

Board Packet

1.18.24 Board Meeting

**Community Library Network
Board of Trustees Regular Meeting
Thursday, December 21, 2023
Post Falls Library**

2:00pm – 6:00pm

We Empower Discovery

Agenda

Call to Order Meeting was called to order at 2:00 pm

Roll Call Trustees: Katie Blank, Tom Hanley, Rochelle Ottosen, Tim Plass, Vanessa Robinson
Treasurer: Julie Saad (arrived at 2:05 pm)
Staff: Alexa Eccles, Lindsey Miller-Escarfuller, Janelle Sells, Jennifer Craft, Randy Zepeda
General Counsel: Colton Boyles

Pledge of Allegiance

Public Comment (*30 minutes*)

Speakers must state name and community and speak for no more than 3 minutes. Persons addressing the Board are expected to observe a level of civility and decorum appropriate for a public meeting. No personal attacks or disruptions from audience members will be tolerated.

- Emily Christopherson, Post Falls – She noted she had doubts about the hiring of Mr. Boyles, but she recalled his quote about the First Amendment. She also said that many staff at the Hayden and Post Falls library have changed due to turnover.
- Marianna Cochran, Rathdrum – She discussed the change in the communications position and the number of reports in the Coeur d’Alene Press. She talked about the Director’s duties based on the job description.
- Theresa Birkett, Post Falls – She talked about the threat of censorship and the infringement on the First Amendment. She presented a petition against censorship with over 300 signatures. The new minors card allows parents to help their child(ren) navigate challenging content. The Board’s duties include advocating for intellectual freedom and fiscal responsibility.
- Rev. Matthew L Erickson, Post Falls – He read from a book, “A Church for All”. His church takes religious freedom seriously. He is shocked that a book such as this should be removed.
- Amy Lee, Post Falls – She noted books her children would just pick off the shelf that she felt were inappropriate. She talked about a book in the new biographies section, “Down the Drain”. The section is close to where teens could see it.
- Kara Claridge, Coeur d’Alene – She thanked the newest Board members for trying to protect children from harm. She displayed several pictures. She is in favor of the new materials selection and withdrawal policies.
- River Kermelis, Hayden – She has been a library user for a long time. The First Amendment is very important to her, and the new materials selection policy does not reflect freedom. Even if a book is offensive to one, it is not for another.
- Michelle Lippert, Post Falls – She has experience as an elected official. She noted her property tax bill is down 17% for the library district. She noted the legal fees are over budget. Policies are written by the professionals and then brought to the Board for approval.

- Summer Bushnell, Post Falls – She talked about a current trustee that notes they do not understand in some of the meetings. She is in favor of the new polices. She is thankful for the meetings being recorded.

Consent Agenda: Action Item (5 minutes)

Minutes of the Special meeting of November 2, 2023

Minutes of the Special meeting of November 30, 2023

Minutes of the Regular meeting of November 16, 2023

CIN September 2023 financial statements

- Eccles noted the CIN financial statements are from November, not September. Plass would like September 28, 2023, minutes brought back. Hanley moved to accept the consent agenda with noted correction for CIN financial statements.

M, C - Hanley

Community Library Network November 2023 financial statements: Action item (5 minutes)

- Plass noted that property tax receipts will fulfill the Bond income line first. Blank noted income is minimal at the beginning of the fiscal year. Plass noted the amount of money left in the ICS account. Eccles noted staff could update the amount of unrestricted funds. Blank would like an update on the amount of available funds. Eccles will provide an updated report monthly. Ottosen moved to accept the November 2023 financial statements.

M, C - Ottosen

Circulation Statistics: November 2023 (5 minutes)

- Plass would like a graph of total circulation over the last 15 years. Eccles noted the circulation statistics reflect the fiscal year, not the calendar year. For October and November, total circulation is up from this same time last year. Hanley would like a chart instead of a table and compare over more years. Eccles noted the Idaho Commission for Libraries collects all those statistics. Blank asked what the differences are for new patron card types.

Facilities Annual Report: staff presentation (15 minutes)

- Randy Zepeda introduced himself and described his duties. He described his software program to help manage property work orders. He helps select vendors to maintain facilities. He discussed the projects slated for the current fiscal year including replacing the Hayden roof, updating lighting at Hayden, restriping parking lots, installing a new French drain at Harrison, replacing the sidewalk at Harrison with an ADA compliant ramp, updating security cameras at Spirit Lake, and upgrading the HVAC controls. Zepeda listed projects to be completed in the next one to three years. He discussed the need for a Facilities Master Plan. He is requesting another full-time facilities staff member in the next fiscal year.

Post Falls Annual Report: staff presentation (10 minutes)

- Jennifer Craft introduced herself. She gave a brief history of the Post Falls library that started in 1910. Demographics have changed dramatically in recent years. The projected population is expected to be 83,000 by 2029. She noted some other statistics about the Post Falls area. Craft reviewed the circulation statistics for the library. She described the core services staff provide to patrons. Digital and health literacy programs are popular. Evening of Hope is a long-standing partnership. Craft reviewed the many other community partnerships.

Director's Report (10 minutes)

- Eccles reviewed the repairs needed for the Bookmobile and the Discovery Bus and options for moving forward with services from the Bookmobile and the Discovery Bus. Outreach services are using multiple vehicles to provide services. She discussed what services the Bookmobile and Discovery bus provide and estimated the current value of the vehicles. Eccles reviewed the final implementation of the Library Cards for Minors. There are three different minor cards that parents can select. She is advocating combining the Library Cards for Minors Policy with the Materials Selection Policy. Plass and Hanley requested a list of materials purchased each month.

Legal Counsel Report *(15 minutes)*

- Boyles provided a document about *Virden v. Crawford County* regarding a First Amendment challenge. He discussed borrowing versus accessing material. Boyles reviewed the three minor cards and the materials available for those ages. He stated taking time to create policies is appropriate. He is recommending the policy that incorporates the library card for minors with the selection and withdrawal policies. He is not recommending reviewing a book "in part". Plass noted the differences between materials selection and materials withdrawal. Boyles thinks the Library Card for Minors is great.

Report on Materials and Withdrawal Policies Questions

Ottosen moved to limit debate to two minutes for the remainder of the meeting.

M, C - Ottosen

Discussion of Materials Selection Policy: Action item *(20 minutes)*

- Plass moved to approve the Materials Selection Policy Board Draft. Boyles is unclear about "regardless if previously acquired". The term "appropriateness" is difficult to define. He is also concerned about how the selection policy relates to the withdrawal policy. He noted the term, inappropriate, is too broad and it should be more consistent with legal definitions. Blank noted the Materials Selection Policy removed reviewing materials as a whole. Eccles does not want staff to have staff conduct the Miller Test on every item. Blank is concerned about implementing the Board draft Materials Selection Policy. Boyles discussed another case from Texas that is about a selection policy and how it relates to the First Amendment and what the Supreme Court has defined as obscene. Hanley does not want to rely on vendors recommendations. "Regardless if previously acquired" is characterized as withdrawal of materials and not selection of materials. Plass called the question to vote on the policy.

Motion to call the question.

M, Failed - Plass

Plass – Aye

Blank – Opposed

Hanley – Opposed

Ottosen – Opposed

Robinson – Aye

- Blank stated it would be reckless to approve the Materials Selection Policy without legal counsels' approval. Boyles noted that "regardless if previously acquired" can be considered withdrawal and not selection. Eccles noted that materials already purchased are considered for withdrawal. Robinson reminded the other trustees of counsel's recommendation. Eccles asked legal counsel if keeping the phrase would be a legal problem. Boyles suggested changing the phrase to read "and does not include deselection". He noted that "previously acquired"

describes deselection. Plass amended the phrase to read "regardless if previously acquired but cannot be used as a method to remove materials from the library".

Discussion of Withdrawal and Reconsideration Policy: Action item *(20 minutes)* – No discussion.

Annual Board Gift & Break *(15 minutes)* Break from 4:36 to 4:51 pm

Director Evaluation Committee Report: Action item *(5 minutes)*

- Hanley reviewed changes to the Director Evaluation Policy. The policy was not completely reviewed. Another committee meeting is anticipated to be scheduled in January.

Discussion of Director Evaluation Policy: Action item *(15 minutes)*

- Ottosen led the Board through the noted changes from the committee. A consensus was reached for changing all "Board" to "board", "may submit", and "It is suggested" from the committee edits. Eccles requested the committee meet again to provide a full recommendation. Hanley agrees with Eccles. Plass asked for legal counsel advice regarding the Director's contract versus the Personnel Manual for evaluation of the Director. Boyles will email his advice regarding this issue. Consensus was reached for changing paragraph three under Process to read "...compile a single evaluation form using all trustees and the director's input."

Discussion of 2024 Board Calendar and Policy Review Schedule: Action Item *(15 minutes)*

- Eccles noted some policies need to be reviewed by a certain time period per statute.

Discussion of Personnel Policy Manual, Section 5.3.6 Holidays: Action Item *(15 minutes)*

- Ottosen received advice from legal counsel to postpone discussion. Eccles reviewed the compensation study recommendations to offer all staff holiday pay. Consensus was reached to postpone discussion at this meeting.

