AGENDA
Library Board
5:00 PM - Monday, December 11, 2023
Library, 1101 6th Avenue

Public Library

This meeting is being recorded.
This meeting is viewable online. To watch, go to Zoom.com, select Join a Meeting, and enter the Meeting ID\# 8761186 0593. A link is also provided at www.cityofmarion.org. Audio only can be heard by calling 1-646-558-8656 and entering the same Meeting ID listed above.

Page

## CALL TO ORDER

## AGENDA APPROVAL

Motion to approve agenda as presented.

## LIBRARY SPOTLIGHT

November Staff Milestone Anniversaries--1 Year of Service: Tressie FacculynGous, Bridge Womachka, Laura Snyder, Bob Reynolds, Paulette Norman, and Ashley Neuenschwander

## INTRODUCTION OF GUESTS

## PUBLIC FORUM

This time is set aside for comments from the public. Please understand that the Library Board of Trustees will not take any action on your comments at this meeting due to requirements of the Open Meetings Law but may do so at a future meeting.
You will have five minutes to address the Board.

## MINUTES

Motion to approve the November Meeting minutes.
Library-Minutes-November 132023 DRAFT

## REPORTS

Friends of the Marion Public Library Report
Marion Public Library Foundation Report
Art Advisory Committee Report
Finance Committee
Personnel Committee Report
Policy Committee Report

- No policies to review this month
- Statistics Highlights
- Budget Update
- New Building \& Bookmobile Project Update
- General Department Updates
- MLN Updates

Directors Report December 112023
Statistics Charts for November 2023
Budget Performance Report October 2023 FINAL Budget Performance Report November 2023 DRAFT
Accumulated Transaction Listing October 2023 FINAL Accumulated Transaction Listing November 2023 DRAFT

Board Continuing Education

## REGULAR AGENDA

Linn County Partnership (no action requested)
Strategic Plan update (no action requested)
HACAP agreement (action requested)
Representation at Friends of the Library Board Meetings for 2024 (action requested)

Naloxone Vending Machine FAQ for Potential Hosting Agencies
2024 HACAP Agreement
Friends Meeting Board Liaisons 2024

## ADJOURN

MINUTES<br>Library Board<br>5:00 PM - Monday, November 13, 2023<br>Library, 1101 6th Avenue

*Minutes are in draft format until approved at the next meeting*
The Library Board of the City of Marion, Linn County, lowa met on Monday, November 13, 2023, at 5:00 PM, with the following members present:

In Person: Sally Reck, Susan Kling, Jack Zumwalt, Kim Rose, Seth
PRESENT: Moomey, Cara Briggs Farmer, Nancy Miller, Ross McIntyre Via Zoom: Okpara Rice

ABSENT: Chelsea Nunn, Sandy Rosenberger, Eileen Robinson
STAFF PRESENT:
Bill Carroll, Kimberly Cowger, Ashley Osborn, Kylee Pusteoska, Amy Geiger

FRIENDS REP: Wynelle Lindsley
GUESTS PRESENT: Nick Tharalson

## CALL TO ORDER

The meeting was called to order at 5:00pm by Board President, Sally Reck.

## AGENDA APPROVAL

Motion to approve agenda as presented.
Moved by Rice, seconded by McIntyre, to approve the agenda as presented.
Approved unanimously

## LIBRARY SPOTLIGHT

October Staff Milestone Anniversaries--1 Year of Service: Ashley Osborn and Anna Brabston.

## PUBLIC FORUM

No comments from the public.

## MINUTES

Motion to approve the October Meeting minutes.
Moved by Briggs Farmer, seconded by Kling, to approve the October Meeting minutes as presented.
Approved unanimously

## REPORTS

Friends of the Marion Public Library Report

- Wynelle Lindsley reported that since the Library's soft opening on November 10, 2022 the Book Store has had nearly $\$ 11,000$ in sales.
- DPIL online enrollment has been turned off for the moment. A $\$ 2,500$ scholarship for DPIL was received from Alliant.


## Marion Public Library Foundation Report

- Amy Geiger reported that in the regular agenda, the Board will vote on the proposed name change of the fund through the Cedar Rapids Community Foundation be changed from the Marion Public Library Foundation Friends Fund to the Marion Public Library Foundation Fund in order to avoid confusion since the Library also has a Friends group.


## Art Advisory Committee Report

- No updates

Finance Committee

- No updates

Personnel Committee Report

- No updates

Policy Committee Report

- Behavior Guidelines Policy--a few changes were recommended by the City Attorney.
- Meeting Room Policy--a few minor changes will be accepted as presented while an ad hoc committee will form and meet to discuss the City Attorney's recommendation to charge for room use. Ross McIntyre, Cara Briggs Farmer, Jack Zumwalt, and Nancy Miller volunteered for the ad hoc committee.
- Photo \& Video Recording Policy--no changes.
- Programming Policy--most changes are just for clarification. One typo was discovered that needs to be fixed.
- Social Media Policy--suggested changes from the City Attorney puts the Library in line with the City's Social Media Policy.
- Study Room Policy--most changes are just for clarification.
- Unattended Child Policy--most changes are just for clarification.

Moved by Moomey, seconded by Rose, to approve these policies as amended.
Approved unanimously
Director's Report

- Statistics Highlights--Programming numbers continue to be very high.
- Budget Update--The deficit created by contract renewals at the beginning of the fiscal year has been coming down.
- New Building \& Bookmobile Project Update--Working on closeout/acceptance of the Building Project, it may be on the City Council Agenda next week. Kim Rose requested updated rederings of the bookmobile
- General Department Updates--The Community Forum for Strategic Planning will be on December 6th, 22 of 28 invitees have responded back that they will attend.


## Board Continuing Education

- Nancy Miller watched the webinar Collection Cultivation: Weeding Basics through lowa Learns on October 13, 2023. (1 hour). She recommends it to other Board Members and would like to learn more on the topic herself.


## REGULAR AGENDA

Cedar Rapids Community Foundation request regarding MPL Foundation (action requested)
MPL FY23 State Library Annual Survey (Receive \& File)

- Jack Zumwalt commented that he misses the Library being open until 9pm.
- Cara Briggs Farmer recommended that staff have the chance to learn about and use the library amenities. For both social connection among staff an to learn about what the library offers.

Moved by Zumwalt, seconded by Rose, motion to change the name of the fund through the Cedar Rapids Community Foundation to the Marion Public Library Foundation Fund. Approved unanimously

## ADJOURN

Moved by Zumwalt, seconded by Kling, to adjourn at 5:45pm.
Approved unanimously

Respectfully submitted by:
Kimberly Cowger, Administrative Assistant

Director's Report for the Library Board of Trustees Meeting on Monday December 11, 2023

## Budget Update:

- The current fiscal year has completed approximately $41.7 \%$ through November 30, 2023.
- As of November 30, 2023 draft budget reports, approximately $43 \%$ of the library's budget has been expended for the year. Final copies of budget for November will be provided in next month's Board packet.

- As of November 30, 2023, revenue increased to approximately $55 \%$ for the fiscal year.
- Finalized October 2023 budget reports have been provided in this month's Board packet as they were not available at the time of last month's meetings. There were no significant changes between the draft and the final version.


## Statistics Highlights:

- For November 2023, circulation decreased approximately 9.9\% from the previous month, having 27,744 items checked out (this decrease trend is typical as we come enter into the holidays). Overall circulation for the month decreased approximately 4.3\% from the previous year. For comparison's sake, November 2020 (Covid and post Derecho) saw a circulation figure of 5,517 . In November 2019, the circulation was 39,770.
- The gate count for November 2023 was 13,489. The November count was approximately $11.7 \%$ lower than October 2023. Compared with the previous year, the gate count was approximately $7.5 \%$ higher than November 2022. The current year's


## December 2023

## Library Board Meeting

gate count was higher than November 2020 (Covid and post Derecho) but less than the 26,202 reported in November 2019.

- Programming saw a slight decrease in the number of programs offered between November (141) and October (162). This decrease can be attributed to temporary reduced staffing due to an staff extended leave and a number of staff illnesses. Compared with November 2022, the number of programs offered this year was higher than the 25 offered in 2022. Programs in November 2019 totaled 74.
- Program attendees for November 2023 totaled 4,189 individuals. This is approximately $16.1 \%$ less than the 4,994 that attended programs in October. Compared with November 2022, which saw 871 attendees for programs, there was a significant increase for the current year. Attendees to programs in November 2019 totaled 1,524 patrons.


## New Building Project and Mobile Bookmobile Update:

- Bookmobile tentative build completion date stands for the end of February 2024. The library team continues to plan for the operations and logistics upon arrival of the rig.
- The library building project was accepted by City Council at their November 21 meeting.
- Two supplemental contracts for two outstanding issues have been requested to be signed by PipePro and Acme Electric. Acme has signed theirs and PipePro is still reviewing the contract.
- The sink shroud for the first-floor restroom was installed. The remaining shrouds for the second-floor restrooms are being manufactured and are set to be installed in the next few weeks.


## General Department Updates:

- Library Administration
- The compiling and submission of statistics for reporting to Linn County for annual reimbursement has been completed.
- Statistics items reported have now seen reimbursements for ILL, Open Access, and Direct State Aid. We are now awaiting reimbursement from Linn County for rural use in Linn County.
- Planning continues for the preparation of the FY 25 budget year. This will be a multi-month long process that stretches into 2024. Requests for the general operating budget were submitted to the City ahead of the December 1, 2023 deadline.
- The library director attended the ILA planning day in Cherokee, IA on November 14. ILA worked on setting its legislative agenda for the upcoming legislative session.


## December 2023

## Library Board Meeting

- November 10 the library closed for an all staff training day. Staff worked with Brooke Fitzgerald from The Restoration Project.
- Recruitment for the new hybrid IT and building/ facility maintenance position should occur in December concluding, hopefully, in the first week or two of January 2024.
- Marketing and special Events update from Ashley Osborn
- Marketing
- A physical MakerSpace handout has been created to distribute to patrons interested in the space. Information inside the brochure includes space regulations, available machines, information regarding pricing, and contact information for those who may have questions.
- Ashley and Amy worked together to craft a Giving Tuesday email campaign that was sent to patrons through the library's email marketing software.
- Open rates for all email newsletters from MPL continue to stay above industry standards and have open rates ranging from 30 33\%.
- Analytics for social media have stayed consistently high throughout the month of November. Posts featuring library staff and community collaborations continue to be the most engaged, liked, etc.
- Social media calendar planning for 2024 has commenced.
- Work continues on the library's Annual Report for FY23.
- Meetings \& Special Events
- 55 reservations were made for November 2023. 55/55 reservations were completed.
- Boardroom: 25 reservations
- Community Room: 13 reservations
- Community Room A: 7 reservations
- Community Room B: 10 reservations
- MPL served as a polling place for two precincts for the 2023 City and School Elections.
- Media Mentions
- November 20: JFK and Iowa Visits Program (MPL mentioned as a site location, The Gazette)
- Patron Services update from Bob Reynolds
- Volunteer hours modestly decreased in November to 119 hours. Several volunteers have taken leave for the season.
- Study Room use has decreased in November. This trend follows a similar overall trend in library use and circulation. These decreases in use are typical for this time of year.

December 2023

## Library Board Meeting

- We have seen an increase in Linn county circulation as well as Open Access circulation over the last year or so.
- Programming update from Kylee Pusteoska
- Adult Programming:
- Adult Programming had The Next Chapter Book Club which had five members attend.
- The Adult Writer's Group had five participants.
- We hosted Adult Game Night with 12 participants.
- The Knit Wits had four meetings with 45 participants.
- We had four author talks with the Library Speakers Consortium with 169 patrons participating. We also had 615 patrons watch archived material from previous talks. This was 784 author talks viewed in November.
- Genealogy Junkies met two times per week, one evening and one morning and had 32 participants.
- Adult D\&D had 38 patrons participate.
- We had one program at Encore Café. Our own shelving clerk Will played music for 97 patrons.
- We hosted the Hopeful Mama Foundation support group with six participants. The group also hosted their quarterly education session with 11 patrons.
- We hosted three sessions of longarm quilter training and had seven patrons get certified to use the machine. We also had 10 open hours sessions for nine trained patrons to work on their projects.
- Lara hosted a Retro Art Night making Perler Beads and had 13 attendants.
- We hosted our senior squad programming featuring Tai Chi hosting three sessions with 55 seniors participating.
- We continued our partnership with Goodwill hosting every other Monday computer help sessions where we had one sessions with three patrons receiving assistance.
- We continued our yoga and meditation sessions with four sessions for 14 patrons.
- We hosted three sewing classes featuring a holiday basket creation for 11 patrons.
- We partnered to present two Medicare Enrollment Sessions for 11 patrons.
- We hosted author Clara McKenna in partnership with Swamp Fox Books and had 16 patrons attend.
- We hosted a culinary class featuring almond flour gluten-free pizza crust for 15 participants.
- We welcomed a group from the State Library for a tour of 10 people.
- We partnered with Bickford Senior Living to give a presentation on understanding dementia for 15 people.


## December 2023

## Library Board Meeting

- Young Adult Programming:
- We had Anime Club with 22 kids.
- Pathfinder met one time with three participants. Because of low participation, we are going to discontinue this program.
- D\&D met three times with 82 kids attending.
- The scavenger hunt for the month had 79 kids searching for Pokemons throughout the teen area.
- Pokémon Club had six attendees.
- We hosted four STEAM programs featuring bracelet and necklace making, Google Cardboard VR, Color by Number and Origami and had 195 tweens/teens attend.
- We also hosted a special STEM Lab in the Makerspace featuring table top robots and had five attendees.
- We tried the YA Book Club again this month and did not have any interest. We will discontinue this program until there are more kids with interest.
- Teen Librarian Sam Exline taught one session at the Marion Youth Center for nine kids.
- We hosted a Mario Kart Madness event for 52 kids.
- Summit Schools hosted a middle school field trip/tour and we had 38 participate in that.
- We hosted an early out craft day for 41 kids.
- A total of 36 participated in Word Searches/Logic Puzzles.
- Children's Programming:
- We had 728 children complete the dinosaur scavenger hunt in the Children's area.
- We hosted four Preschool Storytimes with 107 participants.
- We hosted eight Baby Time Storytimes with 123 participants.
- We hosted four Toddler Times with 114 participants.
- We had 20 participants in Doodlebugs, our partnership program with the CR Museum of Art.
- A total of 34 kids came to Arts \& Crafts evening.
- We hosted Lift Off from Imagination Station classes with NanaBanana and had one class with six participating.
- Our Spanish storytime host canceled at the last minute, so Edwina, our patron services staff member did a British storytime for 13 kiddos.
- We had four sessions of Elementary Activity Time with 121 kids participating.
- We hosted our second session of Expressive Art in partnership with Tanager and had no attendees.


## Library Board Meeting

- We did a tour/event with the Cedar Rapids Homeschool group with 12 participants.
- We hosted two preschool play days with 33 participants.
- We hosted our first Saturday storytime with 54 people attending.
- We hosted a group from Summit Schools for a field trip/tour for 54 people.
- We hosted our ever popular Therapy Dog Storytime for 35 people. We are planning to expand this to a monthly program in 2024 and will also do an educational event with that group possibly in April.


## - All Ages Programming:

- Ukulele Club had 10 participants.
- Chess Meet Up had two participants.
- Open hours in the Makerspace hosted a total of 84 patrons.
- We had four recording studio explorations with four patrons participating.
- Gia's Italian Kitchen hosted a session featuring Italian sausage and green apple stuffing bites and prosciutto and fig bruschetta for 24 patrons.
- Our Beanstack online reading programs had five participants.
- We hosted our first puzzle exchange with 49 patrons participating and 247 puzzles. We did have some puzzles leftover after the event and some were retained for programming, some donated to the collection and some given to the Friends of MPL.
- We had a take-and-make pie passive craft, with 775 slices going home with our patrons and 98 returned and displayed on the $2^{\text {nd }}$ floor Creative Commons.
- Reader's Advisory \& Collections update from Sue Gerth
- The Collection team welcomed two new shelvers: Natalie Murrell and Addison Brietbach. We are fully staffed for shelving needs.
- We made a few changes in the Marketplace to create more space for Cookbooks and Large Print. Cookbooks are now located next to the holds area on the first floor, giving us room to expand and promote cookbooks. Large print has more room, taking up the space left by the cookbook move. We have moved the Vinyl, book club kits, and library of things to the Marketplace and adjusted the new release shelves to better reflect "new" titles ie: 60-90 days after they are off the Hot Releases.
- We also made a few changes in the DVD/Playaway area. Playaways have taken over the entire wall, giving us space to grow. New DVD's have been moved to the beginning of Adult DVD's; games and blu-ray are located at the end of DVD's. Signage will be ordered for the new spaces.
- Sue is working with Ashley on TV digital marketing, as well as social media.


## Metro Library Network (MLN) Updates:

- MLN Library Directors met in Hiawatha on November 16,2023.
- Circulation and borrowing policies were discussed.
- The next scheduled meeting is set for December 20, 2023 in Cedar Rapids.




## Number of Programs Offered in FY23-24



## FY23-24 Program Attendance



# Budget Performance Report 

Fiscal Year to Date 10/31/23
Include Rollup Account and Rollup to Account

| Account | Account Description | Adopted <br> Budget | Budget <br> Amendments | Amended <br> Budget | Current Month Transactions | $\begin{array}{r} \text { YTD } \\ \text { Encumbrances } \end{array}$ | $\begin{array}{r} \text { YTD } \\ \text { Transactions } \end{array}$ | Budget - YTD <br> Transactions | \% Used/ <br> Rec'd | Prior Year YTD |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Fund 101-General Fund |  |  |  |  |  |  |  |  |  |  |
| REVENUE |  |  |  |  |  |  |  |  |  |  |
| Department 410-Library |  |  |  |  |  |  |  |  |  |  |
| Intergovernmental |  |  |  |  |  |  |  |  |  |  |
| 4420 | State Contributions |  |  |  |  |  |  |  |  |  |
| 4420.01 | State Contributions General | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | 4,800.00 |
| 4420.06 | State Contributions Enrich Iowa - Direct Aid | 11,000.00 | . 00 | 11,000.00 | . 00 | . 00 | 10,665.33 | 334.67 | 97 | . 00 |
|  | 4420 - State Contributions Totals | \$11,000.00 | \$0.00 | \$11,000.00 | \$0.00 | \$0.00 | \$10,665.33 | \$334.67 | 97\% | \$4,800.00 |
| 4424 | Enrich Iowa - Open Access | 75,000.00 | . 00 | 75,000.00 | . 00 | . 00 | . 00 | 75,000.00 | 0 | . 00 |
| 4425 | Enrich Iowa - InterLibrary Loan | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 4440 | Local Grants/Contributions |  |  |  |  |  |  |  |  |  |
| 4440.01 | Local Grants/Contributions General | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
|  | 4440 - Local Grants/Contributions Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
| 4441 | County Borrowers | 65,000.00 | . 00 | 65,000.00 | . 00 | . 00 | . 00 | 65,000.00 | 0 | . 00 |
| 4442 | Contracting Cities | 36,000.00 | . 00 | 36,000.00 | . 00 | . 00 | 9,206.01 | 26,793.99 | 26 | 20,030.98 |
|  | Intergovernmental Totals | \$187,000.00 | \$0.00 | \$187,000.00 | \$0.00 | \$0.00 | \$19,871.34 | \$167,128.66 | 11\% | \$24,830.98 |
| Charges for Service |  |  |  |  |  |  |  |  |  |  |
| 4504 | Copy Charges | 5,000.00 | . 00 | 5,000.00 | 434.07 | . 00 | 2,064.65 | 2,935.35 | 41 | 867.15 |
| 4505 | Lost/Damaged and Paid | 1,200.00 | . 00 | 1,200.00 | 274.57 | . 00 | 1,865.00 | (665.00) | 155 | 207.24 |
| 4506 | Fax Revenues | . 00 | . 00 | . 00 | . 00 | . 00 | 1.75 | (1.75) | +++ | . 00 |
| 4509 | Rental - Community Room | 2,500.00 | . 00 | 2,500.00 | 400.00 | . 00 | 2,387.50 | 112.50 | 96 | . 00 |
|  | Charges for Service Totals | \$8,700.00 | \$0.00 | \$8,700.00 | \$1,108.64 | \$0.00 | \$6,318.90 | \$2,381.10 | 73\% | \$1,074.39 |
| Misc Revenues |  |  |  |  |  |  |  |  |  |  |
| 4702 | Penalties/Fines |  |  |  |  |  |  |  |  |  |
| 4702.03 | Penalties/Fines Other | 100.00 | . 00 | 100.00 | (48.23) | . 00 | 46.74 | 53.26 | 47 | 220.00 |
|  | 4702 - Penalties/Fines Totals | \$100.00 | \$0.00 | \$100.00 | (\$48.23) | \$0.00 | \$46.74 | \$53.26 | 47\% | \$220.00 |
| 4704 | Misc Revenues | 3,000.00 | . 00 | 3,000.00 | 958.47 | . 00 | 1,863.36 | 1,136.64 | 62 | 661.00 |
| 4708 | Other Contributions |  |  |  |  |  |  |  |  |  |
| 4708.01 | Other Contributions General | 31,600.00 | . 00 | 31,600.00 | . 00 | . 00 | 35,503.00 | $(3,903.00)$ | 112 | . 00 |
|  | 4708 - Other Contributions Totals | \$31,600.00 | \$0.00 | \$31,600.00 | \$0.00 | \$0.00 | \$35,503.00 | (\$3,903.00) | 112\% | \$0.00 |
| 4709 | Fuel Tax Refunds | . 00 | . 00 | . 00 | . 00 | . 00 | 1.98 | (1.98) | +++ | . 00 |
|  | Misc Revenues Totals | \$34,700.00 | \$0.00 | \$34,700.00 | \$910.24 | \$0.00 | \$37,415.08 | (\$2,715.08) | 108\% | \$881.00 |
|  | Department 410-Library Totals | \$230,400.00 | \$0.00 | \$230,400.00 | \$2,018.88 | \$0.00 | \$63,605.32 | \$166,794.68 | 28\% | \$26,786.37 |
|  | REVENUE TOTALS | \$230,400.00 | \$0.00 | \$230,400.00 | \$2,018.88 | \$0.00 | \$63,605.32 | \$166,794.68 | 28\% | \$26,786.37 |
| EXPENSE |  |  |  |  |  |  |  |  |  |  |
| Department 410-Library |  |  |  |  |  |  |  |  |  |  |
| $\bigcirc$ Salaries |  |  |  |  |  |  |  |  |  |  |
| 810 | Regular Full-Time Salaries | 853,211.00 | . 00 | 853,211.00 | 69,303.89 | . 00 | 297,478.57 | 555,732.43 | 35 | 238,952.68 |
| 6 (120 | Regular Part-Time Salaries | 496,894.00 | . 00 | 496,894.00 | 32,851.93 | . 00 | 151,983.75 | 344,910.25 | 31 | 93,710.93 |
| 6030 | Hourly Wages - Temporary/Seasonal | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6840 | Overtime Pay | . 00 | . 00 | . 00 | . 00 | . 00 | 20.83 | (20.83) | +++ | . 00 |

