

LIBRARY BOARD RETREAT

February 16, 2024

3:30pm-4:30pm

Hal Holmes Community Center

I. Introductions of Board and Staff

II. Supervisor Reports

- a. Circulation**
- b. Technical Services**
- c. Adult Services**
- d. Youth Services**
- e. Hal Holmes**
- f. Director**

III. Adjournment

Circulation Department 2023

Goals 2024

- *Work toward obtaining patron amenities (Public phone station, charging station for devices)
- *Begin planning for next incarnation of self check
- *Encourage IT to resolve issues with Circ phone
- *Encourage access to City network at front counter
- *Make advances in personal, department readiness for anything we might encounter

Highlights 2023

- Department worked on paring down database, removing inactive patrons
- Department provided ongoing support to other departments on an ad hoc basis
- Participated in lots of city-wide extracurricular activities
- Provided excellent, consistent customer service at circ desk every open hour of the year

Technical Services

Highlights for 2023

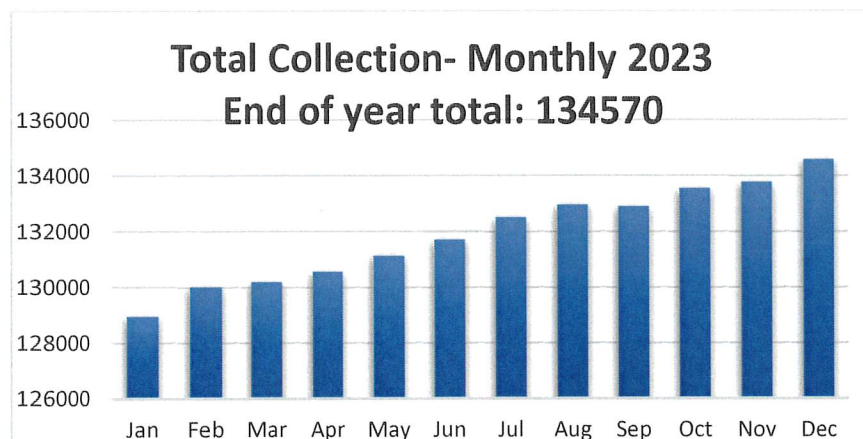
ADDED ITEMS: We added 5,126 physical items in 2023 compared to 4,858 in 2022. An increase of 5.52%



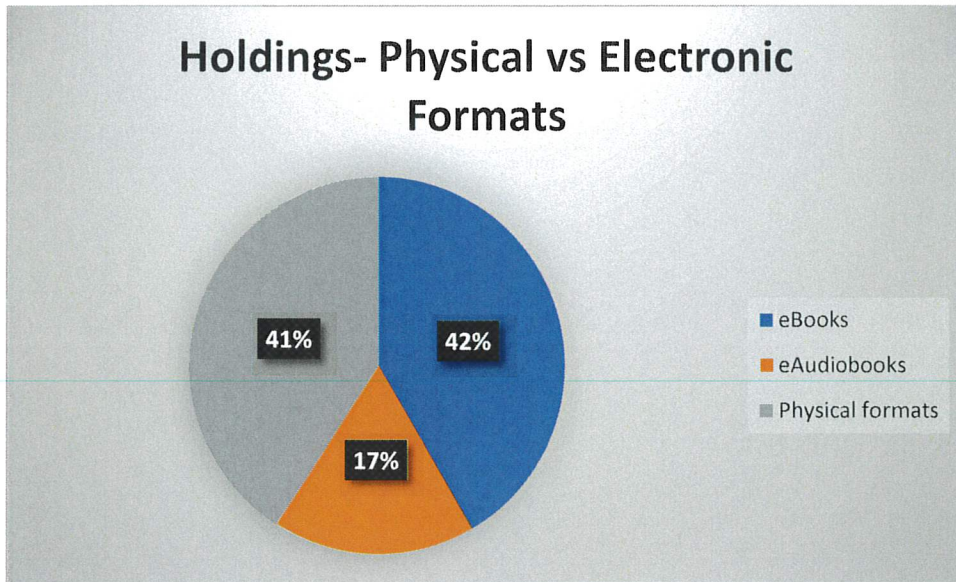
DELETED ITEMS: We deleted 7219 physical items in 2023 compared to 5490 in 2022. An increase of **31.5%**



TOTAL ITEMS: We ended 2023 with 6000 more items in the collection (Physical and electronic) from the end of 2022. This is an increase of 4.67%. [End of 2022: 128570 vs. End of 2023: 134570]



FORMATS: We ended 2023 with 54949 physical items in the library and access to 79,724 electronic items. We have access to 36.8% more electronic format items (eBooks and eAudiobooks) than physical items.



2023 in Technical Services.

- ✓ Circulation staff were given 3 to 4 hours a week to assist with processing and, to a lesser extent, mending.
- ✓ Christina was given extra hours to keep up with mending.
- ✓ An inventory of all the physical materials in the library was mostly completed in 2023
- ✓ Regina learned many aspects of the Technical Services Supervisor position.
- ✓ Regina completed Supervisory trainings, some SirsiDynix Horizon training, and MARC record training.
- ✓ Regina continued training Pyper in Collection Development duties.
- ✓ Regina continued training RJ and Pyper in Local History.

