

Board Packet

7.17.23 Board Meeting

**Community Library Network
SPECIAL Board of Trustees Meeting
MONDAY 17 July 2023
POST FALLS LIBRARY**

2:00 - 4:00 pm

We Empower Discovery

Agenda

Call to Order

Roll Call

Budget Discussion (*115 minutes*)

Set Special and Regular Meeting Date(s): Action Item(s) (*5 minutes*)

Adjournment: Action Item

Calendar of events:

18 July 2023	Special Meeting Budget Discussion	2:00-4:00	Post Falls
20 July 2023	Regular Meeting	1:00-4:00	Post Falls
25 July 2023	Special Meeting Budget Discussion	2:00-4:00	Post Falls
10 Aug 2023	Budget Hearing	5:30	Post Falls
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: ADAcordinator@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.

July 17, 2023
CLN FY24 Budget Changes
ZERO % & GROWTH

Upon reflection of the board's concerns and comments and the desire to balance the budget, the following changes have been updated in the FY24 Budget Worksheet. The recommendations achieve a balanced budget for the upcoming fiscal year.

Zero % increase with growth | reflecting the board's desire to lessen the tax burden on community residents

Line 19: move staff salaries into the recommended minimum pay scale and provide staff not impacted by this change with 3% COLA

- This reflects the board's desire to fairly pay staff

Lines 26 – 31: Cut programming and collections

- Reduce adult programming to \$13,000
- Reduce youth programming to \$23,000
- Reduce collections physical to **\$300,000**
- Reduce collections library of things to \$2,000
- Reduce emerging technology programming to \$2,000
 - These cuts represent the board's concerns regarding programming and collections

Line 42: Cut library equipment to \$73,140

- This partially reflects the board's request to reduce this line by \$40,000

Line 70: Cut dues to \$2,000

- This reflects the board's concern regarding ALA membership

Line 78: Cut training and conference travel to \$20,000

- This reflects the board's concern regarding ALA training and conferences

1.0 % increase with growth | reflecting the board's desire to lessen the tax burden on community residents

All Line Changes in Zero – model with \$50,000 restored to the Collection.