# Budget Performance Report <br> Fiscal Year to Date 10/31/23 

Include Rollup Account and Rollup to Account

| Account | Account Description | Adopted <br> Budget | Budget Amendments | Amended Budget | Current Month Transactions | $\begin{array}{r} \text { YTD } \\ \text { Encumbrances } \end{array}$ | YTD <br> Transactions | Budget - YTD <br> Transactions | \% Used/ <br> Rec'd | Prior Year YTD |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Fund 101-General Fund |  |  |  |  |  |  |  |  |  |  |
| EXPENSE |  |  |  |  |  |  |  |  |  |  |
| Department 410-Library |  |  |  |  |  |  |  |  |  |  |
|  | Salaries Totals | \$1,350,105.00 | \$0.00 | \$1,350,105.00 | \$102,155.82 | \$0.00 | \$449,483.15 | \$900,621.85 | 33\% | \$332,663.61 |
| Employee Benefits/Costs |  |  |  |  |  |  |  |  |  |  |
| 6110 | FICA | 65,754.00 | . 00 | 65,754.00 | 6,304.31 | . 00 | 27,743.23 | 38,010.77 | 42 | 20,623.57 |
| 6120 | Medicare | 19,821.00 | . 00 | 19,821.00 | 1,474.45 | . 00 | 6,488.36 | 13,332.64 | 33 | 4,823.23 |
| 6130 | IPERS | 115,510.00 | . 00 | 115,510.00 | 9,566.18 | . 00 | 42,144.91 | 73,365.09 | 36 | 30,811.58 |
| 6150 | Health Insurance | 154,384.00 | . 00 | 154,384.00 | 12,820.25 | . 00 | 51,281.00 | 103,103.00 | 33 | 41,381.61 |
| 6151 | Wellness Program | 308.00 | . 00 | 308.00 | 25.90 | . 00 | 103.60 | 204.40 | 34 | 83.25 |
| 6152 | Life Insurance | 1,465.00 | . 00 | 1,465.00 | 128.82 | . 00 | 501.03 | 963.97 | 34 | 391.04 |
| 6153 | Long Term Disability | 3,319.00 | . 00 | 3,319.00 | 311.28 | . 00 | 1,172.88 | 2,146.12 | 35 | 904.35 |
| 6160 | Worker's Compensation | 800.00 | . 00 | 800.00 | 116.30 | . 00 | 620.27 | 179.73 | 78 | 442.87 |
| 6170 | Unemployment | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6180 | Allowances | 7,920.00 | . 00 | 7,920.00 | 660.00 | . 00 | 2,640.00 | 5,280.00 | 33 | 2,640.00 |
| 6190 | Education Stipend | 9,000.00 | . 00 | 9,000.00 | 750.00 | . 00 | 3,000.00 | 6,000.00 | 33 | 3,000.00 |
|  | Employee Benefits/Costs Totals | \$378,281.00 | \$0.00 | \$378,281.00 | \$32,157.49 | \$0.00 | \$135,695.28 | \$242,585.72 | 36\% | \$105,101.50 |
| Staff Development |  |  |  |  |  |  |  |  |  |  |
| 6199 | Tuition Reimbursement | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6210 | Dues/Membership | 4,175.00 | . 00 | 4,175.00 | . 00 | . 00 | . 00 | 4,175.00 | 0 | 243.00 |
| 6220 | Subscriptions/Education Materials | 750.00 | . 00 | 750.00 | 339.50 | . 00 | 339.50 | 410.50 | 45 | . 00 |
| 6230 | Training/Conference Registrations | 8,225.00 | . 00 | 8,225.00 | 549.12 | . 00 | 549.12 | 7,675.88 | 7 | 3,270.00 |
| 6240 | Travel Expenses | 6,300.00 | . 00 | 6,300.00 | 330.24 | . 00 | 3,112.60 | 3,187.40 | 49 | 5,112.50 |
| 6260 | Employee Health Screenings | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
|  | Staff Development Totals | \$19,450.00 | \$0.00 | \$19,450.00 | \$1,218.86 | \$0.00 | \$4,001.22 | \$15,448.78 | 21\% | \$8,625.50 |
| Repair/Maintenance/Utilities |  |  |  |  |  |  |  |  |  |  |
| 6310 | Building Maintenance \& Repairs | 37,700.00 | . 00 | 37,700.00 | 736.55 | . 00 | 3,742.07 | 33,957.93 | 10 | 466.37 |
| 6320 | Grounds Maintenance \& Repairs | 1,250.00 | . 00 | 1,250.00 | . 00 | . 00 | . 00 | 1,250.00 | 0 | . 00 |
| 6350 | Other Equipment Repairs | 2,150.00 | . 00 | 2,150.00 | . 00 | . 00 | 940.00 | 1,210.00 | 44 | . 00 |
| 6371 | Electric/Gas Utility Expense | 102,900.00 | . 00 | 102,900.00 | 7,850.73 | . 00 | 35,436.32 | 67,463.68 | 34 | 39,390.02 |
| 6373 | Communications Utility Expenses | 5,991.00 | . 00 | 5,991.00 | 457.80 | . 00 | 1,828.95 | 4,162.05 | 31 | 2,123.51 |
| 6374 | Water/Sewer Utility Expenses | 1,320.00 | . 00 | 1,320.00 | . 00 | . 00 | 488.36 | 831.64 | 37 | 120.00 |
|  | Repair/Maintenance/Utilities Totals | \$151,311.00 | \$0.00 | \$151,311.00 | \$9,045.08 | \$0.00 | \$42,435.70 | \$108,875.30 | 28\% | \$42,099.90 |
| Contractual Services |  |  |  |  |  |  |  |  |  |  |
| 6402 | Advertising/Publications | 6,326.00 | . 00 | 6,326.00 | . 00 | . 00 | 1,620.11 | 4,705.89 | 26 | 2,031.17 |
| 6403 | Outsourced Labor Services | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6408 | General Insurance | 63,829.00 | . 00 | 63,829.00 | . 00 | . 00 | 59,764.79 | 4,064.21 | 94 | 55,503.04 |
| 88 | Credit Card Merchant Fees | 800.00 | . 00 | 800.00 | 67.61 | . 00 | 440.68 | 359.32 | 55 | 32.73 |
| 6 ¢11 | Contracts - Legal Services | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6403 | Contracts - 28E | 146,400.00 | . 00 | 146,400.00 | . 00 | . 00 | 143,430.32 | 2,969.68 | 98 | 143,430.32 |
| ${ }_{6} 8^{16}$ | Contracts - Real Estate Rental | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | 12,678.35 |

# Budget Performance Report <br> Fiscal Year to Date 10/31/23 

Include Rollup Account and Rollup to Account

| Account | Account Description | Adopted <br> Budget | Budget <br> Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD <br> Transactions | \% Used/ Rec'd | Prior Year YTD |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Fund 101-General Fund |  |  |  |  |  |  |  |  |  |  |
| EXPENSE |  |  |  |  |  |  |  |  |  |  |
| Department 410-Library |  |  |  |  |  |  |  |  |  |  |
| Contractual Services |  |  |  |  |  |  |  |  |  |  |
| 6419 | Contracts - Technology Service | 83,929.00 | . 00 | 83,929.00 | 6,292.21 | . 00 | 31,180.76 | 52,748.24 | 37 | 24,124.46 |
| 6423 | Contracts - Janitorial Services | 72,000.00 | . 00 | 72,000.00 | 4,480.00 | . 00 | 20,780.00 | 51,220.00 | 29 | 8,287.98 |
| 6424 | Contracts - Office Equipment | 14,400.00 | . 00 | 14,400.00 | 223.21 | . 00 | 892.84 | 13,507.16 | 6 | 669.63 |
| 6425 | Contracts - Building Maintenance | 39,450.00 | . 00 | 39,450.00 | 219.00 | . 00 | 2,656.50 | 36,793.50 | 7 | 461.00 |
| 6426 | Contracts - Grounds Maintenance | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6499 | Contracts - Other Services | 4,200.00 | . 00 | 4,200.00 | 484.10 | . 00 | 1,895.20 | 2,304.80 | 45 | 381.10 |
|  | Contractual Services Totals | \$431,334.00 | \$0.00 | \$431,334.00 | \$11,766.13 | \$0.00 | \$262,661.20 | \$168,672.80 | 61\% | \$247,599.78 |
| Commodities |  |  |  |  |  |  |  |  |  |  |
| 6502 | Promotional Items | 6,000.00 | . 00 | 6,000.00 | . 00 | . 00 | 9.95 | 5,990.05 | 0 | . 00 |
| 6506 | Office Supplies | 8,250.00 | . 00 | 8,250.00 | 52.78 | . 00 | 1,005.53 | 7,244.47 | 12 | 1,907.05 |
| 6507 | Operational Supplies | 34,765.00 | . 00 | 34,765.00 | 1,548.08 | . 00 | 9,123.20 | 25,641.80 | 26 | 15,368.71 |
| 6508 | Postage/Shipping | 5,800.00 | . 00 | 5,800.00 | 602.62 | . 00 | 1,216.57 | 4,583.43 | 21 | (100.81) |
| 6510 | Forms/Printing Services | 8,960.00 | . 00 | 8,960.00 | . 00 | . 00 | 47.54 | 8,912.46 | 1 | 53.47 |
| 6511 | Janitorial Supplies | 10,000.00 | . 00 | 10,000.00 | 652.55 | . 00 | 1,490.75 | 8,509.25 | 15 | 1,451.72 |
| 6514 | Medical Supplies | 2,295.00 | . 00 | 2,295.00 | . 00 | . 00 | 120.84 | 2,174.16 | 5 | 105.56 |
| 6560 | Pre-Employment Screening | 434.00 | . 00 | 434.00 | . 00 | . 00 | . 00 | 434.00 | 0 | . 00 |
| 6590 | Events \& Meetings | 1,000.00 | . 00 | 1,000.00 | . 00 | . 00 | 54.90 | 945.10 | 5 | . 00 |
| 6599 | Misc Commodities/Expenses | 11,000.00 | . 00 | 11,000.00 | . 00 | . 00 | . 00 | 11,000.00 | 0 | 2,862.50 |
|  | Commodities Totals | \$88,504.00 | \$0.00 | \$88,504.00 | \$2,856.03 | \$0.00 | \$13,069.28 | \$75,434.72 | 15\% | \$21,648.20 |
| Capital Outlay |  |  |  |  |  |  |  |  |  |  |
| 6711 | Furniture | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6712 | Equipment | 200.00 | . 00 | 200.00 | . 00 | . 00 | . 00 | 200.00 | 0 | . 00 |
| 6713 | Office Equipment | 5,000.00 | . 00 | 5,000.00 | . 00 | . 00 | 109.00 | 4,891.00 | 2 | . 00 |
| 6714 | Technology Hardware/Equipment | 2,850.00 | . 00 | 2,850.00 | . 00 | . 00 | . 00 | 2,850.00 | 0 | 1,298.81 |
| 6715 | Software | 5,775.00 | . 00 | 5,775.00 | . 00 | . 00 | 1,867.97 | 3,907.03 | 32 | 2,191.88 |
| 6717 | Small Project Costs | 1,100.00 | . 00 | 1,100.00 | . 00 | . 00 | . 00 | 1,100.00 | 0 | . 00 |
| 6718 | Library Materials |  |  |  |  |  |  |  |  |  |
| 6718.01 | Library Materials Adult Materials | 63,560.00 | . 00 | 63,560.00 | 9,522.00 | . 00 | 28,844.35 | 34,715.65 | 45 | 35,055.49 |
| 6718.02 | Library Materials Young Adult Materials | 20,000.00 | . 00 | 20,000.00 | 712.49 | . 00 | 16,308.79 | 3,691.21 | 82 | 4,589.77 |
| 6718.03 | Library Materials Children's Materials | 54,500.00 | . 00 | 54,500.00 | 5,653.34 | . 00 | 20,334.35 | 34,165.65 | 37 | 21,636.55 |
| 6718.04 | Library Materials Audio Materials | 32,500.00 | . 00 | 32,500.00 | 458.61 | . 00 | 8,582.01 | 23,917.99 | 26 | 4,390.76 |
| 6718.05 | Library Materials Video Materials | 16,000.00 | . 00 | 16,000.00 | 1,644.84 | . 00 | 7,465.75 | 8,534.25 | 47 | 14,733.42 |
| 608.06 | Library Materials Downloadable Books | 8,500.00 | . 00 | 8,500.00 | 801.57 | . 00 | 3,693.52 | 4,806.48 | 43 | 2,653.95 |
| 造18.07 | Library Materials Downloadable Media | 43,000.00 | . 00 | 43,000.00 | 4,415.28 | . 00 | 26,323.03 | 16,676.97 | 61 | 20,350.75 |
| 618.08 | Library Materials Other | 27,160.00 | . 00 | 27,160.00 | 6,951.32 | . 00 | 27,735.57 | (575.57) | 102 | 18,905.41 |
| $\stackrel{\square}{0}$ | 6718 - Library Materials Totals | \$265,220.00 | \$0.00 | \$265,220.00 | \$30,159.45 | \$0.00 | \$139,287.37 | \$125,932.63 | 53\% | \$122,316.10 |
| - | Capital Outlay Totals | \$280,145.00 | \$0.00 | \$280,145.00 | \$30,159.45 | \$0.00 | \$141,264.34 | \$138,880.66 | 50\% | \$125,806.79 |

Budget Performance Report
Fiscal Year to Date 10/31/23
Include Rollup Account and Rollup to Account

| Account | Account Description | Adopted <br> Budget | Budget <br> Amendments | Amended <br> Budget | Current Month Transactions | YTD Encumbrances | Transactions | Budget - YTD <br> Transactions | \% Used/ <br> Rec'd | Prior Year YTD |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  |  |  |  |  |  |  |

    EXPENSE
        Department 410-Library
        Transfers
    $6910 \quad$ Transfers Out
6910.02 Transfers Out To Equipment Reserve Fund
6910.08
Transfers Out To Employee Benefits

| .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ |
| ---: | ---: | ---: | ---: | ---: | ---: | ---: | ---: |
| 00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ |
| $\$ 0.00$ | $\$ 0.00$ | $\$ 0.00$ | $\$ 0.00$ | $\$ 0.00$ | $\$ 0.00$ | $\$ 0.00$ | +++ |
| $\$ 0.00$ | $\$ 0.00$ | $\$ 0.00$ | $\$ 0.00$ | $\$ 0.00$ | $\$ 0.00$ | $\$ 0.00$ | +++ |
| $\$ 2,699,130.00$ | $\$ 0.00$ | $\$ 2,699,130.00$ | $\$ 189,358.86$ | $\$ 0.00$ | $\$ 1,048,610.17$ | $\$ 1,650,519.83$ | $39 \%$ |
| $\$ 2,699,130.00$ | $\$ 0.00$ | $\$ 2,699,130.00$ | $\$ 189,358.86$ | $\$ 0.00$ | $\$ 1,048,610.17$ | $\$ 1,650,519.83$ | $39 \%$ |


| Fund 101-General Fund Totals |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | REVENUE TOTALS | 230,400.00 | . 00 | 230,400.00 | 2,018.88 | . 00 | 63,605.32 | 166,794.68 | 28\% | 26,786.37 |
|  | EXPENSE TOTALS | 2,699,130.00 | . 00 | 2,699,130.00 | 189,358.86 | . 00 | 1,048,610.17 | 1,650,519.83 | 39\% | 883,545.28 |
| Fund | 101 - General Fund Totals | 2,468,730.00) | 0.00 | 2,468,730.00) | 187,339.98) | \$0.00 | (\$985,004.85) | 1,483,725.15) |  | 856,758.91) |

## Fund 105 - Equipment Reserve Fund

EXPENSE
Department 410 - Library Capital Outlay

| 6711 | Furniture |
| :--- | :--- |
| 6712 | Equipment |
| 6713 | Office Equipment |
| 6714 | Technology Hardware/Equipment |
| 6715 | Software |
| 6717 | Small Project Costs |

Department Capital Outlay Totals
.00

|  | . 00 |
| :---: | :---: |
|  | . 00 |
|  | . 00 |
|  | . 00 |
|  | . 00 |
|  | . 00 |
| Capital Outlay Totals | \$0.00 |
| 410 - Library Totals | \$0.00 |
| EXPENSE TOTALS | \$0.00 |

00.00

# Budget Performance Report 

Fiscal Year to Date 10/31/23
Include Rollup Account and Rollup to Account

| Account | Account Description | Adopted <br> Budget | Budget <br> Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD <br> Transactions | Budget - YTD <br> Transactions | \% Used/ <br> Rec'd | Prior Year YTD |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Fund 130-Special Revenue |  |  |  |  |  |  |  |  |  |  |
| REVENUE |  |  |  |  |  |  |  |  |  |  |
| Department 410-Library |  |  |  |  |  |  |  |  |  |  |
| Intergovernmental |  |  |  |  |  |  |  |  |  |  |
| 4420 | State Contributions |  |  |  |  |  |  |  |  |  |
| 4420.01 | State Contributions General | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 4420.06 | State Contributions Enrich Iowa - Direct Aid | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
|  | 4420-State Contributions Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
|  |  | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
| Misc Revenues |  |  |  |  |  |  |  |  |  |  |
| 4701 | Donations |  |  |  |  |  |  |  |  |  |
| 4701.01 | Donations General | 5,000.00 | . 00 | 5,000.00 | 275.66 | . 00 | 12,277.19 | $(7,277.19)$ | 246 | 1,000.00 |
|  | 4701 - Donations Totals | \$5,000.00 | \$0.00 | \$5,000.00 | \$275.66 | \$0.00 | \$12,277.19 | (\$7,277.19) | 246\% | \$1,000.00 |
| 4708 | Other Contributions |  |  |  |  |  |  |  |  |  |
| 4708.01 | Other Contributions General | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
|  | 4708 - Other Contributions Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
|  | Misc Revenues Totals | \$5,000.00 | \$0.00 | \$5,000.00 | \$275.66 | \$0.00 | \$12,277.19 | (\$7,277.19) | 246\% | \$1,000.00 |
|  | Department 410-Library Totals | \$5,000.00 | \$0.00 | \$5,000.00 | \$275.66 | \$0.00 | \$12,277.19 | (\$7,277.19) | 246\% | \$1,000.00 |
|  | REVENUE TOTALS | \$5,000.00 | \$0.00 | \$5,000.00 | \$275.66 | \$0.00 | \$12,277.19 | (\$7,277.19) | 246\% | \$1,000.00 |


| Department 410-Library Staff Development |  |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 6240 | Travel Expenses |  | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
|  |  | Staff Development Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |

Repair/Maintenance/Utilities
Building Maintenance \& Repairs
Repair/Maintenance/Utilities Totals
Contractual Services

|  | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| intenance/Utilities Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
|  | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
|  | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | 300.00 |
| ntractual Services Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$300.00 |
|  | 2,500.00 | . 00 | 2,500.00 | 703.16 | . 00 | 2,503.37 | (3.37) | 100 | . 00 |
|  | 15,000.00 | . 00 | 15,000.00 | 1,273.14 | . 00 | 13,998.09 | 1,001.91 | 93 | 3,221.81 |
| Commodities Totals | \$17,500.00 | \$0.00 | \$17,500.00 | \$1,976.30 | \$0.00 | \$16,501.46 | \$998.54 | 94\% | \$3,221.81 |

[^0]| 6402 | Advertising/Publications |
| :---: | :---: |
| 6499 | Contracts - Other Services |
| Commodities |  |
| 6590 | Events \& Meetings |
| 6599 | Misc Commodities/Expenses |
| Capital Outlay |  |
| 601 | Furniture |
| 814 | Technology Hardware/Equipment |
| 6D15 | Software |


|  | .00 |
| ---: | ---: |
|  | .00 |
| Capital Outlay Totals | .00 |

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# Budget Performance Report 

Fiscal Year to Date 10/31/23
Include Rollup Account and Rollup to Account

| Account | Account Description | Adopted <br> Budget | Budget Amendments | Amended <br> Budget | Current Month Transactions | $\begin{array}{r} \text { YTD } \\ \text { Encumbrances } \end{array}$ | YTD Transactions | Budget - YTD <br> Transactions | \% Used/ <br> Rec'd | Prior Year YTD |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Fund 130-Special Revenue |  |  |  |  |  |  |  |  |  |  |
| EXPENSE |  |  |  |  |  |  |  |  |  |  |
| Department 410-Library |  |  |  |  |  |  |  |  |  |  |
| 6910 | Transfers Out |  |  |  |  |  |  |  |  |  |
| 6910.01 | Transfers Out To General Fund | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
|  | 6910 - Transfers Out Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
|  | Transfers Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
|  | Department 410-Library Totals | \$17,500.00 | \$0.00 | \$17,500.00 | \$1,976.30 | \$0.00 | \$16,501.46 | \$998.54 | 94\% | \$3,521.81 |
|  | EXPENSE TOTALS | \$17,500.00 | \$0.00 | \$17,500.00 | \$1,976.30 | \$0.00 | \$16,501.46 | \$998.54 | 94\% | \$3,521.81 |
|  | Fund 130-Special Revenue Totals |  |  |  |  |  |  |  |  |  |
|  | REVENUE TOTALS | 5,000.00 | . 00 | 5,000.00 | 275.66 | . 00 | 12,277.19 | $(7,277.19)$ | 246\% | 1,000.00 |
|  | EXPENSE TOTALS | 17,500.00 | . 00 | 17,500.00 | 1,976.30 | . 00 | 16,501.46 | 998.54 | 94\% | 3,521.81 |
|  | Fund 130-Special Revenue Totals | (\$12,500.00) | \$0.00 | (\$12,500.00) | (\$1,700.64) | \$0.00 | (\$4,224.27) | (\$8,275.73) |  | (\$2,521.81) |

Fund 301-Capital Projects

## REVENUE

Department 410-Library Intergovernmental
4420 State Contributions

| 4420.01 | State Contributions General | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | 117,877.27 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | 4420 - State Contributions Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$117,877.27 |
| 40 | Local Grants/Contributions |  |  |  |  |  |  |  |  |  |

4440.01 Local Grants/Contributior

440 - Local Grants/Contributions Total
Intergovernmental Tot

| .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | $\$ 0$ |
| ---: | ---: | ---: | ---: | ---: | ---: | ---: | ---: | ---: |
| $\$ 0.00$ | $\$ 0.00$ | $\$ 0.00$ | $\$ 0.00$ | $\$ 0.00$ | $\$ 0.00$ | $\$ 0.00$ | +++ | $\$ 0.00$ |
| $\$ 0.00$ | $\$ 0.00$ | $\$ 0.00$ | $\$ 0.00$ | $\$ 0.00$ | $\$ 0.00$ | $\$ 0.00$ | +++ | $\$ 117,877.27$ |

Misc Revenues
4701 Donations

| 4701.01 | Donations General | . 00 | . 00 | . 00 | . 00 | . 00 | 144,895.00 | (144,895.00) | +++ | 200,000.00 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | 4701 - Donations Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$144,895.00 | (\$144,895.00) | +++ | \$200,000.00 |
| 4708 | Other Contributions |  |  |  |  |  |  |  |  |  |
| 4708.01 | Other Contributions General | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
|  | 4708 - Other Contributions Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
|  | Misc Revenues Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$144,895.00 | (\$144,895.00) | +++ | \$200,000.00 |
|  | Department 410 - Library Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$144,895.00 | (\$144,895.00) | +++ | \$317,877.27 |

Department 620 -Finance
Intergovernmental

| $4{ }^{4} 00.02$ | Federal Grants/Contributions FEMA | 7,846,705.00 | . 00 | 7,846,705.00 | . 00 | . 00 | 10,678,659.71 | $(2,831,954.71)$ | 136 | . 00 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| N | 4400 - Federal Grants/Contributions Totals | \$7,846,705.00 | \$0.00 | \$7,846,705.00 | \$0.00 | \$0.00 | \$10,678,659.71 | (\$2,831,954.71) | 136\% | \$0.00 |

# Budget Performance Report 

Fiscal Year to Date 10/31/23
Include Rollup Account and Rollup to Account

| Account | Account Description | Adopted <br> Budget | Budget <br> Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | \% Used/ <br> Rec'd | Prior Year YTD |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Fund 301-Capital Projects |  |  |  |  |  |  |  |  |  |  |
| REVENUE |  |  |  |  |  |  |  |  |  |  |
| Department 620 - Finance |  |  |  |  |  |  |  |  |  |  |
| Intergovernmental |  |  |  |  |  |  |  |  |  |  |
| 4420 | State Contributions |  |  |  |  |  |  |  |  |  |
| $4420.01$ | State Contributions General | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
|  | 4420 - State Contributions Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
|  | Intergovernmental Totals | \$7,846,705.00 | \$0.00 | \$7,846,705.00 | \$0.00 | \$0.00 | \$10,678,659.71 | (\$2,831,954.71) | 136\% | \$0.00 |
|  | Department 620 - Finance Totals | \$7,846,705.00 | \$0.00 | \$7,846,705.00 | \$0.00 | \$0.00 | \$10,678,659.71 | (\$2,831,954.71) | 136\% | \$0.00 |
|  | REVENUE TOTALS | \$7,846,705.00 | \$0.00 | \$7,846,705.00 | \$0.00 | \$0.00 | \$10,823,554.71 | (\$2,976,849.71) | 138\% | \$317,877.27 |
|  |  |  |  |  |  |  |  |  |  |  |
| Department 410-Library |  |  |  |  |  |  |  |  |  |  |
| Capital Outlay |  |  |  |  |  |  |  |  |  |  |
| 6711 | Furniture | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6712 | Equipment | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6713 | Office Equipment | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6714 | Technology Hardware/Equipment | . 00 | . 00 | . 00 | . 00 | . 00 | 2,580.00 | $(2,580.00)$ | +++ | . 00 |
| 6715 | Software | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6717 | Small Project Costs | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6750 | Project Costs | . 00 | . 00 | . 00 | . 00 | 776,424.59 | 18,677.83 | $(795,102.42)$ | +++ | 449,494.99 |
| 6752 | Land/Right-of-Way Purchases | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
|  | Capital Outlay Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$776,424.59 | \$21,257.83 | (\$797,682.42) | +++ | \$449,494.99 |
|  | Department 410-Library Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$776,424.59 | \$21,257.83 | (\$797,682.42) | +++ | \$449,494.99 |
| Department 620 - Finance |  |  |  |  |  |  |  |  |  |  |
| Staff Development |  |  |  |  |  |  |  |  |  |  |
| 6230 | Training/Conference Registrations | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6240 | Travel Expenses | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
|  | Staff Development Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
| Repair/Maintenance/Utilities |  |  |  |  |  |  |  |  |  |  |
| 6310 | Building Maintenance \& Repairs | . 00 | . 00 | . 00 | . 00 | . 00 | 40,157.81 | $(40,157.81)$ | +++ | 141,506.00 |
| 6320 | Grounds Maintenance \& Repairs | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | 33,050.00 |
| 6332 | Vehicle Repairs - Internal | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6333 | Vehicle Repairs - External | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6334 | Tires | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6350 | Other Equipment Repairs | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6371 | Electric/Gas Utility Expense | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| $\begin{aligned} & 603 \\ & \text { BJ) } \\ & \text { © } \end{aligned}$ | Communications Utility Expenses | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
|  | Water/Sewer Utility Expenses | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
|  | Repair/Maintenance/Utilities Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$40,157.81 | (\$40,157.81) | +++ | \$174,556.00 |
| N Contractual Services |  |  |  |  |  |  |  |  |  |  |
| $\begin{gathered} \omega \\ 6 \mathbf{S O}^{03} \\ \hline \end{gathered}$ | Outsourced Labor Services | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |

