

Board Packet

5.18.23 Board Meeting

**Community Library Network
Board of Trustees Special Meeting Minutes
Tuesday 11 April 2023
Post Falls Library Work Room**

2:00 – 4:00 pm

We Empower Discovery

Agenda

Call to order Meeting was called to order at 2:04 pm

Roll call: Trustees: Katie Blank, Regina McCrea, Judy Meyer, Rachelle Ottosen, Vanessa Robinson
Staff: Lindsey Miller-Escarfuller, Janelle Sells
Guest(s): June Garcia, Katie Brereton

Executive session: (Idaho Code 74-206 (1)(a): To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need *(110 minutes)*

McCrea moved to go into executive session per Idaho Code 74-206(1)(a) at 2:04 pm

Blank – Aye
McCrea – Aye
Meyer – Aye
Ottosen – Aye
Robinson – Aye

Miller-Escarfuller and Sells left the meeting at 2:05 pm

McCrea moved to come out of executive session at 4:01 pm

Blank – Aye
McCrea – Aye
Meyer – Aye
Ottosen – Aye
Robinson – Aye

Robinson moved to extend the meeting to 5:00 pm

Blank – Aye
McCrea – Aye
Meyer – Aye
Ottosen – Aye
Robinson – Aye

Meyer moved to go back into executive session per Idaho Code 74-206(1)(a) at 4:02 pm

Blank – Aye
McCrea – Aye
Meyer – Aye
Ottosen – Aye
Robinson – Aye

McCrea moved to go out of executive session at 4:44 pm
Blank – Aye
McCrea – Aye
Meyer – Aye
Ottosen – Aye
Robinson – Aye

Miller-Escarfuller and Sells returned to meeting at 4:45 pm

Succession planning: action item (10 minutes)

McCrea moved to authorize McCrea and Blank to resume negotiations with the chosen candidate and to delegate consummation of an employment contract consistent with discussions held in executive session. Ottosen disagrees with one section of the proposed contract.

M, C – McCrea, Ottosen opposed

Ottosen asked about reviewing the proposed employment contract with her own attorney. Brereton cautioned Ottosen about sharing executive session discussions and/or materials outside of executive session and the potential legal ramifications.

Adjournment: action item

Meyer moved to adjourn at 4:57 pm

M, C – Meyer

Respectfully submitted,
Lindsey Miller-Escarfuller and Janelle Sells

Calendar of events:

18 Apr 2023	Regular Meeting	9:00 – 12:00	Athol
18 May 2023	Regular Meeting	9:00 – 12:00	Rathdrum
15 June 2023	Regular Meeting	9:00 – 12:00	Spirit Lake

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

Phone: 208-773-1506 ext. 329

Email: ADAcordinator@communitylibrary.net

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**Community Library Network
Board of Trustees Regular Meeting Minutes
Tuesday 18 April 2023
Athol Library**

9:00 am – 12:30 pm

We Empower Discovery

Agenda

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

Roll call: Trustees: Katie Blank, Regina McCrea, Judy Meyer, Rachele Ottosen, Vanessa Robinson
(arrived at 9:01 am)
Treasurer: Michele Veale
Staff: Lindsey Miller-Escarfuller, Janelle Sells, Michelle Fansler, Jill Roche

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 Meyer and McCrea candidacies for the library trustee positions. She also said that time limits for public comment is censoring. Her twenty-four book purchase requests were only granted 25% of the time.
- Suzanne Kearney, Post Falls – She was pleased that Blank acknowledged that harmful materials for minors exist. She said that the new minor's card policy will not necessarily change the collection, the policy is just optics. She spoke against Meyer and McCrea for library trustee.
- Charles Coats, Post Falls – He spoke about the new policy not being implemented, the library district has grown from one to seven but just through absorbing other libraries and he wants explicit books out of minor's hands.
- Kara Claridge, Coeur d'Alene – She talked about the legislative updates, including the HB314 bill that failed an override veto. She believes the libraries are the extremists by promoting an agenda. She stated that real children are being harmed with the materials in the collection.
- Jeff Lewis, Post Falls – He listed a number of activities that children are banned from since they are not suitable for anyone under the age of 18. He quoted from a book from the Priest Lake library. Pornography is a cancer just like smoking cigarettes. He will be voting for Hanley and Plass for healthy libraries.
- Skip (cannot read last name), Athol – He has been using the Athol library for years. It is the best library. He spoke against Hanley and Plass for library trustee.

Athol Annual Report – Jill Roche (*15 minutes*)

- Jill Roche introduced herself and talked about her background. She highlighted the library activities from March 2022 to March 2023. Athol library is a community gathering place. The Golden Book award has been ongoing for the past five years to celebrate the hard-working

staff. Roche introduced her staff and volunteers. She reviewed the past year's statistics. Almost all statistics increased. Computer use has declined since more patrons have their own devices and internet now. The Athol library joined the Bayview Chamber of Commerce in support of the Strategic Plan Goal 4. Adult Programming has expanded. In-house programs are up 129% and attendance is up 45%. Roche shared some of the exciting programs held at Athol including cooking, gardening, and music programs. Several programs became so popular, they had to move to the community center for space. Roche reviewed some of the family community events they participated in. Bringing teens into the library is challenging. The high school is not close by but a paint & sip program just for teens was popular. Storytime is also very popular. They partnered with Super 1 Foods to hand out treats at Trunk-or-Treat. Roche stated they are on the path to surpass the annual statistics in 2022 for kids' programs by the end of Spring 2023. Other community partners include Farragut State Park and the Idaho Department of Labor. The meeting room is used by a variety of groups in the community. New shelving has helped their storage needs. Roche shared her goals for the coming year. Ottosen asked if they would check out a chainsaw to an eleven-year-old. Roche said no. Miller-Escarfuller stated that Library of Things is for members 18 years or older. Robinson asked about the partnership with the Department of Labor. Roche noted the individual works at the library but is paid through a program initiated by the Department of Labor to help young people get work experience. While it may be difficult to find projects that young people in that program can work on, it is rewarding to help.

