

**Elk Rapids District Library Board of Trustees**  
**Meeting Agenda for December 8th, 2022**  
**5:00PM**  
**@ Government Center, 315 Bridge St, Elk Rapids**

- 1) Call to Order
- 2) Introductions of New Board Members
- 3) Approval of Agenda [Action]
- 4) Public Comment - Any citizen who wishes to address the Library Board on a matter may speak at this time. Persons addressing the Board may state their name, address and if applicable, their affiliation. A three-minute limitation applies.
- 5) Consent Agenda - *The purpose of the Consent Agenda is to expedite business by grouping non-controversial items together to be dealt with by one board action without discussion beyond asking questions for simple clarification. Any board member may ask that any item on the Consent Agenda be removed and placed elsewhere on the agenda for discussion. Such requests will be granted. If an item is not removed, the Consent Agenda is approved by a single board action.*
  - a) Minutes – November 10th, 2022
  - b) Treasurer’s Report and Approval of Bills
- 6) Correspondence
- 7) Unfinished Business
- 8) New Business
  - a) MERS Employee Retirement Plan
- 9) Director’s Report
- 10) Standing Committee Reports
  - a) Personnel Committee – Pollister Amos, Atkinson, Stephenson
  - b) Financial Committee – Atkinson, Pollister Amos, Weber
- 11) Ad Hoc Committee Reports
  - a) Building Committee – Hults, Stephenson, Atkinson
  - b) Strategic Planning Committee – Stephenson, Weber
- 12) Friends Report
- 13) Public Comment
- 14) Board Comments
- 15) Adjourn

**Elk Rapids District Library Board of Trustees**  
**November 10, 2022, 5 pm**  
**Elk Rapids Government Center, 315 Bridge Street, Elk Rapids MI 9629**

**DRAFT**

**DRAFT**

**1. Call to Order:** By President Tom Stephenson at 5:00 pm

**Members Present:** Liz Atkinson, Tom Stephenson, Karen Simpson, Dick Hults, Nancy Wonch, Mike Weber.

Members absent: David Kopkau

Also Present: Director Pamela Williams and IT Aaron Hill. This meeting is being held in person at the Elk Rapids Governmental Center. There are no people in the audience at the start of the meeting

**2. Approval of Agenda:**

Under New Business, the Budget Amendment is discussion. A special meeting will be called on Monday for action.

7B should be Banking Signers Update

**MOTION:** by Simpson/Wonch to approve the agenda as amended.

Motion carried.

**3. Public Comment:**

None

**4. Consent Agenda**

The purpose of the Consent Agenda is to expedite business by grouping non-controversial items together to be dealt with by one board action without discussion beyond asking questions for simple clarification. Any board member may ask that any items on the Consent Agenda be removed and placed elsewhere on the agenda for discussion. Such requests will be granted. If an item is not removed, the Consent Agenda is approved by a single board action

A. Minutes of October 13, 2022

B. Treasurer's report and approval of bills

**MOTION:** by Simpson/Wonch Motion to approve the consent agenda .

Kopkau: Absent

Weber: Yes

Wonch: Yes

Hults: Yes

Atkinson: Yes

Simpson: Yes

Pollister Amos: Yes

Stephenson: Yes

Motion carried. 7-0, Kopkau absent.

**5. Correspondence:**

Stephenson said there was one request this week for a refund of \$1,000.00 and Williams is taking care of that. Stephenson said he, Williams and Weber have gone before the community to introduce Williams and they also presented the Community Engagement Project Update power point. It went very well. Tech Help with Aaron at the Library is now available on Tuesdays from 10:00am – 12:00pm and on Thursdays from 1:00pm – 3:00pm.

**6. Unfinished Business:**

None

**7. New Business:**

A. Budget Amendment

Williams presented the new budget. She went line by line for questions and discussion. Weber said he trusts all the math, but this is not accrual accounting. This doesn't show year to date. Wonch asked about the year to date column. Discussion about accrual versus cash accounting. Williams said it makes sense to do cash based accounting. Atkinson agreed and discussed how other libraries do it. Hults had no comments. Pollister Amos agreed that cash accounting was sensible, generally, the CPA converts it during the annual audit. Stephenson said he knows we need more money in the budget for books. Stephenson said there will be a special meeting on Monday morning at 10:30 (changed to 11:00am because of scheduling conflict) ) at the Governmental Center to review and approve the budget amendment.

B. Bank Signers Amendment

Williams needs to be added as a signer on the Independent, Huntington, Fifth Third and Alden State Bank accounts.

