

DEL NORTE COUNTY LIBRARY DISTRICT

Notice of Regular Board Meeting

Date: Monday, September 13, 2021

Time: 5:15 PM

Place: <https://us02web.zoom.us/j/3700765220>

(707) 464-9793

Public Comment: ANY MEMBER OF THE AUDIENCE MAY ADDRESS THE BOARD ON ANY MATTER EITHER ON OR OFF THE AGENDA THAT IS WITHIN THE BOARD'S JURISDICTION. Public comment on items of interest to the public, within the subject matter jurisdiction of the committee and not otherwise appearing on the agenda are accepted. Note, however, that the Library Board is not able to undertake extended discussion or act on non-agenized items. Such items can be referred to staff for appropriate action, which may include placement on a future agenda. If you intend to address a subject that is on the Agenda, please hold your comments regarding that item until we announce it so that we may properly address all comments on that subject at the same time. After receiving recognition from the Chair, please state your name and city or county of residency for the record. Speakers, please limit your comments to three (3) minutes.

A CLOSED SESSION may be called at any time during a meeting, as permitted by the 1994 Ralph M. Brown Act for the following purposes: pending litigation (Sec. 9495639), personnel (Sec. 54957), labor negotiations (Sec. 54957.6) or any other exceptions to open session as described by the Act.

Anyone requiring reasonable accommodation to participate in the meeting should contact the Library Manager at (707) 464-9793 at least five (5) days prior to the meeting.

AGENDA

- I. Call to Order**
- II. Communications**
 - 1) Public Comment Period
 - 2) Other Communications
- III. Consent Agenda**
 - 1) Minutes: Review, potentially modify, and approve minutes from the August 13, 2021 Special Board Meeting.*
 - 2) Claims: Review and authorize claims.*
- IV. Committee Reports**
 - 1) Del Norte Reads
 - 2) Library Manager
 - 3) Smith River Branch
 - 4) Friends of the Library

- 5) Trustees
- 6) Policy

V. Unfinished Business

- 1) Discuss and Take Action on Curbside Service
- 2) Discuss and take action on COVID protocol
- 3) Discuss and take action on the the hiring committee
- 4) Discuss and take action on the hiring of a Del Norte Reads Director

VI. New Business

- 1) Discuss and take action on the the hiring committee
- 2) Discuss and take action on the hiring of a Del Norte Reads Director

VII. Adjournment

The next regular meeting of the Del Norte County Library District Board is scheduled for Thursday, June 25^h, 2020 at 9:00 AM.

Posted: _____

Angela Stanley – Library Chair

Posted September 10, 2021

AUGUST CLAIMS 2021

0612	08/26/21	ADVANCED SECURITY SYSTEMS	Open	\$306.00	<p style="text-align: right;">----</p> Edit Claim Edit Vendor Delete Claim
10610	08/24/21	FRONTIER	Open	\$343.59	<p style="text-align: right;">----</p> Edit Claim Edit Vendor Delete Claim
10609	08/24/21	Frontier	Open	\$55.11	<p style="text-align: right;">----</p> Edit Claim Edit Vendor Delete Claim
10608	08/13/21	PACIFIC POWER	Open	\$197.86	<p style="text-align: right;">----</p> Edit Claim Edit Vendor Delete Claim
10607	08/13/21	CRESCENT CITY WATER/SEWER DEPT	Open	\$67.24	<p style="text-align: right;">----</p> Edit Claim Edit Vendor Delete Claim
10606	08/13/21	NEW READERS PRTESS	Open	\$926.31	<p style="text-align: right;">----</p> Edit Claim Edit Vendor Delete Claim
10605	08/13/21	MENDES SUPPLY COMPANY	Open	\$132.21	<p style="text-align: right;">----</p> Edit Claim Edit Vendor Delete Claim