Discussion on Update of Job Descriptions | Librarian and Specialist: Action Item *(15 minutes)*

- Eccles discussed the recommendations from the compensation study consultants regarding adjusting job titles. The changes are more in line with the national library standards for job descriptions. Hanley is concerned the job titles are too broad. Plass does not want to make changes until the next budget cycle. Eccles noted the changes do not create any new positions and do not have a financial impact. Hanley would like to review all descriptions. Eccles noted the "librarian" description would replace the Emerging Technology Librarian description and allows a "librarian" to work in other departments. Eccles noted the increased workload on staff. Plass moved to approve the job descriptions as presented by the Library Director.

M, C – Plass; Hanley opposed.

Resolution to transfer assigned funds for Fiscal Year 2023-2024 Capital Projects: Action Item *(5 minutes)*

- Eccles reviewed the Board has already approved the projects. The resolution authorizes staff to move funds from CARRF to operations for payment to vendors. Blank moved to accept Resolution CLN 12.21.2023-1. Eccles will bring more information regarding future facility needs from CARRF funds. Boyles cited statute regarding CARRF and does not object to the use of CARRF for the capital projects listed in the resolution.

M, C - Blank

Discussion of Public Comment Policy, public etiquette, and signs: Action Item (5 minutes)

- Robinson wants some language added to the Public Comment policy regarding signs held during Board meetings. A consensus was reached to have the Director draft edits to the policy and bring edits back to the Board for review. Plass would like to add "not personal comments about trustees". Blank believes that would violate the First Amendment. She would like language about the audience not interfering with others experience. The Director will draft edits.

Blank moved to extend the meeting by five minutes.

M, C - Blank

Discussion of future agenda requests (The board will decide via consensus whether these items will be moved to a future agenda) (5 minutes)

- Blank would like to review the staff draft of the Materials Selection and Access Policy as recommended by legal counsel. A consensus was not reached. Blank noted the majority of the Board is going against legal advice.
- Eccles would like legal counsel to discuss the consequences of not following legal advice. A consensus was reached to add this topic under Trustee Education.

Set Special and regular meeting dates: Action item (5 minutes)

- Ottosen suggested a special meeting on January 11, 2024, from 2:00 to 5:00 pm with topics to include Director Evaluation Policy, Materials Selection Policy, and Materials Withdrawal and Reconsideration Policy. A consensus was reached.

Adjournment: Action item

Blank moved to adjourn at 6:10 pm

M, C – Blank

Respectfully submitted,
Alexa Eccles, Janelle Sells

Calendar of events:

18 Jan 2024	Regular Meeting	2:00 – 5:00	Hayden
15 Feb 2024	Regular Meeting	2:00 – 5:00	Post Falls
21 Mar 2024	Regular Meeting	2:00 – 5:00	Hayden

Please let us know if you need auxiliary aids or services to enjoy our libraries. This includes providing a sign language interpreter, assistive listening devices, or print materials in a digital format. We can also modify programs, services, or activities, within reasonable limits. Please request these services through Randy Zepeda, ADA Coordinator, preferably 15 days in advance, but no later than 72 hours before the event. Phone: 208-773-1506 ext. 329 Email: ADAcoordinator@communitylibrary.net

The Community Library Network does not discriminate on the basis of disability in its programs, services, activities, or employment practices. The Library Network has a policy on ADA compliance and the complete policy is available for review upon request. In addition, a grievance procedure is available to resolve complaints. If you need this notice in large print or Braille, let us know.

COOPERATIVE INFORMATION NETWORK MINUTES

Wednesday, October 18, 2023
Coeur d'Alene Public Library/Zoom

Benewah Co.: X Kathy Davis/**Clarkia:** __ Dawn Kruger /**Coeur d'Alene:** X Michael Priest
CLN: X Alexa Eccles /**Kellogg:** __ Danni Boylan/ **Liberty Lake:** X Jandy Humble/
Mullan: X Debbie Berger/ **Osburn:** X Jamee Sperry/ **Pend Oreille Co.:** X Mandy Walters/
Plummer: X Jenny Grobey/**Priest Lake:** X Jaime Yob/ **St. Maries:** X Pinky Humphrey/
Wallace J/S High: X Katie Bauer **Wallace Public:** X Annette Kologi /**West Bonner:** X Meagan Mize

CLN: X Kari Wilson/X Mark Foster/X Janelle Sells
Coeur d'Alene: X Christopher Brannon/X Melissa Searle/ __Tyler McLane
Liberty Lake: X Georgette Rogers

Chairperson Michael Priest called the meeting to order at 10:00am.

Introductions

All members present introduced themselves

Approval of October 2023 Agenda, August 2023 Minutes, the August & September Financial Statements

Debbie moved to approve the consent calendar. Jandy seconded. Motion carried.

Unfinished Business & Action items

- **Overdrive contributions and budget** = Reviewed budget for books electronic and audio books. There has been a significant decrease in contributions which will lead to a decreased in content.

New Business:

- **Aspen Discovery** = Reviewed platforms using Aspen Discovery and discussed the possibility of changing interfaces. Christopher to follow up with regards to pricing and will present findings next month.
- **Library of Things** = Discussed creating a blanket waiver to cover items moving through courier. If you have a waiver please send it to Michael and he will work on merging them for further review.

Adjournment: 10:54 AM

Next meeting: Wednesday, November 29, 10AM. Coeur d'Alene Public Library/Microsoft Teams

Respectfully submitted, Meagan Mize

REVENUE

- 1 Income – Benewah County** – Benewah County has paid their portion of dues for the year and one quarter of their courier costs.
- 2 Income – Clarkia** – Clarkia has paid their portion of dues.
- 3 Income – Coeur d’Alene** – Coeur d’Alene has paid their portion of dues for the year and one quarter of their courier costs.
- 4 Income – Community Library Network** – The District has paid one quarter of dues for the year and one quarter of their courier costs.
- 5 Income – Kellogg** – Kellogg has paid their portion of dues for the year.
- 6 Income – Liberty Lake** – Liberty Lake Library has paid their portion of dues for the year and one quarter of their courier costs.
- 7 Income – Mullan Public** – Mullan has paid their portion of dues for the year.
- 8 Income – Osburn** – Osburn has paid their portion of dues for the year.
- 9 Income – Pend Oreille** – Pend Oreille County has paid their portion of dues for the year and one quarter of their courier costs.
- 10 Income – Plummer** – Plummer has paid their portion of dues for the year.
- 11 Income – Priest Lake** – Priest Lake Library has not yet paid toward their dues.
- 12 Income – Silver Hills** – Silver Hills has paid their portion of dues for the year.
- 13 Income – St Maries** – St Maries has paid for their dues and one quarter of their courier costs.
- 14 Income – Wallace High** – Wallace High has paid their portion of dues for the year.
- 15 Income – Wallace Public** – Wallace Public has paid their portion of dues for the year.
- 16 Income – West Bonner** – West Bonner District Library has paid their dues and one quarter of their courier costs.
- 17 Income – E-books Membership** – This will be received in May or June by CDA and CLN libraries.
- 18 Income – E-books Contributions** – No contributions this month.
- 19 Income – Donation for E-books** – No donations this month.
- 20 Income – Interest** – Interest Income is above budget for December.

EXPENSES

22 E-books & Materials – Purchases this month were made from the donation by Pend Oreille County Library District in December.

23 E-book Membership – This expense will be paid in May or June.

24 ByWater / Koha Maintenance – No expense this month.

25 EBSCO Open Athens/Novelist – There is no expense this month. This expense is generally paid in August or September.

26 Envisionware / Maint. – This is usually billed in the spring.

27 Marcive Maintenance – This is billed in the spring or summer.

28 OPAC Maint – Syndetics – The annual renewal for Syndetics has been paid. This line ends the year just over budget.

29 Twilio – Twilio charges are for any automated communication, except email, to library members about their library account. This line is above budget for December.

30 Accounting Svcs – This amount will be billed and paid in September of 2024.

31 Audit – This will be paid in late winter or early spring when our auditor has finished her work.

32 Supplies – The negative amount reflects member libraries purchasing supplies.

33 Local Courier – This is the monthly amount paid to the CIN courier.

34 ORBIS Courier – This is paid in quarterly installments. The next quarterly payment will be in January or February.

BALANCE SHEET

Current Assets/Accounts rec – The checking account reflects the current balance at month-end.

Money Market Acct – These are funds currently in the money market account.

Prepaid Expenses – These are funds placed with Overdrive as part of our CIN contract to acquire eBooks and pay for their service. The annual audit will determine if there are any adjustments necessary for FY 23.

Current Liabilities – None at this time.

Long-Term Liabilities – This line is adjusted at the end of our audit. There were no Long-Term Liabilities for FY 22. The annual audit will determine if there are any Long-Term Liabilities for FY 23.

Capital – Auditor adjustments are made annually to all Capital Assets and Income.

