Bud Werner Memorial LIBRARY
EAST ROUTT LIBRARY DISTRICT

Agenda

East Routt Library District Board of Trustees
Regular Meeting
Wednesday, July 27, 2022
11:30 am
Library Conference Room 201
https://us02web.zoom.us/j/89902417834
Meeting ID: 899 0241 7834

Call to order

Guest Discussion

- Rep., Dylan Roberts - PDPA options for library districts

Approval of minutes of the regular meeting of June 22, 2022

Reports

- Financial Report and Cash Disbursements
- Director's Report

Old Business

- United for Libraries Subscription Update
- Board Portal Feedback & Update
- 360 Update

New Business

- Certificate of Deposit Maturation – Mtn. Valley Bank, Swanson/Gossard CD (7/22/2023)
- 2023 Budget Process
- CAL Conference for Trustees

Adjourn

East Routt Library District
Minutes of the Regular Meeting of the Board of Trustees
Wednesday, June 22, 2022
11:30 a.m. in-person and via Zoom

Attendance

Members Present:	Molly Hamsher, Becky Lewis, Bob Matteo (via teleconference), Dale Richey, Barb Ross
Members Absent:	Mike Holloran, Denny Swanson
Staff:	Alysa Selby, Carolyn Peters (recorder)

Call to Order

Vice President Dale Richey called the meeting to order at 11:39 a.m.

Approval of the regular meeting minutes of May 25, 2022 Board Meeting

Action: Becky Lewis moved to approve the minutes of the Board of Trustees regular meeting held May 25, 2022. Barb Ross seconded the motion. The motion carried unanimously.

Reports

Financial Report and Cash Disbursements
Bob Matteo suggested that the annual fee to the Colorado Alliance of Research Libraries for the Prospector service be moved to the Marmot account rather than be designated an undefined. He suggested the capital expenditure budget be moved to December, but account for YTD expenses. Alysa Selby will pass these requests to Marjorie Wilcox, bookkeeper.

Action: Barb Ross moved to accept the Financial Report and Cash Disbursements. Molly Hamsher seconded the motion. The motion carried unanimously.

Director's Report
Alysa Selby outlined the staff protocols that were being reviewed and augmented to address possible issues with the Rainbow Gathering, specifically dealing with an opioid overdose or a possible First Amendment audit. A question was raised concerning the District's ability to ask someone to leave the library due to body odor. Alysa will see if the case referenced by a former director is still valid.

Director Vision Presentation
Alysa Selby described the mission of libraries, the importance of libraries to democracy, and how services to the public have changed in the last couple of years. She detailed service delivery changes during the COVID-19 response which included shutting down the building,

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developing curbside service, mask mandates, and staffing shortages. She expressed pride for, and gratitude to, the library leadership and staff for meeting these challenges.

Alysa Selby described a data-driven vision for the library that embraces community, leadership, and staff values. Her vision encompasses fulfilling community needs, physical plant requirements, and staffing to flexibly address continued cultural and demographic change.

The Board expressed appreciation for Alysa Selby's presentation as a starting point for strategic planning.

Old Business

Scholarship Award for Tanya Lillehoff

Action: Barb Ross moved to amend the scholarship agreement to award Tanya Lillehoff a total, not to exceed, $27,000 scholarship to be disbursed in accordance with our contract and Tanya's need between the fall semester of 2022 and December 31, 2024 unless the Library's tax advisor suggests to the contrary. Becky Lewis seconded the motion. The motion carried unanimously.

Board Calendar Options

Alysa Selby discussed a Google Workspace portal for Board members to access District documents, American Library Association (ALA), Public Library Association (PLA), and Colorado Association of Libraries (CAL) resources and training materials, the Colorado Trustee Handbook, parliamentary procedures, and other pertinent information. The portal requires authentication and board members will provide feedback to Alysa regarding access issues.

Alysa Selby introduced United for Libraries, an ALA membership-based website that provides access to forums, training videos and documents for library boards. Alysa discussed the various pricing options. Alysa was asked to research whether the subscription model offered by ALA was just for the first year and if memberships are transferrable.

Action: Molly Hamsher moved to approve that each Trustee is provided with a United for Libraries and ALA membership at cost of $125 per year, prorated for 2022, and budgeted for accordingly in 2023. Barb Ross seconded the motion. The motion carried unanimously. Becky Lewis recommended that we reevaluate this membership annually to make sure that it continues to be of value to the District.

Strategic Effort

The Board discussed options for a 360 Review for the Library. The Board requested Alysa to contact Adam Murray, Marmot Library Network Executive Director, to initiate the review.

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Letter to Dylan Roberts
The Board discussed the draft letter to Representative Roberts regarding options for reserves. Both digital and printed versions of the letter will go out within the week.

