustee Rhodes.

Public Comment:

None.

Poll vote: Trustee Fornoff - Aye. Trustee Rhodes – Aye. Trustee Jondal - Aye. Chair Stanley - Aye.

Trustee Brustol – (Absent) Motion carried.

2. Review and authorize the claims from April 2021.

Chair Stanley asks a question about a claim for a new hire. Library Director, Beth states it is reimbursement for fingerprints. Trustee Rhodes makes a motion to approve the claims from April 2021. Motion seconded by Trustee Jondal.

Public Comment:

None.

Poll vote: Trustee Fornoff - Aye. Trustee Rhodes – Aye. Trustee Jondal - Aye. Chair Stanley - Aye.

Trustee Brustol – (Absent) Motion carried.

3. Authorize the Library Director to spend \$100.00 for the month of May 2021 on food for employees under the Team Building budget line and \$50.00 for the month of June 2021 on food for employees under the Team Building budget line.

Trustee Rhodes makes a motion to authorize this. Motion seconded by Trustee Fornoff.

Public Comment:

None.

Poll vote: Trustee Jondal - Aye. Trustee Fornoff - Aye. Trustee Rhodes – Aye. Chair Stanley - Aye.

Trustee Brustol – (Absent) Motion carried.

Request to adjourn into Closed Session to discuss Personnel. Meeting adjourns into Closed Session at 5:33 PM.

Meeting adjourns back into Open Session at 5:42 PM.

V Report of the Literacy Coordinator - Phoebe Lenhart

In Phoebe's absence, Beth presents the literacy report and informs the board that she is in contact with the State Library regarding the transition between Literacy Coordinators and will be following their guidance. Beth also informs the board that the literacy reports will now be included as part of the director's reports for board meetings.

VI Report of the Library Director - Beth Austen

Beth presents her report and highlights that she is still working on facility maintenance matters as indicated in her report and that she is putting procedures together to ensure that deposits and bookkeeping data are tracked and archived digitally.

VII Committee Reports

1) Friends of the Library

Beth reports that Friends of the Library had a book sale over the weekend. Beth does not have a revenue figure to report yet.

2) Board of Trustees

Trustee Rhodes – Trustee Rhodes states she would like to have a meeting in the near future to discuss strategic planning.

Trustee Jondal - No report.

Trustee Brustol – Absent.

Trustee Fornoff - No report.

Chair Stanley - No report.

3) Budget - Chair Stanley

Chair Stanley reports she met with Beth to complete a first draft of the budget for the next fiscal year.

4) Partnerships - Trustees Jondal and Brustol

Trustee Jondal states she feels her and Trustee Brustol will be able to do a book outreach for patients at the hospital.

5) Government Liaison - Chair Stanley and Trustee Fornoff

No report.

6) Policy & Strategic Planning

No report.

VIII Old Business

1) Discuss and take action on heater repair/replacement.

Discussion on estimates for heater repair and replacement. Beth reports the vendors she has been in contact with are all stating the most cost effective option is an electric heater with a heat pump. Trustee Rhodes makes a motion to accept the estimate from Moore Heating to be scheduled in July. Motion seconded by Trustee Jondal.

Public Comment:

None.

Poll vote: Trustee Fornoff – Aye. Trustee Jondal - Aye. Trustee Rhodes – Aye. Chair Stanley - Aye. Trustee Brustol – (Absent) Motion carried.

IX New Business

1) Discuss and take action on first budget draft for the next fiscal year.

Trustee Jondal makes a motion to approve the first budget draft for the next fiscal year to be sent to the auditor's office. Motion seconded by Trustee Jondal.

Public Comment:

None.

Poll vote: Trustee Jondal - Yes. Trustee Fornoff – Yes. Trustee Rhodes – Yes. Chair Stanley - Yes. Trustee Brustol – (Absent) Motion carried.

2) Discuss and take action on location of future board meetings.

The board decides future meetings will take place at the Library main branch.

X Adjournment

Trustee Rhodes makes a motion to adjourn the meeting. Motion seconded by Trustee Jondal.

Public Comment:

None.

Poll vote: Trustee Fornoff – Aye. Trustee Jondal - Aye. Trustee Rhodes – Aye. Chair Stanley - Aye. Trustee Brustol – (Absent) Motion carried.

The next regular meeting of the Del Norte County Library District Board is scheduled for Monday, June 14th, 2021 at 5:15 PM.

Minutes prepared and submitted by:



Elizabeth Austen, Library Director

Minutes approved by:



Robin Fornoff, Board Secretary

DEL NORTE COUNTY LIBRARY DISTRICT

Notice of Regular Board Meeting

Date: Monday, May 17, 2021

Time: 5:15 PM

Place: <https://us02web.zoom.us/j/89046901939>
(707) 464-9793

Due to the State of California's Declaration of Emergency - This meeting is being held pursuant to authorization from Governor Newsom's Executive Order N 29-20. The legislative body of a local agency may use teleconferencing in connection with any meeting or proceeding authorized by law. Cal. Gov't Code §54953(b)(1). A "teleconference" is a "meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both." Cal. Gov't Code §54953(b)(1). A local agency may provide the public with additional teleconference locations. Cal. Gov't Code §54953(b)(1). The teleconferenced meeting must meet the following requirements:

(1) it must comply with all the Act's requirements applicable to other meetings (2) all votes must be taken by roll call; (3) the agenda must provide the public with an opportunity to address the legislative body at each teleconference location. Cal. Gov't Code §54953(b)(1).

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. **Roll Call**

III. Communications

- 1) Public Comment Period
- 2) Other Communications

IV. Consent Agenda

- 1) Review, potentially modify, and approve minutes from the April 12, 2021 Regular Board Meeting and the April 12, 2021 Closed Session.*
- 2) Review and authorize claims April 2021.*
- 3) Authorize the Library Manager to spend \$100.00 for the month of May 2021 on food for employees under the Team Building budget line and \$50.00 for the month of June 2021 on food for employees under the Team Building budget line.

V. Report of the Literacy Coordinator - Phoebe Lenhart*

VI. Report of the Library Director - Beth Austen*

VII. Committee Reports

- 1) Friends of the Library
- 2) Board of Trustees
- 3) Budget - Chair Stanley
- 4) Partnerships - Trustees Jondal and Brustol
- 5) Government Liaison - Chair Stanley and Trustee Fornoff
- 6) Policy & Strategic Planning - Trustees Rhodes and Fornoff

VIII. Old Business

- 1) Discuss and take action on heater repair/replacement.*

IX. New Business

- 1) Discuss and take action on the first budget draft for the next fiscal year.*
- 2) Discuss and take action on location of future board meetings

X. Adjournment

The next regular meeting of the Del Norte County Library District Board is scheduled for Monday, June 14th, 2021 at 5:15 PM.

Posted:  _____

Elizabeth Austen - Library Director

Posted May 14, 2021 at 5:00 PM

DEL NORTE COUNTY LIBRARY DISTRICT
Minutes of Regular Board Meeting
April 12, 2021

I. Call to Order

Meeting commenced at 5:19 PM via zoom.us.

II. Roll Call

Present: President Stanley, Trustees Fornoff, Rhodes, Brustol, and Jondal

Absent: None

III. Communications

1) Public Comment Period

None.

2) Other Communications

None.

IV. Consent Agenda

1) Review, potentially modify, and approve minutes from the March 8, 2021 Regular Board Meeting and the March 8, 2021 Closed Session.

Trustee Jondal makes a motion to approve the minutes. Motion seconded by Trustee Brustol.
Public Comment:

None.

Poll vote: Trustee Fornoff – Yes. Trustee Rhodes – Yes. Trustee Brustol – Yes. Trustee Jondal – Yes. President Stanley – Yes. Motion carried.

2) Review and authorize claims March 2021.

Trustee Rhodes makes a motion to approve the claims. Motion seconded by Trustee Jondal.
Public Comment:

None.

Poll vote: Trustee Rhodes – Yes. Trustee Brustol – Yes. Trustee Jondal – Yes. Trustee Fornoff – Yes. President Stanley – Yes. Motion carried.

3) Authorize the Library Manager to spend \$50.00 for the month of June 2021 on food for employees under the Team Building budget line.

Trustee Rhodes makes a motion to approve it. Motion seconded by Trustee Jondal.
Public Comment:

None.

Poll vote: Trustee Fornoff – Yes. Trustee Jondal – Yes. Trustee Brustol – Yes. Trustee Rhodes – Yes. President Stanley – Yes. Motion carried.

V. Report of the Literacy Coordinator - Phoebe Lenhart

Phoebe presents Del Norte Reads report and announces that Del Norte Reads has received an endowment of \$2,699.00 from CLLS. Phoebe also reports she is planning for the Summer Reading Program and reports that the rent for her facility has been increased. Trustee Rhodes refers to the report and asks what SRP stands for; Phoebe states it stands for Summer Reading Program.

VI. Report of the Library Manager - Beth Austen

Beth presents her Library Manager's report and highlights that the Library has been busy with the Book to Action Initiative for Mental Health Awareness, maintenance issues, and phasing into reopening. This morning a soft opening was started for three hours per day and the Library will continue to phase into reopening full time provided the COVID-19 statistics continue to decrease. Trustee Jondal asks if the rules on how to use the Library are advertised on the website; Beth states the Library website has the Patron Code of Conduct and the Internet Policy. Trustee Jondal asks if she can come to the Library tomorrow; Beth states yes all are welcome as long as the screening process is complied with and we don't exceed capacity of 25%. Trustee Rhodes asks how the volunteer application process for Smith River is going; Beth states the applications are coming in however we cannot open up Smith River until after background check is cleared for the staff who are stationed there.

VII. Committee Reports

1) Friends of the Library

Beth reports that Friends are still in the works of planning their next book sale.

2) Board of Trustees

Trustee Rhodes – Trustee Rhodes asks the board if they feel we are ready to start strategic planning. President Stanley states the board can start talking about things.

Trustee Brustol - Trustee Brustol reports she attended a Library Foundation board meeting and that she has been working with Beth on the Book to Action 2021 initiative. Trustee Brustol asks if the Library can do a mail out; Beth states this may not be cost effective due to having many patrons and addresses do not get updated unless a patron reports a change of address; Beth states the Library is advertising for this via social media, the newsletter, the newspaper, and posting of flyers in the community and distributing them at the Library. More mediums will be used as the date gets closer.