Consent agenda: action item (*10 minutes*)

Minutes of the special meeting of 10 March
Minutes of the regular meeting of 16 March
Minutes of the special meeting of 23 March
Minutes of the CIN meeting of February 2023
March CIN Financial Statements

- Meyer asked about the list of books that Ottosen was to provide and referenced in the last regular meeting. Ottosen referred to the list from Clean Books for Kids. Blank wants to know what specific books are in the children's collection, for ages 0 to twelve. McCrea noted that Ottosen stated in public meetings that the library has pornographic material in the collection. She also stated the attorney has requested the list of books publicly noted by Ottosen. Ottosen said "Changing You" by Gail Saltz promotes masturbation and "The Big Bath house" by Kyo Maclear has full frontal nudity pictures. McCrea noted two corrections to the March 23rd meeting minutes.
McCrea moved to accept the consent agenda with noted changes and without the February 2023 CIN minutes.

M, C – McCrea

Community Library Network February and March 2023 financial statements: action item (*10 minutes*)

- McCrea noted the change in storage rental and asked about dues payments. Miller-Escarfuller said that conference costs are greatly reduced by individuals joining the membership of the organization. The Community Library Network cannot join ALA as an entity. They only accept individual memberships. Ottosen moved to accept the February and March 2023 financial statements.

M, C - Ottosen

Community Library Network February and March 2023 reports (*10 minutes*)

- McCrea was pleased to read about the implementation plan of the new minor card policy by the Youth Services Coordinator. Miller-Escarfuller stated there is a team working to implement the policy by the timelines established. Blank talked about the amount of work to make the changes. McCrea asked about the vacant Communications Coordinator position. Miller-Escarfuller said interviews are in progress.

Circulation Statistics February and March *(10 minutes)*

- Miller-Escarfuller noted about 14% increase in library visits and 9% in circulation. Ottosen asked about Freegal usage. Miller-Escarfuller stated the CIN contract will expire in May. The Community Library Network will renew just the District for one more year.

Director's report *(20 minutes)*

- Miller-Escarfuller discussed the Communications Coordinator and Adult Programming Coordinator positions. The Adult Programming position has been filled internally. She also talked about the report she provided showing the list of titles that the public has asked to be reconsidered. The report notes decisions made regarding the reconsideration. McCrea is pleased to receive the report. Ottosen asked if the report is a public document. Miller-Escarfuller noted this is an internal document shared with the board and Freedom of Information Act request would be required to share with the public. She also reviewed the Public Comment Report. It is not an exhaustive list but is a list of books talked about during public comment. The report contains 26 titles and the District owns 19. Of those 19, 6 are shelved in the adult section, 5 are shelved in Young Adult, and 8 are shelved in Childrens section. Ottosen notes that the rest of society does not necessarily define "children" the way libraries do. McCrea stated she finally has obtained the list from Clean Books for Kids. She is concerned the District's logo is being used on flyers without permission. She noted 65% of the books on the list are on the list just because some characters are gay. She noted the court case that expanded protection rights for those in the LGBTQ+ community. Books on the list from Clean Books for Kids is view-point discrimination and she is concerned about legal ramifications of removing books based on viewpoint. Miller-Escarfuller reviewed the list also. She noted that while the District owns less than the seven hundred-plus titles on the list, the titles owned only represent .004% of the collection, of 253,000 items. Meyer said the list from Clean Books for Kids is always changing. Robinson asked about books being moved to other sections, if it is only through the reconsideration process or if librarians are choosing to move them on their own. Miller-Escarfuller stated books may be moved through the reconsideration process and, with the new minor card policy, moving forward books will be moved in accordance with the new policy. Meyer noted that policies can be changed when needed.

Athol Library Tour / Break *(15 minutes) From 10:59 to 11:15*

FY24 Budget Discussion *(30 minutes)*

1st draft discussion

- Miller-Escarfuller said the salary consultants helped develop this next fiscal year's recommendations. She reviewed the three scenarios McGrath suggested. The first option would move salaries to below market levels. The second option moves salaries to the low end of market level. She defined what compression means as it applies to staff longevity. The third option brings salaries to the mid-market range. The largest changes are for frontline staff. McGrath noted to retain quality staff, salaries need to show support for staff. Robinson asked about total salaries versus total salaries and benefits. McCrea noted that McGrath recommends going to mid-market salary levels. Robinson asked what the salary percentage to income will be. Miller-Escarfuller stated we will have more information soon related to the rest of the budget. Meyer noted the ripple effect to the rest of the budget. McCrea appreciated the considerations for future budgets. Blank noted the salary increase differences between the three different scenarios. She said choosing the below market salary range may not be good for

staff morale. Blank asked staff to develop a full budget with one of the salary scenarios. Robinson and Meyer noted that salaries will always be catching up if choosing the below market or low market options. Robinson is in favor of moving to mid-market salary ranges. Ottosen would like to see the low market salary budget implication. Consensus is for staff to develop budgets with low market and mid-market salary options.

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

Succession Planning: action item *(5 minutes)*

- The employment agreement was revised and sent to the preferred candidate with the expectation of a response by Monday, April 24, 2023. Blank would like a special meeting the week of the 24th.

Strategic Plan Quarterly Update *(10 minutes)*

- Miller-Escarfuller reviewed the progress of the strategic plan. This is the first quarter report following adoption of the strategic plan. She went through each goal and the implementation progress to date. Staff meet on a regular basis and updates will be made to the Board quarterly. Staff changes have delayed some progress. Miller-Escarfuller would like to focus more on evening/weekend programming and expanding the intergenerational activities. Meyer noted the strategic plan may have budget implications.

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

Facilities updates *(5 minutes)*

- HVAC systems have received preventative maintenance, fire extinguishers have been serviced, and cost estimates have been received on the Post Falls remodel.

Legislative updates *(2.5 minutes)*

- Meyer noted the end of the legislative session. She would like to host legislative visits with the library again. Fall is the best time of year. Ottosen noted that the legislature did consult with the Idaho Commission for Libraries. Blank discussed a flyer she received in front of the Post Falls library. A legislative open house is a way to open conversations with elected officials.