Other Business

CAL Conference – September 8-10
Molly Hamsher would like the board to consider sending a Trustee to the CAL conference since there are a number of sessions that might inform our strategic effort. This will be discussed at the July board meeting.

The next meeting of the Board of Trustees will be held Wednesday, July 27, 2022, at 11:30 a.m., in Conference Room 201 in-person and via teleconference.

Adjourn: There being no further business, the meeting adjourned at 1:41 p.m.

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Cash Disbursements & Financial Report

June - July 2022

East Routt Library District
GENERAL OPERATING
For the Period From Jun 9, 2022 to Jul 20, 2022
Filter Criteria includes: Report order is by Date. Report is printed with shortened descriptions and in Detail Format.

Date	Check #	Line Description	Debit Amount	Credit Amount	Account Description
6/9/22	42977		120.00		Postage
		Pitney Bowes Inc.		120.00	Cash in Vectra-General
6/9/22	42978		412.80		Utilities
		Steamboat Springs Wate		412.80	Cash in Vectra-General
6/14/22	01291448		3,178.00		Colorado Withholding
		Colorado Department of		3,178.00	Cash in Vectra-General
6/15/22	52534680		4,883.56		FICA Payable
			1,142.16		Medicare Payable
			3,473.12		Federal Withholding
		EFTPS		9,498.84	Cash in Vectra-General
6/21/22	42979		100.00		Summer Reading Progra
		David Payton		100.00	Cash in Vectra-General
6/22/22	42980		106.05		Maintenance - Carpets
		1566507 6/16/22			Maintenance - Carpets
		ALSCO		106.05	Cash in Vectra-General
6/22/22	42981		293.81		Supplies - Library
		ASI Signage		293.81	Cash in Vectra-General
6/22/22	42982		197.86		Books - Reference
		CCH Incorporated		197.86	Cash in Vectra-General
6/22/22	42983		118.64		Supplies - Library
		Demco		118.64	Cash in Vectra-General
6/22/22	42984		538.04		Telephone
		Granite Telecommunicat		538.04	Cash in Vectra-General
6/22/22	42985		83.76		Copier & Printer Expense
		Rocky Mtn Competetive		83.76	Cash in Vectra-General
6/22/22	42986		6,163.81		Digital Media
			1,647.11		Digital Media
			60.00		Digital Media
			60.00		Digital Media
			114.98		Digital Media
		Overdrive		8,045.90	Cash in Vectra-General
6/22/22	42987		936.00		Digital Media
		Kanopy, LLC		936.00	Cash in Vectra-General
6/22/22	42988		8,672.30		Digital Media
		Midwest		8,672.30	Cash in Vectra-General
6/22/22	42989		150.00		Postage
		Purchase Power		150.00	Cash in Vectra-General
6/22/22	42990		109.00		Special Programs
		Rabbit Ears		109.00	Cash in Vectra-General
6/22/22	42991		150.00		Special Programs
		ro*co Films Int		150.00	Cash in Vectra-General
6/22/22	42992		5,120.11		Utilities
		Yampa Valley Electric A		5,120.11	Cash in Vectra-General

East Routt Library District
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Date	Check #	Line Description	Debit Amount	Credit Amount	Account Description
6/29/22	43253143		5,076.72		FICA Payable
			1,187.34		Medicare Payable
			3,771.69		Federal Withholding
		EFTPS		10,035.75	Cash in Vectra-General
6/30/22	42994	6/15 extra floor	90.00		Maintenance - Carpets
		6/15 Admin	835.00		Janitorial Expense
		A-brite, LLC		925.00	Cash in Vectra-General
6/30/22	42995		4,590.00		Janitorial Expense
		A-brite, LLC		4,590.00	Cash in Vectra-General
6/30/22	42996		106.05		Maintenance - Carpets
		ALSCO		106.05	Cash in Vectra-General
6/30/22	42997		376.29		Books - Children
			830.54		Books - Adults
			175.07		Video Recordings - Adult
			27.19		Video Recordings - Child
			95.88		Comp-Hardware & Eq.
			6.92		Supplies - Maintenance
			168.47		Supplies - Library
			186.04		Summer Reading Progra
			69.00		Supplies - Office
		Amazon		1,935.40	Cash in Vectra-General
6/30/22	42998	FirstSearch/Worldcat 7/2	1,566.55		On-line Databases
		Academic Serch 7/22-6/	1,295.00		On-line Databases
		CO Library Consortium		2,861.55	Cash in Vectra-General
6/30/22	42999		50.00		Summer Reading Progra
		John Fisher		50.00	Cash in Vectra-General
6/30/22	43000		27,314.50		Marmot
		NYTimes 5/20/22-5/18/	507.00		On-line Databases
		Marmot Library Networ		27,821.50	Cash in Vectra-General
6/30/22	43001		115.00		Meeting Room, Non-taxa
		Dilia Rios-Zavala		115.00	Cash in Vectra-General
6/30/22	43002		19.98		Lost/Damaged/ILL Mater
		Gwen Skinner		19.98	Cash in Vectra-General
6/30/22	43003		52.50		Telephone
		Tuck Communication Sv		52.50	Cash in Vectra-General
6/30/22	43004		321.75		Library Meetings
			112.52		Comp-License/Suppt/Sof
		Bankcard Center		434.27	Cash in Vectra-General
6/30/22	43005		299.83		Travel
			31.14		Books - Adults
		O Quarterly	25.20		Periodicals - Regular
			137.01		Supplies - Library
		Bankcard Center		493.18	Cash in Vectra-General
6/30/22	43006		84.93		Comp-License/Suppt/Sof
			300.00		Telephone
			19.95		Bank & Credit card fees