Trustee Jondal - No report.

Trustee Fornoff – Trustee Fornoff reports he did some painting after the main branch was tagged with graffiti. Trustee Fornoff wants the building repainted. Trustee Fornoff states he feels we need to decide what our plan is for the main branch and if we are going to stay in the same building because we are pouring a lot of money into it for maintenance issues. Beth states she agrees with all of this and would welcome the planning for this once the more time-sensitive maintenance issues are resolved such as dry rot, leaking windows, malfunctioning heating system, and roof issue.

President Stanley – President Stanley reports she has been assisting Beth with various budget and personnel matters. She also reports she received a phone call from County Supervisor Chris Howard regarding the status of reopening for the Library and told him we are waiting for approval from County Public Health.

3) Budget – President Stanley

President Stanley states it is time to start budget planning and our first draft is going to be due soon.

4) Partnerships - Trustees Jondal and Brustol

Trustee Brustol reports she attended a Library Foundation board meeting and that she has been busy working with the county and the community about promotions for the Book to Action initiative. Trustee Jondal states she wants to get together with Cara to establish a book collection for hospitalized patients and tie it in with mental health awareness.

5) Government Liaison - Chair Stanley and Trustee Fornoff

President Stanley states she has nothing further to report other than her conversation with Chris Howard.

6) Policy & Strategic Planning - Trustees Rhodes and Fornoff

No report.

VIII. Old Business

1) Discuss and take action on updated bid from Eureka Glass for window replacement.

Beth reports the estimate for the window replacement has increased to \$17,506.51 from the original estimate which was \$13,155.87 due to the need to use prevailing wage, the price of windows increasing, and travel time and lodging for the workers. The original estimate has expired so the Library is unable to hold the vendor to the original agreement. Beth reports it was also brought to her attention that the dry rot is on the same sides of the building that new windows are needed and that she has been informed the dry rot repair job must happen simultaneously with the window replacement. Beth reminds the board that the Library has been working since August 2020 to obtain window replacement estimates with many vendors either not calling back or not wanting the job; Beth states two estimates were obtained, this one from Eureka Glass and one from McKinleyville Glass and that she chose the lesser of the two which still is Eureka Glass even with their recently modified estimate. Trustee Fornoff makes a motion to approve the new bid of \$17,506.51 from Eureka Glass. Motion seconded by Trustee Rhodes.

Public Comment:

None.

Poll vote: Trustee Fornoff – Yes. Trustee Rhodes – Yes. Trustee Brustol – Yes. Trustee Jondal – Yes. President Stanley – Yes. Motion carried.

2) Discuss and take action on heater repair/replacement.

Beth presents her data to the board and states she is still in the process of obtaining information from vendors regarding their estimates provided. The board agrees more information is needed and Beth will continue to work on this. Trustee Rhodes makes a motion to table this item. Motion seconded by Trustee Fornoff.

Poll vote: Trustee Rhodes – Aye. Trustee Fornoff – Aye. Trustee Jondal – Aye. Trustee Brustol – Aye. President Stanley – Aye. Motion carried.

IX. New Business

None.

X. Adjournment to Closed Session

XI. Closed Session

Personnel

XII. Adjournment back to Open Session at 6:20 PM.

President Stanley states action to take is to accept the proposal to move the title of Beth Austen from Library Manager to Library Director with the agreed upon terms of her new contract. Trustee Rhodes makes a motion to approve the title change and proposal as written. Motion seconded by Trustee Jondal.

Poll vote: Trustee Fornoff – Aye. Trustee Rhodes – Aye. Trustee Brustol – Aye. Trustee Jondal –

Aye. President Stanley – Aye. Motion carried.

XIII. Adjournment at 6:20 PM.

The next regular meeting of the Del Norte County Library District Board is scheduled for Monday, May 10th, 2021 at 5:15 PM.

Minutes prepared and submitted by:

Elizabeth Austen, Library Manager

Minutes approved by:

Robin Fornoff, Board Secretary

APRIL 2021 CLAIMS

10463	04/3 0/21	BETH AUSTEN	Open	\$99.00	---- Edit Claim Edit Vendor Delete Claim
10461	04/2 8/21	SUBURBAN PROPANE	Open	\$137.57	---- Edit Claim Edit Vendor Delete Claim
10460	04/2 7/21	ROSS JANITORIAL	Open	\$925.00	---- Edit Claim Edit Vendor Delete Claim
10459	04/2 3/21	AUTUMN MOORE	Open	\$45.00	---- Edit Claim Edit Vendor Delete Claim
10457	04/1 5/21	CRESCENT CITY WATER/SEWER	Open	\$67.24	---- Edit Claim Edit Vendor Delete Claim
10456	04/1 5/21	PACIFIC POWER	Open	\$171.25	---- Edit Claim Edit Vendor Delete Claim
10454	04/1 4/21	US BANK	Open	\$563.54	---- Edit Claim Edit Vendor Delete Claim
10453	04/1 4/21	SUBURBAN PROPANE	Open	\$140.99	---- Edit Claim Edit Vendor Delete Claim
10452	04/1 3/21	PERSONNEL CONCEPTS COMPLIANCE SERVICE DP	Open	\$11.83	---- Edit Claim Edit Vendor Delete Claim
10450	04/1 3/21	GH OUTREACH	Open	\$30.00	---- Edit Claim Edit Vendor Delete Claim
10449	04/1 3/21	DEL NORTE OFFICE SUPPLY	Open	\$27.42	---- Edit Claim Edit Vendor Delete Claim
10448	04/1 3/21	TERMINIX	Open	\$74.44	---- Edit Claim Edit Vendor Delete Claim
10447	04/1 3/21	ROBIN FORNOFF	Open	\$74.93	---- Edit Claim Edit Vendor Delete Claim
10446	04/1 3/21	DEL NORTE OFFICE SUPPLY	Open	\$56.41	---- Edit Claim Edit Vendor Delete Claim
10445	04/1 3/21	Stay Safe Company	Open	\$50.00	---- Edit Claim Edit Vendor Delete Claim
10443	04/1 3/21	KATHLEEN M. MORGAN	Open	\$31.36	---- Edit Claim Edit Vendor Delete Claim
10429	04/0 5/21	SUBURBAN PROPANE	Open	\$169.03	

April 2021 US Bank Statement

County of Del Norte
Office of the Auditor/Controller

E-CLAIM

Vendor ID: 18096

Claim ID:10454

[Print this claim](#)

[All Claims](#)

Vendor Name: US BANK

Address : PO BOX 790428

Address :

City: ST. LOIS **State:** MO **Zip:** 63179-0428

Notes:

Fund:	Dept	Line:	Project	Amount:	Invoice:	Description:		
414	371	2028	0	49.02	3121060	books	Update	Delete
414	371	2028	0	19.41	5635427	books	Update	Delete
414	371	2022	0	20.19	8524	the home depot	Update	Delete
414	70	2024	0	20		constant contact	Update	Delete
414	70	2014	0	27.93	7438662	forehead thermometer	Update	Delete
414	70	2022	0	23.63	7764214	file holder	Update	Delete
414	70	2022	0	53.92	4428238	2 ink cartridges	Update	Delete
414	70	2028	0	28.91	4428238	hand sanitizer for gift bag	Update	Delete
414	70	2014	0	22.55	4887465	floor decals	Update	Delete
414	70	2014	0	167.97	8015452	thermometer, gloves, masks	Update	Delete
414	70	2022	0	63.52	8015452	2 signs	Update	Delete
41	70	2022	0	66.49	7617823	envelopes flash drive, mailers	Update	Delete

			0				Add	Clear
--	--	--	---	--	--	--	-----	-------

Total Claim: \$563.54

D.N. County Library District
Balance Sheet
March 31, 2021

Unaudited

ASSETS

414 010 00000	Cash DN Co Library Dist	398,254.76
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>551,350.76</u>

LIABILITIES AND FUND EQUITY

414 010 05105	Sales Tax payable	14.67
414 010 05120	Salaries Payable	10,801.03
414 010 05300	Tax Liability Federal	2,572.69
414 010 05310	Tax Liability State	79.80
414 010 05320	PERS Liability	(89,613.62)
414 010 05355	Unemployment Insurance	289.78
414 010 07100	Fund Balance	85,488.51
414 010 07101	Fund Balance Literacy	47,217.57
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	184,889.69
	Expenditure	(260,239.18)
	Total Liabilities and Fund Equity	<u>551,350.76</u>

G/L Transactions Listing - In Functional Currency (GLPTLS1)

Include Accounts With No Activity [No]
 Include Balances and Net Changes [Yes]
 Include Posting Seq. and Batch-Entry [Yes]
 Include Trans. Optional Fields [No]
 From Year - Period [2021 - 09] To [2021 - 09]
 Sort By [Dept]
 Sort Transactions By Date [No]
 From Dept [070] To [070]
 From Account Group [] To [ZZZZZZZZZZZZ]
 Last Year Closed 2020
 Last Posting Sequence 24727
 Use Rolled Up Amounts [No]
 Date Doc. Date

Account Number/ Year/ Prd.	Source	Doc. Date	Description/ Reference	Posting Seq.	Batch-Entry	Debits	Credits	Net Change	Balance
414-070-10010 2021			Payroll						
09	GL-JE	3/31/2021	Journ No: 26027 LIBRARY PAYROLL 3/21	24650	26723-1	4,911.41			37,365.69
			Net Change and Ending Balance for Fiscal Period 09:						
			Totals: Payroll 2021			4,911.41	0.00	4,911.41	42,277.10
			Parttime/Temporary						46,249.15
414-070-10015 2021									
09	GL-JE	3/31/2021	Journ No: 26027 LIBRARY PAYROLL 3/21	24650	26723-1	6,608.45			
			Net Change and Ending Balance for Fiscal Period 09:						
			Totals: Parttime/Temporary 2021			6,608.45	0.00	6,608.45	52,857.60
			Retirement						8,068.16
414-070-10020 2021									
09	GL-JE	3/31/2021	Journ No: 26027 LIBRARY PAYROLL 3/21	24650	26723-1	1,256.40			
			Net Change and Ending Balance for Fiscal Period 09:						
			Totals: Retirement 2021			1,256.40	431.99	824.41	8,892.57
			Employee Benefits						1,117.40

G/L Transactions Listing - In Functional Currency (GLPTLS1)

