

# AGENDA

## JUNCTION CITY LIBRARY BOARD

City of Junction City  
726 Greenwood St.  
Virtual Meeting

Monday, October 5, 2020  
6:30 p.m.

To help prevent the spread of COVID-19, the City of Junction City will be holding public meetings virtually. Everyone is encouraged to attend the meeting online or by phone. Written testimony can be submitted but must be submitted by 4:00 p.m. to the City Recorder on the date of the meeting. To email written testimony send to [kvodrup@ci.junction-city.or.us](mailto:kvodrup@ci.junction-city.or.us). For City updates and resources on COVID-19, visit [www.junctioncityoregon.gov](http://www.junctioncityoregon.gov).

To join the Library Board meeting via computer, tablet, or smartphone, please go to:

<https://join.freeconferencecall.com/cjcoregon>

You can also dial in using your phone.  
United States: (508) 924-2509

(\*Estimated Time\*)

1. Call to Order
2. Changes to the Agenda
3. Approval of Minutes **5 minutes**
4. Expenditure Report **5 minutes**
5. Business **20 minutes**
  - A. New Library Board Member
  - B. Summer Reading Program
  - C. Ready to Read Grant
  - D. Grant from Soroptimist

E. State Report

F. Update on sorting out collection of books

G. Other Business

6. Adjournment

Next standing meeting scheduled Monday November 2, 2020 at 6:30 pm

**JUNCTION CITY PUBLIC LIBRARY BOARD MEETING** (Draft) **March 2, 2020**

The Junction City Public Library met in regular session on March 2, 2020 at the Junction City Public Library, 726 Greenwood Street, Junction City, Oregon.

**PRESENT** Chair Sarah Goracke, Board Members Jennifer Daeges, April Harris, Jackquelyn Morrow, Chris Vanderlinde, Jason Knope - City Administrator, Stephanie Moran - HR and Administrative Services Manager and Library Coordinator Freda Darling were present.

**Call to Order**

- Sarah Goracke called the meeting to order at 6:59 p.m.

**1. Changes to the Minutes**

- There were no changes to the minutes. But added two items to the agenda under any other business.

**2. Approval of Minutes**

- Minutes from February 3 meeting were approved and seconded on March 2, 2020

**3. The Monthly Expenditure Report**

- We didn't receive the January monthly expenditure report

**4. Business**

- Jason Knope attended the Library Board meeting to give an overview of the budget for the next fiscal year. The Junction City Public Library budget is healthy, and we are on the plus side \$28,000. There, are no changes in Personnel Services. In Materials and Services, the book budget went up \$2,200. IT services went up as we will be doing it in-house. Will do a transfer of \$2,800 from Line 58 so books will have an all-in budget of \$15,000. The public computer stations will be updated either 20-21 or 21-22. In the next week of two Freda's computer and circulation computer will have a new hard drive. Line 64 in budget needs to have a balance of \$32,000and it has \$32,000. Monies are put in budget each year to cover roof, painting inside and out, and carpeting. At this point the plan is to potentially hire a librarian with an MLS depending on budget. If it's 10,000 to 20,000 more fine but above than there will have to be a Plan B. Also talked about a better flow of information between Library Board and Community Service Committee. Possibly try to meet a few times a year.
- Facebook – added ten more people to Facebook page. Jennifer has organized so knows when to post items on Facebook.
- Ready to Read Grant – Freda has spent \$24 dollars on a basket for board books which will be put on floor in children's section. The board books are getting checked out with

greater frequency now than before. Freda is in process of compiling a list of new board books to purchase. She will have Stephanie order the puppet stage and puppets in March. Will use rest of money for a Ready to Read program and books for incentives.

