

Board Packet

12.21.23 Board Meeting

**Community Library Network
SPECIAL Board of Trustees Meeting
THURSDAY, November 2, 2023
POST FALLS LIBRARY**

2:00-5:00PM

We Empower Discovery

Agenda

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

Roll Call Trustees: Katie Blank, Tom Hanley, Rachelle Ottosen, Tim Plass, Vanessa Robinson (left the meeting at 5:15 pm)
Treasurer: Julie Saad (arrived at 3:21 pm)
Staff: Alexa Eccles, Lindsey Miller-Escarfuller, Janelle Sells
General Counsel: Colton Boyles

Materials Acquisition Policy discussion: Action Item *(120 minutes)*

- Plass moved to methodically approve all the Plass draft of the Materials Selection Policy section by section. Eccles noted wanting Counsel to advise on possible meetings outside of a public meeting. She does not feel staff have sufficient input into the policy. She also noted recommendations for policy changes from the Trustee Manual. Plass moved to amend the motion to approve all the yellow strike outs and accept the red text in the definitions sections of the Plass draft of the Materials Selection Policy. Robinson is opposed to the definitions section. Blank is concerned that there are constitutional insufficiencies. Ottosen called the previous question. Blank stated calling the question requires a two-thirds vote. Ottosen disagreed.

Vote to call the previous question.

M, C – Ottosen; Blank and Robinson opposed.

Motion to add the amendment.

M, Failed – Plass; Hanley abstained, Robinson and Blank opposed

Motion to methodically approve all the Plass draft of the Materials Selection Policy section by section.

M, C – Plass; Blank and Robinson opposed.

- Plass moved to approve all changes shown in the Statement of Purpose section of the Plass draft. Blank wants to know where the content in the section came from. She asked what “curtails” and “in a sense” means. Plass moved to amend the motion to insert a period after the word “resident” and to replace the next words “and to openly afford” with “This policy openly affords...”. Robinson called the previous question.

Vote to call the previous question.

M, C - Robinson

Motion to approve the amendment.

M, Failed – Plass; Blank, Hanley, and Robinson opposed.

- Blank repeated her question regarding “curtails” and “in a sense”. Miller-Escarfuller noted her objection to the first sentence in the section. Hanley provided a definition of curtail. Eccles noted librarians do not “curtail” based on content or viewpoint. Robinson would prefer to keep the Objective section from

the currently approved policy. Consensus to add a comma after "residents" in the second paragraph was reached. Blank agrees with Robinson to remove the red text in the first section. Plass called the previous question.

Vote to call the previous question.

M, C – Plass

Motion to accept changes in Statement of Purpose Section

Plass – Aye

Blank – Nay

Robinson – Nay

Hanley – Aye

Ottosen – Aye

- Hanley is opposed to the Plass changes in the first sentence of the Objective and Scope of Policy. His intent was only for new acquisitions. Plass reviewed the intent of his edits. Ottosen would like to keep the final sentence beginning with "No specific book..." Consensus was reached for keeping the final sentence beginning with "No specific book..." Eccles expressed her concerns about being able to repurchase a previously approved book. Robinson asked about what would happen to existing books. Hanley is opposed to "regardless if previously acquired..." and removal of "not removal...". Blank wants the policy to be reviewed by Counsel. Ottosen for keeping "regardless if previous..." and in favor of keeping "not removal of any...". Consensus was reached for Ottosen's suggestions. Consensus was reached to approve the Objective and Scope of Policy as amended.
- Hanley wants to keep the word "ultimately" in the Responsibility section. Plass disagrees. Blank and Robinson agree with Hanley. Consensus reached for the Responsibility section as amended.
- The Intellectual Freedom section was previously agreed to be struck by consensus.
- Robinson asked where the definitions came from and if they are necessary for the Definitions – As Used in this Policy section. Hanley added the word "any" in the last sentence of the first paragraph to read "taken as a whole or in part, has any of the following...". Blank noted the definitions came from another state. She also stated that adding "in part" is against Idaho Code. Plass noted this policy is just guiding the purchase of materials. Eccles stated her preference for citing definitions. She noted the ICRMP policy no longer covers claims related to materials. Robinson asked if all books were subject to these definitions. Hanley suggested the first (C) be added to the of the first (B). Boyles cautioned using "in part". Consensus was reached to combine the first (B) and (C) sentences. Boyles cautioned against combining (B) and (C). Consensus reached to keep (B) and (C) separate. Robinson suggests removing all definitions and adding citing Idaho Code. Consensus was not reached for Robinson's suggestion. A consensus was reached for adding "any of". In the Nudity definitions, Hanley wants the bullet points to read "Showing or description" for (A) and (B) and "Depiction or description" for (C). Consensus was reached for accepting the Definitions section as amended.
- Plass amended the second paragraph of the Selection Process to read "Books and material with content that is "harmful to minors" as defined in the policy, shall be excluded from the selection and acquisition for the library's non-adult collection. Eccles believes the struck-out last paragraph of the section is clearer. Consensus was reached to amend the second paragraph. Robinson asked if this policy will be "clear and unambiguous". Eccles does not believe so and Miller-Escarfuller noted areas of concern. Eccles noted the lack of liability coverage through ICRMP. E-books are represented in this section by stating "material". Eccles noted there is no mechanism to prevent minors from accessing adult materials in Overdrive. By consensus, "Appropriateness of subject and style for intended library users." to be removed from the last bullet point. Boyles reviewed the exclusion in the ICRMP policy regarding claims related to this policy. If a lawsuit were filed as a result of this policy, the library would

be financially responsible for defending the library. Consensus was reached for the Selection Process as amended.

- Blank does not agree with separating Withdrawal of Materials from the Selection of Materials policy. Consensus was reached to keep the Withdrawal of Materials (Weeding) stricken.
- Consensus was reached to keep the Gifts section as stated.
- Consensus was reached to keep the Reconsideration of Material section stricken.
- Plass moved to accept the Materials Selection Policy as edited by Plass as amended. Blank is concerned about approving a policy without legal review first. Plass withdrew his motion. Plass moved to approve the Plass draft of Materials Selection Policy to send to Legal Counsel for review. Robinson moved to amend the motion to send the policy to Legal Counsel and staff for review and then return the policy to the Board for approval. Plass withdrew the full motion. Plass moved to agree to send the Plass draft of the Materials Selection Policy as edited to be sent to Legal Counsel and staff for review. Hanley is opposed to sending the policy to staff. Plass amended the motion to add the words "to be returned in one week" at the end of the motion. Eccles noted that one week is not enough time to provide Legal Counsel a clean draft. Plass stated he could provide a clean policy draft quickly. Robinson is opposed to Plass providing a clean policy draft to Legal Counsel. Boyles believes he can provide an opinion within two weeks. Plass moved to amend the motion "to be returned in one to two weeks" at the end of the main motion. Ottosen suggested the amendment to "to be sent to Legal Counsel and staff for review and to be returned from Legal Counsel as soon as possible. Boyles would like clarification on what type of deliverable the Board would like. Plass would like to receive a confidential report first. Robinson and Blank would like a verbal report. Boyles can give a verbal report at the next meeting. Plass withdrew his amendment.

Motion to approve the amendment to send to Legal Counsel and staff.

M, C – Robinson; Hanley and Plass opposed.

Motion to send the Plass draft of the Materials Selection Policy as edited to Legal Counsel and staff for review.

M, C – Plass

Break from 4:07 pm to 4:12 pm

Plass moved to extend the meeting to 5:20 pm

M, C – Plass

Motion to adjourn at 5:02 pm

M, Failed – Blank; Hanley and Plass opposed, Robinson abstained.

Deselection and Reconsideration Policy discussion: Action Item *(40 minutes)*

Discussion on insurance process: Action Item *(15 minutes)*

- Plass moved to have the Board direct the Board Treasurer to work with insurance brokers to obtain full coverage midterm quotes and CLN staff to support the Treasurer. Plass read the Idaho Code related to insuring the District. Eccles stated she has been making a good faith effort to represent the District and has concerns about ethical conduct. Boyles noted that best practice would be to get quotes from multiple brokers. He is not certain directing the Treasurer to obtain insurance quotes is proper. Eccles cited several ethical concerns she has. Blank is concerned about how the Director is being treated. She noted the Director is still waiting for Legal Counsel advice.

