

DEL NORTE COUNTY LIBRARY DISTRICT

COLLECTION DEVELOPMENT POLICY

MISSION

The existence of the Del Norte County Library District assures public ownership of print collections, digital resources, and gathering space for the citizens of the Library district. We are committed to sustaining the value of public Library services for the greater Del Norte County community through the use of traditional and innovative technologies.

PURPOSE

This Collection Development Policy is designed to reflect and support the Library's stated mission. This policy guides staff and informs the public in the principles of collection management. Collection development is the ongoing process of assessing library materials available for purchase or licensing, making the decision on their inclusion, on their retention, and their location within library collections. This policy describes the role of collection development and management in fulfilling the Library's mission and strategic objectives.

FUNDING

The Library is funded by property tax rates for local agencies. This includes property tax, secured and unsecured. The Library also receives a portion of the Timber Yield Tax. The other revenues include the Public Library Grant Fund, Grant Administrative Revenues and contractile sharing of the Crescent City Redevelopment Agency, and contributions from the city of Crescent City Community Development Block Grants. The balance of the funds are Library generated revenues and gifts from the public.

Library Literacy grant funds from Federal and State Governments are used to maintain the Library's literacy program, Del Norte Reads.

The Del Norte Library Foundation, incorporated in 1984, and completely independent of the Del Norte County Library District, accumulates donations and bequests from the public, which are invested in government insured instruments. The earnings from such investments are made available to the Del Norte County Library District at the discretion of the Library Foundation. The corpus of all donations and bequests remain intact for investment purposes.

SELECTION RESPONSIBILITY

The Library Director/Manager delegates authority of selection of materials to the Library staff who are charged with meeting the goals of the collection development policy.

Selection is a subjective process, requiring a recognition of the needs of the community. Material is judged on the basis of the content and style of the work as a whole and not by selected portions or passages.

Library materials are selected by examining their value as informational, educational, cultural, and recreational resources. The collection includes diverse points of view and a choice of formats, treatments, and levels of difficulty.

The collection is generally not archival and items are expected to be utilized on a frequent basis. The selectors oversee an annual assessment to ensure that the collection meets current community needs and that a substantial percentage of the materials are less than five years old.

General Criteria (includes but is not limited to):

- Value to the collection and library users
- Significance of subject matter
- Current appeal and popular demand
- Local interest
- Cost and budgetary constraints
- Authority, accuracy, and artistic quality
- Professional reviews
- Timeliness
- Representation of diverse points of view and broad knowledge base
- Relevance to community needs

General Criteria for Digital Sources (includes but is not limited to):

- Added value over other formats
- User-friendly search interface
- Remote and in-house accessibility
- Customer access based on library card number
- Vendor-provided usage statistics
- Maintained over a variety of computer platforms

All public collections may contain materials that some patrons may find objectionable and libraries may omit items from the collection materials at their discretion. Patrons may utilize the Request for Reconsideration Procedure as specified in this policy, to request a reconsideration of materials. The race, religion, nationality, or political views, or controversial content of an author or creator does not necessarily cause an item to be automatically included or excluded from the library's collection.

GIFTS AND DONATIONS

The Library accepts donations of new and used books, CDs, videos, DVDs, audio books, paperbacks, and magazines. The following guidelines apply to donated materials:

- Donations become the property of the library.

- Donations will be evaluated for addition to the collection, subject to the same criteria as all other materials. (Content and format, condition, number of copies already in the collection, the need to provide a balanced collection in which a variety of subjects and viewpoints are represented, cost of processing, patron interest; these and other considerations may determine whether or not a book is added to the collection).
- Donations which are not added to the collection will be given to the Friends of the Library; they will be offered for sale in their book sales. The proceeds from these book sales come back to the library and are used to purchase new materials.
- Donations which are not appropriate for the collection and not appropriate for the books sales will be discarded.

The following types of materials will not be accepted as donations:

- Textbooks
- Reader's Digest Condensed books
- Encyclopedias
- Computer software manuals older than 3 years
- Magazines older than 2 years
- Outdated atlases, travel books, price lists for collectors, etc.
- Books/literature smelling of cigarette smoke
- Materials which are missing pages or parts, mildewed, wet, stained, dirty, spider webbed or in poor condition

Receipts are available and will note the number of items donated. A determination of the fair market value of the donated materials will be the responsibility of the donor.

Delivery of donated items are accepted as follows:

- Donations of 1 or 2 bags (or boxes) of materials are received by library staff at the circulation desk during library open hours.
- For donations larger than 2 bags or 2 boxes, Library staff must be contacted prior to delivery at 464-9793.
- Donated materials left on the library front or back porches or in the outside book drop will not be accepted.

COLLECTION MAINTENANCE

The withdrawal of materials from the collection, also called weeding, is an ongoing part of collection development. Materials that are worn, damaged, outdated, duplicate, no longer accurate, and/or no longer utilized are removed from the collection. Library staff, under the authority of the Library Director/Manager, are solely responsible for the weeding of the collection. Withdrawn items are either discarded, donated for community programs/events, or donated to the Friends of the Library for book

sales. The proceeds from Friends of the Library sales are used for the benefit of the Library. Books that are not successfully sold via Friends of the Library sales are disposed of at the discretion of the Friends of the Library and/or Library Director/Manager.

