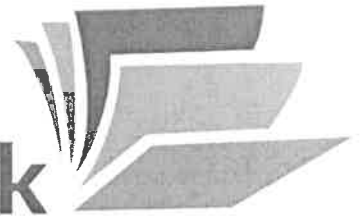


Board Packet

6.27.24 Board Meeting

Community Library Network

WE EMPOWER DISCOVERY



TO: Library Board of Trustees
FROM: Chair Ottosen
DATE: June 27, 2024
RE: CLN Trustee Vacancy Education

According to the Idaho Commission for Libraries trustee manual:

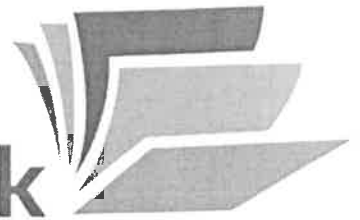
- p56: "The board must declare that a vacancy exists within 30 days of the date the trustee is no longer on the board...This must be done at either a regular or a special board meeting (*declared at public meetings 6/17/24 and 6/24/24*). The board then has 60 days to name a replacement" or else the right to fill the vacancy is removed from the Board.
- P56 The person so appointed then serves "until the next election of public library district trustees following the appointment", in this case spring of 2025.
- P34, Trustee "Legal Roles and Responsibilities" include "Recruiting board members who can help move the organization forward by utilizing their knowledge, skills and abilities". Of course, the public is welcome to reach out to the trustees to express interest in filling the current vacancy by: contacting the full board, as many have done, or contacting us individually, as many have done. Through personal discourse and information gathering, each trustee is free to get the information they need to make their decision as to who they think would best fulfill the role and then nominate them.

Roberts Rules of Order Newly Revised (aka RONR):

- Since neither Idaho Code nor CLN bylaws specify how we are to go about appointing a trustee to fill the vacancy, the next level of authority on how to proceed is RONR (per CLN Bylaws Article III, Section 6).

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- RONR 46:6 specifies "In no event may a member nominate more persons than there are places to fill", in this case 1 vacancy=1 nomination max per trustee. If no one would nominate an individual, it is exceedingly unlikely that that individual would receive any votes and therefore would waste the board's and public's limited time.
- RONR 46:44 An election should be completed at the session in which it is taken up, unless it is impossible or impractical to do so.

Ronald W. Hartman

Education:

- B.S. Industrial Engineering – University of Missouri
- MBA – University of Missouri

Work Experience: (LinkedIn, Ron Hartman University of Missouri – Columbia)

- 32 Years, Ford Motor Company, (Work was global)
- 11 Years, Caterpillar, (Work was global)
- 2 Years, John Deere, (Work was United States)

Kootenai County, (Lived here almost 4 years. Retired for 3 years.)

- Ran for North Idaho College Board Trustee, vetted by the KCRCC and scored in the 90s.
- Ran for Worley Highway District Commissioner, vetted by the KCRCC and scored in the 90s.
- Member of the Kootenai Stability and Resilience Group. Deputy for the Engineering / Energy Team
- Vice President Kootenai Catholic Conservatives
- 4th Degree Knight, in the Knights of Columbus at St. Thomas Catholic Church
- Kootenai County Republican Women Federated Associate Member
- Reagan Republican Member
- Actively support the KCRCC
 - o Team lead setting up NIC for the 2024 Idaho Republican Convention
 - o Supported the 2024 Idaho Republican Caucus at Precinct 521
 - o Supported all 3 parades in 2023
 - o Walked precinct the last 4 elections
 - o Standing at voting locations, (early voting and day of voting)
 - o Supported 2023 booth at State Fair for 4 days

Reasons I want to be a Library Trustee:

- Support the policy changes you are doing to keep pornography away from children.
- Support dropping the American Library Association
- Support dropping ICRMP ID Gov Insurance because they want to control our policies and tell us what we can change to reduce their risk.
- Support the effort to keep the library budget under control and not raise property taxes.
- Be the voice of the people of Kootenai County.