Lines 26 – 31: Cut programming and collections

- Reduce collections physical to **\$350,000**

Community Library Network

7-14-2023 Board Draft Worksheet

FY'24 Worksheet

Wages @ FY'23 Wage Range

	3% Allowed by law = \$149,916 1% = \$49,972 ESTIMATED Growth Amount = \$100,000						
	FY'23 Approved Amended Budget	% of Revenue	FY'24 - 0% Growth Only Annual Budget WITHOUT E-rate Discount	% of Revenue	FY'24 - 1% Growth Only Annual Budget WITHOUT E-rate Discount	% of Revenue	
CURRENT REVENUES							
1	INCOME - PROPERTY TAXES	4,966,876	87.45%	5,066,876	85.82%	5,116,848	85.94%
2	INCOME - BOND LEVY	273,960	4.82%	278,400	4.72%	278,400	4.68%
3	INCOME - SALES TAX & AG EQUIP	225,000	3.96%	300,000	5.08%	300,000	5.04%
4	INCOME - COOP ELECT AGRMENT	32,750	0.58%	35,100	0.59%	35,100	0.59%
5	INCOME - PERSONAL PROP RPLCMNT	27,983	0.49%	27,983	0.47%	27,983	0.47%
6	INCOME - PROPERTY TAX RELIEF	67,700	1.19%	64,300	1.09%	64,300	1.08%
7	INCOME - URD CLOSE	-	0.00%	-	0.00%	-	0.00%
8	INCOME - COPIERS/PRINTERS	27,000	0.48%	34,000	0.58%	34,000	0.57%
9	INCOME - DONATIONS	5,000	0.09%	10,000	0.17%	10,000	0.17%
10	INCOME - FEES, ETC.	1,200	0.02%	1,100	0.02%	1,100	0.02%
11	INCOME - LOST & PAID BOOKS	6,000	0.11%	7,400	0.13%	7,400	0.12%
12	INCOME - GRANTS	20,000	0.35%	20,000	0.34%	20,000	0.34%
13	INCOME - CLN FRIENDS	15,000	0.26%	15,000	0.25%	15,000	0.25%
14	INCOME - POST FALLS FRIENDS	10,000	0.18%	10,000	0.17%	10,000	0.17%
15	INCOME - INTEREST	1,100	0.02%	34,000	0.58%	34,000	0.57%
16	INCOME - LEVY EDUCATION	-	0.00%	-	0.00%	-	0.00%
17	INCOME - MISC	-	0.00%	-	0.00%	-	0.00%
18	TOTAL CURRENT REVENUES	5,679,569		5,904,159		5,954,131	
CURRENT EXPENDITURES							
19	SALARIES	2,767,825	48.73%	2,959,974	50.13%	2,959,974	49.71%
20	PERSI RETIREMENT BENEFITS	284,636	5.01%	287,573	4.87%	287,573	4.83%
21	MEDICAL/DENTAL BENEFITS	336,385	5.92%	376,292	6.37%	376,292	6.32%
22	EMPLOYEE ASSISTANCE PROGRAM	2,353	0.04%	2,350	0.04%	2,350	0.04%
23	VEBA HEALTH BENEFITS	63,305	1.11%	65,440	1.11%	65,440	1.10%
24	EMPLOYMENT TAXES	226,318	3.98%	249,798	4.23%	249,798	4.20%
25	TOTAL SALARIES & BENEFITS	3,680,822	64.81%	3,941,427	66.76%	3,941,427	66.20%
26	ADULT PROGRAMS	23,000	0.40%	13,000	0.22%	13,000	0.22%
27	CHILDREN'S PROGRAMS	43,000	0.76%	23,000	0.39%	23,000	0.39%
28	COLLECTIONS - Physical & E- Materials	468,591	8.25%	300,000	5.08%	350,000	5.88%
29	COLLECTIONS - Library of Things	5,000	0.09%	2,000	0.03%	2,000	0.03%
30	COMMUNICATIONS/MARKETING	25,000	0.44%	22,500	0.38%	22,500	0.38%
31	EMERGING TECHNOLOGY PROGRAMS	4,000	0.07%	2,000	0.03%	2,000	0.03%
32	OCLC/DATABASES	35,470	0.62%	52,000	0.88%	52,000	0.87%
33	SOFTWARE	96,240	1.69%	108,000	1.83%	108,000	1.81%
34	INTERNET ACCESS	11,343	0.20%	23,880	0.40%	23,880	0.40%
35	TELECOM	88,730	1.56%	144,000	2.44%	144,000	2.42%
36	TECH PROC / OFFICE SUPPLIES	62,300	1.10%	57,628	0.98%	57,628	0.97%
37	GRANT	20,000	0.35%	20,000	0.34%	20,000	0.34%
38	GRANTS - CLN FRIENDS	15,000	0.26%	15,000	0.25%	15,000	0.25%
39	GRANTS - POST FALLS FRIENDS	10,000	0.18%	10,000	0.17%	10,000	0.17%
40	TOTAL PRGMS, MATERIALS & SERVICES	907,674	15.98%	793,008	13.43%	843,008	14.16%
41	JANITORIAL	151,000	2.66%	160,000	2.71%	160,000	2.69%
42	LIBRARY EQUIP (UNDER \$2500)	105,000	1.85%	73,140	1.24%	73,112	1.23%
43	MILEAGE & VEHICLE MAINT.	22,500	0.40%	24,000	0.41%	24,000	0.40%
44	OUTREACH VEHICLES - R & M	38,300	0.67%	38,300	0.65%	38,300	0.64%
45	REPAIRS&MAINT/AT	17,800	0.31%	14,225	0.24%	14,225	0.24%
46	REPAIRS&MAINT/HR	28,750	0.51%	7,600	0.13%	7,600	0.13%
47	REPAIRS&MAINT/HL	33,350	0.59%	23,800	0.40%	23,800	0.40%
48	REPAIRS&MAINT/PK	24,550	0.43%	18,900	0.32%	18,900	0.32%
49	REPAIRS & MAINT/PF	57,425	1.01%	35,200	0.60%	35,200	0.59%
50	REPAIRS&MAINT/RA	19,600	0.35%	18,800	0.32%	18,800	0.32%
51	REPAIRS&MAINT/SL	11,600	0.20%	12,750	0.22%	12,750	0.21%
52	SNOW REMOVAL	45,000	0.79%	35,000	0.59%	35,000	0.59%
53	TELEPHONE	17,850	0.31%	18,250	0.31%	18,250	0.31%
54	UTILITIES/AT	6,200	0.11%	9,050	0.15%	9,050	0.15%
55	UTILITIES/HR	6,180	0.11%	6,000	0.10%	6,000	0.10%
56	UTILITIES/HL	32,000	0.56%	37,700	0.64%	37,700	0.63%
57	UTILITIES/PK	5,750	0.10%	6,700	0.11%	6,700	0.11%
58	UTILITIES/PF	46,200	0.81%	55,200	0.93%	55,200	0.93%
59	UTILITIES/RA	9,750	0.17%	11,750	0.20%	11,750	0.20%
60	UTILITIES/SL	6,500	0.11%	7,600	0.13%	7,600	0.13%
61	TOTAL FACILITIES MAINTENANCE	685,305	12.07%	613,965	10.40%	613,937	10.31%
62	AUDIT	13,000	0.23%	14,500	0.25%	14,500	0.24%
63	BANK SVC CHGS	250	0.00%	350	0.01%	350	0.01%