# Budget Performance Report 

Fiscal Year to Date 10/31/23
Include Rollup Account and Rollup to Account

| Account | Account Description | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | $\begin{array}{r} \text { YTD } \\ \text { Encumbrances } \end{array}$ | YTD Transactions | Budget - YTD <br> Transactions | \% Used/ <br> Rec'd | Prior Year YTD |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Fund 301-Capital Projects |  |  |  |  |  |  |  |  |  |  |
| EXPENSE |  |  |  |  |  |  |  |  |  |  |
| Department 620 - Finance |  |  |  |  |  |  |  |  |  |  |
| Contractual Services |  |  |  |  |  |  |  |  |  |  |
| 6411 | Contracts - Legal Services | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6415 | Contracts - Equipment Rental | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6416 | Contracts - Real Estate Rental | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | (1,554.02) |
| 6419 | Contracts - Technology Service | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6423 | Contracts - Janitorial Services | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6425 | Contracts - Building Maintenance | . 00 | . 00 | . 00 | . 00 | . 00 | 30,079.00 | $(30,079.00)$ | +++ | 65,800.00 |
| 6426 | Contracts - Grounds Maintenance | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6499 | Contracts - Other Services | . 00 | . 00 | . 00 | 2,451.25 | 62,713.87 | 9,190.20 | $(71,904.07)$ | +++ | 384,895.07 |
|  | Contractual Services Totals | \$0.00 | \$0.00 | \$0.00 | \$2,451.25 | \$62,713.87 | \$39,269.20 | (\$101,983.07) | +++ | \$449,141.05 |
|  |  |  |  |  |  |  |  |  |  |  |
| 6504 | Small Equipment/Tools | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6506 | Office Supplies | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6507 | Operational Supplies | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6508 | Postage/Shipping | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | 645.50 |
| 6509 | Traffic Supplies | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | 249,800.00 |
| 6510 | Forms/Printing Services | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6511 | Janitorial Supplies | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6513 | Vehicle Operating Supplies | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6514 | Medical Supplies | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6524 | Street Supplies | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6526 | Forestry Maintenance Supplies | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6527 | Park Maintenance Supplies | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | $(1,980.00)$ |
| 6590 | Events \& Meetings | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6599 | Misc Commodities/Expenses | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
|  | Commodities Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$248,465.50 |
|  |  |  |  |  |  |  |  |  |  |  |
| 6710 | Vehicles | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6711 | Furniture | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6712 | Equipment | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6713 | Office Equipment | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6714 | Technology Hardware/Equipment | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6715 | Software | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
|  | Trees | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| \&18 | Library Materials |  |  |  |  |  |  |  |  |  |
| $6{ }^{1818.01}$ | Library Materials Adult Materials | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| $6{ }^{3} 8.02$ | Library Materials Young Adult Materials | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| $\underbrace{}_{\underline{+18.03}}$ | Library Materials Children's Materials | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |

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# Budget Performance Report 

Fiscal Year to Date 10/31/23
Include Rollup Account and Rollup to Account

| Account | Account Description | Adopted <br> Budget | Budget <br> Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD <br> Transactions | Budget - YTD <br> Transactions | \% Used/ Rec'd | Prior Year YTD |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Fund 301-Capital Projects |  |  |  |  |  |  |  |  |  |  |
| EXPENSE |  |  |  |  |  |  |  |  |  |  |
| Department 620-Finance |  |  |  |  |  |  |  |  |  |  |
| Capital Outlay |  |  |  |  |  |  |  |  |  |  |
| 6718 | Library Materials |  |  |  |  |  |  |  |  |  |
| 6718.04 | Library Materials Audio Materials | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6718.05 | Library Materials Video Materials | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6718.06 | Library Materials Downloadable Books | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6718.07 | Library Materials Downloadable Media | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
|  | 6718 - Library Materials Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
| 6750 | Project Costs | 2,400,000.00 | . 00 | 2,400,000.00 | . 00 | . 00 | . 00 | 2,400,000.00 | 0 | . 00 |
|  | Capital Outlay Totals | \$2,400,000.00 | \$0.00 | \$2,400,000.00 | \$0.00 | \$0.00 | \$0.00 | \$2,400,000.00 | 0\% | \$0.00 |
|  | Department 620 - Finance Totals | \$2,400,000.00 | \$0.00 | \$2,400,000.00 | \$2,451.25 | \$62,713.87 | \$79,427.01 | \$2,257,859.12 | 6\% | \$872,162.55 |
|  | EXPENSE TOTALS | \$2,400,000.00 | \$0.00 | \$2,400,000.00 | \$2,451.25 | \$839,138.46 | \$100,684.84 | \$1,460,176.70 | 39\% | \$1,321,657.54 |
|  | Fund $\mathbf{3 0 1}$ - Capital Projects Totals |  |  |  |  |  |  |  |  |  |
|  | REVENUE TOTALS | 7,846,705.00 | . 00 | 7,846,705.00 | . 00 | . 00 | 10,823,554.71 | $(2,976,849.71)$ | 138\% | 317,877.27 |
|  | EXPENSE TOTALS | 2,400,000.00 | . 00 | 2,400,000.00 | 2,451.25 | 839,138.46 | 100,684.84 | 1,460,176.70 | 39\% | 1,321,657.54 |
|  | Fund $\mathbf{3 0 1}$ - Capital Projects Totals | \$5,446,705.00 | \$0.00 | \$5,446,705.00 | (\$2,451.25) | (\$839,138.46) | \$10,722,869.87 | (\$4,437,026.41) |  | (\$1,003,780.27) |
|  | Grand Totals |  |  |  |  |  |  |  |  |  |
|  | REVENUE TOTALS | 8,082,105.00 | . 00 | 8,082,105.00 | 2,294.54 | . 00 | 10,899,437.22 | $(2,817,332.22)$ | 135\% | 345,663.64 |
|  | EXPENSE TOTALS | 5,116,630.00 | . 00 | 5,116,630.00 | 193,786.41 | 839,980.49 | 1,165,796.47 | 3,110,853.04 | 39\% | 2,324,524.87 |
|  | Grand Totals | \$2,965,475.00 | \$0.00 | \$2,965,475.00 | (\$191,491.87) | (\$839,980.49) | \$9,733,640.75 | (\$5,928,185.26) |  | (\$1,978,861.23) |

# Budget Performance Report 

Fiscal Year to Date 11/30/23
Include Rollup Account and Rollup to Account

| Account | Account Description | Adopted <br> Budget | Budget <br> Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD <br> Transactions | Budget - YTD <br> Transactions | \% Used/ Rec'd | Prior Year YTD |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Fund 101-General Fund |  |  |  |  |  |  |  |  |  |  |
| REVENUE |  |  |  |  |  |  |  |  |  |  |
| Department 410-Library |  |  |  |  |  |  |  |  |  |  |
| Intergovernmental |  |  |  |  |  |  |  |  |  |  |
| 4420 | State Contributions |  |  |  |  |  |  |  |  |  |
| 4420.01 | State Contributions General | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | 4,800.00 |
| 4420.06 | State Contributions Enrich Iowa - Direct Aid | 11,000.00 | . 00 | 11,000.00 | . 00 | . 00 | 10,665.33 | 334.67 | 97 | . 00 |
|  | 4420 - State Contributions Totals | \$11,000.00 | \$0.00 | \$11,000.00 | \$0.00 | \$0.00 | \$10,665.33 | \$334.67 | 97\% | \$4,800.00 |
| 4424 | Enrich Iowa - Open Access | 75,000.00 | . 00 | 75,000.00 | 61,456.04 | . 00 | 61,456.04 | 13,543.96 | 82 | . 00 |
| 4425 | Enrich Iowa - InterLibrary Loan | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 4440 | Local Grants/Contributions |  |  |  |  |  |  |  |  |  |
| 4440.01 | Local Grants/Contributions General | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
|  | 4440 - Local Grants/Contributions Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
| 4441 | County Borrowers | 65,000.00 | . 00 | 65,000.00 | . 00 | . 00 | . 00 | 65,000.00 | 0 | . 00 |
| 4442 | Contracting Cities | 36,000.00 | . 00 | 36,000.00 | . 00 | . 00 | 9,206.01 | 26,793.99 | 26 | 20,030.98 |
|  | Intergovernmental Totals | \$187,000.00 | \$0.00 | \$187,000.00 | \$61,456.04 | \$0.00 | \$81,327.38 | \$105,672.62 | 43\% | \$24,830.98 |
|  |  |  |  |  |  |  |  |  |  |  |
| 4504 | Copy Charges | 5,000.00 | . 00 | 5,000.00 | 458.60 | . 00 | 2,523.25 | 2,476.75 | 50 | 1,023.25 |
| 4505 | Lost/Damaged and Paid | 1,200.00 | . 00 | 1,200.00 | 307.80 | . 00 | 2,172.80 | (972.80) | 181 | 220.23 |
| 4506 | Fax Revenues | . 00 | . 00 | . 00 | 15.50 | . 00 | 17.25 | (17.25) | +++ | . 00 |
| 4509 | Rental - Community Room | 2,500.00 | . 00 | 2,500.00 | 112.50 | . 00 | 2,500.00 | . 00 | 100 | . 00 |
|  | Charges for Service Totals | \$8,700.00 | \$0.00 | \$8,700.00 | \$894.40 | \$0.00 | \$7,213.30 | \$1,486.70 | 83\% | \$1,243.48 |
| Misc Revenues |  |  |  |  |  |  |  |  |  |  |
| 4702 | Penalties/Fines |  |  |  |  |  |  |  |  |  |
| 4702.03 | Penalties/Fines Other | 100.00 | . 00 | 100.00 | . 00 | . 00 | 46.74 | 53.26 | 47 | 392.33 |
|  | 4702 - Penalties/Fines Totals | \$100.00 | \$0.00 | \$100.00 | \$0.00 | \$0.00 | \$46.74 | \$53.26 | 47\% | \$392.33 |
| 4704 | Misc Revenues | 3,000.00 | . 00 | 3,000.00 | 595.55 | . 00 | 2,458.91 | 541.09 | 82 | 661.00 |
| 4708 | Other Contributions |  |  |  |  |  |  |  |  |  |
| 4708.01 | Other Contributions General | 31,600.00 | . 00 | 31,600.00 | . 00 | . 00 | 35,503.00 | $(3,903.00)$ | 112 | . 00 |
|  | 4708 - Other Contributions Totals | \$31,600.00 | \$0.00 | \$31,600.00 | \$0.00 | \$0.00 | \$35,503.00 | (\$3,903.00) | 112\% | \$0.00 |
| 4709 | Fuel Tax Refunds | . 00 | . 00 | . 00 | . 00 | . 00 | 1.98 | (1.98) | +++ | . 00 |
|  | Misc Revenues Totals | \$34,700.00 | \$0.00 | \$34,700.00 | \$595.55 | \$0.00 | \$38,010.63 | (\$3,310.63) | 110\% | \$1,053.33 |
|  | Department 410-Library Totals | \$230,400.00 | \$0.00 | \$230,400.00 | \$62,945.99 | \$0.00 | \$126,551.31 | \$103,848.69 | 55\% | \$27,127.79 |
|  | REVENUE TOTALS | \$230,400.00 | \$0.00 | \$230,400.00 | \$62,945.99 | \$0.00 | \$126,551.31 | \$103,848.69 | 55\% | \$27,127.79 |
|  |  |  |  |  |  |  |  |  |  |  |
| Department 410-Library |  |  |  |  |  |  |  |  |  |  |
| T Salaries |  |  |  |  |  |  |  |  |  |  |
| 810 | Regular Full-Time Salaries | 853,211.00 | . 00 | 853,211.00 | 35,837.89 | . 00 | 333,316.46 | 519,894.54 | 39 | 301,199.62 |
| 6 (120 | Regular Part-Time Salaries | 496,894.00 | . 00 | 496,894.00 | 16,737.13 | . 00 | 168,720.88 | 328,173.12 | 34 | 120,166.16 |
| ¢0్ర | Hourly Wages - Temporary/Seasonal | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| $\mathrm{EO}^{40}$ | Overtime Pay | . 00 | . 00 | . 00 | . 00 | . 00 | 20.83 | (20.83) | +++ | 11.43 |

# Budget Performance Report 

Fiscal Year to Date 11/30/23
Include Rollup Account and Rollup to Account

| Account | Account Description | Adopted <br> Budget | Budget <br> Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD <br> Transactions | Budget - YTD <br> Transactions | \% Used/ Rec'd | Prior Year YTD |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Fund 101-General Fund |  |  |  |  |  |  |  |  |  |  |
| EXPENSE |  |  |  |  |  |  |  |  |  |  |
| Department 410-Library |  |  |  |  |  |  |  |  |  |  |
|  | Salaries Totals | \$1,350,105.00 | \$0.00 | \$1,350,105.00 | \$52,575.02 | \$0.00 | \$502,058.17 | \$848,046.83 | 37\% | \$421,377.21 |
| Employee Benefits/Costs |  |  |  |  |  |  |  |  |  |  |
| 6110 | FICA | 65,754.00 | . 00 | 65,754.00 | 3,523.73 | . 00 | 31,266.96 | 34,487.04 | 48 | 26,115.48 |
| 6120 | Medicare | 19,821.00 | . 00 | 19,821.00 | 824.09 | . 00 | 7,312.45 | 12,508.55 | 37 | 6,107.69 |
| 6130 | IPERS | 115,510.00 | . 00 | 115,510.00 | 4,956.34 | . 00 | 47,101.25 | 68,408.75 | 41 | 39,100.18 |
| 6150 | Health Insurance | 154,384.00 | . 00 | 154,384.00 | 12,820.25 | . 00 | 64,101.25 | 90,282.75 | 42 | 52,872.36 |
| 6151 | Wellness Program | 308.00 | . 00 | 308.00 | 25.90 | . 00 | 129.50 | 178.50 | 42 | 107.30 |
| 6152 | Life Insurance | 1,465.00 | . 00 | 1,465.00 | 128.82 | . 00 | 629.85 | 835.15 | 43 | 503.62 |
| 6153 | Long Term Disability | 3,319.00 | . 00 | 3,319.00 | 311.28 | . 00 | 1,484.16 | 1,834.84 | 45 | 1,161.18 |
| 6160 | Worker's Compensation | 800.00 | . 00 | 800.00 | 116.30 | . 00 | 736.57 | 63.43 | 92 | 525.91 |
| 6170 | Unemployment | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6180 | Allowances | 7,920.00 | . 00 | 7,920.00 | 330.00 | . 00 | 2,970.00 | 4,950.00 | 38 | 3,300.00 |
| 6190 | Education Stipend | 9,000.00 | . 00 | 9,000.00 | 750.00 | . 00 | 3,750.00 | 5,250.00 | 42 | 3,750.00 |
|  | Employee Benefits/Costs Totals | \$378,281.00 | \$0.00 | \$378,281.00 | \$23,786.71 | \$0.00 | \$159,481.99 | \$218,799.01 | 42\% | \$133,543.72 |
|  |  |  |  |  |  |  |  |  |  |  |
| 6199 | Tuition Reimbursement | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6210 | Dues/Membership | 4,175.00 | . 00 | 4,175.00 | . 00 | . 00 | . 00 | 4,175.00 | 0 | 243.00 |
| 6220 | Subscriptions/Education Materials | 750.00 | . 00 | 750.00 | . 00 | . 00 | 339.50 | 410.50 | 45 | . 00 |
| 6230 | Training/Conference Registrations | 8,225.00 | . 00 | 8,225.00 | 315.00 | . 00 | 864.12 | 7,360.88 | 11 | 3,858.54 |
| 6240 | Travel Expenses | 6,300.00 | . 00 | 6,300.00 | 999.43 | . 00 | 4,112.03 | 2,187.97 | 65 | 5,251.50 |
| 6260 | Employee Health Screenings | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
|  | Staff Development Totals | \$19,450.00 | \$0.00 | \$19,450.00 | \$1,314.43 | \$0.00 | \$5,315.65 | \$14,134.35 | 27\% | \$9,353.04 |
| Repair/Maintenance/Utilities |  |  |  |  |  |  |  |  |  |  |
| 6310 | Building Maintenance \& Repairs | 37,700.00 | . 00 | 37,700.00 | 428.10 | . 00 | 4,170.17 | 33,529.83 | 11 | 478.37 |
| 6320 | Grounds Maintenance \& Repairs | 1,250.00 | . 00 | 1,250.00 | . 00 | . 00 | . 00 | 1,250.00 | 0 | . 00 |
| 6350 | Other Equipment Repairs | 2,150.00 | . 00 | 2,150.00 | . 00 | . 00 | 940.00 | 1,210.00 | 44 | . 00 |
| 6371 | Electric/Gas Utility Expense | 102,900.00 | . 00 | 102,900.00 | 5,289.65 | . 00 | 40,725.97 | 62,174.03 | 40 | 44,949.98 |
| 6373 | Communications Utility Expenses | 5,991.00 | . 00 | 5,991.00 | 457.80 | . 00 | 2,286.75 | 3,704.25 | 38 | 2,869.15 |
| 6374 | Water/Sewer Utility Expenses | 1,320.00 | . 00 | 1,320.00 | 178.92 | . 00 | 667.28 | 652.72 | 51 | 120.00 |
|  | Repair/Maintenance/Utilities Totals | \$151,311.00 | \$0.00 | \$151,311.00 | \$6,354.47 | \$0.00 | \$48,790.17 | \$102,520.83 | 32\% | \$48,417.50 |
| Contractual Services |  |  |  |  |  |  |  |  |  |  |
| 6402 | Advertising/Publications | 6,326.00 | . 00 | 6,326.00 | . 00 | . 00 | 1,620.11 | 4,705.89 | 26 | 3,422.61 |
| 6403 | Outsourced Labor Services | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6408 | General Insurance | 63,829.00 | . 00 | 63,829.00 | . 00 | . 00 | 59,764.79 | 4,064.21 | 94 | 55,503.04 |
| 880 | Credit Card Merchant Fees | 800.00 | . 00 | 800.00 | 66.93 | . 00 | 507.61 | 292.39 | 63 | 55.85 |
| 6 \$11 | Contracts - Legal Services | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| $\mathrm{CHO}_{3}$ | Contracts - 28E | 146,400.00 | . 00 | 146,400.00 | . 00 | . 00 | 143,430.32 | 2,969.68 | 98 | 143,430.32 |
| ${ }_{6} 8^{16}$ | Contracts - Real Estate Rental | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | 12,678.35 |

# Budget Performance Report 

Fiscal Year to Date 11/30/23
Include Rollup Account and Rollup to Account

| Account | Account Description | Adopted <br> Budget | Budget <br> Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD <br> Transactions | \% Used/ Rec'd | Prior Year YTD |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Fund 101-General Fund |  |  |  |  |  |  |  |  |  |  |
| EXPENSE |  |  |  |  |  |  |  |  |  |  |
| Department 410-Library |  |  |  |  |  |  |  |  |  |  |
| Contractual Services |  |  |  |  |  |  |  |  |  |  |
| 6419 | Contracts - Technology Service | 83,929.00 | . 00 | 83,929.00 | 1,971.03 | . 00 | 33,151.79 | 50,777.21 | 39 | 27,572.75 |
| 6423 | Contracts - Janitorial Services | 72,000.00 | . 00 | 72,000.00 | 4,480.00 | . 00 | 25,260.00 | 46,740.00 | 35 | 13,039.98 |
| 6424 | Contracts - Office Equipment | 14,400.00 | . 00 | 14,400.00 | 223.21 | . 00 | 1,116.05 | 13,283.95 | 8 | 892.84 |
| 6425 | Contracts - Building Maintenance | 39,450.00 | . 00 | 39,450.00 | 156.00 | . 00 | 2,812.50 | 36,637.50 | 7 | 678.00 |
| 6426 | Contracts - Grounds Maintenance | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6499 | Contracts - Other Services | 4,200.00 | . 00 | 4,200.00 | 607.70 | . 00 | 2,502.90 | 1,697.10 | 60 | 381.10 |
|  | Contractual Services Totals | \$431,334.00 | \$0.00 | \$431,334.00 | \$7,504.87 | \$0.00 | \$270,166.07 | \$161,167.93 | 63\% | \$257,654.84 |
| Commodities |  |  |  |  |  |  |  |  |  |  |
| 6502 | Promotional Items | 6,000.00 | . 00 | 6,000.00 | 75.27 | . 00 | 85.22 | 5,914.78 | 1 | 108.34 |
| 6506 | Office Supplies | 8,250.00 | . 00 | 8,250.00 | 259.63 | . 00 | 1,265.16 | 6,984.84 | 15 | 3,114.28 |
| 6507 | Operational Supplies | 34,765.00 | . 00 | 34,765.00 | 842.33 | . 00 | 9,965.53 | 24,799.47 | 29 | 17,907.17 |
| 6508 | Postage/Shipping | 5,800.00 | . 00 | 5,800.00 | (1.99) | . 00 | 1,214.58 | 4,585.42 | 21 | 199.62 |
| 6510 | Forms/Printing Services | 8,960.00 | . 00 | 8,960.00 | . 00 | . 00 | 47.54 | 8,912.46 | 1 | 53.47 |
| 6511 | Janitorial Supplies | 10,000.00 | . 00 | 10,000.00 | 775.84 | . 00 | 2,266.59 | 7,733.41 | 23 | 1,809.32 |
| 6514 | Medical Supplies | 2,295.00 | . 00 | 2,295.00 | 81.89 | . 00 | 202.73 | 2,092.27 | 9 | 204.56 |
| 6560 | Pre-Employment Screening | 434.00 | . 00 | 434.00 | . 00 | . 00 | . 00 | 434.00 | 0 | . 00 |
| 6590 | Events \& Meetings | 1,000.00 | . 00 | 1,000.00 | 100.00 | . 00 | 154.90 | 845.10 | 15 | . 00 |
| 6599 | Misc Commodities/Expenses | 11,000.00 | . 00 | 11,000.00 | . 00 | . 00 | . 00 | 11,000.00 | 0 | 2,862.50 |
|  | Commodities Totals | \$88,504.00 | \$0.00 | \$88,504.00 | \$2,132.97 | \$0.00 | \$15,202.25 | \$73,301.75 | 17\% | \$26,259.26 |
| Capital Outlay |  |  |  |  |  |  |  |  |  |  |
| 6711 | Furniture | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6712 | Equipment | 200.00 | . 00 | 200.00 | . 00 | . 00 | . 00 | 200.00 | 0 | . 00 |
| 6713 | Office Equipment | 5,000.00 | . 00 | 5,000.00 | . 00 | . 00 | 109.00 | 4,891.00 | 2 | . 00 |
| 6714 | Technology Hardware/Equipment | 2,850.00 | . 00 | 2,850.00 | . 00 | . 00 | . 00 | 2,850.00 | 0 | 2,341.30 |
| 6715 | Software | 5,775.00 | . 00 | 5,775.00 | . 00 | . 00 | 1,867.97 | 3,907.03 | 32 | 2,260.85 |
| 6717 | Small Project Costs | 1,100.00 | . 00 | 1,100.00 | . 00 | . 00 | . 00 | 1,100.00 | 0 | . 00 |
| 6718 | Library Materials |  |  |  |  |  |  |  |  |  |
| 6718.01 | Library Materials Adult Materials | 63,560.00 | . 00 | 63,560.00 | 6,647.01 | . 00 | 35,491.36 | 28,068.64 | 56 | 40,682.16 |
| 6718.02 | Library Materials Young Adult Materials | 20,000.00 | . 00 | 20,000.00 | 596.23 | . 00 | 16,905.02 | 3,094.98 | 85 | 5,014.65 |
| 6718.03 | Library Materials Children's Materials | 54,500.00 | . 00 | 54,500.00 | 3,563.76 | . 00 | 23,898.11 | 30,601.89 | 44 | 29,494.45 |
| 6718.04 | Library Materials Audio Materials | 32,500.00 | . 00 | 32,500.00 | 1,393.35 | . 00 | 9,975.36 | 22,524.64 | 31 | 6,712.73 |
| 6718.05 | Library Materials Video Materials | 16,000.00 | . 00 | 16,000.00 | 1,514.21 | . 00 | 8,979.96 | 7,020.04 | 56 | 16,293.24 |
| 608.06 | Library Materials Downloadable Books | 8,500.00 | . 00 | 8,500.00 | 1,022.38 | . 00 | 4,715.90 | 3,784.10 | 55 | 3,306.67 |
| 造18.07 | Library Materials Downloadable Media | 43,000.00 | . 00 | 43,000.00 | 4,647.65 | . 00 | 30,970.68 | 12,029.32 | 72 | 23,147.34 |
| $6{ }^{2} 18.08$ | Library Materials Other | 27,160.00 | . 00 | 27,160.00 | 4,125.37 | . 00 | 31,860.94 | $(4,700.94)$ | 117 | 19,598.41 |
| N0 | 6718 - Library Materials Totals | \$265,220.00 | \$0.00 | \$265,220.00 | \$23,509.96 | \$0.00 | \$162,797.33 | \$102,422.67 | 61\% | \$144,249.65 |
| - | Capital Outlay Totals | \$280,145.00 | \$0.00 | \$280,145.00 | \$23,509.96 | \$0.00 | \$164,774.30 | \$115,370.70 | 59\% | \$148,851.80 |

