

Board Packet

10.19.23 Board Meeting

**Community Library Network
SPECIAL Board of Trustees Meeting
FRIDAY, September 8, 2023
HARRISON LIBRARY**

9:00AM – Noon

We Empower Discovery

Agenda

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

Roll Call Trustees: Katie Blank, Tom Hanley, Rachelle Ottosen, Tim Plass, Vanessa Robinson
Staff: Alexa Eccles, Lindsey Miller-Escarfuller

Pledge of Allegiance

Public Comment *(30 minutes)*

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

- Lori Dombrowski, Harrison. She spoke about the library being an essential part of the community's activities, offering essential services like Wi-Fi and being a place to gather.
- Rich Dombrowski, Harrison. He spoke about being a 20-year resident and after losing population for 100 years is poised now to grow.
- Wanda Irish, Harrison. Resident and Mayor of Harrison spoke about how the library is important to the city and to her personally.
- Mary Byrne, Harrison. She has been an educator for 36 years and watched every Board meeting. Selection responsibilities rest with parents. The Board is micromanaging. Cuts hurt kids.
- Glendora DeSantis, Harrison. She has lived in the community for 6 years, and the library is important and provides services such as interlibrary loan, children's programs, and DVDs.
- Courtney Brown, Harrison. She just moved to the area, uses Wi-Fi, homeschool mom and was previously a high school teacher. Choices should be ours.
- Joseph Prophet, Harrison. Bigger communities have resources. Restricting access is up to parents. The Board's job is policy setting. Let the staff do the necessary work.
- Ty Byrne, Harrison. He has been an area resident for 20 years. The library is a hub and a gathering place, social interaction, safe place. Staff are kind, helpful, and are proud of the work they do.
- Kathy Rees, Harrison. She has a business degree and is a business owner. Homeschools her 8-year-old granddaughter that reads at a 6th grade level. Recommends growing the library, doing things that bring more life in, and raising money for the library.
- Will Butler, Harrison. He lives within the city and was introduced to libraries by his mother. He feels comfortable in libraries, they are welcoming, and he can be himself. Children are smiling and it is a meeting place.
- David Greenwood, Harrison. His mother dragged him to the library, he now has a son. 6 years ago, he was in awe, besides books to become involved in activities. Begs Board to keep programs, there is no replacement.

Point of Order - Trustee Blank. From last meeting. Blank is concerned it is going to happen again at this meeting. Blank stated she was very concerned about this point of order. Blank asked for it to be noted that she was not allowed to bring up a point of order. Chair Ottosen made a note.

Board Procedures/Robert's Rules Resolution: Action Item *(15 minutes)*

- Chair Ottosen stated the purpose of Robert's Rules resolution is to stop talking over and attempt to thwart the will of the Board majority. Civility is required to be a better board. The back of the 3rd page, Resolution. Use Article III, Section 6. Initiate 1) obtaining the floor and 2) address the chair avoid using names.

Point of Order - Trustee Blank. Is this discussion and then we will look at resolution? Is this open for Discussion. Blank has several questions. Ottosen stated, yes, it is open for discussion. Ottosen stated she looked up in 2022, there were 4 procedures, 3 took 10 minutes, one was allotted 5 minutes. Hoping 15 minutes would be more than sufficient. Previously done by consensus.

- Trustee Robinson stated the Board is already using Robert's Rules for small boards. What is the meaning of resolution? Trustee Plass thought it was a good idea to recognize a time to speak and not compete. Trustee Blank stated she was concerned that everyone should be given the chance to speak once. Instead of twice. It is the responsibility of the Chair. Trustee Hanley was given a handout on his first day that he has been following. Hanley is not interested in being too stiff and rigid but wants better discussion. Trustee Blank expressed the Board needs to slow down, asking members to speak, sometimes the Director is not included. Trustee Hanley stated the Director is a non-voting member. Trustee Robinson stated in spirit the Director is part of the Board. Trustee Blank stated silencing staff has never been done.
- By consensus, the Board will revisit at the end of February 2024.

Discussion of CLNs Insurance Policy: Action Item *(20 minutes)*

- Trustee Robinson asked if CLN was being singled out by ICRMP. Trustee Blank asked what the red flags are or concerns that have been pointed out. She recalled that the Board refused to speak to ICRMP Counsel relating to an employee issue, the Board has refused to cooperate with ICRMP.
- Director Eccles reviewed what all members agree to in the Board signed Joint Powers Agreement (JPA). JPA states members will cooperate with ICRMP legal counsel, notify people of claims, keep informed of purpose activities like policies and job descriptions.
- By consensus, the Director will start the ICRMP appeal process and find out if extending the library's current policy by one month is possible.

Tour of Harrison Library *(10 minutes)*

- The Board toured the facility and the meeting reconvened at 10:41am.

Discussion of Materials Selection Policy *(50 minutes)*

- Trustee Blank looked at the first part, which was worked on last time that changed the section on responsibility. Progression is good and she appreciates the people that worked on that.
- Chair Ottosen, reading from Idaho Commission for Libraries (ICfL) Trustee Manual; under responsibilities, "The Library Director implements policies set by the Board." She would like to delete the second sentence and replace it with a quote from page 21. Trustee Plass feels it is a better

sentence. Trustee Blank does not want to approve a policy without seeing it. She would like to see the draft with strike through lines and the added sentence. Director Eccles said quote is from the orientation – bulleted list in the ICfL Trustee Manual. She referred Board to entire section on Board's role on collection which includes the Freedom to Read and Intellectual Freedom in the ICfL Trustee Manual. Chair Ottosen stated we are sending it to the attorney to review it, the draft will be in the Board packet. Chair Ottosen asked if the Board has consensus. Majority of Board members agreed.

Point of Order - Trustee Blank. No consensus. Plass, Hanley and Ottosen said yes.

- Trustee Robinson cautioned that the government moves slowly for a reason.
- Trustee Plass campaigned on wanting to make quick changes, remove intellectual freedom and any reference to ALA. Policy needs a lot more work. Plass wants to get something done quickly, like to add second bullet "excluding recommendations from ALA and affiliates." Does not want to rely on book recommendation lists, wants added "excluding recommendation lists from ALA and affiliates." Does not want staff to be using ALA recommendations.
- Director Eccles explained part of the reason the process is slow and thorough is that after a policy is adopted, changes are implemented by staff. Clear directions for staff are necessary. The Caldecott and Newberry awards are ALA awards, does that mean staff cannot purchase award winning books? Taking the time now and going through the process and answering questions is preferred over making a change and then coming back and making another change. It lacks consistency for staff.

Point of Order – Blank. Every person is a trustee and speaks once. Not what is meant as debate. Everyone takes the same amount of time to speak. Chair directing the meeting not using it as a time to make more comments than everyone else. I believe some items may violate Idaho Code, the Idaho Constitution, and the Federal Constitution.

- Trustee Plass was not certain why there would be confusion, staff should not use ALA lists. If the same book is on another list, staff could still do it. No more books bought that ALA is recommending.
- Trustee Blank said the issue is bringing us into legal issues. To say we will not be purchasing – would that be censorship? That sounds like censorship, a huge red flag issue. Intellectual Freedom, choice is an individual matter "for adults" was added. Blank cited Idaho Statute, Title 32, Chapter 1010 Idaho Parental Rights Act and Title 32, Chapter 1013 Interference with Fundamental Parental Rights Restricted. If we are planning to limit choices to minors, as a public library we do not act "in loco parentis". If we are limiting choice to minors, we may be violating the Idaho Code. Children have First Amendment rights. Taking out the rest of the paragraph, we are saying no to the First Amendment. Intellectual Freedom is the First Amendment, which would be a huge red flag. Freedom to Read and Library Bill of Rights, continue to support First Amendment rights. These rights are Fundamental to ethics for public libraries. Staying within the First Amendment and taking out statements that support it, what will it be replaced with?
- Director Eccles read from the Idaho Commission for Libraries definition of censorship. "Censorship is the suppression of ideas and information that certain persons – individuals, groups, or government officials – find objectionable or dangerous. It is no more complicated than someone saying, "Don't let anyone read this book, or buy that magazine, or view that film, because I object to it!"
- Trustee Hanley stated he wants books purchased to comply with the updated policy.

- Trustee Blank stated what the Director read fits censorship. Cautioning this is dangerous territory, the First Amendment. We must be very careful.
- Chair Ottosen stated we do not have consensus.

Point of Order - Blank. Blank brought up Intellectual Freedom and wants to discuss it next. Robinson stated this policy was changed last year. She requested an explanation for why it is important to change it now. Chair Ottosen stated her reasons were stated at a previous meeting. Plass offered his thinking that Intellectual Freedom is a bogus freedom and not part of the First Amendment. Children have different First Amendment rights than adults. He wants the American Library Association removed. Hanley stated removing this language is not changing the law and does not take those freedoms away. Blank reiterated what was expressed that you can take this out but what it shows is that this library is not committed to Intellectual Freedom. We will be limiting the choice for children. Idaho Statute, Title 33, Chapter 2702 Public Library Districts (6) Public library services "shall meet standards established by the board of library commissioners." The Freedom to Read and the Library Bill of Rights is the standard set by the board of library commissioners. Our library should meet this requirement and if we do not we are opening ourselves up to legally violating the Idaho Code and Federal Law.

Discussion to disaffiliate with ALA and its subsidiaries *(50 minutes)*

- Plass asked if ALA was Marxist? Plass stated the members elected a president that is Marxist. ALA promotes the book 1619, which is clearly unamerican. Intellectual Freedom is not part of the First Amendment. Robinson stated this is a tough one and she does not fully understand the breadth of ALA. Asked if it would be beneficial if we wrote a letter of concern to ALA. She is reluctant to throw the whole system out as there must be good parts. Robinson asked are we saying staff no longer need specialized training and ALA approved curriculum.
- Chair Ottosen responded she did not believe anyone was saying we cannot hire librarians that have gone through ALA training. There are other nationwide library associations staff can receive training from. She wanted the board to focus on the Cambell County, Wyoming statement. The last sentence, CLN policies will be adjusted. Before that add: "or promote ALA agendas and campaigns such as the so-called banned books week." The reason for the addition is that Ottosen stated she had looked at banned book week. All the books are sexually explicit materials that frequently seem aimed at minors and she does not think that is appropriate.
- Blank also has concerns with ALA and would prefer they were more centralists. Blank supports writing a letter to ALA. Our job is to provide access to information in a neutral fashion. Freedom to Read was adopted in 1953 and the Bill of Rights was adopted in 1939. These documents have been updated to reflect how we receive and access information and ideas today.
- Director Eccles stated 3 different versions have been presented. Each version would have different meanings. The Board should be specific, for example, CLN will not pay for ALA membership or conference attendance.
- No consensus on asking the Director to draft a letter to ALA. Robinson and Blank would like a letter. Hanley and Plass do not want a letter.

Point of Order – Trustee Blank. The board has not put forward a motion. Is the Board sending "the discussion" to counsel?

- Ottosen asked if the short version from Cambell County with the addition of “or promote ALA agendas and campaigns such as the so-called banned books week” was agreed upon. Plass, Hanley and Ottosen said yes. Robinson and Blank said no.
- Ottosen asked if there was a consensus to send this statement to the attorney? The attorney will address any legal concerns and discuss them at the next meeting. Plass, Hanley and Ottosen said yes. Robinson and Blank said no.

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

- Hanley would like to see a Special Meeting to discuss URD rebate and amending the budget.

Hanley moved to extend the meeting by 20 minutes.

M, C - Hanley

- By consensus, the Board will call a special meeting to discuss URD rebate and amend the budget on Friday, 15th. Trustees can attend in person or via video conferencing.

Adjournment: Action Item

Blank moved to adjourn at 11:54am

M, C- Blank

Respectfully submitted,
Alexa Eccles

Calendar of events:

21 Sep 2023	Regular Meeting	9:00 – 12:30	Pinehurst
19 Oct 2023	Regular Meeting	2:00 – 5:30	Post Falls
16 Nov 2023	Regular Meeting	2:00 – 5:30	Post Falls
21 Dec 2023	Regular Meeting	2:00 – 5:30	Post Falls

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

Phone: 208-773-1506 ext. 329

Email: ADAAccordinator@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.

**Community Library Network
SPECIAL Board of Trustees Meeting Minutes
FRIDAY, September 15, 2023
POST FALLS LIBRARY / Microsoft Teams**

10:00AM – 11:00AM

We Empower Discovery

Agenda

Call to Order Meeting was called to order at 10:00 am

Roll Call Trustees: Katie Blank, Tom Hanley, Rachele Ottosen, Tim Plass (Via Teams at 10:03 am),
Vanessa Robinson
Staff: Alexa Eccles, Lindsey Miller-Escarfuller, Janelle Sells

Ottosen moved to amend the agenda to add update/discussion for closing Harrison and Sunday closure hours and extending the meeting until 11:20 am to be the next item on the agenda. Robinson and Blank are unable to extend their time.

M, C – Ottosen, Blank and Robinson opposed.

Update/discussion on Sunday hours and Harrison closure.

- Ottosen moved to suspend the rules to limit comments to two minutes per trustee per turn. Eccles recommended not to have any further public discussion regarding Sunday hours until legal counsel has responded.

M, C – Ottosen, Blank and Robinson opposed.