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			61.00		Periodicals - Regular
		Bankcard Center		465.88	Cash in Vectra-General
6/30/22	43007		500.00		Summer Reading Progra
		Elizabeth Wilberger		500.00	Cash in Vectra-General
6/30/22	43008		115.00		Meeting Room, Non-taxa
		Tracy Wilhelm		115.00	Cash in Vectra-General
6/30/22	43009		426.92		Copier & Printer Expense
		Xerox Corporation		426.92	Cash in Vectra-General
7/6/22	43010	Admin 6/30/22	835.00		Janitorial Expense
		A-brite, LLC		835.00	Cash in Vectra-General
7/6/22	43011	Main 6/30/22	4,590.00		Janitorial Expense
		A-brite, LLC		4,590.00	Cash in Vectra-General
7/6/22	43012		405.00		Maintenance - Miscellane
		Jeremy Karschner		405.00	Cash in Vectra-General
7/6/22	43013		7,107.05		Health Insurance
		CEBT/CO Employee Be		7,107.05	Cash in Vectra-General
7/6/22	43014		300.00		Cafeteria Plan Payable
		Nina Darlington		300.00	Cash in Vectra-General
7/6/22	43015		225.00		Rent - Storage
		E - Z Storage of SB, LL		225.00	Cash in Vectra-General
7/6/22	43016		1,353.90		Sound Recordings - Child
			108.96		Video Recordings - Child
		Findaway		1,462.86	Cash in Vectra-General
7/6/22	43017		359.07		Books - Reference
		The Gale Group		359.07	Cash in Vectra-General
7/6/22	43018		1,235.36		Books - Adults
			219.53		Books - Children
			10.84		Books - Teen
		Ingram Book Co.		1,465.73	Cash in Vectra-General
7/6/22	43019		400.00		Internet
			9.95		Telephone
		Luminate Fiber LLC/Lu		409.95	Cash in Vectra-General
7/6/22	43020		543.04		Unemployment Payable
		Colorado State Treasurer		543.04	Cash in Vectra-General
7/6/22	43021		959.00		Digital Media
		Kanopy, LLC		959.00	Cash in Vectra-General
7/6/22	43022		8,403.32		Digital Media
		Midwest		8,403.32	Cash in Vectra-General
7/6/22	43023		2,220.45		Digital Media
			11,822.38		Digital Media
		Overdrive		14,042.83	Cash in Vectra-General
7/6/22	43024		406.81		Utilities

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		Waste Management of th		406.81	Cash in Vectra-General
7/13/22	32336256		4,961.06		FICA Payable
			1,160.26		Medicare Payable
			3,659.75		Federal Withholding
		EFTPS		9,781.07	Cash in Vectra-General
7/13/22	43026		737.82		Utilities
		Atmos Energy		737.82	Cash in Vectra-General
7/13/22	43027		2,946.70		Books - Adults
			437.57		Books - Children
			71.97		Books - Reference
			46.89		Books - Teen
			12.34		Sound Recordings - Adul
		Baker & Taylor		3,515.47	Cash in Vectra-General
7/13/22	43028		4,252.07		Sound Recordings - Adul
			168.40		Video Recordings - Adult
		Blackstone Audio		4,420.47	Cash in Vectra-General
7/13/22	43029		525.00		Maintenance - Repairs
			4,929.33		Maintenance - Repairs
		Gen5 Holdings, LLC		5,454.33	Cash in Vectra-General
7/13/22	43030		64.75		Periodicals - Regular
			259.33		Books - Reference
		EBSCO Subscription Ser		324.08	Cash in Vectra-General
7/13/22	43031		546.93		Telephone
		Granite Telecommunicat		546.93	Cash in Vectra-General
7/13/22	43032		194.68		Supplies - Maintenance
			87.09		Supplies - Maintenance
			13.60		Supplies - Maintenance
			108.26		Supplies - Maintenance
			142.77		Supplies - Maintenance
			46.56		Supplies - Maintenance
			198.54		Supplies - Maintenance
		The Green Company		791.50	Cash in Vectra-General
7/13/22	43033		162.89		Copier & Printer Expense
			2.64		Supplies - Office
		Quill Corporation		165.53	Cash in Vectra-General
7/13/22	43034		11.68		Copier & Printer Expense
		Rocky Mtn Competetive		11.68	Cash in Vectra-General
7/13/22	43035		1,030.60		Cafeteria Plan Payable
		Alys Selby		1,030.60	Cash in Vectra-General
7/13/22	43036		400.78		Utilities
		Steamboat Springs Wate		400.78	Cash in Vectra-General
7/13/22	43037		1,314.61		Maintenance - Heat, Plu
		Tolin Mechanical Syste		1,314.61	Cash in Vectra-General
7/15/22	01293768		3,244.00		Colorado Withholding
		Colorado Department of		3,244.00	Cash in Vectra-General