Janelle Sells
Business Manager for CLN & CIN

Cooperative Information Network
Balance Sheet - 25.00% Time Elapsed
December 31, 2023

UNAUDITED

ASSETS

Current Assets

MTN WEST - CK BK	\$	3,947.15
ACCOUNTS REC		<u>39.23</u>

Total Current Assets **3,986.38**

Property and Equipment

Total Property and Equipment **0.00**

Other Assets

MONEY MKT ACCT 2090005920	64,674.49
PREPAID EXPENSES	<u>20,506.09</u>

Total Other Assets **85,180.58**

Total Assets **\$ 89,166.96**

LIABILITIES AND CAPITAL

Current Liabilities

Total Current Liabilities **0.00**

Long-Term Liabilities

Total Long-Term Liabilities **0.00**

Total Liabilities **0.00**

Capital

NET ASSETS	\$	47,041.56
Net Income		<u>42,125.40</u>

Total Capital **89,166.96**

Total Liabilities & Capital **\$ 89,166.96**

Cooperative Information Network
Income Statement - 25.00% Time Elapsed
For the Three Months Ending December 31, 2023

UNAUDITED

	Current Month	YTD Actual	Annual Budget	YTD %
Revenues				
1 INCOME - BENEWAH COUNTY	0.00	2,215.43	3,651.43	60.67
2 INCOME - CLARKIA	0.00	1,179.64	1,179.64	100.00
3 INCOME - COEUR D'ALENE	17,108.81	17,108.81	24,288.82	70.44
4 INCOME - COMMUNITY LIBRARY NET	0.00	20,043.90	80,175.59	25.00
5 INCOME - KELLOGG	0.00	1,462.14	1,462.14	100.00
6 INCOME - LIBERTY LAKE	0.00	4,572.07	7,444.07	61.42
7 INCOME - MULLAN PUBLIC	0.00	1,468.94	1,468.94	100.00
8 INCOME - OSBURN	0.00	1,110.05	1,110.05	100.00
9 INCOME - PEND OREILLE	0.00	4,511.48	5,947.48	75.86
10 INCOME - PLUMMER	0.00	1,739.56	1,739.56	100.00
11 INCOME - PRIEST LAKE	0.00	0.00	1,634.75	0.00
12 INCOME - SILVER HILLS	0.00	1,231.35	1,231.35	100.00
13 INCOME - ST. MARIES	0.00	2,239.13	3,675.13	60.93
14 INCOME - WALLACE HIGH	0.00	1,075.30	1,075.30	100.00
15 INCOME - WALLACE PUBLIC	0.00	1,548.71	1,548.71	100.00
16 INCOME - WEST BONNER	0.00	3,561.83	6,433.83	55.36
17 INCOME - EBOOKS MEMBERSHIP	0.00	0.00	10,000.00	0.00
18 INCOME - EBOOKS CONTRIBUTIONS	0.00	30,000.00	10,000.00	300.00
19 INCOME - E-BOOKS DONATIONS	0.00	6,075.19	3,000.00	202.51
20 INCOME - INTEREST	12.22	27.89	40.00	69.73
21 Total Revenues	17,121.03	101,171.42	167,106.79	60.54
Expenses				
22 EBOOKS & MATERIALS	3,000.00	36,075.19	25,000.00	144.30
23 EBOOK MEMBERSHIP	0.00	0.00	10,000.00	0.00
24 ByWATER / KOHA MAINTENANCE	0.00	0.00	29,050.00	0.00
25 EBSCO OPEN ATHENS/NOVELIST	0.00	0.00	9,725.00	0.00
26 ENVISIONWARE / MAINT	0.00	0.00	4,727.00	0.00
27 MARCIVE MAINTENANCE	0.00	0.00	1,820.00	0.00
28 OPAC MAINT-SYNETICS	0.00	3,784.19	3,650.00	103.68
29 TWILIO	802.29	1,806.80	5,000.00	36.14
30 ACCOUNTING SERVICES	0.00	0.00	2,000.00	0.00
31 AUDIT	0.00	0.00	4,150.00	0.00
32 SUPPLIES	(348.48)	(632.92)	0.00	0.00
33 LOCAL COURIER	5,681.65	17,044.95	68,179.80	25.00
34 ORBIS COURIER	0.00	967.81	3,765.00	25.71
35 Total Expenses	9,135.46	59,046.02	167,066.80	35.34
36 Net Income	\$ 7,985.57	\$ 42,125.40	\$ 39.99	

Community Library Network Financial Statement Analysis
December 2023 – 25.00% of Time Elapsed

Revenue

1 Income – Taxes – We will not see any income in this line until we have received enough property tax income to satisfy our bond levy. The law requires that all property tax money go to the Bond until that income line has reached 100%.

2 Income – Bond Levy – The law requires that all property tax money go to the Bond until this income line has reached 100%. This line may not be fulfilled in January as normal due to the value assessment error noted by the county assessor.

3 Income – Sales Tax & Ag Equip – Sales Tax Income is received quarterly. Income from Kootenai County was received in November. This month, income is from Shoshone County. This income line is slightly above budget for quarterly receipts.

4 Income – Coop Electric Agreement – This annual payment arrives in July.

5 Income – Personal Property Replacement – The first semi-annual payment will arrive in January.

6 Income – Property Tax Relief – The first semi-annual payment will arrive in January.

7 Income – URD Close – A minimal amount of income may continue to trickle in from Urban Renewal District closures.

8 Income – Copiers/Printers – Copier/Printer income just under budget for December.

9 Income – Donations – Donation income this month comes from a variety of library members.

10 Income – Fees – Fee income is below budget for December.

11 Income – Lost & Paid – Lost and paid income is just below budget for December.

12 Income – Grants – No income this month.

13 Income – CLN Friends Grants – No income this month.

14 Income – Post Falls Friends Grants – No income this month.

15 Income – Interest – Interest income is above budget for the month.

Expenditures

17-23 Salary Components – The Salary Components, in total for December are at 25.11% of their budgeted amount. The annual payment to VEBA for current, benefitted staff occurred in December.

24 Adult Programs – Adult programming is below budget for the month. This line varies quite a bit as programs are planned and presented.

25 Children's Programs – Children's programming expense is below budget for the month. This line varies quite a bit as programs are planned and presented.

26 Collections – Collections spending is below budget for the month.

27 Communications/Marketing – Minimal expenditures this month. This line will increase as programs require marketing materials.

28 Emerging Tech. Programs – Minimal expenditures this month.

29 OCLC/Databases – No expenditures this month.

30 Software – The expense this month includes the monthly hosting services for Office 365 and the renewal of one Adobe Creative Cloud subscriptions.

31 Internet Access – Fatbeam is our vendor that brings the internet into our central hub at Post Falls. E-rate discounts are being applied.

32 Telecom – Fatbeam connects all our facilities to the central hub for internet access. T-Mobile is our hot spot provider. Verizon provides wireless access for Chromebooks, the bookmobile and several devices used by facilities staff. E-rate discounts are being applied.

33 Tech Proc/Office – Tech processing and supplies is above budget for December.

34 Grants – Expenses this month supported Teen Wellness and supplies for the sensory programs.

35 Grants – CLN Friends – Expenses this month purchased supplies for the teen holiday programs.

36 Grants – Post Falls Friends – Expenses this month purchased supplies for the teen holiday programs.

38 Janitorial – Janitorial expenses this month include regular monthly cleaning at all locations.

39 Library Equip (under \$2500) – Equipment purchased this month includes replacing a security camera at Post Falls.

40 Mileage & Vehicle Maint. – Expenses this month include fuel for District vehicles and quarterly mileage reimbursement for some staff.

41 Outreach Vehicles – Expenses this month include minimal fuel purchases for Outreach vehicles. The negative amount reflects reimbursement for the diesel fuels tax.

42-48 Repairs & Maint. (as a group) – As a group, repairs and maintenance are at 9.93% for December. Expenses this month include quarterly HVAC preventative maintenance service at all locations and some plumbing repairs at Post Falls.

49 Snow Removal – Snow removal costs increased for December. More winter weather is expected.

50 Telephones – Telephone expenses are on target for December.

51-57 Utilities (as a group) – As a group, utilities are at 21.78% for December. This month includes regular expenses for electricity, gas, water, sewer, and garbage.

59 Audit – The audit process is under way and the on-site portion has been completed.

60 Bank Svc Chg. – Bank service charge expense is below budget for the month.

61 Bond Principal Payment – Our bond principal is paid in July.

62 Bond Interest – Our bond Interest is paid semi-annually in January and July.

63 CIN – We pay our dues to CIN quarterly. The next quarterly payment will be in January.

64 Courier – We pay our courier payments to CIN quarterly. The next quarterly payment will be in January.

65 Copiers – Copier expenses are paid quarterly and are just above budget for the quarter.

66 Dues – Dues are above budget for December. This month's expenses include membership renewal for Rathdrum Chamber of Commerce.

67 Insurance – 50% of the ICRMP policy and 100% of the Great American Insurance policy has been paid. The balance of the ICRMP policy is expected to be paid by April 1, 2024.