- Ottosen, Plass and Hanley do not want to pursue further discussions about closing Harrison or closing Sundays. Eccles noted that the tabled motion will need to be brought back to another agenda for action.

Discussion to Accept or Reject the Urban Renewal District funds in the amount of \$42,256.90 to be received on September 21, 2023. *Action Item (15 minutes)*

- Hanley noted the funds were already collected from taxpayers and he suggests accepting the funds and reducing the tax levy for FY'24. Robinson is in favor of accepting the funds but not reducing the tax levy for FY'24. Plass stated carryforward is overfunded. He is in favor of reducing the FY'24 tax levy. Blank is in favor of accepting the URD rebate. She does not agree that carryforward is overfunded. Ottosen is in agreement with Hanley. Eccles noted the increased revised estimates for legal and insurance expenditures. She does not believe the District has excess funds. Robinson moved to accept the URD Funds of \$42,256.90. Hanley moved to amend Robinson's motion by reducing the tax levy for Maintenance and Operations for FY'24 by \$42,256.90. Eccles noted the funds will be received in FY'23 and will be in carryforward for FY'24.

Vote on Hanley's amendment to reduce the M & O tax levy for FY'24

M, Failed – Hanley; Blank requested a Roll Call vote.

Blank – Nay

Hanley – Aye

Plass – Nay

Robinson – Nay

Vote on Robinson's motion to accept the URD funds in the amount of \$42,256.90.

M, C - Robinson

Discussion to Amend the FY2024 Community Library Network Budget for Maintenance and Operations not to include Bond. Options include: 1) Reduce Expenses or 2) Expend Carryforward. *Action Item (45 minutes)*

- Plass asked if the FY'23 budget will need to be re-opened to accept the URD funds. Eccles noted it is not unusual to have to reopen the budget. Hanley wants to reduce the FY'24 Maintenance and Operations tax levy by the amount of the URD funds. Blank noted that the reduction tells staff and the community that the Board is not supporting them. Plass wants the carryforward reduced to two months of expenditures. Eccles is concerned about possible misunderstanding of carryforward. She is also concerned about the risk of increased legal fees and insurance costs. She noted the increase in employee turnover. Blank is also concerned about the perception of carryforward. Plass moved to modify the FY'24 budget to show additional carryforward funds in the amount of \$42,256.90 and reduce the Maintenance and Operations tax levy amount by \$42,256.90. Robinson had to leave the meeting but stated her vote on the motion would be opposed.

M, C – Plass; Blank requested a Roll Call vote.

Blank – Nay

Hanley – Aye

Plass – Aye

Ottosen – Aye

Hanley moved to extend the meeting by 10 minutes.

M, C – Hanley, Blank opposed

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

- Eccles discussed the engagement letter for the auditor. Blank noted the importance of adding this agenda item to the next meeting. A consensus has been reached to add the audit engagement to the September 21, 2023, agenda.

Adjournment: Action Item

Blanked moved to adjourn at 11:28 am

M, C – Blank

Respectfully submitted,
Alexa Eccles, Janelle Sells

Calendar of events:

21 Sep 2023	Regular Meeting	9:00 – 12:30	Pinehurst
19 Oct 2023	Regular Meeting	2:00 – 5:30	Post Falls
16 Nov 2023	Regular Meeting	2:00 – 5:30	Post Falls
21 Dec 2023	Regular Meeting	2:00 – 5:30	Post Falls

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AMENDED

**Community Library Network
Board of Trustees Regular Meeting Minutes
Thursday, September 21, 2023
Pinehurst Library**

9:00am – 12:30pm

We Empower Discovery

Agenda

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

Roll call Trustees: Katie Blank, Tom Hanley, Rachele Ottosen, Tim Plass, Vanessa Robinson
Staff: Alexa Eccles, Janelle Sells, Michelle Fansler
Guest(s): Colton Boyles

Pledge of Allegiance

Public Comment (*30 minutes*)

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

- Marianna Cochran, Rathdrum – She spoke against the American Library Association and is in favor of CLN disassociating with ALA.
- Jeff Lewis, Post Falls – He is in favor of disaffiliating with the American Library Association and moving towards the World Library Association.
- Phyllis Johnstone, Kingston – She spoke against budget cuts. The Pinehurst library is a needed community center.
- Regina McCrea, Post Falls – She asked the Board what problem is being solved by adding the Materials Selection Policy to the agenda again. She suggested reviewing the Minor Card Policy.

Pinehurst Library Report – staff presentation (*10 minutes*)

- Brenda Ludwick discussed the Pinehurst, Kingston, and Smeltonville area. She reviewed the statistics for the library. Library use is steady throughout the year. She reviewed the history of the beginnings of the Pinehurst library. Ludwick introduced her staff. She discussed programs that are presented at the library. Youth programs have grown so large, they are held in the main part of the library. She reviewed the adult programs that are presented. She also discussed some changes to the facility.

Consent agenda: action item (*10 minutes*)

Minutes of the Regular meeting of August 17
Minutes of the Special meeting of July 25
Minutes of the Special meeting of August 5
Minutes of the Budget Hearing of August 10
Minutes of the Special meeting of August 18
CIN Financial Statements Aug 2023

- Hanley moved to accept the consent agenda with the three noted changes.

M, C - Hanley

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

- Plass asked about Property Tax Income. Plass moved to accept the August 2023 Financial Statements.

M, C - Plass

Circulation Statistics: August 2023 (5 minutes)

- The statistics were presented in the table packet. Eccles noted circulation and door count is above last year. Hanley would like to see the statistics in a graph format and show more years to compare. New door counters have been purchased for all libraries. Plass asked about statistics on weeded collections and expired patrons. He also asked how internet use is counted.

Director's report (15 minutes)

Director's Presentation

Board Calendar

- Eccles noted the Hayden roof contract has been signed. A report has not been returned about Harrison yet. She reviewed the Board calendar for the next fiscal year. Facility planning and policy reviews can be added. Blank is in favor of adding Facility Planning to start in December. Robinson asked if a consultant would be hired to assist with developing a Facilities Master Plan. A report from the Facilities Manager will be presented in November. Eccles noted that facility planning is more than repairs and maintenance but includes future planning for the community and growth. The Public Records and Retention Policy should be reviewed. Eccles noted some other policies that may need to be reviewed. Hanley would like to review the Minors Card Policy. Policies are generally developed by the Director, presented to the Board for review, and sent to the attorney for legal compliance. The Board has the final approval regarding policies.

Ottosen moved to suspend the rules and trustees will be limited to 2 minutes per turn.

M, C – Ottosen; Blank opposed

CLN closure on Sundays no longer being considered: Action item (5 minutes)

- Ottosen moved that if the CLN Trustees did in fact have a valid approval vote of closing on Sundays it is now rescinded. CLN is not closing all the branches on Sundays. This agenda item was added to the agenda on Tuesday, September 19, 2023.

M, C - Ottosen

Legal Counsel Report (15 minutes)

Response to recent letter(s)

- Mr. Boyles stated that several letters were received regarding Sunday closures. He asked the Board to authorize him to respond to the letters with the recent Board action regarding Sunday closures. Eccles, Blank, and Robinson are requesting the memo from the attorney that was asked for in a previous meeting. Consensus was reached for the attorney to respond to the letters without the Board receiving a memo.

Comments & Discussion

- Robinson asked the attorney to provide more descriptive information on billing, including which staff or trustee is responsible for the billing.

Break – Tour (10 minutes) Break taken from 10:27 am to 10:39

Trustee continuing education: Roberts Rules (Chair Ottosen) (5 minutes)

- Ottosen reviewed updated Roberts Rules of Order. Blank asked who provided the document and will ask to add this to a future meeting.

Engagement of Auditor for FY2023: Action item *(5 minutes)*

- The letter of engagement with Anderson Brothers, CPA was included in the Board packet. The library is required to have a specialized governmental audit. Toni Hackwith has a long-standing history with the District. Hanley moved to approve engaging Anderson Brothers CPA for the FY'23 financial audit.

M, C - Hanley

Discussion of ICRMP Appeal letter: Action item *(25 minutes)*

- Consensus reached for the Director to work with legal counsel to file an appeal with ICMRP. Hanley moved to direct the Director to work with legal counsel to file an appeal with ICRMP prior to the deadline. Eccles suggested an executive session may be needed to review the final letter. A spokesperson will need to be identified for the oral portion of the appeal. An executive session will be held on September 27 at 12:30 to review the ICRMP appeal letter. Ottosen moved to amend the motion to bring the draft appeal letter to the Board in executive session on September 27, 2023, at 12:30. Hanley withdrew his motion. Ottosen withdrew her amendment to the motion.

Discussion of CLNs Insurance Policy Options: Action Item *(25 minutes)*

- Hanley suggested getting quotes from other insurance brokers. Plass and Ottosen would like multiple brokers to quote. Eccles noted she was directed to contact Redman at 4:45 pm on September 20, 2023. She stated that Redman cannot provide a full quote but can provide a quote for employment coverage. Redman would be requesting quotes from the same insurance companies as Marsh McLennan, formerly PayneWest Insurance. Eccles noted the limited time frame to receive quotes. Robinson asked what other districts have used Redman instead of ICRMP for insurance. Hanley would like the Director to get a quote from Redman. Plass asked for all insurance options to be presented at the next special meeting. The insurance companies will be quoting based on the previous ICRMP policy. A consensus was reached to have Redman provide a full insurance quote. Plass moved to add any additional insurance quotes from Redman and March McLennan, formerly PayneWest Insurance, be provided for review at the special meeting held on September 27, 2023, at 12:30 pm.

M, C - Plass

Discussion of Materials Selection Policy: Action item *(25 minutes)*

- Hanley provided suggested changes. Blank is concerned about removing the Intellectual Freedom section. Plass stated that intellectual freedom is not in the Constitution and minors do not have the same First Amendment rights as adults. Robinson is also opposed to removing the section. Discussion was held regarding the Statement of Purpose and Intent for Policy. Blank asked who provided the policy draft and what experience they have writing policies. Discussion will continue at future meetings.

Discussion to disaffiliate with ALA and its subsidiaries: Action item *(15 minutes)*

- Blank is concerned this topic was not initially presented as a discussion item. Robinson wants the ALA to know why the disaffiliation is occurring and the resolution does not clarify the reason. She also asked about the World Library Association. Eccles noted what she found on the WLA website. She asked for clarification on affiliates and subsidiaries of ALA and where staff may be allowed to receive training. Ottosen moved to approve Trustee Hanley's resolution

as amended to disassociate from the American Library Association if there are no objections from the attorney. Plass is opposed to any funds or library promotions sponsored by the ALA. Ottosen moved to call the previous question.

M, C – Ottosen; Blank requested a roll call vote.

Vote on Ottosen motion

Blank – Nay

Hanley – Aye

Ottosen – Aye

Plass – Aye

Robinson – Abstained

Ottosen moved to extend the meeting to 12:40 pm

M, C – Ottosen

Committee Report (5 minutes)

Director Evaluation Policy

- No meeting has been scheduled yet. Counsel advised that committee meetings be subject to open meeting law.

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

- Blank requested discussion regarding Roberts Rules of Order. She would also like the attorney to provide a workshop on First Amendment rights. By consensus both items will be added to the next regular meeting.
- Robinson requested discussion regarding the Boyles Law invoice format.

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

Eccles announced the Idaho Library Board of Commissioners and the Idaho Commission for Libraries will be in North Idaho. There will be a tour of the Post Falls library on September 27, 2023, followed by a dinner. A tour of the Pinehurst library will be on September 28, 2023. A special meeting will be noticed in case two or more Trustees attend the events.

Adjournment: Action item

Plass moved to adjourn at 12:42 pm

M, C - Plass

Respectfully submitted,
Alexa Eccles, Janelle Sells

Calendar of events:

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

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DRAFT

AMENDED
Community Library Network
SPECIAL Board of Trustees Meeting Minutes
WEDNESDAY, September 27, 2023
POST FALLS LIBRARY

12:30PM – 1:30PM

We Empower Discovery

Agenda

Call to Order Meeting was called to order at 12:30 pm

Roll Call Trustees: Katie Blank, Tom Hanley, Rachelle Ottosen, Tim Plass (arrived at 12:32 pm)
Vanessa Robinson (left the meeting at 1:34 pm)
Staff: Alexa Eccles, Lindsey Miller-Escarfuller, Janelle Sells
Guest(s): Colton Boyles

Discussion and possible engagement of a new liability insurance provider: *Action item (15 minutes)*

- Eccles stated she has not received any quotes from either broker. Marsh McLennen is estimating receiving a quote with the same coverage at approximately the same premium on Thursday, September 28, 2023. Boyles received notification from Redman that Travelers Insurance declined quoting. Eccles noted an emergency meeting may need to be called if an insurance policy cannot be approved prior to 11:59 pm on September 30, 2023. Hanley suggested choosing from whatever quotes are presented at a meeting on Friday, September 29, 2023. Boyles noted most carriers are on the East Coast and close of business would be 2:00 pm. Plass moved to schedule a special meeting on Friday, September 29, 2023, at 1:00 pm to review insurance quotes and make a decision. Blank stated she would not be available. Eccles is not available in person either. She recommends a special meeting on Thursday, September 28, 2023, at or after 5:00 pm. Boyles noted the code regarding Director attendance at meetings. Closing the libraries for lack of coverage would have a significant impact on the public and staff. Eccles recommends moving forward with ICRMP to prevent closing the libraries. Boyles noted Eccles could attend a special meeting remotely. Hanley prefers to close libraries, letting the policy lapse, if ICRMP is the only policy option. Boyles is not in favor of a lapse in coverage. Plass withdrew his motion. Plass moved to schedule two special meetings, Thursday, September 28, 2023, at 5:00 pm and Friday, September 29, 2023, at 1:00 pm to review all insurance quotes and make a decision. Robinson is not available on the 28th. Blank is not available on the 28th or the 29th. Eccles will be available via telecommunications on the 29th.