REQUEST FOR RECONSIDERATION PROCEDURE

Requests for reconsideration regarding materials belonging to the Del Norte County Library District may only be made by Del Norte County residents who have an active Del Norte County Library card or by non-residents who own property within Del Norte County and have an active Del Norte County Library card. Patrons who wish to request the withdrawal or reclassification of items owned by the Library are encouraged to discuss their concerns with the Library staff. If the patron is not satisfied with the outcome to the discussion, the following steps will be taken to start the process in formally considering the reconsideration of material(s) in question:

1. The patron will be provided with a copy of the Library's Collection Maintenance Policy and the Library Bill of Rights.
2. The patron will be required to submit their request for reconsideration in writing to the Library Director/Manager.
3. The Library Director/Manager will review the request and take it under consideration in light of the criteria stated in the Collection Development Policy.
4. The Library Director/Manager will, within 15 business days, mail a decision letter to the patron indicating the reason(s) for the decision.
5. If the patron is not satisfied with the outcome, the patron may appeal it by submitting a written statement to the Library Board of Trustees within 10 business days.
6. The Library Board of Trustees will, in collaboration with the Library Director/Manager, take the request under consideration in light of the criteria stated in the Collection Development Policy.
7. The Library Board of Trustees will address the request within 1 month. The decision of the Board is final.

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights.

FREEDOM TO VIEW STATEMENT

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

California State Law, AB 1825 passing in 2024, requires the following statements to be included in public library collection development policies:

1. The collection meets the broad and diverse interests of the community and respects both the library's autonomy and their specific community needs.
2. The public library serves as a center for voluntary inquiry and the dissemination of information and ideas.
3. Library materials should be provided for the interest, information, and enlightenment of all people, and should present diverse points of view in the collection as a whole.
4. The right of the public to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences is acknowledged.

Del Norte County Library District Circulation Policy

April 2025

A. Registration

All borrowers must be registered and must have a valid Del Norte County Library District or North State Cooperative Library System card to borrow materials.

A picture ID and proof of current address are required to obtain a library card. The initial library card is free, there is a \$3.00 fee to replace library cards.

Individuals residing outside of Del Norte County who would like a card must pay a \$45.00 deposit (refundable on return of all items, and of the physical library card), with a limit of 2 items per check-out.

Applicants under the age of 16 must have a parent or guardian give their consent on the initial application, and require an adult guarantor.

Applicants aged 16-18 must have ID and proof of address, and may check out 5 items. After 6 months of responsible use (returning items in good condition in a timely fashion), checkout limit will increase to 10 items.

Patrons must fill out an application form to register for a new library card. The following statement will be printed on the registration form for the patron's information and acceptance:

I agree to be responsible for all items borrowed with the library card issued in the above name, including items borrowed with it by others or without my consent unless I have previously reported the loss of my card. I promise to comply with all library rules and policies both present and future, and to give prompt notice of change of address or loss of library card.

Signature _____

All library cards must be renewed annually. Patrons must also clear all outstanding fines and bills annually.

All patrons, adult and juvenile, are expected to bring their library cards with them if they intend to check out items. The initial checkout limit is 2 items, then increases to limits stated in Circulation Policy.

B. Loan Periods and check out limits for City and County Residents

Item Type	# of Items	Check Out Period	Renewal	Renewal Period	Overdue Fines
Books	20	3 Weeks	Yes, if not on hold	3 Weeks	No
Audio Books	5	3 Weeks	Yes, if not on hold	3 Weeks	No

Movies	5	1 Week	Yes, if not on hold	1 Week	.50 Cents per day, per item
Music	5	3 Weeks	Yes, if not on hold	3 Weeks	No

Loan limit for Easy Access Cards is 1 (one) item. Check out periods are as noted above.

Loan limit for Non-residents Cards is 2 (two) items. Check out periods are as noted above.

Hold Items will be held for 1 week after patron is notified that the requested item is available.

C. Fines and Charges

Overdue fines apply only to movies, at the rate of .50 cents per item, per day. Books do not accrue overdue fines, but the patron's account will be blocked until overdue items are returned.

If materials are lost, or soiled/damaged as to be judged by the library as unsuitable for the collection, the patron must pay the retail replacement cost (not the original cost) plus a \$6.00 processing fee for each item. In the case of children under the age of 16, it is the parent or guarantor's responsibility to pay.

If you have been charged with a fine/fines and are unable to pay, you may apply to the Fine Forgiveness Program. Your application will undergo a review process, resulting in an approval, denial, or partial approval of fine forgiveness. This is a 2-4 week process.

Accounts with overdue items will not be renewed. Accounts with unpaid fines, lost, or never returned items will be suspended/frozen until fully reconciled. No items will be checked out, and no new cards issued.

You will receive a call or email from DNCL about overdue items, and will be notified of fines due.

DEL NORTE COUNTY LIBRARY DISTRICT

Notice of Regular Board Meeting

Date: March 10, 2025

Time: 5:15 pm

**Place: 190 Price Mall, Crescent City CA 95531
(707) 464-9793**

ZoomLink:

<https://us06web.zoom.us/j/85337142411?pwd=YocFvWke3wI17HZCn9skZnGPNsK7KP.1>

Meeting ID: 853 3714 2411

Passcode: 582157

Public Comment

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

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

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

AGENDA

I. Call to Order

II. Communications

1) Public Comment Period

III. Consent Agenda

- 1) Minutes: Review, potentially modify, and approve minutes from February 10, 2025 Regular board meetings.
- 2) Claims: Review, potentially modify and authorize claims.*

IV. Committee Reports

- 1) Del Norte Reads
- 2) Library Manager
- 3) Smith River Branch
- 4) Friends of the Library
- 5) Trustees
- 6) Policy

V. Unfinished Business

None

VI. New Business

- 1) Discuss and approve/not approve proposal from Alicia Williams.
- 2) Discuss and set Committee Schedules.
- 3) Transfer \$25,000 from line 90620 Pub Lib Fund/St Aid Grant to line 20228 Promotional Items. The \$25,000 is the grant funds from Save the Children Foundation. The funds will be used to pay for books that are distributed during various events in the community.
- 4) Transfer \$619 from line 91125 Travel Reimbursements to line 20290 Travel and Training. The \$619 are travel reimbursements for the trip to Napa for the Public Directors Meeting.

VII. Adjournment

The next regular meeting of the Del Norte County Library District Board is scheduled for April 7, 2025 at 5:15 pm.