68 Legal & Professional – This line is just under budget for December. Expenses this month include fees for the electronic time-keeping payroll system, collection services for past due patron accounts, CORBA services, and legal consulting services.

69 Petty Cash Expense – Minimal expenditure this month.

70 Postage – Postage is below budget for December.

71 Sales Tax Expense – This is paid quarterly based on the amount of income we receive from copier and printer use. We will make the next quarterly payment in March.

72 Storage Rental – Storage rental is just below budget for December.

73 Training/Conf. Travel – Expenses this month include staff attendance at various Chamber and human resource training meetings.

BALANCE SHEET

Current Assets – Includes month end checking account balances as well as Property Tax Receivable. Property Tax Receivable is examined and adjusted annually by the auditor. Adjustments for FY'23 are not completed yet.

Property and Equipment

All capital property and equipment balances reflect the current value of the assets. These are examined and adjusted annually by the auditor. Adjustments for FY'23 are not completed yet.

Land – No change this month

Land improvements – No change this month

Buildings – No change this month

Vehicles – No change this month

Equipment & Furniture – No change this month

Collections – No change this month

Other Assets

Mtn West MMK – Henderson Fund – This account is a fund dedicated to Youth Services purchases in the District.

ICS – This stands for "Insured Cash Sweep" and is the account where we receive the most stable interest on funds we anticipate holding for longer periods of time. The ICS holds the majority of our cash on hand and keeps our funds within the guidelines of FDIC insurance.

CARRF – Our Capital Asset Repair and Replacement available funds appear here. The budgeted FY'23 transfer was made in September. This account is currently over the FDIC insurance limits and staff will be looking for more secure options while maintaining liquidity for upcoming capital projects.

CARRF-CDARS – CARRF funds in excess of FDIC insurance limits are held in this group of short-term CD's.

Mtn West MMK – Pinehurst Bequest – This account is a fund dedicated to the Pinehurst library

Amount to provide for long-term debt – These assets would be used in the event we needed to pay someone their accrued vacation time if they left the District. (See "Accrued Annual Leave" below.)

Current Liabilities

All current liabilities are examined and adjusted annually by the auditor. Adjustments for FY'23 are not completed yet.

Accts Payable – Bills that would normally be paid in December arrived late delaying their payment until January.

Accrued Payroll Liabilities – a portion of the October payroll included some days in September of the prior fiscal year.

Accrued Annual Leave – This is close to the same amount (\$0.16 difference is due to rounding during the audit process) listed as an asset above and represents our current liability to pay those with accrued vacation time.

Bond Interest Payable – This amount is established annually at the close of the fiscal year through audit adjustments.

Long-Term Liabilities

Bonds Payable – This is the amount currently owed on our bond.

Premium on Bonds Payable – This amount is established annually at the close of the fiscal year through audit adjustments.

Deferred Property Tax Revenue – This is the portion not paid within 60 days of the end of our fiscal year. The amount is established annually at the close of the fiscal year through audit adjustments.

Net Assets

Net Invest in Fixed Assets – This is the value of all the District’s fixed assets minus our bond debt. The amount is established annually at the close of the fiscal year through audit adjustments.

Net Assets – Unrestricted – These are liquid assets. The amount is established annually at the close of the fiscal year through audit adjustments.

Restricted Net Assets – This reflects end-of-year entries through audit adjustments and includes assets for the following restricted funds: Smithsonian and all other unexpended grant monies and dedicated donations.

Janelle Sells
Business Manager
Community Library Network

DRAFT

Community Library Network
Balance Sheet - 25.00% of Time Elapsed
December 31, 2023

UNAUDITED

ASSETS

Current Assets

MTN WEST-CK BK	\$ 8,171.28
ACCTS REC	86,626.19
PROPERTY TAX RECEIVABLE	<u>486,528.00</u>

Total Current Assets **581,325.47**

Property and Equipment

LAND	268,512.00
LAND IMPROVEMENTS	53,045.23
ART	8,785.00
BUILDINGS	9,163,053.62
VEHICLES	478,300.94
EQUIP & FURNITURE	352,516.93
COLLECTIONS	5,127,103.77
ACCUM DEPREC	<u>(8,917,774.79)</u>

Total Property and Equipment **6,533,542.70**

Other Assets

MNT WEST MMK - HENDERSON FUND	5,476.04
ICS	1,281,270.93
CARRF	599,313.16
CARRF - CDARS	234,701.06
MNT WEST MMK-PINEHURST BEQUEST	134,860.33
AMT TO PROV FR LONG TERM DEBT	<u>101,575.49</u>

Total Other Assets **2,357,197.01**

Total Assets **\$ 9,472,065.18**

LIABILITIES AND NET ASSETS

Current Liabilities

ACCTS PAYABLE	\$ 9,640.89
ACCRUED PAYROLL	48,146.00
ACCRD ANNL LV	101,575.65
BOND INT PAYABLE	<u>5,659.48</u>

Total Current Liabilities **165,022.02**

Long-Term Liabilities

BONDS PAYABLE	520,000.00
PREM ON BNDS PAY	489.31
DEFERRED PROPERTY TAX REVENUE	<u>468,102.00</u>

Total Long-Term Liabilities **988,591.31**

Total Liabilities **1,153,613.33**

Community Library Network
Balance Sheet - 25.00% of Time Elapsed
December 31, 2023

UNAUDITED

NET ASSETS

NET INVEST IN FIXED ASSETS	5,942,228.51
NET ASSETS-UNRESTRICTED	3,170,953.98
RESTR NET ASSETS	326,865.44
NET INCOME	<u>(1,121,596.08)</u>

Total Net Assets **8,318,451.85**

Total Liabilities & Net Assets **\$ 9,472,065.18**

Community Library Network
Income Statement - 25.00% of Time Elapsed
For the Three Months Ending December 31, 2023

UNAUDITED

Approved YTD %
Amended Budget
Annual Budget

Current Month YTD Actual

Revenues

1 INCOME - PROPERTY TAXES	0.00	0.00	5,013,163.00	0.00
2 INCOME - BOND LEVY	41,342.51	61,014.17	278,400.00	21.92
3 INCOME - SALES TAX & AG EQUIP	2,202.53	79,089.16	300,000.00	26.36
4 INCOME - COOP ELECT AGRMENT	0.00	8,401.44	35,100.00	23.94
5 INCOME - PERSONAL PROP RPLCMNT	0.00	0.00	27,983.00	0.00
6 INCOME - PROPERTY TAX RELIEF	0.00	0.00	64,300.00	0.00
7 INCOME - URD CLOSE	0.00	38.70	0.00	0.00
8 INCOME - COPIERS/PRINTERS	2,337.72	8,197.66	34,000.00	24.11
9 INCOME - DONATIONS	705.46	1,051.27	10,000.00	10.51
10 INCOME - FEES, ETC.	75.99	197.07	1,100.00	17.92
11 INCOME - LOST & PAID BOOKS	517.42	1,487.30	7,400.00	20.10
12 INCOME - GRANTS	0.00	0.00	20,000.00	0.00
13 INCOME - CLN FRIENDS	0.00	1,200.00	15,000.00	8.00
14 INCOME - POST FALLS FRIENDS	0.00	900.00	10,000.00	9.00
15 INCOME - INTEREST	4,194.47	17,892.07	34,000.00	52.62

16 Total Current Revenues	51,376.10	179,468.84	5,850,446.00	3.07
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Expenditures

17 SALARIES	235,719.13	722,189.71	2,993,456.00	24.13
18 PERSI RETIREMENT BENEFITS	22,290.29	68,223.15	288,626.00	23.64
19 MEDICAL/DENTAL BENEFITS	24,397.70	71,914.38	374,736.00	19.19
20 EMPLOYEE ASSISTANCE PROGRAM	0.00	570.96	2,350.00	24.30
21 VEBA HEALTH BENEFITS	58,452.93	58,793.77	65,440.00	89.84
22 EMPLOYMENT TAXES	20,031.23	77,200.04	252,895.00	30.53
23 Total Salaries and Benefits	360,891.28	998,892.01	3,977,503.00	25.11
24 ADULT PROGRAMS	327.11	1,189.71	17,000.00	7.00
25 CHILDREN'S PROGRAMS	834.41	2,074.00	30,000.00	6.91
26 COLLECT(Bks & Materials)	23,478.31	64,908.36	332,079.00	19.55
27 COMMUNICATIONS / MARKETING	99.56	123.22	22,500.00	0.55
28 EMERGING TECH. PROGRAMS	97.93	97.93	2,500.00	3.92
29 OCLC/DATABASES	0.00	6,500.00	37,000.00	17.57
30 SOFTWARE	2,608.37	20,960.75	108,000.00	19.41
31 INTERNET ACCESS	597.00	1,791.00	7,164.00	25.00
32 TELECOM	5,361.19	13,091.86	66,202.00	19.78
33 TECH/PROC/OFFICE	7,125.77	16,194.22	57,628.00	28.10
34 GRANT	1,470.98	1,700.00	20,000.00	8.50
35 GRANTS - CLN FRIENDS	229.54	2,397.41	15,000.00	15.98
36 GRANTS - POST FALLS FRIENDS	328.73	1,397.01	10,000.00	13.97
37 Total Programs, Materials and Services	42,558.90	132,425.47	725,073.00	18.26
38 JANITORIAL	11,076.40	23,164.30	160,000.00	14.48
39 LIBRARY EQUIP (UNDER \$2500)	3,277.80	6,936.61	93,544.00	7.42
40 MILEAGE & VEHICLE MAINT.	2,550.00	7,940.21	24,000.00	33.08
41 OUTREACH VEHICLES - R & M	(102.72)	742.28	38,300.00	1.94
42 REPAIRS&MAINT/AT	565.00	714.85	14,225.00	5.03
43 REPAIRS&MAINT/HR	1,058.13	1,579.71	7,600.00	20.79
44 REPAIRS&MAINT/HL	1,735.76	4,237.96	23,800.00	17.81