M, C - Plass

Executive Session (Idaho Code 74-206(1)(f): To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. *(30 Minutes)*

Blank asked what the general reason is for going into executive session. Robinson cannot stay past 1:30 today. Plass does not see a need for executive session today. Boyles noted the executive session is for him to counsel the Board regarding the letters received from outside agencies. No executive was called. Hanley moved to extend the meeting by 10 minutes until 1:42 pm.

M, C – Hanley; Robinson opposed.

Eccles does not think an executive session for the ICRMP appeal needs to be in executive session. Ottosen asked for consensus for agenda items not addressed at this meeting except Trustee Continuing Education, to be added to the upcoming two special meetings. Consensus was reached. Blank is opposed.

~~Discussion of Community Library Network's increasing risks as it relates to insurance policy renewal(s):
Action item (2.5 minutes)~~

Review legal counsel recommendations, authorize insurance and release of resolution: *Action item (5 minutes)*

- Boyles noted he has not had an adequate amount of time to address concerns about the resolution. He does not recommend adding this to the next two meetings.

Approval of appeal letter to be sent to ICRMP Insurance: Action Item (5 minutes)

~~Discussion and possible engagement of a new liability insurance provide: Action Item (20 minutes)~~

Discussion of the 9.21.2023 Trustee Continuing Education presentation (5 minutes) – will be on the next regular meeting agenda.

Set Special and Regular Meeting Date(s): Action Item(s) (2.5 minutes)

Adjournment: Action Item

Plas moved to adjourn at 1:49 pm

M, C – Plas

Respectfully submitted,
Alexa Eccles, Janelle Sells

Calendar of events:

27 Sep 2023	Possible Quorum	5:00 - 7:00	Post Falls
19 Oct 2023	Regular Meeting	2:00 – 5:30	Post Falls
16 Nov 2023	Regular Meeting	2:00 – 5:30	Post Falls
21 Dec 2023	Regular Meeting	2:00 – 5:30	Post Falls

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Email: ADAcordinator@communitylibrary.net

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Amended: 09.26.2023 @ 12:25pm | Posted: 09.25.2023

Community Library Network
SPECIAL Board of Trustees Meeting Minutes
THURSDAY, September 28, 2023
POST FALLS LIBRARY

5:00-7:00PM

We Empower Discovery

Agenda

Call to Order Meeting was called to order at 5:02 pm

Roll Call Trustees: Tom Hanley, Rachelle Ottosen, Tim Plass (arrived at 5:05 pm)
Treasurer: Julie Saad (left the meeting at 6:38 pm)
Staff: Alexa Eccles, Lindsey Miller-Escarfuller, Janelle Sells
Guest(s): Colton Boyles

Discussion and possible engagement of a liability insurance provider: *Action item (55 minutes)*

- Eccles summarized communication from Redman Insurance and Marsh McLennan, formerly PayneWest Insurance. A policy proposal for a supplement-type policy from Great American Insurance Group was received. This would complement the ICRMP policy. Boyles commented on communication from Mr. Winkler with Redmen. He recommended authorizing the Director to act unilaterally to bind a policy prior to October 1, 2023. Eccles has started reviewing the application process for Great American Insurance Group. Quotes for a comprehensive cover plan have not been received yet. Plass is not in favor of moving forward with a supplement plan and wants to wait until Friday, September 29, 2023. Boyles noted Idaho statute for the Board obligations for insuring the District and noted the Financial Management Policy giving the Director authorization to contract services. He also stated the Director has a fiduciary responsibility to the entity. Plass and Hanley want another comprehensive plan to review before binding a policy. Ottosen wants to authorize the Director to bind a policy(s) in the best interest of the District. Plass moved to authorize the Director to complete the Great American Insurance Group and the ICRMP applications to be available should the Board move forward with the respective policies at the Friday, September 29, 2023, 1:00 pm meeting.

M, C - Plass

Executive Session (Idaho Code 74-206(1)(f)): To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. *(40 Minutes) Discuss 3 recent letters*

Hanley moved to go into executive session per Idaho Code 74-206(1)(f) at 6:34 pm

Boyles noted statute is not clear regarding the two thirds requirement to enter into executive session and he is prepared to discuss this in an open meeting. Hanley withdrew his motion.

- Boyles reviewed his response to three letters from outside entities regarding Sunday library closures. A consensus was reached to authorize Boyles to respond with his suggested letter.

Review of legal counsel recommendations *(5 minutes)* – no further discussion

Authorize insurance: *Action item (5 minutes)* – no further discussion

Release of ALA Resolution: *Action item (5 minutes)*

- Eccles recommends further discussion on this topic to be held at the next regular meeting. Boyles would like to resolve some issues brought forward by others.

Approval of appeal letter to be sent to ICRMP Insurance: *Action Item (5 minutes)*

- Eccles believes it is in the best interest of the District to appeal some of the liability insurance reductions from ICRMP. She provided a revised appeal letter and reviewed the items to appeal. Restoration of some of these areas may be retroactive to the start of the policy. Ottosen has concerns about some statements in the letter and stated forced education is repugnant. Hanley has concerns that the appeal requires more conditions than he is willing to accept. Plass is not in favor of the appeal and does not want the Director to spend time on it. Boyles noted the deadline for the appeal may be tied to policy renewal.

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

Adjournment: *Action Item*

Plass moved to adjourn at 7:00 pm

M, C - Plass

Respectfully submitted,
Alexa Eccles, Janelle Sells

Calendar of events:

29 Sep 2023	Special Meeting	1:00 – 3:00	Post Falls
19 Oct 2023	Regular Meeting	2:00 – 5:30	Post Falls
16 Nov 2023	Regular Meeting	2:00 – 5:30	Post Falls
21 Dec 2023	Regular Meeting	2:00 – 5:30	Post Falls

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**Community Library Network
SPECIAL Board of Trustees Meeting Minutes
FRIDAY, September 29, 2023
POST FALLS LIBRARY & Teams**

1:00-3:00PM

We Empower Discovery

Agenda

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

Roll Call Trustees: Tom Hanley, Rachelle Ottosen, Tim Plass, Vanessa Robinson
Staff: Alexa Eccles, Lindsey Miller-Escarfuller, Janelle Sells
Guest(s): Colton Boyles

Discussion and possible engagement of a liability insurance provider: *Action item (55 minutes)*

- Eccles noted that Redman Insurance and Marsh McLennan would not have any quotes on Friday, September 29, 2023. The current available option is renewing with ICRMP and selecting the supplement-type insurance policy from Great American Insurance Group. Plass moved to direct the library director to process the applications and paperwork for ICRMP and Great American Insurance Group she was asked to complete at the September 28, 2023, meeting and engage those two policies. The Board authorizes the Director contracting authority over \$50,000 for insurance.

M, C - Plass

Executive Session (Idaho Code 74-206(1)(f)): To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. *(40 Minutes) Discuss 3 recent letters – No Discussion*

Review of legal counsel recommendations *(5 minutes) – No Discussion*

Authorize insurance: *Action item (5 minutes) – No Discussion*

Release of ALA Resolution: *Action item (5 minutes) – No Discussion*

Approval of appeal letter to be sent to ICRMP Insurance: *Action Item (5 minutes)*

- Hanley requested clarification regarding the objective of the appeal. Eccles reviewed the letter from ICRMP about the reduction in coverage. The appeal draft letter requests retro-active coverage restoration. She believes it is in the best financial interest of the District to appeal. Plass is not in favor of the draft appeal at this time. Robinson is in favor of appealing to ICRMP for restoration of coverage. Eccles noted the Board's instruction to begin the appeal process at a prior meeting. She reviewed the appeal letter showing a good faith action to ICRMP to improve. Ottosen disagrees with some of the items in the letter and with forced education. The basis for the letter notes areas of concern from a risk management standpoint and the requirements of the Joint Powers Agreement with ICRMP. Boyles noted there are some notifications requirements that may limit coverage. Robinson asked what would cause an insurance company to remove employee liability coverage.

Boyles and Eccles referred to the Joint Powers Agreement for specific reasons that coverage may have been lost. Hanley is not in favor of the appeal letter at this time either. A consensus was reached for the insurance brokers to continue a comprehensive insurance quote. Boyles advised the Board to commit to a policy. Plass moved to end the discussion and continue the discussion in a special meeting at a later time. Eccles noted the substantial increase in the number of Board meetings in the last several months. Boyles offered optional language for the appeal letter to get the appeal process started. He noted it would be better to start the process sooner. Ottosen would like a letter drafted with counsel's recommendations.

M, Failed – Plass; Hanley and Robinson opposed.

Ottosen moved for an appeal letter to be drafted with counsel's recommendations. The Board reviewed edits to the appeal letter. Eccles recommends authorizing the Chair to submit on behalf of the Board. Ottosen withdrew her motion. Ottosen moved to submit the appeal letter as amended.

M, C - Ottosen

Set Special and Regular Meeting Date(s): *Action Item(s) (5 minutes)* – No Discussion

Adjournment: *Action Item*

Hanley moved to adjourn at 2:22 pm

M, C - Hanley

Respectfully submitted,
Alexa Eccles, Janelle Sells

Calendar of events:

29 Sep 2023	Special Meeting	1:00 – 3:00	Post Falls
19 Oct 2023	Regular Meeting	2:00 – 5:30	Post Falls
16 Nov 2023	Regular Meeting	2:00 – 5:30	Post Falls
21 Dec 2023	Regular Meeting	2:00 – 5:30	Post Falls

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Posted: 09.27.2023 @ 4:30pm

Cooperative Information Network
Income Statement - 100.00% Time Elapsed
For the Twelve Months Ending September 30, 2023

Unaudited	Current Month	YTD Actual	Annual Budget	YTD %
Revenues				
1 INCOME - BENEWAH COUNTY	0.00	3,602.17	3,602.16	100.00
2 INCOME - CLARKIA	0.00	1,130.70	1,130.70	100.00
3 INCOME - COEUR D'ALENE	0.00	24,646.32	26,786.90	92.01
4 INCOME - COMMUNITY LIBRARY NET	0.00	78,778.72	84,318.86	93.43
5 INCOME - KELLOGG	0.00	1,394.41	1,394.41	100.00
6 INCOME - LIBERTY LAKE	0.00	6,997.54	6,967.38	100.43
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	6,103.66	5,549.58	109.98
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	3,610.48	3,610.47	100.00
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	6,736.91	6,207.51	108.53
17 INCOME - EBOOKS MEMBERSHIP	0.00	10,000.00	10,000.00	100.00
18 INCOME - EBOOKS CONTRIBUTIONS	10,000.00	150,808.06	10,000.00	1,508.08
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	7.10	68.27	40.00	170.68
22 CASH ON HAND	0.00	5,000.00	5,000.00	100.00
23 Total Revenues	10,007.10	314,193.07	201,073.80	156.26
Expenses				
24 EBOOKS & MATERIALS	10,000.00	173,808.06	30,000.00	579.36
25 EBOOK MEMBERSHIP	0.00	10,000.00	10,000.00	100.00
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	608.56	32,495.52	32,050.00	101.39
29 EBSCO OPEN ATHENS/NOVELIST	0.00	0.00	8,800.00	0.00
30 ENVISIONWARE / MAINT	0.00	7,015.50	4,090.00	171.53
31 MARCIVE MAINTENANCE	0.00	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	1,850.00	1,850.00	1,850.00	100.00
34 AUDIT	0.00	3,751.92	3,950.00	94.99
35 LEGAL & PROFESSIONAL SERVICES	0.00	69.00	0.00	0.00
36 SUPPLIES	(158.40)	1,531.26	0.00	0.00
37 LOCAL COURIER	5,681.65	68,179.80	68,179.80	100.00
38 ORBIS COURIER	967.81	3,733.45	3,765.00	99.16
39 Total Expenses	18,949.62	307,806.15	201,034.80	153.11
40 Net Income	(\$ 8,942.52)	\$ 6,386.92	\$ 39.00	16,376.72

Cooperative Information Network
Balance Sheet - 100.00% Time Elapsed
September 30, 2023

Unaudited

ASSETS

Current Assets

MTN WEST - CK BK	\$	1,440.64	
ACCOUNTS REC		<u>39.23</u>	

Total Current Assets			1,479.87
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Property and Equipment

Total Property and Equipment			0.00
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Other Assets

MONEY MKT ACCT 2090005920		36,146.60	
PREPAID EXPENSES		<u>20,506.09</u>	

Total Other Assets			56,652.69
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Total Assets		\$	<u>58,132.56</u>
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LIABILITIES AND CAPITAL

Current Liabilities

ACCOUNTS PAYABLE		<u>1,850.00</u>	
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Total Current Liabilities			1,850.00
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Long-Term Liabilities

Total Long-Term Liabilities			0.00
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Total Liabilities			1,850.00
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Capital

NET ASSETS	\$	54,895.64	
Net Income		<u>1,386.92</u>	

Total Capital			56,282.56
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Total Liabilities & Capital		\$	<u>58,132.56</u>
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REVENUE

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

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 and courier costs for the year.