Posted:

Andrew Napier Chair

DEL NORTE COUNTY LIBRARY DISTRICT
Minutes of the regular Board of Trustees meeting
February 10, 2025

i. Call to Order

Meeting was called to order at 5:31pm

Present: Andrew Napier President (remotely), Tamara Brooks Trustee, Meaghan McGlasson Trustee, Andrew Murphy trustee

ii. Communications

1) Public Comment Period

A member of the public requested a statistics report from Del Norte Reads

III. Consent Agenda

- 1) Minutes from January 13, 2025 approved by majority vote

IV. Committee Reports

- 1) Del Norte Reads: Report read and received
- 2) Library Manager: Report read and received
- 3) Smith River Branch: No report available
- 4) Staff report: Report read and received
- 5) Friends of the Library: Report read and received
- 6) Trustees:

Andrew Murphy: reported that he met with Phyllis to discuss library operations

Chair Napier: brought up discussion of Northnet internet plan options, that April 26 is scheduled for the Library Libations fundraising event, and possibility of a Pride event in June

- 7) Policy: the collection development policies from the public libraries in San Leandro and Napa were provided to the board for review

V. Unfinished Business

None

VI. New Business

- 1) Trustee McGlasson administered the oath of Trustee to Tamara Brooks
- 2) Resignation of Trustee Daugherty accepted
- 3) Trustee McGlasson motioned (Seconded by Trustee Murphy) to move \$1374 from budget line 91128 Friends of DNL to line 20121. Approved as written and unanimously approved.
- 4) Trustee Brooks motioned (Seconded by Trustee McGlasson) to move \$1602 from line 91128 DNC Foundation to line 20227. Approved as written and unanimously approved.

VII. Adjournment

- 1) Meeting adjourned at 6:18pm. Next regular meeting of the Del Norte County Library District is scheduled for March 10, 2025 at 5:15pm.

Minutes prepared and submitted by:

Andrew Murphy, Secretary

DATE	AMOUNT	DESCRIPTION
2/3	80.67	Mendes supply can liners
2/5	667.9	Penworthy Children's Books
2/5	231.18	US Bank Equipment Copier lease
2/10	52	Daniel G fingerprint Reimbursement
2/11	40	GH Outreach recycle pick up
2/11	1050	Harshwal Com0pany Internal Audit
2/11	170	SS Locksmith lock replacement direcor's office
2/11	98	Terminix monthly pest prevention
2/12	262.43	reimbursement for Calvin for travel to and from Smith River
2/20	67.24	Crescent City Sewer and Water 22.49 water 44.75 sewer
2/20	88	GH Outreach yard maintenance and dump fee
2/20	850.92	Pacific Power previous 151570 current 184890
2/25	100.25	Ross Janitorial monthly janitor fee
2/27	70.58	Frontier Smith River business Line
TOTAL	3829.17	

Board report for DN reads

1 message

Terrin Musbach <terrin@delnortecountylibrary.org>
To: Phyllis Goodeill <pgoodeill@delnortecountylibrary.org>

Mon, Mar 10, 2025 at 3:02 PM

Date	3/10
# of enrolled learners	14
# of trained tutors	7
# of current matches	16
# of tutors awaiting training	4
# of learners awaiting intake	5
# of pairs awaiting match	2
# of outreach events since last board meeting	1

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Respectfully,
Terrin Musbach
she/her/hers (why pronouns?)
Del Norte Reads
Office: (707) 464-7072
Cell: (707) 238-2270
1080 Mason Mall # 9
Crescent City, CA 95531

Website: <https://delnortecountylibrary.org/del-norte-reads>Like us on Facebook! <https://www.facebook.com/DNReads?mibextid=ZbWKwL>

Click here to see the Community Calendar

DIRECTOR REPORT MARCH

March 10, 2025

BUILDING MAINTENANCE

3 solar motion detection lights were purchased. We will need volunteers to install them.

10GB fiber optic funding

The library has received an invoice for October, November and December of 2024 in the amount of \$4704.99. We do not have the funds to cover this invoice. I will be forwarding the invoice to Josh Chilsom at the State Library and notifying him of this issue. We lost half the funding we have been receiving from the state through the NorthNet Library System and that is why there are no funds. I have been emailing Josh my concerns and he was looking into a reduced speed and cost package for the library. I will continue to keep you informed as we progress. The invoice is due on April 10, 2025.

DN Reads Funding

Last meeting I read a letter from CLLS that stated that funding for fiscal year 2024/2025 is on hiatus. I want to assure everyone that the library supports DN Reads 100%. The library makes a share of cost contributions every year to DN Reads. There are funds that can be transferred to cover expenses if necessary. The Balance Sheet is attached and there are funds on both the Fund Balance \$67,319 and fund Balance Literacy \$45,587. The fund balance literacy is where all of the remaining funds go at the end of the fiscal year. My job now is to figure out the remaining funds for fiscal years 2021 - 2024. I have requested reports from the Auditor's office to determine the amounts.

GRANTS

Libraries Transforming Communities has granted the library \$10,000. This is a highly competitive grant and although the \$20K that was requested was not granted the library can ensure there will be a clean air facility in Del Norte County. We will seek additional funding for the noise reduction booth so we can offer telehealth appointments. Public health has indicated an interest in helping fund a booth.

The zip book program received \$16,493 in funding for another year. Broken down, that is \$1,374 a month for zip books.

Lunch at the Library was funded for summer 2025. There was a significant reduction in the funding amount. The library was awarded \$7,847. 2024 the

amount was \$22,714. There were remaining funds from 2024. Books were purchased that can be used for Summer 2025.

The library will be working with DN Reads to apply for a grant from Klamath Promise Neighborhood so that children in need of summer support will have access to learning opportunities and materials. The plan is to have at least an hour a day every week day so that children who need support can get the help they need to prevent summer slide.