**MOTION:** by Simpson/Atkinson to update the signers to include Pam Williams for the Independent Bank, Huntington Bank, Fifth Third Bank and Alden Bank bank accounts and authorize her to obtain an Alden Bank credit card in the library's name with a \$5,000.00 limit.

Roll Call:

Hults: Yes

Pollister Amos: Yes

Weber: Yes

Stephenson: Yes

Kopkau: Absent

Atkinson: Yes

Wonch: Yes

Simpson: Yes

Motion carried 7-0. Kopkau absent.

**8. Director's Report**

As presented by Williams

Next month she will give a detailed report on numbers which she will do quarterly. She has taken over the bills from Laura Savoie. Savoie has been very helpful in this transition process. She is happy with Integrated Systems of Traverse City doing the payroll. She's met with Johnson

Control to upgrade some of our alarm systems. She's met with Atrium which is the circulation system. They are doing an upgrade after December. She met with the village DPW who came and cleaned the gutters and they looked at the door jam on the back door. It is rotting and needs to be replaced. They have money in their budget for that. She met with Newton's Road and discussed strategies for utilizing the STEM kits in after school programs. She met with Xerox for WiFi printing. They are working on their fax machine too. She met with John Petrovich regarding a new website design. She went to meetings with Northland Co-Op about Overdrive. This is going away in 2023 and you will have to have a Libby app. Weber asked about Hoopla. Hill talked about how the content was purchased by Overdrive. Right now we don't have a streaming service. Most are structured as a pay per use and with a small library, you have to watch the budget. Update on the U of M conference, Friends of the Library meeting and meeting with the Village Manager. Update on programming items including book club, story time, Pokemon club, family craft on Sundays, turkey book folding, and after school programming. Update on Community Engagement activities. There is a teen starting a book club and we are working with her to get the word out about it.

Simpson left the meeting to attend another event at 5:53. She was elected as the Village President, so she must resign from the library board. She will be here until her replacement is found. Stephenson congratulated her on her win.

## **9. Standing Committee Reports**

A. Personnel Committee: Pollister Amos, Atkinson, Stephenson

Pollister Amos said we've decided to wait on the Director's evaluation for six months until Williams has had some time on the job. Goal is for completion in April and Williams will do her evaluations of staff at the same time.

B. Financial Committee: Atkinson, Pollister Amos and Weber

Atkinson said they haven't met but they will have a meeting on December 20th. A time will be set later.

## **10. Ad Hoc Committee Reports**

A. Building Committee: Hults, Stephenson, Atkinson

The township and the village are still working on the Island House ownership question.

B. Strategic Planning Committee: Stephenson, Weber

Stephenson said the committee met and went over the plan. MCLS will be in town December 13<sup>th</sup> and will meet with the Director and staff for 4 hours. Then we can put together something we can bring to the board. The report is on the website. Stephenson said people are interested in talking about a book mobile and Pollister Amos suggested starting this idea through the Meals on Wheels delivery program.

## **11. Friends Report**

**As presented by Sharon Bacon**

They met on Oct. 24 and they welcomed Director Williams. Bacon discussed the Fall, Flannel, and Friends event and the money raised which will help update the collections for YA at the library. Update on the Glitter, Glamour, and Glitz event which will be held on 2024. Jewelry

donations can be dropped off at the library and Bacon thanked the staff for helping with that. The Book Cellar is getting low so they will be appealing to the community for donations. Bacon thanked the library staff for taking the donations of used jewelry for the event. \$1,965 will be provided for Story Time/Programming as the programming coordinator was paying for things herself. In the past, the Friends haven't met in the winter. This year, they will meet most months. Next meeting is December 5th at 4 pm.

Public Comment  
None

**Board Comments:**

Stephenson said the maker's room is opened and in talking to Kate, one week we had 29 little kids and 10 parents. The room is full. You hate to see it that crowded. We have a space issue.

**14. Adjournment**

Motion to adjourn by Wonch/Hults at 6:06 pm. Motion carried.

Respectfully,

Julia Pollister Amos  
Secretary, Elk Rapids District Library Board

LibBdMin11.10.22DRAFT  
Julia Pollister Amos

**SPECIAL meeting of the Elk Rapids District Library Board of Trustees  
November 14, 2022 11:00am  
Elk Rapids Government Center, 315 Bridge Street, Elk Rapids MI 9629**

**DRAFT**

**DRAFT**

**1. Call to Order:** By President Tom Stephenson at 11:03am

**Members Present:** Liz Atkinson, Tom Stephenson, Julia Pollister Amos, Mike Weber, Nancy Wonch, and Karen Simpson.

Dick Hults, and Dave Kopkau were absent

There was no one in the audience. This meeting is being held in person at the Elk Rapids Governmental Center.