# Budget Performance Report 

Fiscal Year to Date 11/30/23
Include Rollup Account and Rollup to Account


Fund 101-General Fund
EXPENSE
Department 410-Library

## Transfers

## $6910 \quad$ Transfers Out

6910.02 Transfers Out To Equipment Reserve Fund
6910.08
Transfers Out To Employee Benefits

| .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | $25,000.00$ |
| ---: | ---: | ---: | ---: | ---: | ---: | ---: | ---: | ---: |
| .00 | .00 | .00 | .00 | .00 | .00 | +++ | $\$ 0$ |  |
| $\$ 0.00$ | $\$ 0.00$ | $\$ 0.00$ | $\$ 0.00$ | $\$ 0.00$ | $\$ 0.00$ | $\$ 0.00$ | +++ | $\$ 25,000.00$ |
| $\$ 0.00$ | $\$ 0.00$ | $\$ 0.00$ | $\$ 0.00$ | $\$ 0.00$ | $\$ 0.00$ | $\$ 0.00$ | +++ | $\$ 25,000.00$ |
| $\$ 2,699,130.00$ | $\$ 0.00$ | $\$ 2,699,130.00$ | $\$ 117,178.43$ | $\$ 0.00$ | $\$ 1,165,788.60$ | $\$ 1,533,341.40$ | $43 \%$ | $\$ 1,070,457.37$ |
| $\$ 2,699,130.00$ | $\$ 0.00$ | $\$ 2,699,130.00$ | $\$ 117,178.43$ | $\$ 0.00$ | $\$ 1,165,788.60$ | $\$ 1,533,341.40$ | $43 \%$ | $\$ 1,070,457.37$ |


| Fund | 101 - General Fund Totals |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | REVENUE TOTALS | 230,400.00 | . 00 | 230,400.00 | 62,945.99 | . 00 | 126,551.31 | 103,848.69 | 55\% | 27,127.79 |
|  | EXPENSE TOTALS | 2,699,130.00 | . 00 | 2,699,130.00 | 117,178.43 | . 00 | 1,165,788.60 | 1,533,341.40 | 43\% | 1,070,457.37 |
| Fund | 101 - General Fund Totals | 2,468,730.00) | 0.00 | 2,468,730.00) | (\$54,232.44) | \$0.00 | 1,039,237.29) | 1,429,492.71) |  | 1,043,329.58) |

## Fund 105 - Equipment Reserve Fund

EXPENSE
Department 410-Library Capital Outlay

| 6711 | Furniture |
| :--- | :--- |
| 6712 | Equipment |
| 6713 | Office Equipment |
| 6714 | Technology Hardware/Equipment |
| 6715 | Software |
| 6717 | Small Project Costs |

Department Capital Outlay Totals
.00

|  | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | 41,752.01 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | . 00 | . 00 | . 00 | . 00 | 842.03 | . 00 | (842.03) | +++ | 20,253.89 |
|  | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
|  | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | 59,185.18 |
|  | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | 852.00 |
|  | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| Capital Outlay Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$842.03 | \$0.00 | (\$842.03) | +++ | \$122,043.08 |
| 410 - Library Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$842.03 | \$0.00 | (\$842.03) | +++ | \$122,043.08 |
| EXPENSE TOTALS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$842.03 | \$0.00 | (\$842.03) | +++ | \$122,043.08 |

Fund 105 - Equipment Reserve Fund Totals

|  |  |  |  |  |  |  |  |  |
| ---: | ---: | ---: | ---: | ---: | ---: | ---: | ---: | ---: | ---: | ---: |
| REVENUE TOTALS | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| EXPENSE TOTALS | .00 | .00 | .00 | .00 | 842.03 | $(842.03)$ | +++ | $122,043.08$ |

Fund 130 - Special Revenue
REVENUE
Department 410-Library

| 4400 | Federal Grants/Contributions |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 480.01 | Federal Grants/Contributions General | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| O | 4400 - Federal Grants/Contributions Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |

Runn by Kimberly Cowger on 12/05/2023 10:40:38 AM

# Budget Performance Report 

Fiscal Year to Date 11/30/23
Include Rollup Account and Rollup to Account

| Account | Account Description | Adopted <br> Budget | Budget Amendments | Amended <br> Budget | Current Month Transactions | $\begin{array}{r} \text { YTD } \\ \text { Encumbrances } \end{array}$ | YTD Transactions | Budget - YTD <br> Transactions | \% Used/ <br> Rec'd | Prior Year YTD |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Fund 130-Special Revenue |  |  |  |  |  |  |  |  |  |  |
| REVENUE |  |  |  |  |  |  |  |  |  |  |
| Department 410-Library |  |  |  |  |  |  |  |  |  |  |
| Intergovernmental |  |  |  |  |  |  |  |  |  |  |
| 4420 | State Contributions |  |  |  |  |  |  |  |  |  |
| 4420.01 | State Contributions General | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 4420.06 | State Contributions Enrich Iowa - Direct Aid | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
|  | 4420 - State Contributions Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
|  | Intergovernmental Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
| Misc Revenues |  |  |  |  |  |  |  |  |  |  |
| 4701 | Donations |  |  |  |  |  |  |  |  |  |
| 4701.01 | Donations General | 5,000.00 | . 00 | 5,000.00 | 340.00 | . 00 | 12,617.19 | $(7,617.19)$ | 252 | 3,600.00 |
|  | 4701 - Donations Totals | \$5,000.00 | \$0.00 | \$5,000.00 | \$340.00 | \$0.00 | \$12,617.19 | (\$7,617.19) | 252\% | \$3,600.00 |
| 4708 | Other Contributions |  |  |  |  |  |  |  |  |  |
| 4708.01 | Other Contributions General | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
|  | 4708- Other Contributions Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
|  | Misc Revenues Totals | \$5,000.00 | \$0.00 | \$5,000.00 | \$340.00 | \$0.00 | \$12,617.19 | (\$7,617.19) | 252\% | \$3,600.00 |
|  | Department 410 - Library Totals | \$5,000.00 | \$0.00 | \$5,000.00 | \$340.00 | \$0.00 | \$12,617.19 | (\$7,617.19) | 252\% | \$3,600.00 |
|  | REVENUE TOTALS | \$5,000.00 | \$0.00 | \$5,000.00 | \$340.00 | \$0.00 | \$12,617.19 | (\$7,617.19) | 252\% | \$3,600.00 |
| EXPENSE |  |  |  |  |  |  |  |  |  |  |
| Department 410-Library |  |  |  |  |  |  |  |  |  |  |
| 6240 | Travel Expenses | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
|  | Staff Development Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |

Repair/Maintenance/Utilities
Building Maintenance \& Repairs
Repair/Maintenance/Utilities Totals
Contractual Services

| . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
| . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | 300.00 |
| \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$300.00 |
| 2,500.00 | . 00 | 2,500.00 | . 00 | . 00 | 2,503.37 | (3.37) | 100 | . 00 |
| 15,000.00 | . 00 | 15,000.00 | 267.29 | . 00 | 14,265.38 | 734.62 | 95 | 6,446.59 |
| \$17,500.00 | \$0.00 | \$17,500.00 | \$267.29 | \$0.00 | \$16,768.75 | \$731.25 | 96\% | \$6,446.59 |

[^1]|  | .00 |
| ---: | ---: |
|  | .00 |
| Capital Outlay Totals | .00 |


| .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |
| .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| .00 | $\$ 0.00$ | $\$ 0.00$ | $\$ 0.00$ | $\$ 0.00$ | $\$ 0.00$ | $\$ 0.00$ | +++ | $\$ 0.00$ |

# Budget Performance Report 

Fiscal Year to Date 11/30/23
Include Rollup Account and Rollup to Account

| Account | Account Description | Adopted <br> Budget | Budget <br> Amendments | Amended Budget | Current Month Transactions | $\begin{array}{r} \text { YTD } \\ \text { Encumbrances } \end{array}$ | $\begin{array}{r} \text { YTD } \\ \text { Transactions } \end{array}$ | Budget - YTD <br> Transactions | \% Used/ <br> Rec'd | Prior Year YTD |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Fund 130-Special Revenue |  |  |  |  |  |  |  |  |  |  |
| EXPENSE |  |  |  |  |  |  |  |  |  |  |
| Department 410-Library |  |  |  |  |  |  |  |  |  |  |
| Transfers |  |  |  |  |  |  |  |  |  |  |
| 6910 | Transfers Out |  |  |  |  |  |  |  |  |  |
| 6910.01 | Transfers Out To General Fund | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
|  | 6910 - Transfers Out Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
|  | Transfers Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
|  | Department 410-Library Totals | \$17,500.00 | \$0.00 | \$17,500.00 | \$267.29 | \$0.00 | \$16,768.75 | \$731.25 | 96\% | \$6,746.59 |
|  | EXPENSE TOTALS | \$17,500.00 | \$0.00 | \$17,500.00 | \$267.29 | \$0.00 | \$16,768.75 | \$731.25 | 96\% | \$6,746.59 |
|  | Fund 130-Special Revenue Totals |  |  |  |  |  |  |  |  |  |
|  | REVENUE TOTALS | 5,000.00 | . 00 | 5,000.00 | 340.00 | . 00 | 12,617.19 | $(7,617.19)$ | 252\% | 3,600.00 |
|  | EXPENSE TOTALS | 17,500.00 | . 00 | 17,500.00 | 267.29 | . 00 | 16,768.75 | 731.25 | 96\% | 6,746.59 |
|  | Fund 130-Special Revenue Totals | (\$12,500.00) | \$0.00 | (\$12,500.00) | \$72.71 | \$0.00 | (\$4,151.56) | (\$8,348.44) |  | (\$3,146.59) |

Fund 301-Capital Projects

## REVENUE

Department 410-Library Intergovernmental
$4420 \quad$ State Contributions

| .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | $117,877.27$ |
| ---: | ---: | ---: | ---: | ---: | ---: | ---: | ---: | ---: |
| $\$ 0.00$ | $\$ 0.00$ | $\$ 0.00$ | $\$ 0.00$ | $\$ 0.00$ | $\$ 0.00$ | $\$ 0.00$ | +++ | $\$ 117,877.27$ |
|  |  |  |  |  |  |  |  |  |
| $\$ 0$ | .00 | .00 | .00 | .00 | .00 | .00 | +++ |  |
| $\$ 0.00$ | $\$ 0.00$ | $\$ 0.00$ | $\$ 0.00$ | $\$ 0.00$ | $\$ 0.00$ | $\$ 0.00$ | +++ | $\$ 0.00$ |
|  | $\$ 0.00$ | $\$ 0.00$ | $\$ 0.00$ | $\$ 0.00$ | $\$ 0.00$ | +++ | $\$ 117,877.27$ |  |

## Misc Revenues

4701 Donations

| 4701.01 | Donations General | . 00 | . 00 | . 00 | . 00 | . 00 | 144,895.00 | (144,895.00) | +++ | 200,000.00 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | 4701 - Donations Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$144,895.00 | (\$144,895.00) | +++ | \$200,000.00 |
| 4708 | Other Contributions |  |  |  |  |  |  |  |  |  |
| 4708.01 | Other Contributions General | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
|  | 4708 - Other Contributions Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
|  | Misc Revenues Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$144,895.00 | (\$144,895.00) | +++ | \$200,000.00 |
|  | Department 410 - Library Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$144,895.00 | (\$144,895.00) | +++ | \$317,877.27 |

Department 620-Finance
O Intergovernmental


# Budget Performance Report 

Fiscal Year to Date 11/30/23
Include Rollup Account and Rollup to Account

| Account | Account Description | Adopted <br> Budget | Budget <br> Amendments | Amended <br> Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD <br> Transactions | \% Used/ Rec'd | Prior Year YTD |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Fund 301-Capital Projects |  |  |  |  |  |  |  |  |  |  |
| REVENUE |  |  |  |  |  |  |  |  |  |  |
| Department 620 - Finance |  |  |  |  |  |  |  |  |  |  |
| Intergovernmental |  |  |  |  |  |  |  |  |  |  |
| 4420 | State Contributions |  |  |  |  |  |  |  |  |  |
| 4420.01 | State Contributions General | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
|  | 4420 - State Contributions Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
|  | Intergovernmental Totals | \$7,846,705.00 | \$0.00 | \$7,846,705.00 | \$0.00 | \$0.00 | \$10,678,659.71 | (\$2,831,954.71) | 136\% | \$0.00 |
|  | Department 620 - Finance Totals | \$7,846,705.00 | \$0.00 | \$7,846,705.00 | \$0.00 | \$0.00 | \$10,678,659.71 | (\$2,831,954.71) | 136\% | \$0.00 |
|  | REVENUE TOTALS | \$7,846,705.00 | \$0.00 | \$7,846,705.00 | \$0.00 | \$0.00 | \$10,823,554.71 | (\$2,976,849.71) | 138\% | \$317,877.27 |
| EXPENSE |  |  |  |  |  |  |  |  |  |  |
| Department 410-Library |  |  |  |  |  |  |  |  |  |  |
| Capital Outlay |  |  |  |  |  |  |  |  |  |  |
| 6711 | Furniture | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6712 | Equipment | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6713 | Office Equipment | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6714 | Technology Hardware/Equipment | . 00 | . 00 | . 00 | . 00 | . 00 | 2,580.00 | $(2,580.00)$ | +++ | . 00 |
| 6715 | Software | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6717 | Small Project Costs | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6750 | Project Costs | . 00 | . 00 | . 00 | 21,950.35 | 754,474.24 | 40,628.18 | $(795,102.42)$ | +++ | 524,685.36 |
| 6752 | Land/Right-of-Way Purchases | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
|  | Capital Outlay Totals | \$0.00 | \$0.00 | \$0.00 | \$21,950.35 | \$754,474.24 | \$43,208.18 | (\$797,682.42) | +++ | \$524,685.36 |
|  | Department 410-Library Totals | \$0.00 | \$0.00 | \$0.00 | \$21,950.35 | \$754,474.24 | \$43,208.18 | (\$797,682.42) | +++ | \$524,685.36 |
| Department 620-Finance |  |  |  |  |  |  |  |  |  |  |
| Staff Development |  |  |  |  |  |  |  |  |  |  |
| 6230 | Training/Conference Registrations | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6240 | Travel Expenses | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
|  | Staff Development Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
| Repair/Maintenance/Utilities |  |  |  |  |  |  |  |  |  |  |
| 6310 | Building Maintenance \& Repairs | . 00 | . 00 | . 00 | . 00 | . 00 | 40,157.81 | $(40,157.81)$ | +++ | 143,982.78 |
| 6320 | Grounds Maintenance \& Repairs | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | 33,050.00 |
| 6332 | Vehicle Repairs - Internal | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6333 | Vehicle Repairs - External | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6334 | Tires | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6350 | Other Equipment Repairs | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6371 | Electric/Gas Utility Expense | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| $\begin{aligned} & 603 \\ & \text { ß31 } \\ & \text { (1) } \end{aligned}$ | Communications Utility Expenses | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
|  | Water/Sewer Utility Expenses | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
|  | Repair/Maintenance/Utilities Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$40,157.81 | (\$40,157.81) | +++ | \$177,032.78 |
| い Contractual Services |  |  |  |  |  |  |  |  |  |  |
| 6403 | Outsourced Labor Services | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |

# Budget Performance Report 

Fiscal Year to Date 11/30/23
Include Rollup Account and Rollup to Account

| Account | Account Description | Adopted Budget | Budget <br> Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD <br> Transactions | \% Used/ Rec'd | Prior Year YTD |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Fund 301-Capital Projects |  |  |  |  |  |  |  |  |  |  |
| EXPENSE |  |  |  |  |  |  |  |  |  |  |
| Department 620-Finance |  |  |  |  |  |  |  |  |  |  |
| Contractual Services |  |  |  |  |  |  |  |  |  |  |
| 6411 | Contracts - Legal Services | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6415 | Contracts - Equipment Rental | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6416 | Contracts - Real Estate Rental | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | $(1,554.02)$ |
| 6419 | Contracts - Technology Service | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6423 | Contracts - Janitorial Services | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6425 | Contracts - Building Maintenance | . 00 | . 00 | . 00 | . 00 | . 00 | 30,079.00 | $(30,079.00)$ | +++ | 65,800.00 |
| 6426 | Contracts - Grounds Maintenance | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6499 | Contracts - Other Services | . 00 | . 00 | . 00 | 416.25 | 62,297.62 | 9,606.45 | $(71,904.07)$ | +++ | 390,041.57 |
|  | Contractual Services Totals | \$0.00 | \$0.00 | \$0.00 | \$416.25 | \$62,297.62 | \$39,685.45 | (\$101,983.07) | +++ | \$454,287.55 |
|  |  |  |  |  |  |  |  |  |  |  |
| 6504 | Small Equipment/Tools | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6506 | Office Supplies | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6507 | Operational Supplies | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6508 | Postage/Shipping | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | 645.50 |
| 6509 | Traffic Supplies | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | 249,800.00 |
| 6510 | Forms/Printing Services | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6511 | Janitorial Supplies | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6513 | Vehicle Operating Supplies | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6514 | Medical Supplies | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6524 | Street Supplies | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6526 | Forestry Maintenance Supplies | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6527 | Park Maintenance Supplies | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | (1,980.00) |
| 6590 | Events \& Meetings | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6599 | Misc Commodities/Expenses | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
|  | Commodities Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$248,465.50 |
|  |  |  |  |  |  |  |  |  |  |  |
| 6710 | Vehicles | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6711 | Furniture | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6712 | Equipment | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6713 | Office Equipment | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6714 | Technology Hardware/Equipment | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6715 | Software | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 606 | Trees | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| $8^{18}$ | Library Materials |  |  |  |  |  |  |  |  |  |
| 6 18.01 | Library Materials Adult Materials | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6¢38.02 | Library Materials Young Adult Materials | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| $8^{618.03}$ | Library Materials Children's Materials | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |

# Budget Performance Report 

Fiscal Year to Date 11/30/23
Include Rollup Account and Rollup to Account

| Account | Account Description | Adopted <br> Budget | Budget <br> Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD <br> Transactions | \% Used/ <br> Rec'd | Prior Year YTD |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Fund 301-Capital Projects |  |  |  |  |  |  |  |  |  |  |
| EXPENSE |  |  |  |  |  |  |  |  |  |  |
| Department 620 - Finance |  |  |  |  |  |  |  |  |  |  |
| Capital Outlay |  |  |  |  |  |  |  |  |  |  |
| 6718 | Library Materials |  |  |  |  |  |  |  |  |  |
| 6718.04 | Library Materials Audio Materials | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6718.05 | Library Materials Video Materials | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6718.06 | Library Materials Downloadable Books | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
| 6718.07 | Library Materials Downloadable Media | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ | . 00 |
|  | 6718 - Library Materials Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
| 6750 | Project Costs | 2,400,000.00 | . 00 | 2,400,000.00 | . 00 | . 00 | . 00 | 2,400,000.00 | 0 | 168,625.00 |
|  | Capital Outlay Totals | \$2,400,000.00 | \$0.00 | \$2,400,000.00 | \$0.00 | \$0.00 | \$0.00 | \$2,400,000.00 | 0\% | \$168,625.00 |
|  | Department 620 - Finance Totals | \$2,400,000.00 | \$0.00 | \$2,400,000.00 | \$416.25 | \$62,297.62 | \$79,843.26 | \$2,257,859.12 | 6\% | \$1,048,410.83 |
|  | EXPENSE TOTALS | \$2,400,000.00 | \$0.00 | \$2,400,000.00 | \$22,366.60 | \$816,771.86 | \$123,051.44 | \$1,460,176.70 | 39\% | \$1,573,096.19 |
|  | Fund 301 - Capital Projects Totals |  |  |  |  |  |  |  |  |  |
|  | REVENUE TOTALS | 7,846,705.00 | . 00 | 7,846,705.00 | . 00 | . 00 | 10,823,554.71 | $(2,976,849.71)$ | 138\% | 317,877.27 |
|  | EXPENSE TOTALS | 2,400,000.00 | . 00 | 2,400,000.00 | 22,366.60 | 816,771.86 | 123,051.44 | 1,460,176.70 | 39\% | 1,573,096.19 |
|  | Fund 301 - Capital Projects Totals | \$5,446,705.00 | \$0.00 | \$5,446,705.00 | (\$22,366.60) | (\$816,771.86) | \$10,700,503.27 | (\$4,437,026.41) |  | (\$1,255,218.92) |
|  | Grand Totals |  |  |  |  |  |  |  |  |  |
|  | REVENUE TOTALS | 8,082,105.00 | . 00 | 8,082,105.00 | 63,285.99 | . 00 | 10,962,723.21 | (2,880,618.21) | 136\% | 348,605.06 |
|  | EXPENSE TOTALS | 5,116,630.00 | . 00 | 5,116,630.00 | 139,812.32 | 817,613.89 | 1,305,608.79 | 2,993,407.32 | 41\% | 2,772,343.23 |
|  | Grand Totals | \$2,965,475.00 | \$0.00 | \$2,965,475.00 | (\$76,526.33) | (\$817,613.89) | \$9,657,114.42 | (\$5,874,025.53) |  | (\$2,423,738.17) |

# Accumulated Transaction Listing 

G/L Date Range 10/01/23-10/31/23
Include Sub Ledger Detail
Include Accounts with No Activity


Accumulated Transaction Listing

| G/L Date | Journal | Journal Type | Sub Ledger | Description/Project | Source Reference | Debit Amount | Credit Amount | Actual Balance |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| G/L Account Number | 101.410.4504 Copy Charges |  |  |  |  |  | Balance To Date: | $\begin{array}{r} (\$ 1,630.58) \\ (1,639.53) \end{array}$ |
| 10/02/2023 | 2024-00000446 | JE | RA | Revenue Collection Payment Post | Collections |  | . 25 |  |
| Receipt Number | Receipt Batch | Receipt Description |  |  | Received From | Payment Date 10/02/2023 | Amount 44.67 | Dist. Amount (6.65) |
| 2024-00002390 | 2024-00000714 | Copies $\$ 6.65$ <br> Refund - Lost \& Paid Library Materials -\$61.98 <br> Misc - MakerSpace Supplies \$100 |  |  | Marion Library Copier Credit Card | 10/02/2023 |  |  |
|  |  |  |  |  |  | Total | \$44.67 | (\$6.65) |
| 10/02/2023 | 2024-00000446 | JE | RA | Revenue Collection Payment Post | Collections |  | 4.40 | $(1,643.93)$ |
| Receipt Number | Receipt Batch | Receipt Description |  |  | Received From | Payment Date | Amount | Dist. Amount |
| 2024-00002390 | 2024-00000714 | Copies \$6.65 |  |  | Marion Library Copier Credit Card | 10/02/2023 | 44.67 | (6.65) |
|  |  | Refund - Lost \& Paid Library Materials -\$61.98 <br> Misc - MakerSpace Supplies \$100 |  |  |  |  |  |  |
|  |  |  |  |  |  | Total | \$44.67 | (\$6.65) |
| 10/03/2023 | 2024-00000446 |  |  | Revenue Collection Payment Post | Collections |  | . 25 | $(1,644.18)$ |
| Receipt Number | Receipt Batch | Receipt Description |  |  | Received From | Payment Date | Amount$(22.34)$ | Dist. Amount |
| 2024-00002391 | 2024-00000715 | Refund for Lost \& Paid Materials -\$22.99 Copies $\$ 0.65$ |  |  | Marion Library Credit Card | 10/03/2023 |  | (.65) |
|  |  |  |  |  |  | Total | (\$22.34) | (\$0.65) |
| 10/03/2023 | 2024-00000446 |  |  | Revenue Collection Payment Post | Collections |  | . 40 | $(1,644.58)$ |
| Receipt Number | Receipt Batch | Receipt Description |  |  | Received From | Payment Date | Amount(22.34) | Dist. Amount (.65) |
| 2024-00002391 | 2024-00000715 | Refund for Lost \& Paid Materials - $\$ 22.99$ Copies $\$ 0.65$ |  |  | Marion Library Credit Card | 10/03/2023 |  |  |
|  |  |  |  |  | Total | (\$22.34) | (\$0.65) |  |
| 10/04/2023 | 2024-00000442 |  |  | Revenue Collection Payment Post |  | Collections |  | 91.80 | $(1,736.38)$ |
| Receipt Number | Receipt Batch | Receipt Description |  |  | Received From | Payment Date | Amount | Dist. Amount |
| 2024-00002176 | 2024-00000660 | Misc - MakerSpace Supplies $\$ 2.50$ <br> Misc - Earbuds $\$ 2.00$ |  |  | Marion Library Cash Registers | 09/29/2023 | 179.92 |  |
|  |  |  |  |  |  | Total | \$179.92 | (\$91.80) |
| 10/04/2023 | 2024-00000446 | JE | RA | Revenue Collection Payment Post | Collections |  | 1.80 | $(1,738.18)$ |
| Receipt Number | Receipt Batch | Receipt Description |  |  | Received From | Payment Date | Amount | Dist. Amount |
| TR024-00002392 | 2024-00000716 | Copies |  |  | Marion Library Credit Card | 10/04/2023 Total | 4.00 | (4.00) |
| 00 |  |  |  |  |  |  | \$4.00 | (\$4.00) |