OTHER

I have completed the training and passed the test to become a Medi-Cal peer support specialist. At this time I am not certain what that role will look like. I am prepared to volunteer to support individuals with behavioral health issues who are interested in recovery. I will start by attending local NAMI meetings.

I was accepted into the Redwood Coast Leadership training program. I attended my first weekend training in Eureka. I was introduced to the director of the library at Cal Poly Humboldt. I have been invited to attend the annual meeting of library directors in Humboldt. I will be prepared to give a presentation about what the library has been doing. I have been given resources on fundraising and sponsorship that I will share with the Friends.

I have become a member of the Humboldt Astronomers Club. Due to the weather I have not been able to attend a viewing event. I have attended the meetings via Zoom. The club is willing to support a branch of the club meeting in Del Norte County. We will be able to offer regular viewing events of the night sky when the weather is clear. We will be able to use the telescopes that we were awarded.



7 February 2025

Phyllis Goodeill, Director
Terrin Musbach, Literacy Coordinator
Del Norte County Library District
190 Price Mall
Crescent City, CA 95531

Dear Phyllis and Terrin,

This email represents a formal notification of your CLLS award status for the 2024-2025 program period.

Del Norte County Library District has been placed on a funding hiatus and will not receive CLLS Adult Literacy Services funding during the 2024-2025 program period. This is standard practice when programs consistently struggle to expend funds in a timely manner and accurately track expenses. This break will allow Del Norte County Library District to remain a part of CLLS at this time, give the library time to complete the review process, and identify and expend remaining funds from previous fiscal years.

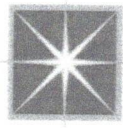
The hiatus will not impact Del Norte County Library District's status as an active CLLS program. In the 2024-2025 CLLS program period, the library is expected to:

- Continue to provide CLLS services, using local funds, 2024-2025 ESL funds already claimed, and remaining CLLS grant awards from prior years;
- Complete the report forms for the 2024-2025 CLLS program period; and
- Hold regular check-ins with CLLS state library staff

The review of your program that you were notified of on October 25, 2024, is ongoing.

Library – Courts Building
P.O. Box 942837
Sacramento, CA 94237-0001

916-323-9759
csl-adm@library.ca.gov
www.library.ca.gov



CALIFORNIA STATE LIBRARY

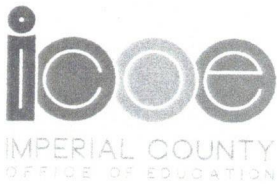
If you have any questions or need additional support, please reach out to us and attend our scheduled support meetings. You're also welcome to schedule a one-on-one meeting using our [online scheduler](#).

Respectfully,

Annly Roman

Grants & Bureau Operations Manager
Library Development Services
California State Library

CC: Allyson Jeffredo, allyson.jeffredo@library.ca.gov
Beverly Schwartzberg, beverly.schwartzberg@library.ca.gov



Imperial County Office of Education

CA State Libraries Network
1398 Sperber Road
El Centro, CA 92243-9621

Direct any questions to Livier Lau at (760)312-6464

CUSTOMER INVOICE

Del Norte County Library Distr
ict
190 Price Mall
Crescent City, CA 95531
Q2 FY25 MRC Billing

Invoice # **INV25-00543**
Invoice Date 03/10/2025
Due Date 04/10/2025
Customer # 000174
Contract/Reference #

Description	Qty	Unit	Unit Price	Amount
MRC Q2 Billing October through December 2024	1.00		3,756.00	3,756.00
Tax & Surcharges	1.00		346.71	346.71
CTF 24-25	1.00		447.72-	447.72-
Cross Connects	1.00		1,050.00	1,050.00
Non-Taxable Total				4,704.99
BALANCE DUE				\$4,704.99

-----Detach this portion or make a copy of the invoice and mail it with the payment-----

District Account Number	Account Amount
010- 9027- 0- 8600- 0000- 8699- 93- 0841	4,704.99
2025	

Please make checks payable to: **Imperial County Office of Education**

Mail to:

Imperial County Office of Education
Accounts Receivable
1398 Sperber Road
El Centro, CA 92243-9621

Invoice # **INV25-00543**
Amount Due **\$4,704.99**
Customer # **000174**

	Prior	Oct	Nov	Dec	Total
MRC	-	1,252.00	1,252.00	1,252.00	3,756.00
Tax & Surcharges	-	115.57	115.57	115.57	346.71
CTF 24-25	-	(141.24)	(153.24)	(153.24)	(447.72)
Cross Connects	-	350.00	350.00	350.00	1,050.00
Grand Total Amount	-	1,576.33	1,564.33	1,564.33	4,704.99

Note:

Some circuit providers include an estimated portion of CTF and/or E-rate discounts as credits on their monthly invoices to CENIC. When this occurs, these estimated credits are also passed on to the library as credits on library invoices, resulting in lower monthly bills. At the end of each fiscal year, CENIC coordinates with all providers to determine the total actual CTF and E-rate discounts for each library circuit for the year just ended, which will then be provided to the library (minus credits already provided on previous invoices) in the manner arranged between the library and Califa.