East Routt Library District
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7/20/22	43039	7/15/22 Admin	4,590.00		Janitorial Expense
		A-brite, LLC		4,590.00	Cash in Vectra-General
7/20/22	43040	Admin 7 15 22	835.00		Janitorial Expense
		A-brite, LLC		835.00	Cash in Vectra-General
7/20/22	43041		1,400.00		Maintenance - Miscellane
		Kathleen Allen		1,400.00	Cash in Vectra-General
7/20/22	43042		114.56		Maintenance - Carpets
		ALSCO		114.56	Cash in Vectra-General
7/20/22	43043	8/22-7/23	3,300.00		Annual Mmbrshp. Dues
		Employers Council		3,300.00	Cash in Vectra-General
7/20/22	43044		450.00		Public Rel./Marketing
		Hive 180		450.00	Cash in Vectra-General
7/20/22	43045		525.00		Special Programs
		Nature's Educators		525.00	Cash in Vectra-General
7/20/22	43046		188.33		Cataloging Costs
			320.85		On-line Databases
		OCLC		509.18	Cash in Vectra-General
7/20/22	43047		1,324.96		Cafeteria Plan Payable
		Adrienne Saffioti		1,324.96	Cash in Vectra-General
7/20/22	43048	Service Program	3,480.00		Maintenance - Heat, Plu
		Tolin Mechanical Syste		3,480.00	Cash in Vectra-General
7/20/22	43049		274.76		Cafeteria Plan Payable
		Marjorie Wilcox		274.76	Cash in Vectra-General
7/20/22	43050		5,709.19		Utilities
		Yampa Valley Electric A		5,709.19	Cash in Vectra-General
	Total		**184,545.27**	**184,545.27**	

East Routt Library District
L I T E R A R Y S O J O U R N
For the Period From Jun 9, 2022 to Jul 20, 2022
Filter Criteria includes: Report order is by Date. Report is printed with shortened descriptions and in Detail Format.

Date	Check #	Line Description	Debit Amount	Credit Amount	Account Description
6/30/22	3084		370.25		Food & Beverage
		Bee Grateful Farm		370.25	Cash in Vectra-Lit Sojour
6/30/22	3085		2,408.00		Facilities Rental
		CO Event Rentals		2,408.00	Cash in Vectra-Lit Sojour
6/30/22	3086		589.56		Printing
		Northwest Graphics, Inc.		589.56	Cash in Vectra-Lit Sojour
6/30/22	3087		3,655.50		Food & Beverage
		Steamboat Meat & Seafo		3,655.50	Cash in Vectra-Lit Sojour
6/30/22	3088	United/Shteyngart	2,123.20		Author Travel & Meals
			27.70		Postage
			25.00		Miscellaneous Expense
		Bankcard Center		2,175.90	Cash in Vectra-Lit Sojour
7/20/22	3089	Akkah	2,500.00		Authors' Honoraria
		Fowler	2,500.00		Authors' Honoraria
		Penguin Random House		5,000.00	Cash in Vectra-Lit Sojour
	Total		**14,199.21**	**14,199.21**	