Accumulated Transaction Listing

| G/L Date | Journal | Journal Type | Sub <br> Ledger | Description/Project | Source Reference | Debit Amount | Credit Amount | Actual Balance |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| G/L Account Number | 101.410.4504 Copy Charges |  |  | Revenue Collection Payment Post |  |  | Balance To Date: | (\$1,630.58) |
| 10/04/2023 | 2024-00000446 | JE | RA |  | Collections |  | 2.20 | $(1,740.38)$ |
| Receipt Number | Receipt Batch | Receipt Description Copies |  |  | Received From | Payment Date | Amount | Dist. Amount |
| 2024-00002392 | 2024-00000716 |  |  | Marion Library Credit Card | 10/04/2023 | 4.00 | (4.00) |
|  |  |  |  |  | Total | \$4.00 | (\$4.00) |
| 10/05/2023 | 2024-00000468 | JE | RA |  | Revenue Collection Payment Post | Collections |  | . 10 | $(1,740.48)$ |
| Receipt Number | Receipt Batch | Receipt Description |  |  | Received From | Payment Date | Amount | Dist. Amount |
| 2024-00002519 | 2024-00000750 |  |  |  | Marion Library Credit Card | 10/05/2023 | 55.34 | (.10) |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | Total | \$55.34 | (\$0.10) |
| 10/06/2023 | 2024-00000447 | JE |  | Revenue Collection Payment Post | Collections |  | 61.52 | $(1,802.00)$ |
| Receipt Number | Receipt Batch | Receipt Description |  |  | Received From <br> Marion Library Cash Registers | Payment Date10/06/2023 | Amount | Dist. Amount |
| 2024-00002360 | 2024-00000706 | Lost \& Paid \$54.98 Copies $\$ 61.52$ |  |  |  |  | 257.00 | (61.52) |
|  |  |  |  |  |  |  |  |
|  |  | Misc- MakerSpace Supplies \$137.50 |  |  |  |  |  |  |
|  |  | Misc - Earbuds \$3 |  |  |  | Total | \$257.00 | (\$61.52) |
| 10/06/2023 | 2024-00000468 |  |  | Revenue Collection Payment Post |  | Collections |  | 12.10 | $(1,814.10)$ |
| Receipt Number | Receipt Batch | Receipt D | iption |  | Received From | Payment Date | Amount | Dist. Amount |
| 2024-00002520 | 2024-00000751 | Room Reservation \$100.00 Copies \$16.00 |  |  | Marion Library Credit Card | 10/06/2023 | 116.00 | (16.00) |
|  |  |  |  |  | Total | \$116.00 | (\$16.00) |
| 10/06/2023 | 2024-00000468 |  | RA | Revenue Collection Payment Post |  | Collections |  | . 90 | $(1,815.00)$ |
| Receipt Number | Receipt Batch | Receipt D | iption |  | Received From | Payment Date | Amount | Dist. Amount |
| 2024-00002520 | 2024-00000751 | Room Reservation \$100.00 Copies \$16.00 |  |  | Marion Library Credit Card | 10/06/2023 | 116.00 | (16.00) |
|  |  |  |  |  | Total | \$116.00 | (\$16.00) |
| 10/06/2023 | 2024-00000468 |  |  | Revenue Collection Payment Post |  | Collections |  | . 60 | $(1,815.60)$ |
| Receipt Number | Receipt Batch | Receipt D | iption |  | Received From | Payment Date | Amount | Dist. Amount |
| 2024-00002520 | 2024-00000751 | Room Res Copies \$1 | $\text { tion } \$ 100$ |  | Marion Library Credit Card | 10/06/2023 | 116.00 | (16.00) |
| O |  |  |  |  |  | Total | \$116.00 | (\$16.00) |

Accumulated Transaction Listing

$\stackrel{+}{0}$
$\stackrel{\sim}{\text { Run by Kimberly Cowger on 11/9/2023 3:34:42 PM }}$

Accumulated Transaction Listing
G/L Date Range 10/01/23-10/31/23
Include Sub Ledger Detail
Include Accounts with No Activity

| G/L Date | Journal | Journal Type | $\begin{gathered} \text { Sub } \\ \text { Ledger } \end{gathered}$ | Description/Project | Source Reference | Debit Amount | Credit Amount | Actual Balance |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| G/L Account Number | 101.410.4504 Copy Charges |  |  | Revenue Collection Payment Post |  |  | Balance To Date: | (\$1,630.58) |
| 10/14/2023 | 2024-00000488 | JE | RA |  | Collections |  | 4.10 | $(1,912.15)$ |
| Receipt Number | Receipt Batch | Receipt Description Copies |  |  | Received From | Payment Date | Amount | Dist. Amount |
| 2024-00002700 | 2024-00000802 |  |  | Marion Library Credit Card | 10/13/2023 | 5.60 | (5.60) |
|  |  |  |  |  | Total | \$5.60 | (\$5.60) |
| 10/14/2023 | 2024-00000488 | JE | RA |  | Revenue Collection Payment | Collections |  | . 50 | $(1,912.65)$ |
|  |  |  |  |  |  |  |  |  |  |
| Receipt Number <br> 2024-00002700 | Receipt Batch <br> 2024-00000802 | Receipt DescriptionCopies |  | Received From <br> Marion Library Credit Card |  | Payment Date10/13/2023 | Amount | $\begin{array}{r} \text { Dist. Amount } \\ (5.60) \\ \hline \end{array}$ |  |
|  |  |  |  | 5.60 |  |  |  |  |
|  |  |  |  | Total |  | \$5.60 | (\$5.60) |  |  |
| 10/14/2023 | 2024-00000488 | JE | RA |  | Revenue Collection Payment Post | Collections |  | 1.00 | $(1,913.65)$ |
|  |  |  |  |  |  |  |  |  |  |
| Receipt Number2024-00002700 | Receipt Batch <br> 2024-00000802 | Receipt Description |  | Received From |  | Payment Date | Amount | Dist. Amount |  |
|  |  | Copies |  | Marion Library Credit Card |  | 10/13/2023 | 5.60 | (5.60) |  |
|  |  |  |  |  |  | Total | \$5.60 | (\$5.60) |  |
| 10/15/2023 | 2024-00000488 | JE | RA | Revenue Collection Payment Post | Collections |  | . 50 | $(1,914.15)$ |  |
|  |  |  |  |  |  |  |  |  |  |
| Receipt Number | Receipt Batch | Receipt DescriptionCopies \$3.30 |  |  | Received From | Payment Date | Amount | Dist. Amount(3.30) |  |
| 2024-00002702 | 2024-00000805 |  |  |  |  | Marion Library Credit Card | 10/15/2023 |  | 16.29 |
|  |  | Lost \& Paid Library Materials $\$ 12.99$ |  |  | Total |  | \$16.29 | (\$3.30) |  |
| 10/15/2023 | 2024-00000488 |  |  |  | Revenue Collection Payment Post | Collections |  | 2.50 | $(1,916.65)$ |
| Receipt Number | Receipt Batch | Receipt Description Copies $\$ 3.30$ |  |  | Received From | Payment Date | Amount | Dist. Amount |  |
| 2024-00002702 | 2024-00000805 |  |  |  | Marion Library Credit Card | 10/15/2023 | 16.29 | (3.30) |  |
|  |  | Lost \& Paid Library Materials \$12.99 |  |  |  | Total | \$16.29 |  |  |
| 10/15/2023 | 2024-00000488 | JE | RA | Revenue Collection Payment Post | Collections |  | . 30 | $(1,916.95)$ |  |
|  |  |  |  |  |  |  |  |  |  |
| Receipt Number <br> 2024-00002702 | Receipt Batch <br> 2024-00000805 | Receipt DescriptionCopies $\$ 3.30$ |  |  | Received From | Payment Date | Amount | $\begin{array}{r} \text { Dist. Amount } \\ (3.30) \end{array}$ |  |
|  |  |  |  |  |  | Marion Library Credit Card | 10/15/2023 |  | 16.29 |
|  |  | Lost \& Paid Library Materials \$12.99 |  |  | Total |  | \$16.29 | (\$3.30) |  |
| 10/16/2023 | 2024-00000488 |  |  |  | Revenue Collection Payment Post | Collections |  | 1.00 | $(1,917.95)$ |
| Receipt Number | Receipt Batch | Receipt Description |  |  | Received From <br> Marion Library Credit Card | Payment Date <br> 10/16/2023 | $\begin{array}{r} \text { Amount } \\ 438.00 \end{array}$ | Dist. Amount (1.00) |  |
| $\square^{2024-00002703}$ | 2024-00000806 | Meeting R | Rental |  |  |  |  |  |  |
|  |  | Lost \& Paid \$10 Special Revenue - Coffee $\$ 2$ Copies $\$ 1$ |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| $\omega$ |  |  |  |  |  |  |  |  |  |
|  |  | Total | \$438.00 | (\$1.00) |  |  |  |  |  |
| O |  |  |  |  |  |  |  |  |  |
| $\underbrace{\stackrel{\sim}{\sim}}_{\text {Run }}$ by Kimberly Cowger on 11/9/2023 3:34:42 PM |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | Page 5 of 41 |  |

Accumulated Transaction Listing
G/L Date Range 10/01/23-10/31/23
Include Sub Ledger Detail
Include Accounts with No Activity


Accumulated Transaction Listing


Accumulated Transaction Listing

| G/L Date | Journal | Journal Type | Sub Ledger | Description/Project | Source Reference | Debit Amount | Credit Amount | Actual Balance |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| G/L Account Number | 101.410.4504 Copy Charges |  |  | Revenue Collection Payment Post | Collections | Balance To Date: |  | $\begin{array}{r} (\$ 1,630.58) \\ (1,949.45) \end{array}$ |
| 10/24/2023 | 2024-00000557 | JE | RA |  |  |  | . 25 |  |
| Receipt Number | Receipt Batch | Receipt D | iption |  | Received From | Payment Date | Amount | Dist. Amount |
| 2024-00002927 | 2024-00000886 | Lost \& Paid Copies \$4 |  |  | Marion Library Credit Card | 10/24/2023 | 22.49 | (4.50) |
|  |  |  |  |  |  | Total | \$22.49 | (\$4.50) |
| 10/24/2023 | 2024-00000557 | JE | RA | Revenue Collection Payment Post | Collections |  | . 25 | $(1,949.70)$ |
| Receipt Number | Receipt Batch | Receipt Description <br> Lost \& Paid \$17.99 <br> Copies \$4.50 |  |  | Received From | Payment Date | Amount | Dist. Amount |
| 2024-00002927 | 2024-00000886 |  |  |  | Marion Library Credit Card | 10/24/2023 | 22.49 | (4.50) |
|  |  |  |  |  |  | Total | \$22.49 | (\$4.50) |
| 10/24/2023 | 2024-00000557 | JE | RA | Revenue Collection Payment Post | Collections | Payment Date10/24/2023 | . 25 | $(1,949.95)$ |
| Receipt Number | Receipt Batch | Receipt D | iption |  | Received From |  | Amount | Dist. Amount |
| 2024-00002927 | 2024-00000886 | Lost \& Paid Copies \$4 |  |  | Marion Library Credit Card |  | 22.49 | (4.50) |
|  |  |  |  |  |  | Total | \$22.49 | (\$4.50) |
| 10/24/2023 | 2024-00000557 | JE | RA | Revenue Collection Payment Post | Collections | $\begin{aligned} & \text { Payment Date } \\ & 10 / 24 / 2023 \end{aligned}$ | . 25 | (1,950.20) |
| Receipt Number | Receipt Batch | Receipt D | iption |  | Received From |  | Amount | Dist. Amount |
| 2024-00002927 | 2024-00000886 | Lost \& Paid Copies \$4. |  |  | Marion Library Credit Card |  | 22.49 |  |
|  |  |  |  |  |  | Total | \$22.49 | (\$4.50) |
| 10/24/2023 | 2024-00000557 | JE | RA | Revenue Collection Payment Post | Collections | Payment Date 10/24/2023 | . 25 | $(1,950.45)$ |
| Receipt Number | Receipt Batch | Receipt D | iption |  | Received From |  | Amount | Dist. Amount <br> (4.50) |
| 2024-00002927 | 2024-00000886 | Lost \& Paid Copies \$4 |  |  | Marion Library Credit Card |  | 22.49 |  |
|  |  |  |  |  |  | Total | \$22.49 | (\$4.50) |
| 10/25/2023 | 2024-00000482 | JE | RA | Revenue Collection Payment Post | Collections | $\begin{aligned} & \text { Payment Date } \\ & 10 / 25 / 2023 \end{aligned}$ | 92.10 | $(2,042.55)$ |
| Receipt Number | Receipt Batch | Receipt D | iption |  | Received From |  | Amount | Dist. Amount (92.10) |
| 2024-00002692 | 2024-00000797 | Lost \& Paid <br> Copies \$9 <br> Misc - Ma <br> Misc - Ear | $18.40$ <br> pace Sup s \$3.00 | lies \$13.04 | Marion Library Cash Registers |  | 126.54 |  |
| T |  |  |  |  |  | 10/25/2023 <br> Total | \$126.54 | (\$92.10) |

Accumulated Transaction Listing


Accumulated Transaction Listing

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Accumulated Transaction Listing


Accumulated Transaction Listing

| G/L Date | Journal | Journal Type | Sub Ledger | Description/Project | Source Reference | Debit Amount | Credit Amount | Actual Balance |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| G/L Account Number | 101.410.4505 Lost/Damaged and Paid |  |  |  |  |  | Balance To Date: | (\$1,590.43) |
| 10/13/2023 | 2024-00000488 | JE | RA | Revenue Collection Payment Post | Collections |  | 10.00 | $(1,649.05)$ |
| Receipt Number | Receipt Batch | Receipt Description |  |  | Received From | Payment Date | Amount(6.89) | Dist. Amount |
| 2024-00002701 | 2024-00000804 | Special Re Refund Lo Lost \& Paid | ue - Coff Paid -\$18. | $\begin{aligned} & \text { e \$2 } \\ & 3.89 \end{aligned}$ | Marion Library Credit Card | 10/13/2023 |  | 8.89 |
|  |  | Lost \& Paid \$10 |  |  |  | Total | (\$6.89) | \$8.89 |
| 10/15/2023 | 2024-00000488 | JE | RA | Revenue Collection Payment Post | Collections |  | 12.99 | $(1,662.04)$ |
| Receipt Number | Receipt Batch | Copies \$3.30 | ition |  | Received From | Payment Date | Amount | Dist. Amount |
| 2024-00002702 | 2024-00000805 | Lost \& Paid Library Materials \$12.99 |  |  | Marion Library Credit Card | 10/15/2023 | 16.29 | (12.99) |
|  |  |  |  |  |  | Total | \$16.29 | (\$12.99) |
| 10/16/2023 | 2024-00000488 |  |  | Revenue Collection Payment Post | Collections |  | 10.00 | $(1,672.04)$ |
| Receipt Number | Receipt Batch | Receipt Description |  |  | Received From | Payment Date <br> 10/16/2023 |  | Dist. Amount |
| 2024-00002703 | 2024-00000806 | Meeting Room Rental $\$ 425$ Lost \& Paid $\$ 10$ Special Revenue - Coffee $\$ 2$ Copies \$1 |  |  | Marion Library Credit Card |  | $438.00$ | (10.00) |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | Total | \$438.00 | (\$10.00) |
| 10/17/2023 | 2024-00000488 | JE | RA | Revenue Collection Payment Post | Collections |  | 14.95 | $(1,686.99)$ |
| Receipt Number | Receipt Batch | Receipt Description |  |  | Received From | Payment Date | Amount | Dist. Amount |
| 2024-00002704 | 2024-00000807 | Copies $\$ 1.00$ |  |  | Marion Library Credit Card | 10/17/2023 | 15.95 | (14.95) |
|  |  | Lost \& Paid Library Materials \$14.95 |  |  |  | Total | \$15.95 | (\$14.95) |
| 10/18/2023 | 2024-00000488 |  |  | Revenue Collection Payment Post | Collections |  | 10.00 | $(1,696.99)$ |
| Receipt Number | Receipt Batch | Receipt Description |  |  | Received From | Payment Date | Amount | Dist. Amount |
| 2024-00002705 | 2024-00000808 | Copies \$ 13.50 |  |  | Marion Library Credit Card | 10/18/2023 | 24.50 | (10.00) |
|  |  | Lost \& Paid Library Materials $\$ 10$ Misc - Earbuds \$1 |  |  |  |  |  |  |
|  |  |  |  |  |  | Total | \$24.50 | (\$10.00) |
| 10/22/2023 | 2024-00000557 |  |  | Revenue Collection Payment Post | Collections |  | 37.00 | $(1,733.99)$ |
| Receipt Number | Receipt Batch | Receipt Description |  |  | Received From | Payment Date | Amount | Dist. Amount |
| T024-00002925 | 2024-00000884 | Lost \& Paid \$58.99 <br> Misc - Earbuds $\$ 1.00$ |  |  | Marion Library Credit Card | 10/22/2023 | 59.99 |  |
| (1) |  |  |  |  |  |  | \$59.99 | (\$58.99) | か $\bigcirc$

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Accumulated Transaction Listing

| G/L Date | Journal | Journal Type | Sub <br> Ledger | Description/Project | Source Reference | Debit Amount | Credit Amount | Actual Balance |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| G/L Account Number | 101.410.4505 Lost/Damaged and Paid |  |  |  |  |  | Balance To Date: | (\$1,590.43) |
| 10/22/2023 | 2024-00000557 | JE | RA | Revenue Collection Payment Post | Collections |  | 10.00 | $(1,743.99)$ |
| Receipt Number | Receipt Batch | Receipt D |  |  | Received From | Payment Date | Amount | Dist. Amount |
| 2024-00002925 | 2024-00000884 | Lost \& Paid <br> Misc - Ear | $8.99$ |  | Marion Library Credit Card | 10/22/2023 | 59.99 | (58.99) |
|  |  |  |  |  |  | Total | \$59.99 | (\$58.99) |
| 10/22/2023 | 2024-00000557 | JE | RA | Revenue Collection Payment Post | Collections |  | 11.99 | $(1,755.98)$ |
| Receipt Number | Receipt Batch | Receipt D | iption |  | Received From | Payment Date | Amount | Dist. Amount |
| 2024-00002925 | 2024-00000884 | Lost \& Paid <br> Misc - Ear | $\$ 8.99$ |  | Marion Library Credit Card | 10/22/2023 | 59.99 | (58.99) |
|  |  |  |  |  |  | Total | \$59.99 | (\$58.99) |
| 10/23/2023 | 2024-00000557 | JE |  | Revenue Collection Payment Post | Collections |  | 16.00 | $(1,771.98)$ |
| Receipt Number | Receipt Batch | Receipt D | iption |  | Received From | Payment Date | Amount | Dist. Amount |
| 2024-00002926 | 2024-00000885 | Copies \$3 <br> Lost \& Paid |  |  | Marion Library Credit Card | 10/23/2023 | 19.60 | (16.00) |
|  |  |  |  |  |  | Total | \$19.60 | (\$16.00) |
| 10/24/2023 | 2024-00000557 | JE | RA | Revenue Collection Payment Post | Collections | Payment Date10/24/2023 | 17.99 | $(1,789.97)$ |
| Receipt Number | Receipt Batch | Receipt D | iption |  | Received From |  | Amount | Dist. Amount (17.99) |
| 2024-00002927 | 2024-00000886 | Lost \& Paid <br> Copies \$4 |  |  | Marion Library Credit Card |  | 22.49 |  |
|  |  |  |  |  |  | Total | \$22.49 | (\$17.99) |
| 10/25/2023 | 2024-00000482 |  |  | Revenue Collection Payment Post | Collections | Payment Date 10/25/2023 | 18.40 | $(1,808.37)$ |
| Receipt Number | Receipt Batch | Receipt D | iption |  | Received From |  | Amount | Dist. Amount <br> (18.40) |
| 2024-00002692 | 2024-00000797 | Lost \& Paid <br> Copies \$9 <br> Misc - Ma <br> Misc - Ear | $8.40$ | lies \$13.04 | Marion Library Cash Registers |  | 126.54 |  |
|  |  |  |  |  |  | Total | \$126.54 | (\$18.40) |
| 10/28/2023 | 2024-00000557 | JE | RA | Revenue Collection Payment Post | Collections | Payment Date <br> 10/28/2023 | 26.99 | $(1,835.36)$ |
| Receipt Number | Receipt Batch | Receipt Description |  |  | Received From |  | Amount | Dist. Amount(47.64) |
| 2024-00002931 | 2024-00000890 | Lost \& Paid Library materials \$47.64 Copies $\$ 6.10$ |  |  | Marion Library Credit Card |  | 53.74 |  |
| ర |  |  |  |  | Total | \$53.74 | (\$47.64) |  |

Accumulated Transaction Listing
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Accumulated Transaction Listing

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Accumulated Transaction Listing

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Accumulated Transaction Listing


G/L Date Range 10/01/23-10/31/23
Include Sub Ledger Detail
Include Accounts with No Activity


Accumulated Transaction Listing
G/L Date Range 10/01/23-10/31/23
Include Sub Ledger Detail
Include Accounts with No Activity


Accumulated Transaction Listing
G/L Date Range 10/01/23-10/31/23
Include Sub Ledger Detail
Include Accounts with No Activity

| G/L Date | Journal | Journal Type | $\begin{aligned} & \text { Sub } \\ & \text { Ledger } \\ & \hline \end{aligned}$ | Description/Project | Source | Reference | Debit Amount | Credit Amount | Actual Balance |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  | Account | Overtime Pay Totals | \$0.00 | \$0.00 | \$20.83 |
| G/L Account Number | 101.410.6110 |  |  |  |  |  |  | Balance To Date: | \$21,438.92 |
| 10/13/2023 | 2024-00000450 | JE | HR | Payroll Post BW Bi-Weekly $2202321$ | Payroll Post |  | 3,118.69 |  | 24,557.61 |
| 10/27/2023 | 2024-00000480 | JE | HR | Payroll Post BW Bi-Weekly 2202322 | Payroll Post |  | 3,185.62 |  | 27,743.23 |
|  |  |  |  |  | Month | October 2023 Totals | \$6,304.31 | \$0.00 | \$27,743.23 |
|  |  |  |  |  |  | Account fiCA Totals | \$6,304.31 | \$0.00 | \$27,743.23 |
| G/L Account Number | 101.410.6120 | dicare |  |  |  |  |  | Balance To Date: | \$5,013.91 |
| 10/13/2023 | 2024-00000450 | JE | HR | Payroll Post BW Bi-Weekly 2202321 | Payroll Post |  | 729.41 |  | 5,743.32 |
| 10/27/2023 | 2024-00000480 | JE | HR | Payroll Post BW Bi-Weekly 2202322 | Payroll Post |  | 745.04 |  | 6,488.36 |
|  |  |  |  |  | Month | October 2023 Totals | \$1,474.45 | \$0.00 | \$6,488.36 |
|  |  |  |  |  |  | Ount Medicare Totals | \$1,474.45 | \$0.00 | \$6,488.36 |
| G/L Account Number | 101.410.6130 |  |  |  |  |  |  | Balance To Date: | \$32,578.73 |
| 10/13/2023 | 2024-00000450 | JE | HR | Payroll Post BW Bi-Weekly $2202321$ | Payroll Post |  | 4,732.81 |  | 37,311.54 |
| 10/27/2023 | 2024-00000480 | JE | HR | Payroll Post BW Bi-Weekly 2202322 | Payroll Post |  | 4,833.37 |  | 42,144.91 |
|  |  |  |  |  | Month | October 2023 Totals | \$9,566.18 | \$0.00 | \$42,144.91 |
|  |  |  |  |  |  | Account IPERS Totals | \$9,566.18 | \$0.00 | \$42,144.91 |
| G/L Account Number | 2024-00000450 | alth Insu |  |  |  |  |  | Balance To Date: | \$38,460.75 |
| 10/13/2023 |  | JE | HR | Payroll Post BW Bi-Weekly 2202321 | Payroll Post |  | 12,820.25 |  | 51,281.00 |
|  |  |  |  |  | Month | October 2023 Totals | \$12,820.25 | \$0.00 | \$51,281.00 |
|  |  |  |  |  | Account He | alth Insurance Totals | \$12,820.25 | \$0.00 | \$51,281.00 |
| G/L Account Number | $\begin{gathered} 101.410 .6151 \\ 2024-00000450 \end{gathered}$ | Iness Pr | ram |  |  |  |  | Balance To Date: | \$77.70 |
| 10/13/2023 |  | JE | HR | Payroll Post BW Bi-Weekly 2202321 | Payroll Post |  | 25.90 |  | 103.60 |
|  |  |  |  |  | Month | October 2023 Totals | \$25.90 | \$0.00 | \$103.60 |
|  |  |  |  |  | Account We | Iness Program Totals | \$25.90 | \$0.00 | \$103.60 |
| G/L Account Number | 101.410.6152 | Insuran |  |  |  |  |  | Balance To Date: | \$372.21 |
| 10/13/2023 | 2024-00000450 | JE | HR | Payroll Post BW Bi-Weekly 2202321 | Payroll Post |  | 128.82 |  | 501.03 |
|  |  |  |  |  | Month | October 2023 Totals | \$128.82 | \$0.00 | \$501.03 |
|  |  |  |  |  | Account | Life Insurance Totals | \$128.82 | \$0.00 | \$501.03 |
|  | 101.410.6153 Long Term Disability |  |  |  |  |  |  | Balance To Date: | $\$ 861.60$ |
|  | 2024-00000450 | JE | HR | Payroll Post BW Bi-Weekly 2202321 | Payroll Post |  | 311.28 |  | 1,172.88 |
| $\begin{aligned} & + \\ & 0 \end{aligned}$ |  |  |  |  | Month |  | \$311.28 | \$0.00 | \$1,172.88 |
| , |  |  |  |  | Account Long | Term Disability Totals | \$311.28 | \$0.00 | \$1,172.88 |