Account Number/ Year/ Prd.	Source	Doc. Date	Description/ Reference	Posting Seq.	Batch-Entry	Debits	Credits	Net Change	Balance
Totals: Building Maintenance - SR Library 2021									
414-070-20200			Membership						
414-070-20221			Printing			64.49	0.00	64.49	71.88
414-070-20223			Postage						1,735.99
2021									34.00
09	GL-AP	3/22/2021	U.S. BANK	24613	26685-1	24.89			146.79
			2023653: 424604455653						
Net Change and Ending Balance for Fiscal Period 09:									
			Totals: Postage 2021			24.89	0.00	24.89	171.68
			Office Supplies						2,211.20
414-070-20224									
2021									
09	GL-AP	3/5/2021	D.N. COUNTY LIBRARY PETTY CASH	24572	26643-1	52.79			
			325634: PETTY CASH REI						
09	GL-AP	3/22/2021	U.S. BANK	24613	26685-1	106.07			
			2023653: 424604455653						
Net Change and Ending Balance for Fiscal Period 09:									
			Totals: Office Supplies 2021			158.86	0.00	158.86	2,370.06
			STEER Office Supplies						15,640.47
414-070-20225									13,263.52
414-070-20230									
2021									
09	GL-AP	3/5/2021	G.H. OUTREACH	24572	26643-1	85.00			
			325644: 460928						
09	GL-AP	3/12/2021	HARSHWAL & COMPANY, LLP	24595	26668-1	1,250.00			
			325772: 2987, 3092						
09	GL-AP	3/12/2021	ROSS, MATTHEW L.	24595	26668-1	925.00			
			325814: 0167						
09	GL-AP	3/26/2021	TERMINIX COMMERCIAL	24631	26704-1	74.44			
			326079: 405113615						
Net Change and Ending Balance for Fiscal Period 09:									
			Totals: Professional Services 2021			2,334.44	0.00	2,334.44	15,597.96
414-070-20231			Prof Serv-Election						701.00
414-070-20232			Data Processing - Software						2,854.00
414-070-20233			Prof Svcs-County						22,153.00

G/L Transactions Listing - In Functional Currency (GLPTLS1)

Account Number/ Year/ Prd.	Source	Doc. Date	Description/ Reference	Posting Seq.	Batch-Entry	Debits	Credits	Net Change	Balance
414-070-20235			STEER Prof Service						9,280.00
414-070-20240			Publications-Advertising						353.00
2021									
09	GL-AP	3/22/2021	U.S. BANK	24613	26685-1	20.00			
			2023653: 4246044555653						
			Net Change and Ending Balance for Fiscal Period 09:					20.00	373.00
			Totals: Publications-Advertising 2021			20.00	0.00	20.00	373.00
414-070-20250			Rents & Leases-Equipment						2,108.62
2021									
09	GL-AP	3/12/2021	U.S. BANK OFFICE EQUIPMENT FIN	24595	26668-1	219.32			
			325833: 436950646						
			Net Change and Ending Balance for Fiscal Period 09:			219.32		219.32	2,327.94
			Totals: Rents & Leases-Equipment 2021			219.32	0.00	219.32	2,327.94
414-070-20278			Team Building						600.93
2021									
09	GL-AP	3/22/2021	U.S. BANK	24613	26685-1	475.92			
			2023653: 4246044555653						
			Net Change and Ending Balance for Fiscal Period 09:					475.92	1,076.85
			Totals: Team Building 2021			475.92	0.00	475.92	1,076.85
414-070-20279			Summer Reading Prg Awards/Incentive						141.32
414-070-20280			Spec Dept Expense						1,271.04
2021									
09	GL-AP	3/5/2021	D.N. COUNTY LIBRARY PETTY CASH	24572	26643-1	21.15			
			325634: PETTY CASH REI						
09	GL-AP	3/22/2021	U.S. BANK	24613	26685-1	635.24			
			2023653: 4246044555653						
09	GL-AP	3/26/2021	IREAD READING PROGRAMS	24631	26704-1	186.70			
			326035: 194828						
09	GL-JE	3/31/2021	Journ No: 26036	24669	26744-1	14.00			
			IREAD						
			Net Change and Ending Balance for Fiscal Period 09:					857.09	2,128.13
			Totals: Spec Dept Expense 2021			857.09	0.00	857.09	2,128.13
414-070-20282			Magazines/Newspapers						231.49

G/L Transactions Listing - In Functional Currency (GLPTLS1)

Account Number/ Year/ Prd.	Source	Doc. Date	Description/ Reference	Posting Seq.	Batch-Entry	Debits	Credits	Net Change	Balance
414-070-20283			Childrens Books 0-12 years						554.85
414-070-20284			Books 18yrs-up						1,014.72
414-070-20284-002			Books - Young Adult						252.80
414-070-20284-004			Munson Books						601.86
414-070-20285			STEER Subscriptions						200.00
414-070-20290			Travel & Training						212.03
2021									
09	GL-AP	3/12/2021	AUSTEN, BETH	24595	26668-1	15.68			
			325722: MLG REIMB 2/1						
			Net Change and Ending Balance for Fiscal Period 09:						
			Totals: Travel & Training 2021			15.68	0.00	15.68	227.71
414-070-20292			Training/Education						183.67
414-070-20300			Utilities						4,434.43
2021									
09	GL-AP	3/12/2021	SUBURBAN PROPANE	24595	26668-1	268.47			
			325824: 1409-115512 14						
09	GL-AP	3/19/2021	SUBURBAN PROPANE	24612	26684-1	292.24			
			325952: 1409-115709						
09	GL-AP	3/26/2021	CRESCENT CITY WATER	24631	26704-1	67.24			
			326003: 009583-000						
09	GL-AP	3/26/2021	PACIFIC POWER & LIGHT CO.	24631	26704-1	165.14			
			326056: 61601611-0283						
			Net Change and Ending Balance for Fiscal Period 09:						
			Totals: Utilities 2021			793.09	0.00	793.09	5,227.52
414-070-30510			Contribution to Wonder Bus			793.09			2,000.00
2021									
09	GL-AP	3/5/2021	DEL NORTE CHILD CARE COUNCIL	24572	26643-1	2,000.00			
			325637: 19-468 COUNTY						
			Net Change and Ending Balance for Fiscal Period 09:						
			Totals: Contribution to Wonder Bus 2021			2,000.00	0.00	2,000.00	4,000.00
414-070-40620			Equipment						0.00
2021									
09	GL-AP	3/5/2021	DEMCO, INC.	24572	26643-1	16,329.73			
			325639: 6877397 021105						

G/L Transactions Listing - In Functional Currency (GLPTLS1)

Account Number/ Year/ Prd.	Source	Doc. Date	Description/ Reference	Posting Seq.	Batch-Entry	Debits	Credits	Net Change	Balance
Net Change and Ending Balance for Fiscal Period 09:									
Totals: Equipment 2021						16,329.73	0.00	16,329.73	16,329.73
414-070-90010			Property Tx-Current Sec						-101,948.21
414-070-90011			Prop Tax-Sec Supplemental						-2,044.36
414-070-90020			Property tx-Current Unse						-4,047.98
414-070-90091			Yield Tax						-3,297.75
414-070-90300			Interest - DN Library						-2,986.47
414-070-90601			Hoptr-Secured/Unsecured						-1,661.99
414-070-90741			Redevelopment Pass Thru						-10,605.10
414-070-91040			Book Fines						-22.95
414-070-91041			Equipment Rentals						-85.67
414-070-91042			Lost Book Reimbursement						-40.00
414-070-91124			Gifts - Unspecified						-1,480.71
414-070-91124-002			Gifts - Specified						-24,020.00
414-070-91127			Friends of DNL						-4.00
2021									
09	GL-CR	3/5/2021	Auth No: 82365	24579	26650-1		2,000.00		
Net Change and Ending Balance for Fiscal Period 09:									
Totals: Friends of DNL 2021						0.00	2,000.00	-2,000.00	-2,004.00
414-070-91129			Misc Revenue						-1,037.11
414-070-91131			STEER Grant						-4,500.00
Report Totals:						36,762.54	2,431.99	34,330.55	71,689.49

52 accounts printed

G/L Transactions Listing - In Functional Currency (GLPTLS1)

Include Accounts With No Activity [No]
 Include Balances and Net Changes [Yes]
 Include Posting Seq. and Batch-Entry [Yes]
 Include Trans. Optional Fields [No]
 From Year - Period [2021 - 09] To [2021 - 09]
 Sort By [Dept]
 Sort Transactions By Date [No]
 From Dept [371] To [371]
 From Account Group [] To [ZZZZZZZZZZZZ]
 Last Year Closed 2020
 Last Posting Sequence 24727
 Use Rolled Up Amounts [No]
 Date Doc. Date

Account Number/ Year/ Prd.	Source	Doc. Date	Description/ Reference	Posting Seq.	Batch-Entry	Debits	Credits	Net Change	Balance
414-371-10015 2021			Part-time/Temporary						
09	GL-JE	3/31/2021	Journ No: 26027 LIBRARY PAYROLL 3/21 Net Change and Ending Balance for Fiscal Period 09:	24650	26723-1	1,548.50			14,261.49
			Totals: Part-time/Temporary 2021			1,548.50	0.00	1,548.50	15,809.99
			Retirement						2,023.02
414-371-10020 2021									
09	GL-JE	3/31/2021	Journ No: 26027 LIBRARY PAYROLL 3/21 Net Change and Ending Balance for Fiscal Period 09:	24650	26723-1	238.19		238.19	2,261.21
			Totals: Retirement 2021			238.19	0.00	238.19	2,261.21
			Employee Benefits						104.83
414-371-10030 2021									
09	GL-JE	3/31/2021	Journ No: 26027 LIBRARY PAYROLL 3/21 Net Change and Ending Balance for Fiscal Period 09:	24650	26723-1	44.91		44.91	149.74
			Totals: Employee Benefits 2021			44.91	0.00	44.91	149.74
			Communications						749.13
414-371-20121 2021									
09	GL-AP	3/5/2021	FRONTIER	24572	26643-1	105.35			

G/L Transactions Listing - In Functional Currency (GLPTLS1)