GOALS FOR 2024

- ❖ Regina continues learning all the aspects of the Technical Services Supervisor position.
- ❖ Regina gets more training on SirsiDynix Horizon for cataloging.
- ❖ Regina gets trained on SirsiDynix Enterprise, which is the public-facing catalog (OPAC).
- ❖ Christina continues copy-cataloging duties as well as processing and mending items.
- ❖ Technical Services receives 5-6 hours weekly of processing/mending assistance from staff. Currently we receive 3 hours from Circulation staff
- ❖ Regina continues training Pyper in Collection Development.
- ❖ Regina continues training RJ and Pyper with Local History as needed.
- ❖ Finish inventory and create a new procedure to have staff do Inventory throughout the 2 year cycle. Speaking of inventory...

Adult Services 2023 Goals and 2024 Highlights

2023 Goals Met and Highlights

Reference Services:

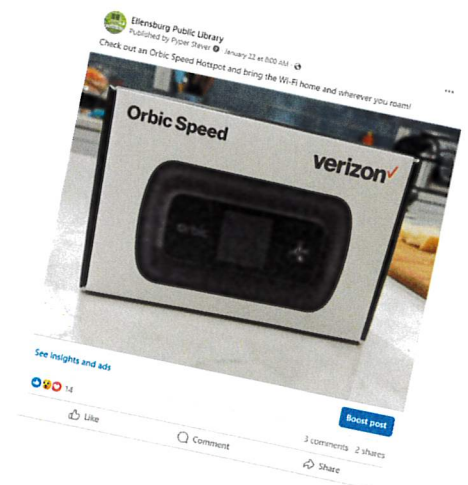
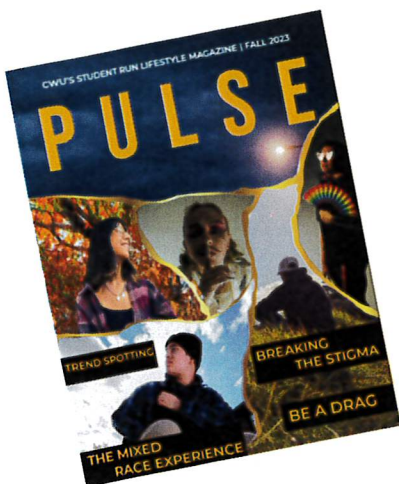
- ✓ Culture of Connection-prioritized learning names, greeting and engaging patrons entering the department, building relationships
- ✓ Took on primary adult displays with the specific goal of promoting collection
- ✓ Began process of replacing computers in Computer Lab and reassessed usage limits, adding an additional 30 minutes to available time
- ✓ Staff participated in trainings: Wizards of LinkedIn Learning, Neurodivergence & Libraries Summit, Building Community Relationships for Better Library Services
- ✓ Social Media-Continued with Throw Back Thursday and Adult Programming, added Highlight/Spotlight to promote materials and services
- ✓ Continued to grow and promote Adult Programming: Summer Reading Program, Eclipse program, Human Library, Puzzle Contest, NaNoWrimo
- ✓ Attended WLA annual conference
- ✓ Acquired more hotspots
- ✓ Developed promotional and organization materials: Libby Trifold; Computer Usage Quick Guide; Reference Orientation for New Staff; Rack Card
- ✓ Hopesource Library Hours

Local History:

- ✓ RJ continued to settle into role of Local History Librarian
- ✓ Completed inventory of NW and NWREF
- ✓ Facilitated EPL portion of Archive Crawl
- ✓ CWU Pulse Interview (to view go to: [Fall 2023 by Pulse Magazine - Issuu](#))

Collection Development:

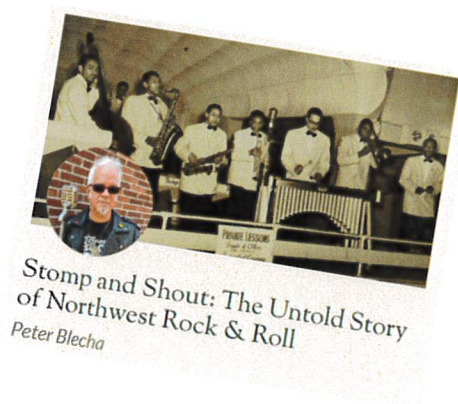
- ✓ Continued to train with Regina in Collection Development
- Pyper completed the ABLE Collection Development Sequence; Weeding in the Garden of Good and Evil



2024 Goals

Reference Services:

- Continue Culture of Connection
- Continue adult materials displays with the specific goal of promoting collection
- Redesign computer lab to align with usage and monitoring needs
- Welcome new team member and train
- Social Media-Continue with Throw Back Thursday, Adult Programming, and Highlight/Spotlight to promote materials and services; consider Bookends
- Receive training on the grant writing process and apply for grants
- Participate in staff, local, regional, and virtual training opportunities and promote training opportunities to staff
- Establish one program per month, with a particular attention to strengthening collaboration; consider writing club and/or podcast listening club; Humanities Washington Speaker Bureau, Winter Reading Program; Staff Book Read
- Regular resource share with staff
- Look for Outreach and Tabling opportunities; continue to participate in Kittfam