The only item on the agenda was to discuss and approve the revised budget presented by Director Williams last week on November 10<sup>th</sup>.

**Approval of the Revised Budget:**

**MOTION:** by Wonch/Atkinson to approve the revised budget as presented.

There were no questions as it was discussed on November 10<sup>th</sup>.

Simpson: Yes

Wonch: Yes

Hults is absent

Atkinson: Yes

Kopkau is absent

Pollister Amos: Yes

Stephenson: Yes

Weber: Yes

Motion carried 6-0 with Hults and Kopkau absent

Meeting adjourned by order of the chair at 11:06am.

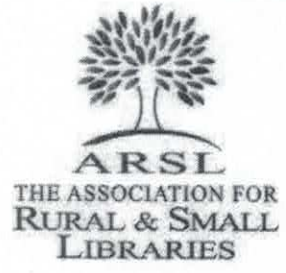
Respectfully,

Julia Pollister Amos

Secretary of the Elk Rapids District Library Board

Please remit payment to:  
Association for Rural & Small Libraries  
PO Box 33731  
Seattle, WA 98133  
(206) 453-3579  
info@arsl.org

# INVOICE 67071



Elk Rapids District Library  
300 Isle of Pines Drive  
Elk Rapids, Michigan 49629  
United States

Invoice # 67071  
Invoice Date 11/21/2022  
Invoice Due 12/21/2022

|                   |                  |
|-------------------|------------------|
| <b>Amount Due</b> | <b>\$ 175.00</b> |
|-------------------|------------------|

### Transactions

| Description  | Amount    |
|--|-----------|
| Membership Join - Library - Annual Operating Budget (through Nov 20, 2023) - \$300k<br>- 399.9k - \$175.00 | \$ 175.00 |

|                     |                  |
|---------------------|------------------|
| <b>Total Amount</b> | <b>\$ 175.00</b> |
| <b>Amount Paid</b>  | <b>-\$ 0.00</b>  |
| <b>Amount Due</b>   | <b>\$ 175.00</b> |