Account Number/ Year/ Prd.	Source	Doc. Date	Description/ Reference	Posting Seq.	Batch-Entry	Debits	Credits	Net Change	Balance
325643: 7074647072-092									
Net Change and Ending Balance for Fiscal Period 09:									
Totals: Communications 2021									
414-371-20200			Memberships						854.48
414-371-20221			Printing						
2021									
09	GL-AP	3/19/2021	DEL NORTE OFFICE SUPPLY	24612	26684-1	3.66			
			325889: 623291						
Net Change and Ending Balance for Fiscal Period 09:									
Totals: Printing 2021									
414-371-20223			Postage						40.87
414-371-20224			Office Supplies						
2021									
09	GL-AP	3/19/2021	DEL NORTE OFFICE SUPPLY	24612	26684-1	9.78			
			325889: 621449						
09	GL-AP	3/19/2021	DEL NORTE OFFICE SUPPLY	24612	26684-1	35.87			
			325889: 623291						
Net Change and Ending Balance for Fiscal Period 09:									
Totals: Office Supplies 2021									
414-371-20250			Rent						475.55
2021									
09	GL-AP	3/19/2021	TAB & ASSOCIATES	24612	26684-1	1,725.00			
			325956: 03/03/2021						
Net Change and Ending Balance for Fiscal Period 09:									
Totals: Rent 2021									
414-371-20280			Special Department Expense						6,900.00
414-371-20281			Volunteer Program						
414-371-20283			Books-ESL						
2021									
09	GL-AP	3/19/2021	NEW READERS PRESS	24612	26684-1	590.25			
			325936: 966						
Net Change and Ending Balance for Fiscal Period 09:									
Totals: Rent 2021									
414-371-20250			Rent						5,175.00
2021									
09	GL-AP	3/19/2021	TAB & ASSOCIATES	24612	26684-1	1,725.00			
			325956: 03/03/2021						
Net Change and Ending Balance for Fiscal Period 09:									
Totals: Rent 2021									
414-371-20280			Special Department Expense						432.45
414-371-20281			Volunteer Program						23.48
414-371-20283			Books-ESL						390.41
2021									
09	GL-AP	3/19/2021	NEW READERS PRESS	24612	26684-1	590.25			
			325936: 966						
Net Change and Ending Balance for Fiscal Period 09:									
Totals: Rent 2021									
414-371-20250			Rent						5,175.00
2021									
09	GL-AP	3/19/2021	TAB & ASSOCIATES	24612	26684-1	1,725.00			
			325956: 03/03/2021						
Net Change and Ending Balance for Fiscal Period 09:									
Totals: Rent 2021									
414-371-20280			Special Department Expense						432.45
414-371-20281			Volunteer Program						23.48
414-371-20283			Books-ESL						390.41
2021									
09	GL-AP	3/19/2021	NEW READERS PRESS	24612	26684-1	590.25			
			325936: 966						
Net Change and Ending Balance for Fiscal Period 09:									
Totals: Rent 2021									
414-371-20250			Rent						5,175.00
2021									
09	GL-AP	3/19/2021	TAB & ASSOCIATES	24612	26684-1	1,725.00			
			325956: 03/03/2021						
Net Change and Ending Balance for Fiscal Period 09:									
Totals: Rent 2021									
414-371-20280			Special Department Expense						432.45
414-371-20281			Volunteer Program						23.48
414-371-20283			Books-ESL						390.41
2021									
09	GL-AP	3/19/2021	NEW READERS PRESS	24612	26684-1	590.25			
			325936: 966						
Net Change and Ending Balance for Fiscal Period 09:									
Totals: Rent 2021									
414-371-20250			Rent						5,175.00
2021									
09	GL-AP	3/19/2021	TAB & ASSOCIATES	24612	26684-1	1,725.00			
			325956: 03/03/2021						
Net Change and Ending Balance for Fiscal Period 09:									
Totals: Rent 2021									
414-371-20280			Special Department Expense						432.45
414-371-20281			Volunteer Program						23.48
414-371-20283			Books-ESL						390.41
2021									
09	GL-AP	3/19/2021	NEW READERS PRESS	24612	26684-1	590.25			
			325936: 966						
Net Change and Ending Balance for Fiscal Period 09:									
Totals: Rent 2021									
414-371-20250			Rent						5,175.00
2021									
09	GL-AP	3/19/2021	TAB & ASSOCIATES	24612	26684-1	1,725.00			
			325956: 03/03/2021						
Net Change and Ending Balance for Fiscal Period 09:									
Totals: Rent 2021									
414-371-20280			Special Department Expense						432.45
414-371-20281			Volunteer Program						23.48
414-371-20283			Books-ESL						390.41
2021									
09	GL-AP	3/19/2021	NEW READERS PRESS	24612	26684-1	590.25			
			325936: 966						
Net Change and Ending Balance for Fiscal Period 09:									
Totals: Rent 2021									
414-371-20250			Rent						5,175.00
2021									
09	GL-AP	3/19/2021	TAB & ASSOCIATES	24612	26684-1	1,725.00			
			325956: 03/03/2021						
Net Change and Ending Balance for Fiscal Period 09:									
Totals: Rent 2021									
414-371-20280			Special Department Expense						432.45
414-371-20281			Volunteer Program						23.48
414-371-20283			Books-ESL						390.41
2021									
09	GL-AP	3/19/2021	NEW READERS PRESS	24612	26684-1	590.25			
			325936: 966						
Net Change and Ending Balance for Fiscal Period 09:									
Totals: Rent 2021									
414-371-20250			Rent						5,175.00
2021									
09	GL-AP	3/19/2021	TAB & ASSOCIATES	24612	26684-1	1,725.00			
			325956: 03/03/2021						
Net Change and Ending Balance for Fiscal Period 09:									
Totals: Rent 2021									
414-371-20280			Special Department Expense						432.45
414-371-20281			Volunteer Program						23.48
414-371-20283			Books-ESL						390.41
2021									
09	GL-AP	3/19/2021	NEW READERS PRESS	24612	26684-1	590.25			
			325936: 966						
Net Change and Ending Balance for Fiscal Period 09:									
Totals: Rent 2021									
414-371-20250			Rent						5,175.00
2021									
09	GL-AP	3/19/2021	TAB & ASSOCIATES	24612	26684-1	1,725.00			
			325956: 03/03/2021						
Net Change and Ending Balance for Fiscal Period 09:									
Totals: Rent 2021									
414-371-20280			Special Department Expense						432.45
414-371-20281			Volunteer Program						23.48
414-371-20283			Books-ESL						390.41
2021									
09	GL-AP	3/19/2021	NEW READERS PRESS	24612	26684-1	590.25			
			325936: 966						
Net Change and Ending Balance for Fiscal Period 09:									
Totals: Rent 2021									
414-371-20250			Rent						5,175.00
2021									
09	GL-AP	3/19/2021	TAB & ASSOCIATES	24612	26684-1	1,725.00			
			325956: 03/03/2021						
Net Change and Ending Balance for Fiscal Period 09:									
Totals: Rent 2021									
414-371-20280			Special Department Expense						432.45
414-371-20281			Volunteer Program						23.48
414-371-20283			Books-ESL						390.41
2021									
09	GL-AP	3/19/2021	NEW READERS PRESS	24612	26684-1	590.25			
			325936: 966						
Net Change and Ending Balance for Fiscal Period 09:									
Totals: Rent 2021									
414-371-20250			Rent						5,175.00
2021									
09	GL-AP	3/19/2021	TAB & ASSOCIATES	24612	26684-1	1,725.00			
			325956: 03/03/2021						
Net Change and Ending Balance for Fiscal Period 09:									
Totals: Rent 2021									
414-371-20280			Special Department Expense						432.45
414-371-20281			Volunteer Program						23.48
414-371-20283			Books-ESL						390.41
2021									
09	GL-AP	3/19/2021	NEW READERS PRESS	24612	26684-1	590.25			
			325936: 966						
Net Change and Ending Balance for Fiscal Period 09:									
Totals: Rent 2021									
414-371-20250			Rent						5,175.00
2021									
09	GL-AP	3/19/2021	TAB & ASSOCIATES	24612	26684-1	1,725.00			
			325956: 03/03/2021						
Net Change and Ending Balance for Fiscal Period 09:									
Totals: Rent 2021									
414-371-20280			Special Department Expense						432.45
414-371-20281			Volunteer Program						23.48
414-371-20283			Books-ESL						390.41
2021									
09	GL-AP	3/19/2021	NEW READERS PRESS	24612	26684-1	590.25			
			325936: 966						
Net Change and Ending Balance for Fiscal Period 09:									
Totals: Rent 2021									
414-371-20250			Rent						5,175.00
2021									
09	GL-AP	3/19/2021	TAB & ASSOCIATES	24612	26684-1	1,725.00			
			325956: 03/03/2021						
Net Change and Ending Balance for Fiscal Period 09:									
Totals: Rent 2021									
414-371-20280			Special Department Expense						432.45
414-371-20281			Volunteer Program						23.48
414-371-20283			Books-ESL						390.41
2021									
09	GL-AP	3/19/2021	NEW READERS PRESS	24612	26684-1	590.25			
			325936: 966						
Net Change and Ending Balance for Fiscal Period 09:									
Totals: Rent 2021									
414-371-20250			Rent						5,175.00
2021									
09	GL-AP	3/19/2021	TAB & ASSOCIATES	24612	26684-1	1,725.00			
			325956: 03/03/2021						
Net Change and Ending Balance for Fiscal Period 09:									
Totals: Rent 2021									
414-371-20280			Special Department Expense						432.45
414-371-20281			Volunteer Program						23.48
414-371-20283			Books-ESL						390.41
2021									
09	GL-AP	3/19/2021	NEW READERS PRESS	24612	26684-1	590.25			
			325936: 966						
Net Change and Ending Balance for Fiscal Period 09:									
Totals: Rent 2021									
414-371-20250			Rent						5,175.00
2021									
09	GL-AP	3/19/2021	TAB & ASSOCIATES	24612	26684-1	1,725.00			
			325956: 03/03/2021						
Net Change and Ending Balance for Fiscal Period 09:									
Totals: Rent 2021									
414-371-20280			Special Department Expense						432.45
414-371-20281			Volunteer Program						23.48
414-371-20283			Books-ESL						390.41
2021									
09	GL-AP	3/19/2021	NEW READERS PRESS	24612	26684-1	590.25			

G/L Transactions Listing - In Functional Currency (GLPTLS1)