Community announcements *(2.5 minutes)* – no discussion

Public comment overview *(10 minutes)*

- Robinson stated that no Board decisions or policies made recently are a reflection of the upcoming election. She talked about the public comment regarding accessing the new minor card and that the commentor did not recall the policy would take time to implement. She also thanked Miller-Escarfuller for her impressive work. Meyer also agreed that it is painful to hear misinformed comments.

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

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

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

Budget Hearing

- The Budget Hearing is proposed for August 10, 2023. Robinson moved to hold a Budget Hearing for Fiscal Year 2024 on August 10, 2023, at 5:30 pm at Post Falls.

M, C - Robinson

- o Blank would like to hold a special meeting following the response from the Director candidate of choice. Proposed days are April 25, 2023, from 2:00 to 4:00 pm or April 27, 2023, from 2:00 to 4:00 pm at Post Falls
- o A special meeting for presentation on an estimated budget will be held on May 5, 2023, from 1:30 to 3:30 pm at Post Falls

Adjournment: action item

McCrea moved to adjourn at 12:29 pm

M, C – McCrea

Respectfully submitted,
Lindsey Miller-Escarfuller and Janelle Sells

Calendar of events:

18 May 2023	Regular Meeting	9:00 – 12:30	Rathdrum
15 June 2023	Regular Meeting	9:00 – 12:30	Spirit Lake
20 July 2023	Regular Meeting	9:00 – 12:30	Harrison
17 Aug 2023	Regular Meeting	2:00 – 5:00	Hayden

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**Community Library Network
Board of Trustees Special Meeting Minutes
Wednesday 03 May 2023
Post Falls Library Work Room**

3:00 – 5:00 pm

We Empower Discovery

Agenda

Call to order Meeting was called to order at 3:00 pm

Roll call Trustees: Katie Blank, Regina McCrea, Judy Meyer, Rachelle Ottosen, Vanessa Robinson
Treasurer: Michele Veale
Staff: Lindsey Miller-Escarfuller

Executive session: (Idaho Code 74-206 (1)(a): To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need: action item *(105 minutes)*

Meyer moved to go into executive session per Idaho Code 74-206(1)(a) at 3:01 pm

Blank – Aye
McCrea – Aye
Meyer – Aye
Ottosen – Aye
Robinson – Aye

Miller-Escarfuller left the meeting at 3:02 pm

McCrea moved to leave executive session at 4:59 pm

Blank – Aye
McCrea – Aye
Meyer – Aye
Ottosen – Aye
Robinson – Aye

Miller-Escarfuller returned to the meeting at 5:00 pm

Ottosen moved to extend the meeting to 5:15 pm

M,C - Ottosen

Succession planning: action item *(10 minutes)*

- McCrea moved to adopt the proposed employment agreement to hire Alexa Eccles and the Board Chair is authorized to execute the agreement on behalf of the Community Library Network and establish a start date.

M, C – McCrea, Ottosen opposed.

Ottosen is opposed to section 7C and 7D of the employment agreement.

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

Adjournment: action item
Ottosen moved to adjourn at 5:08 pm
M, C – Ottosen

Respectfully submitted,
Lindsey Miller-Escarfuller

Calendar of events:

05 May 2023	Special Meeting	1:30 – 3:00	Post Falls
18 May 2023	Regular Meeting	9:00 – 12:30	Rathdrum
15 June 2023	Regular Meeting	9:00 – 12:30	Spirit Lake

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Meeting Room Policy

Board ~~Draft~~ ~~Approval~~ Date: ~~May 18, 2023~~ ~~April 23, 2019~~

We are pleased to offer meeting rooms for non-commercial, non-profit meetings for public use during open hours. ~~The Meeting rooms are free to use. although the Post Falls Library charges a \$25 set-up fee for joint use of meeting rooms #1 and #2. Optional technology tools/equipment may be available at some libraries. A library card is not needed, unless using the Post Falls Library's optional technology packet.~~

Please leave the rooms, including furniture set, as found. Refreshments (no alcohol) are fine as long as everything is cleaned up and taken from the room when done. If a room or its furnishings are damaged or soiled during a meeting, ~~you~~ ~~the responsible party~~ will be billed for the cleaning or replacement costs.

To ~~book~~ ~~reserve~~ a room, ~~call your library for the meeting room request form and return it to the library. visit our website to submit a request form.~~ Rooms are ~~booked~~ ~~reserved~~ on a first come, first served basis ~~and require a minimum of 72 hours' notice. If requiring the use of optional technology tools/equipment, include the request in the reservation.~~ Someone 18 or older must be responsible for the room and conduct of participants. ~~Rooms can be booked three meeting in advance but cannot be used as the regular meeting place. Groups can have up to three active reservations in a ninety-day period.~~

For programs sponsored by the library, permission may be granted to sell goods with a percentage donated to benefit the ~~Community~~ Library Network.

Listed below are the capacities of each meeting room, with chairs and without tables.

Library	Capacity	Phone Number
Athol	17	208-683-2979
Hayden, Meeting room 1	49	208-772-5612
Hayden, Meeting room 2	31	208-772-5612
Pinehurst	28	208-682-3483
Post Falls, Meeting Room 1	40	208-773-1506
Post Falls, Meeting Room 2	40	208-773-1506
Post Falls, The Workroom	10	208-773-1506
Rathdrum	29	208-687-1029
Spirit Lake	23	208-623-5353