Please remit payment to ARSL:  
PO Box 33731  
Seattle, WA 98133

## Elk Rapids District Library

## Balance Sheet

As of November 30, 2022

Nov 30, 22

## ASSETS

## Current Assets

## Checking/Savings

## 000-001 - Banking Control

001.01 - 5/3 Bank General Fund/Checking 22,112.11

001.02 - 5/3 Bank General Fund/Savings 219,430.84

002.01 - Huntington Bank CD 207,759.00

003.01 - Alden Money Market 200,813.36

Total 000-001 - Banking Control 650,115.31

Total Checking/Savings 650,115.31

## Other Current Assets

000-120 - Taxes Receivable 75,873.98

000-123 - Prepaid expenses 10,890.98

Total Other Current Assets 86,764.96

Total Current Assets 736,880.27

TOTAL ASSETS 736,880.27

## LIABILITIES &amp; EQUITY

## Liabilities

## Current Liabilities

## Other Current Liabilities

## 000-231 - Payroll Liabilities

000-232 - FICA Liabilities -109.76

000-238 - Retirement Match 307.70

231.02 - Michigan Withholding -2,051.48

Total 000-231 - Payroll Liabilities -1,853.54

2200 - Accrued Salaries &amp; Wages 5,774.34

2250 - Accrued Compensated Absences 5,024.00

Total Other Current Liabilities 8,944.80

Total Current Liabilities 8,944.80

Total Liabilities 8,944.80

## Equity

000-370 - Fund Balance 769,462.09

3000 - Open Bal Equity 148,200.27

Net Income -189,726.89

Total Equity 727,935.47

TOTAL LIABILITIES &amp; EQUITY 736,880.27



## Elk Rapids District Library Check Detail November 2022

| Num   | Date       | Name                       | Account                         | Paid Amount |
|-------|------------|----------------------------|---------------------------------|-------------|
|       |            |                            |                                 |             |
| 28976 | 11/08/2022 | Kate Buckner               | youth programming               | 169.91      |
| 28977 | 11/08/2022 | Midwest Tape               | collection audio/visual         | 115.44      |
| 28978 | 11/08/2022 | Otis Elevator Company      | equipment                       | 125.00      |
| 28979 | 11/08/2022 | The Magic Crafter LLC      | summer reading                  | 330.00      |
|       |            | voided check               | 28980                           |             |
| 28981 | 11/08/2022 | Village of Elk Rapids      | electricity                     | 170.58      |
|       |            | voided check               | 28982                           |             |
| 28983 | 11/08/2022 | Baker and Taylor           | books                           | 1,994.18    |
|       |            | voided checks              | 28984-28985                     |             |
| 28986 | 11/08/2022 | GFL Environmental          | building                        | 66.71       |
| 28987 | 11/08/2022 | Cintas                     | building                        | 77.07       |
| 28988 | 11/08/2022 | Amazon.com                 | Library of Things 20.99         | 1,758.42    |
|       |            |                            | Equipment 605.95                |             |
|       |            |                            | Books 537.79                    |             |
|       |            |                            | Operating Supplies-Other 536.12 |             |
|       |            |                            | Youth 57.57                     |             |
| 28989 | 11/08/2022 | DTE Energy                 | natural gas                     | 189.49      |
| 28990 | 11/08/2022 | East Bay Cleaning          | building                        | 456.08      |
|       |            | voided check               | 28991                           |             |
| 28992 | 11/20/2022 | Gill-Roy's                 | building                        | 54.95       |
| 28993 | 11/20/2022 | K & K Heating              | building                        | 368.00      |
| 28994 | 11/20/2022 | Leah Nicholson             | contracted services             | 100.00      |
| 28995 | 11/20/2022 | Overdrive                  | ebooks                          | 934.92      |
| 28996 | 11/20/2022 | TLS GROUP, LLC             | contracted services             | 575.00      |
| 28997 | 11/20/2022 | Village Market Food Center | youth programming               | 13.97       |
| 28998 | 11/20/2022 | Xerox Corp.                | equipment                       | 65.90       |
| 28999 | 11/20/2022 | Cindy Ciaravino            | building                        | 17.93       |
| ach   | 11/10/2022 | Fifth Third Bank           | misc expense                    | 39.30       |
| ACH   | 11/14/2022 | Fifth Third Bank           | FICA expense                    | 5,847.30    |
| ACH   | 11/15/2022 | State of Michigan          | Michigan withholding            | 991.36      |
| ACH   | 11/15/2022 | Intergrated Payroll        | Payroll liabilities/withholding | 2,388.96    |
| ACH   | 11/15/2022 | Intergrated Payroll        | contracted services             | 69.20       |
| ACH   | 11/20/2022 | Village of Elk Rapids      | water                           | 105.13      |
| ACH   | 11/29/2022 | Charter Communications     | internet/telephone              | 373.19      |
| ACH   | 11/29/2022 | Intergrated Payroll        | Payroll liabilities/withholding | 3,006.82    |
| ACH   | 11/29/2022 | Intergrated Payroll        | contracted services             | 69.20       |