CSM	Item	Prior	10/1/2024	11/1/2024	12/1/2024	Total
Del Norte County Library District	MRC	-	1,252.00	1,252.00	1,252.00	3,756.00
	Tax & Surcharges	-	115.57	115.57	115.57	346.71
	CTF 24-25	-	(141.24)	(153.24)	(153.24)	(447.72)
Del Norte County Library Grand Total		-	1,226.33	1,214.33	1,214.33	3,654.99

D.N. County Library District
Balance Sheet
January 31, 2025

Unaudited

ASSETS

414 010 00000	Cash DN Co Library Dist	345,845.42
414 010 00300	Imprest Cash	300.00
414 010 03200	Land	33,777.00
414 010 03300	Buildings and Improvements	479,878.00
414 010 03400	Equipment	60,238.00
414 010 03700	Less Accum Depr Building	(368,853.00)
414 010 03800	Less Accum Depr Equip	(52,244.00)
	Total Assets	<u>498,941.42</u>

LIABILITIES AND FUND EQUITY

414 010 05105	Sales Tax payable	222.69
414 010 05120	Salaries Payable	17,079.50
414 010 05300	Tax Liability Federal	3,788.42
414 010 05310	Tax Liability State	109.19
414 010 05320	PERS Liability	(196,414.94)
414 010 05355	Unemployment Insurance	387.02
414 010 07100	Fund Balance	67,319.86
414 010 07101	Fund Balance Literacy	45,587.29
414 010 07102	Fund Balance Building Major Repairs & Improvem	40,997.82
414 010 07103	Fund Balance New Building	351,056.00
414 010 07104	Fund Balance Munson Trust	25,000.00
414 010 09600	Investment in Fixed Assets	152,796.00
	Revenue	269,206.28
	Expenditure	(278,193.71)
	Total Liabilities and Fund Equity	<u>498,941.42</u>

Statement of Revenues and Expenditures

DN Reads

Printed on: 3/10/2025 3:56:35 PM

Fund: 414 D.N. County Library District
 Dept: 371 Library District

Statement of Month Ended: 1/31/2025

Line	Proj	Description	Month Actual	YTD Actual	YTD Budget	YTD Variance	% Exp
Revenues							
90622		CLLS Grant	0.00	0.00	71,620.00	-71,620.00	0
90625		Miscellaneous	69.33	69.33	0.00	69.33	0
91123		Gifts & Donations	500.00	500.00	0.00	500.00	0
Total Revenues			569.33	569.33	71,620.00	-71,050.67	.79
10015		Part-time/Temporary	-3,549.13	-18,866.72	-60,000.00	41,133.28	31.4
10020		Retirement	-271.51	-1,443.32	-3,000.00	1,556.68	48.1
10030		Employee Benefits	-70.98	-289.56	-500.00	210.44	57.9
Total Salaries & Benefits			3,891.62	20,599.60	63,500.00	42,900.40	32.44
20121		Communications	-121.23	-625.72	-1,500.00	874.28	41.7
20200		Memberships	-25.00	-135.76	-500.00	364.24	27.2
20224		Office Supplies	0.00	-1,299.98	-2,261.00	961.02	57.5
20225		Craft Supplies	0.00	0.00	-1,660.00	1,660.00	0
20230		Prof Svcs-Special Events	0.00	-220.00	-263.00	43.00	83.7
20240		Advertising/Publications	0.00	-547.95	-3,000.00	2,452.05	18.3
20250		Rent	0.00	-2,208.79	-11,824.00	9,615.21	18.7
20270		Minor Equipment	0.00	-3,176.35	-3,177.00	0.65	100.0
20280		Special Department Expense	0.00	-57.00	-57.00	0.00	100
20282		Special Dept. Expense	-69.33	-237.33	-239.00	1.67	99.3
20283		Books-ESL	0.00	0.00	-14,443.00	14,443.00	0
20284		Books	0.00	0.00	-6,179.00	6,179.00	0
20285		Manipulatives & Software	0.00	0.00	-984.00	984.00	0
20286		Books-Family Literacy	0.00	0.00	-4,292.00	4,292.00	0
20287		Promotional items	0.00	-139.98	-4,500.00	4,360.02	3.1
20288		Educational Workbooks	0.00	-227.32	-1,000.00	772.68	22.7
20290		Travel & Training	0.00	0.00	-2,000.00	2,000.00	0
Total Services & Supplies			215.56	8,876.18	57,879.00	49,002.82	15.34
70901		Intrafund Trans In Library District (070	0.00	18,000.00	18,000.00	0.00	100
Total Intra/Inter Fund Transfers			0.00	-18,000.00	-18,000.00	0.00	100.00
Total Expenditures			4,107.18	11,475.78	103,379.00	91,903.22	11.10
Net Cost			-3,537.85	-10,906.45	-31,759.00	20,852.55	