Accumulated Transaction Listing
G/L Date Range 10/01/23-10/31/23
Include Sub Ledger Detail
Include Accounts with No Activity


Accumulated Transaction Listing
G/L Date Range 10/01/23-10/31/23
Include Sub Ledger Detail
Include Accounts with No Activity

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Accumulated Transaction Listing
G/L Date Range 10/01/23-10/31/23
Include Sub Ledger Detail
Include Accounts with No Activity

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Accumulated Transaction Listing
G/L Date Range 10/01/23-10/31/23
Include Sub Ledger Detail
Include Accounts with No Activity


Accumulated Transaction Listing

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Accumulated Transaction Listing
G/L Date Range 10/01/23-10/31/23
Include Sub Ledger Detail
Include Accounts with No Activity


Accumulated Transaction Listing
G/L Date Range 10/01/23-10/31/23
Include Sub Ledger Detail
Include Accounts with No Activity


G/L Date Range 10/01/23-10/31/23
Include Sub Ledger Detail
Include Accounts with No Activity

| G/L Date | JournalJournal <br> Type | $\begin{gathered} \text { Sub } \\ \text { Ledger } \\ \hline \end{gathered}$ | Description/Project | Source | Reference | Debit Amount | Credit Amount | Actual Balance |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| G/L Account Number | 101.410.6507 Operational Supplies |  |  |  |  |  | Balance To Date: | $\$ 7,575.12$ |
| 10/19/2023 | 2024-00000466 JE | AP | Invoice Payment Batch Post | Accounts |  | 563.65 |  | $9,123.20$ |
|  |  |  |  | Payable |  |  |  |  |
| Invoice Number | Vendor | Description |  | Invoice Date | Payment Type | Payment Number | Amount | Dist. Amount |
| 16K43H1ML4YK | Amazon Capital Services, Inc | Step stool and Culinary Kitchen Supplies |  | 09/22/2023 | Check | 231949 | 126.09 | 88.11 |
| 2024-00001212 | Jordan Carter | Mileage Reimbursement for Spanish Story |  | 10/19/2023 | Check | 231963 | 86.72 | 86.72 |
| 1QQN4WDFPW6R | Amazon Capital Services, Inc | Kids Programming--Activity Boards |  | 10/03/2023 | Check | 231949 | 176.87 | 176.87 |
| 17YMVRPVCPRX | Amazon Capital Services, Inc | Kids Programming--Kids Puzzles |  | 09/26/2023 | Check | 231949 | 198.96 | 198.96 |
| 19WXFQJN391W | Amazon Capital Services, Inc | Plexiglass panels for brochure spinners |  | 09/26/2023 | Check | 231949 | 12.99 | 12.99$\$ 563.65$ |
|  |  |  |  |  |  | Total | \$601.63 |  |
|  |  |  |  |  | October 2023 Totals | \$1,548.08 | \$0.00 | \$9,123.20 |
|  |  |  |  | count Operational Supplies Totals |  | \$1,548.08 | \$0.00 | \$9,123.20 |
| G/L Account Number 10/19/2023 | 101.410.6508 Postage/Shipping |  |  | Account Op |  |  | Balance To Date: | $\begin{array}{r} \$ 613.95 \\ 1,216.57 \end{array}$ |
|  | 2024-00000466 JE | AP | voice Payment Batch Post | Accounts |  | 602.62 |  |  |
|  |  |  |  | Payable |  |  |  |  |
| Invoice Number | Vendor | Description |  | Invoice Date <br> 10/10/2023 | Payment Type | Payment Number | Amount | Dist. Amount |
| 2024-00001297 | US Postal Service (Hasler) | $\begin{aligned} & \text { 0000138828 Postage - 8/29/2023- } \\ & 10 / 10 / 2023 \end{aligned}$ |  |  | Check | 232081 | 2,000.00 | 602.62 |
|  |  |  |  | Total |  | \$2,000.00 | \$602.62 |  |
|  |  |  |  |  | Month October 2023 Totals |  | \$602.62 | \$0.00 | \$1,216.57 |
|  |  |  |  | Account Postage/Shipping Totals |  | \$602.62 | \$1,216.57 |  |
| G/L Account Number | 101.410.6510 Forms/Printing Services |  |  |  |  |  | Balance To Date: | \$47.54 |
|  | 101.410.6511 Janitorial Supplies |  | Account Forms/ |  | Printing Services Totals | \$0.00 | $\$ 0.00$Balance To Date: | \$47.54 |
| G/L Account Number |  |  |  | \$838.20 |  |  |  |  |
| 10/05/2023 | 2024-00000411 JE | AP |  |  | Invoice Payment Batch Post | Accounts Payable |  | 162.14 |  | 1,000.34 |
|  |  |  |  | Amount |  |  |  |  |  |  |
| Invoice Number | Vendor |  |  | $\begin{aligned} & \text { Invoice Date } \\ & \text { 09/13/2023 } \\ & 09 / 14 / 2023 \end{aligned}$ | Payment TypeCheckCheck | Payment Number | Dist. Amount |  |  |
| 1CMGGTJPG4K7 | Amazon Capital Services, Inc Amazon Capital Services, Inc | DescriptionSuper Glue, Screen Wipes, Clorox Wipes |  |  |  | 231799 | 140.50 | 128.98 |  |
| 1ML44LLL4FHK | Amazon Capital Services, Inc | Super Glue, Screen Wipes, Clorox Wipes Broom with dustpan |  |  |  | 231799 | 33.16 | 33.16 |  |
|  |  |  |  | Total |  | \$173.66 | \$162.14 |  |  |
| 10/19/2023 | 2024-00000466 JE | AP | Invoice Payment Batch Post |  | Accounts Payable |  | 490.41 |  | 1,490.75 |  |
|  |  |  |  |  |  |  | Amount |  |  |  |
| Invoice Number | Vendor | Description Step stool and Culinary Kitchen Supplies |  |  | Invoice Date09/22/2023 | Payment TypeCheck |  | Dist. Amount |  |  |
| 16K43H1ML4YK | Amazon Capital Services, Inc | Step stoo | and Culinary Kitchen Supplies | Payment Number 231949 |  |  | 126.09 | 37.98 |  |  |
| 27460 | Office Express | Toilet Paper |  | 10/06/2023 | Check | 232042 | 249.46 | 249.46 |  |  |
| O1FFKR6CF3JJL | Amazon Capital Services, Inc | Paper Towels and toilet paperTrash bags |  | $\begin{aligned} & 09 / 26 / 2023 \\ & 09 / 28 / 2023 \end{aligned}$ | Check | 231949 | 133.85 | 133.85 |  |  |
| 133VVNFMKRHV | Amazon Capital Services, Inc |  |  | Check | 231949 | 54.14 | 54.14 |  |  |  |
| (1TFK1LCVNJ67 | Amazon Capital Services, Inc | Trash bags Carpet cleaner |  |  | 10/03/2023 | Check | 231949 | 14.98 | 14.98 |  |
| $8$ |  | Carpet cleaner |  |  |  | Total | \$578.52 | \$490.41 |  |  |
| 오 |  |  |  | Month October 2023 Totals |  | \$652.55 | \$0.00 | \$1,490.75 |  |  |
| $\underset{\sim}{\sim}$ |  |  |  | Account Janitorial Supplies Totals |  | \$652.55 | \$0.00 | \$1,490.75 |  |  |

Accumulated Transaction Listing
G/L Date Range 10/01/23-10/31/23
Include Sub Ledger Detail
Include Accounts with No Activity


Accumulated Transaction Listing
G/L Date Range 10/01/23-10/31/23
Include Sub Ledger Detail
Include Accounts with No Activity


Accumulated Transaction Listing
G/L Date Range 10/01/23-10/31/23
Include Sub Ledger Detail
Include Accounts with No Activity


Accumulated Transaction Listing
G/L Date Range 10/01/23-10/31/23
Include Sub Ledger Detail
Include Accounts with No Activity



## Accumulated Transaction Listing

G/L Date Range 10/01/23-10/31/23
Include Sub Ledger Detail
Include Accounts with No Activity


## Accumulated Transaction Listing

G/L Date Range 10/01/23-10/31/23

Include Sub Ledger Detail
Include Accounts with No Activity


# Accumulated Transaction Listing 

G/L Date Range 10/01/23-10/31/23
Include Sub Ledger Detail
Include Accounts with No Activity


Accumulated Transaction Listing


## Accumulated Transaction Listing

G/L Date Range 10/01/23-10/31/23
Include Sub Ledger Detail
Include Accounts with No Activity

| G/L Date | JournalJournal <br> Type | $\begin{aligned} & \text { Sub } \\ & \text { Ledger } \\ & \hline \end{aligned}$ | Description/Project | Source | Reference | Debit Amount | Credit Amount | Actual Balance |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| G/L Account Number 10/05/2023 | 130.410.6599 Misc Commodities/Expenses |  |  |  |  | 1,273.14 | Balance To Date: | $\begin{array}{r} \$ 12,724.95 \\ 13,998.09 \end{array}$ |
|  | 2024-00000411 JE | AP | Invoice Payment Batch Post | Accounts |  |  |  |  |
|  |  | Description |  | Payable |  |  |  |  |
| Invoice Number$6895110$ | Vendor <br> Aramark Refreshment Services, LLC |  |  |  | Invoice Date | Payment Type | Payment Number | Amount | Dist. Amount |
|  |  | Coffee Bar Supplies |  | 08/10/2023 | Check | 231802 | 869.93 | 869.93 |
| 6895121 | Aramark Refreshment Services, LLC | Coffee Bar Set Up Costs |  | 08/10/2023 | Check | 231802 | 249.00 | 249.00 |
| 73122683 | Aramark Refreshment Services, LLC | Coffee Bar Supplies |  | 09/06/2023 | Check | 231802 | 45.48 | 45.48 |
| 2024-00000993 | Gia's Italian Kitchen LLC | Supplies for Grand Opening Cooking Demonstration |  | 08/28/2023 | Check | 231838 | 108.73 | 108.73 |
|  |  |  |  | Total |  | \$1,273.14 | \$1,273.14 |  |
|  |  |  |  |  |  | October 2023 Totals | \$1,273.14 | \$0.00 | \$13,998.09 |
|  |  |  | Accoun | Misc Comm | ities/Expenses Totals | \$1,273.14 | \$0.00 | \$13,998.09 |
| G/L Account Number | 130.410.6711 Furniture |  |  |  |  |  | Balance To Date: | \$0.00 |
|  |  |  |  | Account Furniture Totals |  | \$0.00 | \$0.00 | \$0.00 |
| G/L Account Number | 130.410.6714 Technology Hardware/Equipment |  |  |  |  |  | Balance To Date: | \$0.00 |
|  |  |  | Account Te | chnology Hardware/Equipment Totals |  | \$0.00 | \$0.00 | \$0.00 |
| G/L Account Number | 130.410.6715 Software |  |  |  |  |  | Balance To Date: | \$0.00 |
|  |  |  |  |  | Sount Software Totals | \$0.00 | \$0.00 | \$0.00 |
| G/L Account Number | 130.410.6910.01 Transfers | Out To Ge | neral Fund |  |  |  | Balance To Date: | \$0.00 |
|  |  |  | Account | Transfers Out | General Fund Totals | \$0.00 | \$0.00 | \$0.00 |
|  |  |  |  |  | rtment Library Totals | \$1,976.30 | \$275.66 |  |
|  |  |  |  | Fund | pecial Revenue Totals | \$1,976.30 | \$275.66 |  |

## Accumulated Transaction Listing

G/L Date Range 10/01/23-10/31/23
Include Sub Ledger Detail
Include Accounts with No Activity


# Accumulated Transaction Listing 

G/L Date Range 10/01/23-10/31/23 Include Sub Ledger Detail

Include Accounts with No Activity

| G/L Date | $\begin{array}{ccc}\text { Journal } & \begin{array}{c}\text { Journal } \\ \text { Type }\end{array} & \begin{array}{c}\text { Sub } \\ \text { Ledger }\end{array} \\ \text { Description/P }\end{array}$ | roject Source $\quad$ Reference | Debit Amount | Credit Amount | Actual Balance |
| :---: | :---: | :---: | :---: | :---: | :---: |
| G/L Account Number | 301.620.4400.02 Federal Grants/Contributions FEMA |  |  | Balance To Date: | (\$10,678,659.71) |
|  |  | Account Federal Grants/Contributions FEMA Totals | \$0.00 | \$0.00 | (\$10,678,659.71) |
| G/L Account Number | 301.620.4420.01 State Contributions General |  |  | Balance To Date: | \$0.00 |
|  |  | Account State Contributions General Totals | \$0.00 | \$0.00 | \$0.00 |
| G/L Account Number | 301.620.4801 Bond Proceeds |  |  | Balance To Date: | \$0.00 |
|  |  | Account Bond Proceeds Totals | \$0.00 | \$0.00 | \$0.00 |
| G/L Account Number | 301.620.6230 Training/Conference Registrations |  |  | Balance To Date: | \$0.00 |
|  |  | Account Training/Conference Registrations Totals | \$0.00 | \$0.00 | \$0.00 |
| G/L Account Number | 301.620.6240 Travel Expenses |  |  | Balance To Date: | \$0.00 |
|  |  | Account Travel Expenses Totals | \$0.00 | \$0.00 | \$0.00 |
| G/L Account Number | 301.620.6310 Building Maintenance \& Repairs |  |  | Balance To Date: | \$40,157.81 |
|  |  | Account Building Maintenance \& Repairs Totals | \$0.00 | \$0.00 | \$40,157.81 |
| G/L Account Number | 301.620.6320 Grounds Maintenance \& Repairs |  |  | Balance To Date: | \$0.00 |
|  |  | Account Grounds Maintenance \& Repairs Totals | \$0.00 | \$0.00 | \$0.00 |
| G/L Account Number | 301.620.6332 Vehicle Repairs - Internal |  |  | Balance To Date: | \$0.00 |
|  |  | Account Vehicle Repairs - Internal Totals | \$0.00 | \$0.00 | \$0.00 |
| G/L Account Number | 301.620.6333 Vehicle Repairs - External |  |  | Balance To Date: | \$0.00 |
|  |  | Account Vehicle Repairs - External Totals | \$0.00 | \$0.00 | \$0.00 |
| G/L Account Number | 301.620.6334 Tires |  |  | Balance To Date: | \$0.00 |
|  |  | Account Tires Totals | \$0.00 | \$0.00 | \$0.00 |
| G/L Account Number | 301.620.6350 Other Equipment Repairs |  |  | Balance To Date: | \$0.00 |
|  |  | Account Other Equipment Repairs Totals | \$0.00 | \$0.00 | \$0.00 |
| G/L Account Number | 301.620.6371 Electric/Gas Utility Expense |  |  | Balance To Date: | \$0.00 |
|  |  | Account Electric/Gas Utility Expense Totals | \$0.00 | \$0.00 | \$0.00 |
| G/L Account Number | 301.620.6373 Communications Utility Expenses |  |  | Balance To Date: | \$0.00 |
|  |  | Account Communications Utility Expenses Totals | \$0.00 | \$0.00 | \$0.00 |
| G/L Account Number | 301.620.6374 Water/Sewer Utility Expenses |  |  | Balance To Date: | \$0.00 |
|  |  | Account Water/Sewer Utility Expenses Totals | \$0.00 | \$0.00 | \$0.00 |
| G/L Account Number | 301.620.6403 Outsourced Labor Services |  |  | Balance To Date: | \$0.00 |
|  |  | Account Outsourced Labor Services Totals | \$0.00 | \$0.00 | \$0.00 |
| G/L Account Number | 301.620.6411 Contracts - Legal Services |  |  | Balance To Date: | \$0.00 |
|  |  | Account Contracts - Legal Services Totals | \$0.00 | \$0.00 | \$0.00 |
| G/L Account Number | 301.620.6415 Contracts - Equipment Rental |  |  | Balance To Date: | \$0.00 |
|  |  | Account Contracts - Equipment Rental Totals | \$0.00 | \$0.00 | \$0.00 |
| G/L Account Number | 301.620.6416 Contracts - Real Estate Rental |  |  | Balance To Date: | \$0.00 |
|  |  | Account Contracts - Real Estate Rental Totals | \$0.00 | \$0.00 | \$0.00 |
| G甘 Account Number <br> Account Number | 301.620.6419 Contracts - Technology Service |  |  | Balance To Date: | \$0.00 |
|  |  | Account Contracts - Technology Service Totals | \$0.00 | \$0.00 | \$0.00 |
|  |  |  |  | Balance To Date: | \$0.00 |
| Eld Account Number | 301.620.6425 Contracts - Building Maintenance | Account Contracts - Janitorial Services Totals | \$0.00 | \$0.00 | \$0.00 |
|  |  |  |  | Balance To Date: | \$30,079.00 |
|  |  | Account Contracts - Building Maintenance Totals | \$0.00 | \$0.00 | \$30,079.00 |

Accumulated Transaction Listing
G/L Date Range 10/01/23-10/31/23
Include Sub Ledger Detail
Include Accounts with No Activity


## Accumulated Transaction Listing

G/L Date Range 10/01/23-10/31/23 Include Sub Ledger Detail Include Accounts with No Activity


# Accumulated Transaction Listing 

G/L Date Range 11/01/23-11/30/23
Include Sub Ledger Detail
Include Accounts with No Activity

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Accumulated Transaction Listing
G/L Date Range 11/01/23-11/30/23
Include Sub Ledger Detail
Include Accounts with No Activity


Accumulated Transaction Listing
G/L Date Range 11/01/23-11/30/23
Include Sub Ledger Detail
Include Accounts with No Activity

| G/L Date | Journal | Journal Type | $\begin{aligned} & \text { Sub } \\ & \text { Ledger } \end{aligned}$ | Description/Project | Source Reference | Debit Amount | Credit Amount | Actual Balance |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| G/L Account Number | 101.410.4504 Copy Charges |  |  | Revenue Collection Payment Post |  |  | Balance To Date: | (\$2,064.65) |
| 11/08/2023 | 2024-00000593 | JE | RA |  | Collections |  | . 40 | $(2,246.55)$ |
| Receipt Number | Receipt Batch | Receipt Description Copies |  |  | Received From | Payment Date | Amount | Dist. Amount |
| 2024-00003208 | 2024-00000959 |  |  | Marion Library Credit Card | 11/08/2023 | 2.10 | (2.10) |
|  |  |  |  |  | Total | \$2.10 | (\$2.10) |
| 11/09/2023 | 2024-00000593 | JE RA |  |  | Revenue Collection Payment Post | Collections |  | . 30 | $(2,246.85)$ |
| Receipt Number2024-00003209 | Receipt Batch 2024-00000960 | Receipt Description Copies $\$ 32$. 20 |  |  |  | Received From | Payment Date 11/09/2023 | Amount | Dist. Amount |
|  |  | Special Revenue - Coffee Bar \$2.00 |  |  | Marion Library Credit Card | 11/09/2023 | 34.20 | (32.20) |
|  |  |  |  |  |  | Total | \$34.20 | (\$32.20) |
| 11/09/2023 | 2024-00000593 | JE |  | Revenue Collection Payment Post | Collections |  | 8.00 | $(2,254.85)$ |
| Receipt Number2024-00003209 | Receipt Batch | Receipt DescriptionCopies \$32.20 |  |  | Received From | Payment Date | Amount | Dist. Amount |
|  | 2024-00000960 | Copies $\$ 32.20$Special Revenue - Coffee Bar $\$ 2.00$ |  |  | Marion Library Credit Card | 11/09/2023 | 34.20 | (32.20) |
|  |  |  |  |  |  | Total | \$34.20 | (\$32.20) |
| 11/09/2023 | 2024-00000593 | JE |  | Revenue Collection Payment Post | Collections |  | 23.50 | $(2,278.35)$ |
| Receipt Number | Receipt Batch | Receipt D | ition |  | Received From | Payment Date | Amount | Dist. Amount |
| 2024-00003209 | 2024-00000960 | Copies $\$ 32.20$Special Revenue - Coffee Bar $\$ 2.00$ |  |  | Marion Library Credit Card | 11/09/2023 | 34.20 | (32.20) |
|  |  | Special Revenue - Coffee Bar \$2.00 |  |  |  | Total | \$34.20 | (\$32.20) |
| 11/09/2023 | 2024-00000593 | JE | RA | Revenue Collection Payment Post | Collections |  | . 40 | $(2,278.75)$ |
| Receipt Number | Receipt Batch | Receipt Description <br> Copies \$32.20 |  |  | Received From | Payment Date | Amount | Dist. Amount |
| 2024-00003209 | 2024-00000960 | Special Revenue - Coffee Bar \$2.00 |  |  | Marion Library Credit Card | 11/09/2023 | 34.20 | (32.20) |
|  |  |  |  |  | Total | \$34.20 | (\$32.20) |
| 11/11/2023 | 2024-00000593 |  | RA | Revenue Collection Payment Post |  | Collections | $.30 \quad(2,279.05)$ |  |  |
| Receipt Number | Receipt Batch | Receipt D | ittion |  | Received From | Payment Date | Amount | Dist. Amount |
| 2024-00003210 | 2024-00000962 | Special Revenue - Coffee Bar $\$ 2.00$ Lost \& Paid Library Materials $\$ 43.00$ Copies $\$ 0.30$ |  |  | Marion Library Credit Card | 11/11/2023 | 45.30 | (.30) |
|  |  |  |  |  | Total | \$45.30 | (\$0.30) |
|  | 2024-00000593 | JE RA <br> Receipt Description Copies |  | Revenue Collection Payment Post |  | Collections |  | 7.20 | $(2,286.25)$ |
|  |  |  |  | Received From | Payment Date | Amount | Dist. Amount |
|  | 2024-00000963 |  |  | Marion Library Credit Card | 11/12/2023 | 14.00 | (14.00) |
|  |  |  |  |  | Total | \$14.00 | (\$14.00) |