# Elk Rapids District Library Income vs Expenses

March through November 2022

|                                      |   | TOTAL           |                   |                   |                |
|--------------------------------------|---|-----------------|-------------------|-------------------|----------------|
|                                      |   | Nov 22          | Mar - Nov 22      | Budget            | % of Budget    |
| Ordinary Income/Expense              |   |                 |                   |                   |                |
| Income                               |   |                 |                   |                   |                |
| 000-402 · Millage                    |   |                 |                   |                   |                |
|                                      | 402.01 · E.R.Town.                                | 0.00            | 41,952.26         | 144,445.00        | 29.04%         |
|                                      | 402.02 · Milton Town.                             | 0.00            | 33,535.49         | 188,545.00        | 17.79%         |
|                                      | <b>Total 000-402 · Millage</b>                    | <b>0.00</b>     | <b>75,487.75</b>  | <b>332,990.00</b> | <b>22.67%</b>  |
| 000-403 · T.L.Town.                  |   |                 |                   |                   |                |
|                                      |   | 0.00            | 0.00              | 3,500.00          | 0.0%           |
| 000-500 · Grants control             |   |                 |                   |                   |                |
|                                      |   | 0.00            | 4,106.00          | 9,000.00          | 45.62%         |
| 000-566 · State Aid                  |   |                 |                   |                   |                |
|                                      |   | 0.00            | 5,388.33          | 5,338.00          | 100.94%        |
| 000-626 · Copy Fees                  |   |                 |                   |                   |                |
|                                      |   | 141.00          | 1,107.65          | 1,200.00          | 92.3%          |
| 000-627 · Non-resident Fees          |   |                 |                   |                   |                |
|                                      |   | 0.00            | 40.00             | 200.00            | 20.0%          |
| 000-655 · Book Fines/Fees            |   |                 |                   |                   |                |
|                                      |   | 63.64           | 388.57            | 400.00            | 97.14%         |
| 000-656 · Penal Fines                |   |                 |                   |                   |                |
|                                      |   | 0.00            | 11,709.92         | 11,710.00         | 100.0%         |
| 000-664 · Interest                   |   |                 |                   |                   |                |
|                                      |   | 26.46           | 391.88            | 500.00            | 78.38%         |
| 000-671 · Donations                  |   |                 |                   |                   |                |
|                                      | 101-672 · Memorial Donations                      | 175.00          | 375.00            | 200.00            | 187.5%         |
|                                      | 101-674 · General Use                             | 625.00          | 796.00            | 500.00            | 159.2%         |
|                                      | 101-675 · Designated Donations                    | 0.00            | 1,030.00          | 1,030.00          | 100.0%         |
|                                      | <b>Total 000-671 · Donations</b>                  | <b>800.00</b>   | <b>2,201.00</b>   | <b>1,730.00</b>   | <b>127.23%</b> |
| 000-676 · Reimbursement paid         |   |                 |                   |                   |                |
| 000-677 · Reimbursement paid Friends |   |                 |                   |                   |                |
|                                      | 676.01 · Story Time Reimbursement                 | 0.00            | 0.00              | 1,965.00          | 0.0%           |
|                                      | 676.02 · Summer Reading Reimbursement             | 3,043.60        | 3,043.60          | 3,500.00          | 86.96%         |
|                                      | 676.03 · Reimbursement Library of Things          | 0.00            | 330.40            | 1,500.00          | 22.03%         |
|                                      | 676.04 · Reimbursement Cherryland MS              | 0.00            | 0.00              | 3,000.00          | 0.0%           |
|                                      | 000-677 · Reimbursement paid Friends - Other      | 0.00            | 0.00              | 0.00              | 0.0%           |
|                                      | <b>Total 000-677 · Reimbursement paid Friends</b> | <b>3,043.60</b> | <b>3,374.00</b>   | <b>9,965.00</b>   | <b>33.86%</b>  |
| 000-676 · Reimbursement paid - Other |   |                 |                   |                   |                |
|                                      |   | 0.00            | 0.00              | 0.00              | 0.0%           |
|                                      | <b>Total 000-676 · Reimbursement paid</b>         | <b>3,043.60</b> | <b>3,374.00</b>   | <b>9,965.00</b>   | <b>33.86%</b>  |
| 000-680 · Transfer from Heffer Gift  |   |                 |                   |                   |                |
|                                      |   | 0.00            | 0.00              | 0.00              | 0.0%           |
| 000-696 · Miscellaneous              |   |                 |                   |                   |                |
|                                      |   | 0.00            | 2,270.00          | 2,270.00          | 100.0%         |
|                                      | <b>Total Income</b>                               | <b>4,074.70</b> | <b>106,465.10</b> | <b>378,803.00</b> | <b>28.11%</b>  |