Community Library Network
Income Statement - 25.00% of Time Elapsed
For the Three Months Ending December 31, 2023

UNAUDITED	Current Month	YTD Actual	Approved YTD % Amended Budget	Annual Budget
45 REPAIRS&MAINT/PK	720.78	2,078.37	18,900.00	11.00
46 REPAIRS & MAINT/PF	1,992.40	2,830.07	35,200.00	8.04
47 REPAIRS&MAINT/RA	764.02	853.02	18,800.00	4.54
48 REPAIRS&MAINT/SL	658.15	747.15	12,750.00	5.86
49 SNOW REMOVAL	3,726.56	3,832.80	35,000.00	10.95
50 TELEPHONE	1,518.44	4,504.36	18,250.00	24.68
51 UTILITIES/AT	951.56	2,420.48	9,050.00	26.75
52 UTILITIES/HR	567.20	1,399.18	6,000.00	23.32
53 UTILITIES/HL	2,954.81	8,453.39	37,700.00	22.42
54 UTILITIES/PK	708.50	1,771.44	6,700.00	26.44
55 UTILITIES/PF	4,147.02	10,769.83	55,200.00	19.51
56 UTILITIES/RA	962.39	2,545.88	11,750.00	21.67
57 UTILITIES/SL	600.62	1,823.24	7,600.00	23.99
58 Total Facilities Maintenance	40,432.82	89,345.13	634,369.00	14.08
59 AUDIT	0.00	1,750.00	14,500.00	12.07
60 BANK SVC CHGS	2.88	8.97	350.00	2.56
61 BOND PRINCIPAL PAYMENT	0.00	0.00	255,000.00	0.00
62 BOND INTEREST	0.00	0.00	23,400.00	0.00
63 CIN	0.00	8,742.96	34,972.00	25.00
64 COURIER	0.00	11,300.94	45,204.00	25.00
65 COPIERS	0.00	2,498.70	9,500.00	26.30
66 DUES	60.00	752.00	2,000.00	37.60
67 INSURANCE	0.00	33,008.50	51,293.00	64.35
68 LEGAL & PROFESSIONAL	4,842.68	19,479.81	82,000.00	23.76
69 PETTY CASH EXP	25.00	110.00	1,000.00	11.00
70 POSTAGE	1,272.15	2,186.35	10,000.00	21.86
71 SALES TAX EXP	491.86	491.86	2,040.00	24.11
72 STORAGE RENTAL	350.00	1,050.00	4,500.00	23.33
73 TRAINING/CONF. TRAVEL	296.38	(977.78)	20,000.00	(4.89)
74 Total District General Operations	7,340.95	80,402.31	555,759.00	14.47
75 Capital Expenditure from Current Revenues	0.00	0.00	0.00	0.00
76 CARRF Fund Transfer from Current Revenues	0.00	0.00	0.00	0.00
77 Total Capital Investment	0.00	0.00	0.00	0.00
78 Total Current Expenditures	451,223.95	1,301,064.92	5,892,704.00	22.08
79 Total Current Revenues	51,376.10	179,468.84	5,850,446.00	3.07
80 Total Current Expenditures	451,223.95	1,301,064.92	5,892,704.00	22.08
81 Net: Current Revenues less Current Expenditures	(399,847.85)	(1,121,596.08)	(42,258.00)	
On September 15, 2023, the Board voted to reduce Property Tax Income and the budget deficit to be paid for with Carryforward Funds				
82 FY'24 Capital Projects funded with Carryforward	0.00	0.00	56,000.00	0.00
83 FY'24 Capital Projects funded with CARRF	0.00	0.00	102,500.00	0.00
	0.00	0.00	158,500.00	0.00

FY'24 Carryforward

Checking account balance as of 12/31/23	8,171.28
ICS account balance as of 12/31/23	<u>1,281,270.93</u>
Available Liquid Funds	<u><u>1,289,442.21</u></u>
Required for Accounts Payable	9,640.89
Reserved for Restricted Funds	179,200.66
Approximate Expenditures for January 2024. Anderson Bros. CPA July 18, 2023 memo from Toni Hackwith: Average daily expenses = \$13,610 @ 120 days	408,300.00
FY'23 Budgeted Projects/Expenditures not Completed yet Parking Lot Sealing and Striping at Hayden and Pinehurst	18,806.00
Carryforward Assigned to FY'24 Budgeted Capital Projects - Harrison	56,000.00
Restricted Carryforward Funds	<u>671,947.55</u>
Available to Assign to Expenditures or Emergencies	<u><u>617,494.66</u></u>
<p>Best Practices for Approximately 2 additional months for emergencies. Anderson Bros. CPA July 18, 2023 memo from Toni Hackwith: Average daily expenses = \$13,610 @ 60 days</p>	
	816,600.00
Amount Short	(199,105.34)

Community Library Network
Balance Sheet - 25.00% of Time Elapsed
December 31, 2023

UNAUDITED

ASSETS

Current Assets

MTN WEST-CK BK	\$ 8,171.28
ACCTS REC	86,626.19
PROPERTY TAX RECEIVABLE	<u>486,528.00</u>

Total Current Assets **581,325.47**

Property and Equipment

LAND	268,512.00
LAND IMPROVEMENTS	53,045.23
ART	8,785.00
BUILDINGS	9,163,053.62
VEHICLES	478,300.94
EQUIP & FURNITURE	352,516.93
COLLECTIONS	5,127,103.77
ACCUM DEPREC	<u>(8,917,774.79)</u>

Total Property and Equipment **6,533,542.70**

Other Assets

MNT WEST MMK - HENDERSON FUND	5,476.04
ICS	<u>1,281,270.93</u>
CARRF	599,313.16
CARRF - CDARS	234,701.06
MNT WEST MMK-PINEHURST BEQUEST	134,860.33
AMT TO PROV FR LONG TERM DEBT	<u>101,575.49</u>

Total Other Assets **2,357,197.01**

Total Assets **\$ 9,472,065.18**

LIABILITIES AND NET ASSETS

Current Liabilities

ACCTS PAYABLE	\$ 9,640.89
ACCRUED PAYROLL	48,146.00
ACCRD ANNL LV	101,575.65
BOND INT PAYABLE	<u>5,659.48</u>

Total Current Liabilities **165,022.02**

Long-Term Liabilities

BONDS PAYABLE	520,000.00
PREM ON BNDS PAY	489.31
DEFERRED PROPERTY TAX REVENUE	<u>468,102.00</u>

Total Long-Term Liabilities **988,591.31**

Total Liabilities **1,153,613.33**

Community Library Network
Balance Sheet - 25.00% of Time Elapsed
December 31, 2023

UNAUDITED

NET ASSETS

NET INVEST IN FIXED ASSETS	5,942,228.51
NET ASSETS-UNRESTRICTED	3,170,953.98
RESTR NET ASSETS	326,865.44
NET INCOME	<u>(1,121,596.08)</u>

Total Net Assets **8,318,451.85**

Total Liabilities & Net Assets **\$ 9,472,065.18**

FY'24 Carryforward

Checking account balance as of 9/30/23	20,466.24
ICS account balance as of 9/30/23	<u>2,456,304.39</u>
Available Liquid Funds	<u><u>2,476,770.63</u></u>
Required for Accounts Payable - FY'23 Expenses not paid yet	56,350.48
Reserved for Restricted Funds	186,664.85
FY'24 First 4 Months Approximate Expenditures. Anderson Bros. CPA July 18, 2023 memo from Toni Hackwith: Average daily expenses = \$13,610 @ 120 days	1,633,200.00
FY'23 Budgeted Projects/Expenditures not Completed yet Parking Lot Sealing and Striping at Athol and Hayden	18,000.00
Carryforward Assigned to FY'24 Budgeted Capital Projects - Harrison	56,000.00
Restricted Carryforward Funds	<u>1,950,215.33</u>
Available to Assign to Expenditures or Emergencies	<u><u>526,555.30</u></u>
<p>Best Practices for Approximately 2 additional months for emergencies. Anderson Bros. CPA July 18, 2023 memo from Toni Hackwith: Average daily expenses = \$13,610 @ 60 days</p>	
Amount Short	(290,044.70)

Community Library Network
Balance Sheet - 100.00% of Time Elapsed
September 30, 2023