Full Policy

1. The library has first priority for meeting room space. ~~Rooms can be booked up to three meetings in advance, on a first come, first served basis.~~ ~~Groups can have up to three active reservations in a ninety-day period.~~ District administrators and library managers may make exceptions.
2. ~~A meeting room request form must be filled in, signed and approved by the library manager.~~ ~~The online reservation form must be submitted by the responsible party and is subject to approval by library staff.~~ The responsible party ~~person~~ signing the form is accountable ~~responsible~~ for the conduct of the group and must be eighteen (18) or older.
3. All meetings held in the library must be free of charge and open to the general public, except that the meeting room may be closed as public space for library-sponsored activities. No Private parties such as weddings, wedding showers, birthday parties, etc., are not allowed. Meeting rooms may be closed to the public for library business or library sponsored activities.
4. ~~Use of the meeting rooms does not constitute an endorsement by the library of a program or point of view expressed.~~ Meeting rooms are a neutral forum. The library does not endorse or support the activity or viewpoints of groups using the room. All publicity must clearly state the name of the sponsoring group and not imply that the library is a sponsor. News releases, publicity or printed or electronic advertisements or announcements must not imply the library has endorsed the group, unless the library has agreed to co-sponsorship.
5. The group or organization holding the meeting or event assumes full responsibility for any damage to the library facilities or equipment it uses. No charge or cleaning deposit will be required for the use of the meeting room. However, if damage or soiling occurs to the room or furnishings, the ~~organization~~ responsible party will be billed the cost of cleaning and/or damages. Failure to clean up the meeting room will result in the loss of meeting room privileges.
6. The library will not accept reservations for a series of meetings that would designate the library as a regular meeting place. No organization may designate any library as its headquarters or a regular meeting place, unless affiliated with the library.
7. Community Library Network assumes no responsibility for any non-library property placed in the facility in connection with a meeting and ~~The District~~ is expressly released and discharged from any and all liability for any loss, injury or damage to persons or property which may be sustained by reason of the meeting, program or event. Each organization agrees that it will save and hold harmless and indemnify Community Library Network from and against any and all liability which may be imposed upon them for injury to persons or property caused by the organization or any person in connection with the use of the meeting room.
8. Any program, meeting or event held at the library must not unduly disrupt the use of the library by others. All displays and brochures for the meeting or event will be contained within the meeting room(s) reserved for that event or meeting. Only designated surfaces in the meeting room may be used to attach any fliers, signs, posters, or other materials. Under no circumstance will any materials be attached in any manner to painted walls, windows or ceiling tiles.

9. For programs sponsored by the library, permission to sell goods may be permitted so long as a portion of the proceeds are donated to benefit the **Community** Library Network. Sponsorship includes joint program publicity and library staff in attendance. Refreshments may or may not be provided by the library.
10. The meeting rooms are available during open hours. Groups must vacate **meeting room(s) the library** ten (10) minutes prior to closing unless other arrangements have been made.
11. Each group **may be** responsible for set-up and cleanup after each use without staff assistance. ~~At the Post Falls Library, when requesting joint use of rooms #1 and #2, a \$25 set up fee is required before use. The library manager or administrators may waive this fee. Any and all damages will be billed to the responsible party. Failure to clean up the meeting room will result in the loss of meeting room privileges.~~
12. ~~Each meeting room has a standard configuration for its furniture arrangement that includes the number of chairs and tables and their placement. The meeting room must be left in this configuration at the end of a group or organization's use of that meeting room. At the Post Falls Library, when requesting joint use of rooms #1 and #2, a \$25 set up fee is required before use. The library manager or administrators may waive this fee.~~
13. Refreshments may be served, but not alcoholic beverages. Groups must bring their own serving items and clean up after refreshments are served. Storage room is not provided. The rooms must be cleared of all items (equipment, boxes, brochures, etc.) at the end of the meeting.
14. ~~Smoking or vaping is not permitted in any Community Library Network building. Smoking or vaping is allowed outside as posted.~~
15. The number of persons **people** attending any meeting must not exceed the posted limit as set by the Fire Marshal.
16. Community Library Network reserves the right to revoke permission to use any of the meeting rooms. Repeated failure to **notify library staff of a cancelation** ~~cancel a scheduled meeting room reservation~~ or not following this policy may result in the loss of meeting room privileges.
17. Adults must remain with **children** ~~their child~~, under **the age of** nine, while attending meeting room programs. Exceptions may be made for children attending programs conducted by library staff. Meetings of groups under the age of eighteen must be supervised at all times by an adult.
18. ~~Meeting rooms may be closed to the public for library purposes.~~
19. This statement of policy is subject to amendment at any time by the Board of Trustees of the Community Library Network.



STUDY ROOM POLICY

Board ~~Draft~~ **Approved: May 18, 2023** ~~March 15, 2018~~

The Community Library Network provides study rooms at all buildings except for Harrison. Study rooms are available for short-term use by individuals and small groups for educational or civic purposes during regular library operating hours on a walk-in basis.

The study rooms may be checked out through the library's circulation system. A Community Library Network library card, **driver's license, or school ID with picture** is required, ~~but a driver's license or school ID with picture may be used at the discretion of the library manager.~~ **The responsible party checking out the study room must be 14 years old or older.**

Guidelines

1. Study room use is limited to once a day by the same individuals or groups.
2. Study rooms will not be used for commercial purposes, or by those with a commercial, **for-profit** intent ~~as indicated by traffic to and from a study room, materials of commerce, communications inviting business contact, etc.~~
3. Groups must comply with the occupancy limit posted for each room.
4. Study rooms are checked out for two hours. The time limit may be **waived** ~~extended~~ if there is no other demand for the room or until the room is requested. In no case should use extend beyond four hours.
5. Conversations should be kept to a level that cannot be heard outside the room.
6. The library assumes no responsibility for personal property left in a study room.
7. Covered drinks are allowed in study rooms, but food is not.
8. Failure to leave the room as found may result in the loss of study room privileges.
9. **The responsible party assumes full responsibility for any damage to the library facilities or equipment it uses. If damage or soiling occurs to the room or furnishings, the responsible party will be billed the cost of cleaning and/or damages.**

COOPERATIVE INFORMATION NETWORK MINUTES

Wednesday, February 14, 2023
Coeur d'Alene Public Library/Zoom

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

CLN: X Kari Wilson/X Mark Foster/X Janelle Sells
Coeur d'Alene: X Christopher Brannon/X Melissa Searle/ X Tyler McLane
Liberty Lake: X Georgette Rogers /**Tensed/DeSmet:** __ Karen Owen /**Tri-Community:** __ Teri Wood

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

Introductions

All members present introduced themselves

Amendments to Agenda:

DVD titles in Koha
Holds Queue

Approval of January 2022 Minutes:

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

Approval of January 2022 Financial Statements:

Lindsey moved to approve the January 2022 financial statements.
Debbie seconded. Motion carried.