# Elk Rapids District Library Income vs Expenses

March through November 2022

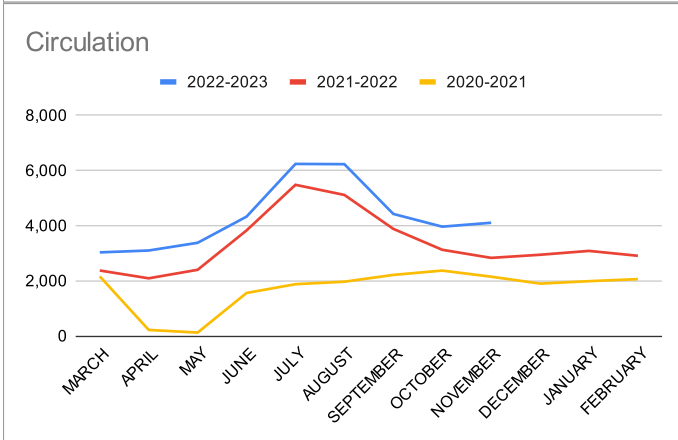
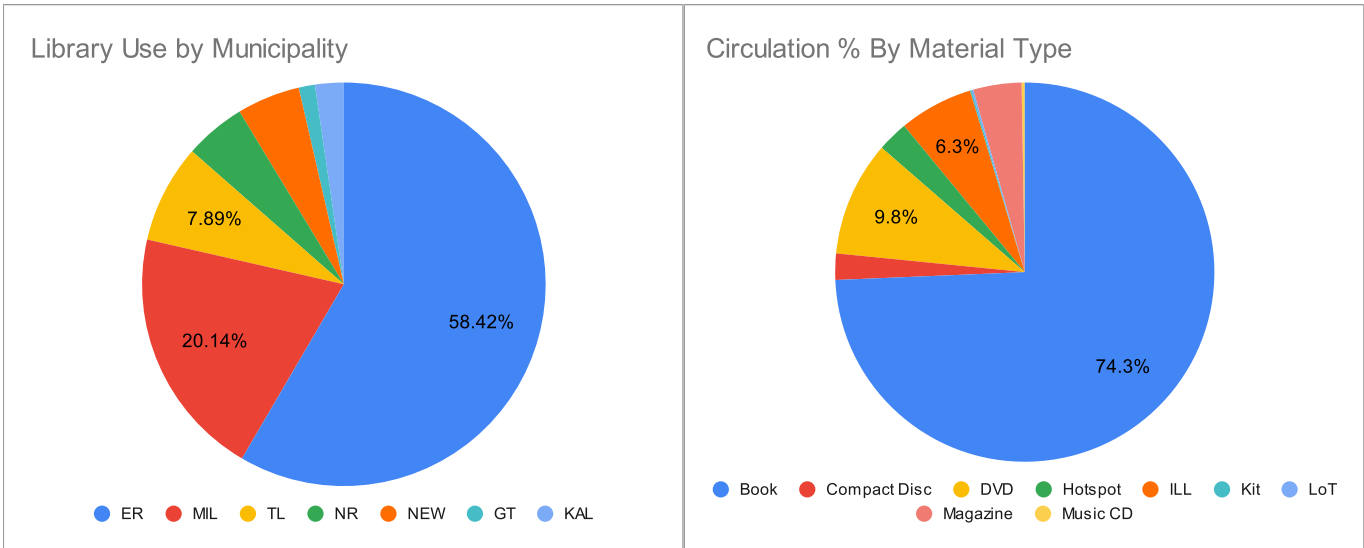
|  |   | TOTAL     |              |            |             |
|--|---|-----------|--------------|------------|-------------|
|  |   | Nov 22    | Mar - Nov 22 | Budget     | % of Budget |
|  | Gross Profit                            | 4,074.70  | 106,465.10   | 378,803.00 | 28.11%      |
|  | Expense                                 |           |              |            |             |
|  | 790-676 Reimbursements Spent            |           |              |            |             |
|  | 790-677 . Reimburse Spent Friends       |           |              |            |             |
|  | 677.01 . Story Time Reimb Spent         | 0.00      | 0.00         | 1,965.00   | 0.0%        |
|  | 677.02 . Summer Reading Reim Spent      | 0.00      | 934.18       | 3,500.00   | 26.69%      |
|  | 677.03 . Reimbursement Spent LOT        | 0.00      | 1,500.00     | 1,500.00   | 100.0%      |
|  | 677.04 . Reimbursement Cherryland MS    | 0.00      | 0.00         | 3,000.00   | 0.0%        |
|  | Total 790-677 . Reimburse Spent Friends | 0.00      | 2,434.18     | 9,965.00   | 24.43%      |
|  | 790-676 Reimbursements Spent - Other    | 330.00    | 2,109.42     | 9,965.00   | 21.17%      |
|  | Total 790-676 Reimbursements Spent      | 330.00    | 4,543.60     | 19,930.00  | 22.8%       |
|  | 790-701 . Payroll Control               |           |              |            |             |
|  | 704.01 . FICA Expense                   | 1,712.75  | 14,005.36    | 16,605.00  | 84.34%      |
|  | 790-703 . Salaries/Wages                | 20,750.44 | 162,268.67   | 251,638.00 | 64.49%      |
|  | 790-705 . Retirement Match              | 153.85    | 665.85       | 2,050.00   | 32.48%      |
|  | 790-706 . Payroll Expenses Other        | 0.00      | 19,170.15    | 19,170.00  | 100.0%      |
|  | 790-707 . Health Insurance Stipend      | 1,500.00  | 1,737.00     | 3,987.00   | 43.57%      |
|  | Total 790-701 . Payroll Control         | 24,117.04 | 197,847.03   | 293,450.00 | 67.42%      |
|  | 790-720 . Operating Supplies            |           |              |            |             |
|  | 790-724 . Software                      | 0.00      | 1,472.60     | 5,000.00   | 29.45%      |
|  | 790-725 . Postage                       | 0.00      | 95.19        | 300.00     | 31.73%      |
|  | 790-726 . Operating Supplies-Other      | 536.12    | 4,487.70     | 5,000.00   | 89.75%      |
|  | 790-720 . Operating Supplies - Other    | 0.00      | 0.00         | 0.00       | 0.0%        |
|  | Total 790-720 . Operating Supplies      | 536.12    | 6,055.49     | 10,300.00  | 58.79%      |
|  | 790-728 . Equipment                     | 796.85    | 5,371.79     | 13,000.00  | 41.32%      |
|  | 790-755 . Publicity                     | 0.00      | 722.00       | 1,000.00   | 72.2%       |
|  | 790-760 . Grant Control spending        | 0.00      | 4,106.00     | 9,000.00   | 45.62%      |
|  | 790-790 . Collection control            |           |              |            |             |
|  | 790-792 . Leased Books                  | 0.00      | 1,545.72     | 2,500.00   | 61.83%      |
|  | 790-793 . Periodicals                   | 0.00      | 258.42       | 3,500.00   | 7.38%       |
|  | 790-794 . Library of Things             | 20.99     | 1,357.09     | 4,000.00   | 33.93%      |
|  | 790-795 . E-books                       | 934.92    | 519.96       | 3,000.00   | 17.33%      |