Local History:

- RJ continue to preserve and protect Local History collection; grow in role of Local History Librarian
- Inventory NW and NWREF collection

Collection Development:

- Continue to train with Regina in Collection Development
- Keep current on journals, literature, and blogs for articles, book reviews, and library trends to support collection development as well as readers' advisory
- Database and magazine evaluation
- Laptop computer cases
- Replace/update reference, computer, medical, legal materials

Webjunction Customer Service Series

[Being Customer Focused: New and Emerging Trends in Customer Service](#)

[Creating a Culture of Yes at Your Library and in Your Community](#)

[Cultivating Protective Factors for Safe Libraries and Resilient Communities](#)

[Dealing with Angry Patrons](#)

[Dealing with the Difficult Patrons](#)

[Library Safety and Security: A Holistic Approach](#)

[Resources for Wellbeing: Toolkit Tour for Rural & Small Libraries](#)

[Look First: Creating Exceptional Patron Experiences](#)

[Resources for Wellbeing: Toolkit Tour for Rural & Small Libraries](#)

[Service Excellence in Challenging Times](#)

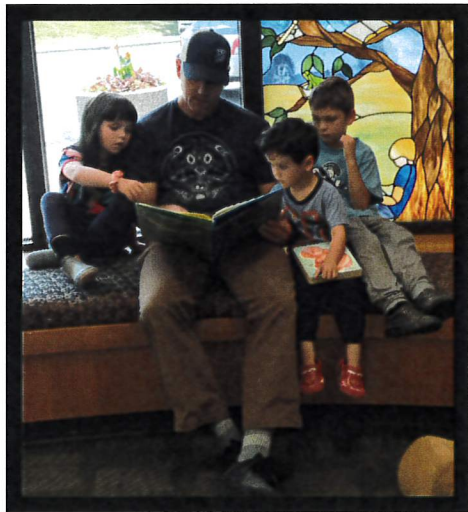
[Ten Tips for Managing Conflict](#)

2023 Youth Services Highlights



Summer Reading Program

Teen Gaming System & Program



Higher Volume of Patron Usage

Activity Stations

Youth Mentorship Program



2023 Youth Services Goals

Short Term:

- ✓ - Train SUBs to do Storytime
- ✓ - Train new YS Assistant
- ✓ - Weed the EZ Collection

Long Term:

- ✓ - Weed & shift the JNF collection
- Find ways to support public school libraries
- ✓ - Weed Media collections



2024 Youth Services Goals

Short Term:

- Train NEW YS assistant
- Train NEW Reference staff support
- Take more program pictures
- Bring more musicians into storytimes

Long Term:

- Shift JNF & JGN collections
- Resume BookWorms book club
- Find ways to support public school libraries
- Resume Storytime in the Park

Summer Reading Program Annual Statistics

Year	# of Weeks	Registered	Participation Children's	Participation Teen's	Program Participation Total
2008	8	518	1525		1525
2009	8	652	1370	(5 weeks) 25	1395
2010	7	674	957	46	1003
2011	7	705	1220	147	1234
2012	7	743	1214	108	1322
2013	7	790	1745	150	1895
2014	9	767	1726	195	1921
2015	8	689	2205	226	2431
2016	7	547	1715	220	1935
2017	6	709	1675	209	1884
2018	7	739	1681	274	1955
2019	9	1030	2383	212	2595
2020	# weeks 7	Registered 277	Activity bags for youth & teens 6 wks. =900	SRP Online Programming Totals= 736	Youth prizes = 158 Teen prizes = 38
2021	7	528	Participant- 1,873 Youth Raffle - 882	Participants-169 Teen raffle - 86	Part. Total = 2,042 Raffle total = 968
2022	7	668	1656	130	Active - 1786 Raffle total - 935
2023	7	637	1360	72	1432 Raffle total - 1,226

Hal Holmes Community Center

Highlights of 2023

- 694 EVENTS! That is a 17% increase in meetings and events from 2022. Reservations are only down 4.8% from pre-pandemic times in 2019. Reservation totals - 597 Sponsored, 49 Non-Profit, and 48 Gov't & Private events.
- EPL/HH purchased a new projector for the AV cart in the Kittitas room through funds from Friends of the Library. This updated equipment has HDMI compatibility.
- Updated the HH website to make it more customer service friendly and provide information for hosting web meetings. Furthered our FB activity and audience.
- The display cases in the auditorium have been completely updated with marketing materials for sponsored events, seasonal events and the history of Otis Halbert Holmes. Additionally, the Our Pictured Past is now in PDF form accessible with a QR code for ease of use and to zoom-in on The past year brought in new and re-occurring community events and a return of the old favorites including: CWU's The Good Life Ethics Lab, Cultural Conversations, Ellensburg Wind Storytellers, KCELC STREAM, The American Red Cross Blood Drive, KC Audubon Society, Toastmasters, Kiwanis Dances, and the Spanish Conversation Club.
- Two new and well received programs, "The Jigsaw Puzzle Competition" and "The Human Library" are crowd favorite and will be returning in 2024.
- Hal Holmes hosted multiple days of the Warming Center in early and late 2024, serving our most vulnerable patrons and creating goodwill.
- Facilities – Continuous maintenance of the facility for normal wear and tear of fixtures. Heating and Cooling system is getting by. Installed colorful lights on EPL/HH roof for holidays and events. Replaced shattered flooring tiles in Kittitas closet.