ASSETS

Current Assets

MTN WEST-CK BK	\$ 20,466.24
ACCTS REC	88,275.90
PROPERTY TAX RECEIVABLE	<u>486,528.00</u>

Total Current Assets **595,270.14**

Property and Equipment

LAND	268,512.00
LAND IMPROVEMENTS	53,045.23
ART	8,785.00
BUILDINGS	9,163,053.62
VEHICLES	478,300.94
EQUIP & FURNITURE	336,578.17
COLLECTIONS	5,127,103.77
ACCUM DEPREC	<u>(8,917,774.79)</u>

Total Property and Equipment **6,517,603.94**

Other Assets

MNT WEST MMK - HENDERSON FUND	5,474.67	*
ICS	<u>2,456,304.39</u>	
CARRF	596,523.41	
CARRF - CDARS	234,701.06	
MNT WEST MMK-PINEHURST BEQUEST	134,725.92	*
AMT TO PROV FR LONG TERM DEBT	<u>101,575.49</u>	

Total Other Assets **3,529,304.94**

Total Assets **\$ 10,642,179.02**

LIABILITIES AND NET ASSETS

Current Liabilities

ACCTS PAYABLE	\$ 56,350.48
Accrued Payroll	48,146.00
ACCRD ANNL LV	101,575.65
BOND INT PAYABLE	<u>5,659.48</u>

Total Current Liabilities **211,731.61**

Long-Term Liabilities

BONDS PAYABLE	520,000.00
PREM ON BNDS PAY	489.31
DEFERRED PROPERTY TAX REVENUE	<u>468,102.00</u>

Total Long-Term Liabilities **988,591.31**

Total Liabilities **1,200,322.92**

NET ASSETS

NET INVEST IN FIXED ASSETS	5,942,228.51	
NET ASSETS-UNRESTRICTED	3,018,619.51	
RESTR NET ASSETS	326,865.44	Less * = 186,664.85
NET INCOME	<u>154,142.64</u>	

Total Net Assets **9,441,856.10**

Total Liabilities & Net Assets **\$ 10,642,179.02**

COMMUNITY LIBRARY NETWORK

December-23

	<u>AT</u>	<u>BK</u>	<u>HR</u>	<u>HL</u>	<u>PF</u>	<u>PK</u>	<u>RA</u>	<u>SL</u>	<u>Total</u>
<u>TOTAL CIRCULATION</u>	5652	1167	1987	34479	32695	7233	10172	5313	98698
CIRC LAST YEAR	5096	2009	2067	31644	30138	7145	10643	5077	93819
YEAR TO DATE CIRC	17352	6360	6517	109805	104080	20204	31309	16088	311715
YEAR TO DATE CIRC LAST YEAR	15625	8299	6369	98392	97100	21632	30621	15708	293746
<u>PHYSICAL ITEMS CIRCULATION</u>	3854	1048	1059	22095	19671	2417	6512	3255	59911
CIRC LAST YEAR	3616	1921	1113	21573	19861	2396	6533	2753	59766
YEAR TO DATE CIRC	12055	6033	3395	71587	63718	7339	20233	9423	193783
YEAR TO DATE CIRC LAST YEAR	10996	8098	3390	66934	63085	7628	19660	8589	188380
<u>OVERDRIVE EBOOK DOWNLOADS</u>	307	80	43	2600	2078	196	857	133	6294
EBOOK CIRC LAST YEAR	338	45	47	2237	1833	224	669	120	5513
<u>OVERDRIVE EAUDIO DOWNLOADS</u>	369	39	59	2536	2388	258	1061	178	6888
EAUDIO CIRC LAST YEAR	347	43	24	2181	2277	155	808	142	5977
TOTAL MONTHLY CIRC	676	119	102	5136	4466	454	1918	311	13182
TOTAL MONTHLY CIRC LAST YEAR	685	88	71	4418	4110	379	1477	262	11490
YEAR TO DATE TOTAL CIRC	2124	318	306	15116	13301	1318	5561	995	39039
YEAR TO DATE TOTAL CIRC LAST YEAR	1936	201	204	13246	12410	1135	4428	764	34324
<u>FREGAL USAGE</u>	267	0	87	2556	2317	2448	294	36	8005
CIRC LAST YEAR	17	0	0	1539	1058	2540	1234	551	6939
YEAR TO DATE CIRC	447	9	87	8057	6058	5079	710	66	20513
YEAR TO DATE CIRC LAST YEAR	66	0	0	4514	4237	6368	2151	1200	18536
<u>INTERNET & COMPUTER USE</u>	855	N/A	739	4692	6241	1914	1448	1711	17600
USE LAST YEAR	778	N/A	883	4114	5109	1830	1399	1511	15624
YEAR TO DATE CIRC	2726	N/A	2729	15045	21003	6468	4805	5604	58380
YEAR TO DATE CIRC LAST YEAR	2627	N/A	2775	13698	17368	6501	4382	5155	52506
<u>MATERIALS ADDED</u>	105	69	64	611	651	160	178	89	1927
YEAR TO DATE	275	203	180	1844	1951	416	484	239	5592
YEAR TO DATE LAST YEAR	386	193	260	2447	2138	319	551	380	6674
<u>NEW PATRONS</u>	17	3	3	106	115	8	39	13	304
NEW PATRONS LAST YEAR	19	7	4	105	84	9	34	16	278
YEAR TO DATE	77	76	8	407	450	43	157	51	1269
YEAR TO DATE LAST YEAR	66	82	10	404	415	42	127	47	1193
<u>NEW PATRONS (By Card Type)</u>									
ADULTS (18+)	15	3	3	88	92	5	33	9	248
MINOR	0	0	0	17	15	3	5	2	42
MINOR LIMITED	2	0	0	1	6	0	1	2	12
TEEN LIMITED	0	0	0	0	2	0	0	0	2
<u>CURRENT CARDHOLDERS</u>	2269	1688	428	13376	19534	1891	5352	1853	46391
<u>PEOPLE COUNTER</u>	1520	338	1013	9218	10991	1030	3042	1472	28624
COUNTER LAST YEAR	1497	694	419	8579	11584	1669	3977	1895	30314
YEAR TO DATE	4941	2191	3147	31356	37774	5139	10559	5101	100208
YEAR TO DATE LAST YEAR	4825	3424	1330	28807	39524	5507	11780	5746	100943
<u>MEETING ROOMS</u>									
# OF TIMES MEETING ROOM USED [LIBRARY]	8	N/A	N/A	15	48	20	11	14	116
MEETING ROOM ATTENDANCE	61	N/A	N/A	393	1107	109	72	173	1915
# OF TIMES MEETING ROOM USED [NON-LIBRARY]	2	N/A	N/A	16	15	0	2	1	36
MEETING ROOM ATTENDANCE	14	N/A	N/A	170	309	0	15	5	513



Collection Selection and Access Policy

Board DRAFT 12.21.2023

Public libraries are more than a repository of books and materials, libraries are a haven of privacy and ensure the community has free and open access to personal inquiry. The right to think is the beginning of freedom and speech is the beginning of thought. The ability to access information has a critical impact on a community's educational success, economic development, provision for an informed electorate, and overall quality of life.

This policy defines the Community Library Network's responsibility to establish and maintain: 1) library card options for parents and legal guardians to control and monitor their minor child's access to the library's collections and resources, and 2) a balanced and diverse collection of materials that meet the informational, educational, and recreational needs of our residents.

The right, privilege, and responsibility for the use of library materials by Minors rest with parents or legal guardians. The inherent modern-day challenge for public libraries is providing open access to a collection of materials while protecting Minors from harm. Promoting the welfare of children is everyone's responsibility. Community Library Network established in 2023, a new "teen collection" geared towards 13 – 15-year-olds. Collections for Minors within the Community Library Network include a Children's Collection geared towards 0 - 12-year-olds, a Teen Collection geared towards 13 - 15-year-olds, and a Young Adult Collection geared towards 16- and 17-year-olds. Community Library Network recognizes children have freedom of speech codified in the First Amendment but are limited in some ways by capacity, which is often age dependent.

Responsibility

The quality of the library's services, including the collection, ultimately rests with the library's elected Board of Trustees. The primary role of the board is to ensure adequate collection funding and to guide the selection process through this policy. Selection of library materials is the responsibility of the Library Director, who, working with professional collection development library staff, ensures collections are balanced with wide appeal. All staff members and the public are encouraged to recommend materials for consideration. Suggestions are evaluated by the staff based on the library's criteria for selection.



Library Cards for Minors

Parents and legal guardians can authorize their children under the age of 18 to have their own library card. The extent to which a minor child has access to the Library's collection is the responsibility of their parent or legal guardian and is not dependent on the minor child's age.

Regulations:

Parents or legal guardians must present proof of their identity and current address within the Library district to obtain a library card for their child.