Interest in Filling Library Trustee Vacancy

Karen

Wed 6/26/2024 2:31 PM

To: Tom Hanley <tomh@communitylibrary.net>

[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]

Trustee Hanley,

Thank you for nominating me, Karen Campbell, for Library Trustee. First of all I want to express my heart about libraries. I remember the joy and excitement as a child going to the Library to find a great book to check out. It was a place of peace and safety to satisfy the joys of my heart on any subject I was interested in. I also loved any classes or crafts that were offered. My desire is to maintain this environment for all of our children/grandchildren in Kootenai County. I am an avid reader and was grateful for Libraries being a wealth of information. My desire as a potential Trustee is to protect our children from any harmful information that is not for their well being. Children do not have the maturity level to decide for themselves what is beneficial information and what is harmful. This is where the protection from the Trustees must be present. I do not want to ban harmful books but put them in a section that requires an adult to check out. My definition of a harmful book is explicit sexual content. Just like X rated movies were put in a different section of a Movie Rental Business, only adults could rent those movies. I have grandchildren that live in Kootenai County that need protection from harmful information. This would give parents and grandparents peace of mind when their children are in the library on their own.

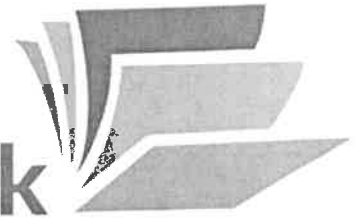
My education was 3 years of college with my major being Education. My love for children inspired me to become a teacher. I got married and started a family which interrupted me in completing my degree. I love the Lord Jesus Christ as my personal Savior. I taught all my children to read before they started Kindergarten. One of my jobs was working in a bank. I started as a Teller and then became a Loan Officer. I'm very familiar with the importance of a balanced budget and staying in the black. I have been debt free for over 10 years in my own personal finances. I am a Retired Flight Attendant. I worked for Southwest Airlines for 20 years. This job required you to be detail attentive with the aircraft and compliances of FAA rules and regulations. Through Customer Service we learned the technique of defusing escalating confrontations let alone the safety and well being of our passengers. I also started a ministry with a friend called Praying Warriors. We are "boots on the ground" in praying on the grounds of libraries, schools, government buildings and Law Enforcement for 3 years now in Kootenai County. This again is my love in the well being of our Libraries and all the administration within it.

I believe what I can bring to the table as a Trustee is my love for the Library, protection for the children, being attentive to the statutes required and making decisions concerning the budget. I would be greatly honored to be part of the team and work along side the Library Trustees. Thank you again for your consideration.

Sincerely,
Karen S. Campbell

Community Library Network

WE EMPOWER DISCOVERY



TO: Chair Ottosen and the Library Board of Trustees
FROM: Lindsey Miller-Escarfuller, Assistant Director
DATE: June 27, 2024
RE: Budget Work Session

On May 30, the Board of Trustees was presented with a draft budget with an estimated shortfall of \$732,687. The board requested staff present a balanced budget to the best of their abilities. The following is a summary of the progress made in achieving a balanced budget.

Library Operations:

- Approximately \$210,000 was removed from janitorial, repair and maintenance, legal services, offsite storage, and other operational line items
- There is the potential for further reductions should the board decide to move forward with recommendations presented by staff

Library Staff:

- Approximately \$160,000 was removed from the salary and benefits line item and there is the potential for additional reductions should the board decide to move forward with recommendations presented by staff
- The salary line item includes a 4% cost of living adjustment and implementation of longevity pay for staff as provided by McGrath Human Resources Group
- It had been suggested that we add two librarians, a facilities specialist, and an HR manager to the budget. Upon reflection, those positions were not added for FY25. The budget does include a communications specialist and an HR generalist position.

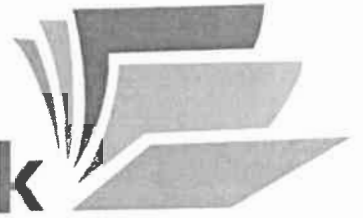
The draft budget presented today has a shortfall of \$376,812. The points outlined below are designed to give the board options for reaching a balanced budget.

Library Open Hours:

- Streamlining the hours libraries are open to the public could result in significant savings
- An analysis of existing and proposed library open hours will outline and potential savings

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Library Outreach:

- The library has three outreach vehicles and provides outreach services to children and adults
- Two proposed service models for library outreach would provide savings in staff and vehicle maintenance and repair

Youth Services:

- The existing Youth Services Department structure has been analyzed
- A proposed new departmental structure mimicking the existing Adult Programming Department structure provides for potential savings