1060 4	08/12/2 1	FRANCES RUIZ	Ope n	\$32.00	---- Edit Claim Edit Vendor Delete Claim
1059 4	08/10/2 1	DELNORTE OFFICE SUPPLY	Ope n	\$155.73	---- Edit Claim Edit Vendor Delete Claim
1059 0	08/04/2 1	WEBCLARITY	Ope n	\$237.00	---- Edit Claim Edit Vendor Delete Claim
1058 9	08/03/2 1	US BANK CORP	Ope n	\$221.10	---- Edit Claim Edit Vendor Delete Claim
1058 8	08/03/2 1	NORTHNET LIBRARY SYSTEM	Ope n	\$619.00	---- Edit Claim Edit Vendor Delete Claim
1058 7	08/03/2 1	SURBURBAN PROPANE-1409	Ope n	\$268.80	---- Edit Claim Edit Vendor Delete Claim
1058 6	08/03/2 1	US BANK	Ope n	\$2,290. 51	

Claim ID: 10615

Vendor US BANK
 PO BOX 790428
 ST LOUIS, MO 63179-0428

Vendor ID:

18096

PBSP Expense

Notes: August statement

Fund	Dept	Line	Proj	Amount	Invoice	Description
414	371	20284	0	\$420.08	CS2427	New Readers Press Books
414	371	20284	0	\$65.58	111-2858265-3110669	Amazon Books DNReads
414	70	20140	0	\$45.18		Walmart household items
414	371	20284	0	\$926.31		New Readers Press Books
414	70	20282	0	\$10.00		Reader's Digest Magazine Renew
414	70	20282	0	\$24.95		Discover Magazine Renewal

Total Claim: \$1,492.10

I HEREBY CERTIFY THE ARTICLES OR SERVICES DESCRIBED ON THE ATTACHED INVOICES WERE NECESSARY FOR USE BY THE DEPARTMENT AND HAVE BEEN RECEIVED, AND THAT NO PRIOR CLAIM FOR SAME HAS BEEN SUBMITTED.

X *Phyllis Goodwill*
Signature of Department Head/Authorized Deputy

09/01/21
Claim Date

D.N. County Library District

Statement of Revenues and Expenditures
1 Months Ended 7/31/2021

		CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	% EXPENDED
Revenues:						
414-070-91040	Book Fines	131.67	131.67	0.00	131.67	0.00%
414-070-91060	Photo Copies	76.66	76.66	0.00	76.66	0.00%
414-070-91124	Gifts - Unspecified	12.20	12.20	0.00	12.20	0.00%
414-070-91132	Donation/New Building	18.95	18.95	0.00	18.95	0.00%
Total Revenues		239.48	239.48	0.00	239.48	0.00%
Expenses:						
414-070-10010	Payroll	5,398.41	5,398.41	0.00	(5,398.41)	0.00%
414-070-10015	Parttime/Temporary	10,189.01	10,189.01	0.00	(10,189.01)	0.00%
414-070-10020	Retirement	4,949.37	4,949.37	0.00	(4,949.37)	0.00%
414-070-10030	Employee Benefits	194.35	194.35	0.00	(194.35)	0.00%
414-070-10040	Workers Comp	788.26	788.26	0.00	(788.26)	0.00%
Total Salaries and Benefits		21,519.40	21,519.40	0.00	(21,519.40)	0.00%
414-070-20121	Communications	55.11	55.11	0.00	(55.11)	0.00%
414-070-20150	Insurance	9,829.19	9,829.19	0.00	(9,829.19)	0.00%
414-070-20230	Professional Services	140.00	140.00	0.00	(140.00)	0.00%
414-070-20279	Summer Reading Prg Awards/Incentive	47.10	47.10	0.00	(47.10)	0.00%
414-070-20282	Magazines/Newspapers	145.09	145.09	0.00	(145.09)	0.00%
Total Services and Supplies		10,216.49	10,216.49	0.00	(10,216.49)	0.00%
Total Other Charges		0.00	0.00	0.00	0.00	0.00%
Total Fixed Assets		0.00	0.00	0.00	0.00	0.00%
Total Intrafund Transfers		0.00	0.00	0.00	0.00	0.00%
Total Expenses		31,735.89	31,735.89	0.00	(31,735.89)	0.00%
Revenues Over (Under) Expenditures		(31,496.41)	(31,496.41)	0.00	(31,496.41)	0.00%

D.N. County Library District
Balance Sheet
July 31, 2021

Unaudited

ASSETS

414 010 00000	Cash DN Co Library Dist	404,966.59
414 010 00300	Imprest Cash	300.00
414 010 03200	Land	33,777.00
414 010 03300	Buildings and Improvements	479,878.00
414 010 03400	Equipment	60,238.00
414 010 03700	Less Accum Depr Building	(368,853.00)
414 010 03800	Less Accum Depr Equip	(52,244.00)
	Total Assets	<u>558,062.59</u>