East Routt Library District
Combined Balance Sheet
June 30, 2022

	General Fund	Debt Service	Literary Sojourn	Swanson/ Gossard	Fixed Assets	Current Year	Prior Year
ASSETS							
Cash and Investments							
Cash	147,716	0	17,621	0	0	165,337	47,682
Investments	7,497,432	1,576,273	269,075	208,487	0	9,551,267	9,214,313
	7,645,148	1,576,273	286,696	208,487	0	9,716,604	9,261,995
Other Assets							
Accounts Receivable	1	0	0	0	0	1	17
Prepaid Expenses	(48)	0	0	0	0	(48)	6,101
Fixed Assets	0	0	0	0	16,282,748	16,282,748	16,282,748
Total Assets	7,645,101	1,576,273	286,696	208,487	16,282,748	25,999,305	25,550,861
LIABILITIES and FUND BALANCES							
Liabilities							
Accounts Payable	7,055	0	0	0	0	7,055	5,337
Total Liabilities	7,055	0	0	0	0	7,055	5,337
Fund Balances							
Investment in Fixed Asset	0	0	0	0	16,282,748	16,282,748	16,282,748
Restricted - TABOR	94,752	0	0	0	0	94,752	94,752
Committed - Capital Reserve	5,067,057	0	0	0	0	5,067,057	4,750,179
Unassigned - Operating	1,111,126	0	0	0	0	1,111,126	1,111,132
Restricted - Debt Service	0	805,060	0	0	0	805,060	740,082
Committed - Literary Sojourn	0	0	277,217	0	0	277,217	284,635
Committed - Swanson	0	0	0	59,079	0	59,079	207,110
Committed - Gossard	0	0	0	148,798	0	148,798	0
Current Operations	1,365,109	771,215	9,479	610	0	2,146,413	2,074,886
Total Fund Balances	7,638,044	1,576,275	286,696	208,487	16,282,748	25,992,250	25,545,524
Total Liabilities & Fund Balances	7,645,099	1,576,275	286,696	208,487	16,282,748	25,999,305	25,550,861

Comparative Income Statement for the Six Months Ending June 30, 2022

GENERAL FUND

	THIS MONTH				YEAR TO DATE				TOTAL 2022 BUDGET	
	This Year	Budget	Actual to Budget Variance	Last Year	This Year	Budget	Actual to Budget Variance	Last Year		
REVENUES										
Current Property Tax	408,246	428,610	(20,364)	395,838	2,464,579	2,389,174	75,405	2,375,993	2,490,416	
Delinquent Property Tax	1	0	1	(1,205)	(788)	(5,000)	4,212	(2,929)	(5,000)	
Specific Ownership Tax	15,227	16,508	(1,281)	16,391	89,552	77,808	11,744	94,463	160,000	
Book Sales	210	417	(207)	191	970	2,498	(1,528)	191	5,000	
Copier Revenue	621	300	321	302	2,384	1,800	584	1,703	3,600	
Donations	655	333	322	163	1,627	2,002	(375)	1,718	4,000	
Materials Replacemnt Fee	471	583	(112)	453	3,698	3,502	196	3,509	7,000	
Grant Funds	8,771	0	8,771	0	26,532	26,532	0	6,439	26,532	All grant monies received
Interest Income	6,729	3,333	3,396	318	19,451	20,002	(551)	8,515	40,000	
Retail Sales	0	0	0	0	0	0	0	4	0	
Fax Income	1	0	1	0	1	0	1	17	0	
Rental Income	0	0	0	0	0	60	(60)	0	60	
Meeting Room, Non-taxa	(62)	450	(512)	0	2,930	2,700	230	120	5,400	
Meeting Room, Taxable	475	800	(325)	0	2,110	4,800	(2,690)	0	9,600	
Transfer from Reserves	0	0	0	0	0	0	0	0	126,300	
Gen Reserves Provision	0	0	0	0	0	0	0	0	100,000	
Total Revenues	**441,345**	**451,334**	**(9,989)**	**412,451**	**2,613,046**	**2,525,878**	**87,168**	**2,489,743**	**2,972,908**	