Goals for 2024

- Replace aging audio and video equipment. Money from FOL will be used to update system and audio equipment.
- A new reservation system will be in place mid-summer 2024. Implementing the new system will require an update of the City Code (Chapter 2.36) and the Conditions of Rental contract.
- Paint and repair the exterior of Hal Holmes.
- Restore the Halperin Mural on the side of Hal Holmes.



Hal Holmes Events Billing Categories From 2018 - 2023

2018 – Morgan middle auditorium re-opened.

Private/Govt 116

Non-Profit 110

Sponsored 614

Total events 840

2019

Private/Govt 86

Non-Profit 58

Sponsored 585

Total Events 729

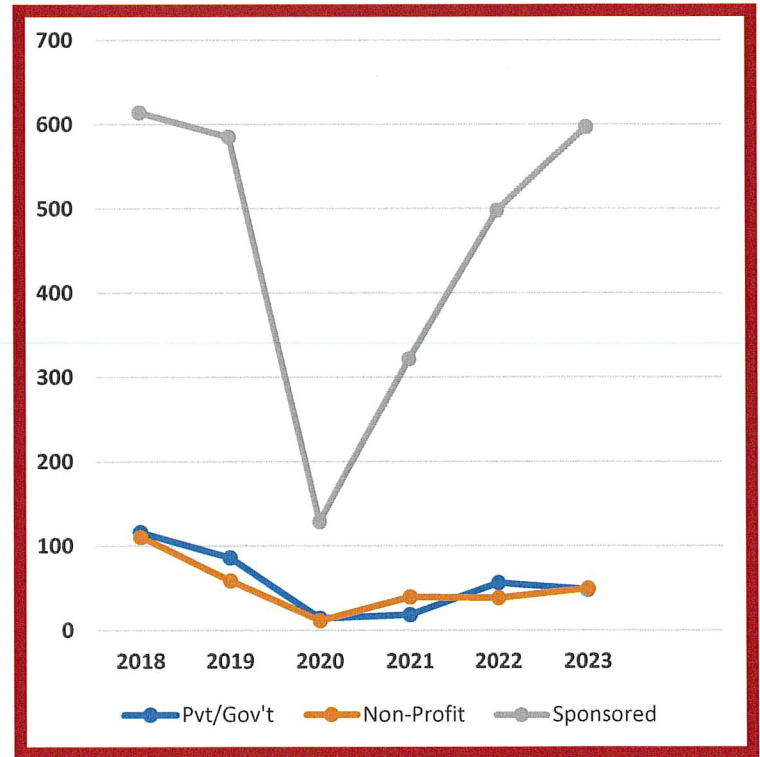
2020 -- Global Pandemic sweeps the Earth.

Private/Govt 14

Non-Profit 11

Sponsored 129

Total Events 154



2021 – Global Pandemic swept the Earth; folks are trying to make event plans and many still cancel.

Private/Govt 18

Non-Profit 39

Sponsored 322

Total Events 379

2022 - Events are up 56% from 2021. Down 18.79% from 2019.

Hybrid meetings are still an option for many groups. Cancellations due to illness or precaution continued through 2022 and were reduced by the end of the year.

Private/Govt 56

Non-Profit 38

Sponsored 498

Total Events 592

2023 - Events are up 17% from 2022. Down 4.8% from 2019.

Hybrid meetings are the norm and we no longer host many small (12-18 guests) business meetings. Most events are large scale (40-75 guests) and community focused events, often in the evenings or weekends.

Private/Govt 48

Non-Profit 49

Sponsored 597

Total Events 694



Director Report

2023 HIGHLIGHTS

- Increased virtual services offered: wireless printing, online library card registration, online databases
- Increased use of downloadable books
- Text message alerts for patron holds
- WINcident reports for staff recognition
- County funding increased by \$5000
- New Program: Jigsaw Puzzle Competition
- New Program: The Human Library
- Distributed 500 eclipse glasses with a special program
- Reinstated program: Brown bag Classical music lunch series
- Continued successful Summer Reading Program
- Carpets sanitized and cleaned

2024 GOALS

- Better support staff to improve morale and alleviate stress.
- Implement Staff Care/Trauma Informed Care Program
- Continue to update and post policies/procedures
- Free printing up to 5 pages
- Develop mid-year staff performance evaluation