LIABILITIES AND FUND EQUITY

414 010 05105	Sales Tax payable	47.10
414 010 05120	Salaries Payable	13,360.35
414 010 05300	Tax Liability Federal	2,890.40
414 010 05310	Tax Liability State	178.28
414 010 05320	PERS Liability	(121,086.50)
414 010 05355	Unemployment Insurance	215.92
414 010 07100	Fund Balance	85,496.45
414 010 07101	Fund Balance Literacy	40,794.18
414 010 07102	Fund Balance Building Major Repairs & Improvem	40,997.82
414 010 07103	Fund Balance New Building	351,056.00
414 010 07104	Fund Balance Munson Trust	25,000.00
414 010 09600	Investment in Fixed Assets	152,796.00
	Revenue	239.48
	Expenditure	(33,922.89)
	Total Liabilities and Fund Equity	<u>558,062.59</u>

G/L Transactions Listing - In Functional Currency (GLPTLS1)

Include Accounts With No Activity [No]
 Include Balances and Net Changes [Yes]
 Include Posting Seq. and Batch-Entry [Yes]
 Include Trans. Optional Fields [No]
 From Year - Period [2022 - 01] To [2022 - 01]
 Sort By [Dept]
 Sort Transactions By Date [No]
 From Dept [371] To [371]
 From Account Group [] To [ZZZZZZZZZZZZ]
 Last Year Closed 2021
 Last Posting Sequence 25147
 Use Rolled Up Amounts [No]
 Date Doc. Date

Account Number/Year/Prd.	Source	Doc. Date	Description/Reference	Posting Seq.	Batch-Entry	Debits	Credits	Net Change	Balance
414-371-20250			Rent						0.00
2022									
01	GL-JE	7/1/2021	Journ No: 26331 TAB AND ASSOCIATES	25107	27198-1	2,187.00			
			Net Change and Ending Balance for Fiscal Period 01:					2,187.00	2,187.00
			Totals: Rent 2022			2,187.00	0.00	2,187.00	2,187.00
			Report Totals:			2,187.00	0.00	2,187.00	2,187.00

1 account printed

G/L Transactions Listing - In Functional Currency (GLPTLS1)

Include Accounts With No Activity [No]
 Include Balances and Net Changes [Yes]
 Include Posting Seq. and Batch-Entry [Yes]
 Include Trans. Optional Fields [No]
 From Year - Period [2022 - 01] To [2022 - 01]
 Sort By [Dept]
 Sort Transactions By Date [No]
 From Dept [070] To [070]
 From Account Group [] To [ZZZZZZZZZZZZ]
 Last Year Closed 2021
 Last Posting Sequence 25147
 Use Rolled Up Amounts [No]
 Date Doc. Date

Account Number/Year/Prd.	Source	Doc. Date	Description/Reference	Posting Seq.	Batch-Entry	Debits	Credits	Net Change	Balance
414-070-10010 2022			Payroll						0.00
01	GL-JE	7/30/2021	Journ No: 26310 LIBRARY PAYROLL 7/21	25054	27145-1	5,398.41			
			Net Change and Ending Balance for Fiscal Period 01:					5,398.41	5,398.41
			Totals: Payroll 2022			5,398.41	0.00	5,398.41	5,398.41
414-070-10015 2022			Parttime/Temporary						0.00
01	GL-JE	7/30/2021	Journ No: 26310 LIBRARY PAYROLL 7/21	25054	27145-1	10,189.01			
			Net Change and Ending Balance for Fiscal Period 01:					10,189.01	10,189.01
			Totals: Parttime/Temporary 2022			10,189.01	0.00	10,189.01	10,189.01
414-070-10020 2022			Retirement						0.00
01	GL-AP	7/9/2021	NORTHNET LIBRARY 328255: 1969 DEL NORTE	24951	27034-1	3,736.00			
01	GL-JE	7/30/2021	Journ No: 26310 LIBRARY PAYROLL 7/21	25054	27145-1	1,420.12			
01	GL-JE	7/30/2021	Journ No: 26310 LIBRARY PAYROLL 7/21	25054	27145-1		206.75		
			Net Change and Ending Balance for Fiscal Period 01:					4,949.37	4,949.37