- Weeding Project – Library Coordinator Darling has finished weeding the children’s section. Freda is now weeding the adult non-fiction section and is in the 700’s will then move on to the adult section.
- Programming for Children – Children’s Craft Days led by Jennifer Daeges – March – Paper Dolls, April – Pipe Cleaner Creations and May – Bookmaking. It meets the third Wednesday of each month at library from 3PM till 4:30PM.
- Grants from ETF and Soroptimist – Freda has applied for a grant from the Education Together Foundation – all she had to do was type up a letter asking for a specific amount and what it will be used for. The Soroptimist now have a form to apply for a grant, that you mail back. Freda asked for \$500 for programs and books for incentives. You need to acknowledge the Soroptimist if you receive the grant.
- Future Library Board Member – The library board will have two positions open after June 2020. Erin Dietrich is interested in filling one of the positions on the board. So only need to recruit another person and they need to live outside the city limits. Freda will advertise at the library and on Facebook page. Kitty will also put in the paper.
- Other Business – Discussed volunteer age limit, have tabled it till next meeting so Stephanie can gather more information. The JC Public Library policy on patrons checking out materials from other libraries, is they need to return materials to library they borrowed materials from. Apparently, that isn’t the case with all libraries. Freda is attending a Lane County librarians meeting and will find out policy at other libraries

**5. Adjournment – 8:15 p.m.**

ATTEST

Freda Darling, Library Coordinator

The next Library Board meeting is April 6, 2020 at 7:00 p.m.

Community Services Department  
July 2020

Detail Report

|    |                |                                 | Budget         | Current<br>Period | YTD<br>Amount | YTD<br>Variance  | % to Date      |
|----|----------------|---------------------------------|----------------|-------------------|---------------|------------------|----------------|
| 1  | <b>001-674</b> | <b>Beginning Fund Balance</b>   | <b>28,300</b>  | -                 | <b>42,457</b> | <b>14,157</b>    | <b>150.03%</b> |
| 2  |                |                                 |                |                   |               |                  |                |
| 3  | <b>001-674</b> | <b>Revenue</b>                  |                |                   |               |                  |                |
| 4  | 403200         | Library Receipts                | 5,000          | 473               | 473           | (4,527)          | 9.46%          |
| 5  | 403215         | Grant: Education Together Fund  | 500            | -                 | -             | (500)            | 0.00%          |
| 6  | 403225         | Grant: Soroptimists             | 500            | -                 | -             | (500)            | 0.00%          |
| 7  | 403250         | Grant: OR State Library RTR     | 1,000          | -                 | -             | (1,000)          | 0.00%          |
| 8  | 409310         | General Revenue                 | 50,100         | 2,792             | 2,792         | (47,308)         | 5.57%          |
| 9  | 400200         | Property Taxes                  | 133,600        | 169               | 169           | (133,431)        | 0.13%          |
| 10 | 400400         | Interest                        | 100            | 37                | 37            | (63)             | 37.17%         |
| 11 | 403340         | OR Cor Relief Grant             | -              | -                 | -             | -                | 0.00%          |
| 12 | 409000         | Other Revenue                   | 300            | -                 | -             | (300)            | 0.00%          |
| 13 |                | <b>Total Revenue</b>            | <b>191,100</b> | <b>3,472</b>      | <b>3,472</b>  | <b>(187,628)</b> | <b>1.82%</b>   |
| 14 |                |                                 |                |                   |               |                  |                |
| 15 | <b>001-674</b> | <b>Personnel Services</b>       |                |                   |               |                  |                |
| 16 | 503780         | Direct Wages                    | 50,100         | 4,072             | 4,072         | 46,028           | 8.13%          |
| 17 | 503790         | Wages - Overtime                | 1,100          | -                 | -             | 1,100            | 0.00%          |
| 18 | 513344         | FICA                            | 4,000          | 294               | 294           | 3,706            | 7.36%          |
| 19 | 539094         | Pension - PERS                  | 16,200         | 1,244             | 1,244         | 14,956           | 7.68%          |
| 20 | 542344         | Workers' Compensation Ins       | 200            | 9                 | 9             | 191              | 4.59%          |
| 21 | 546833         | Insurance Benefits              | 21,200         | 1,710             | 1,710         | 19,490           | 8.07%          |
| 22 | 548877         | Unemployment Insurance          | 2,300          | -                 | -             | 2,300            | 0.00%          |
| 23 |                | <b>Total Personnel Services</b> | <b>95,100</b>  | <b>7,329</b>      | <b>7,329</b>  | <b>87,771</b>    | <b>7.71%</b>   |
| 24 |                |                                 |                |                   |               |                  |                |
| 25 | <b>001-674</b> | <b>Materials &amp; Services</b> |                |                   |               |                  |                |
| 26 | 601100         | Administrative Charges          | 20,800         | 1,733             | 1,733         | 19,067           | 8.33%          |
| 27 | 602171         | Insurance                       | 2,900          | 2,880             | 2,880         | 20               | 99.32%         |
| 28 | 603200         | Bank Fees                       | 100            | 10                | 10            | 90               | 9.87%          |
| 29 | 604056         | Books                           | 15,000         | 555               | 555           | 14,445           | 3.70%          |
| 30 | 604080         | Digital Audio Books             | 1,200          | -                 | -             | 1,200            | 0.00%          |
| 31 | 605000         | Grant: OR State (RTR)           | 1,000          | -                 | -             | 1,000            | 0.00%          |
| 32 | 605100         | Grant: Soroptimists             | 500            | -                 | -             | 500              | 0.00%          |
| 33 | 606633         | Computer/Office Equipment Main  | 100            | -                 | -             | 100              | 0.00%          |
| 34 | 606640         | Computer Catalog                | 6,000          | -                 | -             | 6,000            | 0.00%          |
| 35 | 608925         | Software Support & Licensing    | 1,200          | -                 | -             | 1,200            | 0.00%          |
| 36 | 611770         | IT Service Charges              | 11,700         | 933               | 933           | 10,767           | 7.97%          |
| 37 | 618602         | Electricity                     | 3,000          | 127               | 127           | 2,873            | 4.24%          |
| 38 | 632677         | Office Equipment Leases         | 1,800          | 136               | 136           | 1,664            | 7.55%          |
| 39 | 632680         | Office Equipment/Furnishings    | 100            | -                 | -             | 100              | 0.00%          |
| 40 | 633850         | Natural Gas                     | 900            | 22                | 22            | 878              | 2.44%          |