Income – Community Library Network – The District has paid their portion 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 has paid their portion of dues and courier costs for the year.

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 has paid their portion of dues and courier costs for the year.

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 their portion of dues and courier costs for the year.

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 portion of dues and courier costs for the year.

Income – E-books Membership – This line is complete for the year.

Income – E-books Contributions – Contributions this month are from the Community Library Network.

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 Community Library Network.

E-book Membership – This line is complete for the year.

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.

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 – Community Library Network has billed CIN for FY'23 Accounting Services.

Audit – This line is complete for the year.

Supplies – The negative amount represents member libraries reimbursing CIN for supplies received.

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 23 have not been completed yet.

Current Liabilities – The amount for Accounts Payable reflects invoices received for FY'23 but not paid prior to fiscal year end.

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 23 have not been completed yet.

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

Janelle Sells
Business Manager
CLN & CIN

Community Library Network
Income Statement - 100.00% of Time Elapsed
For the Twelve Months Ending September 30, 2023

Unaudited	Current Month	YTD Actual	Approved YTD % Amended Budget	YTD % Budget
Revenues				
1 INCOME - PROPERTY TAXES	17,970.49	4,920,649.64	4,966,876.00	99.07
2 INCOME - BOND LEVY	0.00	273,960.00	273,960.00	100.00
3 INCOME - SALES TAX & AG EQUIP	2,566.83	312,293.29	225,000.00	138.80
4 INCOME - COOP ELECT AGRMENT	0.00	31,311.03	32,750.00	95.61
5 INCOME - PERSONAL PROP RPLCMNT	0.00	32,060.03	27,983.00	114.57
6 INCOME - PROPERTY TAX RELIEF	0.00	64,377.58	67,700.00	95.09
7 INCOME - URD CLOSE	42,302.54	43,270.36	0.00	0.00
8 INCOME - COPIERS/PRINTERS	2,744.91	34,191.59	27,000.00	126.64
9 INCOME - DONATIONS	36.02	11,703.99	5,000.00	234.08
10 INCOME - FEES, ETC.	232.09	1,165.70	1,200.00	97.14
11 INCOME - LOST & PAID BOOKS	634.91	7,760.98	6,000.00	129.35
12 INCOME - GRANTS	0.00	10,174.00	20,000.00	50.87
13 INCOME - CLN FRIENDS	3,000.00	18,650.00	15,000.00	124.33
14 INCOME - POST FALLS FRIENDS	0.00	11,855.56	10,000.00	118.56
15 INCOME - INTEREST	8,364.25	57,991.28	1,100.00	5,271.93
16 Total Current Revenues	77,852.04	5,831,415.03	5,679,569.00	102.67
Expenditures				
17 SALARIES	217,324.61	2,748,033.02	2,767,825.00	99.28
18 PERSI RETIREMENT BENEFITS	20,669.77	293,717.50	284,636.00	103.19
19 MEDICAL/DENTAL BENEFITS	24,807.50	281,212.69	336,385.00	83.60
20 EMPLOYEE ASSISTANCE PROGRAM	190.32	2,223.45	2,353.00	94.49
21 VEBA HEALTH BENEFITS	0.00	64,928.85	63,305.00	102.57
22 EMPLOYMENT TAXES	18,616.09	227,017.63	226,318.00	100.31
23 Total Salaries and Benefits	281,608.29	3,617,133.14	3,680,822.00	98.27
24 ADULT PROGRAMS	1,917.38	21,461.95	23,000.00	93.31
25 CHILDREN'S PROGRAMS	5,747.32	43,971.67	43,000.00	102.26
26 COLLECT(Bks & Materials)	41,572.16	464,655.15	468,591.00	99.16
27 COLLECT(Library of Things)	158.01	4,786.55	5,000.00	95.73
28 COMMUNICATIONS / MARKETING	2,303.16	23,110.33	25,000.00	92.44
29 EMERGING TECH. PROGRAMS	935.29	2,673.86	4,000.00	66.85
30 OCLC/DATABASES	0.00	39,100.78	35,470.00	110.24
31 SOFTWARE	14,759.49	84,836.53	96,240.00	88.15
32 INTERNET ACCESS	(2,189.00)	0.00	11,343.00	0.00
33 TELECOM	(7,581.25)	28,443.19	88,730.00	32.06
34 TECH/PROC/OFFICE	4,099.55	64,184.85	62,300.00	103.03
35 GRANT	4,026.28	27,704.75	20,000.00	138.52
36 GRANTS - CLN FRIENDS	903.44	16,527.36	15,000.00	110.18
37 GRANTS - POST FALLS FRIENDS	188.27	11,225.66	10,000.00	112.26
38 Total Programs, Materials and Services	66,840.10	832,682.63	907,674.00	91.74
39 JANITORIAL	18,757.56	151,122.94	151,000.00	100.08
40 LIBRARY EQUIP (UNDER \$2500)	65,142.76	103,585.23	105,000.00	98.65
41 MILEAGE & VEHICLE MAINT.	3,575.06	20,400.28	22,500.00	90.67
42 OUTREACH VEHICLES - R & M	(65.85)	22,626.66	38,300.00	59.08
43 REPAIRS&MAINT/AT	3,592.97	11,466.21	17,800.00	64.42

Community Library Network
Income Statement - 100.00% of Time Elapsed
For the Twelve Months Ending September 30, 2023

Unaudited	Current Month	YTD Actual	Approved YTD % Amended Budget	Annual Budget
44 REPAIRS&MAINT/HR	857.54	4,699.95	28,750.00	16.35
45 REPAIRS&MAINT/HL	17,777.80	38,913.40	33,350.00	116.68
46 REPAIRS&MAINT/PK	1,600.37	25,017.59	24,550.00	101.90
47 REPAIRS & MAINT/PF	14,507.63	49,339.71	57,425.00	85.92
48 REPAIRS&MAINT/RA	2,124.99	17,820.50	19,600.00	90.92
49 REPAIRS&MAINT/SL	1,530.29	8,206.25	11,600.00	70.74
50 SNOW REMOVAL	0.00	49,307.37	45,000.00	109.57
51 TELEPHONE	1,482.51	17,491.53	17,850.00	97.99
52 UTILITIES/AT	490.90	7,385.43	6,200.00	119.12
53 UTILITIES/HR	244.21	4,550.33	6,180.00	73.63
54 UTILITIES/HL	2,182.79	31,354.73	32,000.00	97.98
55 UTILITIES/PK	369.38	5,412.75	5,750.00	94.13
56 UTILITIES/PF	2,803.32	44,289.53	46,200.00	95.86
57 UTILITIES/RA	461.72	8,735.36	9,750.00	89.59
58 UTILITIES/SL	443.05	6,181.20	6,500.00	95.10
59 Total Facilities Maintenance	137,879.00	627,906.95	685,305.00	91.62
60 AUDIT	0.00	12,348.08	13,000.00	94.99
61 BANK SVC CHGS	3.03	260.64	250.00	104.26
62 BOND PRINCIPAL PAYMENT	0.00	240,000.00	240,000.00	100.00
63 BOND INTEREST	0.00	33,960.00	33,960.00	100.00
64 CIN	0.00	33,574.96	39,115.00	85.84
65 COURIER	0.00	45,203.76	45,204.00	100.00
66 CONT. EDUCATION - (Tuition)	0.00	3,854.48	5,200.00	74.12
67 COPIERS	0.00	8,974.50	8,000.00	112.18
68 DUES	0.00	2,904.00	2,750.00	105.60
69 INSURANCE	0.00	44,603.00	48,482.00	92.00
70 LEGAL & PROFESSIONAL	23,207.76	129,601.30	103,575.00	125.13
71 PETTY CASH EXP	73.23	933.23	850.00	109.79
72 POSTAGE	1,936.10	11,913.06	8,500.00	140.15
73 SALES TAX EXP	532.92	2,051.50	1,620.00	126.64
74 STORAGE RENTAL	350.00	4,482.00	4,140.00	108.26
75 TRAINING/CONF. TRAVEL	7,286.40	24,885.16	35,000.00	71.10
76 Total District General Operations	33,389.44	599,549.67	589,646.00	101.68
77 Capital Expenditure from Current Revenues	0.00	49,229.95	51,420.00	95.74
78 CARRF Fund Transfer from Current Revenues	373,859.00	373,859.00	373,859.00	100.00
79 Total Capital Investment	373,859.00	423,088.95	425,279.00	99.49
80 Total Current Expenditures	893,575.83	6,100,361.34	6,288,726.00	97.00
81 Total Current Revenues	77,852.04	5,831,415.03	5,679,569.00	102.67
82 Total Current Expenditures	893,575.83	6,100,361.34	6,288,726.00	97.00
83 Net: Current Revenues less Current Expenditures	(815,723.79)	(268,946.31)	(609,157.00)	

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

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

Unaudited

ASSETS

Current Assets

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

Total Current Assets **595,270.14**

Property and Equipment

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

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

Other Assets

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

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

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

LIABILITIES AND NET ASSETS

Current Liabilities

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

Total Current Liabilities **211,731.61**

Long-Term Liabilities

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

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

Total Liabilities **1,200,322.92**

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

Unaudited

NET ASSETS

NET INVEST IN FIXED ASSETS	5,942,228.51
NET ASSETS-UNRESTRICTED	3,018,619.51
RESTR NET ASSETS	326,865.44
NET INCOME	154,142.64

Total Net Assets	<u>9,441,856.10</u>
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Total Liabilities & Net Assets	<u><u>\$ 10,642,179.02</u></u>
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Community Library Network Financial Statement Analysis
September 2023 – 100.00% 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 finished below budget 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. Income this month is from the delayed payment from Shoshone County. This line is complete for the year and has exceeded expectations.

Income – Coop Electric Agreement – This annual payment has been received. This line is complete for the year and is below budget expectations.

Income – Personal Property Replacement – The second semi-annual payment has arrived. This line ends the year above budget.

Income – Property Tax Relief – The second semi-annual payment has arrived. This line ends the year below budget.

Income – URD Close – Income this month is the rebate from two Post Falls Urban Renewal Districts closing.

Income – Copiers/Printers – Copier/Printer income ends the year above budget.

Income – Donations – Minimal donation income was received in September. This line ends the year above budget.

Income – Fees – Fee income ends the year just below budget.

Income – Lost & Paid – Lost and paid income ends the year above budget.

Income – Grants – No income this month.

Income – CLN Friends Grants – Grant income this month will support Trunk-or-Treat activities to be held at Athol, Hayden, and Rathdrum.

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

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

Expenditures

Salary Components – The Salary Components, in total for the year, are at 98.27% of their budgeted amount.

Adult Programs – Adult programming ends the year just below budget. This line varies quite a bit as programs are planned and presented. Expenses this month include purchasing supplies for Fall programs.

Children's Programs – Children's programming expense ends the year just above budget. Expenses this month include some final bills related to Summer Reading and purchasing supplies for Fall programs.

Collections – Collection expenditures for the year finish just below budget.

Collections – Library of Things – Purchases for Library of Things end the year just under budget.

Communications/Marketing – Expenses this month include purchasing collateral materials for marketing. This line ends the year just under budget.

Emerging Tech. Programs – Expenses this month purchased supplies for Emerging Tech programs. This line has ended the year below budget.

OCLC/Databases – This line ends the year above budget. Savings from CIN Dues allowed the District to renew Mango Languages for our members when CIN chose not to renew.

Software – The expense this month includes the monthly hosting services for Office 365, the renewal for LibraryAware, and purchasing additional software to add new People Counters at the other six locations.

Internet Access – Fatbeam is our vendor that brings the internet into our central hub at Post Falls. E-rate was finally approved in late August. Fatbeam will now bill at the discounted rate. The negative amount reflects reimbursement from Fatbeam for the July and August discounts. This line ends the year below budget as we do not budget for potential State reimbursements.

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 was finally approved in late August. Fatbeam will now bill at the discounted rate. The negative amount reflects reimbursement from Fatbeam for the July and August discounts. This line ends the year below budget as we do not budget for potential State reimbursements.

Tech Proc/Office – Tech processing and supplies end the year above budget. Significant increases in toner costs are the main reason this line has exceeded the budget.

Grants – Expenses this month supported summer STEM activities, supplies for Teen Wellness and Hygiene Hamper programs, and Launch into Learning.

Grants – CLN Friends – Expenses this month supported summer reading programs for adults and youth services, and the homeschool mini-conference.

Grants – Post Falls Friends – Expenses this month supported summer reading programs for youth services and the homeschool mini-conference.

Janitorial – Janitorial expenses this month include regular monthly cleaning and Fall carpet cleaning at all locations.

Library Equip (under \$2500) – Expenses this month include purchasing new People Counters at the remaining six locations, replacement of meeting room chairs at Pinehurst and Post Falls, new electric/charging lounge chairs for public use, new computers to replace aging ones, new lighter weight meeting room tables, and replacement of window blinds at Post Falls with child-safe blinds. The line ends the year just below budget.

Mileage & Vehicle Maint. – Expenses this month include fuel for District vehicles and quarterly mileage reimbursement for some staff. Despite rising fuel costs, this line has ended the year below budget.