Account Number/ Year/ Prd.	Source	Doc. Date	Description/ Reference	Posting Seq.	Batch-Entry	Debits	Credits	Net Change	Balance
			Totals: Books-ESL 2021			590.25	0.00	590.25	980.66
414-371-20284			Books						658.85
414-371-20285			Manipulatives & Software						19.95
414-371-20286			Books-Family Literacy						39.79
414-371-90622			CLLS Grant						-24,289.00
414-371-90625			Miscellaneous						-358.39
414-371-91123			Gifts & Donations						-60.00
2021									
09	GL-CR	3/12/2021	Auth No: 82412	24599	26671-1		400.00	-400.00	-460.00
			Net Change and Ending Balance for Fiscal Period 09:			0.00	400.00	-400.00	-460.00
			Totals: Gifts & Donations 2021						
			Report Totals:			4,301.51	400.00	3,901.51	3,660.00

18 accounts printed

D N County Library District

Statement of Revenues and Expenditures
9 Months Ended 3/31/2021

		CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	% EXPENDED
Revenues:						
414-070-90010	Property Tx-Current Sec	0.00	101,948.21	201,000.00	(99,051.79)	50.72%
414-070-90011	Prop Tax-Sec Supplemental	0.00	2,044.36	1,600.00	444.36	127.77%
414-070-90020	Property tx-Current Unse	0.00	4,047.98	4,000.00	47.98	101.20%
414-070-90091	Yield Tax	0.00	3,297.75	7,800.00	(4,502.25)	42.28%
414-070-90300	Interest - DN Library	0.00	2,986.47	10,000.00	(7,013.53)	29.86%
414-070-90601	Hoptr-Secured/Unsecured	0.00	1,661.99	3,300.00	(1,638.01)	50.36%
414-070-90741	Redevelopment Pass Thru	0.00	10,605.10	11,000.00	(394.90)	96.41%
414-070-91040	Book Fines	0.00	22.95	750.00	(727.05)	3.06%
414-070-91041	Equipment Rentals	0.00	85.67	0.00	85.67	0.00%
414-070-91042	Lost Book Reimbursement	0.00	40.00	50.00	(10.00)	80.00%
414-070-91060	Photo Copies	0.00	0.00	1,200.00	(1,200.00)	0.00%
414-070-91124	Gifts - Unspecified	0.00	1,480.71	500.00	980.71	296.14%
414-070-91127	Friends of DNL	2,000.00	2,004.00	1,200.00	804.00	167.00%
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	1,037.11	300.00	737.11	345.70%
414-070-91131	STEER Grant	0.00	4,500.00	4,500.00	0.00	100.00%
414-070-91132	Donation/New Building	0.00	0.00	750.00	(750.00)	0.00%
414-070-91124-002	Gifts - Specified	0.00	24,020.00	22,000.00	2,020.00	109.18%
Total Revenues		2,000.00	159,782.30	272,950.00	(113,167.70)	58.54%
Expenses:						
414-070-10010	Payroll	4,911.41	42,277.10	56,000.00	13,722.90	75.49%
414-070-10015	Parttime/Temporary	6,608.45	52,857.60	84,000.00	31,142.40	62.93%
414-070-10020	Retirement	824.41	8,892.57	13,000.00	4,107.43	68.40%
414-070-10030	Employee Benefits	252.81	1,370.21	4,000.00	2,629.79	34.26%
414-070-10040	Workers Comp	0.00	1,177.82	1,200.00	22.18	98.15%
Total Salaries and Benefits		12,597.08	106,575.30	158,200.00	51,624.70	67.37%
414-070-20121	Communications	361.88	2,169.89	3,000.00	830.11	72.33%
414-070-20140	Household Expense	0.00	267.12	700.00	432.88	38.16%
414-070-20141	COVID 19 PPE	78.08	1,012.58	1,500.00	487.42	67.51%
414-070-20150	Insurance	0.00	9,873.82	9,900.00	26.18	99.74%
414-070-20175	Computer Services	0.00	0.00	500.00	500.00	0.00%
414-070-20180	Building Maintenance	0.00	6,091.45	6,100.00	8.55	99.86%
414-070-20181	Building Maintenance - SR Library	64.49	71.88	1,000.00	928.12	7.19%
414-070-20200	Membership	0.00	1,735.99	2,500.00	764.01	69.44%
414-070-20221	Printing	0.00	34.00	50.00	16.00	68.00%
414-070-20223	Postage	24.89	171.68	190.00	18.32	90.36%
414-070-20224	Office Supplies	158.86	2,370.06	2,789.00	418.94	84.98%
414-070-20225	STEER Office Supplies	0.00	15,640.47	15,641.00	0.53	100.00%
414-070-20230	Professional Services	2,334.44	15,597.96	18,200.00	2,602.04	85.70%
414-070-20231	Prof Serv-Election	0.00	701.00	1,000.00	299.00	70.10%
414-070-20232	Data Processing - Software	0.00	2,854.00	2,900.00	46.00	98.41%
414-070-20233	Prof Svcs-County	0.00	22,153.00	18,300.00	(3,853.00)	121.05%
414-070-20235	STEER Prof Service	0.00	9,280.00	9,280.00	0.00	100.00%
414-070-20240	Publications-Advertising	20.00	373.00	500.00	127.00	74.60%
414-070-20250	Rents & Leases-Equipment	219.32	2,327.94	3,000.00	672.06	77.60%
414-070-20270	Minor Equipment	0.00	0.00	400.00	400.00	0.00%
414-070-20278	Team Building	475.92	1,076.85	1,500.00	423.15	71.79%
414-070-20279	Summer Reading Prg Awards/Incentive	0.00	141.32	2,000.00	1,858.68	7.07%
414-070-20280	Spec Dept Expense	857.09	2,128.13	4,022.00	1,893.87	52.91%
414-070-20281	Volunteer Program	0.00	0.00	338.00	338.00	0.00%
414-070-20282	Magazines/Newspapers	0.00	231.49	400.00	168.51	57.87%
414-070-20283	Childrens Books 0-12 years	0.00	554.85	2,000.00	1,445.15	27.74%
414-070-20284	Books 18yrs-up	0.00	1,014.72	1,015.00	0.28	99.97%
414-070-20285	STEER Subscriptions	0.00	200.00	200.00	0.00	100.00%
414-070-20288	Cataloging	0.00	0.00	500.00	500.00	0.00%
414-070-20290	Travel & Training	15.68	227.71	500.00	272.29	45.54%
414-070-20292	Training/Education	0.00	183.67	750.00	566.33	24.49%
414-070-20300	Utilities	793.09	5,227.52	8,000.00	2,772.48	65.34%
414-070-20284-002	Books - Young Adult	0.00	252.80	1,500.00	1,247.20	16.85%
414-070-20284-004	Munson Books	0.00	601.86	4,985.00	4,383.14	12.07%
Total Services and Supplies		5,403.74	104,566.76	125,160.00	20,593.24	83.55%
414-070-30500	Department Allotment	0.00	0.00	31,130.00	31,130.00	0.00%
414-070-30510	Contribution to Wonder Bus	2,000.00	4,000.00	4,000.00	0.00	100.00%
Total Other Charges		2,000.00	4,000.00	35,130.00	31,130.00	11.39%
414-070-40620	Equipment	16,329.73	16,329.73	16,330.00	0.27	100.00%
4/30/2021 Total Fixed Assets		16,329.73	16,329.73	16,330.00	0.27	100.00%

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		36,330.55	231,471.79	355,820.00	124,348.21	65.05%
Revenues Over (Under) Expenditures		(34,330.55)	(71,689.49)	(82,870.00)	11,180.51	86.51%

Library District

Statement of Revenues and Expenditures
9 Months Ended 3/31/2021

		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	24,289.00	26,822.00	(2,533.00)	90.56%
414-371-90625	Miscellaneous	0.00	358.39	0.00	358.39	0.00%
414-371-91123	Gifts & Donations	400.00	460.00	0.00	460.00	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		400.00	25,107.39	32,122.00	(7,014.61)	78.16%
Expenses:						
414-371-10010	Payroll	0.00	0.00	30,000.00	30,000.00	0.00%
414-371-10015	Part-time/Temporary	1,548.50	15,809.99	0.00	(15,809.99)	0.00%
414-371-10020	Retirement	238.19	2,261.21	4,000.00	1,738.79	56.53%
414-371-10030	Employee Benefits	44.91	149.74	400.00	250.26	37.44%
Total Salaries and Benefits		1,831.60	18,220.94	34,400.00	16,179.06	52.97%
414-371-20121	Communications	105.35	854.48	1,200.00	345.52	71.21%
414-371-20200	Memberships	0.00	40.00	200.00	160.00	20.00%
414-371-20221	Printing	3.66	40.87	400.00	359.13	10.22%
414-371-20223	Postage	0.00	80.37	100.00	19.63	80.37%
414-371-20224	Office Supplies	45.65	475.55	800.00	324.45	59.44%
414-371-20240	Advertising/Publications	0.00	0.00	1,000.00	1,000.00	0.00%
414-371-20250	Rent	1,725.00	6,900.00	6,900.00	0.00	100.00%
414-371-20270	Minor Equipment	0.00	0.00	200.00	200.00	0.00%
414-371-20280	Special Department Expense	0.00	432.45	500.00	67.55	86.49%
414-371-20281	Volunteer Program	0.00	23.48	300.00	276.52	7.83%
414-371-20283	Books-ESL	590.25	980.66	1,000.00	19.34	98.07%
414-371-20284	Books	0.00	658.85	1,000.00	341.15	65.89%
414-371-20285	Manipulatives & Software	0.00	19.95	200.00	180.05	9.98%
414-371-20286	Books-Family Literacy	0.00	39.79	400.00	360.21	9.95%
414-371-20300	Utilities	0.00	0.00	500.00	500.00	0.00%
Total Services and Supplies		2,469.91	10,546.45	14,700.00	4,153.55	71.74%
414-371-30500	Department Allotment - Literacy	0.00	0.00	82.00	82.00	0.00%
Total Other Charges		0.00	0.00	82.00	82.00	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		4,301.51	28,767.39	31,182.00	2,414.61	92.26%
Revenues Over (Under) Expenditures		(3,901.51)	(3,660.00)	940.00	(4,600.00)	-389.36%

Library Love Deposits / Donations

\$20. Ruth - Feb

\$300. Ruth - Feb

\$50. Halls family - Feb

To: Beth, Director, and DNCL

From: Phoebe, Literacy Coordinator and Education Facilitator

Date: May 3, 2021

Regarding: May's DNR report for the DNCL manager and Board

*DNR has 40 students and 12 tutors. We continue to offer one-on-one and Zoom classes. We also continue to provide our ESL classes, US Citizenship classes, HiSET prep classes, adult learners' classes, and classes to support COR students with their homework.