|    |                |                                       | Budget         | Current<br>Period | YTD<br>Amount | YTD<br>Variance | % to Date    |
|----|----------------|---------------------------------------|----------------|-------------------|---------------|-----------------|--------------|
| 41 | 636921         | Office Supplies                       | 1,000          | -                 | -             | 1,000           | 0.00%        |
| 42 | 640457         | Postage                               | 1,500          | 3                 | 3             | 1,497           | 0.20%        |
| 43 | 642300         | Summer Reading Program                | 800            | -                 | -             | 800             | 0.00%        |
| 44 | 642301         | ETF Grant                             | 500            | -                 | -             | 500             | 0.00%        |
| 45 | 642320         | Library Programs                      | 1,000          | -                 | -             | 1,000           | 0.00%        |
| 46 | 644650         | Building Maintenance Charges          | 6,900          | 478               | 478           | 6,422           | 6.93%        |
| 47 | 644660         | Repair & Care of Library              | 500            | 10                | 10            | 490             | 2.02%        |
| 48 | 647030         | Travel and Training                   | 300            | -                 | -             | 300             | 0.00%        |
| 49 | 648861         | Supplies and Book Repair              | 500            | -                 | -             | 500             | 0.00%        |
| 50 | 649843         | Telephone                             | 800            | 58                | 58            | 742             | 7.25%        |
| 51 | 649860         | Volunteer Expenses                    | 500            | -                 | -             | 500             | 0.00%        |
| 52 | 652080         | Internet & Email                      | 1,800          | 115               | 115           | 1,685           | 6.38%        |
| 53 | 702013         | Audit                                 | 400            | -                 | -             | 400             | 0.00%        |
| 54 |                | <b>Total Materials &amp; Services</b> | <b>82,800</b>  | <b>7,061</b>      | <b>7,061</b>  | <b>75,739</b>   | <b>8.53%</b> |
| 55 |                |                                       |                |                   |               |                 |              |
| 56 | <b>001-674</b> | <b>Transfers</b>                      |                |                   |               |                 |              |
| 57 | 900046         | Trans Comm Services Cap Fund          | <b>5,200</b>   | -                 | -             | <b>5,200</b>    | <b>0.00%</b> |
| 58 |                |                                       |                |                   |               |                 |              |
| 59 |                | <b>Total Expenses</b>                 | <b>183,100</b> | <b>14,390</b>     | <b>14,390</b> | <b>168,710</b>  | <b>7.86%</b> |
| 60 |                |                                       |                |                   |               |                 |              |
| 61 |                | <b>Fund Balance &amp; Contingency</b> |                |                   |               |                 |              |
| 62 | 900900         | Operating Contingency                 | 5,000          | -                 | -             | 5,000           | -            |
| 63 |                | <b>Ending Fund Balance</b>            | <b>31,300</b>  | <b>(10,918)</b>   | <b>31,539</b> | <b>239</b>      |              |