Outreach Vehicles – Expenses this month include fuel for Outreach vehicles and several repairs for the Bookmobile. The negative amount reflects the return of payment for estimated repairs for the Discovery Bus after it was determined more work needed to be done. This repair project will be completed at a later date. This line has ended the year below budget.

Repairs & Maint. (as a group) – As a group, repairs and maintenance are ending the year at 80.52%. Expenses this month include landscaping at all locations, HVAC quarterly maintenance and any necessary repairs at Athol, Hayden, Post Falls, and Rathdrum, tree removal at Athol, sealing cracks in the Hayden parking lot, replacing the phase converter at Hayden, removal of the concrete tower pad in the lawn at Pinehurst, installing recessed lighting and replacing exterior lights at Post Falls, and running electric lines for the installation of new People Counters at the remaining six locations. While Hayden and Pinehurst exceeded budget, as a group, repairs and maintenance ended the year below budget.

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

Telephones – Telephone expenses end the year just below budget.

Utilities (as a group) – As a group, utilities are ending the year at 95.85%. This month includes regular expenses for electricity, gas, water, sewer, and garbage.

Audit – This line is complete for the year.

Bank Svc Chg. – Bank service charge expense ends the year above budget due to an unexpected number of stop payment fees.

Bond Principal Payment – Our bond principal has now been paid.

Bond Interest – The last bond interest payment has now been paid.

CIN – We pay our dues to CIN quarterly. This line is now complete for the year. A portion of Dues was refunded when CIN chose not to renew Mango Languages.

Courier – We pay our courier payments to CIN quarterly. This line is now complete for the year.

Cont. Education (Tuition) – No expense this month.

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

Dues – No expense this month.

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 the year. Expenses this month include fees for the electronic time-keeping payroll system, collection services for past due patron accounts, legal consulting, architect fees for the Harrison water issue, and COBRA administration for some departing staff members.

Petty Cash Expense – Petty cash expense is above budget for the year.

Postage – Postage is 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 from copier and printer use. This line is above budget for the year – just as the income line is that it is derived from.

Storage Rental – Storage rental is above budget for the year due to changing facilities mid-year.

Training/Conf. Travel – Expenses this month include travel and accommodation for a staff member to attend the Association for Rural and Small Libraries conference, registration for several staff members to attend the Idaho Library Association conference, and online training assigned to all managers.

BALANCE SHEET

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

Property and Equipment

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

Land – No change this month

Land improvements – No change this month

Buildings – No change this month

Vehicles – No change this month

Equipment & Furniture – No change this month

Collections – No change this month

Other Assets

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

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

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

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

Mtn West MMK – Pinehurst Bequest – This account is a fund dedicated to the Pinehurst library.
Amount to provide for long-term debt – These assets would be used in the event we needed to pay someone their accrued vacation time if they left the District. (See “Accrued Annual Leave” below.)

Current Liabilities

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

Accts Payable – Bills that would normally be paid in September arrived late, delaying payment until October.

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

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

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

Long-Term Liabilities

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

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

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

Net Assets

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

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

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

Janelle Sells
Business Manager

COMMUNITY LIBRARY NETWORK

9/30/2023

	<u>AT</u>	<u>BK</u>	<u>HR</u>	<u>HL</u>	<u>PF</u>	<u>PK</u>	<u>RA</u>	<u>SL</u>	<u>Total</u>
<u>TOTAL CIRCULATION</u>	5,576	2,699	2,547	36,820	35,951	7,604	11,625	5,746	108,568
CIRC LAST YEAR	5,506	2,394	2,519	32,329	33,092	7,356	9,608	5,856	98,660
YEAR TO DATE CIRC	65,876	30,700	29,232	426,539	419,713	91,003	130,680	65,351	1,259,094
YEAR TO DATE CIRC LAST YEAR	64,163	28,916	28,686	389,428	387,849	80,881	119,320	65,697	1,164,939
<u>PHYSICAL ITEMS CIRCULATION</u>	3,798	2,594	1,107	24,845	21,683	2,817	6,960	3,268	67,072
CIRC LAST YEAR	3,838	2,339	1,176	22,235	21,367	2,504	6,400	3,061	62,920
YEAR TO DATE CIRC	45,637	29,617	13,730	287,459	266,642	32,172	81,985	36,037	793,279
YEAR TO DATE CIRC LAST YEAR	44,101	27,848	14,385	274,202	257,923	28,120	77,327	33,373	757,279
<u>OVERDRIVE EBOOK DOWNLOADS</u>	304	84	48	2,393	2,038	186	920	101	6,074
EBOOK CIRC LAST YEAR	288	42	46	2,023	1,806	220	598	54	5,077
<u>OVERDRIVE EAUDIO DOWNLOADS</u>	460	21	70	2,574	2,579	236	1,035	209	7,184
EAUDIO CIRC LAST YEAR	345	13	37	2,164	2,201	156	788	129	5,833
TOTAL MONTHLY CIRC	764	105	118	4,967	4,617	422	1,955	310	13,258
TOTAL MONTHLY CIRC LAST YEAR	633	55	83	4,187	4,007	376	1,386	183	10,910
YEAR TO DATE TOTAL CIRC	8,344	949	1,080	58,184	52,911	4,756	19,890	3,680	149,794
YEAR TO DATE TOTAL CIRC LAST YEAR	6,540	858	916	47,166	43,541	4,518	15,208	2,759	121,506
<u>FREEGAL USAGE</u>	28	-	-	1,804	2,109	2,004	1,042	2	6,989
CIRC LAST YEAR	66	-	-	1,164	1,319	1,920	297	494	5,260
YEAR TO DATE CIRC	427	134	-	19,802	18,892	28,259	9,202	3,143	79,859
YEAR TO DATE CIRC LAST YEAR	1,137	210	435	16,842	15,408	20,909	6,156	4,427	65,523
<u>INTERNET & COMPUTER USE</u>	986	N/A	1,322	5,204	7,542	2,361	1,668	2,166	21,249
USE LAST YEAR	969	N/A	1,260	4,743	6,399	2,556	1,525	2,118	19,570
YEAR TO DATE CIRC	11,468	N/A	14,422	61,094	83,622	25,816	19,873	22,491	238,786
YEAR TO DATE CIRC LAST YEAR	12,385	N/A	12,950	51,217	70,978	27,334	20,629	25,138	220,631
<u>MATERIALS ADDED</u>	66	61	40	601	592	97	151	62	1,670
YEAR TO DATE	1,384	1,036	1,017	9,296	8,698	1,488	2,168	1,268	26,355
YEAR TO DATE LAST YEAR	1,752	1,020	1,394	10,610	9,923	1,541	2,300	1,651	30,191
<u>NEW PATRONS</u>									
NEW PATRONS	32	45	7	199	196	111	76	28	694
NEW PATRONS LAST YEAR	38	55	6	186	224	129	68	31	737
YEAR TO DATE	333	230	68	2,057	2,044	250	716	265	5,963
YEAR TO DATE LAST YEAR	336	249	67	1,847	2,146	288	730	260	5,923
<u>NEW PATRONS BY AGE AND TYPE</u>									
NEW PATRONS (TOTAL)	32	45	7	199	196	111	76	28	694
ADULTS (18+)	29	13	6	146	138	9	44	16	401
CHILDRENS OPEN ACCESS	68%	2	16	41	43	69	17	10	199
CHILDRENS LIMITED ACCESS	32%	1	16	-	12	15	15	2	94
<u>PEOPLE COUNTER</u>	1,759	1,138	412	10,752	14,194	2,072	4,459	2,252	37,038
COUNTER LAST YEAR	1,785	1,027	426	10,170	14,032	1,935	4,115	2,316	35,806
YEAR TO DATE	22,235	12,426	5,949	129,578	176,442	24,172	50,693	25,206	446,701
YEAR TO DATE LAST YEAR	19,279	11,260	5,388	115,620	162,161	21,034	46,268	27,589	408,599
<u>MEETING ROOMS</u>									
# OF TIMES MEETING ROOM USED [LIBRARY]	-	N/A	N/A	6	46	7	14	15	88
MEETING ROOM ATTENDANCE	-	N/A	N/A	29	1,309	10	83	197	1,628
# OF TIMES MEETING ROOM USED [NON-LIBRARY]	-	N/A	N/A	11	14	1	1	1	28
MEETING ROOM ATTENDANCE	-	N/A	N/A	141	230		8	4	383

**A RESOLUTION FOR THE COMMUNITY LIBRARY NETWORK TO
DISSOCIATE WITH THE AMERICAN LIBRARY ASSOCIATION**

Whereas, the Community Library Network ("CLN") has fully considered and discussed at the last three (3) duly-noticed Board meetings the financial status, debts, and obligations of CLN and the need for reduction of certain operational expenditures due to changes in CLN's funding.

Whereas, CLN has been proactive in its attempts to reduce unnecessary expenditures to benefit CLN operations and prevent frivolous spending that could be passed on to the local taxpayers that provide CLN funding through their hard-earned incomes.

Whereas, one such expenditure fully discussed and considered by the Board to be unnecessary for the safe, effective, and efficient operation of the CLN are funds provided to the American Library Association ("ALA"), its affiliates, organizations, subdivision, or subsidiaries thereof; the payment of such funds being required for the continued association with such organization(s).

NOW, THEREFORE, BE IT RESOLVED that the CLN will no longer have any association with, nor be associated with, the ALA, its affiliates, organizations, subdivisions, or subsidiaries thereof.

BE IT FURTHER RESOLVED that no CLN monies will be used for any membership, training, informational services, materials, events, promotions, or campaigns sponsored by the ALA or any of the above forementioned entities. CLN policies will be adjusted to reflect the same.

ADOPTED AND APPROVED by the Community Library Network Board of Trustees, September 15, 2023.

Alexa Eccles

From: Tim Osborne <[REDACTED]>
Sent: Friday, October 6, 2023 1:20 PM
To: Rachelle Ottosen
Cc: Alexa Eccles; Justin Nyquist
Subject: RE: Community Library Network (CLN): ICRMP appeal letter

[EMAIL IS FROM AN EXTERNAL SOURCE - Do NOT click on any links or open any attachments unless you are expecting this email. If in doubt, don't click or open]

Dear Mrs. Ottosen,

Thank you for your appeal letter. Our board meeting is scheduled for October 25th at the ICRMP building in Boise. Please be present by 1pm. The appeal hearing will be held sometime after 1pm in our basement conference room. Please let me know who from your organization will be attending so I can have name tents created. Please contact me if you have any questions.

Sincerely,

Tim Osborne CPA, CPCU
Executive Director
Direct: (208) 246-8211
www.icrmp.org



NOTICE: This email, and any files transmitted with it, is the property of the ICRMP and may contain information considered privileged or confidential and legally exempt from disclosure. If you have received this email in error, please notify the sender immediately by calling 208-336-3100 or toll free 800-336-1985

From: Rachelle Ottosen <rachelleo@communitylibrary.net>
Sent: Wednesday, October 4, 2023 10:01 PM
To: Tim Osborne <[REDACTED]>
Cc: Alexa Eccles <alexae@communitylibrary.net>; Justin Nyquist <[REDACTED]>
Subject: Community Library Network (CLN): ICRMP appeal letter

Dear Mr. Osborne,

Community Library Network (CLN) is interested in appealing the underwriting changes to our insurance policy. See the attached appeal letter and CLN's 5 year loss history in support of this request. Please do put us on the next agenda and inform us of the meeting time.

Thank you,
Rachelle Ottosen, CLN Chair

September 29, 2023

ICRMP
PO BOX 15249
3100 S Vista Ave, Ste. 300
Boise, ID 83715



Dear Director Osborne and ICRMP Board of Trustees,

Community Library Network (CLN) Board of Trustees received notice of Changes to ICRMPs Policy 43A07031100123. The Board would like to issue an appeal against the Board's policy renewal decision. Article VI, Dispute Resolution Procedures of the Joint Powers Agreement (pages 5, 6 and 7) requires the "member" to provide a written statement with the specific basis for disagreement. For your consideration,

- Directors and **Officers Liability has been continuously in force – more than 20+ years**
- **No reduction of employees** or change of status is anticipated in the next year
- **Claims History** | CLNs 5-year loss history is outstanding (attached) and includes 6 claims totaling \$31,242.15.

CLN's Board and staff agree that continuing with ICRMP policy and coverage is in the best interest of the entity. For that reason, the CLN Board of Trustees is willing to consider any requests made by ICRMP to continue our insurance policies unaffected.

CLN's Board would welcome the opportunity to present an oral statement and to answer any questions at ICRMPs upcoming October 25th meeting. CLN's Board would like to request:

- Section XII: Employment Practices Liability insurance restored to FY2023 coverage
- Per occurrence indemnification restored to \$3,000,000: Sections VII, VIII, IX, X, XI, XIII
- Per occurrence defense cost restored to \$2,000,000: Sections VII, VIII, IX, X, XI, XIII
- Annual aggregate liability indemnification limit restored to \$5,000,000
- We would like to request the Board's consideration of all policy renewal decisions be retroactive to October 1, 2023.

Respectfully,

A handwritten signature in black ink that reads "Rachelle Ottosen". The signature is fluid and cursive, with a long, sweeping underline.