Fund: 414 D.N. County Library District
Dept: 070 D.N. County Library District

Statement of Month Ended: 1/31/2025

Line	Proj	Description	Month Actual	YTD Actual	YTD Budget	YTD Variance	% Exp
Revenues							
90010		Property Tx-Current Sec	0.00	135,514.82	226,867.00	-91,352.18	59.7
90011		Prop Tax-Sec Supplemental	0.00	3,337.51	7,000.00	-3,662.49	47.7
90020		Property tx-Current Unse	0.00	5,459.35	6,000.00	-540.65	91.0
90091		Yield Tax	0.00	5,003.99	5,035.00	-31.01	99.4
90300		Interest - DN Library	2,023.11	4,829.74	5,592.00	-762.26	86.4
90601		Hoptr-Secured/Unsecured	0.00	1,541.70	3,300.00	-1,758.30	46.7
90620		Pub Lib Fund/St Aid Gran	25,000.00	25,000.00	0.00	25,000.00	0
90622		Library Outreach Grant	0.00	0.00	12,782.00	-12,782.00	0
90623		State Grants	0.00	10,221.00	10,221.00	0.00	100
90624		Northnet Library Grant	0.00	1,000.00	9,277.00	-8,277.00	10.8
90741		Redevelopment Pass Thru	0.00	12,230.88	21,247.00	-9,016.12	57.6
90909		Spec Dist Augmentation	0.00	1,000.00	1,000.00	0.00	100
91040		Book Fines	20.99	498.05	300.00	198.05	166.0
91042		Lost Book Reimbursement	17.00	233.87	200.00	33.87	116.9
91060		Photo Copies	60.90	717.00	900.00	-183.00	79.7
91122		Insurance Recovery	0.00	5.39	0.00	5.39	0
91124		Gifts - Unspecified	34.15	372.33	1,500.00	-1,127.67	24.8
91124	002	Gifts - Specified	0.00	50,000.00	50,000.00	0.00	100
91124	003	Zip Book Program	0.00	0.00	9,000.00	-9,000.00	0
91125		Travel Reimbursements	0.00	3,411.31	3,411.00	0.31	100.0
91126		Zip Book Pilot Program	0.00	70.96	0.00	70.96	0
91127		Friends of DNL	1,374.05	4,405.99	3,031.00	1,374.99	145.4
91128		DNC Library Foundation	2,602.08	2,602.12	1,000.00	1,602.12	260.2
91129		Misc Revenue	21.38	1,170.24	1,000.00	170.24	117.0
91132		Donation/New Building	0.00	10.70	100.00	-89.30	10.7
91134		Cancelled Prior Year Expenses	0.00	0.00	52.00	-52.00	0
Total Revenues			31,153.66	268,636.95	378,815.00	-110,178.05	70.92
10010		Payroll	-8,985.63	-65,578.63	-108,309.00	42,730.37	60.5
10015		Parttime/Temporary	-7,753.89	-46,796.77	-90,783.00	43,986.23	51.5
10020		Retirement	-1,965.62	-13,633.06	-21,620.00	7,986.94	63.1
10022		Retirement - CalPERS Unfunded Liability	0.00	-4,052.00	-4,752.00	700.00	85.3
10030		Employee Benefits	-306.71	-686.04	-2,288.00	1,601.96	30.0
10040		Workers Comp	0.00	0.00	-1,000.00	1,000.00	0
Total Salaries & Benefits			19,011.85	130,746.50	228,752.00	98,005.50	57.16
20121		Communications	-4,956.21	-11,456.41	-14,297.00	2,840.59	80.1
20140		Household Expense	-268.64	-2,620.94	-3,000.00	379.06	87.4
20150		Insurance	0.00	-13,312.09	-13,360.00	47.91	99.6
20180		Building Maintenance	0.00	-2,547.85	-1,703.00	-844.85	149.6
20200		Membership	-141.78	-2,643.67	-3,000.00	356.33	88.1
20223		Postage	0.00	-64.42	-85.00	20.58	75.8
20224		Office Supplies	-95.69	-662.38	-2,980.00	2,317.62	22.2
20227		Craft Supplies	-105.83	-145.57	-405.00	259.43	35.9

1 of 2

Statement of Revenues and Expenditures

Printed on: 3/10/2025 3:55:47 PM

Fund: 414 D.N. County Library District
 Dept: 070 D.N. County Library District

Statement of Month Ended: 1/31/2025

2 of 2

Line	Proj	Description	Month Actual	YTD Actual	YTD Budget	YTD Variance	% Exp
20228		Promotional items	-6,980.18	-8,415.02	-11,901.00	3,485.98	70.7
20230		Professional Services	-2,101.00	-10,605.00	-17,550.00	6,945.00	60.4
20231		Prof Serv-Election	0.00	-225.00	-500.00	275.00	45.0
20232		Data Processing - Software	0.00	-2,996.95	-3,200.00	203.05	93.7
20233		Prof Svcs-County	0.00	-15,643.00	-13,500.00	-2,143.00	115.9
20234		Audit Services	0.00	0.00	-1,053.00	1,053.00	0
20236		Office Supplies-SR Branch	0.00	-29.21	-250.00	220.79	11.7
20240		Publications-Advertising	0.00	0.00	-221.00	221.00	0
20250		Rents & Leases-Equipment	-228.27	-1,871.86	-2,790.00	918.14	67.1
20260		Rent/Lease	0.00	0.00	-210.00	210.00	0
20278		Team Building	-26.89	-26.89	-200.00	173.11	13.4
20279		Summer Reading Prg Awards/Incentive	0.00	-1,866.19	-1,930.00	63.81	96.7
20280		Spec Dept Expense	-21.38	-31.37	-100.00	68.63	31.4
20282		Magazines/Newspapers	-39.95	-39.95	-100.00	60.05	40.0
20284	003	Zip Book Payments	-1,101.47	-7,450.13	-17,112.00	9,661.87	43.5
20284	004	Munson Books	-449.04	-2,282.91	-57,000.00	54,717.09	4.0
20288		Cataloging	0.00	-821.41	-1,050.00	228.59	78.2
20290		Travel & Training	-24.52	-4,139.07	-5,439.00	1,299.93	76.1
20292		Training/Education	-20.00	-3,401.90	-3,847.00	445.10	88.4
20294		Lunch with Librray Books	-2,427.59	-20,626.13	-23,958.00	3,331.87	86.1
20300		Utilities	-1,063.49	-4,046.11	-7,500.00	3,453.89	53.9
Total Services & Supplies			20,051.93	117,971.43	208,241.00	90,269.57	56.65
70901		Intrafund Trans Out DN Reads (371)	0.00	-18,000.00	-18,000.00	0.00	100
Total Intra/Inter Fund Tranfers			0.00	18,000.00	18,000.00	0.00	100.00
81000		Contingency	0.00	0.00	-3,000.00	3,000.00	0
Total Other Charges			0.00	0.00	3,000.00	3,000.00	0.00
Total Expenditures			39,063.78	266,717.93	457,993.00	191,275.07	58.24
Net Cost			-7,910.12	1,919.02	-79,178.00	81,097.02	

Certified Medi-Cal Peer Support Specialist

Certification Number	MPSS-SGJKHV	Valid Until	03/05/2027
Issuing Date	03/05/2025	Status	

Phyllis Anne Goodeill
1151 Breen St
Crescent City, CA 95531

----- **NON-TRANSFERABLE** -----

In accordance with the provisions of California Welfare and Institutions Code, Division 9, Part 3, Chapter 7, Article 1.4, Section 14045.15, the person named hereon is issued a Medi-Cal Peer Support Specialist Certification.