M, Failed – Plass; Blank and Ottosen opposed.

Discussion of future agenda requests (the board will decide via consensus whether these items will be moved to a future agenda) (3 minutes)

Set Special and Regular Meeting Date(s): *Action Item(s)* (2 minutes)

Adjournment: *Action Item*

Blank moved to adjourn at 5:22 pm

M, C - Blank

Respectfully submitted,
Alexa Eccles, Janelle Sells

Calendar of events:

16 Nov 2023	Regular Meeting	2:00 – 5:30	Post Falls
21 Dec 2023	Regular Meeting	2:00 – 5:30	Post Falls

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: ADAccoordinator@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.

Posted: 10/26/2023

Community Library Network
SPECIAL Board of Trustees Meeting Minutes
THURSDAY, November 30, 2023
POST FALLS LIBRARY

1:00pm – 4:00pm

We Empower Discovery

Agenda

Call to Order Meeting was called to order at 1:00 pm

Roll Call Trustees: Katie Blank (left at 2:50 pm), Tom Hanley, Rachele Ottosen, Tim Plass
Treasurer: Julie Saad (arrived at 3:18 pm)
Staff: Alexa Eccles, Lindsey Miller-Escarfuller, Janelle Sells
General counsel: Colton Boyles not present

Legal Counsel (*10 minutes*) No discussion
Materials Selection Policy
Questions

Discussion on insurance: Action item (*5 minutes*)

- Eccles provided a memo with an update on insurance, including correspondence from ICRMP. Eccles asked the Board if a mid-year replacement is to replace both the current ICRMP policy and Great American policy. She noted her work to date with obtaining quotes from other brokers. Ottosen would like to move forward with full insurance at the best price as soon as possible. Eccles is working to obtain quotes from three different brokers. Blank noted if the District is required to pay the premium for the full year, the budget for insurance will be over-extended. Plass would like to start a new policy as soon as possible. Blank is opposed. Hanley is looking for replacement policies to start in April. If ICRMP is replaced, Eccles requested Risk Management as an agenda item at the next meeting since that is some of what ICRMP provides.

Discussion on Director Evaluation Policy: Action item (*45 minutes*)

- Hanley presented a draft policy for evaluating the Director. No committee meeting was held. Hanley prepared the draft based on his employment history and research from other libraries. He also provided various options for evaluation criteria. Blank would like the sources cited with the policy. Hanley and Ottosen disagree. Plass moved to review and edit sequentially the current draft of the Library Director Performance Evaluation Policy.
 - Preface: Plass noted several edits. Eccles asked if staff will be tasked with editing the document Ottosen stated she would make the edits to the document. Blank commented that library goals need to be clearly identified. Eccles explained the Idaho Library Commission would be the best reference for defining the purpose of evaluating the Director. She would like to add a sentence tying the Director's performance to the successful implementation of a strategic plan. Blank agrees. Plass and Hanley do not like the current strategic plan and do not want to include reference to the strategic plan in the Director's evaluation policy right now. A consensus was reached to replace "appraisal" with "evaluation" throughout the policy. Blank clarified there is a difference between consensus and majority.

- Objective: Eccles noted the first seven bullet points are in the ICfL manual.
- Process: In the first sentence, Plass wants the language in parentheses stricken. Eccles suggested contacting a library expert, like June Garcia, for assistance. She noted that District practice has included a self-evaluation component and is unclear what is meant by "performance input". Plass wants the Director to provide a list of accomplishments in the Director's self-evaluation. Blank asked if there is a specific, standard form to be used for self-evaluation then requested the Director provide an appropriate self-evaluation form to be included with this policy. Ottosen agreed with Blank. Plass stated the form is not the topic at this time. Hanley stated he purposely chose not to contact June Garcia for assistance. A consensus was reached to remove "performance input" and the language in the parenthesis. Eccles stated consistent language throughout all policies is important like replacing "chairman" with "chair" as the Public Speaking Policy refers to "chair." She suggested a committee meeting for drafting and/or editing the policy and then submitting the draft to the full Board. Plass agreed with Eccles for the draft go back to the committee for editing. Ottosen postponed this topic to the next meeting so the committee can meet. Eccles recommended getting a memo from legal counsel before the meeting. Ottosen did not agree.

Discussion on Materials Selection Policy: Action item (*55 minutes*)

- Plass moved to approve sequentially the current draft of the Materials Selection Policy to send to legal counsel for review. Eccles noted the legal counsel wanted some language added to the policy and that has not been communicated.
 - Statement of Purpose and Intent for Policy
 - Eccles noted the citation of a court case in the policy and asked to have counsel make a more relevant citation.
 - Objective and Scope of Policy
 - A consensus was reached to remove "by or known to the Board" from the last sentence.
 - Responsibility
 - No changes
 - Definitions – As Used in this Policy
 - Plass wants to remove "taken as a whole or in part". Blank noted this was an area of concern for legal counsel. Consensus was reached to strike "taken as a whole or in part". No changes to Sections A and B. Plass wants to add to material definition "any downloadable or online digital content" to the third paragraph of Section C. Eccles noted there is an Internet Safety policy and the Children's Card policy that already limit what minors can access. The majority is in favor of adding "any downloadable or online digital content" to the third paragraph of Section C. Eccles stated definitions should be from Idaho definitions. Under Nudity definitions, no changes noted.
 - Selection Process
 - Ottosen suggests removing "recreational" from the first sentence of the first paragraph. Hanley and Blank are opposed.
 - Gifts
 - Consensus was reached to add "the" to the third sentence to read "... evaluated using the same criteria..."
 - Compliance of Policy – Plass suggested adding this section.
 - The Library Director shall report to the Board regularly, but not less often than once every two months, regarding the library's compliance with this policy. Plass noted his intent was to receive regular updates of what is being purchased. Hanley noted the software used for the catalogue can show lists of books purchased and should be made available to the public. Eccles noted some of the roles of the Board and adding a compliance section is not appropriate. She noted the policy needs to be neutral and not

content based. The reconsideration of material in the Withdrawal policy is where compliance is determined. Consensus was not reached to add this section.

Motion to approve edits to the Materials Selection policy and send to legal counsel for review.

M, C - Plass

Break (5 minutes) Break from 2:58 pm to 3:03 pm

Discussion on Materials Withdrawal and Reconsideration Policy: Action item (50 minutes)

- Continuing the motion on the floor to continue sequential review.
 - Materials Inappropriate for Minors
 - Plass asked to strike "produced for minors under the age of eighteen (18)" and replace "will" with "shall" to read "Materials that violate Idaho Code 18-1513, 18-1514, and 18-1515 shall be removed from the juvenile and young adult collections." Eccles noted this is already included in the Selection Policy. A consensus was reached for changing "will" to "shall". Ottosen suggests adding "Not withstanding Idaho Code 18-1517(d)" at the beginning of the sentence.
 - Disposition of Materials
 - Eccles suggested language changes to the first two bullet points. She also noted that the District has more than one Friends group.
 - Dispose of materials, recycling whenever possible items that are damaged, in poor condition, obsolete, or otherwise unlikely to be sold.
 - Donate to Friends library groups, other non-profit organizations, or governmental agencies.
 - Consensus for:
 - First bullet point to read "Dispose of materials."
 - Second bullet point to read "Donate to Friends library groups, other non-profit organizations, or governmental agencies."
 - Eccles asked for the intent of the last two bullet points. Plass and Hanley do not want materials inappropriate for minors, produced for minors, placed in the adult section where minors could still access the material. No consensus to change the third bullet point. Consensus reached for bullet point four to read "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 nor displayed to minors and only made available to adults".
 - Gifts – Consensus reached to remove section.
 - Reconsideration of Material
 - Consensus reached for first three edits added at a prior meeting and add "if possible" following "within 30 days".
 - Consensus reached to strike Board appointed community review panel, sentence to read "...they may appeal the decision to the board of trustees in writing..." Eccles suggested if a review panel is desired in the future to amend this policy rather than creating a new policy.
 - Consensus to keep red lettering "(except, as necessary, for examination during this process)"
 - Consensus reached for final edit of paragraph to read "...in a 3-year period unless the Board determines sufficient new..."
 - Withdrawal of Materials (Weeding)
 - Plass suggested adding "unless material is out of print and considered a classic" to the first bullet point. Ottosen suggested "damage and poor condition; material that is out of print and considered a classic will receive special consideration for retainment".