Rachelle Ottosen, CLN Board Chair
On behalf of CLN's Board of Trustees

Loss Date	Member	Coverage	Event Description	Total Incurred	Status
12/20/2022	Community Library Network	PR	Employee slid into another vehicle in her own personal vehicle while running errands for the library.	250.00	Closed
11/14/2022	Community Library Network	AL	Bookmobile sideswiped parked vehicle	1,122.58	Closed
05/04/2021	Community Library Network	GL	Trip and fall	2,342.15	Closed
01/17/2019	Community Library Network	PR	Employee in course and scope had collision with his car.	500.00	Closed
05/01/2017	Community Library Network	PR	Broken laptop in library	744.01	Closed
08/16/2017	Community Library Network	GL	Patron tripped and fell on rug in lobby and then again outside of front doors	0.00	Closed
02/08/2017	Community Library Network	PR	Ice dam/water damage to roof and walls.	26,283.41	Closed

Trustee Continuing Ed 9/21/23

RONR= official abbreviation of *Roberts Rules of Order Newly Revised*
ICfL= *Idaho Commission for Libraries*, TM=*Trustee Manual*

It is perfectly fine that the previous chair and board established their own customs that worked for them. However, the present chair and board can still follow ID statutes, ICfL guidance, Bylaws, and Robert's Rules. The following issues keep coming up, so I have answered them here.

- Precedence of Rules: Law supersedes Bylaws. Bylaws supersede Rules of Order. Rules of Order supersede Standing Rules (administrative details such as public speaker instructions) which supersede Custom (RONR in Brief, box p84). "No matter how long established a custom is, however, it can never conflict with a written rule - and if the conflict is pointed out, the written rule must be followed (RONR in Brief p87).
- The agenda, voting & making motions are all within the standard purview of the Chair.
 - ICfL Trustee Manual p67: "Chair - plans the meeting carefully: When? Where? What? Why? Who? He or she solicits input from the library's director to prepare a timed agenda in advance...The chair should be aware that all library trustees, including the board chair, may make and vote on motions. Being the chair does not reduce or alter a trustee's powers or duties"
 - Bylaws (Art. III, Section 6) specify that "the chairman may make a motion"
 - RONR 41:7 "The secretary can prepare, or assist the presiding officer {*chair*} to prepare, such a memorandum" {ie the agenda}.
- Majority vote is used for all actions before the board (except as otherwise provided for by statute, such as executive sessions requiring a 2/3 affirmative vote).
 - Bylaws specify that "Proceedings of all meetings shall be governed by Robert's Rules of Order for Small Boards" (Art. III, Sec. 6); but later states "An affirmative vote of the majority of all members of the board present at the time shall be necessary to approve any action before the board (Art. VI: Sec. 1). (Statute 33-2719/p92 of ICfL Library Laws: However, a quorum of at least 3 is always needed to conduct business.)
- Limiting debate time can be beneficial, as in "the right of the group not to be unduly delayed in conducting its business" (RONR in Brief p 34), and ensuring that everyone gets a turn when discussion time is limited.
- NOTICE of a meeting is defined in 74-204 (2) (p321 of the Library Laws spiral bound notebook) as "meeting date, time, place and name of the public agency calling for the meeting". Posting the Agenda is clearly a separate issue than posting the Notice.
- "A Trustee Acts...To ensure the best interests of the library and the community it serves" (ICfL/TM p15). It seems reasonable that this includes debating civilly and trying to function well as a board. I think we all can work on that one.

Trustee Continuing Ed 9/21/23

- Decorum (RONR 43:19-28) is 'behavior in keeping with good taste and propriety' (Siri online definition) to "assist the carrying on of debate in a smooth and orderly manner" (RONR 43:19). It can be difficult to behave with decorum when debating a topic one is passionate about, or accepting an outcome we don't agree with; but we need to give it our best efforts to refrain from being a dysfunctional board.
- Roberts Rules of Order is to help the deliberative assembly so that all can be heard and influence each other in an orderly manner, and the will of the majority of the board prevails in an efficient manner (Ch. 1 RONR in Brief).
- "Debate issues not personalities... When a motion is pending, you may attack the idea or likely results of the proposal in strong terms, but you must avoid personalities... If you disagree with someone else's statement (*you might say*) I believe there is strong evidence that the member is mistaken" (RONR in Brief p31)
- I cited the references so you can see for yourself. I'm hoping not to drain any more Board time on these issues.

Robert's Rules (RONR) for Small Boards (2020)

49: 21 Procedure in Small Boards. In a board meeting where there are not more than about a dozen members present, some of the formality that is necessary in a large assembly would hinder business. The rules governing such meetings are different from the rules that hold in other assemblies, in the following respects:

- 1) Members may raise a hand instead of standing when seeking to obtain the floor, and may remain seated while making motions or speaking.
- 2) Motions need not be seconded.
- 3) There is no limit to the number of times a member can speak to a debatable question. (*3) Appeals, however, are debatable under the regular rules— that is, each member (except the chair) can speak only once in debate on them, while the chair may speak twice.
- 4) Informal discussion of a subject is permitted while no motion is pending.
- 5) When a proposal is perfectly clear to all present, a vote can be taken without a motion's having been introduced. Unless agreed to by unanimous consent, however, all proposed actions must be approved by vote under the same rules as in larger meetings, except that a vote can be taken initially by a show of hands, which is often a better method in small meetings.
- 6) The chairman need not rise while putting questions to a vote.
- 7) If the chairman is a member, he may, without leaving the chair, speak in informal discussions and in debate, and vote on all questions. (*4)

**3. However, motions to close or limit debate, including motions to limit the number of times a member can speak to a question, are in order, even in meetings of a small board (but not in meetings of a committee; see 50:25), although occasions where they are necessary or appropriate may be rarer than in larger assemblies.*

**4. Informal discussion may be initiated by the chairman himself, which, in effect, enables the chairman to submit his own proposals without formally making a motion as described in 4: 4– 8 (although he has the right to make a motion if he wishes).*

RONR 3:12 Members address only the chair, or address each other through the chair...members generally should try to avoid mentioning another members name.



Idaho Statutes

Idaho Statutes are updated to the web July 1 following the legislative session.

TITLE 32
DOMESTIC RELATIONS
CHAPTER 10
PARENT AND CHILD

32-1010. IDAHO PARENTAL RIGHTS ACT. (1) This section through section 32-1014, Idaho Code, shall be known and may be cited as the "Idaho Parental Rights Act."

(2) The interests and role of parents in the care, custody and control of their children are both implicit in the concept of ordered liberty and deeply rooted in our nation's history and tradition. They are also among the unalienable rights retained by the people under the ninth amendment to the constitution of the United States.

(3) The interests of the parents include the high duty and right to nurture and direct their children's destiny, including their upbringing and education.

(4) The state of Idaho has independent authority to protect its parents' fundamental right to nurture and direct their children's destiny, upbringing and education.

(5) The protections and rights recognized in sections 32-1011 through 32-1014, Idaho Code, are rooted in the due process of law guaranteed pursuant to section 13, article I, of the constitution of the state of Idaho.

(6) Governmental efforts that restrict or interfere with these fundamental rights are only permitted if that restriction or interference satisfies the strict scrutiny standard provided in section 32-1013, Idaho Code.

(7) Nothing in this act shall be construed as altering the established presumption in favor of the constitutionality of statutes and regulations.

(8) The provisions of the Idaho parental rights act are hereby declared to be severable, and if any provision of the act or the application of such provision to any person or circumstance is declared invalid for any reason, such declaration shall not affect the validity of the remaining portions of the act.

History:

[32-1010, added 2015, ch. 219, sec. 1, p. 681; am. 2021, ch. 286, sec. 1, p. 860.]

How current is this law?

Search the Idaho Statutes and Constitution



Idaho Statutes

TITLE 32
DOMESTIC RELATIONS
CHAPTER 10
PARENT AND CHILD

32-1013. INTERFERENCE WITH FUNDAMENTAL PARENTAL RIGHTS RESTRICTED.

(1) Neither the state of Idaho, nor any political subdivision thereof, may violate a parent's fundamental and established rights protected by this act, and any restriction of or interference with such rights shall not be upheld unless it demonstrates by clear and convincing evidence that the restriction or interference is both:

- (a) Essential to further a compelling governmental interest; and
- (b) The least restrictive means available for the furthering of that compelling governmental interest.

(2) The foregoing principles apply to any interference whether now existing or hereafter enacted.

(3) Nothing in this act shall be construed as invalidating the provisions of the child protective act in chapter 16, title 16, Idaho Code, or modify the burden of proof at any stage of proceedings under the child protective act.

(4) When a parent's fundamental rights protected by this act are violated, a parent may assert that violation as a claim or defense in a judicial proceeding and may obtain appropriate relief against the governmental entity.

(5) If a parent prevails in a civil action against the state, or a political subdivision thereof, as provided in subsection (4) of this section, the parent is entitled to reasonable attorney's fees and costs.

History:

[32-1013, added 2015, ch. 219, sec. 4, p. 681.]

How current is this law?

Search the Idaho Statutes and Constitution



Idaho Statutes

TITLE 33
EDUCATION
CHAPTER 27

PUBLIC LIBRARY DISTRICTS

33-2702. DEFINITIONS. As used in this chapter:

(1) "Administrative only district" is a library district that does not serve the public directly and has no direct service outlets or collections, but which contracts with other library entities to provide various public library services.

(2) "City library" means a library established by a city ordinance and operating under the provisions of chapter 26, title 33, Idaho Code.

(3) "Home county" means the county where the designated district headquarters is located when a public library district's boundaries include territory located in more than one (1) county.

(4) "Library director" or "library director team" means an employee or group of employees of a public library district charged with the administration and management of library services for that district.

(5) "Public library district trustee" means a qualified elector living within the boundaries of a public library district who is elected or appointed temporarily to fulfill the duties described in this chapter related to the governance of a public library district.

(6) "Public library service" means the provision of planned collections of materials and information services provided by a library established under the provisions of chapter 26 or 27, title 33, Idaho Code, and paid for primarily through tax support provided under these statutes. These services shall be provided at a facility, accessible to the public at regularly scheduled hours and set aside for this purpose. The services shall be governed by a citizen board appointed or elected for this purpose and shall be administered and operated by paid staff who have received appropriate training in library skills and management. **The services shall meet standards established by the board of library commissioners.**

(7) "Qualified elector" means any person voting, or offering to vote, at an election to create a library district, add territory thereto, or elect trustees thereof. A qualified elector must be, at the time of the election, a resident of the area involved for thirty (30) days prior to the date of the election, registered and an elector within the meaning of section 2, article VI, of the Constitution of the state of Idaho.

History:

[33-2702, added 1963, ch. 188, sec. 2, p. 568; am. 1965, ch. 255, sec. 1, p. 648; am. 1993, ch. 303, sec. 1, p. 1124; am. 1996, ch. 71, sec. 3, p. 218; am. 2002, ch. 312, sec. 2, p. 886; am. 2006, ch. 235, sec. 17, p. 708.]

How current is this law?

Search the Idaho Statutes and Constitution

Community Library Network
WE EMPOWER DISCOVERY



Personnel Policy Manual
Revised and Board Approved 12-17-2020

Drivers with a CDL requirement must report any State-imposed or other driving restrictions to the Director immediately. Employees holding a CDL must comply with the Federal Department of Transportation policy: <http://www.fmcsa.dot.gov/safety-security/good-business/CDL.htm>.

2. EMPLOYMENT START-UP

2.1. EMPLOYMENT FORMS TO BE COMPLETED

1. The following must be completed at the time of hire at the District:
 2. Insurance forms, if required
 3. Immigration form (I-9)
 4. Employee's Withholding Allowance Certificate (W-4)
 5. Any other benefit forms necessary for employee information
 6. Acknowledgement form. (See Distribution of Policy and Acknowledgements below.)

2.2. DISTRIBUTION OF POLICY AND ACKNOWLEDGEMENTS

The first day of employment each employee will be given time to read the Personnel Manual and to ask any questions it raises. In addition, they will sign the Employee Acknowledgement Form.

A copy of the policy will be available to all staff in a common staff area at each library and on the workroom page. It is the responsibility of the employee to familiarize him or herself with the contents of the Personnel Manual. As the manual is updated, managers or coordinators will inform each employee of the updates.

2.3. PAYROLL REPORTING SYSTEMS

Reports of hours worked, sick leave and vacation leave taken must be reported in a timely manner in accord with established procedures.

2.4. INTRODUCTORY PERIOD

A 90-day introductory period will be in effect for each new employee or a current District employee starting a new position. It is expected that new Bookmobile Drivers will obtain a valid Commercial Driver's License (CDL) within 90 days of hire. At the start of employment, the Director or Library Manager will discuss with the new employee the training goals for the introductory period. At the close of the introductory period the Director or Library Manager will conduct an evaluation using the evaluation procedure discussed in Section VII. During the introductory period the employee's performance is a determining factor as to whether or not he/she will receive permanent status. During the introductory period, an employee may be released at any time.

5. EMPLOYEE CLASSIFICATION, COMPENSATION, AND BENEFITS

5.1. CLASSIFYING EMPLOYEES FOR POLICY PURPOSES

5.1.1. EMPLOYMENT STATUS

The Community Library Network is a for-cause employer. Employees are rewarded, demoted, suspended or terminated based upon job performance as determined by their supervisor. Job performance is decided upon meeting the requirements of policies, procedures and the job description. Employees will be notified in writing if their job status is changed. (See Idaho Code: 33-2721(2).)

