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## COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: March 10, 2017Meeting Date: April 6, 2017Name: Katrina EvansDepartment: Library

Division Manager's Signature: \_\_\_\_\_

### 1. Nature and purpose of agenda item:

This budget amendment request is to distribute funds from the Friends of the Library to the appropriate lines in the Library's budget. BA 17-36; total amendment \$2,911.

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

### 2. Fiscal impact on current budget.

Is this a budgeted item?

☐

N/A

☐

Yes Account No. \_\_\_\_\_

☒

No Please list the proposed budget amendment to fund this request

Budget Amendment Number: BA 17-36Fund: 104-LIBRARY ENHANCEMENT

FROM:	TO:	AMOUNT:
104-0000-366.20-00 CONTRIBUTIONS & DONATIONS / CONTRIBUTIONS	104-7100-571.30-66 OPERATING EXPENDITURES / BOOKS/PUBLICATIONS	\$1,980.00
104-0000-366.20-00 CONTRIBUTIONS & DONATIONS / CONTRIBUTIONS	104-7100-571.30-54 OPERATING EXPENDITURES / SUBSCRIPTIONS & DUES	\$931.00

### For Use of County Manger Only:

☒

Consent Item

☐

Discussion Item

## **MEMORANDUM**

DATE: March 10, 2017

TO: Scott Ward, Assistant County Manager

FR: Katrina Evans, Library Director

RE: Friends of the Library donations


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The attached budget amendment is to distribute \$2,911.10 donated to the Library by the Friends of the Library to the appropriate funds in the Library's budget. The Friends of the Library donated \$1980.10 for the purchase of memorial books for the Library's collection. In addition, they donated \$931 to renew the Library's annual movie license covering all three library locations. If you have any questions, please let me know. Thank you.

**Columbia County Public Library**  
308 NW Columbia Avenue  
Lake City, Florida 32055  
386-758-2101 \* FAX 386-758-2135

Date: February 27, 2017

To: Friends of the Library

From: Katrina Evans 

Re: Funding Requests

Below is a brief summary of upcoming Library programs and activities for which Library staff would like to request funding from the Friends of the Library. If you have any questions about specific items, please let me know.

Description of Funding Request	Staff Member Requesting Funds/Friends Budget Fund	Amount
1. Renewal of movie license that covers all three branches (June 15, 2017 – June 14, 2018)	Katrina Evans \$531/5310.1 \$200/5310.2 \$200/5310.3	\$931.00
<b>Total Funds Requested</b> <b>Payable to: Columbia County Public Library</b>		<b>\$931.00</b>

✓# 1453  
2-27-17

3369820 DS4 4-D-BK

DEPOSIT TICKET



DATE 3-8-17

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

CURRENCY	COIN	CHECKS LIST EACH SEPARATELY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
			Friends of	CCPL															
				931 00															

104-0000-366-2000  
(Movie License)

TOTAL \$931.00  
CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE AND ANY APPLICABLE COLLECTION AGREEMENT

Prepared By L Cray  
Please Print  
Verified By

3369820  
DS4 4-D-BK

COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS

CLAIMS FUND/ LIBRARY

P.O. BOX 1529

LAKE CITY, FL 32056-1529

TOTAL ITEMS

\$

931.00

Columbia County Public Library

⑈000004⑈ ⑆5240⑈ 1020⑆ 4282526701⑈

FRIENDS OF COLUMBIA COUNTY  
PUBLIC LIBRARY

308 NW COLUMBIA AVE.  
LAKE CITY, FL 32055

1456

Date 3-7-17 63-64/631

Pay to the order of Columbia County Public Library \$ 931.00  
Nine hundred dollars and 31/100 Dollars

COLUMBIA BANK  
LAKE CITY, FLORIDA 32055

\$531 \$200 \$200  
For movie license 5310.1, 5310.2, 5310.3

Patricia Morris  
for H. W. Morris

6/15/17  
6/14/18

⑈001456⑈ ⑆063100646⑆ 1909231⑈

LIBRARY DEPOSIT RECONCILIATION

DATE: 3-3-17

By: L. Cray

104.0000.366.2000	Library Enhancement	<u>\$1,980.10</u>
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TOTAL	<u>\$1,980.10</u>
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Note: Reimbursement for Memorials 2011 - 2016