Alice Williams proposal

Literacy Campaign Outline:

A: Outreach & Build Network

- 1) Create a Scaffolding Network of Support by, (excluding School District for now)
- 2) Developing small groups of tutoring for literacy throughout the county.
- 3) Partnering with existing organizations and workplaces to recruit Tutors and to Direct Learners & hold space for the small groups of tutoring.
- 4) Churches and civic groups can hold ongoing drop-in classes during open hours that can coincide with their Food Pantry hours.

B: Messaging & Build Connection & Utilization

- 1) Create a one-place-for-all for the spreadsheet (tutors, availability, locations, times, transportation and the calendaring) for the literacy initiative.
- 2) Utilize County Website, Visitor Center website, Craigslist Community Section, Free Public Service Announcement Bicoastal Media, fund-raise to start Direct Mail Campaign

C: Work Toward Establishing Consistent Open Hours for DROP-IN SERVICES

Murky

Library District

DN Reads

Statement of Revenues and Expenditures
8 Months Ended 2/28/2025

		CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	% EXPENDED
Revenues:						
414-371-90622	CLLS Grant	0.00	0.00	71,620.00	(71,620.00)	0.00%
414-371-90625	Miscellaneous	0.00	69.33	0.00	69.33	0.00%
414-371-91123	Gifts & Donations	0.00	500.00	0.00	500.00	0.00%
Total Revenues		0.00	569.33	71,620.00	(71,050.67)	0.79%
Expenses:						
414-371-10015	Part-time/Temporary	3,132.00	21,998.72	60,000.00	38,001.28	36.66%
414-371-10020	Retirement	239.60	1,682.92	3,000.00	1,317.08	56.10%
414-371-10030	Employee Benefits	62.64	352.20	500.00	147.80	70.44%
Total Salaries and Benefits		3,434.24	24,033.84	63,500.00	39,466.16	37.85%
414-371-20121	Communications	12.87	638.59	1,500.00	861.41	42.57%
414-371-20200	Memberships	0.00	135.76	500.00	364.24	27.15%
414-371-20224	Office Supplies	0.00	1,299.98	2,261.00	961.02	57.50%
414-371-20225	Craft Supplies	0.00	0.00	1,660.00	1,660.00	0.00%
414-371-20230	Prof Svcs-Special Events	0.00	220.00	263.00	43.00	83.65%
414-371-20240	Advertising/Publications	0.00	547.95	3,000.00	2,452.05	18.27%
414-371-20250	Rent	750.79	2,959.58	11,824.00	8,864.42	25.03%
414-371-20270	Minor Equipment	0.00	3,176.35	3,177.00	0.65	99.98%
414-371-20280	Special Department Expense	0.00	57.00	57.00	0.00	100.00%
414-371-20282	Special Dept. Expense	0.00	237.33	239.00	1.67	99.30%
414-371-20283	Books-ESL	0.00	0.00	14,443.00	14,443.00	0.00%
414-371-20284	Books	0.00	0.00	6,179.00	6,179.00	0.00%
414-371-20285	Manipulatives & Software	0.00	0.00	984.00	984.00	0.00%
414-371-20286	Books-Family Literacy	0.00	0.00	4,292.00	4,292.00	0.00%
414-371-20287	Promotional items	0.00	139.98	4,500.00	4,360.02	3.11%
414-371-20288	Educational Workbooks	433.65	660.97	1,000.00	339.03	66.10%
414-371-20290	Travel & Training	0.00	0.00	2,000.00	2,000.00	0.00%
Total Services and Supplies		1,197.31	10,073.49	57,879.00	47,805.51	17.40%
Total Other Charges		0.00	0.00	0.00	0.00	0.00%
Total Fixed Assets		0.00	0.00	0.00	0.00	0.00%
414-371-70901	Intrafund Trans In Library District (070)	0.00	(18,000.00)	(18,000.00)	0.00	100.00%
Total Intrafund Transfers		0.00	(18,000.00)	(18,000.00)	0.00	100.00%
Total Expenses		4,631.55	16,107.33	103,379.00	87,271.67	15.58%
Revenues Over (Under) Expenditures		(4,631.55)	(15,538.00)	(31,759.00)	16,221.00	48.92%