Under the Federal Fair Labor Standards Act, exempt employees are granted compensatory time off and non-exempt employees receive compensatory pay. Exempt and non-exempt status is stated in the job description.

Changes in employment status which are the result of budgetary needs, reductions in force, reorganization of work duties through transfer or reassignment, or general changes in the terms or conditions of employment or of benefit offerings will not be subject to the appeal procedure set forth. The District retains full authority to modify the general terms and conditions of employment without prior notice.

5.1.2. EMPLOYEE CLASSIFICATION

An employee's classification category determines benefits.

Category 1: Permanent full-time employees

Full-time employees have a work schedule of 40 hours per week and receive paid accrued vacation, paid sick leave, health insurance and PERSI benefits offered by the Community Library Network as designated under Section 5.3.

Category 2: Permanent part-time managers and coordinators

Part-time managers and coordinators have a work schedule of 32 hours per week and receive paid accrued vacation, paid sick leave, health insurance and PERSI benefits offered by the Community Library Network as designated under Section 5.3.

Category 3: Permanent part-time employees scheduled to work 30 but less than 40 hours per week

Part-time employees in this category receive health insurance and PERSI benefits as designated in Section 5.3.

Category 4: Permanent part-time employees scheduled to work less than 30 hours per week

Employees in this category who work 20 to 29 hours per week receive PERSI benefits as designated in Section 5.3. Employees working less than 20 hours per week are non-benefited.

Note: Temporary employees may be hired to fill in for staff on extended leave.

6. EMPLOYEE EVALUATION AND DISCIPLINE

6.1. EVALUATION PROCEDURES

Employees will be evaluated regularly to assess job performance. Starting July 1 2015, employee evaluations will be conducted at least once or as individual performance requires within an 18 month period. An initial written appraisal will be given at the end of the probationary period. Employee evaluations are not subject to the Opportunity to be Heard provision; however, employees may submit a written rebuttal within 30 days. Employee performance appraisals will be part of the personnel records.

6.2. EMPLOYEE PERSONNEL FILES

6.2.1. PERSONNEL RECORDS

The Business Manager keeps official employee and payroll records.

Any supervisory personnel or the employee him/herself may contribute materials to the personnel files deemed relevant to the employee's performance and tenure. At any reasonable time an employee will have the right to review materials placed in his/her personnel file. Copies of materials in a personnel file are available to each employee without charge. Personnel files will not be removed from the premises.

6.2.2. ACCESS TO PERSONNEL FILES

1. It is the policy of the District to allow limited access to the personnel file for any employee. Those authorized to access materials in a personnel file include the Director, Administrative Team members, Business Manager, direct supervisor, members of Board (when acting as a body in the course of their business) and the employee.
2. Access by others to personnel files will be allowed only with authorization of the administrative staff or through a signed release from the employee. Information regarding personnel matters will only be provided to outside parties with a release from the employee or when deemed necessary by legal counsel for the District, or pursuant to Court order, or pursuant to a proper subpoena. When viewing personnel files, employees are required to sign a Personnel Access form indicating the date and time they viewed the files.

6.2.3. MANAGEMENT OF INFORMATION IN PERSONNEL FILES

Each employee will be provided an opportunity to correct the contents of a personnel file at any time. This is to be done by filing a written correction and explanation, which will be included in the file. If inaccuracies are found in the file, a member of the administrative staff will make the correction.

6.3. EMPLOYEE DISCIPLINE PROCEDURES AND PRINCIPLES

6.3.1. PURPOSE OF DISCIPLINE POLICY

The purpose underlying the discipline/performance policy of The Community Library Network is to establish a consistent procedure for maintaining suitable behavior and a productive working environment in the workplace. These procedures are directory in nature and minor variations of the processes set forth herein shall not affect the validity of any actions taken pursuant to this policy.

6.3.2. DISCIPLINARY/PERFORMANCE SYSTEM FRAMEWORK

The Community Library Network adopts the following framework for actions to be taken in the event that any employee subject to this policy violates employment policies or fails to perform adequately. Progressive steps may be implemented in order to encourage improved performance or attitude but are not required. Community Library Network reserves the right to take any of the prescribed steps in any order in the event that a supervisor deems a policy violation or action of the employee to be serious enough to warrant a certain step.

6.3.3. DISCIPLINARY ACTIONS AVAILABLE

The following actions are among the disciplinary steps that may be taken by the supervisor in response to personnel policy violations:

1. Oral warning
2. Performance or Behavior improvement plan
3. Written warning or reprimand
4. Suspension without pay
5. Demotion
6. Dismissal

6.3.4. OPPORTUNITY TO BE HEARD CONCERNING PROPOSED DISCIPLINE OR FAILURE TO PERFORM

The personnel policy of Community Library Network establishes the right of regular employees (but not independent contractors, introductory employees, temporary employees, seasonal employees or legal counsel for the District) to be heard in the event of contemplated demotion with an attendant change in pay, suspension without pay or dismissal from employment. The opportunity to be heard is designed to be informal, allowing the employee to discuss with his/her supervisor or Elected Official (at the employer's discretion) the facts surrounding the proposed disciplinary action or performance-based personnel action and to provide any additional documentation that the employee believes would be helpful in explaining his/her actions, attitude or behavior.

The following steps should be followed at the direction of the supervisor or Elected Official ("employer"):

1. The employee shall be provided with a written notice of the reasons for the proposed personnel action that would affect him/her, along with an outline of the District's supporting information and the proposed personnel action.

2. The written notice will include a date, time and place for the employee to be heard to discuss the proposed personnel action.
3. The notice should state whether the employee is being placed on suspension pending the outcome of the opportunity to be heard, and whether any such suspension will be with or without pay.
4. If the employee is unable to participate in the scheduled opportunity to be heard, s/he may request an alternate date and time. Any approved alternate date that falls after the scheduled date and time will not extend any continuing pay allowance, if one has been provided by the District.
5. The employee must notify his/her employer within two (2) business days of the date of the notice that s/he desires to be heard as scheduled in order to discuss the reasons for the proposed personnel action. If notice of acceptance of the opportunity to be heard is not received within two business days, the opportunity to be heard will be vacated and deemed waived.
6. As an alternative to an opportunity to be heard, the employee may choose to provide a written response to the basis for the proposed personnel action. This written response must be submitted no later than the scheduled date and time initially set for the opportunity to be heard.
7. The opportunity to be heard, if chosen, will last no longer than one hour, unless otherwise approved by the employer, and will be limited to discussion of the issues contained in the notice and to any allegations by the employee of unlawful discrimination in employment.
8. The employee will not be prohibited from having an attorney assist him/her at the employee's own expense.
9. The employee will be allowed to present oral testimony from his/her witnesses (or provide written statements) about the issues contained in the notice.
10. The employer may ask the employee's witnesses questions for clarification purposes should that be necessary during the discussion.
11. The employee shall not have the opportunity to question the supervisor, unless the supervisor introduces a new basis for the personnel action during the discussion.
12. The Idaho Rules of Evidence shall not apply to the opportunity to be heard.
13. Unlawful discrimination allegations must be raised during this process, or they will be deemed waived by the employee.
14. There will be a record maintained, including a recording of the discussion that constitutes the opportunity to be heard.
15. The employer will render a written decision after considering employee's responses, if any, to the allegations set out in the notice.

Failure to participate in this opportunity to be heard allowed in this policy will constitute a failure to exhaust administrative remedies.

*BA - Evaluation of Performance

EMPLOYMENT AGREEMENT Library Director

This Employment Agreement (Agreement) is entered into by and between the Consolidated Free Library District *d/b/a* the Community Library Network, a public library district established pursuant to Idaho Code §§ 33-2701 *et seq.* (hereinafter the "Community Library Network" or "Library"), and Alexa Eccles, an individual (hereinafter the "Library Director"). The Library and the Library Director are each a "Party" and collectively are the "Parties".

WHEREAS, the Library desires to employ the services of Alexa Eccles as the Library Director of the Community Library Network to administer the library district and manage library services;

WHEREAS, the Library Director represents and warrants that she is fully qualified to serve in this capacity, is available for employment, and desires to be employed by the Library;

WHEREAS, the Library and the Library Director desire to formally establish terms and conditions of employment; and

NOW THEREFORE, in consideration of the terms, conditions, covenants, agreements, and obligations stated herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Term. The term of this Agreement is for two (2) years, commencing on June 5, 2023 (the "Initial Term"). This Agreement will automatically terminate at the conclusion of the Initial Term without further notice to the Library Director, unless sooner terminated in accordance with the provisions of this Agreement.

2. Renewal. This Agreement may be renewed for successive terms upon the mutual agreement of the Parties. The Parties will provide notice to each other of their intentions as to renewal of this Agreement at least ninety (90) days prior to the conclusion of the Initial Term. If this Agreement is not renewed after the Initial Term, the Parties agree that the Library Director will thereafter be employed by the Library as a for-cause employee, subject to the discipline and dismissal procedures set forth in the Library's personnel policy, and neither Party shall have any expectation that this Agreement will continue to obligate the Library to employ the Library Director for any specific period of time or the Library Director to be employed by the Library for any specific period of time.

3. Compensation. In consideration of the Library Director's services rendered and performance of this Agreement, the Library shall provide to the Library Director:

a. An annual salary of \$128,000.00 payable in accordance with the normal payroll procedures of the Library. The Library Director shall receive an annual cost of living adjustment in accordance with the Library's policies and procedures.

b. Vacation, sick leave, holiday pay, and other leave which will accrue as follows and may be utilized in accordance with the Library's policies and procedures:

i. Vacation: The Library Director will receive ten (10) days of vacation leave upon the commencement of employment and will thereafter accrue vacation leave in increments of sixteen (16) hours per month.

ii. Sick leave will accrue in increments of eight (8) hours per month.

iii. Holiday pay: The Library Director will be paid for all holidays observed by the Library, as specified by the Library's personnel policy.

iv. Bereavement leave: The Library Director may take up to three (3) consecutive workdays of paid bereavement leave for the death of a family member. Bereavement leave is available per incident.

v. Administrative leave: May be granted by the board of trustees, in accordance with the Library's personnel policy.

c. The opportunity to participate in all fringe benefits as the Library provides generally to similarly situated full-time employees, including PERSI, health insurance, dental insurance, VEBA, life insurance, long term disability insurance, Employee Assistance Program, medical leave of absence, disability leave, continuing education, mileage reimbursement at the applicable IRS rate, use of Library-owned vehicle for library business purposes, professional memberships, service club memberships, and conference attendance.

d. A computer and cell phone.

e. Moving and relocation stipend of \$15,000.00, payable in three (3) equal installments as follows: (i) upon execution of this Agreement; (ii) upon written confirmation by the Library Director of the engagement of a moving company; and (iii) upon completion of relocation.

All compensation provided by the Library to the Library Director is subject to deductions and withholdings as required by law or the terms and conditions of any fringe benefit in which the Library Director participates.

4. Duties and Responsibilities. In consideration of the compensation specified in this Agreement, the Library Director shall:

a. Devote the Library Director's full time and best efforts to the performance of the duties under this Agreement, which include:

i. the administration and management of public library services in accordance with the standards established by the Board of Library Commissioners,

advising the board of trustees, implementing policy set by the board of trustees, acquiring library materials, equipment, and supplies, attending executive sessions of the board of trustees, hiring or overseeing the hiring of all other employees of the Library, and the discipline and discharge of any employee in accordance with applicable law and the policies of the board of trustees;

ii. those duties and responsibilities specified by the job description attached hereto and incorporated herein by reference; and

iii. such other legally permissible and proper duties as assigned by the Library from time-to-time.

b. Comply with all applicable state and federal laws, rules, and regulations.

c. Abide by the rules, policies, and procedures promulgated and adopted from time to time by the Library, as they now exist or hereafter may be amended, promulgated, or adopted.

5. Outside Activities. The Library Director shall not undertake any business, professional, or personal activities or pursuits that would prevent the Library Director from devoting her full time and best efforts to the performance of the duties under this Agreement.

6. Termination. The Parties agree that each is committed to the Library Director's employment with the Library for the term of this Agreement. The Library acknowledges and agrees that the Library Director is a for-cause employee pursuant to Idaho Code § 33-2721, and the Library Director's employment during the Initial Term may only be terminated by the Library under the conditions set forth herein.

a. The Parties may terminate this Agreement and the Library Director's employment by mutual agreement.

b. The Library Director may terminate this Agreement by resignation from employment with the Library for Good Reason by giving thirty (30) days written notice to the Library. "Good Reason" means: (i) circumstances which a reasonable person would consider real, substantial, and compelling to resign from employment; (ii) a reasonable and serious objection to the work requirements of the Library on moral or ethical grounds; (iii) a health or physical condition which makes it impossible to continue to perform the duties of the job; (iv) subjection to unlawful harassment; (v) the Library fails to provide the Library Director with resources to carry out the duties and responsibilities set forth in Section 4; (vi) the Library substantially reduces the Library Director's duties, responsibilities, or compensation; or (vii) the Library materially breaches this Agreement. Such written notice shall specify the reason(s) for resignation.

c. The Library may seek to dismiss the Library Director from employment only for "Good Cause". "Good Cause" means: (i) the failure to materially perform the duties of the Library Director as set forth herein; (ii) the intentional violation of any

applicable local, state, or federal law or regulation; (iii) the willful, intentional disregard of the Library's interests; (iv) the deliberate violation of the Library's rules, policies, or procedures; or (v) the intentional disregard of a standard of behavior which the Library reasonably expects of its employees. In addition to the foregoing, the Library agrees that should it seek to dismiss the Library Director from employment, it will be for fair and honest reasons that are not trivial, arbitrary, or capricious; unrelated to business needs or goals; or pretextual.

d. Should the Library seek to dismiss the Library Director from employment, the Library Director is entitled to procedural due process as required by federal and state law. The Library shall provide the procedures set forth in Exhibit A to this Agreement attached hereto and by this reference incorporated herein.

e. The Library may terminate this Agreement by the dismissal of the Library Director from employment only by a positive vote of four (4) members of the board of trustees.

f. Notwithstanding any other provision of this Agreement, this Agreement shall terminate automatically upon the death of the Library Director or if the Library Director becomes totally or permanently disabled as defined by the Library's disability insurance carrier.