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Accumulated Transaction Listing
G/L Date Range 11/01/23-11/30/23
Include Sub Ledger Detail
Include Accounts with No Activity

| G/L Date | Journal | Journal Type | $\begin{aligned} & \text { Sub } \\ & \text { Ledger } \\ & \hline \end{aligned}$ | Description/Project | Source Reference | Debit Amount | Credit Amount | Actual Balance |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| G/L Account Number | 101.410.4504 Copy Charges |  |  | Revenue Collection Payment Post |  |  | Balance To Date: | (\$2,064.65) |
| 11/12/2023 | 2024-00000593 | JE | RA |  | Collections |  | 6.80 | $(2,293.05)$ |
| Receipt Number | Receipt Batch | Receipt Description Copies |  |  | Received From | Payment Date | Amount | Dist. Amount |
| 2024-00003211 | 2024-00000963 |  |  | Marion Library Credit Card | 11/12/2023 | 14.00 | (14.00) |
|  |  |  |  |  | Total | \$14.00 | (\$14.00) |
| 11/13/2023 | 2024-00000593 | JE RA |  |  | Revenue Collection Payment Post | Collections |  | . 25 | $(2,293.30)$ |
| Receipt Number2024-00003213 | Receipt Batch2024-00000964 | Receipt Description |  |  | Received From <br> Marion Library Credit Card | Payment Date <br> 11/13/2023 | Amount | Dist. Amount |
|  |  | Lost \& Paid Library Materials $\$ 79.99$ <br> Special Revenue - Coffee Bar $\$ 2.00$ Copies $\$ 3.75$ |  |  |  |  | 85.74 | (3.75) |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  | Total | \$85.74 | (\$3.75) |
| 11/13/2023 | 2024-00000593 | JE RA |  |  |  | Revenue Collection Payment Post | Collections |  | 3.50 | $(2,296.80)$ |
| Receipt Number2024-00003213 | Receipt Batch 2024-00000964 | Receipt Description |  |  |  | Received From <br> Marion Library Credit Card | Payment Date <br> 11/13/2023 | Amount | Dist. Amount |
|  |  |  |  |  | 85.74 |  |  | (3.75) |
|  |  | Special Revenue - Coffee Bar \$2.00 Copies $\$ 3.75$ |  |  |  |  |  |  |
|  |  |  |  |  | Total |  | \$85.74 | (\$3.75) |
| 11/14/2023 | 2024-00000593 | JE RA <br> Receipt Description <br> Copies $\$ 4.00$ <br> Lost \& Paid $\$ 12.99$ |  | Revenue Collection Payment Post | Collections |  | 4.00 | (2,300.80) |
| Receipt Number 2024-00003214 | Receipt Batch 2024-00000965 |  |  | Received From | Payment Date | Amount | Dist. Amount |
|  |  |  |  | Marion Library Credit Card | 11/14/2023 | 16.99 | (4.00) |
|  |  |  |  | Total | \$16.99 | (\$4.00) |  |
| 11/15/2023 | 2024-00000593 | JE | RA |  | Revenue Collection Payment Post | Collections |  | 2.30 | $(2,303.10)$ |
| $\begin{aligned} & \text { Receipt Number } \\ & \text { 2024-00003215 } \end{aligned}$ | Receipt Batch | Receipt Description <br> Copies $\$ 3.70$ |  |  | Received From | Payment Date | Amount | Dist. Amount |
|  | 2024-00000966 | Misc - MakerSpace Supplies $\$ 119.50$ |  |  | Marion Library Credit Card | 11/15/2023 | 123.20 | (3.70) |
|  |  |  |  |  | Total | \$123.20 | (\$3.70) |
| 11/15/2023 | 2024-00000593 |  |  | Revenue Collection Payment Post |  | Collections |  | . 40 | $(2,303.50)$ |
| Receipt Number | Receipt Batch | Receipt D | iption |  | Received From | Payment Date | Amount | Dist. Amount |
| 2024-00003215 | 2024-00000966 | Copies $\$ 3.70$ <br> Misc - MakerSpace Supplies $\$ 119.50$ |  |  | Marion Library Credit Card | 11/15/2023 | 123.20 | (3.70) |
|  |  |  |  |  | Total | \$123.20 | (\$3.70) |
|  | 2024-00000593 <br> Receipt Batch <br> 2024-00000966 | JE $\quad$ RA <br> Receipt DescriptionRevenue Collection Payment <br> Post |  |  |  | Collections |  | . 60 | $(2,304.10)$ |
|  |  |  |  |  | Payment Date <br> 11/15/2023 |  | Amount | Dist. Amount |
|  |  |  |  |  | Marion Library Credit Card | 123.20 | (3.70) |
|  |  |  |  |  |  | \$123.20 | (\$3.70) |

Accumulated Transaction Listing


Accumulated Transaction Listing
G/L Date Range 11/01/23-11/30/23
Include Sub Ledger Detail
Include Accounts with No Activity


# Accumulated Transaction Listing 

G/L Date Range 11/01/23-11/30/23
Include Sub Ledger Detail
Include Accounts with No Activity


Accumulated Transaction Listing
G/L Date Range 11/01/23-11/30/23
Include Sub Ledger Detail
Include Accounts with No Activity


# Accumulated Transaction Listing 

G/L Date Range 11/01/23-11/30/23
Include Sub Ledger Detail
Include Accounts with No Activity

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Accumulated Transaction Listing

| G/L Date | Journal | Journal Type | Sub Ledger | Description/Project | Source Reference | Debit Amount | Credit Amount | Actual Balance |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| G/L Account Number | 101.410.4704 Misc Revenues |  |  | Revenue Collection Payment Post |  | Payment Date$11 / 02 / 2023$ | Balance To Date: | $\begin{array}{r} (\$ 1,863.36) \\ (2,224.66) \end{array}$ |
| 11/08/2023 | 2024-00000567 | JE | RA |  | Collections |  | 2.00 |  |
| $\begin{aligned} & \text { Receipt Number } \\ & \text { 2024-00002939 } \end{aligned}$ | $\begin{aligned} & \text { Receipt Batch } \\ & \text { 2024-00000898 } \end{aligned}$ | Receipt Description |  |  | Received From |  | Amount | Dist. Amount |
|  |  | Lost \& Paid \$12.98 Copies \$73.75 |  |  | Marion Library Cash Registers |  | 219.28 | (130.80) |
|  |  | Misc - MakerSpace Supplies \$128.80 |  |  |  |  |  |  |
|  |  | Misc - Earbuds \$2.00 |  |  |  |  |  |  |
|  |  |  |  |  |  | Total | \$219.28 | (\$130.80) |
| 11/15/2023 | 2024-00000593 | $\mathrm{JE}$ | RA | Revenue Collection Payment Post | Collections |  | 19.50 | $(2,244.16)$ |
| Receipt Number | Receipt Batch | Receipt Description |  |  | Received From | Payment Date | Amount | Dist. Amount |
| 2024-00003215 | 2024-00000966 | Copies \$3.70 |  |  | Marion Library Credit Card | 11/15/2023 | 123.20 | (119.50) |
|  |  |  |  |  |  | Total | \$123.20 | (\$119.50) |
| 11/15/2023 | 2024-00000593 |  | RA | Revenue Collection Payment Post | Collections |  | 100.00 | $(2,344.16)$ |
| Receipt Number | Receipt Batch | Receipt D | iption |  | Received From | Payment Date | Amount | Dist. Amount |
| 2024-00003215 | 2024-00000966 | Copies \$3.70 |  |  | Marion Library Credit Card | 11/15/2023 | 123.20 | (119.50) |
|  |  | Misc - MakerSpace Supplies \$119.50 |  |  |  |  |  |  |
|  |  |  |  |  |  | Total | \$123.20 | (\$119.50) |
| 11/17/2023 | 2024-00000596 |  |  | Revenue Collection Payment Post | Collections |  | 2.00 | $(2,346.16)$ |
| Receipt Number | Receipt Batch | Receipt D | iption |  | Received From | Payment Date | Amount | Dist. Amount |
| 2024-00003144 | 2024-00000943 | Lost \& Paid \$7.00 |  |  | Marion Library Cash Registers | 11/09/2023 | 110.15 | (7.00) |
|  |  | Copies \$9 |  |  |  |  |  |  |
|  |  | Misc - Ma <br> Misc - Ear | $\begin{aligned} & \text { pace Sup } \\ & \text { s } \$ 5 \end{aligned}$ | lies \$2 |  |  |  |  |
|  |  |  |  |  |  | Total | \$110.15 | (\$7.00) |
| 11/17/2023 | 2024-00000596 |  | RA | Revenue Collection Payment Post | Collections |  | 5.00 | $(2,351.16)$ |
| Receipt Number | Receipt Batch | Receipt D | iption |  | Received From | Payment Date | Amount | Dist. Amount |
| 2024-00003144 | 2024-00000943 | Lost \& Paid \$7.00 |  |  | Marion Library Cash Registers | 11/09/2023 | 110.15 | (7.00) |
|  |  | Copies \$9 |  |  |  |  |  |  |
|  |  | Misc - Mak | pace Sup | lies \$2 |  |  |  |  |
|  |  | Misc - Earbuds \$5 |  |  |  |  |  |  |
|  |  |  |  |  |  | Total | \$110.15 | (\$7.00) |
| 11712023 | 2024-00000596 | JE | RA | Revenue Collection Payment | Collections |  | 6.75 | $(2,357.91)$ |
| $0$ |  | Receipt |  | Post |  |  |  |  |
| (1) Receipt Number | Receipt Batch | Receipt Description |  |  | Received From | Payment Date | Amount | Dist. Amount |
| $\begin{aligned} & \text { © 2024-00003147 } \\ & \text { G } \end{aligned}$ | 2024-00000945 | Misc - MakerSpace Supplies \$6.75 |  |  | Marion Library Cash Registers | 11/16/2023 | 130.35 | (7.75) |
| O |  | Misc - Earbuds \$1.00 |  |  |  | Total |  |  |
| $\cdots$ |  |  |  |  |  |  | \$130.35 | (\$7.75) |

Accumulated Transaction Listing
G/L Date Range 11/01/23-11/30/23 Include Sub Ledger Detail Include Accounts with No Activity

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Accumulated Transaction Listing

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$\overrightarrow{\text { Run }}$ by Kimberly Cowger on 12/5/2023 10:41:51 AM

## Accumulated Transaction Listing

G/L Date Range 11/01/23-11/30/23
Include Sub Ledger Detail
Include Accounts with No Activity



Accumulated Transaction Listing
G/L Date Range 11/01/23-11/30/23
Include Sub Ledger Detail
Include Accounts with No Activity

| G/L Date | JournalJournal <br> Type | $\begin{gathered} \text { Sub } \\ \text { Ledger } \\ \hline \end{gathered}$ | Description/Project | Source | Reference | Debit Amount | Credit Amount | Actual Balance |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| G/L Account Number | 101.410.6240 Travel Expenses |  |  |  |  | 311.78 | Balance To Date: | $\begin{array}{r} \$ 3,112.60 \\ 4,112.03 \end{array}$ |
| 11/22/2023 | 2024-00000602 JE | AP | Invoice Payment Batch Post | Accounts |  |  |  |  |
| Invoice Number | Vendor | Description |  | Payable <br> Invoice Date | Payment TypeCheck |  |  | Dist. Amount |
| 2024-00001800 | Bill Carroll | Travel - IA Library Assoc Planning Mtg Cherokee, IA - 11/14/23 |  | 11/13/2023 |  | 232473 | $\begin{array}{r} \text { Amount } \\ 311.78 \end{array}$ | 311.78 |
|  |  |  |  |  |  | Total | \$311.78 | \$311.78 |
|  |  |  |  | Month | November 2023 Totals | \$999.43 | \$0.00 | \$4,112.03 |
|  |  |  |  | Account | Travel Expenses Totals | \$999.43 | \$0.00 | \$4,112.03 |
| G/L Account Number | 101.410.6260 Employee Health Screenings |  |  |  |  |  | Balance To Date: | \$0.00 |
|  | Account |  |  | Employee Health Screenings Totals |  | \$0.00 | \$0.00 | \$0.00 |
| G/L Account Number | 101.410.6310 Building Maintenance \& Repairs |  |  |  |  |  | Balance To Date: | \$3,742.07 |
| 11/09/2023 | 2024-00000545 JE | AP | Invoice Payment Batch Post | Accounts |  | 81.82 |  | 3,823.89 |
|  |  |  |  | Payable |  |  |  |  |
| Invoice Number | Vendor | Description |  | Invoice Date | Payment Type | Payment Number | Amount | Dist. Amount |
| 6340194964 | Aramark Uniform \& Career Apparel, LLC | Library rug/mat cleaning/exchange |  | 10/10/2023 | Check | 232154 | 38.03 | 38.03 |
| 6340199500 | Aramark Uniform \& Career Apparel, LLC | Library rug/mat cleaning/exchange |  | 10/24/2023 | Check | 232154 | 41.41 | 41.41 |
| 33648 | Menards | Vinyl Tap |  | 10/09/2023 | Check | 232232 | 2.38 | 2.38 |
|  |  |  |  |  |  | Total | \$81.82 | \$81.82 |
| 11/21/2023 | 2024-00000591 JE | AP | Invoice Payment Batch Post | Accounts |  | 346.28 |  | 4,170.17 |
|  |  |  |  | Payable |  |  |  |  |  |
| Invoice Number | Vendor | Descriptio |  | Invoice Date | Payment Type | Payment Number | Amount | Dist. Amount |
| 7459NOV2023 | Culligan of Marion | Water sof 10/20/2023 | ner salt delivery and refill | 11/01/2023 | Check | 232359 | 39.75 | 39.75 |
| M271131 | Marion Iron Co | Replacem | nt Pin for Trash Enclosure | 10/18/2023 | Check | 232409 | 14.30 | 14.30 |
| A900790A | Allied Glass | Repair on Doors | outh Side Main Entrance | 11/09/2023 | Check | 232327 | 168.00 | 168.00 |
| 6340197130 | Aramark Uniform \& Career Apparel, LLC | Library rug | mat cleaning/exchange | 10/17/2023 | Check | 232332 | 44.72 | 44.72 |
| 6340201676 | Aramark Uniform \& Career Apparel, LLC | Library rug | /mat cleaning/exchange | 10/31/2023 | Check | 232332 | 38.10 | 38.10 |
| 6340204059 | Aramark Uniform \& Career Apparel, LLC | Library rug/mat cleaning/exchange |  | 11/07/2023 | Check | Total | 41.41 | 41.41 |
|  |  |  |  | \$346.28 |  |  | \$346.28 |  |
| 7 Account NumberD00 Account Number00 |  |  |  |  | Month November 2023 Totals |  | \$428.10 | \$0.00 | \$4,170.17 |
|  | 101.410.6320 Grounds Maintenance \& Repairs Account Buld |  |  | Building Maintenance \& Repairs Totals |  | \$428.10 | \$0.00 | \$4,170.17 |
|  |  |  |  |  | Balance To Date: | \$0.00 |  |  |
|  |  |  | Account Gr |  |  | Grounds Maintenance \& Repairs Totals |  | \$0.00 | \$0.00 | \$0.00 |
|  | 101.410.6350 Other Equipment Repairs |  |  | $\$ 0.00$ | Balance To Date: |  |  | \$940.00 |
|  |  |  |  |  | Account Other Equipment Repairs Totals |  | \$0.00 | \$940.00 |

Accumulated Transaction Listing
G/L Date Range 11/01/23-11/30/23
Include Sub Ledger Detail
Include Accounts with No Activity

| G/L Date | JournalJournal <br> Type | $\begin{gathered} \text { Sub } \\ \text { Ledger } \\ \hline \end{gathered}$ | Description/Project | Source | Reference | Debit Amount | Credit Amount | Actual Balance |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| G/L Account Number 11/03/2023 | 101.410.6371 Electric/Gas Utility Expense |  |  |  |  | 431.85 | Balance To Date: | \$35,436.32 |
|  | 2024-00000525 JE | AP | Invoice Payment Batch Post | Accounts |  |  |  | 35,868.17 |
| Invoice Number | Vendor | Descriptio |  | Payable Invoice Date | Payment Type | Payment Number | Amount | Dist. Amount |
| 365445 | WoodRiver Energy LLC | Gas - Cus | mer ID 13616 | 10/17/2023 | Check | 232142 | 1,929.14 | 431.85 |
|  |  |  |  |  |  | Total | \$1,929.14 | \$431.85 |
| 11/09/2023 | 2024-00000566 JE | AP | Invoice Payment Batch Post | Accounts |  | 4,857.80 |  | 40,725.97 |
|  |  |  |  | Payable |  |  |  |  |
| Invoice Number | Vendor | Descriptio |  | Invoice Date | Payment Type | Payment Number | Amount | Dist. Amount |
| 2025NOV2023 | Alliant Energy | $\begin{aligned} & 11016 \text { th } \\ & \# 589896 \end{aligned}$ | e Electric Usage (Acct 08) | 11/03/2023 | Check | 232283 | 4,857.80 | 4,857.80 |
|  |  |  |  |  |  | Total | \$4,857.80 | \$4,857.80 |
|  |  |  |  | Month | November 2023 Totals | \$5,289.65 | \$0.00 | \$40,725.97 |
|  |  |  | Accou | t Electric/Ga | Utility Expense Totals | \$5,289.65 | \$0.00 | \$40,725.97 |
| G/L Account Number | 101.410.6373 Communica | ons Utilit | Expenses |  |  |  | Balance To Date: | \$1,828.95 |
| 11/17/2023 | 2024-00000581 JE | AP | Invoice Payment Batch Post | Accounts |  | 457.80 |  | 2,286.75 |
|  |  |  |  | Payable |  |  |  |  |
| Invoice Number | Vendor | Descriptio |  | Invoice Date | Payment Type | Payment Number | Amount | Dist. Amount |
| 9948641004 | Verizon Wireless | $\begin{aligned} & \text { Cellular C } \\ & (10 / 07-11 \end{aligned}$ | arges (Shared Data Acct \#1) 6) | 11/06/2023 | Check | 232321 | 5,329.46 | 457.80 |
|  |  |  |  |  |  | Total | \$5,329.46 | \$457.80 |
|  |  |  |  | Month | November 2023 Totals | \$457.80 | \$0.00 | \$2,286.75 |
|  |  |  | Account Co | mmunications | Utility Expenses Totals | \$457.80 | \$0.00 | \$2,286.75 |
| G/L Account Number | 101.410.6374 Water/Sew | Utility E | enses |  |  |  | Balance To Date: | \$488.36 |
| 11/17/2023 | 2024-00000581 JE | AP | Invoice Payment Batch Post | Accounts |  | 178.92 |  | 667.28 |
|  |  |  |  | Payable |  |  |  |  |
| Invoice Number | Vendor | Descriptio |  | Invoice Date | Payment Type | Payment Number | Amount | Dist. Amount |
| 36900CT2023 | Marion Water Department | 90293690 | 001 Water Usage | 10/21/2023 | Check | 232319 | 1,412.11 | 178.92 |
|  |  |  |  |  |  | Total | \$1,412.11 | \$178.92 |
|  |  |  |  | Month | November 2023 Totals | \$178.92 | \$0.00 | \$667.28 |
|  |  |  | Account | Water/Sewer | Utility Expenses Totals | \$178.92 | \$0.00 | \$667.28 |
| G/L Account Number | 101.410.6402 Advertising | Publicatio |  |  |  |  | Balance To Date: | \$1,620.11 |
|  |  |  |  | ount Advertis | g/Publications Totals | \$0.00 | \$0.00 | \$1,620.11 |
| G/L Account Number | 101.410.6403 Outsourced | abor Ser |  |  |  |  | Balance To Date: | \$0.00 |
|  |  |  | Acco | nt Outsource | Labor Services Totals | \$0.00 | \$0.00 | \$0.00 |
| G/L Account Number | 101.410.6408 General Ins | rance |  |  |  |  | Balance To Date: | \$59,764.79 |
|  |  |  |  | Account G | neral Insurance Totals | \$0.00 | \$0.00 | \$59,764.79 |

Accumulated Transaction Listing
G/L Date Range 11/01/23-11/30/23
Include Sub Ledger Detail
Include Accounts with No Activity


Accumulated Transaction Listing
G/L Date Range 11/01/23-11/30/23
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Page 21 of 33

Accumulated Transaction Listing
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Accumulated Transaction Listing
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G/L Date Range 11/01/23-11/30/23
Include Sub Ledger Detail
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| G/L Date | JournalJournal <br> Type | $\begin{aligned} & \text { Sub } \\ & \text { Ledger } \\ & \hline \end{aligned}$ | Description/Project | Source | Reference | Debit Amount | Credit Amount | Actual Balance |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| G/L Account Number | 130.410.6599 Misc Commodities/Expenses |  |  |  |  | 59.18 | Balance To Date: | \$13,998.09 |
| 11/09/2023 | 2024-00000576 JE | AP | Change AP Invoice Post | Change AP |  |  |  | 14,057.27 |
| Invoice Number | Vendor | Description |  | Invoice Date | Payment Type | Payment Number | Amount | Dist. Amount |
| 1VXQNGK3CV3H | Amazon Capital Services, Inc | Amazon Fire Stick and TV Mount for Staff Lounge TV |  | 10/10/2023 | Check | 232152 | 56.98 | 19.99 |
| 1KGQGC146VX1 | Amazon Capital Services, Inc | Amazon | Stick for Staff Lounge TV | 10/16/2023 | Check | 232152 | 39.19 | \$99.19 |
|  |  |  |  |  |  | Total | \$96.17 |  |
| 11/09/2023 | 2024-00000641 JE |  | Change AP Invoice Post | Change AP |  |  | 59.18 | 13,998.09 |
| Invoice Number | Vendor | Description |  | Invoice Date | Payment Type | Payment Number | Amount | Dist. Amount |
| 1KGQGC146VX1 | Amazon Capital Services, Inc | Amazon Fire Stick for Staff Lounge TV |  | $10 / 16 / 2023$ $10 / 10 / 2023$ | Check Check | 232152 | 39.19 | (39.19) |
| 1VXQNGK3CV3H | Amazon Capital Services, Inc | Amazon Fire Stick and TV Mount for Staff Lounge TV |  | 10/10/2023 |  | 232152 | 56.98 | (19.99) |
|  |  |  |  |  |  | Total | \$96.17 | (\$59.18) |
| 11/17/2023 | 2024-00000581 JE | AP | Invoice Payment Batch Post | Accounts |  | 130.33 |  | 14,128.42 |
|  |  |  |  | Payable |  |  |  |  |
| Invoice Number | Vendor | Descriptio |  | Invoice Date | Payment Type | Payment Number | Amount | Dist. Amount |
| 5712NOV2023 | Farmers State Bank | Teen Pro Repair/A | amming/Quilting Kits/Nintendo It Programming | 11/01/2023 | Check | 232313 | 989.65 | 130.33 |
|  |  |  |  |  |  | Total | \$989.65 | \$130.33 |
| 11/21/2023 | 2024-00000591 JE | AP | Invoice Payment Batch Post | Accounts |  | 286.96 |  | 14,415.38 |
|  |  |  |  | Payable |  |  |  |  |
| Invoice Number | Vendor | Descriptio |  | Invoice Date | Payment Type | Payment Number | Amount | Dist. Amount |
| 003567872 | Aramark Refreshment Services, LLC | Minimum credited | harge mistakenly billed--will be | 11/07/2023 | Check | 232331 | 150.00 | 150.00 |
| 3558886 | Aramark Refreshment Services, LLC | Special Water Fil | enue--Coffee Bar Quarterly | 11/09/2023 | Check | 232331 | 65.00 | 65.00 |
| 7694951 | Aramark Refreshment Services, LLC | Special R Hot Choc | venue--Coffee Bar Inventory-ate Kcups | 11/13/2023 | Check | 232331 | 71.96 | 71.96 |
|  |  |  |  |  |  | Total | \$286.96 | \$286.96 |
| 11/21/2023 | 2024-00000591 JE | AP | Invoice Payment Batch Post | Accounts |  |  | 171.98 | 14,243.40 |
|  |  |  |  | Payable |  |  |  |  |
| Invoice Number | Vendor | Descriptio |  | Invoice Date | Payment Type | Payment Number | Amount | Dist. Amount |
| 7691149 | Aramark Refreshment Services, LLC | Credit for | harge mistakenly billed | 11/09/2023 | Check | 232331 | (150.00) | (150.00) |
| 1YTCWRYK4NP1 | Amazon Capital Services, Inc | Refund for | defective fire tv stick returned | 10/26/2023 | Check | 232329 | (19.99) | (19.99) |
| 1QDLHR4L47LH | Amazon Capital Services, Inc | Credit for | hipping on returned item | 10/26/2023 | Check | 232329 | (1.99) | (1.99) |
|  |  |  |  |  |  | Total | (\$171.98) | (\$171.98) |
| no/21/2023 | 2024-00000641 JE | AP | Change AP Invoice Post | Change AP |  | 21.98 |  | 14,265.38 |
| (1)Invoice Number | Vendor | Descriptio |  | Invoice Date | Payment Type | Payment Number | Amount | Dist. Amount |
| $\rightarrow 1$ PDLHR4L47LH | Amazon Capital Services, Inc | Credit for | hipping on returned item | 10/26/2023 | Check | 232329 | (1.99) | 1.99 |
| $\mathrm{\omega}^{\text {LYTCTCWRYK4NP1 }}$ | Amazon Capital Services, Inc | Refund for | defective fire tv stick returned | 10/26/2023 | Check | 232329 | (19.99) | 19.99 |
| O |  |  |  |  |  | Total | (\$21.98) | \$21.98 |

## Accumulated Transaction Listing

G/L Date Range 11/01/23-11/30/23
Include Sub Ledger Detail
Include Accounts with No Activity


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## Accumulated Transaction Listing

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## Naloxone Vending Machine FAQ for Potential Hosting Agencies

## What is Naloxone?

Naloxone is a life-saving medication that can reverse an overdose from opioids-including heroin, fentanyl, and prescription opioid medications-when given in time. Naloxone is easy to use and small to carry. There are two forms of naloxone that anyone can use without medical training or authorization: prefilled nasal spray and injectable. (CDC)

## Is Naloxone harmful?

No, naloxone won't harm someone if they're overdosing on drugs other than opioids, so it's always best to use it if you think someone is overdosing. Naloxone quickly reverses an overdose by blocking the effects of opioids. It can restore normal breathing within 2 to 3 minutes in a person whose breath has slowed, or even stopped, as a result of opioid overdose. More than one dose of naloxone may be required when stronger opioids like fentanyl are involved. (CDC)

## What is this program and what are the goals?

This program was an answer to the increase in drug overdoses and overdose deaths in Linn County, in both rural and urban areas, in hopes of reversing this trend. Naloxone recently became available over the counter. The vending machines serve as a free, low barrier method to get this life saving medication to the family, friends, and loved ones that need it in our community.

## Who is paying for this program?

Linn County Opioid Settlement Funds were awarded by the Linn County Board of Supervisors to fund this program. The Substance Misuse Steering Committee of Linn County is managing it. Work is being done to ensure sustainability of future funding. Some items are donated, some are free through state programs, and others are purchased by partner organizations.

## What will be included in the machines?

Machines are fitted to hold nasal spray naloxone, wound care kits, condom packs, hygiene kits, alcohol swabs, tampons, and sharps containers.