1. Parents or legal guardians are financially responsible for any fees that accrue to the child's card.
2. Parents or legal guardians are encouraged, but not required, to have their own card to obtain a library card for their minor child.
3. Parents or legal guardians may choose one of three ways for their child to access the Library's collection:
 - a. Child Limited: access to the Children's collection only, which is geared for ages 0-12. The collection includes books, graphic novels, and media such as DVDs and CDs. The majority of these items are designated Easy or Juvenile in the online catalog.
 - b. Teen Limited: access to the Children's collection, which is geared for ages 0-12, and the Teen collection which is geared for ages 13-15. The Teen collection includes books, graphic novels, and media such as DVDs and video games, and these items are designated Teen in the online catalog.
 - c. Open access to the entire collection including access to the collections of the Cooperative Information Network.
4. A limited access card can only be used to borrow materials from one of the Community Library Network libraries. It cannot be used to reserve or borrow materials from other libraries in the Cooperative Information Network. Nor can it be used to access e-books, streaming content, or online databases.
5. Minor children who currently have a library card will continue to have open access to all materials in the Community Library Network and may borrow materials from other libraries in the Cooperative Information Network.
6. Parents or legal guardians may, at any time, request to change the collection access level of their child's card.



7. Library cards expire every two years. When renewing their child's card, a parent or legal guardian will be offered the opportunity to change the collection access level of their child's card.
8. Parents or legal guardians who have their own library card can elect to have the card(s) of their children linked to their card. Doing so would enable the parent or legal guardian to view the titles currently checked out on the child's card and the dates those items are due to be returned to the Library.

Materials for Minors

1. Materials for Minors under the age of eighteen (18) that violate Idaho Codes 18-1513, 18-1514, and 18-1515 will be excluded from the Children's, Teens, and Young Adult collections.
2. Protecting children aged 0 – 12 -years from explicit and potentially developmentally damaging sexual content is a serious consideration for the entire community, library board and staff. For that reason, nonsexual nudity may only be included in the Children's collection, which is geared for ages 0-12, if it is mild and the material was specifically written and geared towards a very young audience. No graphic, visual or written depictions of sex will be included in this collection.
3. Determination and placement of materials within minor library collections – Childrens (0-12), Teen (13-15) and Young Adult (16-17).
 - a. The Community Library Network realizes its place in fostering the open exchange of information and protecting access to the library's collection and resources. The primary purpose of these collection categories is to facilitate access and provide guidance in locating suitable materials for each individual child, teen or young adult.
 - b. For each book or material, professional collection development library staff determine the most appropriate placement within the library on a case-by-case basis. This review requires the exercise of professional judgment, which may include, but is not limited to, reviewing placement determinations of other public libraries, the publishers or authors intended audience, and/or recommendations in published reviews.



- c. For patrons with a child limited access card, their borrowing privileges will be restricted to the Children's Collection (0 - 12). For patrons with a teen limited access card, their borrowing will be limited to Children's and Teen Collections. Patrons with limited access cards cannot borrow from Young Adult and Adult collections.

Selection Process

The Community Library Network seeks to provide a balanced collection with a wide range of materials in a variety of acceptable formats representing all viewpoints, including controversial issues that may be objectionable to some individuals. The purchase of controversial items does not constitute endorsement of the views expressed.

Library staff select materials based on the library's mission statement and accepted goals and priorities, published reviews, recommendations from library users, availability of materials at other libraries, item's relation to existing collection, use analysis, space, price, understanding of the community's needs and interests, and staff professional judgment and expertise.

The Community Library Network uses several criteria to determine the addition of an item whether purchased, requested, or donated.

- Authority and competency of presentation, author, or publisher
- Favorable reviews and inclusion in reputable resources such as professional or trade journals
- Relation to existing collection
- Adequate standards of quality and durability in content, format, and physical appearance
- Current usefulness or lasting value
- Popularity and user demand, including hold demand counts on materials selected by other libraries in our consortium (CIN)
- Availability of materials through other libraries (Interlibrary Loan) or electronic resources
- Space requirements
- Representation of trends, subjects, or genres of local or national interest
- Price
- Format
- Suitability of subject and style for age of intended library users



- Graphic, visual, or written depictions of sexual acts in books and materials geared towards minors under 12 years of age are unsuitable for the Children's Collection

Withdrawal of Materials (Weeding)

The Community Library Network attempts to keep its entire collection in a condition that is attractive and inviting to the user. The Collection Development Librarian and other staff use the CREW (Continuous Review and Evaluation for Weeding) method to keep the collection weeded. Criteria for selecting materials for withdrawal include:

- Damage and poor condition
- Copies in excess of demand
- Obsolete information or format
- Lack of use or space
- Availability from other sources
- Community relevance

Gifts

The Community Library Network welcomes donated books and other materials that are in good condition. Donated items may be used or disposed of in any way deemed appropriate and no conditions by donors can be made on materials donated. Donations are evaluated using same criteria as purchased items. A receipt may be given to donors if requested with a number of items donated but no assessment of value will be made by library staff.

Reconsideration of Material

If a library patron concludes that a specific item does not meet the guidelines set forth in this policy, they may fill out a Citizen's Request for Reconsideration of Material form. The completed form will be given to the District Director who will review the form for evaluation and recommendations. The Community Library Network is a member of the Cooperative Information Network (CIN) consortium, sharing and receiving materials from the other member libraries. Requests for reconsideration are only accepted from Community Library Network residents for Community Library Network owned materials. A review team of library staff will be selected to review the item fully using the material selection policy as a guide and evaluating the work as a whole. A decision will be submitted to the library user. If the patron is not satisfied with the decision, they may appeal the decision to the board of trustees in writing



within 10 business days. The board will evaluate whether staff appropriately used the selection policy as a guide during the review process. The patron will be notified of the outcome. The board's decision is final. The item in question will not be removed from the shelf during the reconsideration process. An item will be evaluated for reconsideration only once in a 3-year period unless sufficient new compelling evidence is introduced.

Review of Policy

This policy supersedes and replaces the Selection and the Library Cards for Minors Policies. This policy will be reviewed and revised every three years or updated as necessary. Approved by the Community Library Network Board of Trustees, XXX.

MATERIALS SELECTION POLICY

Statement of Purpose and Intent for Policy

The vocation of a librarian requires a commitment to freedom of speech and the celebration of diverse viewpoints unlike that found in any other occupation. The librarian curates and curtails the collection of reading materials for an entire community in a sense, and in doing so, he or she reinforces the bedrock principles on which this country was founded. According to the United States Supreme Court, "Public libraries pursue the worthy missions of facilitating learning and cultural enrichment." *United States v. Am. Library Ass'n. Inc.*, 539 U.S. 194, 203, 123 S. Ct. 2297, 156 L. Ed. 2d 221 (2003). To fulfill those worthy objectives, "public libraries must have broad discretion to decide what material to provide to their patrons." *Id.* at 204.

This policy defines the Community Library Network's responsibility to establish and maintain a balanced and diverse collection of materials that meet the informational, educational, and recreational needs of our residents, and to openly afford the public access to discussion, debate, and the dissemination of information and ideas.

Objective and Scope of Policy

This policy pertains only to the *selection and acquisition* of books and materials, regardless if previously acquired, for the library's collection, not removal of existing library materials. Policy regarding retention, removal, or relocation of existing materials is outside the scope of this policy. No specific book or material was contemplated during the enactment of this policy, and it is entirely unknown what, if any, future books or materials could be subject to this policy.

Responsibility

The elected board of trustees ultimately guides the selection process through this policy. The Library Director implements policies set by the board. Under the Director's guidance, selection is delegated to professional collection development library staff who are qualified by education, training and experience. All staff members and the general public are encouraged to recommend materials for consideration. Suggestions are evaluated by the staff based on the Library's criteria for selection.

Definitions- As Used in this Policy

Under this section "Harmful to minors" means that quality of any description, exhibition, presentation, or representation, in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when the material or performance has any of the following characteristics:

(A) The average person eighteen (18) years of age or older applying contemporary community standards would find that the material or performance has a predominant tendency to appeal to a prurient interest in sex to minors;

(B) The average person eighteen (18) years of age or older applying contemporary community standards would find that the material or performance depicts or describes nudity, sexual conduct, sexual excitement, or sadomasochistic abuse in a manner that is patently offensive to prevailing standards in the adult community with respect to what is suitable for minors; and

(C) The material or performance lacks serious literary, scientific, medical, artistic, or political value for minors.

"Minor" means any person under eighteen (18) years of age.

"Material" means any book, magazine, newspaper, pamphlet, poster, print, picture, figure, image, description, motion picture, film, record, recording tape, CD-ROM disk, magnetic disk memory, magnetic tape memory, video tape, or other media, or any down-loadable or on-line digital content.

Nudity" means a:

(A) Showing or description of the human male or female genitals, pubic area, or buttocks with less than a fully opaque covering:

(B) Showing or description of the female breast with less than a fully opaque covering of any portion of the female breast below the top of the nipple; or

(C) Depiction or description of covered male genitals in a discernibly turgid state.

"Performance" means any motion picture, film, video tape, played record, phonograph or tape, preview, trailer, play, show, skit, dance, or other exhibition performed or presented to or before an audience of one (1) or more, with or without consideration.