STATS SNAPSHOT

7%

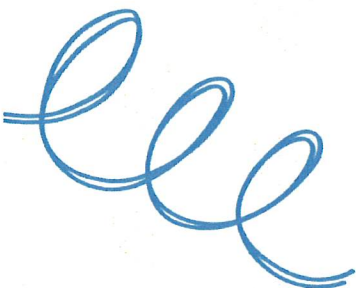
Increase
Materials Circulation

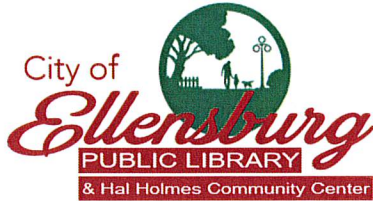
15%

Increase
Youth program attendance

44%

Increase
Adult program attendance





209 North Ruby Street, Ellensburg WA 98926

LIBRARY BOARD MEETING
4:30pm, Friday, February 16, 2024
Hal Holmes/ZOOM

Join Zoom Meeting

<https://us02web.zoom.us/j/83060695391?pwd=VmxoU3BkTTRZSk1FR09aMitnMmthZz09>

Meeting ID: 830 6069 5391

Passcode: 251689

AGENDA

- I. Call to order, welcome guest(s)**
- II. Approval of the Agenda**
- III. Approval of January 9, 2024, minutes**
- IV. Citizen Comment/Suggestions**
- V. Reports**
 - A. Director Report
 - B. Budget Report
 - C. Friends of the Library Report
- VI. Unfinished Business**
 - A. Library Anniversary event debrief
- VII. New Business**
 - A. Library Board Applicant(s)
- VIII. Upcoming Programs/Events**
 - Feb. 17 FOL Booksale, 10:30am-1:30pm, HH
 - Feb. 19 Library/HH Closed Presidents Day
 - Feb. 27 Cultural Conversations: Yoon Kim (Korea)
 - March 1 Noon Lunch Concert, 12pm, HH
 - March 11 Library Book Club, 3:00pm, HH
- IX. Unscheduled Business**

Next regular meeting March 12, 2024

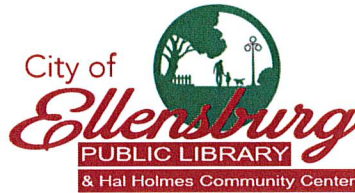
Location: City Council Conference Room and ZOOM

CITY OF ELLENSBURG

Date of Meeting:

Time of Meeting:

Place of Meeting:



LIBRARY BOARD

January 9, 2024

4:30 p.m.

City Council Conference Room

Marty Blackson, Chair, term expires December 31, 2027

Loretta Gray, Secretary, term expires December 31, 2027

Mary Holmgren, term expires December 31, 2026

Andreina Delgado, term expires December 31, 2023

Melina Meador, term expires December 31, 2024

Mary James, term expires December 31, 2027

VACANT, term expires December 31, 2026

I. CALL TO ORDER

Blackson called the meeting to order at 4:30 p.m.

II. ATTENDANCE

PRESENT: Marty Blackson, Loretta Gray, Mary James, Melina Meador

COUNCIL LIASON: Sarah Beauchamp

ABSENT: Andreina Delgado, Mary Holmgren

VISITOR: None

STAFF: Josephine Camarillo

III. APPROVAL OF AGENDA

Motion made by James to approve the agenda, motion seconded, **motion approved**. Motion passed 4-0.

IV. APPROVAL OF MINUTES

Motion made by James to approve the December 2023 minutes, motion seconded, **motion approved**. Motion passed 4-0.

V. CORRESPONDENCE AND CITIZEN COMMENTS/SUGGESTIONS

VI. REPORTS

A. Director's Report for December: (1) Hiring for Reference Specialist is in progress. (2) A staff appreciation event was hosted by the City Manager. (3) Staff in Adult Services have been improving access to newspapers, holding events, and assisting other areas. (4) Technical services staff continue updating the collection and taking inventory of collections. (5) Youth Services held many holiday programs and has already started planning for the Summer Reading Program. (6) Hal Holmes continues to provide space for a variety of community events. (7) Circulation is up since 2022 in all categories.

B. Budget Report: None. It hasn't been received yet.

C. Friends of the Library Report: An annual membership meeting will be held on January 16.

VII. UNFINISHED BUSINESS

- A. Plans for the Library Anniversary on January 20 were finalized.
- B. The Library Board vacancy was discussed.

VIII. NEW BUSINESS

- A. Plans for the Library Retreat were discussed. The next meeting will take place on February 16, 2024.
- B. Statistics from 2023 were reviewed.

IX. UPCOMING PROGRAMS/EVENTS

For December the following have been scheduled: (1) Noon Lunch Concert, (2) Library Book Club, (3) FOL Book Sale, (4) Library Birthday. Hal Holmes will be open during cold days.

X. UNSCHEDULED BUSINESS

XI. NEXT MEETING

Friday, February 16, 2024 at Hal Holmes

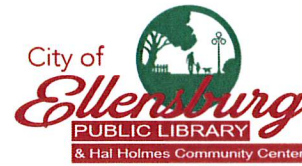
XII. ADJOURNMENT

With no further discussion, meeting adjourned by Blackson at 5:00.