## What will be the upkeep and responsibility of the hosting agency?

The hosting agency or location will be responsible for restocking the vending machine, notifying the Substance Misuse Steering Committee when more supplies are needed at their site, and entering item counts into a tracking document provided by the committee.

## References:

## https://www.cdc.gov/stopoverdose/naloxone/index.html

## Agency Partner Agreement 2024

| Agency Name |  |
| :--- | :--- |
| Agency Address |  |
| Agency Main <br> Contact |  |
| Main Contact <br> Phone |  |
| Main Contact <br> Email |  |
| Hours of <br> Operation/How <br> Often Can <br> Recipients <br> Access |  |

This document is an agreement made between The Hawkeye Area Community Action Program, Inc. (HACAP) Food Reservoir (A Feeding America Partner Food Bank) located at 1515 Hawkeye Drive, Hiawatha, lowa, 52233, and the non-profit organization or its legal equivalent (Agency Partner) that receives donated product from the HACAP Food Reservoir.

## Terms of the Agency Partner Agreement

The Agency Partner agrees to all of the following terms and conditions of this agreement. If any of the terms or conditions are violated, HACAP Food Reservoir has the right, without further investigation to stop distributing product to the Agency:

## SERVICE REQUIREMENTS

- Requirements: The Agency Partner agrees to abide by the policies, procedures, and record keeping requirements of the HACAP Food Reservoir as outlined in this Agreement.
- All Agencies are required to maintain a procedure for determining that the final recipient of donated product is ill, needy or infant, such as using self-declarations of need or other intake process. (As an example, the TEFAP form)
- Area of Distribution: The Agency Partner agrees that it will only distribute products received from The HACAP Food Reservoir in their designated service area. The Agency Partner also agrees that it will not distribute any products outside of the United States and Puerto Rico.
- Discrimination: The Agency Partner agrees that it will not engage in discrimination, in the provision of service, against any person because of race, color, citizenship, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran.
- Multiple Locations: The Agency Partner agrees that it will only receive and store product from the HACAP Food Reservoir at multiple locations if:
- All locations individually meet the requirements of this agreement.
- Each location has been properly inspected.
- Each location is approved by The HACAP Food Reservoir prior to receiving and distributing food.
- Sub distribution: The Agency Partner is not allowed to sub-distribute any product to any organization, agency, partner, or entity other than a qualifying recipient. Agency Partners are only allowed to order food they can distribute at their locations and should not redistribute items received from The HACAP Food Reservoir. This includes distributing donations or purchased food from The HACAP Food Reservoir to other Agency Partners. This is a compliance requirement from Feeding America to ensure traceability of product in the event of recalls.
- Partner Agency Meetings: The agency agrees that they will attend a minimum of one (1)meeting per year, and note that attendance at each meeting is strongly encouraged.


## MEMBERSHIP FEE

Annual Fee: Agency Partners agree to pay the annual \$100 Membership Fee to maintain their Agency Partnership status with The HACAP Food Reservoir. Membership Fees are assessed retroactively. Membership Fees for 2024 will be added to January 2025 invoices.
Annual Fee Waiver: Agency Partners will have their Membership Fee waived for the year after attendance at one in-person or virtual Agency Partnership Meeting.

## NON-PROFIT STATUS

- IRS Eligibility Requirements: The Agency Partner agrees that it meets the IRS eligibility requirements for the receipt, transfer, and use of donated products (food and non-food) under section 170(e)(3) of the IRS code, as stated below:
501(c)3 or "Church"/Religious Organization: The Agency Partner agrees that it is incorporated as a 501(c)3 Non-profit corporation or is considered a "church" as defined by the IRS and meets all of the criteria below for each type of eligible organization. Check the type of organization that the Agency


## Partner will qualify as:

501(c)3 Non-Profit Corporation- If this box is selected, the Agency is required to submit, prior to Agency Partner approval:
A current 501(c)3 determination letter from the IRS verifying its non-profit corporate status and verifying that it is not a private foundation. Corporation name must match the name that the Agency Partner is known by the community. If the Agency Partner name does not
match the corporation name listed on the 501(c)3 determination letter, the Agency Partner is required to submit current (less than two (2) years old) official and verifiable documentation regarding the Agency Partner's ability to use the 501(c)3 verification letter proving their non-profit status.
$\square$ Church (as defined by the IRS)/Religious Organization - If this box is selected, the Agency Partner is required to complete and submit the Church Qualifer form prior to approval.

- Purpose of Incorporation and Service: The Agency Partner agrees that it is incorporated to serve the ill, needy and/or children (minor children 0-18 years old). The Agency Partner also agrees that it is not incorporated for a purpose unrelated to serving the ill, needy and/or children (minor children) (such as publication of non-profit periodical providing information to members.)
- Distribution without charge: The Agency Partner agrees that it will distribute the donated products (food and non-food items) obtained from The HACAP Food Reservoir free of charge (monetary, volunteer hours, services or otherwise.)
- Recipients of Distributed products: The Agency Partner agrees that it will only distribute donated products to recipients who qualify as ill, needy and/or infant (minor children 0-18 years old) as defined in IRS code section 170(e)3. The Agency Partner also agrees that it will not distribute donated products to people who do not qualify to receive the products as defined in IRS Code section 170(e)3. Products from The HACAP Food Reservoir will only be distributed to recipients, not to staff or volunteers unless they go through the same qualifying and distribution process as other recipients. Staff and/or volunteers who do qualify to access food will not be given preferential or priority treatment.
- Use of Donated Products: The Agency Partner agrees that it will not sell or use donated products in exchange for money, other property or services, including using donated products for the purpose of fundraising programs and events. The Agency Partner also agrees that it will comply with the restrictions on the use and transfer of donated property, as described in IRS Tax Code Section 170(e)3 and any amendments to the code (See the Federal Register/Vol. 47, No.21/Monday, February 1982/Rules and Regulations, pp. 4509-4512). Donated product is intended for the care of the ill, needy, or infants. Agency Partners will adhere to the guidelines below:
- Agency Partners may permit staff on a limited basis, to consume or prepare donated product for taste testing and demonstration cooking.
- Agency Partners who are directly involved in the preparation of a meal may consume the meal if they are involved with the recipients during consumption i.e. eating the meal at the same time, at the same table, or in the same room. Staff not participating in the preparation of the meal may not consume donated product.
- Non-food donated product may not be used in your agency operation or upkeep.
- Donated product may not be used for business meetings, committee meetings, board meetings, fundraisers, or events.
- Donated product may not be used to compensate or provide incentives to staff or volunteers.
- Bartering, Selling and Fundraising: The Agency Partner agrees that it will not barter, sell or use for fundraising purposes any donated products obtained from The HACAP Food Reservoir.


## OPERATIONAL REQUIREMENTS

- Monthly Distribution: The Agency Partner must have established and regular hours for food distribution. The Agency Partner must be open at least once a month and allow recipients to receive food at least one time per month.
- Record Keeping: The Agency Partner agrees that it will maintain adequate books and records and accurately reflect the total amount of recipients served to The HACAP Food Reservoir. Recipient statistics should be submitted online to The HACAP Food Reservoir by the $5^{\text {th }}$ of each month. All statistics categories requested for your agency partner type are required to be tracked and reported every month. Please refer to the statistics training found on the partner agency website (www.hacap.org/partners) for additional information.
- All donations that are received from places other than The HACAP Food Reservoir must be entered into Primarius on a monthly basis. This includes any regular donations received by, but not limited to, Hy-Vee, Walmart, Quaker Oats, General Mills, Aldi, Target, Panera Bread, ETC. If your agency receives food from an establishment, please make sure to make us aware so that we can add the location to your profile for reporting purposes.
- Food drive pounds from Scouting for Food and Stamp out Hunger that are received directly at the Agency Partner must be reported within a week of the food drive event, please email this information to the appropriate Regional Partnership Coordinator.
- Third Party Purchased Product (For Pantries only): Agency Partners that purchase additional food from retailers in their community will report those pounds on a monthly basis. By reporting these pounds, it helps The HACAP Food Reservoir better understand the work the Agency Partner is doing in the community. These pounds also better illustrate the need in the community. Purchase habits of the Agency Partner helps to inform the sourcing efforts of The HACAP Food Reservoir. Please see the HACAP Training Manual for reporting instructions.
Availability of Records: The Agency Partner agrees to make its records available and track the receipt and distribution of products obtained from The HACAP Food Reservoir.
- On-Site Inspections: The Agency Partner agrees to allow representatives of The HACAP Food Reservoir, donors, and government agencies to inspect and audit all facilities and vehicles where products from The HACAP Food Reservoir are received, stored, and distributed, with or without notice. The Agency Partner agrees to participate in an on-site inspection with The HACAP Food Reservoir staff initially within 30 days of first food order followed by a six(6) month on-site inspection. The Agency Partner will participate in an on-site inspection every two years after that.
- Local, State and Federal Regulations: The Agency Partner agrees that it will ensure the donated product conforms to any applicable provisions of the FDC and Cosmetic act (as amended), and any regulations that follow. The Agency Partner also agrees that it will handle products, conforming to all local, state and Federal regulations, and will maintain current licenses as required by local, state and Federal regulations.
- Donor Stipulations: The Agency Partner agrees that it will adhere to any donor stipulations placed on donated products.
- Shared Maintenance, Transportation and Value Added Processing Fees: The Agency Partner agrees to pay any applicable Shared Maintenance and/or handling fees (Value Added Processing, Delivery Charges, Transportation fees) for the products received from The HACAP Food Reservoir. This fee is subject to change at any time at the discretion of The HACAP Food Reservoir through recommendations made by Feeding America.
- Purchased Product: The Agency Partner agrees that if it should choose to purchase non-donated product then it may pay extra charges and costs associated with that product.
- Agency Personnel: The Agency Partner agrees to have authorized personnel pick-up or receive products from The HACAP Food Reservoir, and are responsible for training those personnel in proper pickup procedure. The Agency Partner should keep The HACAP Food Reservoir updated with all staff and volunteer changes to ensure we have accurate contact information at all times. The Agency Partner agrees to notify The HACAP Food Reservoir staff immediately if the main contact for your agency has changed, and the new contact must sign and return a new Annual Agreement to HACAP within $\mathbf{3 0}$ days.
- Main contact must provide an active email address and check it at least weekly for The HACAP Food Reservoir communications.
- Access to One Feeding America Member Food Bank: The Agency Partner agrees that it will only receive food from The HACAP Food Reservoir and no other Feeding America Member Food Bank.
- Active/Inactive Agency Designation: Agency Partners open year round will obtain products from The HACAP Food Reservoir at least every $\mathbf{2}$ months to be deemed an Active Agency. Agencies open seasonally will obtain products from The HACAP Food Reservoir at least 4 times in a 12- month period. If the Agency Partner becomes inactive by not meeting this requirement, the Agency Partner will not be allowed to obtain products from the HACAP Food Reservoir.
- No Weapons Allowed on the Premises: All HACAP locations have signs posted at the visitor entrance of the facility. Weapons are not allowed in any HACAP locations and should be removed prior to entry into the building.
- HACAP Member Signage: Agency must hang "Member of HACAP Food Reservoir" sign in visible location within the location where food is distributed.
- Agency Bill of Rights: Agency Partner Pantries must hang "Provider Bill of Rights" and "Neighbor Bill of Rights" signs in a visible location within or directly outside of the location where food is distributed.


## FOOD SAFETY

- Storage and Handling of Products: The Agency Partner agrees that it will store, handle and distribute products consistent with the Federal Food, Drug and Cosmetic Act and any regulations that follow.
- Inventory of food should never exceed six months' worth of distribution capacity.
- Training: The Agency Partner must have at least one staff member or regular volunteer designated as responsible for the safe storage, handling, and preparation of food and certified in food safety by either HACAP Food Reservoir Food Safety Program or provide proof of certification from a qualified, professional food safety training agency. If the representative who was Food Safety certified leaves the agency, a new representative within the organization must complete the Food Safety Training within 60 days of that change.
- Transportation
- Transport vehicles must not have recently hauled garbage, waste, dangerous chemicals, broken glass/materials or other nonfood items that may contaminate food product.
- Transportation vehicles have to be in good condition, clean and free of holes and infestation.
- Transportation vehicles must be free of safety hazards including but not limited to fluid leaks and properly operating doors and hatches.
- No animals are allowed in the Food Reservoir for any reason, please ensure your volunteer staff is aware of this as they are not allowed to bring pets in their vehicles during pick up times.
- No odors or other contaminants are to be present in transport vehicles.
- All Program partners outside a 30-minute travel time from The HACAP Food Reservoir must also adhere to the following guidelines:
- Have adequate coolers or freezer blanket storage for all frozen or refrigerated food.
- Ensure frozen or refrigerated product temperatures are taken and recorded prior to leaving the food reservoir. (Completed by the Food Reservoir Staff)
- Ensure frozen or refrigerated product is immediately placed in refrigerators or freezers upon return to Program location.
- Repackaging Food: lowa Administrative Code 137F states that no parties may repackage food without a Commercial Food Service License. Repackaging of bulk fresh produce is allowed with no license required, as long as the product is stored correctly, and is not cut, peeled or sliced. No TEFAP food may be repackaged under any circumstance.
- Cold Storage: The Agency Partner must have a system for securing product received and have adequate refrigeration/freezer space and dry storage to ensure the safety and wholesomeness of product until used and/or distributed. Measures taken to secure product and maintain its integrity must include, but are not limited to:Keeping product distinct from that of other programs, staff and/or personal use;
- Restricting access to storage areas with lockup capacity;
- Storing food off the ground, in a cool, dry area protected from danger of freezing;
- Storing grains, cereals, etc. in such a way as to protect against rodent problems, and;
- Keeping thermometers in every freezer/cooler, maintaining temperature logs daily and retaining them for at least one month at a time.
- The Agency Partner must agree to meet any applicable local, state, and federal health and safety requirements regarding the safe and proper handling of donated food.
- The Agency Partner is responsible for ensuring program staff and volunteers are trained properly in hygiene, safe handling of food, and dealing with the public in a professional manner.
- Distribution of Prepared Food: For agencies that use food provided by HACAP to prepare meals: at a minimum, one person must have Advanced Food Safety training (ex: ServSafe Manager Certification, or any other ANSI-CFP accreditation program). This will be enforced July $1^{\text {st }} 2024$ for all existing meal site partners. Any new meal sites will need to have this training completed before food ordering becomes available. If there are any hardships about how to obtain Advanced Food Safety training, please reach out to your RPC.
- Labeling for prepared foods, which typically originate from restaurant or food service sources, must contain the following label when donated to the Partner Food Bank or Agency Partner:
- Name and location of the organization responsible for receiving and distributing the original donation.
- Name and location of the donor
- Food description
- Date of donation
- An allergen disclaimer statement that includes the following language: "Warning: This food that may contain, have come into contact with, or have been produced in a facility which also produces milk, eggs, peanuts, tree nuts (walnuts, almonds, pecans, hazelnuts/filberts, pistachios, cashews, coconuts, pine nuts, macadamia nuts, and/or Brazil nuts), fish, shellfish (crab, crawfish, lobster, shrimp, mussels, and/or oysters), wheat, soybeans, and/or sesame seeds."


## TEFAP REQUIREMENTS

## Please check the box below if your agency will participate in TEFAP

 $\square$ Agency Partner will participate in TEFAP and agrees to adhere to all regulations listed below:- If the Agency Partner is receiving USDA commodities from The HACAP Food Reservoir, then the Agency Partner agrees to operate the program in accordance with the requirements of 7 CFR Part 251 and, as applicable 250 which includes but is not limited to:
- Display the USDA Civil Rights Poster in plain site
- Hours of Operation must clearly be displayed. All signage for hours of operation must include the statement "This institution is an equal opportunity provider."
- May not require a participant to participate in program activities to receive product. This also includes providing extra TEFAP product for those participants who bring their own bags for distribution.
- Cannot distribute any USDA food past the best if used by date. The Agency Partner must notify The HACAP Food Reservoir if they find inventory that is within 30 days of to the best if used by date.
- TEFAP food cannot be sold, exchanged or otherwise disposed. The Agency Partner is responsible for any improper distribution, use or damage caused by their fault or negligence.
- To ensure we are distributing foods within regulation of the TEFAP Program it may be necessary to push a specific product out to agencies along with items they self-select. While we prefer not to have to do this, sometimes it is a necessity in order to follow the guidelines set forth by the USDA and FNS. We will communicate anytime your agency can expect additional items being added to your orders, with the understanding that these products must be taken. The suggestion would be, if we are pushing product out to you as an agency that you would put this item out as a "take as much as you need" item within your pantry to ensure you are able to distribute it within the guidelines of the program.
- The agreement to distribute TEFAP food may be terminated for cause by either party upon 30 days' notice.
- Each Agency Partner serving the public must include the required nondiscrimination statement on all appropriate FNS and agency publications, websites, posters, pamphlets and informational materials provided to the public. Written publications must include the phrase "This institution is an equal opportunity provider." If publication is digital and the full statement will not fit, a link to the
full statement must be provided. The full USDA nondiscriminatory statement can be found at: https://www.fns.usda.gov/civil-rights/usda-nondiscrimination-statement-other-fns-programs
- Training: Agency Partners distributing USDA product must have all staff/volunteers that participates with food distribution or service complete Civil Rights training on an annual basis.
- FNS INSTRUCTION 113-1 Civil Rights Compliance and Enforcement: The program applicant hereby agrees that it shall comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C § 200d et seq.), Title IX of the Educational Amendment of 1972 (20 U.S.C. §1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines, 28 CFR Part SO. 3 and 42; and FNS directives and guidelines, to the effect that, no person shall, on the grounds or race, color, national origin, sex, age, or disability, be excluded from participant in, be denied benefits of, or otherwise be subject of discrimination under any program or activity for which the program or activity for which the program applicant receives Federal financial assistance from FNS, and hereby gives assurance that is shall immediately take measures necessary to effectuate this agreement.
- Pantries: In accordance with USDA requirements, member pantries MUST have all recipients fill out the TEFAP Eligibility Form.
- The agency must be distributing the products to individuals at or below $185 \%$ of the poverty guidelines.
- This form must be retained on file for a period of 3 years, plus the current year, and should be filled out by recipients once per year.
- The resign time frame is July-August when the new TEFAP guidelines come out annually.
- Pantries may not require additional information for participants to receive TEFAP foods. Example: A pantry requires ID verification to utilize all pantry food, households who chose not to, or are unable to provide ID must still be provided TEFAP foods at the same rate as participants who provide an ID. Agencies may require verification prior to making other products available to participants; however, it must be clear that they can receive USDA foods without additional information.
- Prepared Meal Sites: Sites which serve prepared meals must be able to demonstrate to The HACAP Food Reservoir that they serve a predominately needy population.
- Predominately needy is defined as $51 \%$ of the participants served.
- Needy is defined as the receipt of food assistance or income at or below $185 \%$ of poverty
- TEFAP Enrollment: Agency Partners that choose to participate in the TEFAP program after the initial partnership with HACAP is established, must take the following steps:
- Review and sign a new Annual Agreement indicating participation in TEFAP.
- Complete a monitoring visit with their RPC 30 days after signing a new Annual Agreement.
- Beginning TEFAP Participation: If an existing Agency Partner decides to begin TEFAP participation before the next Annual Agreement is distributed, a new Agreement must be completed indicating participation in TEFAP.
To ensure sub-recipient agencies are successful in distribution of USDA, food banks need to provide training with sub-recipient agency when there is a change in key personnel.
- When a sub-recipient has turnover in key personnel, the food bank will be required to meet with sub-recipient interim personnel face-to-face (in person or virtual) to go over federal program requirements within 5 days of a change in sub-recipient leadership.
- When a sub-recipient onboards personnel for the key position, the food bank will be required to meet with the sub-recipient new personnel face-to-face (in person or virtual) to go over federal program requirements within 30 days from the time the Food Bank is notified the person in this position has started.
- The Department recommends the food bank takes this time to go over key food bank information.
- Sub-recipients who refuse to meet with food bank staff should not have access to USDA product or other product purchased through funding made available through your contract with the Department, until after this training has taken place. The training should highlight:
- Eligibility and distribution criteria for TEFAP
- Civil Rights Training
- Understand the difference between USDA and other foods
- Include any guidelines for other products made available through the Department
- Ending TEFAP Participation: If the Agency Partner voluntarily ends or, is required to end TEFAP participation, the Agency Partner is required to coordinate with The HACAP Food Reservoir to return all remaining TEFAP product.


## NON-COMPLIANCE

If it is determined, that an Agency Partner is non-compliant with any of the above-mentioned policies and/or procedures the following steps will be taken:

- A written corrective action will be issued to the Agency Partner. All corrective action measures will be documented in writing and sent to the agency within two (2) weeks of the violation(s). This notification will provide a detailed description of the infraction(s), recommendations for resolution of the situation, and a timeline for implementation and completion of the corrective action.
- The corrective action plan(s) will be signed by representatives of The HACAP Food Reservoir and The Agency Partner.
- Product ordering will be suspended if deemed necessary by The HACAP Food Reservoir staff until the infraction(s) is resolved.
- Should compliance issues persist or, the Agency Partner does not wish to follow the corrective action plan The HACAP Food Reservoir will follow the Termination Policy.
- Non-compliant behavior includes but is not limited to:
- Being unavailable for required monitoring visits.
- Missing two or more consecutive months of statistics reporting during the Agency's operational months OR, reporting after the deadline four times in a 12-month period.
- Not completing required trainings by the established deadline.
- Falling into inactive agency status as stated in the "Active/Inactive Agency Designation" section on page five (5).
- Not complying with HACAP Food Reservoir mandated policies or procedures.

The HACAP Food Reservoir reserves the right to alter or change the Non-Compliance Policies as it deems necessary and has the obligation to notify agencies of those changes. Publication in the Quarterly Newsletter, email, phone call, and/or written letters will be considered sufficient notice.

## TERMINATION POLICY

The HACAP Food Reservoir reserves the right to terminate this contract with or without cause.
The HACAP Food Reservoir may terminate this contract if, the Agency Partner has been placed on suspension and the infraction(s) outlined in the corrective action plan(s) have not been rectified in the time frame set forth in the corrective action.

Should changes to the law, Feeding America regulations, or The HACAP Food Reservoir policies deem the Agency Partner ineligible, termination of The Agreement will follow.

Steps for termination are as such:

- A written recommendation for termination of The Agreement will be presented to the HACAP Food Reservoir Director and Assistant Director.
- Formal notice of termination of The Agreement will be presented in writing to the Agency Partner.
- At the time of termination, if the Agency Partner participates in TEFAP, a time will be scheduled to retrieve any remaining TEFAP product from the terminated Agency Partner.


## GRIEVANCE POLICY

The Agency Partner may voice concerns or appeal any decisions made by The HACAP Food Reservoir. Please place concerns in writing and direct them to the HACAP Food Reservoir Assistant Director via email or regular email. Please see below for contact information. Email to: aalbright@hacap.org
Mail to: HACAP Food Reservoir
Attn: Angie Albright
1515 Hawkeye Drive
Hiawatha, IA 52233

## LIABILITY RELEASE

The undersigned authorized agent warrants that during active membership, they will receive assorted foods and other products from the HACAP Food Reservoir. Said agent further warrants that the abovedescribed products will be duly inspected upon delivery and found to be fit for human consumption.

It is further agreed between the HACAP Food Reservoir and the above named organization that:

- The food is accepted "as is".
- The HACAP Food Reservoir, Feeding America and the original donor expressly disclaim any warranties of merchantability or fitness for a particular use.
- There have been no express warranties in relation to this donation of food.
- HACAP Food Reservoir member agency will utilize employees or volunteers having sufficient training, experience and expertise in evaluation, handling, preparation, and feeding of donated items.
- Said organization releases the original donor, the HACAP Food Reservoir, and Feeding America from any liability resulting from the conditions of the donated food and further agrees to indemnify and hold the HACAP Food Reservoir, the original donor, and Feeding America free and harmless against any and all liabilities, damages, losses, claims, causes of action and suits of law or inequity or any obligation whatsoever arising out of or attributed to any action of said Organization or any personnel employed by said Organization in connection with its storage and use of donated food. (lowa Code Chapter 672.1, Subsection 3)
- Said Organization will not sell; barter or trade said food.

The Agency Partner's authorized representative's signature below confirms that the Agency is accepting and agrees to abide by all terms of this agreement in effect from date of signature through 12/31/2024.

Agency Signature (Must be signed by the highest authority in the organization, who is responsible for any and all actions of the organization)

Kim Guardado
HACAP Food Reservoir Director

Date

Date

## Friends Meeting Board Liaisons 2024 $4^{\text {th }}$ Tuesday of Every Month at 5:00 p.m.

January $23^{\text {rd }}$--
February $27^{\text {th }}--$
March $26^{\text {th }}--$
April $23^{\text {rd }}$
May $28^{\text {th }}$--
June $25^{\text {th }}$--
July $23^{\text {rd }}$--
August $27^{\text {th }}$--
September $24^{\text {th }}--$
October $29^{\text {th }}$--
November $26^{\text {th }}--$
December--_ No Meeting in December


[^0]:    Capital Outlay

[^1]:    Capital Outlay

    | 601 | Furniture |
    | :--- | :--- |
    | R14 | Technology Hardware/Equipment |
    | O15 | Software |