Community Library Network
FY'25 Worksheet

	FY'24 Approved Amended Budget	% of Revenue	FY'25 - 0% Growth Only Annual Budget WITH E-rate Discount	% of Revenue	FY'25 - 1% Growth Only Annual Budget WITH E-rate Discount	% of Revenue	FY'25 - 2% Growth Only Annual Budget WITH E-rate Discount	% of Revenue
<p>3% Allowed by law = \$151,432 2% Allowed by law = \$100,954 1% Allowed by law = \$50,477 ESTIMATED Growth Amount = \$85,000 Please note: the E-rate Discount is not approved</p>								
CURRENT REVENUES								
1a. INCOME - PROPERTY TAXES	4,924,619	84.18%	5,013,163	85.91%	5,013,163	85.17%	5,013,163	84.45%
1b. INCOME - PROPERTY TAXES - GROWTH ESTIMATE	88,544		85,000	1.46%	85,000	1.44%	85,000	1.43%
1c. INCOME - ALLOWABLE INCREASE				0.00%	50,447	0.86%	100,954	1.70%
2. INCOME - BOND LEVY	278,400	4.76%	276,925	4.75%	276,925	4.70%	276,925	4.66%
3. INCOME - SALES TAX & AG EQUIP	300,000	5.13%	245,000	4.20%	245,000	4.16%	245,000	4.13%
4. INCOME - COOP ELECT AGRMNT	35,100	0.60%	30,000	0.51%	30,000	0.51%	30,000	0.51%
5. INCOME - PERSONAL PROP RPLCMNT	27,983	0.48%	32,060	0.55%	32,060	0.54%	32,060	0.54%
6. INCOME - STATE REPLACEMENT (PTR) - \$40,000 **	64,300	1.10%	-	0.00%	-	0.00%	-	0.00%
7. INCOME - STATE REPLACEMENT (ATR) - \$57,000 **	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!
8. INCOME - STATE REPLACEMENT (HTR) - \$588,000 **	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!
9. INCOME - URD CLOSE	-	0.00%	-	0.00%	-	0.00%	-	0.00%
10. INCOME - COPIERS/PRINTERS	34,000	0.58%	25,000	0.43%	25,000	0.42%	25,000	0.42%
11. INCOME - DONATIONS	10,000	0.17%	7,500	0.13%	7,500	0.13%	7,500	0.13%
12. INCOME - FEES, ETC.	1,100	0.02%	900	0.02%	900	0.02%	900	0.02%
13. INCOME - LOST & PAID BOOKS	7,400	0.13%	5,000	0.09%	5,000	0.08%	5,000	0.08%
14. INCOME - GRANTS	20,000	0.34%	20,000	0.34%	20,000	0.34%	20,000	0.34%
15. INCOME - CLN FRIENDS	15,000	0.26%	15,000	0.26%	15,000	0.25%	15,000	0.25%
16. INCOME - POST FALLS FRIENDS	10,000	0.17%	10,000	0.17%	10,000	0.17%	10,000	0.17%
17. INCOME - INTEREST	34,000	0.58%	70,000	1.20%	70,000	1.19%	70,000	1.18%
18. INCOME - LEVY EDUCATION	-	0.00%	-	0.00%	-	0.00%	-	0.00%
19. INCOME - MISC	-	0.00%	-	0.00%	-	0.00%	-	0.00%
20 TOTAL CURRENT REVENUES	5,850,446		5,835,548		5,885,995		5,936,502	
CURRENT EXPENDITURES								
21. SALARIES	2,993,456	51.17%	3,010,434	51.59%	3,010,434	51.15%	3,010,434	50.71%
22. PERST RETIREMENT BENEFITS	288,626	4.93%	317,691	5.44%	317,691	5.40%	317,691	5.35%
23. MEDICAL/DENTAL BENEFITS	374,736	6.41%	349,757	5.99%	349,757	5.94%	349,757	5.89%
24. EMPLOYEE ASSISTANCE PROGRAM	2,350	0.04%	2,225	0.04%	2,225	0.04%	2,225	0.04%
25. VEBA HEALTH BENEFITS	65,440	1.12%	63,395	1.09%	63,395	1.08%	63,395	1.07%
26. EMPLOYMENT TAXES	252,895	4.32%	252,465	4.33%	252,465	4.29%	252,465	4.25%
27 TOTAL SALARIES & BENEFITS	3,977,502	67.99%	3,995,967	68.48%	3,995,967	67.89%	3,995,967	67.31%
28. ADULT PROGRAMS	17,000	0.29%	15,000	0.26%	15,000	0.25%	15,000	0.25%
29. CHILDREN'S PROGRAMS	30,000	0.51%	25,000	0.43%	25,000	0.42%	25,000	0.42%
30. COLLECTIONS - Physical & E- Materials	332,079	5.68%	332,000	5.69%	332,000	5.64%	332,000	5.59%
31. COLLECTIONS - Library of Things	-	0.00%	-	0.00%	-	0.00%	-	0.00%
32. COMMUNICATIONS/MARKETING	22,500	0.38%	20,000	0.34%	20,000	0.34%	20,000	0.34%
33. EMERGING TECHNOLOGY PROGRAMS	2,500	0.04%	-	0.00%	-	0.00%	-	0.00%
34. OCLC/DATABASES	37,000	0.63%	55,650	0.95%	55,650	0.95%	55,650	0.94%
35. SOFTWARE	108,000	1.85%	108,000	1.85%	108,000	1.83%	108,000	1.82%