Unfinished Business & Action items

- **Freegal Renewal** = Lindsey made a motion to discontinue Freegal as a group when the current subscription lapses. Individual libraries can subscribe. Georgette seconded. Motion carried.
- **Draft Electronic Collection Development Policy** = Michael put together a draft of the electronic collection policy. Please send Michael any revisions before the next meeting. No action taken
- **Alternative name for CIN** - No ideas brought forth. We'll continue the discussion at a later time. No action taken.
- **Overdue Blocks** - Discussed overdue blocks for patrons using self-checkout. No action taken.
- **Default hold expiration date** = Further discussed holds expiration. No action taken.
- **Further discussion on password expirations** = Agreed it will likely cause more work for staff if we make the password expire. Christopher will investigate the option of a forced immediate password change on first log in.
- **Follow up on recent non-resident changes** = Each location has the ability to change their non-resident fees.
- **Demo recent ILL workflow modifications** = We can now use the holds system for ILL's. Christopher ran through a quick training on the change.
- **Update on Cloud Nine transitions** = Transitions are currently happening and going smoothly. If anyone is considering the change reach out for more information.

- **Z3950 searches** = a couple of new tags have been added to make the search easier when adding new records.

New Business:

- **Operating Agreement Update** = Michael made some updates to the Bylaws/Operating agreement and went through the changes. Any changes or suggestions need to be sent to Michael as soon as possible so we may approve the changes at the next meeting.
- **FY 23-24 Budget** = Janelle is preparing the budget for the next fiscal year. Twillio will be part of everyone's dues and will be based on the current stats formula. We may see an increase in ByWater fees in June.
- **DVD Titles in Koha** = There is a duplicate description at the end of the DVD title field. Asked if it was something that could be removed to clean up records. Agreed it's a good change going forward for new records. No action taken.
- **Holds Queue** = The flashing queue has been removed.

Adjournment: 11:25 AM

Next meeting: Wednesday, March 14, 10AM. Coeur d'Alene Public Library/Zoom

Respectfully submitted, Meagan Mize

COOPERATIVE INFORMATION NETWORK MINUTES

Wednesday, March 14, 2023
Coeur d'Alene Public Library/Zoom

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

CLN: X Kari Wilson/X Mark Foster/X Janelle Sells

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

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

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

Introductions

All members present introduced themselves

Amendments to Agenda:

- Envisionware Fees
- Damaged Items
- ILL

Approval of February 2022 Minutes:

Lindsey moved to approve the agenda with the changes presented. Jandy seconded. Motion carried.

Approval of February 2022 Financial Statements:

Lindsey moved to approve the February 2022 financial statements.

Jandy seconded. Motion carried.

Unfinished Business & Action items

- **Long Overdue (Lost) Change** = Lindsey made a motion to adjust the long lost overdue settings. Meagan seconded. Motion carried.
- **Draft Electronic Collection Development Policy** = Debbie made a motion to accept the electronic collection development policy as presented. Jandy seconded. Motion carried.
- **Operating Agreement Update** = Meagan made a motion to accept the operating agreement as presented. Debbie seconded. Motion carried.
- **FY 23-24 Budget** = The budget was presented. A question about all locations paying courier fees was asked. Janelle will work up the budget including all locations and present it at the next meeting. No action taken.

New Business:

- **Traveling displays** = Are libraries interested in creating traveling displays that would move around the consortium? Discussion. No action taken.
- **Envisionware Fees** = A \$2400 bill for service was sent for payment. Will discuss via email with libraries participating in the CloudNine Update
- **Damaged Items** - Asked that we include slips in items that are returned damaged.

- **ILL** - Question asked about hold issue. Christopher asked that a ticket be submitted.

Adjournment: 10:58 AM

Next meeting: Wednesday, April 19, 10AM. Coeur d'Alene Public Library/Zoom

Respectfully submitted, Meagan Mize

REVENUE

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ByWater / Koha Maintenance – Expenses this month are for Twilio.

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 – This is billed in the spring or summer.

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

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

Audit – This will be paid in late winter or early spring when our auditor has finished her work.

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

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

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

BALANCE SHEET

Current Assets/Accounts rec – The checking account reflects the current balance at month-end.

Money Market Acct – These are funds currently in the money market account.

Prepaid Expenses – These are funds placed with Overdrive as part of our CIN contract to acquire eBooks and pay for their service. Audit adjustments for FY 22 have been completed.

Current Liabilities – None at this time.

Long-Term Liabilities – This line is adjusted at the end of our audit. There were no Long-Term Liabilities for FY 22. Audit adjustments for FY 22 have been completed.

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

Janelle Sells
Business Manager
CLN & CIN

Cooperative Information Network
Income Statement - 58.33% Time Elapsed
For the Seven Months Ending April 30, 2023

