

## **Board Packet**

6.15.23 Board Meeting

**Cooperative Information Network**  
**Income Statement - 66.67% Time Elapsed**  
**For the Eight Months Ending May 31, 2023**

<b>Unaudited</b>	<b>Current</b>			
	<b>Month</b>	<b>YTD Actual</b>	<b>Annual</b>	<b>YTD %</b>
			<b>Budget</b>	
<b>Revenues</b>				
1 INCOME - BENEWAH COUNTY	0.00	3,123.50	3,602.16	86.71
2 INCOME - CLARKIA	0.00	1,130.70	1,130.70	100.00
3 INCOME - COEUR D'ALENE	0.00	22,252.98	26,786.90	83.07
4 INCOME - COMMUNITY LIBRARY NET	0.00	56,067.91	84,318.86	66.50
5 INCOME - KELLOGG	0.00	1,394.41	1,394.41	100.00
6 INCOME - LIBERTY LAKE	0.00	6,518.87	6,967.38	93.56
7 INCOME - MULLAN PUBLIC	0.00	1,351.56	1,351.56	100.00
8 INCOME - OSBURN	0.00	1,067.70	1,067.70	100.00
9 INCOME - PEND OREILLE	0.00	5,624.99	5,549.58	101.36
10 INCOME - PLUMMER	0.00	1,641.36	1,641.36	100.00
11 INCOME - PRIEST LAKE	0.00	1,540.75	1,540.75	100.00
12 INCOME - SILVER HILLS	0.00	1,170.50	1,170.50	100.00
13 INCOME - ST. MARIES	0.00	3,131.81	3,610.47	86.74
14 INCOME - WALLACE HIGH	0.00	1,029.81	1,029.81	100.00
15 INCOME - WALLACE PUBLIC	0.00	1,514.15	1,514.15	100.00
16 INCOME - WEST BONNER	0.00	5,779.57	6,207.51	93.11
17 INCOME - EBOOKS MEMBERSHIP	0.00	0.00	10,000.00	0.00
18 INCOME - EBOOKS CONTRIBUTIONS	10,000.00	85,808.06	10,000.00	858.08
19 INCOME - E-BOOKS DONATIONS	0.00	6,000.00	3,000.00	200.00
20 INCOME - FREEGAL MUSIC	0.00	0.00	24,150.00	0.00
21 INCOME - INTEREST	7.16	44.73	40.00	93.93
22 CASH ON HAND	0.00	5,000.00	5,000.00	100.00
<b>23 Total Revenues</b>	<b>10,007.16</b>	<b>211,193.36</b>	<b>201,073.80</b>	<b>105.03</b>
<b>Expenses</b>				
24 EBOOKS & MATERIALS	10,000.00	108,808.06	30,000.00	362.69
25 EBOOK MEMBERSHIP	0.00	0.00	10,000.00	0.00
26 FREEGAL MUSIC	0.00	0.00	24,150.00	0.00
27 LANGUAGE LEARNING DATABASE	0.00	0.00	8,900.00	0.00
28 ByWATER / KOHA MAINTENANCE	27,069.28	30,277.33	32,050.00	94.47
29 EBSCO OPEN ATHENS/NOVELIST	0.00	0.00	8,800.00	0.00
30 ENVISIONWARE / MAINT	0.00	6,362.10	4,090.00	155.55
31 MARCIVE MAINTENANCE	1,733.00	1,733.00	1,650.00	105.03
32 OPAC MAINT-SYNETICS	0.00	3,638.64	3,650.00	99.69
33 ACCOUNTING SERVICES	0.00	0.00	1,850.00	0.00
34 AUDIT	3,751.92	3,751.92	3,950.00	94.99
35 LEGAL & PROFESSIONAL SERVICES	0.00	69.00	0.00	0.00
36 SUPPLIES	0.00	2,685.92	0.00	0.00
37 LOCAL COURIER	5,681.65	45,453.20	68,179.80	66.67
38 ORBIS COURIER	0.00	2,765.64	3,765.00	73.46
<b>39 Total Expenses</b>	<b>48,235.85</b>	<b>205,544.81</b>	<b>201,034.80</b>	<b>102.24</b>
<b>40 Net Income</b>	<b>(\$ 38,228.69)</b>	<b>\$ 5,648.55</b>	<b>\$ 39.00</b>	<b>14,483.46</b>

Cooperative Information Network  
Balance Sheet - 66.67% Time Elapsed  
May 31, 2023

**Unaudited**

**ASSETS**

**Current Assets**

MTN WEST - CK BK	\$	14,875.81	
ACCOUNTS REC		39.23	

<b>Total Current Assets</b>			<b>14,915.04</b>
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**Property and Equipment**

<b>Total Property and Equipment</b>			<b>0.00</b>
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**Other Assets**

MONEY MKT ACCT 2090005920		20,123.06	
PREPAID EXPENSES		20,506.09	

<b>Total Other Assets</b>			<b>40,629.15</b>
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<b>Total Assets</b>			<b>\$ 55,544.19</b>
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**LIABILITIES AND CAPITAL**

**Current Liabilities**

<b>Total Current Liabilities</b>			<b>0.00</b>
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**Long-Term Liabilities**