**Community Library Network
FY'24 Worksheet
Wages @ FY'23 Wage Range**

7-14-2023 Board Draft Worksheet

3% Allowed by law = \$149,916 1% = \$49,972 ESTIMATED Growth Amount = \$100,000		FY'23 Approved Amended Budget	% of Revenue	FY'24 - 0% Growth Only Annual Budget WITHOUT E-rate Discount	% of Revenue	FY'24 - 1% Growth Only Annual Budget WITHOUT E-rate Discount	% of Revenue
64	BOND PRINCIPAL PAYMENT	240,000	4.23%	255,000	4.32%	255,000	4.28%
65	BOND INTEREST	33,960	0.60%	23,400	0.40%	23,400	0.39%
66	CIN	39,115	0.69%	34,972	0.59%	34,972	0.59%
67	COURIER	45,204	0.80%	45,204	0.77%	45,204	0.76%
68	CONT EDUCATION -(Tuition)	5,200	0.09%	-	0.00%	-	0.00%
69	COPIERS	8,000	0.14%	9,500	0.16%	9,500	0.16%
70	DUES	2,750	0.05%	2,000	0.03%	2,000	0.03%
71	INSURANCE (ICRMP)	48,482	0.85%	51,293	0.87%	51,293	0.86%
72	LEGAL & PROFESSIONAL	103,575	1.82%	82,000	1.39%	82,000	1.38%
73	LEVY EDUCATION EXPENSE	-	0.00%	-	0.00%	-	0.00%
74	PETTY CASH EXP	850	0.01%	1,000	0.02%	1,000	0.02%
75	POSTAGE	8,500	0.15%	10,000	0.17%	10,000	0.17%
76	SALES TAX EXP	1,620	0.03%	2,040	0.03%	2,040	0.03%
77	STORAGE RENTAL	4,140	0.07%	4,500	0.08%	4,500	0.08%
78	TRAINING / CONF TRAVEL	35,000	0.62%	20,000	0.34%	20,000	0.34%
79	TOTAL DISTRICT GENERAL OPERATIONS	589,646	10.38%	555,759	9.41%	555,759	9.33%
80	CAPITAL EXPENDITURE FROM CURRENT REVENUE	51,420	0.91%	-	0.00%	-	0.00%
81	ANNUAL TRANSFER TO CARRF FUND	373,859	6.58%	-	0.00%	-	0.00%
82	TOTAL CAPITAL INVESTMENT	425,279	7.49%	-	0.00%	-	0.00%
83	TOTAL CURRENT EXPEDITURES	6,288,726		5,904,159		5,954,131	
84	Total Current Revenues	5,679,569		5,904,159		5,954,131	
85	Total Current Expenditures	6,288,726		5,904,159		5,954,131	
86	Net: Current Revenues less Current Expenditure	(609,157)		0		0	
For FY'23: Additional expenditures to be paid from acceptance of additional carryforward funds at January 19, 2023 Board Meeting							
Balance Sheet Line Items							
Carryforward assigned to Capital Projects				56,000		56,000	
CARRF assigned to Capital Project(s)				102,500		102,500	
Total Non-Current Revenue Funds Assigned for Capital Projects				158,500		158,500	
Capital Projects							
From CARRF Account							
Lighting retrofit at Hayden				75,000		75,000	
HVAC Controls				10,500		10,500	
CCTV Camera upgrade at Spirit Lake				17,000		17,000	
				102,500		102,500	
Capital Projects from Non-Current Revenue Funds							
Sidewalk Ramp at Harrison				16,000		16,000	
Storage / HVAC at Harrison				40,000		40,000	
				56,000		56,000	
Total Capital Expenditures				158,500		158,500	
Funds Available for Expenditures							
Current Year Revenues				5,904,159		5,954,131	
Estimated Carryforward (Less Assigned & Restricted) - Too Soon to Calculate							
CARRF Assigned to Capital Projects				102,500		102,500	
Carryforward Assigned to Capital Project				56,000		56,000	
Total Funds Budgeted for Expenditures				6,062,659		6,112,631	
Planned Expenditures							
Current Year Budgeted Expenditures less Capital Project				5,904,159		5,954,131	
Capital Project from Current Revenues				-		-	
Capital Projects from Non-Current Revenues				158,500		158,500	
Estimated Carryforward Reserved for Next Fiscal Year - Too soon to Calculate							
Total Proposed Expenditures				6,062,659		6,112,631	
Total Funds Available less Total Planned Expenditures				0		0	

