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, Rachelle 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

Please let us know if you need auxiliary aids or services to enjoy our libraries. This includes providing a sign language interpreter, assistive listening devices, or print materials in a digital format. We can also modify programs, services, or activities, within reasonable limits. Please request these services through Randy Zepeda, ADA Coordinator, preferably 15 days in advance, but no later than 72 hours before the event.
Phone: 208-773-1506 ext. 329
Email: ADAcoordinator@communitylibrary.net The Community Library Network does not discriminate on the basis of disability in its programs, services, activities or employment practices. The Library Network has a policy on ADA compliance and the complete policy is available for review upon request. In addition, a grievance procedure is available to resolve complaints. If you need this notice in large print or Braille, let us know.

Community Library Network
FY'24 Worksheet

Budget Amendment Approved
September 15, 2023

	3% Allowed by law = $149,916 2% Allowed by law = $99,944 1% Allowed by law = $49,972 Actual Growth Amount = $88,544 Please note: the E-rate Discount is now approved	FY'24 - 0%, Growth Only Annual Budget WITH E-rate Discount	% of Revenue
	CURRENT REVENUES		
1a	INCOME - PROPERTY TAXES	4,924,619	84.18%
1b	INCOME - PROPERTY TAXES - GROWTH ESTIMATE	88,544	1.51%
2	INCOME - BOND LEVY	278,400	4.76%
3	INCOME - SALES TAX & AG EQUIP	300,000	5.13%
4	INCOME - COOP ELECT AGRMENT	35,100	0.60%
5	INCOME - PERSONAL PROP RPLCMNT	27,983	0.48%
6	INCOME - PROPERTY TAX RELIEF	64,300	1.10%
7	INCOME - URD CLOSE		0.00%
8	INCOME - COPIERS/PRINTERS	34,000	0.58%
9	INCOME - DONATIONS	10,000	0.17%
10	INCOME - FEES, ETC.	1,100	0.02%
11	INCOME - LOST & PAID BOOKS	7,400	0.13%
12	INCOME - GRANTS	20,000	0.34%
13	INCOME - CLN FRIENDS	15,000	0.26%
14	INCOME - POST FALLS FRIENDS	10,000	0.17%
15	INCOME - INTEREST	34,000	0.58%
16	INCOME - LEVY EDUCATION	-	0.00%
17	INCOME - MISC	-	0.00%
18	**TOTAL CURRENT REVENUES**	**5,850,446**	
	CURRENT EXPENDITURES		
19	SALARIES	2,993,456	51.17%
20	PERSI RETIREMENT BENEFITS	288,626	4.93%
21	MEDICAL/DENTAL BENEFITS	374,736	6.41%
22	EMPLOYEE ASSISTANCE PROGRAM	2,350	0.04%
23	VEBA HEALTH BENEFITS	65,440	1.12%
24	EMPLOYMENT TAXES	252,895	4.32%
25	**TOTAL SALARIES & BENEFITS**	**3,977,502**	**67.99%**
26	ADULT PROGRAMS	17,000	0.29%
27	CHILDREN'S PROGRAMS	30,000	0.51%
28	COLLECTIONS - Physical & E- Materials	332,079	5.68%
29	COLLECTIONS - Library of Things	-	0.00%
30	COMMUNICATIONS/MARKETING	22,500	0.38%
31	EMERGING TECHNOLOGY PROGRAMS	2,500	0.04%
32	OCLC/DATABASES	37,000	0.63%
33	SOFTWARE	108,000	1.85%
34	INTERNET ACCESS	7,164	0.12%
35	TELECOM	66,202	1.13%
36	TECH PROC / OFFICE SUPPLIES	57,628	0.99%
37	GRANT	20,000	0.34%
38	GRANTS - CLN FRIENDS	15,000	0.26%
39	GRANTS - POST FALLS FRIENDS	10,000	0.17%
40	**TOTAL PRGMS, MATERIALS & SERVICES**	**725,073**	**12.39%**
41	JANITORIAL	160,000	2.73%
42	LIBRARY EQUIP (UNDER $2500)	93,544	1.60%
43	MILEAGE & VEHICLE MAINT.	24,000	0.41%
44	OUTREACH VEHICLES - R & M	38,300	0.65%
45	REPAIRS&MAINT/AT	14,225	0.24%
46	REPAIRS&MAINT/HR	7,600	0.13%
47	REPAIRS&MAINT/HL	23,800	0.41%
48	REPAIRS&MAINT/PK	18,900	0.32%
49	REPAIRS & MAINT/PF	35,200	0.60%
50	REPAIRS&MAINT/RA	18,800	0.32%