<b>Total Long-Term Liabilities</b>			<b>0.00</b>
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<b>Total Liabilities</b>			<b>0.00</b>
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**Capital**

NET ASSETS	\$	54,895.64	
Net Income		648.55	

<b>Total Capital</b>			<b>55,544.19</b>
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<b>Total Liabilities &amp; Capital</b>			<b>\$ 55,544.19</b>
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**Community Library Network  
Board of Trustees Special Meeting Minutes  
Friday 05 May 2023  
Post Falls Library**

**1:30 - 3:00 pm**

**We Empower Discovery**

Agenda

Call to order Meeting was called to order at 1:30 pm

Roll call Trustees: Katie Blank, Regina McCrea, Judy Meyer (arrived at 1:37 pm), Rachele Ottosen, Vanessa Robinson

Treasurer: Michele Veale

Staff: Lindsey Miller-Escarfuller, Janelle Sells, Michelle Fansler, Randy Zepeda

Executive session: (Idaho Code 74-206 (1)(a): To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need: action item *(30 minutes)*

McCrea moved to go into executive session per Idaho Code 74-206(1)(a) at 1:31 pm

Blank – Aye

McCrea – Aye

Meyer – Aye

Ottosen – Aye

Robinson – Aye

Sells and Fansler left the meeting at 1:31 pm

McCrea moved to leave executive session at 1:50 pm

Blank – Aye

McCrea – Aye

Meyer – Aye

Ottosen – Aye

Robinson – Aye

Sells, Fansler, and Zepeda joined the meeting at 1:53 pm

Succession planning: action item *(5 minutes)*

- Robinson moved to have the Interim Director, Lindsey Miller-Escarfuller, continue as Interim Director through June 5, 2023, at 8:00 am.

M, C - Robinson

2024 budget discussion *(30 minutes)*

- Miller-Escarfuller provided a comparison of other libraries for spending on personnel and collections from revenues. The data is from 2020 taken from the Institute of Museum and Library Services. She noted that expenditures on personnel and collections for the District is low in comparison to libraries of like service area. Robinson asked what expenses the District pays for that other libraries may not have

to. Blank noted the libraries that would be like comparisons. McCrea said that inflation may also be a factor. Miller-Escarfuller stated that service area refers to population. Blank would like more information about what Meridian Library District and Spokane County Library District budgets look like compared to the District.

- Miller-Escarfuller provided copies of the salary scenarios again. Budget worksheets were also presented. Robinson asked for lines of expenditures that really cannot be adjusted. Miller-Escarfuller talked about expenditure lines that could be reduced. Blank recalled that wages for front line staff were the most out of line.

Facilities projects discussion: action item *(20 minutes)*

- Miller-Escarfuller noted the current budget for the Hayden roof replacement was approved for \$185,000 and the most recent quote is \$233,000. She may be requesting additional funds from CARRF to help cover the increased cost. Randy Zepeda presented information and pictures of the Hayden library roof. He showed areas of deterioration. The bid process for the roof will require a full Request for Proposal and advertising. Miller-Escarfuller reviewed the library’s contract procedures and the requirements from Idaho Code. By consensus, CARRF funds may be used for the roofing project. McCrea moved to publish an RFP to replace the Hayden roof.

M, C - McCrea

Robinson moved to extend the meeting to 3:20 pm

M, C - Robinson

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

Adjournment: action item

Robinson moved to adjourn at 3:14 pm

M, C – Robinson

Respectfully submitted,  
Lindsey Miller-Escarfuller, Janelle Sells

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Calendar of events:

18 May 2023	Regular Meeting	9:00 – 12:30	Rathdrum
15 June 2023	Regular Meeting	9:00 – 12:30	Spirit Lake
20 July 2023	Regular Meeting	9:00 – 12:30	Harrison

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

Phone: 208-773-1506 ext. 329

Email: ADAcoordinator@communitylibrary.net

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

# COOPERATIVE INFORMATION NETWORK MINUTES

Wednesday, April 19, 2023  
Coeur d'Alene Public Library/Zoom

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

**CLN:** \_\_ Kari Wilson/X Mark Foster/X Janelle Sells

**Coeur d'Alene:** X Christopher Brannon/X Melissa Searle/ X Tyler McLane

**Liberty Lake:** X Georgette Rogers /**Tensed/DeSmet:** \_\_ Karen Owen /**Tri-Community:** \_\_ Teri Wood

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

## Introductions

All members present introduced themselves

## Amendments to Agenda:

- Koha Upgrade
- Visual marker for fees

## Approval of March 2023 Minutes:

Mandy moved to approve the agenda with the changes presented. Annette seconded. Motion carried.

## Approval of March 2023 Financial Statements:

Lindsey moved to approve the March 2023 financial statements.

Debbie seconded. Motion carried.

## Unfinished Business & Action items

- **Long Overdue (Lost) Change** = Christopher asked for any feedback on the upgrade. Mandy said this actually is part of what she need to requestNo action taken.
- **FY 23-24 Budget** = The budget was presented. Mandy motioned to accept the budget as presented. Jandy seconded. Motion carried.