7. Severance. The Parties agree that if this Agreement is terminated prior to the conclusion of the Initial Term and under the circumstances identified below, the Library Director shall receive the following as Severance: six (6) months of regular pay, less normal payroll deductions, paid in three (3) consecutive monthly installments beginning on the first normal payroll following the date of termination of the Agreement, and paid thereafter in accordance with the Library's normal payroll procedures; up to six (6) months of COBRA benefit premiums reimbursed to the Library Director by the Library; payment of all accrued but unused vacation and sick leave.

The following are the circumstances under which the Library Director shall receive a severance:

- a. The Parties' termination of this Agreement by mutual agreement.
- b. The Library Director's termination of this Agreement by resignation from employment with the Library for Good Reason, as set forth in section 6(b). The Parties agree that the Library Director shall not be entitled to Severance if she resigns within six (6) months of the commencement of this Agreement.
- c. The Library's termination of this Agreement by dismissal of the Library Director from employment for the failure to materially perform the duties of the Library Director, such duties as set forth in section 4.

d. The automatic termination of this Agreement if the Library Director becomes totally or permanently disabled as defined by the Library's disability insurance carrier.

Except for those circumstances set forth in Section 7(a), (b), (c), and (d), if either Party terminates this Agreement for any reason prior to the conclusion of the Initial Term, the Library Director acknowledges and agrees that she has no right to receive any Severance of any kind, the Library will not owe her any unearned compensation or benefits, and her participation in any fringe benefit offered by the Library will be discontinued as of the date of termination.

8. Other Terms and Conditions of Employment.

a. The Library Director is not subject to the ninety (90) day introductory period applicable to other new employees of the Library. Notwithstanding the foregoing, the board of trustees will evaluate the performance of the Library Director from time-to-time in accordance with the Library's policies and procedures.

b. Disciplinary action, other than dismissal from employment, may be imposed by the Library in accordance with the Library's policies and procedures.

9. Library Property. All information, materials, documents, supplies, equipment, and other property furnished to the Library Director by the Library in connection with performance of services under this Agreement will be and remain the sole property of the Library. On the date of termination of Library Director's employment for any reason, the Library Director must return to the Library all tangible and intellectual property in whatever form belonging to the Library, including, but not limited to, vehicles, laptops, computers, cell phones, wireless electronic mail devices, code, and other equipment, information, documents, and property.

10. Notices. Any notices to be given hereunder by either Party to the other Party may be effected either by personal delivery in writing or by certified mail, postage prepaid with return receipt requested. Mailed notices shall be addressed to the Parties at the addresses indicated below or as changed by written notice delivered in accordance with this Section. Notices delivered personally shall be deemed communicated as of actual receipt; mailed notices shall be deemed communicated as of three (3) days after mailing.

To Library:

821 N. Spokane St.
Post Falls, ID 83854

To Library Director:

[REDACTED]
[REDACTED]

11. Entire Agreement. This Agreement contains all of the covenants and agreements between the Parties with respect to the employment of the Library Director. Each Party to this Agreement acknowledges that no representations, inducements, promises, or agreements, oral or

otherwise, have been made which are not embodied herein and that no other agreement, statement, or promise not contained in this Agreement shall be valid or binding.

12. Modification. No modification of this Agreement shall be effective unless in writing and signed by all Parties to this Agreement.

13. Governing law, Venue. This Agreement is governed, construed, interpreted, and administered according to the laws of the state of Idaho and any applicable federal law. No effect is given to any choice-of-law or conflict-of-law provision or rule (whether of Idaho or any other jurisdiction) that would cause the application of the law of any jurisdiction other than those of Idaho. Jurisdiction and venue for any action to enforce this Agreement shall lie with the courts of the First Judicial District of the state of Idaho, in and for Kootenai County.

14. Severability. If any provision or any portion hereof is held invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force and effect without being impaired or invalidated in any way.

15. Headings. The headings used in connection with this Agreement are for reference purposes only and shall not affect the meaning of the terms contained therein.

16. Waiver. The waiver by the Library of a breach of any provision of this Agreement by the Library Director shall not operate or be construed as a waiver of a subsequent breach by the Library Director.

17. Assignment. This Agreement is not assignable by either the Library or the Library Director.

18. No Third-Party Beneficiaries. This Agreement is for the sole benefit of the Parties and their permitted heirs, executors, administrators, successors, and assigns. Nothing in this Agreement, express or implied, confers any legal or equitable right, benefit, or remedy of any nature whatsoever upon any other person or the creditors of any person.

19. Attorneys' Fees. In the event that a Party to this Agreement institutes any cause of action, suit, or other proceeding to enforce any of the provisions of this Agreement, the prevailing party shall be entitled to recover, in addition to expenses, costs, and disbursements as provided by Idaho law, reasonable attorneys' fees to be taxed in such suit or action, including attorneys' fees and costs on appeal.

20. Multiple Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

21. Execution Date. The execution date of this Agreement is the date the last party signs this document or counterpart.

INTENDING TO BE BOUND, this Agreement has been duly executed and delivered by the Library Director and by the duly authorized Trustee of the Library as of the dates written below.

CONSOLIDATED FREE LIBRARY DISTRICT



By: Katie Blank
Its: Board of Trustees, Chair

Date: 5/4/23

ALEXA ECCLES



Date: 5/5/2023

EXHIBIT A

Dismissal Procedures

In the event the Library seeks to dismiss the Library Director from employment, the Library shall provide the following procedures:

1. A written statement of the specific charges, reasons, and grounds upon which the Library seeks to dismiss the Library Director from employment. The written statement shall include: the identification by dates and times of the alleged conduct; citation to any rules, policies, or procedures which are alleged to have been violated; all attempts at corrective action and remedial measures; and an explanation of all evidence, including witnesses, which the Library will rely upon to seek such dismissal.

2. Written notice of the date, time, and place for a hearing before all members of the board of trustees. The scheduled hearing shall be set no sooner than thirty (30) days following receipt of the written statement by the Library Director. The Library Director shall provide written notice to the board of trustees within five (5) days of receipt of the written statement of whether she will avail herself of the hearing. If the Library Director is unable to participate at the scheduled date and time for the hearing, the Library will provide a reasonable alternative date and time for a hearing.

3. Written notice of whether the Library Director will be placed on administrative leave with pay at any time prior to and/or after the scheduled hearing.

4. At least ten (10) days prior to the scheduled hearing, copies of all evidence, whether in electronic or hard copy format, which the Library will rely upon to seek such dismissal, shall be provided to the Library Director.

5. The Library Director and the board of trustees shall appear personally at the scheduled hearing. The Library Director may be represented by any person or attorney as she may select. If the Library Director elects to be represented by an attorney, she shall advise the board of trustees in writing at least five (5) days before the scheduled hearing. The attorney for the Library shall advise the board of trustees at the scheduled hearing.

6. For the scheduled hearing, the board of trustees shall designate one (1) member of the board to present the charges, reasons, and grounds upon which the Library seeks to dismiss the Library Director from employment. The board of trustees shall only present information and evidence which has been previously identified to the Library Director. The board of trustees may present oral testimony from witnesses and/or documentary evidence. The Library Director or her representative may cross-examine any witnesses presented on behalf of the Library. Should any new charges, reasons, grounds, or evidence be identified at the hearing, the Library Director shall be entitled to an additional hearing conducted in accordance with these procedures to address such information.

7. After the board of trustees presents information and evidence, the Library Director may then present her response to the charges, reasons, grounds, and evidence upon which the

Library relied upon to seek her dismissal. Such response may be presented by oral testimony from witnesses of her choosing and documentary evidence, and the Library Director or her representative may question any member of the board of trustees. The designated board member may cross-examine any witnesses presented on behalf of the Library Director and any member of the board of trustees who was questioned.

8. The Idaho Rules of Evidence shall not apply to the hearing.

9. The conduct and decorum of the hearing shall be under the control of the chair of the board of trustees, with due regard for the rights and privileges of the Parties.

10. The hearing shall be conducted in private, unless the Library Director requests a public hearing.

11. The Library will record the hearing by video or audio means.

12. Within ten (10) business days of the conclusion of the scheduled hearing, the board of trustees, on behalf of the Library, will provide a written statement of its findings and its decision on dismissal.

13. All statements and notices pertaining to dismissal shall be provided to the Library Director either by personal service or certified mail.



LIBRARY DIRECTOR

FLSA Designation: exempt

Board Approved: 11-04-22

Position Summary

The Director serves as the Executive Officer of the Community Library Network, a Library District, and is hired by the Board of Trustees. The Director provides the highest level of executive leadership and with integrity, honesty and knowledge, promotes the culture and mission of the Community Library Network. The primary functions of the Director are to deliver excellent member experiences to all community libraries while adhering to District policy as set by the Board of Trustees, state law as defined in Idaho Code 33-27 and federal law. The Director must be forward thinking, able to anticipate future library service and technology needs, and use initiative and creativity to implement change across the District.

Qualifications

- ALA accredited master's degree in Library Science or related degree; and
- At least seven years of progressively responsible library managerial or administrative experience to include analyzing and applying financial data and trends, property management and bond and building campaigns
- Four years supervisory experience, multi-site preferred
- Demonstrated experience in a complex, fast paced environment

OR

- A combination of education and experience which demonstrates the ability to successfully meet the requirements of the position may be considered.

Knowledge, Skills and Abilities

- Knowledge of the principles and practices of public libraries.
- Knowledge of current trends and developments in the fields of executive leadership, management, public administration, grants, and foundations.
- Knowledge of principles and practices of operating a multi-branch library district with taxing authority.
- Knowledge of and experience conducting bond and levy elections.
- Knowledge of governmental finance and accounting, bond financing methods, public and private funding sources, and experience in complex budget development and administration.
- Knowledge of automation systems and other technologies; library automation systems preferred.
- Ability to foster a productive, cooperative working environment and maintain effective, professional relationships with a wide variety of public and private parties.
- Ability to articulate the District's vision to the staff and the public to foster goodwill for the library.
- Ability to lead, exercise initiative, be flexible, and share enthusiasm.

Principal Duties

The Director is responsible for ensuring the following are successfully completed:

Board of Trustees

- Serves as Secretary of the Library Board and attends all Board meetings as a non-voting member. Keeps records of agendas and minutes; prepares and stores Board Packets of reports, statistics and other supporting documents and correspondence.
- Prepares regular reports for the Board of the operations of the library. Stores and makes available legal and historical documents.

Planning and Policymaking

- Recommends library policies, services and fiscal activities to the Board.
- Responsible for developing strategic plans and facility plans with the Library Board.
- Implements the Board approved long-range Strategic Plan.

Library Services

- Studies and plans the development of library services to meet present and future community needs.
- Keeps current with library trends and economic, political and demographic issues that may affect library programming and services.
- Responds to public requests for information.
- Works to resolve problems and complaints from the public.

Financial Operations

- Plans and presents the annual budget and monitors all expenses. Responsible for efficient spending, fundraising and donations, and accurate and transparent reporting.
- Appraises the organization's financial position and recommends strategies to the Board for achieving financial stability and growth.

Personnel Management

- Manages staff and is responsible for all staff. Works to ensure fair and lawful personnel practices, safety, training and staff development. Manages and supervises library operations to achieve goals with available resources, including organizing management workloads and staff assignments.
- Fosters a flexible, innovative, and team-oriented culture.

Facilities Management

- Ensures the library facilities and vehicles are maintained and repaired as needed.
- Works with the Board in long term planning for new facilities and/or expansion.
- Plans new and remodeled library facilities and furnishings.

Library Groups and Community Involvement

- Is an effective and active advocate for the library in media and community. Participates on local Boards and committees. Attends community events on behalf of the library.
- Establishes and maintains effective working relationships with the public, Board of Trustees, employees, Library Committees, Friends of the Library, CIN Consortium Directors and other professional groups. Active member of the CIN Consortium.

Professional Development

- Participates in professional library associations and other professional organizations.

- Attends conferences, workshops, and meetings and reads professional literature related to library management and services.
- Follows library and usage trends to encourage efficient and effective use of library collections and resources.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate effectively on the telephone and in person and to hear sounds within the normal range of conversation.
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review, evaluate and prepare a variety of written documents and text materials.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, specialized library equipment and a personal computer.
- Sufficient personal mobility, flexibility and balance, with or without reasonable accommodation, which permits the employee to lift up to 35 pounds and maneuver heavy book carts and to work in an office and library environment.

This is not intended to be a contract or an all-inclusive list of duties. Employees may be required to perform other duties necessary to meet the on-going needs of the Community Library Network.