Comparative Income Statement for the Six Months Ending June 30, 2022

	THIS MONTH				YEAR TO DATE				TOTAL 2022 BUDGET	
	This Year	Budget	Actual to Budget Variance	Last Year	This Year	Budget	Actual to Budget Variance	Last Year		
EXPENSES										
Personnel Costs										
Payroll	81,389	91,393	10,004	76,648	500,144	594,083	93,939	481,371	1,188,139	Delay in setting up staff accounts.
Retirement Fund	0	23,596	23,596	22,578	0	23,596	23,596	22,578	23,596	
Prof Develop/Educ	0	453	453	350	1,125	2,722	1,597	350	5,440	
Employee Benefits	0	462	462	0	674	2,768	2,094	511	5,540	
Health Insurance	6,753	8,455	1,702	5,800	40,515	50,732	10,217	30,118	101,462	
Scholarship	0	0	0	0	0	9,000	9,000	0	9,000	
Work Comp Insurance	0	0	0	0	2,823	3,500	677	4,077	3,500	
Payroll Tax Expense	6,306	7,174	868	6,025	38,725	46,637	7,912	37,827	93,269	
Total Personnel Costs	94,448	131,533	37,085	111,401	584,006	733,038	149,032	576,832	1,429,946	
Library Inventory Expenses										
Books	13,520	12,750	(770)	13,450	62,246	76,500	14,254	48,840	153,000	
Audio Recordings	932	2,933	2,001	2,047	6,689	17,598	10,909	9,916	35,200	
Videos	1,308	2,666	1,358	1,556	8,804	16,004	7,200	6,964	32,000	
Book & A/V Repair	0	317	317	0	999	1,898	899	1,608	3,800	
Cataloging Costs	180	292	112	176	899	1,748	849	1,763	3,500	
On-line Databases	9,329	4,829	(4,500)	8,713	34,966	28,977	(5,989)	32,821	57,951	Timing of invoices
Digital Media	17,654	17,842	188	15,649	95,610	107,048	11,438	86,131	214,100	
Periodicals	177	0	(177)	12,372	14,668	26,000	11,332	14,263	26,000	
Total Inventory Expenses	43,100	41,629	(1,471)	53,963	224,881	275,773	50,892	202,306	525,551	
Administrative Expenses										
Accounting	0	0	0	0	5,500	5,750	250	5,194	5,750	
Advertising & Legals	464	208	(256)	362	2,676	1,252	(1,424)	1,414	2,500	
Audio-visual Expense	0	166	166	0	1,095	1,004	(91)	1,253	2,000	
Bank & CC Fees	156	200	44	131	1,186	1,200	14	956	2,400	Expect to be under-budget: No PatronPoint, No new website.
Cash Short & Over	0	0	0	1	14	0	(14)	8	0	
Comp-License/Suppt/Soft	1,549	9,147	7,598	1,270	12,331	54,886	42,555	20,837	109,768	
Computer-Hardware	96	1,583	1,487	675	3,269	9,502	6,233	741	19,000	
Internet	400	200	(200)	247	600	1,200	600	2,095	2,400	
Copier & Printer Expense	938	650	(288)	1,049	4,025	3,900	(125)	4,801	7,800	
Courier Service	0	0	0	0	0	0	0	18,827	21,000	
Annual Mmbrshp. Dues	348	0	(348)	112	1,957	6,689	4,732	1,786	6,689	
Insurance - Prop/Liab	0	0	0	0	30,723	33,000	2,277	30,569	33,000	
Improvements (n/d)	0	667	667	0	5,508	3,998	(1,510)	0	8,000	
Innovations/Strategic	0	1,317	1,317	0	0	7,898	7,898	0	15,800	

Comparative Income Statement for the Six Months Ending June 30, 2022

	THIS MONTH				YEAR TO DATE				TOTAL 2022 BUDGET	
	This Year	Budget	Actual to Budget Variance	Last Year	This Year	Budget	Actual to Budget Variance	Last Year		
Janitorial Expense	11,060	11,250	190	7,450	61,290	67,500	6,210	56,275	135,000	
Legal Expense	0	0	0	0	0	0	0	0	0	
Maintenance & Repairs	3,769	11,810	8,041	8,781	56,668	70,860	14,192	53,713	141,720	
Marmot	33,315	0	(33,315)	27,770	87,975	58,800	(29,175)	88,439	117,600	Timing of invoices.
Miscellaneous Expense	0	42	42	0	0	248	248	24	500	
Postage	403	250	(153)	142	880	1,500	620	1,427	3,000	
Public Rel./Marketing	0	575	575	1,048	541	3,450	2,909	1,678	6,900	
Rent - Storage	225	267	42	450	1,350	1,598	248	1,575	3,200	
Programs/Events	1,694	1,725	31	1,519	6,347	10,350	4,003	4,847	20,700	
Supplies	2,291	3,167	876	1,667	14,540	18,998	4,458	13,292	38,000	
Telephone	1,253	530	(723)	939	4,632	3,180	(1,452)	5,858	6,360	
Travel	976	1,577	601	649	10,349	9,462	(887)	724	18,924	
Library Meetings	523	225	(298)	0	1,758	1,350	(408)	0	2,700	
Treasurer's Collection Fee	12,259	12,805	546	11,856	73,699	71,375	(2,324)	71,224	74,400	
Utilities	7,322	6,184	(1,138)	5,203	40,366	42,051	1,685	34,242	86,000	
Total Administrative Exp	79,041	64,545	(14,496)	71,321	429,279	491,001	61,722	421,799	891,111	
Capital Expenditures										
Building Improvements	3,821	10,000	6,179	0	9,771	10,000	229	0	112,800	
Furniture & Equipment	0	0	0	5,607	0	0	0	25,456	13,500	
Total Capital Expenditure	3,821	10,000	6,179	5,607	9,771	10,000	229	25,456	126,300	
Total Expenses	**220,410**	**247,707**	**27,297**	**242,292**	**1,247,937**	**1,509,812**	**261,875**	**1,226,393**	**2,972,908**	
Total Revenues Less Total Expenses	**220,935**	**203,627**	**17,308**	**170,159**	**1,365,109**	**1,016,066**	**349,043**	**1,263,350**	**0**	