Unaudited

	Current Month	YTD Actual	Annual Budget	YTD %
Revenues				
1 INCOME - BENEWAH COUNTY	478.67	3,123.50	3,602.16	86.71
2 INCOME - CLARKIA	0.00	1,130.70	1,130.70	100.00
3 INCOME - COEUR D'ALENE	2,922.72	22,252.98	26,786.90	83.07
4 INCOME - COMMUNITY LIBRARY NET	19,522.22	56,067.91	84,318.86	66.50
5 INCOME - KELLOGG	0.00	1,394.41	1,394.41	100.00
6 INCOME - LIBERTY LAKE	1,466.15	6,518.87	6,967.38	93.56
7 INCOME - MULLAN PUBLIC	0.00	1,351.56	1,351.56	100.00
8 INCOME - OSBURN	0.00	1,067.70	1,067.70	100.00
9 INCOME - PEND OREILLE	1,032.74	5,624.99	5,549.58	101.36
10 INCOME - PLUMMER	0.00	1,641.36	1,641.36	100.00
11 INCOME - PRIEST LAKE	0.00	1,540.75	1,540.75	100.00
12 INCOME - SILVER HILLS	0.00	1,170.50	1,170.50	100.00
13 INCOME - ST. MARIES	478.67	3,131.81	3,610.47	86.74
14 INCOME - WALLACE HIGH	0.00	1,029.81	1,029.81	100.00
15 INCOME - WALLACE PUBLIC	0.00	1,514.15	1,514.15	100.00
16 INCOME - WEST BONNER	1,486.72	5,779.57	6,207.51	93.11
17 INCOME - EBOOKS MEMBERSHIP	0.00	0.00	10,000.00	0.00
18 INCOME - EBOOKS CONTRIBUTIONS	15,000.00	75,808.06	10,000.00	758.08
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	9.13	37.57	40.00	93.93
22 CASH ON HAND	0.00	5,000.00	5,000.00	100.00
23 Total Revenues	42,397.02	201,186.20	201,073.80	100.06
Expenses				
24 EBOOKS & MATERIALS	25,808.06	98,808.06	30,000.00	329.36
25 EBOOK MEMBERSHIP	0.00	0.00	10,000.00	0.00
26 FREEGAL MUSIC	0.00	0.00	24,150.00	0.00
27 LANGUAGE LEARNING DATABASE	0.00	0.00	8,900.00	0.00
28 ByWATER / KOHA MAINTENANCE	602.28	3,208.05	32,050.00	10.01
29 EBSCO OPEN ATHENS/NOVELIST	0.00	0.00	8,800.00	0.00
30 ENVISIONWARE / MAINT	0.00	6,362.10	4,090.00	155.55
31 MARCIVE MAINTENANCE	0.00	0.00	1,650.00	0.00
32 OPAC MAINT-SYNDETTICS	0.00	3,638.64	3,650.00	99.69
33 ACCOUNTING SERVICES	0.00	0.00	1,850.00	0.00
34 AUDIT	0.00	0.00	3,950.00	0.00
35 LEGAL & PROFESSIONAL SERVICES	0.00	69.00	0.00	0.00
36 SUPPLIES	0.00	2,685.92	0.00	0.00
37 LOCAL COURIER	5,681.65	39,771.55	68,179.80	58.33
38 ORBIS COURIER	921.88	2,765.64	3,765.00	73.46
39 Total Expenses	33,013.87	157,308.96	201,034.80	78.25
40 Net Income	\$ 9,383.15	\$ 43,877.24	\$ 39.00	112,505.74

Cooperative Information Network
Balance Sheet - 58.33% Time Elapsed
April 30, 2023

Unaudited

ASSETS

Current Assets

MTN WEST - CK BK	\$ 5,611.66
ACCOUNTS REC	<u>39.23</u>

Total Current Assets **5,650.89**

Property and Equipment

Total Property and Equipment **0.00**

Other Assets

MONEY MKT ACCT 2090005920	67,615.90
PREPAID EXPENSES	<u>20,506.09</u>

Total Other Assets **88,121.99**

Total Assets **\$ 93,772.88**

LIABILITIES AND CAPITAL

Current Liabilities

Total Current Liabilities **0.00**

Long-Term Liabilities

Total Long-Term Liabilities **0.00**

Total Liabilities **0.00**

Capital

NET ASSETS	\$ 54,895.64
Net Income	<u>38,877.24</u>

Total Capital **93,772.88**

Total Liabilities & Capital **\$ 93,772.88**

Community Library Network Financial Statement Analysis
April 2023 – 58.33% of Time Elapsed

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

Revenue

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

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

Income – Sales Tax & Ag Equip – Sales Tax Income is received quarterly. The next quarterly payment will be in May.

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

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

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

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

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

Income – Donations – Donation income is above budget for year.

Income – Fees – Fee income is below budget for April.

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

Income – Grants – Grant income this month will support Summer STEM activities.

Income – CLN Friends Grants – Grant income this month will support the Harrison Family Festival and summer reading for adults.

Income – Post Falls Friends Grants – Grant income this month will support summer reading for adults and Fit & Fall Proof celebrations at Post Falls.

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

Expenditures

Salary Components – The Salary Components, in total for April, are at 57.73% of their budgeted amount.

Adult Programs – Adult programming is above budget for the month. This line varies quite a bit as programs are planned and presented. The month's programs include a creative writing program at Pinehurst and musical programs at Athol, Hayden, and Harrison.

Children's Programs – Children's programming expense is below budget for the month. Expenses this month include gearing up for Summer Reading.

Collections – Collections spending is below budget for the month.

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

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

Emerging Tech. Programs – No expenses this month.

OCLC/Databases – Expense this month renewed the Reference USA database.

Software – The expense this month includes the monthly hosting services for Office 365 and the renewal for Tech Logic– the software needed for Self-Check.

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

Telecom – Fatbeam connects all our facilities to the central hub for internet access. T-Mobile is our hot spot provider. Verizon provides wireless access for the bookmobile and several devices used by facilities staff. E-rate discounts are being applied.

Tech Proc/Office – Tech processing and supplies are on budget for April.

Grants – Expenses this month include purchasing supplies for the Discovery Bus neighborhood outreach, teen wellness, sensory storytime, hygiene hampers, and Launch into Learning programs.

Grants – CLN Friends – Expenses this month support summer reading programs for youth and adults.

Grants – Post Falls Friends – Expenses this month support youth summer reading programs and purchased a display case for children's materials.

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

Library Equip (under \$2500) – Expenses this month include purchasing a weather-resistant outdoor sign holder and replacement parts for the 3D printers and various computers.

Mileage & Vehicle Maint. – Expenses this month include fuel for District vehicles and repairs on the maintenance truck.

Outreach Vehicles – Expenses this month include fuel for Outreach vehicles, routine maintenance and hydraulic leak repairs on the bookmobile.

Repairs & Maint. (as a group) – As a group, repairs and maintenance are at 33.88% for April. Expenses this month include landscape maintenance for all locations, new cabinets and septic tank pumping at Athol, continued painting at Hayden, HVAC repairs at Pinehurst, and parking lot repairs at Posts Falls.