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Pay Grade	Job Category	Proposed Wage Range	# of Staff	% of Staff	Proposed Salary Total	Salary %	Benefit Description: Offered to some staff
A	Circulation Assistant	\$14.09 - \$17.61	7	6.54%	55,475	1.87%	None
B	Technical Services Assistant Circulation Specialist I Facilities Specialist	\$15.78 - \$19.73	36	33.64%	400,987	13.55%	Medical, Dental, VEBA, PERSI and Vaca/Sick
C	Circulation Specialist II (Circ plus A/P or IT duties)	\$17.67 - \$22.09	10	9.35%	212,091	7.17%	Medical, Dental, VEBA, PERSI and Vaca/Sick
D	Emerging Technology/Outreach Specialist	\$18.98 - \$23.73	0				
E	Outreach Specialist Adult Programming Specialist Youth Services Specialist Administrative Assistant	\$20.38 - \$25.48	29	27.10%	807,599	27.28%	Medical, Dental, VEBA, PERSI and Vaca/Sick
F	Library Circulation Supervisor Technical Services Specialist Information Specialist Webmaster	\$21.81 - \$27.26	7	6.54%	288,519	9.75%	Medical, Dental, VEBA, PERSI and Vaca/Sick
G	Lead Supervisor Library Manager Outreach Manager	\$23.34 - \$29.18	6	5.61%	259,879	8.78%	Medical, Dental, VEBA, PERSI and Vaca/Sick
H	Emerging Technology Librarian Communication Coordinator	\$24.97 - \$34.96	2	1.87%	126,586	4.28%	Medical, Dental, VEBA, PERSI and Vaca/Sick
I	Community Librarian/Manager Youth Services Coordinator	\$26.72 - \$37.41	2	1.87%	134,436	4.54%	Medical, Dental, VEBA, PERSI and Vaca/Sick
J	Collection Development/Tech Services Coordinator Adult Programming Coordinator Facilities Manager	\$30.46 - \$42.64	5	4.67%	377,304	12.75%	Medical, Dental, VEBA, PERSI and Vaca/Sick
K	IT Coordinator Business Manager	\$32.59 - \$45.63	1	0.93%	78,005	2.64%	Medical, Dental, VEBA, PERSI and Vaca/Sick
L	Assistant Director	\$37.15 - \$52.01	1	0.93%	91,095	3.08%	Medical, Dental, VEBA, PERSI and Vaca/Sick
M	Director	\$50.15 - \$70.21	1	0.93%	128,000	4.32%	Medical, Dental, VEBA, PERSI and Vaca/Sick

Total Staff 107 75 Part-time, 4 Part-time Mgr/Coord., 28 Full-time
Total Wages 2,959,974

Proposed Salary Expenditures Budget	At Scheduled Hours	87% Reduction	FY'23 Approved Budget
Salaries			
	3,129,061	2,959,974	2,767,825
Staff with PTO	1,828,389	1,828,389	
Staff without PTO	1,300,672	1,131,585	
PERSI Retirement Benefits			
	299,467	287,573	284,636
Staff with PTO	207,979	207,979	
Staff without PTO	91,487	79,594	
Medical +15% / Dental Benefits +5%			
	376,292	376,292	336,385
Medical - Staff	318,034	318,034	
Medical - Dependents	26,195	26,195	
Dental	32,063	32,063	
Employee Assistance Program			
	2,350	2,350	2,353
VEBA Health Benefits			
	65,440	65,440	63,305
Employment Taxes			
	265,438	249,798	226,318
FICA	239,373	226,438	
Workers Comp	18,774	17,760	
Unemployment	31,291	29,600	
Unemployment Refund	(24,000)	(24,000)	
Total Salaries and Benefits	4,138,048	3,941,427	3,680,822

Proposal:
Add 11.50 hours for a Youth Services Specialist at Hayden
Add 7.50 hours for a Youth Services Specialist at Harrison
Add 8.50 hours for a Circulation Specialist at Harrison
Add 9.00 hours for a Circulation Specialist at Pinehurst