G/L Transactions Listing - In Functional Currency (GLPTLS1)

Account Number/ Year/ Prd.	Source	Doc. Date	Description/ Reference	Posting Seq.	Batch-Entry	Debits	Credits	Net Change	Balance
Totals: Retirement 2022						5,156.12	206.75	4,949.37	4,949.37
414-070-10030 2022			Employee Benefits						0.00
01	GL-JE	7/30/2021	Journ No: 26310 LIBRARY PAYROLL 7/21	25054	27145-1	194.35			
Net Change and Ending Balance for Fiscal Period 01:								194.35	194.35
Totals: Employee Benefits 2022						194.35	0.00	194.35	194.35
414-070-10040 2022			Workers Comp						0.00
01	GL-AP	7/9/2021	SDRMA 328264: 69822 7226	24951	27034-1	788.26			
Net Change and Ending Balance for Fiscal Period 01:								788.26	788.26
Totals: Workers Comp 2022						788.26	0.00	788.26	788.26
414-070-20121 2022			Communications						0.00
01	GL-AP	7/30/2021	FRONTIER 328777: 70748780480403	25036	27128-1	55.11			
Net Change and Ending Balance for Fiscal Period 01:								55.11	55.11
Totals: Communications 2022						55.11	0.00	55.11	55.11
414-070-20150 2022			Insurance						0.00
01	GL-AP	7/23/2021	SDRMA 328566: 70269 7226	25027	27115-1	9,829.19			
Net Change and Ending Balance for Fiscal Period 01:								9,829.19	9,829.19
Totals: Insurance 2022						9,829.19	0.00	9,829.19	9,829.19
414-070-20230 2022			Professional Services						0.00
01	GL-AP	7/23/2021	OLMEDO, KARINA 328559: REIMBURSE FING	25027	27115-1	52.00			
01	GL-AP	7/30/2021	G.H. OUTREACH 328780: 421897	25036	27128-1	88.00			
Net Change and Ending Balance for Fiscal Period 01:								140.00	140.00