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

Telephones – Telephone expenses are just below budget for April.

Utilities (as a group) – As a group, utilities are at 64.81% for April. This month includes regular expenses for electricity, gas, water, sewer, and garbage. To be above budget this time of year is not unexpected.

Audit – The onsite portion of the audit has been completed. Staff have reviewed the draft report. Once the audit is finished, CIN will be billed their portion.

Bank Svc Chg. – Bank service charge expense is above budget for the month. Expenses this month include a stop payment fee for a lost vendor check.

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

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

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

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

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

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

Dues – Dues this month include renewal for a facilities maintenance membership.

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 March. Expenses this month include fees for the electronic time-keeping payroll system, legal and e-rate consulting, Director search fees, and architectural design fees.

Petty Cash Expense – Petty cash expense is on budget for April.

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

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

Storage Rental – Storage rental is above budget for April. A new storage facility company was retained due to a 25% rate increase with the current company. In order to have time to move to the new facility, rent was paid to both companies for the month of February. This line will end the year above budget by approximately 7.5% instead of over by 13.5% if we stayed with the current company.

Training/Conf. Travel – Expenses this month includes travel for four staff to attend the American Library Association conference, and virtual all staff training.

BALANCE SHEET

Current Assets – Includes month end checking account balances as well as Property Tax Receivable. Property Tax Receivable is examined and adjusted annually by the auditor. Adjustments for FY'22 have been completed.

Property and Equipment

All capital property and equipment balances reflect the current value of the assets. These are examined and adjusted annually by the auditor. Adjustments for FY'22 have been completed.

Land – No change this month

Land improvements – No change this month

Buildings – 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 will be made in September.

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

Mtn West MMK – Pinehurst Bequest – This account is a fund dedicated to the Pinehurst library.

Amount to provide for long-term debt – These assets would be used in the event we needed to pay someone their accrued vacation time if they left the District. (See “Accrued Annual Leave” below.)

Current Liabilities

All current liabilities are examined and adjusted annually by the auditor. Adjustments for FY'22 have been completed.

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

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

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

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

Long-Term Liabilities

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

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

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

Net Assets

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

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

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

Janelle Sells
Business Manager

DRAFT

Community Library Network
Income Statement - 58.33% of Time Elapsed
For the Seven Months Ending April 30, 2023

Unaudited	Current Month	YTD Actual	Approved YTD % Amended Budget	Annual Budget
Revenues				
1 INCOME - PROPERTY TAXES	45,035.47	3,012,812.30	4,966,876.00	60.66
2 INCOME - BOND LEVY	0.00	273,960.00	273,960.00	100.00
3 INCOME - SALES TAX & AG EQUIP	0.00	151,577.18	225,000.00	67.37
4 INCOME - COOP ELECT AGRMENT	0.00	0.00	32,750.00	0.00
5 INCOME - PERSONAL PROP RPLCMNT	0.00	16,030.02	27,983.00	57.28
6 INCOME - PROPERTY TAX RELIEF	0.00	32,152.22	67,700.00	47.49
7 INCOME - URD CLOSE	10.60	945.87	0.00	0.00
8 INCOME - COPIERS/PRINTERS	3,017.53	19,297.30	27,000.00	71.47
9 INCOME - DONATIONS	135.94	6,166.65	5,000.00	123.33
10 INCOME - FEES, ETC.	105.00	644.86	1,200.00	53.74
11 INCOME - LOST & PAID BOOKS	706.15	4,430.63	6,000.00	73.84
12 INCOME - GRANTS	4,500.00	4,500.00	20,000.00	22.50
13 INCOME - CLN FRIENDS	2,100.00	13,950.00	15,000.00	93.00
14 INCOME - POST FALLS FRIENDS	1,260.00	9,475.39	10,000.00	94.75
15 INCOME - INTEREST	6,334.19	18,008.73	1,100.00	1,637.16
16 Total Current Revenues	63,204.88	3,563,951.15	5,679,569.00	62.75
Expenditures				
17 SALARIES	214,299.63	1,575,492.32	2,767,825.00	56.92
18 PERSI RETIREMENT BENEFITS	20,959.27	156,906.12	284,636.00	55.13
19 MEDICAL/DENTAL BENEFITS	23,605.18	177,439.49	336,385.00	52.75
20 EMPLOYEE ASSISTANCE PROGRAM	184.83	1,293.81	2,353.00	54.99
21 VEBA HEALTH BENEFITS	1,192.94	61,520.47	63,305.00	97.18
22 EMPLOYMENT TAXES	18,089.56	152,163.33	226,318.00	67.23
23 Total Salaries and Benefits	278,331.41	2,124,815.54	3,680,822.00	57.73
24 ADULT PROGRAMS	1,843.51	13,853.67	23,000.00	60.23
25 CHILDREN'S PROGRAMS	1,719.34	17,680.31	43,000.00	41.12
26 COLLECT(Bks & Materials)	41,809.68	247,788.84	468,591.00	52.88
27 COLLECT(Library of Things)	561.47	2,377.46	5,000.00	47.55
28 COMMUNICATIONS / MARKETING	3,167.85	5,758.89	25,000.00	23.04
29 EMERGING TECH. PROGRAMS	0.00	1,156.87	4,000.00	28.92
30 OCLC/DATABASES	2,500.00	28,250.00	35,470.00	79.64
31 SOFTWARE	6,838.49	53,134.85	96,240.00	55.21
32 INTERNET ACCESS	597.00	597.00	11,343.00	5.26
33 TELECOM	5,336.55	18,172.31	88,730.00	20.48
34 TECH/PROC/OFFICE	7,037.37	36,574.16	62,300.00	58.71
35 GRANT	3,904.89	8,988.26	20,000.00	44.94
36 GRANTS - CLN FRIENDS	3,169.12	10,321.59	15,000.00	68.81
37 GRANTS - POST FALLS FRIENDS	4,822.07	7,954.63	10,000.00	79.55
38 Total Programs, Materials and Services	83,307.34	452,608.84	907,674.00	49.86
39 JANITORIAL	10,608.49	74,661.57	151,000.00	49.44
40 LIBRARY EQUIP (UNDER \$2500)	875.15	27,371.88	105,000.00	26.07
41 MILEAGE & VEHICLE MAINT.	3,003.67	12,156.97	22,500.00	54.03
42 OUTREACH VEHICLES - R & M	1,865.63	12,588.91	38,300.00	32.87
43 REPAIRS&MAINT/AT	2,085.23	4,708.40	17,800.00	26.45