**Community Library Network
FY'25 Worksheet**

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36	INTERNET ACCESS * \$12,537 E-rate Discount not Approved	7,164	0.12%	11,343	0.19%	11,343	0.19%	11,343	0.19%
37	TELECOM * \$58,349 E-rate Discount not Approved yet	66,202	1.13%	84,791	1.45%	84,791	1.44%	84,791	1.43%
38	TECH PROC / OFFICE SUPPLIES	57,628	0.99%	57,600	0.99%	57,600	0.98%	57,600	0.97%
39	GRANT	20,000	0.34%	20,000	0.34%	20,000	0.34%	20,000	0.34%
40	GRANTS - CLN FRIENDS	15,000	0.26%	15,000	0.26%	15,000	0.25%	15,000	0.25%
41	GRANTS - POST FALLS FRIENDS	10,000	0.17%	10,000	0.17%	10,000	0.17%	10,000	0.17%
42	TOTAL PRGMS, MATERIALS & SERVICES	725,073	12.39%	754,384	12.93%	754,384	12.82%	754,384	12.71%
43	JANITORIAL	160,000	2.73%	175,000	3.00%	175,000	2.97%	175,000	2.95%
44	LIBRARY EQUIP (UNDER \$2500)	93,544	1.60%	90,000	1.54%	90,000	1.53%	90,000	1.52%
45	MILEAGE & VEHICLE MAINT.	24,000	0.41%	24,000	0.41%	24,000	0.41%	24,000	0.40%
46	OUTREACH VEHICLES - R & M	38,300	0.65%	10,000	0.17%	10,000	0.17%	10,000	0.17%
47	REPAIRS&MAINT/AT	14,225	0.24%	14,000	0.24%	14,000	0.24%	14,000	0.24%
48	REPAIRS&MAINT/HR	7,600	0.13%	12,500	0.21%	12,500	0.21%	12,500	0.21%
49	REPAIRS&MAINT/HL	23,800	0.41%	24,000	0.41%	24,000	0.41%	24,000	0.40%
50	REPAIRS&MAINT/PK	18,900	0.32%	14,000	0.24%	14,000	0.24%	14,000	0.24%
51	REPAIRS & MAINT/PF	35,200	0.60%	45,000	0.77%	45,000	0.76%	45,000	0.76%
52	REPAIRS&MAINT/RA	18,800	0.32%	19,000	0.33%	19,000	0.32%	19,000	0.32%
53	REPAIRS&MAINT/SL	12,750	0.22%	15,000	0.26%	15,000	0.25%	15,000	0.25%
54	SNOW REMOVAL	35,000	0.60%	35,000	0.60%	35,000	0.59%	35,000	0.59%
55	TELEPHONE	18,250	0.31%	19,000	0.33%	19,000	0.32%	19,000	0.32%
56	UTILITIES/AT	9,050	0.15%	9,500	0.16%	9,500	0.16%	9,500	0.16%
57	UTILITIES/HR	6,000	0.10%	6,050	0.10%	6,050	0.10%	6,050	0.10%
58	UTILITIES/HL	37,700	0.64%	37,000	0.63%	37,000	0.63%	37,000	0.62%
59	UTILITIES/PK	6,700	0.11%	7,300	0.13%	7,300	0.12%	7,300	0.12%
60	UTILITIES/PF	55,200	0.94%	55,000	0.94%	55,000	0.93%	55,000	0.93%
61	UTILITIES/RA	11,750	0.20%	12,000	0.21%	12,000	0.20%	12,000	0.20%
62	UTILITIES/SL	7,600	0.13%	7,850	0.13%	7,850	0.13%	7,850	0.13%
63	TOTAL FACILITIES MAINTENANCE	634,369	10.84%	631,200	10.82%	631,200	10.72%	631,200	10.63%
64	AUDIT	14,500	0.25%	17,500	0.30%	17,500	0.30%	17,500	0.29%
65	BANK SVC CHGS	350	0.01%	350	0.01%	350	0.01%	350	0.01%
66	BOND PRINCIPAL PAYMENT	255,000	4.36%	265,000	4.54%	265,000	4.50%	265,000	4.46%
67	BOND INTEREST	23,400	0.40%	11,925	0.20%	11,925	0.20%	11,925	0.20%
68	CIN	34,972	0.60%	45,757	0.78%	45,757	0.78%	45,757	0.77%
69	COURIER	45,204	0.77%	46,597	0.80%	46,597	0.79%	46,597	0.78%
70	CONT EDUCATION -(Tuition)	-	0.00%	-	0.00%	-	0.00%	-	0.00%
71	COPIERS	9,500	0.16%	10,300	0.18%	10,300	0.17%	10,300	0.17%
72	DUES	2,000	0.03%	2,000	0.03%	2,000	0.03%	2,000	0.03%
73	INSURANCE	51,293	0.88%	105,000	1.80%	105,000	1.78%	105,000	1.77%
74	LEGAL SERVICES	47,000	0.80%	72,000	1.23%	72,000	1.22%	72,000	1.21%
75	LEVY EDUCATION EXPENSE	-	0.00%	-	0.00%	-	0.00%	-	0.00%
76	PETTY CASH EXP	1,000	0.02%	500	0.01%	500	0.01%	500	0.01%