*Jeff Harris, DNUSD, is giving \$2,000 to DNR for the HiSET program. This will give DNR the ability to offer more digitally, which we are excited about. Also, Jeff is waiving any testing fees for HiSET students.

*Beth and I met with Jeff Harris at DNR. I approached Jeff about the DNCL/DNR summer reading program (SRP). Jeff was very enthusiastic and offered many DNUSD resources to DNCL/DNR for promoting our SRP. The DNUSD has the equipment available that will video Nellie and Brandi giving demonstrations about our SRP projects. I also approached Jeff about starting "virtual" junior high and high school "book clubs" as DNCL has the "OverDrive" program.

*Completed and submitted the "Summer Youth Partnership Mini-Grant Program" offered by the Wild Rivers Community Foundation. I requested \$500 on behalf of the DNCL.

*Happy DNR story: A DNR student came to DNR 5 years ago and wanted to take her high school equivalency. After I offered her job counseling, she decided that she wanted her high school diplomas. She earned her diploma in 2 years (rather than 3) and is a student at COR. Now, she just completed a 6-week intense CNA class at COR. Together we are preparing for the CA State CNA Certification.

*Attended the Friends' meeting in order to be able to answer any questions about the \$2,699 grant that DNR received from the CA State Library. As with all state funding, we are required to match that amount. So far I have raised \$600 toward the matching funds.

*Reported at the DNCL Board meeting the change in protocol involving DNR. Per Beth, the literacy coordinator and education facilitator will not be paid for time spent at Board meetings beyond giving her report.

*Attended: "Caring for the Mind: Providing Mental Health Information at Your Library"; "The Essentials of Outreach"; "Making the Most of Your Volunteer Program"; "CLLS Networking Conversation, #22"; and "Nonprofit Alliance meeting; CA Libraries Power Hour".

*Attended DNCL staff meetings on April 12.

*Assisted Friends.

Del Norte County Library District

Director's Report for May 2021 Board Meeting

Book to Action 2021 Grant - CLA

I did two radio spotlights on KPOD and KCRE to announce our webinar series. I had correspondence and meetings with speakers in preparation for the seminars. We had the first of three webinars in our series featuring Bernadette Johnson, LMFT. The webinar went well and Bernadette presented on how to make the most of therapy sessions. The next webinar will feature Harjot Singh, MD and the third webinar will feature Kati Morton, LMFT and author of *Are u ok?: A Guide to Caring for Your Mental Health*. Along with this, and through our partnership with Del Norte County Behavioral Health, we are encouraging the community to share their stories, wear lime green during May in recognition of mental health awareness, and consider volunteering with Del Norte County Behavioral Health.

Facility Maintenance

Main Branch - Current issues are a faulty heating system, cracked/leaking windows, and dry rot. The heating system issue is agendaized for today's board meeting. The windows are scheduled to be replaced in August. We are in the process of obtaining estimates for the dry rot. A phone jack at the circulation desk stopped functioning; this has been fixed by Northridge Electric. An ethernet jack in my office has stopped functioning; this has been fixed by Northridge Electric. I received an inquiry from a member of the public about obtaining a new building; the inquiry is attached to this report.

Website Maintenance

New items have been published to the website. Newsletters have been published to the website. Published board meeting minutes. I added our new logo as a favicon to the website. Curbside Services were added as a regular service to the website as it is going to continue even after the pandemic ends. I revised the website to display our normal hours for the main branch and Del Norte Reads now that we are reopened.

Newsletters and Weekly Columns Published

Imaging a World without Violence

Are u ok?

COVID-19 Vaccinations

The Library Needs You!

Say what???

Curbside Services are Here to Stay

Reading Colors Your World

Mental Health Awareness Month

COVID-19 and Reopening

The main branch and Del Norte Reads are now open to full time hours while remaining in compliance with directives from the state and the county public health department. The Smith River branch will be

reopening upon clearance of employee background check.

Smith River Branch

The Smith River branch will be reopening upon clearance of employee background check. I received an inquiry from Angela Glore, former Executive Director of First 5 regarding a potential opportunity for a new site; the correspondence is attached to this report.

Friends of the Library

The Friends president has been assisting me with the technical aspect of configuring announcement slides for the main branch. There is also a book sale scheduled for May.

Other Items

- Started the hygiene kit program as funded by our LSTA STEER grant.
- Time spent on making announcement slides for the main branch.
- Had a forced hold print feature instated for patron computers in the computer lab of the main branch.
- Created a Library information brochure and delivered it to the Del Norte Unified School District after having a meeting with principal, Jeff Harris.
- Attended virtual Book to Action meetings in preparation for the mental health initiative.
- Work on training and orientation for new staff.
- Attended a virtual OverDrive meeting with the OverDrive NorthNet consultant and Library operations staff to delegate this specialty.
- Reached out to CPA Albert Hwu to introduce him to bookkeeping staff in preparation for the annual audit.
- Attended two nutrition collaboration meetings with Del Norte County Public Health to collaborate for a nutrition outreach.
- I had a live scan done (fingerprint).
- Work on placing phone calls to vendors in effort to schedule window dry rot repair. One vendor has visited and an estimate is pending.
- Work on claims, payroll, bookkeeping duties, and training of new Bookkeeper.
- Put our office hours since reopening onto Google.
- Updated outgoing voicemail for main branch since reopening.
- Attended a Nonprofit alliance check-in meeting to discuss events and challenges.

4/6/2021

delnortecountylibrary.org Mail - Re: A message from your Del Norte County Library District contact form.



Beth Austen <bausten@delnortecountylibrary.org>

Re: A message from your Del Norte County Library District contact form.

1 message

Beth Austen <bausten@delnortecountylibrary.org>

Tue, Apr 6, 2021 at 5:26 PM

To: Linda Sutter <l_sutter@yahoo.com>

Thank you so much for being a supporter to our library Linda! I hope to meet you in person soon once we reopen.

Beth Austen

Del Norte County Library District Manager
Crescent City, Smith River, and Del Norte Reads
(707) 464-9793
<https://delnortecountylibrary.org/>

On Tue, Apr 6, 2021 at 4:57 PM Linda Sutter <l_sutter@yahoo.com> wrote:

Thank you Beth for reaching out. I signed up for the email list. I am looking to join Del Norte Law Library together with your library in a larger facility. I have requested a copy of the budget from the auditor's office to see if this is feasible. I did see in 2018 the county law libraries received 16.5 million to disperse throughout the counties. I don't know how much our county received as of yet....The building I am looking at for your Library along with the law library is where the current child support division is on third street. I don't know if there is room to build up on top of that or what the square footage is, but i am looking into it because it would be a great asset to downtown area, and to your library...of course i am just thinking outside the box right now.

Linda Sutter

On Tuesday, April 6, 2021, 04:38:05 PM PDT, Beth Austen <bausten@delnortecountylibrary.org> wrote:

Hello Ms. Sutter,

Thank you for reaching out to us. I'm happy to inform you that we are in the process of getting ready to reopen. I'd like to encourage you to sign up for our electronic newsletter so that you can be one of the first to find out our official reopening date. You can do so by accessing the link under my signature and scrolling down to the option to subscribe to our newsletter. We own our building so we do not have a monthly rent expense. In past there were discussions about moving to a bigger facility but when Covid hit, our priorities were switched to offering as many virtual services as possible and developing our curbside services program to reach the community.

I do thank you again for reaching out and am happy to hear from you. Have a wonderful day,

Beth Austen

Del Norte County Library District Manager
Crescent City, Smith River, and Del Norte Reads
(707) 464-9793
<https://delnortecountylibrary.org/>

On Tue, Apr 6, 2021 at 2:54 PM Del Norte County Library District <notice@godaddy.com> wrote:

Del Norte County Library District

4/6/2021

delnortecountylibrary.org Mail - Re: A message from your Del Norte County Library District contact form.

has received a new message.

Name

LINDA SUTTER

Email

L_sutter@yahoo.com

How can we help you?

I see you are currently closed probably due to covid. You should note Libraries are opened throughout the state including sacramento from 9-4 pm and offering appointments for computer use in 2 hour increments.

I would like to know how much the library spends monthly for rent? and if you had an opportunity to move to a bigger place downtown if you would be interested? Also, would you consider combining the law library located at the court house with this county library?

Language

en-US

Submitted from

Contact us

Reply to this email to respond.

This message came from your website contact form, <http://delnortecountylibrary.org>.

Sent via Websites + Marketing



Beth Austen <bausten@delnortecountylibrary.org>

Re: SR library

1 message

Angela Glore <aglore@co.del-norte.ca.us>

Fri, Apr 9, 2021 at 1:19 PM

To: Beth Austen <bausten@delnortecountylibrary.org>

I don't know. I spoke briefly to someone involved in the project. We included funds in the Promise Neighborhood grant (I think), but more for the FRC side. I've only got a week left in Del Norte, so this isn't a project I'll be taking on. I'd ask your board members, because I'm pretty sure there has been discussion about moving the SR branch to that building.

ag

Angela Glore, PhD
Executive Director

First 5 Del Norte is seeking a new Executive Director!



Pronouns: *She, her, hers*

494 Pacific Avenue
Crescent City, CA 95531
707 464-0955 ext. 2101
www.delnortekids.org

On Mon, Apr 5, 2021 at 7:12 PM Beth Austen <bausten@delnortecountylibrary.org> wrote:
This sounds like an amazing opportunity. What would be the cost?

On Mon, Apr 5, 2021, 12:08 PM Angela Glore <aglore@co.del-norte.ca.us> wrote:
Hi Beth,

No, not at all! The fire station doesn't have the funding to create their space, but they know there's about 6,000 sq feet of the building they are NOT going to need for the fire station and already know which portion of the building that will be. So there's no long-term threat that the space could be taken away.

ag

Angela Glore, PhD
Executive Director

First 5 Del Norte is seeking a new Executive Director!