## New Business:

- **Lost item fees remaining on accounts** = Issue has been addressed.
- **Joint Powers Agreement update** = Discussed changes to verbiage. Please review. Will vote next meeting. No further action taken.
- **Silver Hills Elementary** - Items have been in transit for a long time. Katie will research and let us know.
- **Additional minor card types and new CLN policy** - Mark discussed the changes to CLN via Koha. Working to keep this a background change as to not affect other libraries. The cards will not work outside of CLN. Child cards should go live 7/1 and Teen Cards 1/1/2024. This will be on an opt-in basis.
- **Hold list problems** - Meagan brought up some holds issues they've experienced. If anyone has a similar problem, please submit a ticket.
- **Microsoft Teams instead of Zoom** - CDA is going away from using Zoom. Next meeting will take place via teams.

- **Koha upgrade** - Christopher gave a quick overview of 22.11. We can expect to see a different interface, some cataloging tool changes, middle name field will return, etc. Christopher will send out more information to all via email.

**Adjournment:** 11:20 AM

**Next meeting:** Wednesday, May 17, 10AM. Coeur d'Alene Public Library/Zoom

Respectfully submitted, Meagan Mize

Community Library Network Financial Statement Analysis  
May 2023 – 66.67% of Time Elapsed

Note: Budget amendments approved at the January 19, 2023, meeting are reflected in the financial statements.

## Revenue

**Income – Taxes** – Property tax income is below expectations for May but still ahead for the year.

**Income – Bond Levy** – The law requires that all property tax money go to the Bond until this income line has reached 100%. We have received enough property tax income to satisfy our bond levy.

**Income – Sales Tax & Ag Equip** – Sales Tax Income is received quarterly. The next quarterly payment will be in August. This line is exceeding budget expectations.

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

**Income – Personal Property Replacement** – The first semi-annual payment has arrived.

**Income – Property Tax Relief** – The first semi-annual payment has arrived.

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

**Income – Copiers/Printers** – Copier/Printer income is above budget for May.

**Income – Donations** – Donation income this month includes generous gifts for Athol, Hayden, Pinehurst, Rainbow Squad, and for the purchase of books from the settlement of an estate. This line is above budget for the year.

**Income – Fees** – Fee income is below budget for May.

**Income – Lost & Paid** – Lost and paid income is above budget for May.

**Income – Grants** – Grant income this month is from the Idaho Community Foundation and will support life skills programming for teens.

**Income – CLN Friends Grants** – Grant income this month will support a Homeschool Mini-conference and a container garden at Athol.

**Income – Post Falls Friends Grants** – Grant income this month will support a Homeschool Mini-conference and the publication of the latest teen created magazine.

**Income – Interest** – Interest income is well above budget for the year due to Mountain West Bank re-evaluating our banking relationship and has increased the interest rate for our ICS account.



## Expenditures

**Salary Components** – The Salary Components, in total for May, are at 65.13% of their budgeted amount. The negative amount for Employments Taxes reflects a refund for our 2022 unemployment taxes.

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

**Children's Programs** – Children's programming expense is below budget for the month. Expenses this month support Summer Reading.

**Collections** – Collections spending is just below budget for the month.

**Collections – Library of Things** – Purchases for Library of Things are picking up but are still under budget.

**Communications/Marketing** – Expenses this month include the development and purchasing of collateral materials to support Summer Reading.

**Emerging Tech. Programs** – Expenses this month help promote the Hauser Park Days programs.

**OCLC/Databases** – No expense this month.

**Software** – The expense this month includes the monthly hosting services for Office 365 and the renewal for mobile printing.

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

**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 the bookmobile and several devices used by facilities staff. E-rate discounts are being applied.

**Tech Proc/Office** – Tech processing and supplies are just above budget for May.

**Grants** – Expenses this month include purchasing supplies for the Discovery Bus neighborhood outreach and teen wellness.

**Grants – CLN Friends** – Expenses this month support summer reading programs adults.

**Grants – Post Falls Friends** – Expenses this month support the Post Falls Fit & Fall Proof classes.

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

**Library Equip (under \$2500)** – Expenses this month include purchasing printers, a computer docking station and materials for building new Little Libraries.

**Mileage & Vehicle Maint.** – Expenses this month include fuel for District vehicles.

**Outreach Vehicles** – Expenses this month include fuel for Outreach vehicles and repairs for a failed mechanical fan and A/C condenser fan on the Sprinter van.

**Repairs & Maint. (as a group)** – As a group, repairs and maintenance are at 36.94% for May. Expenses this month include landscape maintenance for all locations, pest control at six buildings, painting at Hayden, and shelving for Spirit Lake.

**Snow Removal** – Snow removal expenses have been more than anticipated this year.

**Telephones** – Telephone expenses are just below budget for May.

**Utilities (as a group)** – As a group, utilities are at 71.12% for May. This month includes regular expenses for electricity, gas, water, sewer, and garbage. To be above budget this time of year is not unexpected.

**Audit** – The onsite portion of the audit has been completed. Staff have reviewed the draft report. The negative amount reflects billing CIN for their portion of the audit expense.