Ottosen moved to amend the Plass motion to read "we approve sequentially the Plass draft as amended of the Materials Withdrawal and Reconsideration Policy and send to legal counsel for review."

Motion to approve the amendment.

M, C - Ottosen

Motion to approve sequentially the Plass draft as amended of the Materials Withdrawal and Reconsideration Policy and send to legal counsel for review.

M, C - Plass

Plass moved to extend the meeting to 4:15 pm

M, C - Plass

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

- Eccles noted the reason for a public hearing if reserving current forgone taxes. A consensus was reached to not reserve forgone taxes.
- Ottosen would like to review 5.3.6 Holiday section of the Personnel Manual Policy at the next regular meeting. A consensus was reached to add it to the next regular meeting.
- Eccles will reach out to set up a committee meeting with the Topic: Director Evaluation Policy

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

Adjournment: Action item

Hanley moved to adjourn at 4:17 pm

M, C - Hanley

Respectfully Submitted,
Alexa Eccles, Janelle Sells

Calendar of events:

21 Dec 2023	Regular Meeting	2:00 – 5:30	Post Falls
21 Dec 2023	Special Meeting – Forgone Tax Hearing	5:40pm	Post Falls
18 Jan 2024	Regular Meeting	2:00 – 5:00	Hayden

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AMENDED
Community Library Network
Board of Trustees Regular Meeting Minutes
Thursday, November 16, 2023
Post Falls Library

2:00pm – 5:30pm

We Empower Discovery

Agenda

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

Roll Call Trustees: Katie Blank, Tom Hanley, Rachelle Ottosen, Tim Plass, Vanessa Robinson (left at 5:30 pm)
Treasurer: Julie Saad (arrived at 3:35 pm and left at 5:30 pm)
Staff: Alexa Eccles, Lindsey Miller-Escarfuller, Janelle Sells
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.

- Wendy S, Coeur d'Alene – She is a regular library user. She is supportive of disassociating with ALA. She is also supportive of the amended materials selection policy to protect minors.
- Suzanne Kearney, Post Falls – She commented about former trustees. She is supportive of amending the materials selection policy. She questioned McCrea's motive with her letter to the current Board.
- Marianna Cochran, Rathdrum – She commented about sexually explicit books available to minors. She discussed a book by the author Dr. Wolf. She is supportive of the current Board and amending the materials selection policy.
- Kim Bugler, Coeur d'Alene – She displayed a book that has words discussing sexual acts. She wants a library with appropriate materials for minors. She wants clean books for children.
- Becky T, Hayden – She is appreciative of the board making efforts to protect children from inappropriate materials. Inappropriate materials should not be in the children's section. Labels should be placed on materials for content. Parents assume materials in the children's section do not have pornographic and explicit sexual content.
- Dan Schuck, Hayden – He thanked the Board for serving the Community Library Network. The voters in the last election voted for change. He is in favor of prohibiting inappropriate materials being made available to minors.
- Amy Lee, Post Falls – She is a homeschool mom and is an avid library user. She is disappointed in the content of children's materials available at Post Falls. She only gets material by request. She is supportive of the current board and amending the materials selection policy.
- Jeff Lewis, Post Falls – He discussed a handout he made available to the Board and Director about Book Looks summaries. He is in favor of content warning labels on materials. He noted the new legislative session will include the re-introduction of a bill to remove the exemptions for libraries. He is supportive of the Board.

- Deborah Rose, Kootenai County – She addressed the amendment of the materials selection policy. She talked about the book, *Identical*. She stated there is justified value to this book. She presented a petition to the Board.
- Joshia Mannion, Hayden – The Hayden library is his home library. He is shocked at the ineptitude of the current board. Removing materials is robbing individuals from finding materials to help with experiences that happened at church or at home.

Consent Agenda: Action Item (*10 minutes*)

Minutes of the Regular meeting of October 19

CIN October 2023 financial statements

- Hanley moved to approve the consent agenda as amended.

M, C - Hanley

Minutes of the Special meeting of September 27: Action Item (*5 minutes*)

- Robinson noted that the minutes reflected the Director would be available via telecommunications. Eccles provided a transcript of the minutes. Blank moved to accept the minutes of September 27, 2023, as amended with the transcripts attached.

M, C – Blank; Plass opposed.

Minutes of the Special meeting of September 29: Action Item (*5 minutes*)

- Plass objects to the summary as presented in the minutes. Eccles provided transcripts of the meeting section. She believes the original minutes are an accurate summary. Blank moved to accept the minutes of September 29, 2023, with the transcripts attached. Eccles stated minutes are a summary of discussions.

M, C - Blank

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

- Plass asked about expense lines 61 through 65. Blank noted an analysis of expenses is also provided. Blank asked about the Insurance expenditures. If the balance of the ICRMP policy is paid, the line will be over expended. Eccles noted that the ICRMP policy was committed to for the year. Plass noted the ICS account balance. Eccles stated she could resend the carryforward summary for the new fiscal year and that ICS and carryforward are not the same thing. Ottosen moved to accept the October 2023 financial statements.

M, C - Ottosen

Discussion: FY2024 Legal and Insurance expenditures covered by (fund source): Action Item (*5 minutes*)

- Ottosen suggested several budget lines to cut in order to cover the overage. Eccles stated she was asking about using carryforward funds to cover the expenditure overages in the Legal and Professional and Insurance expenditures. Blank asked for further discussion at the December meeting. Hanley noted the overages do not seem wildly out of line. Robinson and Plass are in favor of more discussion at the December meeting.

Circulation Statistics: October 2023 (*5 minutes*)

- Plass asked again for statistics on expiring cards versus new cards. He also asked if videos games are being used in the library and how they are tracked. Eccles noted staff do not monitor what patrons use the internet for. Robinson noted how virtual reality is used for workforce training. Ottosen noted Freegal usage is very low.

Director's Report (10 minutes)

Employment legal advice hotline

Engaging employment and financial lawyer

Resolution to reserve forgone funds up to \$269,335.00 before 12/31/2023

- Eccles noted eight principal duties a director provides to the Board. She stated policy changes being proposed may pose some financial risk. She is concerned about employment related liability coverage. She would like to explore, with legal counsel, specialized legal counsel for employment and financial liability. She reviewed staff are exploring themes for showcasing library services. Plass asked about the Collections report. He requested a list of all new materials purchased by month. Eccles noted that CIN provides the Koha software, a shared software for all libraries in the consortium. Hanley asked about when books are added to the catalogue and suggested staff could use the internal database to create the list of new books. Eccles pointed out the circulation statistics show 2,472 added to the collection year to date and the collection is physical and digital. She noted reporting monthly circulation statistics is the appropriate level of oversight for the Board.

Break (5 minutes)

Break taken from 3:19 pm to 3:24 pm

Executive Session | Idaho Code 74-206(1) (b): To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student. (15 minutes)

Hanley moved to go into executive session per Idaho Code 74-206(1) (b) at 3:25pm

Blank – Aye

Hanley – Aye

Ottosen – Aye

Plass – Aye

Robinson – Aye

Miller-Escarfuller and Sells left the meeting at 3:27 pm

Blank moved to come out of executive session at 4:05 pm

Blank – Aye

Hanley – Aye

Ottosen – Aye

Plass – Aye

Robinson – Aye

Miller-Escarfuller and Sells returned to the meeting at 4:07 pm

Trustee continuing education: (1 minute)

- Ottosen noted Eccles provided Library Policy Best Practices and Drafting Library Policy within the scope of practice.

Ottosen moved to limit discussion to 2 minutes per person for the remainder of the meeting.

Blank – Nay

Hanley – Aye

Plass – Aye

Robinson – Aye

Ottosen - Aye

Legal Counsel (15 minutes)

Materials Selection Policy

Questions

- Boyles noted a court case he reviewed at the last meeting regarding First Amendment rights related to obscenity to minors. He stated that there are different standards for adults and minors. He noted other policies may need to be amended as they relate to minors. He stated the Materials Selection Policy is a good start to a draft policy, but he would not recommend approving the revision as is. He is concerned about the language, "as a whole, or in part". He defined the Miller Test and how materials can be restricted. Robinson asked about loopholes in the existing policy and how the new draft closes the loopholes. Boyles noted the new draft is just a materials selection policy. The new draft may not change what books may be purchased. Robinson asked if the existing policy was problematic. Boyles noted it is adequate but could be improved. Plass asked if courts can dictate what can be purchased and why restrictions cannot be for all minors. Boyles noted there are different determinations of what is obscene to minors based on age. Eccles is very concerned about implementing the new policy. Blank asked if the draft policy makes the library more legally vulnerable. Boyles stated the current draft policy would make the library more legally vulnerable.