Pronouns: *She, her, hers*

494 Pacific Avenue
Crescent City, CA 95531
707 464-0955 ext. 2101
www.delnortekids.org

On Thu, Apr 1, 2021 at 6:56 PM Beth Austen <bausten@delnortecountylibrary.org> wrote:
Hi Angela!

As far as I know, this has not been discussed. But I am interested to hear more. However you say it is a someday new fire station. Does this mean that we would eventually lose that space once the fire station takes over?

Thank you,

Beth Austen

Del Norte County Library District Manager
Crescent City, Smith River, and Del Norte Reads
(707) 464-9793
<https://delnortecountylibrary.org/>

On Wed, Mar 31, 2021 at 8:40 PM Angela Glore <aglore@co.del-norte.ca.us> wrote:

Hi Beth,

Is the library still considering trying to use some of the "extra" space in the someday-new-fire-station in Smith River? I know it was discussed at one point.

I'm asking because the Promise Neighborhood grant team is considering that building as a potential site for a new FRC. It would be wonderful to have those purposes co-located and I wondered if the library has set aside any of the building funds to make that happen and how much space you'd want.

It could be that the PN grant could make both things happen, with shared bathrooms, etc.

Thanks,

Angela

Angela Glore, PhD

Executive Director

First 5 Del Norte is seeking a new Executive Director!



Pronouns: *She, her, hers*

494 Pacific Avenue
Crescent City, CA 95531
707 464-0955 ext. 2101
www.delnortekids.org

5/3/2021

delnortecountylibrary.org Mail - partnerships committee



Beth Austen <bausten@delnortecountylibrary.org>

partnerships committee

1 message

Beth Austen <bausten@delnortecountylibrary.org>

Mon, May 3, 2021 at 3:35 PM

To: Marie Jondal <mjondal@delnortecountylibrary.org>, Cara Brustol <cbrustol@delnortecountylibrary.org>

Hi Marie and Cara,

During the last board meeting you discussed wanting to provide books to patients in the hospital who are in crisis and waiting on a placement for a psychiatric facility.

I have an idea - It looks like I will end up with a small surplus of the best seller *Are u ok* books after our book to action campaign is over. These books are easy reads and very popular and being that they are new, I don't see Sutter having a problem with the books being brought into their hospital. (However we should still run the idea by their administration to be sure they are okay with this.) This may be a great way to start this book outreach you mentioned. If/when we run out, we do have a books budget that can be used to continue to fund the outreach.

What do you think? If you like the idea, how would you feel about running it by Sutter Coast admin and Shiann H?

Beth Austen

Del Norte County Library District Director
Crescent City, Smith River, and Del Norte Reads
(707) 464-9793
<https://delnortecountylibrary.org/>

HEATING

Suburban Propane

Lisa said prices are changing - propane has risen 60% since last year due to Covid. But she said we are using the same amount of gallons each month.

Blue Star

Lynette said they are competitive because they family owned and Suburban Propane has stockholders to pay. Brain says he was able to talk to the boss and has determined that they can not beat our current price. He did say that if our price raises substantially, or if we were not happy with the customer service then we should call again. We asked what price he could offer for future reference and he said he was not sure, but insisted it would be slightly higher than what we pay now.

First Service Plumbing & Heating

Pat Hawkins came Jan 14 and said he would fix the heater in a few weeks. Said heater was repaired incorrectly, that wrong size pipes were used and duct taped was wrapped around everything which is not proper. He said the heater is safe to use in the meantime. He said estimate approx \$1500. Never heard back from him after this.

Chimney Kraft 464-4279

Estimate for repair \$1039.24

Estimate for electric heater not including electrical or heat pump \$6,943.80

They visited on March 5th. They stated the heater is leaking due to flutes not being properly sealed. They are working on an estimate to reseal the flutes and replace the faulty piping on the heaters and replace the staff area thermostat. On 3/11, I called and asked for an estimate for an electric heater, Emily told me she would ask Rob and then get back to me. I called on 3/18, Emily said they are very busy but she is going to leave a note for Rob to ask about the repair estimate and the electric estimate for us. They emailed an estimate for repair; I replied back thanking them and asking about the estimate for electric heater as is still pending. On 3/19 I thanked Emily for the repair estimate and reminded her that the electric heater estimate is still pending, Emily states she isn't sure what is happening with that but she is leaving a note for her workers today to follow up with this. On 3/25 Emily called and scheduled a technician to come out on 4/6 to look at our situation again to make estimate for electric heater. On 4/6 they came and told us they will mail us the electric heater estimate. Estimate for electric heater received on 4/9. I called 4/16 and was told the replacement doesn't include electrical or heat pump, just a furnace. Voice message from Russ that he will need to come back and do a new estimate if we want a heat pump - I called back leaving a message saying yes to this and asking they call me back with an appointment to return to provide an estimate for an electric heating system with a heat pump. I called on 4/19 and scheduled this for 5/10 at 9:30 to look at our situation for purpose of providing an estimate for an electric heater with a heat pump. Chimney Kraft came on 5/10 and evaluated for estimate for electric heater w heat pump and will be in touch with us once estimate is produced.

Franks Heating & Refrigeration 464-9529

Estimate for repair \$1560

Estimate for new propane single state gas heater \$5539

Estimate for new two stage gas heater \$6279

Estimate for new modulating gas heater \$8189

er They came Feb 16th (I was out). Said we need to replace the flues/pipes in the furnace room. It looks like whoever did the pipe job in there "stuffed the PVC pipe into the furnace, it's not sealed properly and was duct taped, now there is condensation running down." This is where we are getting puddles on the floor from. "Our new flue needs to be solid all the way, not just for water, but for the exhaust". The exhaust might possibly leak into the library; the exhaust was going into the intake return and could potentially release carbon monoxide into the library. RED FLAG he said. We need to leave the furnace off for the time being. White type around the duct could have asbestos. From the roof, the cap that is supposed to cover that pipe is completely rotted off, totally open pipe facing the sky. The exhaust piece for sure needs changed. Also, whoever installed it, the PVC pipe that we see in the furnace is actually supposed to go all the way through this exhaust to the roof. He couldn't even see ANY PVC pipe at all from the room, even while trying to video what the inside of the pipe looked like. We need a new PVC pipe that runs continuously from the furnace to the exhaust pipe on the roof and it needs a collar on it. The gas is heavy and adds condensation by itself to the pipe, let alone it not being capped. On the furnace on the right, it appears parts are welded and that is why the fan won't start. There is a huge gap where it should be sealed in one of the furnace units with red tape on the top (one closest to the door). He is aware that the staff thermostat needs replaced; that the heat will only go down, unable to go up in temperature and the fan is not attached to it or there are issues with the fan from the thermostat. Said not safe to run heater. He said he will work on an estimate for us and he suggests we replace the entire system instead of bits and pieces as there are issues with both the furnace and the thermostat. When asked why our bills are so high from Suburban Propane, he said he doesn't know.

After this visit took place, many phone calls were made to Franks in an attempt to get their estimate. During our calls, we kept getting told Steve is out and he will call us back but he did not. Then we received a bill in the mail on March 5 for \$260.00. I called and expressed my concerns to Melissa who had Frank call me. I told Frank that we are still waiting on our estimate and I told him I was surprised to receive a bill from them after they simply looked at our heaters but didn't fix it. Frank stated they have to bill us any time they troubleshoot and that the bill is for the service of troubleshooting. I told Frank that we will pay this bill but was not told beforehand that they were going to bill us for troubleshooting. Frank said the reason we were billed is because we have an account with them. I told Frank that this is fine and yes we will pay it however when can we expect the estimate? Frank told me that the reason Steve did not return any of our calls is because they have a very difficult history with the Library. Frank named the two previous board members who put the faulty piping and duct tape on the heaters and said that this frustrated their company because rather than call them to repair it, we just tried to do it ourselves which has now led to further problems. Frank stated that he "understands our budget is small and that he wants to take care of us however he does not want us to abuse him anymore." He repeated this statement again twice. I apologised and told Frank that we will not attempt to repair the heater ourselves and agreed it needs to be done professionally. A woman in the background then asked if we have carbon monoxide sensors. I told Frank that I do not know but I will try to find out. Frank stated that carbon monoxide sensors are non-negotiable and that we

must get those if we do not have them. Frank asked to send a worker out next week to investigate our situation further in order to write up an estimate and promised me that we would not be charged for this visit. They are scheduled to come out on March 9th. Steve came on the 9th. Left message on 3/30 to inquire the status of our estimate, no response. Called again on 4/6 and spoke to Steve, he said he will email the estimate to me later today. I called and left a message on 4/16 asking for an estimate as it was not received yet. On 4/20 they emailed me a replacement estimate and a repair estimate.

Moore Heating & Air Daniel Moore 460-0001

Estimate for electric heater w heat pump not including electrical = \$19,649.80

Erica told me they don't service propane so they can't fix our heater. She said propane is extremely expensive. She said if our propane is \$1,000 a month, it could be between \$300-\$400 per month if we switched to a normal heater that isn't propane. She said they could install one for approx \$7,000. Called and spoke to Erica on 3/11, she said they sell the Daikin heaters as they are the most efficient. I asked her how long they last, she said between 10 and 20 years but they will only honor the warranty for 10 years. We scheduled an appointment for Daniel to come March 22nd to evaluate our situation for an estimate for electric heater. Daniel came out. Daniel came and said our heater is "beyond old" and said it is "so old that he cannot in good conscience recommend we even try to repair it." Daniel said the most cost effective opinion in the long term for us would be an electric heating system with a heat pump. He is going to work on an estimate for this. Estimate provided for electric heater: \$19,649.80. I called 4/16 and Daniel told me that the replacement doesn't include electrical but that he can coordinate it with Crescent Electric and do that footwork for us. Daniel said that there are different levels of cost efficiency with propane being least cost efficient then electric then electric with heat pump. He said that regardless of which company we go with, he strongly suggests we get a heat pump system if we want to be cost efficient.

ISSUES:

- Our Suburban Propane cost is escalating.
- One of our heaters is leaking on the floor around the heater.
- Our thermostat in the staff area does not work if put on "auto." Eff 3/18, it no longer works at all.

INFORMATION:

We are using approx 1530-1550 gallons per year.

Carbon monoxide sensors were installed 3/17.