Respectfully submitted,
Loretta Gray, Secretary

LIBRARY DIRECTOR REPORT

TO: Library Board, Assistant City Manager/City Attorney
 FROM: Josephine Camarillo, Library Director
 DATE: January 2024



Meetings: Staff, Supervisors, City Attorney, Morning Rotary

Director:

Library Birthday celebration was a great success with nearly 200 people stopping by to share the fun! Library Reference Specialist interviews took place on Jan. 23 and 30 with 6 total candidates. Top candidate Alyssa Cejas was offered the position and will start on February 23, 2024.

Adult Services:

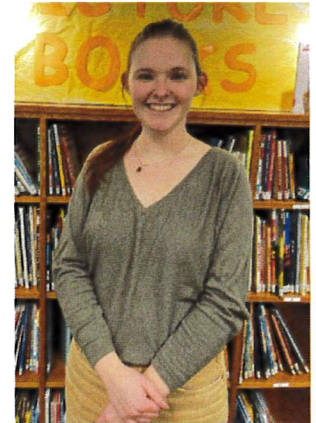
Pyper and RJ are looking forward to a new team member! The Library Reference Specialist interviews and skills testing have taken place. Pyper completed inventory in Ref collection and NW collection; RJ completed inventory in NWREF collection. Pyper helped select books in collection development specific to the Queens of Spades annual donation and designed the Art Scavenger Hunt for the EPL birthday party. Reference added a fourth hotspot. RJ attended four of four sessions for Linked-in Training. 1040/1040SR booklets and forms are available.

Technical Services:

369 physical items added to the collection, 549 physical items deleted from the collection during the last month.

Youth Services:

Biggest news is that a new YS department assistant is onboard! Cece Murray has lots of experience working with youth of all ages and knows many of the middle-schoolers that come into the library. Storytime training begins next week. The EPL birthday party was a HUGE success! Approximately 65 people for the special storytime and many more for the other great activities. The teen gaming afternoon with the newly purchased Nintendo Switch (thank you to the FOL!!) was a success! About 10 harmonious and happy teens battled each other on the HH big screen.



Hal Holmes: 61 events total: 1 Private event; 4 Non-Profit events; 56 sponsored January was bust at Hal Holmes with several large community events including Keen Winter Fair, League of Women Voters State of Healthcare in Kittitas County Panel Discussion, and Our environment KC's viewing of 'the story of plastics'. Hal Holmes served as an emergency warming center for 6 days, including the MLK, Jr. weekend, and served our most vulnerable patrons during the severe cold snap – EPL & HH staff ensured that it stayed open over the holiday. Exciting news that will be continuing through 2024 is the Ellensburg Big Band hosting dance lessons and a community dance 'almost' every Monday at HH with over 70 dancers in attendance the first round.

Circulation:

Circulation Statistics	Jan-24	Dec-23	% chg	Jan-23	% chg	2024 YTD	2023 YTD	% chg
Physical Items	10917	9365	16%	11481	-5%	10917	11481	17%
Electronic Items	5582	4811	14%	4418	21%	5582	4418	21%
TOTAL	16499	14,176	14%	13746	17%	16499	15899	4%

Library Visits: 13,650

New Cardholders: 188

Total Cardholders: 13,901

Happy 114th Birthday Ellensburg Public Library!!!



CITY OF ENSBURG

PRELIMINARY January 2024 Monthly Budget Update Report

For the One Month Ending January 31, 2024

8.33% of year complete

4.17% of payrolls complete

Monthly %
Rev/Exp YTD Budget Remaining YTD %
Rev/Exp

Dept 023- Library

Revenues:

001-023-341-81-30-000-000 Data/Word Processing, Printing - Photocopy	2,000	264	13.21%	264	1,736	13.21%
001-023-347-20-30-000-000 Non-Residential Charges	200		0.00%		200	0.00%
001-023-347-20-31-000-000 Kittitas County Library Share	111,000		0.00%		111,000	0.00%
001-023-347-21-00-000-000 Interlibrary Use Fees	8,884	15	0.17%	15	8,869	0.17%
001-023-347-90-00-000-000 Proctor Fees	240	20	8.33%	20	220	8.33%
001-023-359-70-30-000-000 Library Fines		254	0.00%	254	-254	0.00%
001-023-362-40-35-000-000 Hal Holmes Use Fees - Outside	20,000	2,413	12.06%	2,413	17,588	12.06%
001-023-362-53-00-000-000 Hal Holmes Lease Fees - Long Term	1,200	1,200	100.00%	1,200	0	100.00%
001-023-367-11-30-000-000 Donations - Library	2,800		0.00%		2,800	0.00%
001-023-369-10-30-000-000 Sale of Books	200		0.00%		200	0.00%
001-023-369-90-30-000-000 Misc - Library	1,000	12	1.20%	12	988	1.20%
Total Revenues	147,524	4,178	2.83%	4,178	143,346	2.83%

Library

Library Admin:

001-023-572-10-10-000-000 Library Admin- Salaries and Wages	133,558	5,611	4.20%	5,611	127,947	4.20%
001-023-572-10-20-000-000 Library Admin- Retirement	13,877	504	3.63%	504	13,373	3.63%
001-023-572-10-21-000-000 Library Admin- Fica/Medi	10,218	423	4.14%	423	9,795	4.14%
001-023-572-10-22-000-000 Library Admin- L&I	330	11	3.46%	11	319	3.46%
001-023-572-10-24-000-000 Library Admin- Medical Insurance	25,483	2,099	8.24%	2,099	23,384	8.24%
001-023-572-10-24-001-000 Library Admin - VEBA Expense	1,200	50	4.17%	50	1,150	4.17%
001-023-572-10-26-000-000 Library Admin- Disability Insurance	528		0.00%		528	0.00%
001-023-572-10-27-000-000 Library Admin- Life Insurance	69		0.00%		69	0.00%
001-023-572-10-28-000-000 Library Admin- Paid Medical Leave	215	12	5.46%	12	203	5.46%
001-023-572-10-49-000-000 Library Admin- Miscellaneous	1,000		0.00%		1,000	0.00%
Total Library Admin	186,478	8,710	4.67%	8,710	177,768	4.67%

Library (Public Service):

001-023-572-21-10-000-000 Library (Public Service)- Salaries and Wages	613,676	24,249	3.95%	24,249	589,427	3.95%
001-023-572-21-11-000-000 Library (Public Service)- Overtime	13,900	1,387	9.98%	1,387	12,513	9.98%
001-023-572-21-20-000-000 Library (Public Service)- Retirement	65,215	2,294	3.52%	2,294	62,921	3.52%
001-023-572-21-21-000-000 Library (Public Service)- Fica/Medi	48,019	1,957	4.07%	1,957	46,062	4.07%
001-023-572-21-22-000-000 Library (Public Service)- L&I	3,618	206	5.70%	206	3,412	5.70%
001-023-572-21-24-000-000 Library (Public Service)- Medical Insurance	168,290	13,849	8.23%	13,849	154,441	8.23%
001-023-572-21-24-001-000 Library (Public Service)- VEBA Expense	1,200	50	4.17%	50	1,150	4.17%
001-023-572-21-26-000-000 Library (Public Service)- Disability Insurance	2,570		0.00%		2,570	0.00%

CITY OF JENSBURG

PRELIMINARY January 2024 Monthly Budget Update Report

For the One Month Ending January 31, 2024

8.33% of year complete

4.17% of payrolls complete

	Budget	January	Monthly % Rev/Exp	YTD	Budget Remaining	YTD % Rev/Exp
001-023-572-21-27-000-000 Library (Public Service)- Life Insurance	767		0.00%		767	0.00%
001-023-572-21-28-000-000 Library (Public Service)- Paid Medical Leave	1,019	55	5.44%	55	964	5.44%
001-023-572-21-29-000-000 Library (Public Service)- Misc Benefits	12,600	600	4.76%	600	12,000	4.76%
001-023-572-21-31-000-000 Library (Public Service)- Supplies	8,000	166	2.08%	166	7,834	2.08%
001-023-572-21-35-000-000 Library (Public Service)- Small Tools	500		0.00%		500	0.00%
001-023-572-21-41-000-000 Library (Public Service)- Professional Services	10,000		0.00%		10,000	0.00%
001-023-572-21-41-000-007 Public Services (Library)- Database Licencing	12,500		0.00%		12,500	0.00%
001-023-572-21-42-000-000 Library (Public Service)- Communications	4,000	437	10.93%	437	3,563	10.93%
001-023-572-21-44-000-000 Library (Public Service)- Advertising	500		0.00%		500	0.00%
001-023-572-21-45-000-000 Library (Public Service)- Rentals & Leases	4,200		0.00%		4,200	0.00%
001-023-572-21-48-000-000 Library (Public Service)- Repairs and Maintenance	2,000		0.00%		2,000	0.00%
001-023-572-21-49-000-000 Library (Public Service)- Miscellaneous	300		0.00%		300	0.00%
001-023-572-21-51-000-000 Library (Public Service)- Inter-Library Loan Chgs	1,020		0.00%		1,020	0.00%
001-023-572-21-64-000-000 Library (Public Service)- Library Materials	4,675	40	0.86%	40	4,635	0.86%
001-023-572-21-64-000-001 Library (Public Services)- Adult Books	18,100	867	4.79%	867	17,233	4.79%
001-023-572-21-64-000-002 Library (Public Services)- Adult Large Type	5,300		0.00%		5,300	0.00%
001-023-572-21-64-000-003 Library (Public Services)- Adult Periodicals	7,375	14	0.18%	14	7,361	0.18%
001-023-572-21-64-000-004 Library (Public Services)- Adult Audio Books	3,000		0.00%		3,000	0.00%
001-023-572-21-64-000-005 Library (Public Services)- Adult Audio Music	3,000		0.00%		3,000	0.00%
001-023-572-21-64-000-006 Library (Public Services)- Adult DVD	3,000		0.00%		3,000	0.00%
001-023-572-21-64-000-008 Library (Public Services)- Adult Non-Electronics	16,000	18,583	116.15%	18,583	-2,583	116.15%
001-023-572-21-64-000-009 Library (Public Services)- Juvenile Books	8,750	2,134	24.39%	2,134	6,616	24.39%
001-023-572-21-64-000-011 Library (Public Services)- Juvenile Audio Books	3,000		0.00%		3,000	0.00%
001-023-572-21-64-000-012 Library (Public Services)- Juvenile Audio Music	200		0.00%		200	0.00%
001-023-572-21-64-000-013 Library (Public Services)- Juvenile DVD	1,200		0.00%		1,200	0.00%
001-023-572-21-64-000-014 Library (Public Services)- Spanish Adult Books	500		0.00%		500	0.00%
001-023-572-21-64-000-015 Library (Public Services)- SP Adult Periodicals	200		0.00%		200	0.00%
001-023-572-21-64-000-016 Library (Public Services)- SP Adult Audio Books	200		0.00%		200	0.00%
001-023-572-21-64-000-017 Library (Public Service)- SP Adult Audio Music	300		0.00%		300	0.00%
001-023-572-21-64-000-018 Library (Public Services)- SP Adult Video	300		0.00%		300	0.00%
001-023-572-21-64-000-019 Library (Public Services)- SP Juvenile Books	500		0.00%		500	0.00%
001-023-572-21-64-000-021 Library (Public Service)- SP Juvenile Audio Music	200		0.00%		200	0.00%
001-023-572-21-64-000-022 Library (Public Services)- SP Juvenile DVD	200		0.00%		200	0.00%
001-023-572-21-91-100-531 Library (Public Service)- Interfund Warehouse Chgs	2,330	194	8.33%	194	2,136	8.33%
001-023-572-21-95-502-550 Library (Public Service)- Interfund Comprtr Rental	24,221	1,892	7.81%	1,892	22,329	7.81%
001-023-572-21-99-902-550 Library (Public Service)- Interfund IT Support	81,820	6,779	8.29%	6,779	75,041	8.29%
Total Library (Public Service)	1,158,265	75,755	6.54%	75,755	1,082,510	6.54%