Discussion on Materials Selection Policy: Action item (15 minutes)

- Blank is concerned about being legally vulnerable by adopting the new draft. Hanley asked how much of a book can be obscene but still be a quality book. Boyles referred trustees to the court case. He noted that courts define what is considered obscene. Plass asked if each book needs to be defined obscene in court. Boyles recommends clearer definitions. Eccles posed a real-life scenario to counsel. Boyles advised that multiple analysis' must be made based on minors and adults. Boyles is concerned about staff liability, especially with potential upcoming legislation. Blank asked if Boyles is recommending removing "in part" or modifying "in part". He stated that courts will not abandon that context of material is important. Hanley asked if removing "in part" and adding access restriction to materials for minors would reduce liability. Boyles noted the access to materials is different than selection of materials. Eccles noted that shelving is being adjusted for age-appropriate materials.

Discussion on Materials Withdrawal and Reconsideration Policy: Action item (50 minutes)

- Plass moved to approve sequentially the Plass draft of the Materials Withdraw and Reconsideration Policy and send to Legal Counsel for review. Blank stated that reviewing the policy section by section is fine but must be seen in the policy as a whole. Ottosen moved to divide the question and by first moving to approve sequentially the Plass draft of the Materials Withdraw and Reconsideration Policy and secondly moving to send to Legal Counsel for review. Ottosen withdrew her motion.
- Consensus reached for the title to be Materials Withdrawal and Reconsideration Policy.
- No objections to the first sentence.
- All stricken sections on pages one and two will remain stricken.
- Withdrawal of Materials (Weeding) section
 - Sentence: Criteria for selecting materials for withdrawal include, add "or relocation" in front of "include". Robinson and Ottosen clarified "withdrawal" means removal, not relocation. – consensus not reached to add "or relocation".
 - Eccles reviewed CREW method for material withdrawal. The CREW method summary is more precise and adds e-materials. Blank is supportive of the summary. Plass would like to add a section that defines materials as the Materials Selection Policy defines materials. Plass would like to add "Materials as defined in the Materials Selection Policy" after the first sentence of the policy. Hanley suggested adding bullet points "materials harmful to minors" and "materials identified through the reconsideration process". Consensus not reached for "materials harmful to minors". Consensus not reached for "materials identified through the reconsideration process". Ottosen moved to table discussion to the next meeting.

M, C – Ottosen; Plass opposed.

Director Evaluation Policy and Committee Report: Action item (5 minutes) – No discussion

Facility Maintenance Annual Report (15 minutes) – No report

Discussion of CLN FY2024 Board Calendar: Action item (5 minutes)

- Eccles notes that based on all the policies that need to be reviewed, a schedule should be made.

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 Board Training on the calendar.
- Robinson would like a discussion on public etiquette related to sign holding during meetings.
- Hanley would like the Board calendar prioritized.
- Ottosen would like to discuss the COVID-19 policy and Emergency Authorization at a future meeting.
- Plass would like to review By-Laws for policy review procedures.

Plass moved to extend the meeting to 5:40 pm

M, C – Plass; Robinson opposed.

Set Special and regular meeting dates: Action item (4 minutes)

- Ottosen suggested a special meeting on November 30, 2023, from 1:00 pm to 4:00 pm. Discussion to include Materials Selection Policy, Materials Withdrawal and Reconsideration Policy, Director Evaluation Policy, and Legal Counsel.

Adjournment: Action item

Blank moved to adjourn at 5:44 pm

M, C – Blank

Respectfully submitted,
Alexa Eccles, Janelle Sells

Calendar of events:

21 Dec 2023	Regular Meeting	2:00 – 5:30	Post Falls
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.

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 not yet paid their portion of dues for the year or quarterly 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** – Contributions this month are from Coeur d’Alene Library.
- 19 Income – Donation for E-books** – Donations this month are from Pend Oreille County Library District.
- 20 Income – Interest** – Interest Income is above budget for November.

EXPENSES

22 E-books & Materials – Purchases this month were made from the contributions by Coeur d'Alene Library and the donations from West Bonner Library District. Purchases from the Pend Oreille County Library District will be placed 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 November.

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. Our November 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. Our November 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
Income Statement - 16.67% Time Elapsed
For the Two Months Ending November 30, 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	0.00	0.00	24,288.82	0.00
4 INCOME - COMMUNITY LIBRARY NET	0.00	20,043.90	80,175.59	25.00
5 INCOME - KELLOGG	1,462.14	1,462.14	1,462.14	100.00
6 INCOME - LIBERTY LAKE	4,572.07	4,572.07	7,444.07	61.42
7 INCOME - MULLAN PUBLIC	1,468.94	1,468.94	1,468.94	100.00
8 INCOME - OSBURN	1,110.05	1,110.05	1,110.05	100.00
9 INCOME - PEND OREILLE	4,511.48	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	1,231.35	1,231.35	1,231.35	100.00
13 INCOME - ST. MARIES	2,239.13	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	1,548.71	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	10,000.00	30,000.00	10,000.00	300.00
19 INCOME - E-BOOKS DONATIONS	3,000.00	6,075.19	3,000.00	202.51
20 INCOME - INTEREST	10.66	15.67	40.00	39.18
21 Total Revenues	31,154.53	84,050.39	167,106.79	50.30
Expenses				
22 EBOOKS & MATERIALS	13,000.00	33,075.19	25,000.00	132.30
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	3,784.19	3,784.19	3,650.00	103.68
29 TWILIO	401.44	1,004.51	5,000.00	20.09
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	(27.00)	(284.44)	0.00	0.00
33 LOCAL COURIER	5,681.65	11,363.30	68,179.80	16.67
34 ORBIS COURIER	967.81	967.81	3,765.00	25.71
35 Total Expenses	23,808.09	49,910.56	167,066.80	29.87
36 Net Income	\$ 7,346.44	\$ 34,139.83	\$ 39.99	

Cooperative Information Network
Balance Sheet - 16.67% Time Elapsed
November 30, 2023

UNAUDITED

ASSETS

Current Assets

MTN WEST - CK BK	\$	973.80
ACCOUNTS REC		<u>39.23</u>

Total Current Assets **1,013.03**

Property and Equipment

Total Property and Equipment **0.00**

Other Assets

MONEY MKT ACCT 2090005920	59,662.27
PREPAID EXPENSES	<u>20,506.09</u>

Total Other Assets **80,168.36**

Total Assets **\$ 81,181.39**

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>34,139.83</u>

Total Capital **81,181.39**

Total Liabilities & Capital **\$ 81,181.39**

Community Library Network Financial Statement Analysis
November 2023 – 16.67% 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. (See "\$53 million property value error to delay tax notices" newspaper article.)

3 Income – Sales Tax & Ag Equip – Sales Tax Income is received quarterly. Our first quarter payment will be in November. This income line is on 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 above budget for November.

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

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

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

12 Income – Grants – No income this month.

13 Income – CLN Friends Grants – Grant income this month will support Full STEAM Ahead classroom kits and teen holiday programs.

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 October are at 16.04% of their budgeted amount.

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 just below budget for the month.

27 Communications/Marketing – No expenditures this month. This line will increase as programs require marketing materials.

28 Emerging Tech. Programs – No 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 mobile printing.

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 are just below budget for November.

34 Grants – Expenses this month supported Teen Wellness, the Hygiene Hamper program, and purchased supplies for the Sensory Storytime.

35 Grants – CLN Friends – Expenses this month purchased supplies for Trunk or Treat.

36 Grants – Post Falls Friends – Expenses this month purchased supplies for the teen holiday programs and wrapping party and supported the Fit and Fall Proof class.

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

39 Library Equip (under \$2500) – Equipment purchased this month includes new UPS units at all locations. UPS units are backup batteries for the networking infrastructure.