DEL NORTE COUNTY LIBRARY DISTRICT

STATISTICS

	01-21	02-21	03-21	04-21	05-21	06-21	FY TOTAL	07-21	08-21	09-21	10-21	11-21	12-21	2021 TOTAL	01-22	02-22	03-22	04-22	05-22	06-22	FY TOTAL	07-22	08-22	09-22	10-22	11-22	12-22	2022 TOTAL
No of Registered Users (patrons who have a library card)	26,159	26,187	26,299	26,322		26,400	131,367							131,367							0							0
No of Children Borrowers (minor patrons who have a library card)	1,306	1,310	1,310	1,315		1,320	6,561							6,561							0							0
No of Online Card Registrations	0	0	0	0		0	0							0							0							0
No of Online Card Renewals	0	0	0	0		0	0							0							0							0
No of Print Materials Held in Collection	11,881	11,843	11,771	48,690		48,928	133,113							133,113							0							0
No of Contactless Technology Loaned (curbside, deliveries) - Main Branch	0	0	0	0		0	0							0							0							0
No of Contactless Physical Materials Loaned (curbside, deliveries) - Main Branch	1,508	1,282	1,296	1,709		28	5,823							5,823							0							0
No of not Contactless Checkouts - Main Branch						2																						
Total No of Checkouts - Main Branch						1987																						
No of Children's Book Holds - Main Branch	0	0	0	10,938		11,009																						
No of Young Adult Book Holds - Main Branch	0	0	0	2,281		2,297																						
No of Reference Questions - Main Branch	40	38	62	25		70	235							235							0							0
No of Uses of Public Internet Computers - Main Branch	0	0	0	69		166	235							235							0							0
No of New Items - Main Branch						59																						
No of New Items - SR Branch						58																						
No of New Items - Total Count						117																						
No of Contactless Physical Materials Loaned (curbside, deliveries) - SR Branch	0	0	0	0		0																						
No of not Contactless Checkouts - SR Branch						0																						
Total No of Checkouts - SR Branch						11																						
No of Children's Book Holds - SR Branch	0	0	0	0		957																						
No of Young Adult Book Holds - SR Branch	0	0	0	0		238																						
No of Reference Questions - SR Branch	0	0	0	0		0																						
No of Uses of Public Internet Computers - SR Branch	0	0	0	0		1																						
Ave Hours per Week of Volunteer Work - SR Branch	0	0	0	0		12																						
No of Visitors (Daily Count) - SR Branch	0	0	0	0		12																						
No of Ebooks Borrowed	289	315	379	379		384	1746							1746							0							0
No of Eaudios Borrowed	107	38	104	138		203	590							590							0							0
No of Evideos Borrowed	0	94	0	0		0	94							94							0							0
No of Virtual Tutoring Sessions	0	6	10	10		0	26							26							0							0
No of Career Counseling Hours	2	1	1	1		0	5							5							0							0
No of Uses of Public Internet Computers - Del Norte Reads	0	2	0	0		3	5							5							0							0
Ave Hours per Week of Volunteer Work - Del Norte Reads	6	15	2	2		8	33							33							0							0
No of Daily Visitors - Del Norte Reads	1	3	5	5		16	30							30							0							0
No of Children's Program (Activities) - Live	0	0	0	0		1	1							1							0							0
No of Children's Program (Activities) - Virtual	4	5	7	5		1	22							22							0							0
No of Children's Program (Activities) - Total Count	4	5	7	5		2	23							23							0							0
Children's Program (Activity) Attendance - Live	0	0	0	0		20	20							20							0							0
Children's Program (Activity) Attendance - Virtual	6	40	244	17		37	344							344							0							0
Children's Program (Activity) Attendance - Total Count	6	40	244	17		57	364							364							0							0
No of Young Adult's Program (Activities) - Live	0	0	0	0		0	0							0							0							0
No of Young Adult's Program (Activities) - Virtual	0	0	0	1		0	1							1							0							0
No of Young Adult's Program (Activities) - Total Count	0	0	0	0		0	0							0							0							0
Young Adult's Program (Activity) Attendance - Live	0	0	0	0		0	0							0							0							0
Young Adult's Program (Activity) Attendance - Virtual	0	0	0	2		0	2							2							0							0
Young Adult's Program (Activity) Attendance - Total Count	0	0	0	2		0	2							2							0							0
No of Adult's Program (Activities) - Live	0	0	0	0		0	0							0							0							0
No of Adult's Program (Activities) - Virtual	0	5	3	0		1	9							9							0							0
No of Adult's Program (Activities) - Total Count	3	5	3	0		1	12							12							0							0
Adult's Program (Activity) Attendance - Live	0	0	0	0		0	0							0							0							0
Adult's Program (Activity) Attendance - Virtual	10	21	40	0		18	89							89							0							0
Adult's Program (Activity) Attendance - Total Count	10	21	40	0		18	89							89							0							0
No of Offsite Program (Activities)	0	0	0	0		0	0							0							0							0
No of Interactive Events	0	10	2	0		0	12							12							0							0