**Bank Svc Chg.** – Bank service charge expense is above budget for the month.

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

**Bond Interest** – The last bond interest payment will be in July.

**CIN** – We pay our dues to CIN quarterly. The next quarterly payment will be in July.

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

**Cont. Education (Tuition)** – Rachel Dykes has successfully completed her Spring 2023 courses.

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

**Dues** – Dues this month include renewal for membership at The Coeur Group.

**Insurance** – The second half has been paid. Liability insurance premiums were reduced when ICRMP discontinued their agreement with Payne West to represent the district. This line is complete for the year.

**Legal & Professional** – This line is above budget for May. Expenses this month include fees for the electronic time-keeping payroll system, legal consulting, Director search fees, the annual Harrison lot rental, and participation fees in various community events and parades.

**Petty Cash Expense** – Petty cash expense is above budget for May.

**Postage** – Postage is above budget for May. This line will end above budget for the year due to multiple postage rate increases.

**Sales Tax Expense** – This is paid quarterly based on the amount of income we receive for copier and printer use. This line is above budget for the quarter – just as the income line is that it is derived from.

**Storage Rental** – Storage rental is above budget for May. A new storage facility company was retained due to a 25% rate increase with the current company. In order to have time to move to the new facility, rent was paid

to both companies for the month of February. This line will end the year above budget by approximately 7.5% instead of over by 13.5% if we stayed with the current company.

**Training/Conf. Travel** – Expenses this month includes annual staff training on first aid, CPR, and AED devices and staff attendance at a Human Resource seminar and electronic document accessibility training.

## 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'22 have been completed.

### **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'22 have been completed.

**Land** – No change this month

**Land improvements** – No change this month

**Buildings** – Expense this month includes part of the architectural fees for the Hayden roof project.

**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 will be made in September.

**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'22 have been completed.

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

**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

DRAFT

**Community Library Network  
Board of Trustees Regular Meeting Minutes  
Thursday 18 May 2023  
Rathdrum Library**

**9:00 am – 12:30 pm**

**We Empower Discovery**

Agenda

Call to order Meeting was called to order at 9:00 am

Roll call Trustees: Katie Blank, Regina McCrea, Judy Meyer, Rachele Ottosen, Vanessa Robinson  
Treasurer: Michele Veale  
Staff: Lindsey Miller-Escarfuller, Janelle Sells, Michelle Fansler, Linda Mahon

Pledge of Allegiance

Meeting procedures

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.

- Bev Moss, Coeur d'Alene – She thanked Meyer and McCrea for their service.
- Marianna Cochran, Rathdrum – She noted the results of the election. She called for the Board Chair to resign.
- Luke Emmerson, Coeur d'Alene – He thanked Meyer and McCrea for their service. He appreciated their non-partisanship.
- Teresa Borrenpohl, Post Falls – She commented about a book she recently read. She thanked Meyer and McCrea for their service.
- Jessica Mahuron, Coeur d'Alene – She thanked Meyer and McCrea for their volunteerism. She noted that book banning is Fascism.
- Meghan Alcalá, Spirit Lake – She noted she is a former Youth Services librarian for the District. She thanked Meyer and McCrea for their service. She hopes the new trustees come on board with an open mind.
- Rebecca Priano, Post Falls – She thanked the trustees for their calmness in handling the attacks in the recent meetings. She talked about a book she recently read. Parents need to review what their children are reading.
- Ralph Shay, Coeur d'Alene – He is appreciative of what the Community Library Network does for the community. He thanked Meyer and McCrea for their service. He noted the newly elected trustees were not present at the meeting.
- Heather Greenman, Post Falls – She thanked the trustees for their service. She noted some misinformation that has been circulating. She asked for a parent committee to review books.
- Jeff Lewis – He voted based on his personal beliefs. He will be supporting the new trustees. He also supports a parent committee to review books.

Break from 9:30 to 9:37

Rathdrum Annual Report – Linda Mahon (*15 minutes*)

- Linda Mahon introduced herself. She noted some of the challenges over the past couple of years. She reviewed statistics on library usage. People come to the library for a variety of reasons, and most are looking for skilled staff to assist them. Access to many genres for all members of the community is provided through the Materials Selection Policy. The Library of Things is becoming more popular. Staff offer technological assistance for patrons. Internet access in Rathdrum is spotty and patrons utilize the library for this service. She shared a thank you note from a patron. Mahon reviewed some of the programs, events, and services offered at Rathdrum. Staff are always working to find new and inventive ways to serve the growing community. She thanked the Board for their support.

Staff introductions (*5 minutes*)

- Miller-Escarfuller introduced staff recently hired into vacant positions.
  - Cassie Robertson, Communications Coordinator
  - Marie Shockley, Adult Programming Coordinator

Consent agenda: action item (*10 minutes*)

Minutes of the special meeting of 11 April

Minutes of the regular meeting of 18 April

Minutes of the special meeting of 3 May

Minutes of the CIN meeting of February and March 2023

April CIN Financial Statements

- McCrea moved to accept the consent agenda.

M, C - McCrea

Community Library Network April 2023 financial statements: action item (*5 minutes*)

- Miller-Escarfuller noted the Communications line below budget, but increased spending will be forthcoming, especially with Summer Reading materials. Ottosen asked how much of Legal & Professional fees are for the District attorney. Staff will provide attorney hours spent during the past two years. McCrea moved to approve the financial statement for April 2023.