CITY OF JENSBURG

PRELIMINARY January 2024 Monthly Budget Update Report

For the One Month Ending January 31, 2024

8.33% of year complete

4.17% of payrolls complete

Monthly %
Rev/Exp YTD Budget Remaining YTD %
Rev/Exp

Library (Organization of Materials):

001-023-572-22-31-000-000 Library (Organization of Materials)- Supplies	2,750	7	0.27%	7	2,743	0.27%
001-023-572-22-41-000-000 Library (Organization of Materials)- Prof Services	19,355		0.00%		19,355	0.00%

Total Library (Organization of Materials)

	22,105	7	0.03%	7	22,098	0.03%
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Donation Expenditures:

001-023-572-23-31-000-000 Donation Expenditures- Supplies	3,217		0.00%		3,217	0.00%
001-023-572-23-35-000-000 Donation Expenditures- Small Tools	600		0.00%		600	0.00%
001-023-572-23-64-000-000 Donation Expenditures- Library Materials	791		0.00%		791	0.00%

Total Donation Expenditures

	4,608		0.00%		4,608	0.00%
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Library Training:

001-023-572-40-43-000-000 Library Training- Travel	2,000		0.00%		2,000	0.00%
001-023-572-40-49-000-000 Library Training- Miscellaneous	3,018		0.00%		3,018	0.00%

Total Library Training

	5,018		0.00%		5,018	0.00%
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Library Facilities:

001-023-572-50-98-535-000 Library Facilities-Interfund Facility Rent	77,990	6,499	8.33%	6,499	71,491	8.33%
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Total Library Facilities

	77,990	6,499	8.33%	6,499	71,491	8.33%
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Hal Holmes:

001-023-575-50-31-000-000 Hal Holmes- Office Supplies	2,000		0.00%		2,000	0.00%
001-023-575-50-35-000-000 Hal Holmes- Small Tools	1,500		0.00%		1,500	0.00%
001-023-575-50-41-000-000 Hal Holmes- Professional Services	1,450		0.00%		1,450	0.00%
001-023-575-50-42-000-000 Hal Holmes- Communications	1,000	34	3.40%	34	966	3.40%
001-023-575-50-45-000-000 Hal Holmes- Rentals	400		0.00%		400	0.00%
001-023-575-50-49-000-000 Hal Holmes- Miscellaneous	200		0.00%		200	0.00%
001-023-575-50-91-100-531 Hal Holmes- Interfund Warehouse Charges	1,560	130	8.33%	130	1,430	8.33%
001-023-575-50-98-535-000 Hal Holmes-Interfund Facility Rent	15,522	1,294	8.34%	1,294	14,228	8.34%

Total Hal Holmes

	23,632	1,458	6.17%	1,458	22,174	6.17%
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Total Library

	1,478,096	92,429	6.25%	92,429	1,385,667	6.25%
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