East Routt Library District
Literary Sojourn Income Statement for the Six Months Ending June 30, 2022

	This Month	Year to Date	Total 2022 Budget	Year to Date Actual to 2022 Budget Variance	Year to Date 2021
REVENUES					
Donations	13,106	52,693	78,000	(25,307)	15,900
Book Basket Sales	0	0	3,050	(3,050)	0
Grant Income	0	8,000	8,000	0	0
Registrations	270	270	51,750	(51,480)	0
Interest Income	259	650	350	300	304
Total Revenues	13,635	61,613	141,150	(79,537)	16,204
EXPENSES					
Author Dinner	0	0	7,200	7,200	0
Authors' Honoraria	0	22,000	44,000	22,000	0
Author Lodging	0	0	6,750	6,750	0
Author Travel & Meals	4,441	7,102	19,000	11,898	0
Bank & credit card charges	362	1,378	250	(1,128)	159
Graphic Design	0	3,500	9,000	5,500	0
Decorations	0	0	500	500	0
Facilities Rental	2,408	7,466	10,000	2,534	0
Food & Beverage	4,026	4,026	26,000	21,974	0
Miscellaneous Expense	39	148	250	102	0
Postage	28	90	100	10	0
Printing	590	2,574	8,100	5,526	539
PR/Mktg/Advert.	0	3,289	750	(2,539)	4,000
Supplies	0	561	250	(311)	0
Equipment Rental	0	0	9,000	9,000	0
Total Expenses	11,894	52,134	141,150	89,016	4,698
Net Revenue	1,741	9,479	0	9,479	11,506

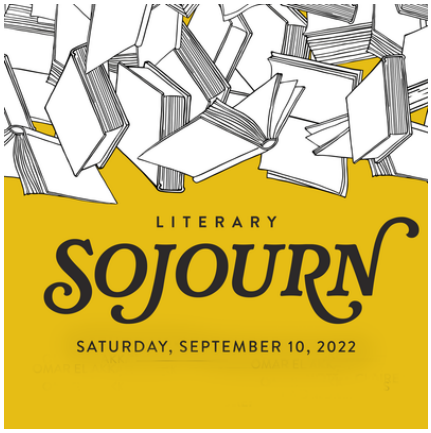
East Routt Library District
Debt Service Income Statement
For the Six Months Ending June 30, 2022

	Current Month Actual	Year to Date Actual	Total 2022 Budget	Year to Date Actual To Total 2022 Budget Variance
Revenues				
Property tax revenue	134,422.44	811,507.91	826,606.00	(15,098.09)
Bond-Delinquent Tax	0.28	(282.49)	(5,000.00)	4,717.51
Specific Ownership Tax	5,013.62	29,486.57	69,918.00	(40,431.43)
Interest on tax monies	1,472.30	3,293.09	1,969.00	1,324.09
Proceeds from Refunding Bond	0.00	0.00	0.00	0.00
Bond-Delinq Interest	0.00	0.00	0.00	0.00
Total Revenues	140,908.64	844,005.08	893,493.00	(49,487.92)
Expenses				
Debt Service Principal	0.00	0.00	770,000.00	770,000.00
Debt Service Interest	0.00	48,225.00	96,450.00	48,225.00
Paying Agent Fee	300.00	300.00	300.00	0.00
Treasurer's Collection Fees	4,036.60	24,266.26	26,743.00	2,476.74
Bond Issuance Costs	0.00	0.00	0.00	0.00
Pymt to Refunding Bond Escrow	0.00	0.00	0.00	0.00
Premium on Refunding Bonds	0.00	0.00	0.00	0.00
Total Expenses	4,336.60	72,791.26	893,493.00	820,701.74
Net Income	136,572.04	771,213.82	0.00	771,213.82

Director's Report

July 2022
Alysa Selby, Director

Programming



Sojourn Ticket Sales Update
As mentioned in June, Literary Sojourn tickets went on sale for donors starting June 16 and continued through June 22. Tickets cost $150 which included a $75 donation to Literary Sojourn. $75 tickets for the public went on sale Thursday, June 23, 2022 at 10 a.m. MDT and we have yet to sell out.

We sold 67 early sale tickets earning us $5,025 in donations for Literary Sojourn. To date we've earned $52,693 in donations putting us at 68% of our 2023 budget. We still have 221 tickets to sell – 60% of tickets have sold. Jennie Lay is currently putting forth a second wave of publicity to highlight that tickets are available.