M, C – McCrea

Community Library Network April 2023 reports (*5 minutes*)

- Meyer appreciated the stories in the reports. She would like to see some portions of the reports shared on the website. Robinson asked when the program schedules for upcoming programs are available. Miller-Escarfuller noted that each library produces schedules, but she is hoping for quarterly program guides moving forward. McCrea noted the rawness of Denise's teen services report.

Circulation Statistics April (*10 minutes*)

- Miller-Escarfuller noted one of the campaign mailers stated that circulation has gone down. She clarified that COVID had a significant impact on circulation, and it has since seen increasing numbers.

Director's report (*15 minutes*)

- Miller-Escarfuller thanked the Board for trusting her to be the Interim Director. She provided an update on the implementation of the first stage for Library Card for Minors Policy. She noted that books that have been mentioned during public comment and are on lists that are circulating in the community are being reviewed. Staff training will begin in June. McCrea noted that legislators are intrigued and will be watching. Meyer thanked Miller-Escarfuller for her work. Miller-Escarfuller talked

about changes to CIN procedures regarding Long Overdue Lost. Items are not being removed from the shelves. Items that are checked out to patrons that are Long Overdue Lost are removed from availability within the library catalog. She also noted a book that had been removed from the library without being checked out was used at the Candidates forum. Ottosen noted that the Self-Check at Rathdrum does not always work properly.

Rathdrum Library Tour / Break *(15 minutes)*

Break and library tour from 10:27 am to 10:45 am

FY24 Budget Discussion *(30 minutes)*

- Miller-Escarfuller presented a second draft of the budget. She reviewed suggested reductions to come closer to a balanced budget. She also reviewed suggested salary changes. Scenario A moves the salary range to the low end of the current market. Scenario B would recognize staff longevity, but the salary range would still be in the low end of the market. Capital projects are suggested to be funded from Capital Asset Repair and Replacement funds instead of from current revenues for the next fiscal year. Miller-Escarfuller reviewed 2020 comparisons to Meridian and Latah for spending priorities. Meyer noted that the District is open more than double the number of hours than Meridian. District facilities are receiving more use. An "hours open" study may be needed. Future population growth will need to be monitored. A portion of the Forgone balance can be used for operational expenditures and/or capital projects. Sells reviewed how Forgone works. Miller-Escarfuller provided a ten-year review of the District levy rates. Ottosen noted the amount charged to property owners for the library did go up. Blank is suggesting a special meeting for further budget discussion. Ottosen suggested the new trustees attend.

Meeting Room Policy discussion: action item *(10 minutes)*

- Staff presented an updated Meeting Room Policy. Miller-Escarfuller reviewed the changes. Robinson asked about meetings being open to the public and if there needs to be a policy when the library co-sponsors a program or event. McCrea noted a spelling error. Bullet points can be added referencing the Code of Conduct and a definition of "Responsible Party". Meyer moved to approve the Meeting Room Policy dated May 18, 2023, with the three noted changes. Staff will bring the final policy back to the Board.

M, C – Meyer; Ottosen opposed.

Study Room Policy discussion: action item *(10 minutes)*

- Staff presented an updated Study Room Policy. Miller-Escarfuller reviewed the changes. Robinson asked about the age limit and who the responsible party might be for damages. Ottosen requested a bullet point referencing the Code of Conduct. Robinson moved to approve the Study Room Policy dated May 18, 2023, with noted changes referencing the Code of Conduct.

M, C - Robinson

Executive session: (Idaho Code 74-206 (1)(a): To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need: action item *(10 minutes)* – no executive session.

Succession Planning: action item *(5 minutes)*

- Onboarding plan
  - Blank noted that the new Director will begin June 5, 2023. Miller-Escarfuller will be developing the onboarding plan to be shared with the Board.

Trustee continuing education *(5 minutes)* – no discussion.

Facilities updates *(5 minutes)*

- The contract for the Hayden roof bid has been sent to the attorney for review.

Legislative updates (2.5 minutes)

- Legislators will be going back to Boise in the Fall, and it would be good for the Board to meet them.

Nominating committee (5 minutes)

- Robinson and Meyer will be working together to develop the slate of officers that will be elected at the next regular meeting. Positions to be elected are Chair, Vice Chair, Treasurer, and Clerk. The Treasurer and the Clerk do not necessarily need to be elected members of the Board.

Community announcements (2.5 minutes)

Public comment overview (5 minutes)

- McCrea and Meyer were very appreciative of the support. Blank noted a book discussed at the last meeting was from the adult section and was not owned by the District.

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

Personnel Policy manual (request from Ottosen) – will be scheduled after new Director is hired

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

- Budget meeting(s)
  - A special meeting for continued budget discussions will be held on May 23, 2023, from 2:00 to 4:00. Blank will invite the new trustees. Staff will notify the Board of the meeting location.