# Elk Rapids District Library Income vs Expenses

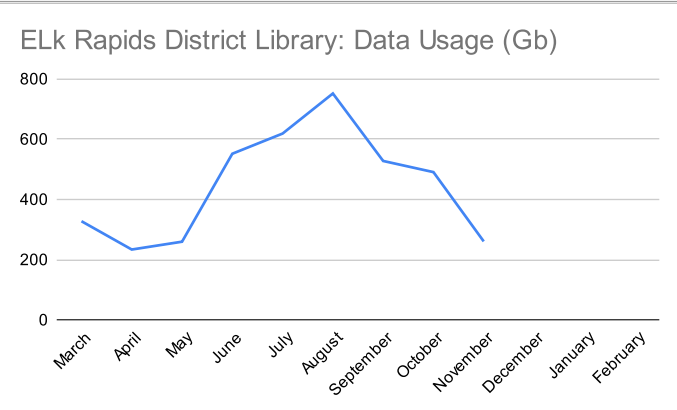
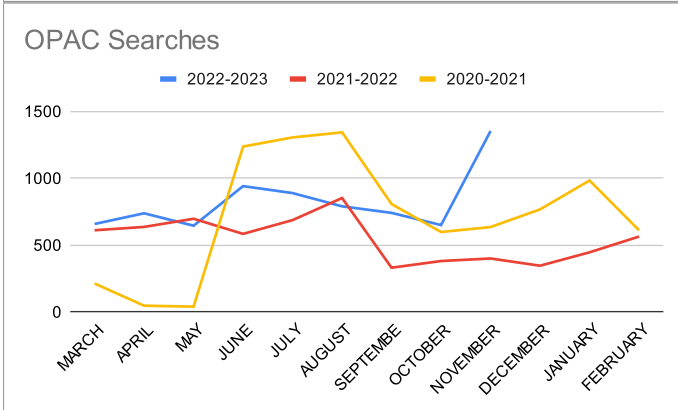
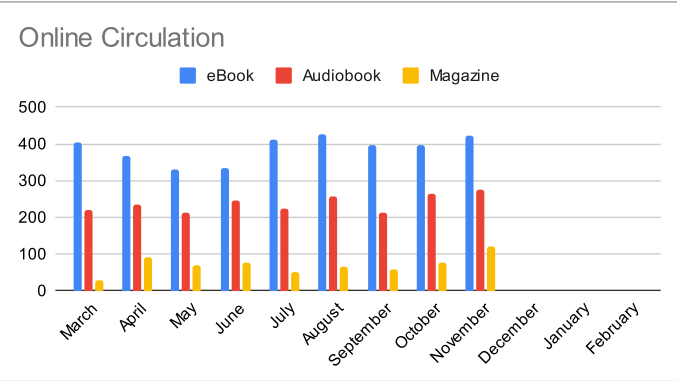
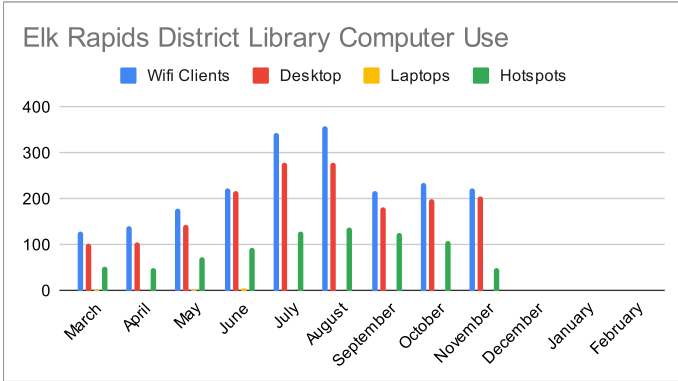
March through November 2022