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51 REPAIRS&MAINT/SL	12,750	0.22%
52 SNOW REMOVAL	35,000	0.60%
53 TELEPHONE	18,250	0.31%
54 UTILITIES/AT	9,050	0.15%
55 UTILITIES/HR	6,000	0.10%
56 UTILITIES/HL	37,700	0.64%
57 UTILITIES/PK	6,700	0.11%
58 UTILITIES/PF	55,200	0.94%
59 UTILITIES/RA	11,750	0.20%
60 UTILITIES/SL	7,600	0.13%
61 TOTAL FACILITIES MAINTENANCE	**634,369**	**10.84%**
62 AUDIT	14,500	0.25%
63 BANK SVC CHGS	350	0.01%
64 BOND PRINCIPAL PAYMENT	255,000	4.36%
65 BOND INTEREST	23,400	0.40%
66 CIN	34,972	0.60%
67 COURIER	45,204	0.77%
68 CONT EDUCATION -(Tuition)	-	0.00%
69 COPIERS	9,500	0.16%
70 DUES	2,000	0.03%
71 INSURANCE (ICRMP)	51,293	0.88%
72 LEGAL & PROFESSIONAL	82,000	1.40%
73 LEVY EDUCATION EXPENSE	-	0.00%
74 PETTY CASH EXP	1,000	0.02%
75 POSTAGE	10,000	0.17%
76 SALES TAX EXP	2,040	0.03%
77 STORAGE RENTAL	4,500	0.08%
78 TRAINING / CONF TRAVEL	20,000	0.34%
79 TOTAL DISTRICT GENERAL OPERATIONS	**555,759**	**9.50%**
80 CAPITAL EXPENDITURE FROM CURRENT REVENUE	-	0.00%
81 ANNUAL TRANSFER TO CARRF FUND	-	0.00%
82 TOTAL CAPITAL INVESTMENT	**-**	**0.00%**
83 **TOTAL CURRENT EXPENDITURES**	**5,892,703**	
84 Total Current Revenues	5,850,446	
85 Total Current Expenditures	5,892,703	
86 Net: Current Revenues less Current Expenditures	**(42,257)**	

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Balance Sheet Line Items		
Carryforward assigned to Capital Projects	56,000	
CARRF assigned to Capital Project(s)	102,500	
Total Non-Current Revenue Funds Assigned for Capital Project	158,500	
Capital Projects		
From CARRF Account		
Lighting retrofit at Hayden	75,000	
HVAC Controls	10,500	
CCTV Camera upgrade at Spirit Lake	17,000	
	102,500	
Capital Projects from Non-Current Revenue Funds		
Sidewalk Ramp at Harrison	16,000	
Storage / HVAC at Harrison	40,000	
	56,000	
Total Capital Expenditures	**158,500**	
Funds Available for Expenditures		
Current Year Revenues	5,850,446	
Estimated Carryforward	2,399,257	
CARRF Assigned to Capital Projects	102,500	
Carryforward Assigned to Capital Project	56,000	
Total Funds Budgeted for Expenditures	8,408,203	
Planned Expenditures		
Current Year Budgeted Expenditures less Capital Project	5,892,703	
Capital Project from Current Revenues	-	
Capital Projects from Non-Current Revenues	158,500	
Estimated Carryforward Reserved for Next Fiscal Year	2,357,000	
Total Proposed Expenditures	8,408,203	
Total Funds Available less Total Planned Expenditures	**0**	