Community Services Department  
August 2020

Detail Report

|    |                | Budget                          | Current<br>Period | YTD<br>Amount | YTD<br>Variance | % to Date        |                |
|----|----------------|---------------------------------|-------------------|---------------|-----------------|------------------|----------------|
| 1  | <b>001-674</b> | <b>Beginning Fund Balance</b>   | <b>28,300</b>     | <b>-</b>      | <b>42,457</b>   | <b>14,157</b>    | <b>150.03%</b> |
| 2  |                |                                 |                   |               |                 |                  |                |
| 3  | <b>001-674</b> | <b>Revenue</b>                  |                   |               |                 |                  |                |
| 4  | 403200         | Library Receipts                | 5,000             | 276           | 749             | (4,252)          | 14.97%         |
| 5  | 403215         | Grant: Education Together Fund  | 500               | -             | -               | (500)            | 0.00%          |
| 6  | 403225         | Grant: Soroptimists             | 500               | -             | -               | (500)            | 0.00%          |
| 7  | 403250         | Grant: OR State Library RTR     | 1,000             | -             | -               | (1,000)          | 0.00%          |
| 8  | 409310         | General Revenue                 | 50,100            | 4,925         | 7,730           | (42,370)         | 15.43%         |
| 9  | 400200         | Property Taxes                  | 133,600           | 338           | 508             | (133,092)        | 0.38%          |
| 10 | 400400         | Interest                        | 100               | 24            | 61              | (39)             | 60.83%         |
| 11 | 403340         | OR Cor Relief Grant             | -                 | 1,615         | 1,615           | 1,615            | 0.00%          |
| 12 | 409000         | Other Revenue                   | 300               | -             | -               | (300)            | 0.00%          |
| 13 |                | <b>Total Revenue</b>            | <b>191,100</b>    | <b>7,178</b>  | <b>10,662</b>   | <b>(180,438)</b> | <b>5.58%</b>   |
| 14 |                |                                 |                   |               |                 |                  |                |
| 15 | <b>001-674</b> | <b>Personnel Services</b>       |                   |               |                 |                  |                |
| 16 | 503780         | Direct Wages                    | 50,100            | 4,155         | 8,227           | 41,873           | 16.42%         |
| 17 | 503790         | Wages - Overtime                | 1,100             | -             | -               | 1,100            | 0.00%          |
| 18 | 513344         | FICA                            | 4,000             | 301           | 595             | 3,405            | 14.87%         |
| 19 | 539094         | Pension - PERS                  | 16,200            | 1,269         | 2,513           | 13,687           | 15.51%         |
| 20 | 542344         | Workers' Compensation Ins       | 200               | 8             | 17              | 183              | 8.62%          |
| 21 | 546833         | Insurance Benefits              | 21,200            | 1,708         | 3,418           | 17,782           | 16.12%         |
| 22 | 548877         | Unemployment Insurance          | 2,300             | 1,040         | 1,040           | 1,260            | 45.23%         |
| 23 |                | <b>Total Personnel Services</b> | <b>95,100</b>     | <b>8,481</b>  | <b>15,811</b>   | <b>79,289</b>    | <b>16.63%</b>  |
| 24 |                |                                 |                   |               |                 |                  |                |
| 25 | <b>001-674</b> | <b>Materials &amp; Services</b> |                   |               |                 |                  |                |
| 26 | 601100         | Administrative Charges          | 20,800            | 1,733         | 3,467           | 17,333           | 16.67%         |
| 27 | 602171         | Insurance                       | 2,900             | -             | 2,880           | 20               | 99.32%         |
| 28 | 603200         | Bank Fees                       | 100               | 7             | 16              | 84               | 16.37%         |
| 29 | 604056         | Books                           | 15,000            | 65            | 619             | 14,381           | 4.13%          |
| 30 | 604080         | Digital Audio Books             | 1,200             | 833           | 833             | 367              | 69.46%         |
| 31 | 605000         | Grant: OR State (RTR)           | 1,000             | -             | -               | 1,000            | 0.00%          |
| 32 | 605100         | Grant: Soroptimists             | 500               | -             | -               | 500              | 0.00%          |
| 33 | 606633         | Computer/Office Equipment Main  | 100               | -             | -               | 100              | 0.00%          |
| 34 | 606640         | Computer Catalog                | 6,000             | 5,408         | 5,408           | 592              | 90.13%         |
| 35 | 608925         | Software Support & Licensing    | 1,200             | 438           | 438             | 762              | 36.47%         |
| 36 | 611770         | IT Service Charges              | 11,700            | 1,011         | 1,944           | 9,756            | 16.62%         |
| 37 | 618602         | Electricity                     | 3,000             | 209           | 336             | 2,664            | 11.20%         |
| 38 | 632677         | Office Equipment Leases         | 1,800             | 105           | 241             | 1,559            | 13.40%         |
| 39 | 632680         | Office Equipment/Furnishings    | 100               | -             | -               | 100              | 0.00%          |
| 40 | 633850         | Natural Gas                     | 900               | 16            | 38              | 862              | 4.22%          |