40 Mileage & Vehicle Maint. – Expenses this month include fuel for District vehicles and replacing the battery and windshield on the maintenance van.

41 Outreach Vehicles – Expenses this month include fuel for Outreach vehicles.

42-48 Repairs & Maint. (as a group) – As a group, repairs and maintenance are at 4.23% for November. Expenses this month include pest control at six locations, some painting at three locations, and replacing a water heater at Hayden.

49 Snow Removal – Snow removal costs were minimal for November but are ramping up.

50 Telephones – Telephone expenses are on target for November.

51-57 Utilities (as a group) – As a group, utilities are at 10.25% for November. 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 November. This month's expenses include membership renewals the Spirit Lake Chamber of Commerce, Amazon Business Prime, and Costco.

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 above budget for November. Expenses this month include fees for the electronic time-keeping payroll system, collection services for past due patron accounts, ADA compliance support for the website, CORBA services, and legal consulting services.

69 Petty Cash Expense – No expenditures this month.

70 Postage – Postage is below budget for November.

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 quarterly payment in December.

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

73 Training/Conf. Travel – Expenses this month include travel and accommodation for some staff to attend the Read to Me Rendezvous conference. The negative amount reflects reimbursement from the Idaho Commission for Libraries for staff that attended the American Library Association conference this past summer.

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 November arrived late delaying their payment until December.

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

SUTA Payable – Unemployment taxes accrue monthly and are paid quarterly.

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
Income Statement - 16.67% of Time Elapsed
For the Two Months Ending November 30, 2023

UNAUDITED	Current Month	YTD Actual	Approved Amended Annual Budget	YTD % Budget
Revenues				
1 INCOME - PROPERTY TAXES	0.00	0.00	5,013,163.00	0.00
2 INCOME - BOND LEVY	9,621.23	19,671.66	278,400.00	7.07
3 INCOME - SALES TAX & AG EQUIP	76,886.63	76,886.63	300,000.00	25.63
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	38.70	38.70	0.00	0.00
8 INCOME - COPIERS/PRINTERS	2,957.58	5,859.94	34,000.00	17.24
9 INCOME - DONATIONS	220.71	345.81	10,000.00	3.46
10 INCOME - FEES, ETC.	68.08	121.08	1,100.00	11.01
11 INCOME - LOST & PAID BOOKS	399.11	969.88	7,400.00	13.11
12 INCOME - GRANTS	0.00	0.00	20,000.00	0.00
13 INCOME - CLN FRIENDS	800.00	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	6,273.42	13,697.60	34,000.00	40.29
16 Total Current Revenues	97,265.46	128,092.74	5,850,446.00	2.19
Expenditures				
17 SALARIES	244,338.22	486,470.58	2,993,456.00	16.25
18 PERSI RETIREMENT BENEFITS	23,057.54	45,932.86	288,626.00	15.91
19 MEDICAL/DENTAL BENEFITS	23,201.92	47,516.68	374,736.00	12.68
20 EMPLOYEE ASSISTANCE PROGRAM	190.32	380.64	2,350.00	16.20
21 VEBA HEALTH BENEFITS	0.00	340.84	65,440.00	0.52
22 EMPLOYMENT TAXES	36,566.80	57,168.81	252,895.00	22.61
23 Total Salaries and Benefits	327,354.80	637,810.41	3,977,503.00	16.04
24 ADULT PROGRAMS	425.93	862.60	17,000.00	5.07
25 CHILDREN'S PROGRAMS	619.96	1,239.59	30,000.00	4.13
26 COLLECT(Bks & Materials)	19,443.19	41,430.05	332,079.00	12.48
27 COMMUNICATIONS / MARKETING	0.00	23.66	22,500.00	0.11
28 EMERGING TECH. PROGRAMS	0.00	0.00	2,500.00	0.00
29 OCLC/DATABASES	0.00	6,500.00	37,000.00	17.57
30 SOFTWARE	4,848.49	18,352.38	108,000.00	16.99
31 INTERNET ACCESS	597.00	1,194.00	7,164.00	16.67
32 TELECOM	5,378.48	7,730.67	66,202.00	11.68
33 TECH/PROC/OFFICE	3,494.64	9,068.45	57,628.00	15.74
34 GRANT	229.02	229.02	20,000.00	1.15
35 GRANTS - CLN FRIENDS	33.18	2,167.87	15,000.00	14.45
36 GRANTS - POST FALLS FRIENDS	828.28	1,068.28	10,000.00	10.68
37 Total Programs, Materials and Services	35,898.17	89,866.57	725,073.00	12.39
38 JANITORIAL	814.19	12,087.90	160,000.00	7.55
39 LIBRARY EQUIP (UNDER \$2500)	3,396.90	3,658.81	93,544.00	3.91
40 MILEAGE & VEHICLE MAINT.	1,443.39	5,390.21	24,000.00	22.46
41 OUTREACH VEHICLES - R & M	534.34	845.00	38,300.00	2.21
42 REPAIRS&MAINT/AT	142.58	149.85	14,225.00	1.05
43 REPAIRS&MAINT/HR	236.55	521.58	7,600.00	6.86
44 REPAIRS&MAINT/HL	976.01	2,502.20	23,800.00	10.51
45 REPAIRS&MAINT/PK	659.88	1,357.59	18,900.00	7.18

Community Library Network
Income Statement - 16.67% of Time Elapsed
For the Two Months Ending November 30, 2023

UNAUDITED	Current Month	YTD Actual	Approved Amended Annual Budget	YTD % Budget
46 REPAIRS & MAINT/PF	47.11	837.67	35,200.00	2.38
47 REPAIRS&MAINT/RA	89.00	89.00	18,800.00	0.47
48 REPAIRS&MAINT/SL	89.00	89.00	12,750.00	0.70
49 SNOW REMOVAL	106.24	106.24	35,000.00	0.30
50 TELEPHONE	1,494.44	2,985.92	18,250.00	16.36
51 UTILITIES/AT	907.78	1,468.92	9,050.00	16.23
52 UTILITIES/HR	507.28	831.98	6,000.00	13.87
53 UTILITIES/HL	3,333.38	5,498.58	37,700.00	14.59
54 UTILITIES/PK	762.22	1,062.94	6,700.00	15.86
55 UTILITIES/PF	3,945.55	6,622.81	55,200.00	12.00
56 UTILITIES/RA	1,082.71	1,583.49	11,750.00	13.48
57 UTILITIES/SL	817.35	1,222.62	7,600.00	16.09
58 Total Facilities Maintenance	21,385.90	48,912.31	634,369.00	7.71
59 AUDIT	1,750.00	1,750.00	14,500.00	12.07
60 BANK SVC CHGS	3.06	6.09	350.00	1.74
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	269.00	692.00	2,000.00	34.60
67 INSURANCE	0.00	33,008.50	51,293.00	64.35
68 LEGAL & PROFESSIONAL	7,493.41	14,637.13	82,000.00	17.85
69 PETTY CASH EXP	0.00	85.00	1,000.00	8.50
70 POSTAGE	494.45	914.20	10,000.00	9.14
71 SALES TAX EXP	0.00	0.00	2,040.00	0.00
72 STORAGE RENTAL	350.00	700.00	4,500.00	15.56
73 TRAINING/CONF. TRAVEL	(3,836.00)	(1,274.16)	20,000.00	(6.37)
74 Total District General Operations	6,523.92	73,061.36	555,759.00	13.15
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	391,162.79	849,650.65	5,892,704.00	14.42
79 Total Current Revenues	97,265.46	128,092.74	5,850,446.00	2.19
80 Total Current Expenditures	391,162.79	849,650.65	5,892,704.00	14.42
81 Net: Current Revenues less Current Expenditures	(293,897.33)	(721,557.91)	(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 Capital Projects funded with Carryforward	0.00	0.00	56,000.00	0.00
83 Capital Projects funded with CARRF	0.00	0.00	102,500.00	0.00
	0.00	0.00	158,500.00	0.00

Community Library Network
Balance Sheet - 16.67% of Time Elapsed
November 30, 2023

UNAUDITED

ASSETS

Current Assets

MTN WEST-CK BK	\$	18,006.57
ACCTS REC		86,626.72
PROPERTY TAX RECEIVABLE		486,528.00

Total Current Assets **591,161.29**

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	(8,917,774.79)