"Sadomasochistic abuse" means flagellation or torture by or upon a person clad in undergarments, a mask, or bizarre costume, or the condition of being fettered, bound, or otherwise physically restrained on the part of a person so clothed, or mutilation or physical alteration of genitals by or upon a person;

"Sexual conduct" means an act of masturbation, homosexuality, sexual intercourse, or physical contact with a person's clothed or unclothed genitals, pubic area, buttocks, or female breast; and

"Sexual excitement" means the condition of the human male or female genitals when in a state of sexual stimulation or arousal.

Selection Process

The Community Library Network seeks to purchase a wide range of materials that meet the informational, educational, and recreational needs of our residents in a variety of acceptable formats. The selection of materials is generally made by library staff based on clear and unambiguous written policies that infuse our mission statement and accepted goals and priorities, published reviews, recommendations from library users, availability of materials at other libraries, an item's relation to the Library's existing collection, use analysis, space, price, and staff judgment and expertise.

Books and material with content that is "harmful to minors" as defined in this policy, shall be excluded from selection and acquisition for the library's non-adult collection.

The Community Library Network uses several criteria to determine the addition of an item whether

purchased, requested, or donated.

- Authority and competency of presentation, author, or publisher
- Favorable reviews and inclusion in, but not limited to, reputable resources such as professional or trade journals
- Relation to existing collection
- Adequate standards of quality and durability in content, format, and physical appearance
- Current usefulness or lasting value (e.g. time-tested classics)
- Popularity and user demand, including hold demand counts on materials selected by other libraries in our consortium (CIN) that do not conflict with CLN policy
- Availability of materials through other libraries (Interlibrary Loan) or electronic resources
- Space requirements
- Representation of trends, subjects, or genres of local or national interest
- Price
- Format
- Appropriateness of subject and style for intended library users. For purposes of this criteria, "appropriateness" means a determination of whether such content is, in the opinion of the Board or Library staff, "harmful to minors" as that term is specifically defined in this Policy.

Gifts

The Community Library Network welcomes donated books and other materials that are in good condition. Donated items may be used or disposed of in any way deemed appropriate and no conditions by donors can be made on materials donated. Donations are evaluated using the same criteria as purchased items. A receipt may be given to donors if requested with a number of items donated but no assessment of value will be made by library staff.

Review of Policy

This policy will be reviewed and revised every three years or updated as necessary. Approved by the Community Library Network Board of Trustees, **November xx, 2023**.

NOT part of policy/NOTES for 2nd Legal Review for easy reference: all 11-30-23 changes & questions:

1. P1 STATEMENT OF PURPOSE AND INTENT FOR POLICY: question: The Director wanted to know if the "United States v. Am. Library" citation was the best citation to use.
2. P1 OBJECTIVE AND SCOPE OF POLICY SECTION: removed "by or known to the Board" as per Director/ICfL: policies are institutional rather than board policies. Since the board referred to will change, it is not best practices to refer to itself.
3. P1 DEFINITIONS- AS USED IN THIS POLICY SECTION: removed ",taken as a whole or in part,"
4. P2 STILL DEFINITIONS SECTION/"MATERIAL" PARAGRAPH: added ", or any down-loadable or on-line digital content."
5. P3 GIFTS SECTION: added "the" between "using"and "same criteria"

DRAFT

MATERIALS WITHDRAWAL AND RECONSIDERATION POLICY

This policy defines the Community Library Network's review criteria and disposition process for material to be removed from the collection. Materials are defined in the Materials Selection Policy.

Withdrawal of Materials (Weeding)

The Community Library Network attempts to keep its entire collection in a condition that is attractive and inviting to the user. The Collection Development Librarian and other staff use the CREW (Continuous Review and Evaluation for Weeding) method to keep the collection weeded. Criteria for selecting materials for withdrawal include:

- Damage and poor condition; material that is out of print and considered a classic will receive special consideration for retainment.
- Copies in excess of demand
- Obsolete information or format
- Lack of use or space
- Availability from other sources
- Community relevance

Materials Inappropriate for Minors

Notwithstanding Idaho Code 18:1517(d), Materials that violate Idaho Codes 18-1513, 18-1514, and 18-1515 shall be removed from the juvenile and young adult collections.

Disposition of Materials

Material which has been selected for removal from the collection during the weeding process will be relocated or disposed of using one of the following options:

- Dispose of materials
- Donate to friends of the library groups, other non-profit groups or other government agency
- If material is inappropriate for minors, but produced for adults, move to adult collection area
- If material is inappropriate for minors, but not produced for adults, move to a library location (other than the regular adult collection area) not accessible or displayed to minors and only made available to adults

Reconsideration of Material

If a library patron concludes that a specific item does not meet the guidelines set forth in this policy, they may fill out a Citizen's Request for Reconsideration of Material form. The completed form will be submitted to the District Director who will review the form for evaluation and recommendations. The Community Library Network is a member of the Cooperative Information Network (CIN) consortium, sharing and receiving materials from the other member libraries. Requests for reconsideration are only accepted from Community Library Network residents for Community Library Network owned materials. A review team of library staff will be selected to review the item fully using the material selection policy. The decision will be submitted to the library user within 30 days, if possible. If the patron is not satisfied with the decision, they may appeal the decision to the board of trustees in writing within 10 business days. The board will evaluate whether staff appropriately used the selection policy as a guide during the review process. The patron will be notified of the outcome. The board's decision is final. The item in question will not be removed from the shelf during the reconsideration process (except, as necessary, for examination during this process). An item will be evaluated for reconsideration only once in a 3 year period unless the board determines sufficient new compelling evidence is introduced.

Review of Policy

This policy will be reviewed and revised every three years or updated as necessary. Approved by the Community Library Network Board of Trustees, November xx, 2023.

Library Director: Performance Evaluation Policy

Board Approved xx-xx-xx

Changes as of 12/21/2023

Preface:

Just as the Library Director regularly evaluates the staff, it is the responsibility of the board to regularly evaluate the Library Director. Informally, trustees are constantly evaluating the director by noticing and responding to what they see in the library and what they hear from the public. But that informal consideration doesn't take the place of formal review of the Director's performance. The best way to evaluate and monitor director effectiveness is by providing a good job description for the director and then doing a formal, periodic evaluation to determine how well the director is meeting the job description and accomplishing library goals. A regular evaluation ensures that the director is aware of the board's expectations and provides for a formal line of communication about how those expectations are being met. It is also a time for the board to voice their concerns to the director, and shows good management practices to local government officials and the community. A formal, written performance evaluation is an essential management practice. The evaluation of the library director is the foundation of the evaluation process for the library as a whole.

Objective:

- To provide the director with a clear understanding of the board's expectations and goals
- To ensure that the director is aware of how well those expectations and goals are being met
- To serve as a formal vehicle of communication between the board and director
- To identify and give credit for a job well done
- To identify the board's concerns so that appropriate action may be taken
- To review accomplishments of the library and ensure the continued effectiveness of the director
- To demonstrate sound management practices and accountability to the community
- To assess individual performance in relation to expectations and goals
- To be used to make fair and equitable decisions regarding job tenure and compensation

Process:

Director submits accomplishments and a self-evaluation to the board chairman 30 days prior to regularly scheduled evaluation period end-date.

Board trustees individually complete evaluation form prior to Executive Session board meeting

Board meets in Executive Session to compile a single evaluation form using all trustees and the directors input.

If board is unable to achieve 2/3 majority for an Executive Session, board chairman uses individual trustee performance evaluation input to produce a single, completed evaluation form

Board chair submits completed performance evaluation to board legal counsel for review

Board chairman, or full board, meets in Executive Session with Director to discuss evaluation

Director may submit a written rebuttal with 30-days of evaluation. See if there's anything in the contract.

Evaluation Form:

All regularly scheduled and special (Performance Probation) performance evaluations will be documented using the Executive Director Evaluation form.

Evaluation Schedule:

A newly hired director will be evaluated 9-months from the start date of employment, and annually thereafter. Should performance in two or more areas identify a "Development Opportunity," during any given observation period, the director may be placed on Performance Probation and follow a modified evaluation schedule.

Performance Probation:

Should the Director not meet the board's performance expectations based upon a scheduled performance evaluation, or at any other time, he or she may be placed on Performance Probation. Should this take place, the evaluation frequency will typically be increased to every 2-3 months, but may be more frequent should the board deem it necessary.

Termination:

Should the board consider dismissing the library director, the steps outlined in his/her employment agreement will be reviewed/followed.

Executive Session:

The board will typically go into Executive Session (without the library director being present) any time when it is discussing the director's performance, in accordance with [Idaho Code § 74-206(1)(a) & (b)]. Should the board be unable to enter Executive Session (e.g. achieve a 2/3 vote), no public discussion will take place.

Records Retention and Access:

The Library Director's performance evaluations will be retained by the board chairman for a period of at least 4 years, and then may be destroyed at the board's discretion.

The Library Director may request an opportunity to review or receive copies of his/her own performance evaluation upon request with the board chairman.

Following the library director's departure from library employment, his/her performance evaluation documentation will be retained for a period of ??? years.