Community Library Network
FY'25 Worksheet

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77 POSTAGE	10,000	10,000	10,000	10,000	0.17%	0.17%	0.17%	0.17%
78 PROFESSIONAL SERVICES	35,000	40,000	40,000	40,000	0.60%	0.69%	0.68%	0.67%
79 SALES TAX EXP	2,040	1,500	1,500	1,500	0.03%	0.03%	0.03%	0.03%
80 STORAGE/OFFICE RENTAL	4,500	24,750	24,750	24,750	0.08%	0.42%	0.42%	0.42%
81 TRAINING / CONF TRAVEL	20,000	20,000	20,000	20,000	0.34%	0.34%	0.34%	0.34%
82 TOTAL DISTRICT GENERAL OPERATIONS	555,759	673,178	673,178	673,178	9.50%	11.54%	11.44%	11.34%
83 CAPITAL EXPENDITURE FROM CURRENT REVENUE		57,000	57,000	57,000	0.00%	0.98%	0.97%	0.96%
84 ANNUAL TRANSFER TO CARRF FUND		100,000	100,000	100,000	0.00%	1.71%	1.70%	1.68%
85 TOTAL CAPITAL INVESTMENT	-	157,000	157,000	157,000	0.00%	2.69%	2.67%	2.64%
86 TOTAL CURRENT EXPEDITURES	5,892,703	6,211,730	6,211,730	6,211,730				
87 Total Current Revenues	5,850,446	5,835,548	5,885,995	5,936,502				
88 Total Current Expenditures	5,892,703	6,211,730	6,211,730	6,211,730				
89 Net: Current Revenues less Current Expenditures:	(42,257)	(376,182)	(325,735)	(275,228)				
For FY'23: Additional expenditures to be paid from acceptance of additional carryforward funds at January 19, 2023 Board Meeting								
Balance Sheet Line Items								
Capital Project from Restricted Funds - Pinehurst		125,000	125,000	125,000				
Professional Services from Carryforward		35,000	35,000	35,000				
Carryforward Assigned to Projected Revenue Shortage		30,000	30,000	30,000				
CARRF assigned to Capital Project(s)								
Total Non-Current Revenue Funds Assigned for Expenditures		190,000	190,000	190,000				
Funds Available for Expenditures								
Current Year Revenues		5,835,548	5,885,995	5,936,502				
Estimated Available Carryforward As of May 31, 2024		2,048,436	2,048,436	2,048,436				
Total Non-Current Revenue Funds Assigned for Expenditures		190,000	190,000	190,000				
Total Funds Budgeted for Expenditures		8,073,984	8,124,431	8,174,938				
Planned Expenditures								
Current Year Budgeted Expenditures less Capital Project		6,054,730	6,054,730	6,054,730				
Capital Projects and CARRF Reservation from Current Revenues		157,000	157,000	157,000				
Total Non-Current Revenue Funds Assigned for Expenditures		190,000	190,000	190,000				
Estimated Carryforward to Reserve for Next Fiscal Year		1,672,254	1,722,701	1,773,208				
Total Proposed Expenditures		8,073,984	8,124,431	8,174,938				
Total Funds Available less Total Planned Expenditures		0	0	0				