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

Other Assets

MNT WEST MMK - HENDERSON FUND	5,475.57
ICS	1,692,122.73
CARRF	597,961.60
CARRF - CDARS	234,701.06
MNT WEST MMK-PINEHURST BEQUEST	134,814.53
AMT TO PROV FR LONG TERM DEBT	101,575.49

Total Other Assets **2,766,650.98**

Total Assets **\$ 9,875,416.21**

LIABILITIES AND NET ASSETS

Current Liabilities

ACCTS PAYABLE	\$	9,519.66
ACCRUED PAYROLL		48,146.00
SUTA PAYABLE		4,785.65
ACCRD ANNL LV		101,575.65
BOND INT PAYABLE		5,659.48

Total Current Liabilities **169,686.44**

Long-Term Liabilities

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

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

Total Liabilities **1,158,277.75**

Community Library Network
Balance Sheet - 16.67% of Time Elapsed
November 30, 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	(722,909.47)

Total Net Assets 8,717,138.46

Total Liabilities & Net Assets \$ 9,875,416.21

COMMUNITY LIBRARY NETWORK

November-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>	5892	1980	2075	38236	35748	7654	10667	5223	107475
CIRC LAST YEAR	5049	2948	2017	33168	32252	6967	9746	5011	97158
YEAR TO DATE CIRC	11700	5193	4530	75326	71385	12971	21137	10775	213017
YEAR TO DATE CIRC LAST YEAR	10529	6290	4302	66748	66962	14487	19978	10631	199927
<u>PHYSICAL ITEMS CIRCULATION</u>	4127	1873	1116	24548	22033	2594	7015	3010	66316
CIRC LAST YEAR	3534	2879	1104	22559	21069	2531	6279	2862	62817
YEAR TO DATE CIRC	8201	4985	2336	49492	44047	4922	13721	6168	133872
YEAR TO DATE CIRC LAST YEAR	7380	6177	2277	45361	43224	5232	13127	5836	128614
<u>OVERDRIVE EBOOK DOWNLOADS</u>	304	58	59	2488	1929	189	776	126	5929
EBOOK CIRC LAST YEAR	280	50	42	2245	1847	231	621	87	5403
<u>OVERDRIVE EAUDIO DOWNLOADS</u>	394	46	54	2411	2375	229	1025	218	6752
EAUDIO CIRC LAST YEAR	341	19	33	2077	2227	156	812	158	5823
TOTAL MONTHLY CIRC	698	104	113	4899	4304	418	1801	344	12681
TOTAL MONTHLY CIRC LAST YEAR	621	69	75	4322	4074	387	1433	245	11226
YEAR TO DATE TOTAL CIRC	1448	199	204	9980	8835	864	3643	684	25857
YEAR TO DATE TOTAL CIRC LAST YEAR	1251	113	133	8828	8300	756	2951	502	22834
<u>FREEGAL USAGE</u>	180	3	0	3671	2050	2538	246	30	8718
CIRC LAST YEAR	22	0	0	1729	1438	1924	593	236	5942
YEAR TO DATE CIRC	180	9	0	5501	3741	2631	416	30	12508
YEAR TO DATE CIRC LAST YEAR	49	0	0	2975	3179	3828	917	649	11597
<u>INTERNET & COMPUTER USE</u>	887	N/A	846	5118	7361	2104	1605	1839	19760
USE LAST YEAR	872	N/A	838	4558	5671	2125	1441	1668	17173
YEAR TO DATE CIRC	1871	N/A	1990	10353	14762	4554	3357	3893	40780
YEAR TO DATE CIRC LAST YEAR	1849	N/A	1892	9584	12259	4671	2983	3644	36882
<u>MATERIALS ADDED</u>	75	52	59	590	658	116	155	59	1764
YEAR TO DATE	170	134	116	1233	1300	256	306	150	3665
YEAR TO DATE LAST YEAR	277	124	183	1644	1418	205	371	285	4507
<u>NEW PATRONS</u>	27	10	3	140	148	10	48	23	409
NEW PATRONS LAST YEAR	17	33	4	133	152	9	38	16	402
YEAR TO DATE	60	73	5	301	335	35	118	38	965
YEAR TO DATE LAST YEAR	47	75	6	299	331	33	93	31	915
<u>NEW PATRONS (By Card Type)</u>									
ADULTS (18+)	23	7	3	117	98	8	32	18	306
MINOR	3	3	0	20	24	1	12	4	67
MINOR RESTRICTED	1	0	0	3	26	1	4	1	36
<u>CURRENT CARDHOLDERS</u>	2274	1710	426	13461	19602	1904	5362	1854	46593
<u>PEOPLE COUNTER</u>	1593	497	967	10565	13332	1256	3292	1402	32904
COUNTER LAST YEAR	1510	1280	396	9801	13582	1830	3515	1870	33784
YEAR TO DATE	3421	1853	2134	22138	26783	4109	7517	3629	71584
YEAR TO DATE LAST YEAR	3328	2730	911	20228	27940	3838	7803	3851	70629
<u>MEETING ROOMS</u>									
# OF TIMES MEETING ROOM USED [LIBRARY]	10	N/A	N/A	20	59	24	12	12	137
MEETING ROOM ATTENDANCE	112	N/A	N/A	402	1433	213	71	179	2410
# OF TIMES MEETING ROOM USED [NON-LIBRARY]	5	N/A	N/A	17	16	1	1	2	42
MEETING ROOM ATTENDANCE	34	N/A	N/A	151	831	1	8	5	1030

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

Board Changes as of 12/12/2023

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 appraisal 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 may submit accomplishments and a performance input self-evaluation to the board chairman 30-days prior to regularly scheduled evaluation period end-date. (Voluntary?, if yes, then "may submit")

It is suggested that Board trustees individually complete an evaluation form prior to the Executive Session board meeting.

The board meets in Executive Session, without the library director, to compile a single evaluation form using the director's input. and formulate single, completed evaluation form

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 present discuss evaluation and discuss goals and objectives for the coming year.

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 **appraisals 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 **appraisals 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 **appraisal evaluation** upon request with the board chairman.

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

Community Library Network Board Calendar FY 2024				DRAFT	9/21/2023
October 2023	November 2023	December 2023	January 2024	February 2024	March 2024
Post Falls	Post Falls	Post Falls	Post Falls	Post Falls	Hayden
YS amd Outreach Reports	Facilities Report	Post Falls Library Report and Tour	Communications Report	Collections Report	Adult Programming Report
	Approve: 2024 Meeting Schedule		FY'23 & FY'24 Budget Hearing		
April 2024	May 2024	June 2024	July 2024	August 2024	September 2023
Athol	Rathdrum	Spirit Lake	Harrison	Hayden	Pinehurst/Kingston
Athol Library Report and Tour	Rathdrum Library Report and Tour	Spirit Lake Library Report and Tour	Harrison Library Report and Tour	Emerging Technologies Report Hayden Library Report	Pinehurst/Kingston Library Report and Tour
				AUGUST 2024 BUDGET HEARING (Special Meeting)	Approve: Board Calendar
FY 2025 Budget Beginning Discussion	1st Budget Draft for FY 2025	2nd Budget Draft and Salary Discussion for FY 2025	Budget Draft for FY 2025	AUGUST 2024 BUDGET HEARING (Special Meeting)	
	Salary Discussion and Recommendations for FY 2025 Budget			Budget Draft for FY 2025 Final Discussion	
	Special Meeting Required: Director's Yearly Evaluation and Salary	Annual Meeting			

5.3.6. HOLIDAYS

Employees in categories 1 and 2 are eligible to receive holiday pay. The district recognizes the federal and state holidays listed below and Christmas Eve Day (as approved on January 19, 2023). Libraries will be closed in observation of the following holidays:

New Year's Day	January 1
Martin Luther King, Jr./Human Rights Day	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Eve Day	December 24
Christmas Day	December 25

Easter is the exception to the above policy. Libraries are closed Easter Sunday, but it is not an official paid holiday. Only the employees in categories 1 and 2 who would normally be scheduled to work on Easter Sunday are paid for that day.