|    |                |                                       | Budget         | Current<br>Period | YTD<br>Amount | YTD<br>Variance | % to Date     |
|----|----------------|---------------------------------------|----------------|-------------------|---------------|-----------------|---------------|
| 41 | 636921         | Office Supplies                       | 1,000          | 19                | 19            | 981             | 1.87%         |
| 42 | 640457         | Postage                               | 1,500          | -                 | 3             | 1,497           | 0.20%         |
| 43 | 642300         | Summer Reading Program                | 800            | -                 | -             | 800             | 0.00%         |
| 44 | 642301         | ETF Grant                             | 500            | -                 | -             | 500             | 0.00%         |
| 45 | 642320         | Library Programs                      | 1,000          | -                 | -             | 1,000           | 0.00%         |
| 46 | 644650         | Building Maintenance Charges          | 6,900          | 478               | 957           | 5,943           | 13.87%        |
| 47 | 644660         | Repair & Care of Library              | 500            | -                 | 10            | 490             | 2.02%         |
| 48 | 647030         | Travel and Training                   | 300            | -                 | -             | 300             | 0.00%         |
| 49 | 648861         | Supplies and Book Repair              | 500            | 221               | 221           | 279             | 44.20%        |
| 50 | 649843         | Telephone                             | 800            | 58                | 116           | 684             | 14.50%        |
| 51 | 649860         | Volunteer Expenses                    | 500            | -                 | -             | 500             | 0.00%         |
| 52 | 652080         | Internet & Email                      | 1,800          | 115               | 229           | 1,571           | 12.74%        |
| 53 | 702013         | Audit                                 | 400            | -                 | -             | 400             | 0.00%         |
| 54 |                | <b>Total Materials &amp; Services</b> | <b>82,800</b>  | <b>10,716</b>     | <b>17,776</b> | <b>65,024</b>   | <b>21.47%</b> |
| 55 |                |                                       |                |                   |               |                 |               |
| 56 | <b>001-674</b> | <b>Transfers</b>                      |                |                   |               |                 |               |
| 57 | 900046         | Trans Comm Services Cap Fund          | <b>5,200</b>   | -                 | -             | <b>5,200</b>    | <b>0.00%</b>  |
| 58 |                |                                       |                |                   |               |                 |               |
| 59 |                | <b>Total Expenses</b>                 | <b>183,100</b> | <b>19,197</b>     | <b>33,587</b> | <b>149,513</b>  | <b>18.34%</b> |
| 60 |                |                                       |                |                   |               |                 |               |
| 61 |                | <b>Fund Balance &amp; Contingency</b> |                |                   |               |                 |               |
| 62 | 900900         | Operating Contingency                 | 5,000          | -                 | -             | 5,000           | -             |
| 63 |                | <b>Ending Fund Balance</b>            | <b>31,300</b>  | <b>(12,019)</b>   | <b>19,532</b> | <b>(11,768)</b> |               |