Adjournment: action item

McCrea moved to adjourn at 12:27 pm

M, C – McCrea

Respectfully submitted,

Lindsey Miller-Escarfuller, Janelle Sells

\*\*\*\*\*

Calendar of events:

15 June 2023	Regular Meeting	9:00 – 12:30	Spirit Lake
20 July 2023	Regular Meeting	9:00 – 12:30	Harrison
17 Aug 2023	Regular Meeting	2:00 – 5:00	Hayden
21 Sep 2023	Regular Meeting	9:00 – 12:30	Pinehurst

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

**Income – Benewah County** – Benewah County District Library has paid their portion of dues for the year and three quarters of their courier costs.

**Income – Clarkia** – Clarkia District Library has paid their portion of dues for the year.

**Income – Coeur d’Alene** – Coeur d’Alene Public Library has paid their portion of dues for the year and three quarters of their courier costs.

**Income – Community Library Network** – The District has paid three quarters of dues and courier costs for the year.

**Income – Kellogg** – Kellogg Public Library has paid their portion of dues for the year.

**Income – Liberty Lake** – Liberty Lake Municipal Library paid their dues for the year and three quarters of their courier costs.

**Income – Mullan Public** – Mullan Public Library has paid their portion of dues for the year.

**Income – Osburn** – Osburn Public Library has paid their portion of dues for the year.

**Income – Pend Oreille** – Pend Oreille County Library District paid for their dues for the year and three quarters of their courier costs.

**Income – Plummer** – Plummer Public Library has paid their portion of dues for the year.

**Income – Priest Lake** – Priest Lake Public Library has paid their portion of dues for the year.

**Income – Silver Hills** – Silver Hills Elementary School has paid their portion of dues for the year.

**Income – St Maries** – St Maries Public Library has paid for their dues for the year and three quarters of their courier costs.

**Income – Wallace High** – Wallace High School has paid their portion of dues for the year.

**Income – Wallace Public** – Wallace Public Library has paid their portion of dues for the year.

**Income – West Bonner** – West Bonner Library District has paid their dues for the year and three quarters of their courier costs.

**Income – E-books Membership** – This is received in May or June by CDA and CLN libraries.

**Income – E-books Contributions** – Contributions this month are from the Coeur d’Alene Library.

**Income – Donation for E-books** – No donations this month.

**Income – Freegal** – CIN voted not to renew Freegal. There will be no income this year.

**Income – Interest** – Interest rates are increasing, and this line is above budget.

## EXPENSES

**E-books & Materials** – Purchases this month are the result of the contributions from the Coeur d'Alene Library.

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

**Freegal Music** – CIN voted not to renew Freegal. This line will not be expended this year.

**Language Learning Database** – CIN voted to not renew Mango. This line will not be expended this year.

**ByWater / Koha Maintenance** – Expenses this month are for Twilio and annual KOHA renewal.

**EBSCO Open Athens/Novelist** – There is no expense this month.

**Envisionware / Maint.** – Envisionware ceased supporting the PC Reservation system. The increased cost reflects migrating to the new platform. Affected libraries were billed additional Dues to cover the cost. This line is complete for the year.

**Marcive Maintenance** – Due to an unexpected rate increase, this line ends the year above budget.

**OPAC Maint – Syndetics** – This line is complete for the year.

**Accounting Svcs** – This amount will be billed and paid in September of 2023.

**Audit** – The FY'22 audit is complete. The expense this month is CIN's portion.

**Supplies** – No expense this month.

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

**ORBIS Courier** – This is paid out in quarterly installments at the end of each quarter.

## 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. Audit adjustments for FY 22 have been completed.

**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. Audit adjustments for FY 22 have been completed.

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

Janelle Sells  
Business Manager  
CLN & CIN

**Community Library Network**  
**Income Statement - 66.67% of Time Elapsed**  
**For the Eight Months Ending May 31, 2023**