|  |   | TOTAL             |                    |                   |                |
|--|---|-------------------|--------------------|-------------------|----------------|
|  |   | Nov 22            | Mar - Nov 22       | Budget            | % of Budget    |
|  | 790-796 · Audio Visual                    | 115.44            | 1,302.12           | 3,500.00          | 37.2%          |
|  | 790-971 · Books                           | 2,531.97          | 15,370.20          | 19,000.00         | 80.9%          |
|  | <b>Total 790-790 · Collection control</b> | <b>3,603.32</b>   | <b>20,353.51</b>   | <b>35,500.00</b>  | <b>57.33%</b>  |
|  | 790-800 · Miscellaneous Expense           |                   | 487.98             | 500.00            | 97.6%          |
|  | 790-801 · Contracted Service              |                   |                    |                   |                |
|  | 790-803 · Accounting                      | 69.20             | 69.20              |                   |                |
|  | 790-801 · Contracted Service - Other      | 882.60            | 27,222.24          | 28,000.00         | 97.22%         |
|  | <b>Total 790-801 · Contracted Service</b> | <b>951.80</b>     | <b>27,291.44</b>   | <b>28,000.00</b>  | <b>97.47%</b>  |
|  | 790-851 · Insurance                       | 0.00              | 3,786.00           | 3,790.00          | 99.89%         |
|  | 790-852 · Worker's Comp.                  | 0.00              | 448.00             | 450.00            | 99.56%         |
|  | 790-880 · Programs                        |                   |                    |                   |                |
|  | 790-881 · Youth                           | 241.45            | 1,412.90           | 3,500.00          | 40.37%         |
|  | 790-882 · Adult Programs                  | 0.00              | 347.50             | 3,000.00          | 11.58%         |
|  | 790-883 · Board of Trustees               | 0.00              | 0.00               | 500.00            | 0.0%           |
|  | 790-884 · Volunteer                       | 0.00              | 0.00               | 0.00              | 0.0%           |
|  | <b>Total 790-880 · Programs</b>           | <b>241.45</b>     | <b>1,760.40</b>    | <b>7,000.00</b>   | <b>25.15%</b>  |
|  | 790-920 · Utilities                       |                   |                    |                   |                |
|  | 790-921 · Electricity                     | 170.58            | 2,104.02           | 3,200.00          | 65.75%         |
|  | 790-922 · Water                           | 105.13            | 1,351.79           | 1,800.00          | 75.1%          |
|  | 790-923 · Natural Gas                     | 189.49            | 2,088.96           | 3,200.00          | 65.28%         |
|  | 790-924 · Internet/Telephone              | 373.19            | 5,799.80           | 8,000.00          | 72.5%          |
|  | <b>Total 790-920 · Utilities</b>          | <b>838.39</b>     | <b>11,344.57</b>   | <b>16,200.00</b>  | <b>70.03%</b>  |
|  | 790-931 · Building Facilities             | 1,040.74          | 8,165.90           | 12,000.00         | 68.05%         |
|  | 790-956 · Membership/Dues                 | 0.00              | 3,461.10           | 4,000.00          | 86.53%         |
|  | 790-958 · Mileage                         | 0.00              | 100.00             | 500.00            | 20.0%          |
|  | 790-962 · Education/Training              | 0.00              | 347.18             | 1,000.00          | 34.72%         |
|  | 790-970 · Capital Outlay                  | 0.00              | 0.00               | 0.00              | 0.0%           |
|  | 790-999 · Contingency                     | 0.00              | 0.00               | 2,210.00          | 0.0%           |
|  | <b>Total Expense</b>                      | <b>32,495.01</b>  | <b>296,191.99</b>  | <b>457,830.00</b> | <b>64.7%</b>   |
|  | <b>Net Ordinary Income</b>                | <b>-28,420.31</b> | <b>-189,726.89</b> | <b>-79,027.00</b> | <b>240.08%</b> |
|  | <b>Net Income</b>                         | <b>-28,420.31</b> | <b>-189,726.89</b> | <b>-79,027.00</b> | <b>240.08%</b> |

**Circulation**



**Internet and Computer Services**



**Social Media and Virtual Programs**