DEL NORTE COUNTY LIBRARY DISTRICT

STATISTICS

	01-21	02-21	03-21	04-21	05-21	06-21	FY TOTAL	07-21	08-21	09-21	10-21	11-21	12-21	2021 TOTAL	01-22	02-22	03-22	04-22	05-22	06-22	FY TOTAL	07-22	08-22	09-22	10-22	11-22	12-22	2022 TOTAL
No of Participants at Interactive Events	0	61	10	0		0	71							71							0							0
No of Views of Live-Streamed Program (Activities)	0	0	0	0		0	0							0							0							0
No of Facebook Engagements (reactions, shares, and comments)	493	745	1349	868		1619	5074							5074							0							0
No of Instagram Interactions (likes, shares, and comments)	0	0	0	0		0	0							0							0							0
Ave Hours per Week of Volunteer Work - Special Programs	0	0	0	0		0	0							0							0							0
No of Zip Book Orders Placed	24	36	58	55		72	245							245							0							0
No of Zip Book Items Returned in Acceptable Condition	23	32	57	30		56	198							198							0							0
No of Zip Book Items Returned in Poor Condition	1	1	1	1		0	4							4							0							0
Amount of Zip Book Funds Spent	\$647.96	\$831.29	\$1,095.64	\$1,396.22		\$1,445.42	\$5,416.53							\$5,416.53							0							0
No of Delinquent Zip Book Items in All History	47	47	54	54		57	259							259							0							0
No of items weeded - SR Branch							0																					
No of items weeded - Main Branch							5																					
No of items weeded - Total Count							5																					
Expenditure of Salary & Wages	10,425.52	10,364.25	11,519.86	12,399.93			44,709.56							44,709.56							0							0
Expenditure of Employee Benefits	1,148.68	1,050.32	268.21	275.53			2,742.74							2,742.74							0							0
Total Staff Expenditures	11,574.20	11,414.57	11,788.07	12,675.46			47,452.30							47,452.30							0							0
Expenditure of Print Material (except Serials)	16.74	1,107.90	0.00	3.66			1,128.30							1,128.30							0							0
Expenditure of Print Serial Subscriptions	40.80	0.00	0.00	0.00			40.80							40.80							0							0
Total Print Material Expenditures	57.54	1,107.90	0.00	3.66			1,169.10							1,169.10							0							0
Expenditures for Electronic Materials	0.00	0.00	0.00	50.00			50.00							50.00							0							0
Expenditures for Other Materials (microfilm, DVDs)	50.00	50.00	50.00	50.00			200.00							200.00							0							0
Total Collection Expenditures	107.54	1,157.90	670.39	0.00			1,935.83							1,935.83							0							0
All Other Operating Expenditures	32,255.65	3,232.94	0.00	186.70			35,675.29							35,675.29							0							0
Total Operating Expenditures	43,937.39	15,805.41	671.39	286.70			60,700.89							60,700.89							0							0
Total Hours per Week of Staff Work - Main Branch	149.31	150.35	22.12	16.78			338.56							338.56							0							0
Total Hours per Week of Staff Work - SR Branch	2.30	1.25	11.00	10.16			24.71							24.71							0							0
Total Hours per Week of Staff Work - Total Count	151.61	151.60	33.12	26.94			363.27							363.27							0							0
No of Hours Open - Main Branch	0	0	0	58		208	266							266							0							0
No of Hours Open - SR Branch	0	0	0	0		0	0							0							0							0
No of Hours Open - Total Count	0	0	0	58		208	266							266							0							0
No of Visits to Website	525	672	838	875			2910							2910							0							0
No of Wireless Sessions	31	28	31	30			120							120							0							0
No of Bookmobile Internet Terminals	0	0	0	0		0	0							0							0							0
No of Surveys Taken	0	0	0	0		0	0							0							0							0
No of YouTube Engagements (subscribers, likes, shares, and comments)	0	83	43	45		47	218							218							0							0
Ave Hours per Week of Services Provided to Public	22	22	22	22		47	135							135							0							0
Hours per Week WIFI Available to the Public	56	56	56	56			224							224							0							0
No of Community Partnerships	5	5	5	6		6	27							27							0							0
No of Contactless Physical Materials Loaned (curbside, deliveries) - Total Count (Main Br, SR Br)	1,508	1,282	1,296	1709																								
No of not Contactless Materials Loaned - Total Count (Main Br, SR Br)																												
No of all Checkouts - Total Count (Main Br, SR Br)																												
No of Children's Book Holds - Total Count (Main Br, SR Br)	0	0	0	10,938																								
No of Young Adult Book Holds - Total Count (Main Br, SR Br)	0	0	0	2,281																								
No of Reference Questions - Total Count (Main Br, SR Br)	40	38	62	25																								
No of Uses of Public Internet Computers - Total Count (Main Br, SR Br)	0	0	0	69																								
Ave Hours per Week of Volunteer Work - Board	5	5	5	5			20							20							0							0
Ave Hours per Week of Volunteer Work - Total Count (Board, SR Br, DNR, Spec Programs)	19	28	15	7			69							69							0							0
No of Visitors (Daily Count) - Main Branch	0	0	0	count at 5224			0							0							0							0
No of Visitors (Daily Count) - SR Branch	0	0	0	0			0							0							0							0
No of Visitors (Daily Count) - Total Count (Main Br, SR Br)	0	0	0	count at 5224			0							0							0							0