<b>Unaudited</b>	<b>Current Month</b>	<b>YTD Actual</b>	<b>Approved YTD % Amended Budget</b>	<b>Budget</b>
			<b>Annual Budget</b>	
<b>Revenues</b>				
1 INCOME - PROPERTY TAXES	51,351.31	3,064,163.61	4,966,876.00	61.69
2 INCOME - BOND LEVY	0.00	273,960.00	273,960.00	100.00
3 INCOME - SALES TAX & AG EQUIP	63,649.07	215,226.25	225,000.00	95.66
4 INCOME - COOP ELECT AGRMENT	0.00	0.00	32,750.00	0.00
5 INCOME - PERSONAL PROP RPLCMNT	0.00	16,030.02	27,983.00	57.28
6 INCOME - PROPERTY TAX RELIEF	0.00	32,152.22	67,700.00	47.49
7 INCOME - URD CLOSE	0.00	945.87	0.00	0.00
8 INCOME - COPIERS/PRINTERS	3,053.05	22,350.35	27,000.00	82.78
9 INCOME - DONATIONS	4,918.74	11,085.39	5,000.00	221.71
10 INCOME - FEES, ETC.	15.00	659.86	1,200.00	54.99
11 INCOME - LOST & PAID BOOKS	720.23	5,150.86	6,000.00	85.85
12 INCOME - GRANTS	5,674.00	10,174.00	20,000.00	50.87
13 INCOME - CLN FRIENDS	700.00	14,650.00	15,000.00	97.67
14 INCOME - POST FALLS FRIENDS	1,280.17	10,755.56	10,000.00	107.56
15 INCOME - INTEREST	7,206.95	25,215.68	1,100.00	2,292.33
<b>16 Total Current Revenues</b>	<b>138,568.52</b>	<b>3,702,519.67</b>	<b>5,679,569.00</b>	<b>65.19</b>
<b>Expenditures</b>				
17 SALARIES	231,013.42	1,806,505.74	2,767,825.00	65.27
18 PERSI RETIREMENT BENEFITS	21,979.05	178,885.17	284,636.00	62.85
19 MEDICAL/DENTAL BENEFITS	24,863.53	202,303.02	336,385.00	60.14
20 EMPLOYEE ASSISTANCE PROGRAM	184.83	1,478.64	2,353.00	62.84
21 VEBA HEALTH BENEFITS	0.00	61,520.47	63,305.00	97.18
22 EMPLOYMENT TAXES	(5,419.03)	146,744.30	226,318.00	64.84
23 Total Salaries and Benefits	272,621.80	2,397,437.34	3,680,822.00	65.13
24 ADULT PROGRAMS	305.18	14,158.85	23,000.00	61.56
25 CHILDREN'S PROGRAMS	2,697.54	20,377.85	43,000.00	47.39
26 COLLECT(Bks & Materials)	37,780.74	285,569.58	468,591.00	60.94
27 COLLECT(Library of Things)	109.38	2,486.84	5,000.00	49.74
28 COMMUNICATIONS / MARKETING	8,728.19	14,487.08	25,000.00	57.95
29 EMERGING TECH. PROGRAMS	404.81	1,561.68	4,000.00	39.04
30 OCLC/DATABASES	0.00	28,250.00	35,470.00	79.64
31 SOFTWARE	2,672.99	55,807.84	96,240.00	57.99
32 INTERNET ACCESS	597.00	1,194.00	11,343.00	10.53
33 TELECOM	5,410.47	23,582.78	88,730.00	26.58
34 TECH/PROC/OFFICE	5,819.36	42,393.52	62,300.00	68.05
35 GRANT	2,801.26	11,789.52	20,000.00	58.95
36 GRANTS - CLN FRIENDS	59.94	10,381.53	15,000.00	69.21
37 GRANTS - POST FALLS FRIENDS	68.26	8,022.89	10,000.00	80.23
38 Total Programs, Materials and Services	67,455.12	520,063.96	907,674.00	57.30
39 JANITORIAL	10,915.73	85,577.30	151,000.00	56.67
40 LIBRARY EQUIP (UNDER \$2500)	1,961.94	29,333.82	105,000.00	27.94
41 MILEAGE & VEHICLE MAINT.	388.67	12,545.64	22,500.00	55.76
42 OUTREACH VEHICLES - R & M	2,890.55	15,479.46	38,300.00	40.42
43 REPAIRS&MAINT/AT	693.17	5,401.57	17,800.00	30.35

**Community Library Network**  
**Income Statement - 66.67% of Time Elapsed**  
**For the Eight Months Ending May 31, 2023**

<b>Unaudited</b>	<b>Current Month</b>	<b>YTD Actual</b>	<b>Approved YTD % Amended Budget</b>	<b>Budget</b>
			<b>Annual Budget</b>	
44 REPAIRS&MAINT/HR	243.34	1,885.27	28,750.00	6.56
45 REPAIRS&MAINT/HL	1,818.92	13,524.89	33,350.00	40.55
46 REPAIRS&MAINT/PK	650.00	4,759.50	24,550.00	19.39
47 REPAIRS & MAINT/PF	890.15	28,863.74	57,425.00	50.26
48 REPAIRS&MAINT/RA	725.78	12,699.49	19,600.00	64.79
49 REPAIRS&MAINT/SL	882.84	4,183.40	11,600.00	36.06
50 SNOW REMOVAL	0.00	49,307.37	45,000.00	109.57
51 TELEPHONE	1,450.62	11,538.82	17,850.00	64.64
52 UTILITIES/AT	442.86	5,381.62	6,200.00	86.80
53 UTILITIES/HR	288.43	3,555.93	6,180.00	57.54
54 UTILITIES/HL	1,784.49	22,289.21	32,000.00	69.65
55 UTILITIES/PK	364.99	3,944.49	5,750.00	68.60
56 UTILITIES/PF	3,361.77	33,661.78	46,200.00	72.86
57 UTILITIES/RA	492.26	6,770.82	9,750.00	69.44
58 UTILITIES/SL	363.01	4,466.10	6,500.00	68.71
<b>59 Total Facilities Maintenance</b>	<b>30,609.52</b>	<b>355,170.22</b>	<b>685,305.00</b>	<b>51.83</b>
60 AUDIT	(2,651.92)	12,348.08	13,000.00	94.99
61 BANK SVC CHGS	3.21	198.68	250.00	79.47
62 BOND PRINCIPAL PAYMENT	0.00	0.00	240,000.00	0.00
63 BOND INTEREST	0.00	16,980.00	33,960.00	50.00
64 CIN	0.00	27,165.09	39,115.00	69.45
65 COURIER	0.00	33,902.82	45,204.00	75.00
66 CONT. EDUCATION - (Tuition)	1,541.29	3,082.58	5,200.00	59.28
67 COPIERS	0.00	6,374.67	8,000.00	79.68
68 DUES	150.00	2,634.00	2,750.00	95.78
69 INSURANCE	0.00	44,603.00	48,482.00	92.00
70 LEGAL & PROFESSIONAL	7,966.42	85,796.39	103,575.00	82.84
71 PETTY CASH EXP	130.00	620.00	850.00	72.94
72 POSTAGE	1,241.23	7,241.31	8,500.00	85.19
73 SALES TAX EXP	0.00	976.79	1,620.00	60.30
74 STORAGE RENTAL	350.00	3,082.00	4,140.00	74.44
75 TRAINING/CONF. TRAVEL	3,303.75	8,855.32	35,000.00	25.30
<b>76 Total District General Operations</b>	<b>12,033.98</b>	<b>253,860.73</b>	<b>589,646.00</b>	<b>43.05</b>
77 Capital Expenditure from Current Revenues	5,250.00	49,229.95	51,420.00	95.74
78 CARRF Fund Transfer from Current Revenues	0.00	0.00	373,859.00	0.00
<b>79 Total Capital Investment</b>	<b>5,250.00</b>	<b>49,229.95</b>	<b>425,279.00</b>	<b>11.58</b>
<b>80 Total Current Expenditures</b>	<b>387,970.42</b>	<b>3,575,762.20</b>	<b>6,288,726.00</b>	<b>56.86</b>
81 Total Current Revenues	138,568.52	3,702,519.67	5,679,569.00	65.19
82 Total Current Expenditures	387,970.42	3,575,762.20	6,288,726.00	56.86
<b>83 Net: Current Revenues less Current Expenditures</b>	<b>(249,401.90)</b>	<b>126,757.47</b>	<b>(609,157.00)</b>	