Chimney Kraft

Buy The Fire, Inc.
700 Northcrest Dr.
Crescent City, CA 95531
707-464-4279

Estimate

Date	Estimate #
3/15/2021	9677

Name / Address
Del Norte Co Library 190 Price Mall Crescent City, CA 95531

Status	Phone #
	707-464-9793

Description	Qty	Cost	Total
Flame Sensor (For #1)	1	29.99	29.99T
PVC Piping & Pieces 4"	1	200.00	200.00T
Labor to redo PVC -Replace flame sensor and clean units.	8	99.00	792.00
Roofer may need to seal rubber roof			
Parts special order -will need to be order prior to install			

This estimate is for completing the job as described above. It is based on our evaluation and there may be problems that are not visible which may require additional parts or labor. We are not responsible for the current condition of your property or how installation affects it.			

We require 10% down payment on all approved estimates.			
A 15% restocking fee may apply on cancelled orders			
Subtotal			\$1,021.99
Sales Tax (7.5%)			\$17.25
Total			\$1,039.24

Phone #	Fax #
707-464-4279	707-465-0130

Chimney Kraft

Buy The Fire, Inc.
700 Northcrest Dr.
Crescent City, CA 95531
707-464-4279

Estimate

Date	Estimate #
4/6/2021	9737

Name / Address
Del Norte County Library C/O John Roberts PO Box 336 Smith River, CA 95567

Status	Phone #
	707-464-9793

Description	Qty	Cost	Total
Estimate to convert gas furnaces to electric.			
20 KW 70 K BTU Electric Furnace	2	1,591.00	3,182.00T
Furnace Base Cans	2	149.00	298.00T
Labor- Removal of gas furnaces, cap gas lines, pull flues, and seal flashing. Adapt returns to return box with filters. Adapt supply side to supply plenums.	1	3,168.00	3,168.00
 Will need electrician to provide two 120 AMP 240V Circuits. **This estimate does not include electrical.** **Electric Furnace provide 70,000 BTUs, Gas was 100,000 = 30% Less Heat** *** This estimate is for completing the job as described above. It is based on our evaluation and there may be problems that are not visible which may require additional parts or labor. We are not responsible for the current condition of your property or how installation affects it. *** We require 50% down payment on all approved Spa estimates.			
Subtotal			\$6,648.00
Sales Tax (8.5%)			\$295.80
Total			\$6,943.80

Phone #	Fax #
707-464-4279	707-465-0130



FRANK'S
HEATING & REFRIGERATION

Project Proposal

Frank's Heating & Refrigeration

DATE: APRIL 20, 2021

250 Michigan Ave
Crescent City, CA 95531
(707)464-9529

TO **Del Norte County Library**
190 Price Mall
Crescent City, CA 95531
707-464-9793

SHIP TO **Same**

COMFORT CONSULTANT	CALLSLIP #	TECHNICIAN	PAYMENT TERMS	START DATE
Steve Borges	-	-	Negotiable	4-6 Weeks Out

ITEM #	QTY	DESCRIPTION	EACH	LINE TOTAL
1	1	<p>Frank's Heating & Refrigeration proposes to perform some repairs to the existing furnace serving the Del Norte County Library in Crescent City, California which will include the following:</p> <ul style="list-style-type: none">Furnace Repairs As Needed To Furnace #2 <p>Work proposed above includes all materials and labor needed to complete the project.</p> <p>Work performed to meet all local building and mechanical codes.</p> <p>Price valid for 30 days.</p>	REPAIRS	1560.00
			TOTAL	1560.00

Attention Customer

The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. I hereby acknowledge receipt and have read the form, "Notice to Owner" on the following page of this investment option. I also understand and agree to the PAYMENT TERMS as detailed above. I agree to pay interest on any amounts owed to you which are past due for a period of more than 10 days at a rate of 1.5% per month, compounded monthly.

Customer Signature: _____

Date: _____



FRANK'S
HEATING & REFRIGERATION

Project Proposal

Frank's Heating & Refrigeration

DATE: APRIL 20, 2021

250 Michigan Ave
Crescent City, CA 95531
(707)464-9529

TO **Del Norte County Library**
190 Price Mall
Crescent City, CA 95531
707-464-9793

SHIP **Same**
TO

COMFORT CONSULTANT	CALLSLIP #	TECHNICIAN	PAYMENT TERMS	START DATE
Steve Borges	-	-	Negotiable	4-6 Weeks Out

ITEM #	QTY	DESCRIPTION	EACH	LINE TOTAL
1	2	Frank's Heating & Refrigeration proposes to supply and install two high efficiency gas furnaces to replace the existing units serving the Del Norte County Library in Crescent City, California which will include the following: <ul style="list-style-type: none">Trane XB90 Single Stage Gas Furnace System	XB90	5539.00
2	2	<ul style="list-style-type: none">Trane XR95 Two Stage Gas Furnace System	XR95	6279.00
3	2	<ul style="list-style-type: none">Trane XV95 Modulating Gas Furnace System	XV95	8189.00
		Options proposed above include all equipment, materials and labor needed to complete the project.		
		System installed to meet all local building and mechanical codes.		
		Prices valid for 30 days.		
			TOTAL	

Attention Customer

The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. I hereby acknowledge receipt and have read the form, "Notice to Owner" on the following page of this investment option. I also understand and agree to the PAYMENT TERMS as detailed above. I agree to pay interest on any amounts owed to you which are past due for a period of more than 10 days at a rate of 1.5% per month, compounded monthly.

Customer Signature: _____

Date: _____



Moore Heating & Air

2201 Parkway Drive | Crescent City, CA 95531
707.460.6333 | dmooreheat@gmail.com |
www.CrescentCityHVAC.com

RECIPIENT:

Del Norte Public Library

190 Price Mall
Crescent City, CA 95531
Phone: 707.218.1673

Quote #527

Sent on Mar 29, 2021
Client Email bausten@delnortecountylibrary.org

Total \$19,649.80

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT COST	TOTAL
American Standard System, 5 Ton, 14 SEER	Includes: ~Outdoor Heat Pump, Model #AHP 4A6H4060G1000A ~Indoor Air Handler, Model #AAH AMSTEM4A0C60S51SB ~Heat Strips, 15 kw ~Honeywell Programmable Thermostat ~Downflow Component Kit	2	\$7,372.00	\$14,744.00
Labor	flat rate	1	\$3,800.00	\$3,800.00*

* Non-taxable

American Standard Warranty: 10 Years Compressor, Coils, All Parts
Electrical to be contracted separately.
Permit not included. It will be added to the quote upon determination of price.

This quote is valid for the next 30 days, after which values may be subject to change. Digital approval of this quote is considered a signed contract/legal document. If you'd like to use a credit card, please add 2.7% (TOTAL multiplied by .027) to the quote.

Subtotal	\$18,544.00
California Sales Tax (7.5%)	\$1,105.80
Total	\$19,649.80

BUDGET FIRST DRAFT

10010	Payroll	\$ 60,000.00
10015	Part Time Temp Payroll	\$ 72,000.00
10020	Retirement	\$ 9,600.00
10030	Employee Benefits	\$ 2,400.00
10040	Worker's Comp	\$ 1,200.00
	Total	\$ 145,200.00
20121	Communications	\$ 3,600.00
20140	Household Expense	\$ -
20141	COVID	\$ 1,500.00
20150	Insurance	\$ 9,900.00
20170	Maint - Equipment	\$ -
20175	Computer Services	\$ 500.00
20180	Building Maintenance	\$ 50,000.00
20181	Building Maintenance - SR Library	\$ 200.00
20200	Membership	\$ 2,500.00
20221	Printing	\$ 50.00
20223	Postage	\$ 150.00
20224	Office Supplies	\$ 3,500.00
20230	Professional Services	\$ 20,000.00
20231	Election Fees	\$ -
20232	Data Processing Software	\$ 2,900.00
20233	Prof Services - County	\$ 22,000.00
20240	Publications - Advertising	\$ 500.00
20250	Rent - Leased Equipment	\$ 3,000.00
20270	Minor Equipment	\$ 1,000.00
	Team Building	\$ 1,500.00
20279	Summer Reading Program	\$ 2,000.00
20280	Special Department Expense	\$ -
new act	Library Programs	\$ 4,000.00
20281	Volunteer Program	\$ 1,000.00
20282	Magazines/Newspapers	\$ 600.00
20283	Children's Books - 0-12	\$ 4,000.00
20284	Books - Adult	\$ 1,200.00
20284-002	Books - Young Adult 13-18	\$ 2,000.00
20284-003	Zip Books	\$ -
20288	Cataloging	\$ 500.00
20290	Travel	\$ -
20292	Training & Education	\$ 750.00
20300	Utilities	\$ 8,000.00

TOTAL	\$ 146,850.00
--------------	----------------------

30500 Department Allotment	\$ -
30510 Wonderbus	\$ 2,000.00

70901 Intrafund for Phoebe	\$ 18,000.00
----------------------------	--------------

81000 Contingency	\$ 5,000.00
-------------------	-------------

Grand Total Expenses	\$ 315,050.00
-----------------------------	----------------------

REVENUES

90010 Property Tax	\$ 201,000.00
--------------------	---------------

90011 Property Tax - Supplemental	\$ 2,000.00
-----------------------------------	-------------

90010 Property Tax - Current Unsecured	\$ 4,000.00
--	-------------

90091 Yield Tax	\$ 7,800.00
-----------------	-------------

90300 Interest - DN Library	\$ 3,000.00
-----------------------------	-------------

90601 Hoptr-Secured/Unsecured	\$ 3,300.00
-------------------------------	-------------

90741 Redevelopment Pass Through	\$ 11,000.00
----------------------------------	--------------

91040 Book Fines	\$ -
------------------	------

91042 Lost Book reimbursement	\$ 50.00
-------------------------------	----------

91060 Photo Copies	\$ 1,200.00
--------------------	-------------

91124 Gifts - Unspecified	\$ 500.00
---------------------------	-----------

91124-02 Gifts Specified	\$ 2,000.00
--------------------------	-------------

91126 Zip Books	\$ -
-----------------	------

91127 Friends of the Library	\$ 1,200.00
------------------------------	-------------

91128 Library Foundation	\$ 3,000.00
--------------------------	-------------

91129 Misc. Revenue	\$ 300.00
---------------------	-----------

91132 Donations - New Building	\$ 750.00
--------------------------------	-----------

Total Revenues	\$ 241,100.00
-----------------------	----------------------

Net Cost	\$ (73,950.00)
-----------------	-----------------------