D.N. County Library District

Statement of Revenues and Expenditures
8 Months Ended 2/28/2025

		CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	% EXPENDED
Revenues:						
414-070-90010	Property Tx-Current Sec	0.00	135,514.82	226,867.00	(91,352.18)	59.73%
414-070-90011	Prop Tax-Sec Supplemental	0.00	3,337.51	7,000.00	(3,662.49)	47.68%
414-070-90020	Property tx-Current Unse	0.00	5,459.35	6,000.00	(540.65)	90.99%
414-070-90091	Yield Tax	0.00	5,003.99	5,035.00	(31.01)	99.38%
414-070-90300	Interest - DN Library	0.00	4,829.74	5,592.00	(762.26)	86.37%
414-070-90601	Hoptr-Secured/Unsecured	0.00	1,541.70	3,300.00	(1,758.30)	46.72%
414-070-90620	Pub Lib Fund/St Aid Gran	0.00	25,000.00	0.00	25,000.00	0.00%
414-070-90622	Library Outreach Grant	0.00	0.00	12,782.00	(12,782.00)	0.00%
414-070-90623	State Grants	0.00	10,221.00	10,221.00	0.00	100.00%
414-070-90624	Northnet Library Grant	4,856.00	5,856.00	9,277.00	(3,421.00)	63.12%
414-070-90741	Redevelopment Pass Thru	0.00	12,230.88	21,247.00	(9,016.12)	57.57%
414-070-90909	Spec Dist Augmentation	0.00	1,000.00	1,000.00	0.00	100.00%
414-070-91040	Book Fines	39.25	537.30	300.00	237.30	179.10%
414-070-91042	Lost Book Reimbursement	45.93	279.80	200.00	79.80	139.90%
414-070-91060	Photo Copies	105.30	822.30	900.00	(77.70)	91.37%
414-070-91122	Insurance Recovery	0.00	5.39	0.00	5.39	0.00%
414-070-91124	Gifts - Unspecified	15.25	387.58	1,500.00	(1,112.42)	25.84%
414-070-91125	Travel Reimbursements	619.39	4,030.70	3,411.00	619.70	118.17%
414-070-91126	Zip Book Pilot Program	0.00	70.96	0.00	70.96	0.00%
414-070-91127	Friends of DNL	103.45	4,509.44	3,031.00	1,478.44	148.78%
414-070-91128	DNC Library Foundation	0.00	2,602.12	1,000.00	1,602.12	260.21%
414-070-91129	Misc Revenue	0.00	1,170.24	1,000.00	170.24	117.02%
414-070-91132	Donation/New Building	0.00	10.70	100.00	(89.30)	10.70%
414-070-91134	Cancelled Prior Year Expenses	0.00	0.00	52.00	(52.00)	0.00%
414-070-91124-002	Gifts - Specified	0.00	50,000.00	50,000.00	0.00	100.00%
414-070-91124-003	Zip Book Program	0.00	0.00	9,000.00	(9,000.00)	0.00%
Total Revenues		5,784.57	274,421.52	378,815.00	(104,393.48)	72.44%
Expenses:						
414-070-10010	Payroll	7,983.99	73,562.62	108,309.00	34,746.38	67.92%
414-070-10015	Parttime/Temporary	7,325.14	54,121.91	90,783.00	36,661.09	59.62%
414-070-10020	Retirement	1,789.15	15,422.21	21,620.00	6,197.79	71.33%
414-070-10022	Retirement - CalPERS Unfunded Liabili	0.00	4,052.00	4,752.00	700.00	85.27%
414-070-10030	Employee Benefits	223.57	909.61	2,288.00	1,378.39	39.76%
414-070-10040	Workers Comp	0.00	0.00	1,000.00	1,000.00	0.00%
Total Salaries and Benefits		17,321.85	148,068.35	228,752.00	80,683.65	64.73%
414-070-20121	Communications	395.83	11,852.24	14,297.00	2,444.76	82.90%
414-070-20140	Household Expense	192.18	2,813.12	3,000.00	186.88	93.77%
414-070-20150	Insurance	0.00	13,312.09	13,360.00	47.91	99.64%
414-070-20180	Building Maintenance	0.00	2,547.85	1,703.00	(844.85)	149.61%
414-070-20200	Membership	56.97	2,700.64	3,000.00	299.36	90.02%
414-070-20223	Postage	14.60	79.02	85.00	5.98	92.96%
414-070-20224	Office Supplies	33.29	695.67	2,980.00	2,284.33	23.34%
414-070-20227	Craft Supplies	8.65	154.22	205.00	50.78	75.23%
414-070-20228	Promotional Items	834.43	9,249.45	11,901.00	2,651.55	77.72%
414-070-20230	Professional Services	448.00	11,053.00	17,550.00	6,497.00	62.98%
414-070-20231	Prof Serv-Election	0.00	225.00	500.00	275.00	45.00%
414-070-20232	Data Processing - Software	53.97	3,050.92	3,200.00	149.08	95.34%
414-070-20233	Prof Svcs-County	0.00	15,643.00	13,500.00	(2,143.00)	115.87%
414-070-20234	Audit Services	1,050.00	1,050.00	1,053.00	3.00	99.72%
414-070-20236	Office Supplies-SR Branch	0.00	29.21	250.00	220.79	11.68%
414-070-20240	Publications-Advertising	220.95	220.95	221.00	0.05	99.98%
414-070-20250	Rents & Leases-Equipment	231.18	2,103.04	2,790.00	686.96	75.38%
414-070-20260	Rent/Lease	104.00	104.00	210.00	106.00	49.52%
414-070-20278	Team Building	0.00	26.89	400.00	373.11	6.72%
414-070-20279	Summer Reading Prg Awards/Incentive	0.00	1,866.19	1,930.00	63.81	96.69%
414-070-20280	Spec Dept Expense	0.00	31.37	100.00	68.63	31.37%
414-070-20282	Magazines/Newspapers	0.00	39.95	100.00	60.05	39.95%
414-070-20288	Cataloging	0.00	821.41	1,050.00	228.59	78.23%
414-070-20290	Travel & Training	844.83	4,983.90	5,439.00	455.10	91.63%
414-070-20292	Training/Education	0.00	3,401.90	3,847.00	445.10	88.43%
414-070-20294	Lunch with Libray Books	3,249.63	23,875.76	23,958.00	82.24	99.66%
414-070-20300	Utilities	918.16	4,964.27	7,500.00	2,535.73	66.19%
414-070-20284-003	Zip Book Payments	1,216.64	8,666.77	17,112.00	8,445.23	50.65%
414-070-20284-004	Munson Books	138.44	2,421.35	57,000.00	54,578.65	4.25%
Total Services and Supplies		10,011.75	127,983.18	208,241.00	80,257.82	61.46%
Total Other Charges		0.00	0.00	0.00	0.00	0.00%

Total Fixed Assets		0.00	0.00	0.00	0.00	0.00%
414-070-70901	Intrafund Trans Out DN Reads (371)	0.00	18,000.00	18,000.00	0.00	100.00%
414-070-81000	Contingency	0.00	0.00	3,000.00	3,000.00	0.00%
Total Intrafund Transfers		0.00	18,000.00	21,000.00	3,000.00	85.71%
Total Expenses		27,333.60	294,051.53	457,993.00	163,941.47	64.20%
Revenues Over (Under) Expenditures		(21,549.03)	(19,630.01)	(79,178.00)	59,547.99	24.79%