Holidays falling on a regular, scheduled workday will be entered on the employee's timesheet as "Holiday Pay". Additional time off will be added to an eligible employee's vacation accrual for holidays that fall on non-scheduled workdays. For Category 1 employees, a paid holiday will equal 8 hours. For Category 2 employees, a paid holiday will equal 6 hours.

If a holiday falls during an employee's vacation, or other approved absence (including FMLA Leave), the employee will receive holiday pay. Employees on leave without pay or on disciplinary suspension without pay are not eligible for holiday pay.

5.3.7. DISABILITY LEAVE

A benefitted employee who is disabled in such a manner that his/her return to work is anticipated, will be allowed a maximum of 120 days unpaid leave for the purpose of recovering from said disability. The employee may choose to use vacation and/or sick leave to receive pay, as long as such benefits are available. He/she may then use unpaid sick leave in accordance with the Family and Medical Leave Act of 1993.

5.3.8. BEREAVEMENT LEAVE

Full time employees and part-time managers (Categories 1 and 2) may take up to three consecutive workdays of paid bereavement leave for the death of a family member (spouse, parents, parents-in-law, grandparents, children, legal ward (in loco parentis), grandchildren, brothers and sisters). If additional leave is needed, accrued vacation or sick time may be used (see Leave of Absence/FMLA). The employee's manager/coordinator will forward the request to the Admin Team for approval.

5.3.9 LEAVES OF ABSENCE

Medical Leave of Absence

1. Employees qualified for FMLA* Leave
2. Employees must use available vacation and/or sick time while on medical leave.



TO: Chair Ottosen and the Board of Trustees

FROM: Alexa Eccles, Director

DATE: December 21, 2023

RE: Job Descriptions and Compensation and Benefit Study

McGrath Human Resources Group “Compensation and Benefit Study Final Report for Community Library Network (Idaho)”, November 2022, Appendix A, p. 26, lists current and recommended title changes.

Library Specialist I Replaces Circulation Specialist II

Library Specialist II Replaces Emerging Tech, Outreach and Youth Specialist job descriptions

Library Specialist III Replaces Technical Services and Information Specialist job descriptions

Librarian Replaces Emerging Technology Librarian. Structure allows professionals in specialized areas such as Collection Development Librarian, Outreach Librarian, Teen Librarian, etc.

Pay remains the same for all staff. Ideally, most of the Specialist and Librarian positions would be full-time and benefitted positions.

C		\$16.06	\$17.67	\$22.09
Facilities Specialist	Facilities Maintenance Worker	\$33,412.36	\$36,753.60	\$45,947.20
Circulation Specialist	Library Assistant II (Circ & Program)			
Circulation Specialist	Library Assistant II (Circ and IT)			
D		\$17.25	\$18.98	\$23.73
		\$35,889.45	\$39,478.40	\$49,358.40
E		\$18.53	\$20.38	\$25.48
Administrative Assistant	Business Office Specialist	\$38,536.73	\$42,390.40	\$52,998.40
Emerging Tech/Outreach Specialist	Library Specialist I - Emerging Technology			
Outreach Specialist	Library Specialist I- Outreach			
Youth Services Specialist	Library Specialist I- Youth			
Supervisor	Lead Library Assistant			
F		\$19.83	\$21.81	\$27.26
Information Specialist	Library Specialist II - Information Specialist	\$41,240.73	\$45,364.80	\$56,700.80
Tech Svcs Specialist	Library Specialist II - Technical Services			
Webmaster	Webmaster			
Lead Supervisor	Library Supervisor			

Community Library Network

WE EMPOWER DISCOVERY



LIBRARIAN (Full time)

FLSA Designation: non-exempt
Board draft

General Statement of Duties

Performs a wide variety of professional library work within an assigned area of library operations including collection development, digital resource management, customer service, programming, and library operation support. Has knowledge of core values of librarianship, serving the public good, and providing access to information.

Position Summary

The Librarian may supervise, plan, and coordinate the operations and activities of an assigned library or department. May perform a variety of technical tasks relative to assigned library or department. Complies with and implements library policies and procedures pursuant to guidelines established by the Director and Board of Trustees. Works in partnership with community organizations and supports District-wide initiatives. The Librarian, working in concert with the immediate supervisor, exercises independent judgment and initiative.

Examples of Work

- Provides information and general library assistance to the public and assists patrons with the use of library resources and technologies
- Identifies and strives to meet the recreational and informational needs of the community
- Honors the public trust by providing the highest level of service and access to reliable information resources on a variety of topics
- Selects books and other library materials for inclusion in the collection
- Participates in collection maintenance and management including OCLC resource sharing
- Performs original and copy cataloging of library materials to ensure ease of access to information
- Monitors the effectiveness of the library's outsourcing vendors
- Manages digital resources including access, renewal, training, and promotion
- Plans, implements, and evaluates library programs and services which empower discovery and meet community needs
- Applies District policies and procedures in a patron-focused environment
- Resolves customer complaints, problems and conflicts
- Interprets District policies, directives and Board decisions to staff and members
- Models positive District message for staff and members

- Collaborates with library departments and promotes programs and resources
- Exercises independent judgment and initiative aligned with mission and vision of the library
- Formulates goals, plans, and procedures for assigned areas of responsibility

Other Duties and Responsibilities

- Acts as point of contact in absence of supervisor and interprets and enforces library policy
- Participates in library committee work
- May be assigned to work at multiple locations
- Performs special assignments as directed by the Administrative Team
- Creates and curates print and digital content, social media, and special collections
- Prepares reports and other printed materials as required
- Represents the library in community activities
- Develops and maintains effective community partnerships

Knowledge, Abilities, and Experience

Knowledge of:

- Principles and practices of library science
- Principles and practices of providing quality library customer service
- Methods and techniques of readers' advisory and information searching
- Practices and techniques of library material classification and cataloging
- Methods and techniques of digital resource management
- Best practices of program, initiative, and service development to meet community needs
- Best practices of working with an Integrated Library System

Ability to:

- Effectively advocate for District library service
- Follow oral and written instructions
- To work evenings and weekends on a rotating schedule and to adapt to schedule changes
- Learn and operate the library's automated systems including mastery of searching the Integrated Library System and other online library databases
- Elicit community and civic organizational support for library programs and services
- Establish and maintain effective working relationships with staff, volunteers, patrons and the general public
- Manage time, schedules and priorities to maximize productivity
- Apply the library's cash handling procedures
- Perform time management, scheduling, and prioritization functions
- Manage time, schedules, and priorities to maximize productivity
- Communicate effectively both orally and in writing
- Speak, read, write, and understand the English language

Position Requirements and/or Special Qualifications

- Must pass criminal background screening prior to hire
- Schedules will include evenings and weekends as assigned
- Work outdoors with exposure to temperature variations when asked
- Travel to other locations to perform work, and/or attend work-related meetings, workshops, or conferences required
- Work at any Community Library Network location when asked
- A valid driver's license and mandatory insurance when operating a privately owned vehicle for business purposes required
- Qualify for District insurance coverage when operating library owned vehicles
- Acquire and maintain a valid Commercial Driver's License when required while operating library owned, commercially rated vehicles

Acceptable Experience and Training

- Master's Degree in Library Science or comparable combination of education and experience
- Two years professional work experience in a public library setting
- Demonstrated working knowledge of core values of public libraries, serving the public good, and providing access to information
- Any equivalent combination of experience and training which provides the knowledge and abilities to perform the work

Performance Aptitudes

The following requirements may be met with or without reasonable accommodation:

- **Physical Ability:** Tasks require the ability to exert light physical effort including, but not limited to, lifting, carrying, pushing and/or pulling, etc. of objects and materials of light to moderate weight (25 to 50 pounds). Tasks may involve extended periods of time in seated position and at a keyboard or workstation.
- **Project Management:** Tasks require the ability to schedule, coordinate, and manage various projects of varying degrees of difficulty, size, and complexity.
- **Equipment, Machinery, Tools, and Materials:** Tasks require the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials, commensurate with duties of the position.
- **Social and Interpersonal Communication Skills:** Position requires professional social and interpersonal communication skills, requiring significant internal and external interaction.
- **Technology:** Position requires the ability to understand and effectively apply information technology. Applicant must possess the ability to deal with District emergent technologies.
- **Reasoning:** Position requires the ability to exercise judgment, decisiveness, and innovation in situations involving evaluation of information.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

Community Library Network

WE EMPOWER DISCOVERY



LIBRARY SPECIALIST I, II, III

FLSA Designation: non-exempt

Board draft

General Statement of Duties

Performs a wide variety of library work within an assigned area of library operations including customer service, collection development, digital resource management, programming, community outreach, and library operation support. Has knowledge of core values of public libraries, serving the public good, and providing access to information.