Additional expenditures to be paid from acceptance of additional carryforward funds at January 19, 2023 Board Meeting

**Community Library Network**  
**Balance Sheet - 66.67% of Time Elapsed**  
**May 31, 2023**

**Unaudited**

**ASSETS**

**Current Assets**

MTN WEST-CK BK	\$	6,323.39
ACCTS REC		86,398.90
PROPERTY TAX RECEIVABLE		486,528.00
		486,528.00

**Total Current Assets** **579,250.29**

**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)
		(8,917,774.79)

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

**Other Assets**

MNT WEST MMK - HENDERSON FUND		5,472.83
ICS		2,818,123.58
CARRF		220,986.83
CARRF - CDARS		234,467.14
MNT WEST MMK-PINEHURST BEQUEST		134,544.47
AMT TO PROV FR LONG TERM DEBT		106,076.74
		106,076.74

**Total Other Assets** **3,519,671.59**

**Total Assets** **\$ 10,616,525.82**

**LIABILITIES AND NET ASSETS**

**Current Liabilities**

Accrued Payroll	\$	48,146.00
SUTA PAYABLE		4,351.25
ACCRD ANNL LV		106,076.90
BOND INT PAYABLE		5,659.48
		5,659.48

**Total Current Liabilities** **164,233.63**

**Long-Term Liabilities**

BONDS PAYABLE		760,000.00
PREM ON BNDS PAY		735.31
DEFERRED PROPERTY TAX REVENUE		468,102.00
		468,102.00

**Total Long-Term Liabilities** **1,228,837.31**

**Total Liabilities** **1,393,070.94**

**Community Library Network**  
**Balance Sheet - 66.67% of Time Elapsed**  
**May 31, 2023**

**Unaudited**

**NET ASSETS**

NET INVEST IN FIXED ASSETS	5,701,982.51
NET ASSETS-UNRESTRICTED	2,990,050.04
RESTR NET ASSETS	339,578.91
CARRF	15,856.00
NET INCOME	<u>175,987.42</u>

**Total Net Assets** 9,223,454.88

**Total Liabilities & Net Assets** \$ 10,616,525.82

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RESOLUTION CLN 06.15.2023-1

Change of Bank Signature Cards

WHEREAS, the Board of Trustees of the Consolidated Free Library District, dba Community Library Network, Kootenai County and Shoshone County, Idaho, acting as fiscal agent for the Cooperative Information Network (CIN), a Joint Powers Agreement governmental organization, has determined there is a need to change the bank account signature cards due to the hiring of a new Library Director and newly elected Board Trustees.

NOW, THEREFORE, be it resolved by the Board of Trustees of the Consolidated Free Library District, dba Community Library Network, Kootenai County and Shoshone County:

As of June 15, 2023 new signature cards for the Consolidated Free Library District, dba Community Library Network and Cooperative Information Network bank accounts be approved and reflect the following authorized signors:

- Alexandria Eccles – Director
- Lindsey Miller-Escarfuller – Assistant Director
- \_\_\_\_\_ - Board Chair
- \_\_\_\_\_ - Board Treasurer

Passed and approved this 15<sup>th</sup> day of June, 2023.

\_\_\_\_\_, Chairman

\_\_\_\_\_, Clerk