Community Library Network
Income Statement - 58.33% of Time Elapsed
For the Seven Months Ending April 30, 2023

Unaudited	Current Month	YTD Actual	Approved YTD % Amended Budget	Annual Budget
44 REPAIRS&MAINT/HR	113.34	1,641.93	28,750.00	5.71
45 REPAIRS&MAINT/HL	1,429.74	11,705.97	33,350.00	35.10
46 REPAIRS&MAINT/PK	2,764.40	4,109.50	24,550.00	16.74
47 REPAIRS & MAINT/PF	18,185.68	27,973.59	57,425.00	48.71
48 REPAIRS&MAINT/RA	748.32	11,973.70	19,600.00	61.09
49 REPAIRS&MAINT/SL	566.37	3,300.56	11,600.00	28.45
50 SNOW REMOVAL	437.50	49,307.37	45,000.00	109.57
51 TELEPHONE	1,451.05	10,088.20	17,850.00	56.52
52 UTILITIES/AT	565.20	4,938.76	6,200.00	79.66
53 UTILITIES/HR	384.85	3,267.50	6,180.00	52.87
54 UTILITIES/HL	2,551.67	20,504.72	32,000.00	64.08
55 UTILITIES/PK	388.29	3,579.50	5,750.00	62.25
56 UTILITIES/PF	4,010.90	30,300.01	46,200.00	65.58
57 UTILITIES/RA	938.51	6,278.56	9,750.00	64.40
58 UTILITIES/SL	225.92	4,103.09	6,500.00	63.12
59 Total Facilities Maintenance	53,199.91	324,560.69	685,305.00	47.36
60 AUDIT	0.00	15,000.00	13,000.00	115.38
61 BANK SVC CHGS	33.06	195.47	250.00	78.19
62 BOND PRINCIPAL PAYMENT	0.00	0.00	240,000.00	0.00
63 BOND INTEREST	0.00	16,980.00	33,960.00	50.00
64 CIN	8,221.28	27,165.09	39,115.00	69.45
65 COURIER	11,300.94	33,902.82	45,204.00	75.00
66 CONT. EDUCATION - (Tuition)	0.00	1,541.29	5,200.00	29.64
67 COPIERS	2,112.30	6,374.67	8,000.00	79.68
68 DUES	199.00	2,484.00	2,750.00	90.33
69 INSURANCE	22,301.50	44,603.00	48,482.00	92.00
70 LEGAL & PROFESSIONAL	13,371.52	77,829.97	103,575.00	75.14
71 PETTY CASH EXP	0.00	490.00	850.00	57.65
72 POSTAGE	1,062.57	6,000.08	8,500.00	70.59
73 SALES TAX EXP	0.00	976.79	1,620.00	60.30
74 STORAGE RENTAL	350.00	2,732.00	4,140.00	65.99
75 TRAINING/CONF. TRAVEL	2,461.94	5,551.57	35,000.00	15.86
76 Total District General Operations	61,414.11	241,826.75	589,646.00	41.01
77 Capital Expenditure from Current Revenues	0.00	43,979.95	51,420.00	85.53
78 CARRF Fund Transfer from Current Revenue:	0.00	0.00	373,859.00	0.00
79 Total Capital Investment	0.00	43,979.95	425,279.00	10.34
80 Total Current Expenditures	476,252.77	3,187,791.77	6,288,726.00	50.69
81 Total Current Revenues	63,204.88	3,563,951.15	5,679,569.00	62.75
82 Total Current Expenditures	476,252.77	3,187,791.77	6,288,726.00	50.69
83 Net: Current Revenues less Current Expenditures	(413,047.89)	376,159.38	(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 - 58.33% of Time Elapsed
April 30, 2023

Unaudited

ASSETS

Current Assets

MTN WEST-CK BK	(\$	4,536.92)
ACCTS REC		86,609.93
PROPERTY TAX RECEIVABLE		<u>486,528.00</u>

Total Current Assets **568,601.01**

Property and Equipment

LAND		268,512.00
LAND IMPROVEMENTS		53,045.23
ART		8,785.00
BUILDINGS		9,157,803.62
VEHICLES		478,300.94
EQUIP & FURNITURE		336,578.17
COLLECTIONS		5,127,103.77
ACCUM DEPREC		<u>(8,917,774.79)</u>

Total Property and Equipment **6,512,353.94**

Other Assets

MNT WEST MMK - HENDERSON FUND		5,472.36
ICS		3,075,959.10
CARRF		220,986.83
CARRF - CDARS		234,467.14
MNT WEST MMK-PINEHURST BEQUEST		134,502.47
AMT TO PROV FR LONG TERM DEBT		<u>106,076.74</u>

Total Other Assets **3,777,464.64**

Total Assets **\$ 10,858,419.59**

LIABILITIES AND NET ASSETS

Current Liabilities

Accrued Payroll	\$	48,146.00
SUTA PAYABLE		2,093.12
ACCRD ANNL LV		106,076.90
BOND INT PAYABLE		<u>5,659.48</u>

Total Current Liabilities **161,975.50**

Long-Term Liabilities

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

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

Total Liabilities **1,390,812.81**

Community Library Network
Balance Sheet - 58.33% of Time Elapsed
April 30, 2023

Unaudited

NET ASSETS

NET INVEST IN FIXED ASSETS	5,701,982.51
NET ASSETS-UNRESTRICTED	2,990,050.04
RESTR NET ASSETS	339,578.91
CARRF	15,856.00
NET INCOME	<u>420,139.32</u>

Total Net Assets 9,467,606.78

Total Liabilities & Net Assets \$ 10,858,419.59