Position Summary

The Library Specialist may respond and provide assistance to library customers in the use of library resources, services, and technology. May participate in developing, preparing, and providing programs for children, teens, and adults. May assist in collection development activities including catalog database management and processing library material. May operate library vehicles to deliver material and resources to customers at community outreach locations. Complies with library policies and procedures pursuant to guidelines established by the Director and Board of Trustees. Works in partnership with community organizations and supports District-wide initiatives.

Examples of Work

- Provides information and general library assistance to the public and assists patrons with the use of library resources and technologies
- Encourages reading, literacy, and use of library resources in a customer-focused environment
- Assists in meeting the recreational and informational needs of the community
- Honors the public trust by providing the highest level of service and access to reliable information resources on a variety of topics
- Provides technical, computer, and information systems support
- Applies District policies and procedures in a customer-focused environment
- Resolves customer complaints, problems and conflicts
- Adheres to District policies, directives and Board decisions
- Models positive District message for staff and customers
- May assist in collection development activities including suggesting titles to purchase, copy cataloging, performing routine database maintenance, preparing materials for the collection, and processing interlibrary loans
- May process reports and data within the Integrated Library System and other record keeping systems

- May assist with maintaining inventory of supplies, monitors supply levels, anticipates needs and places orders as assigned
- May assist with coordination and maintenance of special collections and kits
- May assist with digital resources including accessing, training, and promotion
- May plan, implement, and evaluate library programs and services which empower discovery and meet community information needs
- May drive library vehicles on day-long routes providing services to multiple community outreach locations
- May operate and help maintain library vehicles
- May lead, train, and review work of volunteers and other staff performing a variety of library functions and may identify and recommend training opportunities
- May maintain library develop and maintain displays
- May assist in training new employees
- May shelve and organize library materials
- May check book drops and bins for returned materials and check shelves, tables, and other areas for mislaid, misplaced, and misfiled materials
- May perform a variety of janitorial tasks to keep a clean and neat facility including snow shoveling and sweeping sidewalks
- May collaborate with library departments and promotes programs and resources

Other Duties and Responsibilities

- May perform duties of staff member in charge, as assigned
- May participate in library committee work
- May be assigned to work at multiple locations
- Performs special assignments as directed by the Administrative Team
- May create and curate print and digital content, social media, and special collections
- May prepare report and other printed materials as required
- May represent the library in community activities
- May participates in community events, such as parades and festivals

Knowledge, Abilities, and Experience

Knowledge of:

- Principles and practices of providing quality library customer service
- Methods and techniques of readers' advisory and information searching
- Basic office functions including, but not limited to, keyboarding, alphabetizing, and cash handling
- Standard office equipment including a personal computer using program applications appropriate to assigned duties, Microsoft Office Suite is desired

Ability to:

- Follow oral and written instructions
- Perform multiple tasks simultaneously, including handling interruptions and return to and complete tasks in a timely manner
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks

- Interpret policies and procedures for application in performance of duties and to the public when necessary
- To work evenings and weekends on a rotating schedule and to adapt to schedule changes
- Learn and operate the library's automated systems including mastery of searching the Integrated Library System and other online library databases
- Apply the library's cash handling procedures
- Establish and maintain effective working relationships with customers and staff
- Perform a wide variety of duties and responsibilities with accuracy and speed
- Perform time management, scheduling, and prioritization functions
- Manage time, schedules, and priorities to maximize productivity
- Communicate effectively both orally and in writing
- Speak, read, write, and understand the English language

Position Requirements and/or Special Qualifications

- Must pass criminal background screening prior to hire
- Schedules will include evenings and weekends as assigned
- Work outdoors with exposure to temperature variations when asked
- Travel to other locations to perform work, and/or attend work-related meetings, workshops, or conferences required
- Work at any Community Library Network location when asked
- A valid driver's license and mandatory insurance when operating a privately owned vehicle for business purposes required
- Qualify for District insurance coverage when operating library owned vehicles
- Acquire and maintain a valid Commercial Driver's License when required while operating library owned, commercially rated vehicles

Library Specialist I Acceptable Experience and Training

- High school diploma or GED equivalency
- One year work experience in a customer service setting
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work

Library Specialist II Acceptable Experience and Training

- High school diploma or GED equivalency
- Two years' work experience in a customer service setting
- Two years' work experience in a public library setting
- Demonstrated working knowledge of core values of public libraries, serving the public good, and providing access to information
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work

Library Specialist III Acceptable Experience and Training

- High school diploma or GED equivalency, Bachelor's degree preferred
- Four years' work experience in a customer service setting
- Four years' work experience in a public library setting
- Demonstrated working knowledge of core values of public libraries, serving the public good, and providing access to information
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work

Performance Aptitudes

The following requirements may be met with or without reasonable accommodation:

- **Physical Ability:** Tasks require the ability to exert light physical effort including, but not limited to, lifting, carrying, pushing and/or pulling, etc. of objects and materials of light to moderate weight (25 to 50 pounds). Tasks may involve extended periods of time in seated position and at a keyboard or workstation.
- **Project Management:** Tasks require the ability to schedule, coordinate, and manage various projects of varying degrees of difficulty, size, and complexity.
- **Equipment, Machinery, Tools, and Materials:** Tasks require the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials, commensurate with duties of the position.
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- **Reasoning:** Position requires the ability to exercise judgment, decisiveness, and innovation in situations involving evaluation of information.

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RESOLUTION CLN 12.21.2023-1

Transfer Assigned Funds for Fiscal Year 2023-2024 Capital Projects

WHEREAS, the Board of Trustees of the Consolidated Free Library District, dba Community Library Network, Kootenai County and Shoshone County, Idaho, recognizes the need to transfer funds to cover Board Approved Fiscal Year 2023-2024 Capital Projects;

WHEREAS, the Consolidated Free Library District, dba Community Library Network, maintains an account with assigned funds specifically designated for Capital Asset Repair and Replacement (CARRF);

WHEREAS, the Board has determined to transfer a portion of CARRF to General Operations bank accounts to cover the costs of the Approved Capital Projects;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of Trustees hereby approves the transfer of \$101,605:
 - a. Lighting Retrofit at Hayden \$75,000
 - b. District-wide HVAC Controls \$10,195
 - c. CCTV Camera Upgrade at Spirit Lake \$16,500
2. The Director is authorized and directed to take all necessary actions to effectuate this transfer, including coordinating with the financial institutions holding the Community Library Network's banking accounts.
3. The transferred funds shall be used exclusively for the purpose of covering the costs of the approved capital projects listed above.
4. Any energy efficiency rebates resulting from the lighting retrofit at Hayden will be returned to the CARRF account.
5. The Board of Trustees affirms that the transfer of funds is consistent with the Approved Fiscal Year 2023-2024 Budget and will not adversely impact the original purpose for which the funds were assigned.

Passed and approved this 21st day of December, 2023.

_____, Chairman

_____, Clerk



PUBLIC COMMENT POLICY

Board approved: 3 17 22

The Community Library Network Board of Trustees operates under the Idaho Code Open Meeting Law. The Board will be pleased to take comments under advisement, although they will not be responding at the meeting. Public comment will be addressed at the next regularly scheduled Board meeting. Comments may be submitted by writing or oral presentation or both. The Board is committed to conducting its meetings in a civil, orderly, efficient, and productive manner.

When addressing the Board, please follow the guidelines below:

- Public comment at Board meetings is limited to the public comment portions of the meeting as indicated in the published agenda.
- Sign in before speaking, giving name and community.
- The speaker may address only library-related topics at regular and special meetings; only budget related topics at budget hearings. Comments should be addressed directly to the Board and not to the audience.
- A time limit of three (3) minutes is allowed for each speaker.
- A person may speak one time during the meeting.
- In cases of disagreement, the speaker must use grace and tact.
- 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.
- The Board Chair may terminate or redirect any presentation not adhering to these guidelines.

At the discretion of the Board Chair, these guidelines may be modified at a meeting.