Mandala on the Yampa Update

As mentioned in May, the Monks will return to Steamboat Tuesday, Aug 9 through Sunday, Aug 14 and will create an Akshobya mandala. The full schedule for this event is on our website and I've provided a printout in this packet. We also have 64 RSVPs for our library staff/board/family potluck with the monks on Saturday, Aug. 13. Staff

are very excited for this opportunity to dine in the stacks after library hours; and it will be our first occasion to come together since Chris Painter's retirement party – the second COVID wave kept us from having our traditional post-holiday gathering in January.

In addition to the many community members who are volunteering to feed the monks or help with the community mandala, we've also received $700 in unsolicited donations and Ohana is generously hosting one of their legendary live print sessions to custom silk-screen the Steamboat Springs Mandala design on shirts Wed. Aug 10, 4-7 p.m. and Friday August 12, 4-7 p.m. They will fire up their live press inside their downtown shop and donate $10 from each shirt purchase to support this event; shirts cost $35 on average.

Short Edition Short Story Machine Goes Wireless
We upgraded the modem on our short story machine to allow for wireless updates. For years this machine has needed an internet access point to convey stats and receive updates, now it just needs a power outlet. Since this device was meant to share the power of story around town, we now have the ability to locate the dispenser with any organization that might like to host it for a period of time.

Personnel

Trustee Photos for Website
It has always been the intention to add photographs of our board members to the trustee section of our website (https://steamboatlibrary.org/about-us/board-trustees) just as we do with staff (https://steamboatlibrary.org/contact-us/staff-directory) and so we'd like to snap of photo of each board member at the August 24 board meeting. Professional photographer Hillary Spillane will be onsite at 1:30 p.m.

Professional Development Reports
Jennie lay was very busy these last several months. In May, Jennie attended the Mountainfilm Festival in Telluride, something she does every year, and, for the first time, she attended the Sun Valley Writers Conference in Idaho which was meant to supplant the loss of the Book Expo, in New York City. Attached are her reports.

Art Committee - Yampa Spirit Installation

Now that the City of Steamboat Springs has approved the installation, Sandy has built a maquette, a small version of the sculpture, out of aluminum to test for strength and to work with color. This is a process that will be repeated until she has a prototype that she feels will represent the final sculpture. Dagny McKinley expects to

have a final maquette/images to present to the board in 3-4 months and their goal is to install the sculpture sometime next summer.

Policies

Patron Code of Conduct - Body Odor
I've followed up on the concern that asking a person with extreme body odor to leave the library might be against the law. Library Director Jamie LaRue recalled a NJ case that made it illegal to ask someone to leave the library in the case of "bad" body odor. Though I cannot say that I found the exact reference, the attached *New York Times* article mentions a NJ case that was overturned by the U.S. Court of Appeals in Philadelphia. I've also attached an excellent 2020 commentary on this topic by the Western New York Library Resources Council - Ask a Lawyer service. As a reminder, this is what our Patron Code of Conduct states as prohibited on this subject:

- Persons who pose a health or sanitary risk or whose bodily hygiene constitutes a nuisance to other users of the Library.

Facilities

Piano Maintenance
Our beautiful Boson grand piano will be restrung October 17-25. Our strings are 20-25 years old, continue to break, and have stretched to a point where the pegs that take up the slack are almost of space. This effort will also clean and repair reusable parts, and the piano will be tuned six times as the new strings adapt to their new home. Kathleen Allen is providing this service at a cost of $4000.

Self-Check Machines & Countertops
Our new self-check units have arrived and we are in the process of swapping out RFID pad readers at staff workstations. Caroyln, Tanya and I solicited bids to replace the large self-check countertop since the old machines drilled three holes for every station and the new machines only require one. We considered using a laminate top, like we currently have, and we looked at corian or cherry wood countertops as well. After much consideration we've decided to upgrade the countertop to cherry wood. Doing so will not only stay true to our architecture, but it will allow us to more easily plug drill holes should we need to add another station or move to a different configuration. Yampa Valley Woodworking will be handling this effort at a cost of $3607.

HVAC System
Our HVAC system continues to present challenges. The auxiliary chiller coil for Library Hall that was ordered several weeks ago and has yet to arrive (supply chain issues); it should be here after the first week of August. Library Hall temperature can get as high as 76 degrees during the hottest part of the day. We keep the black-out shades down during the morning hours to help decrease solar gain.

The Library Hall exhaust motor fan belt broke Thursday July 21, was replaced, and the motor is back up and running. The building's chiller (air conditioner) was also down Friday afternoon June 15 through Tuesday, June 19. Two new high pressure limit switches are on order because they were tripping prematurely.

Lastly, the heating and cooling loop glycol feeder controls and/or the pumps went down within two weeks of each other, and diagnostics are in progress. Pressure in both systems is holding so both systems continue to function.

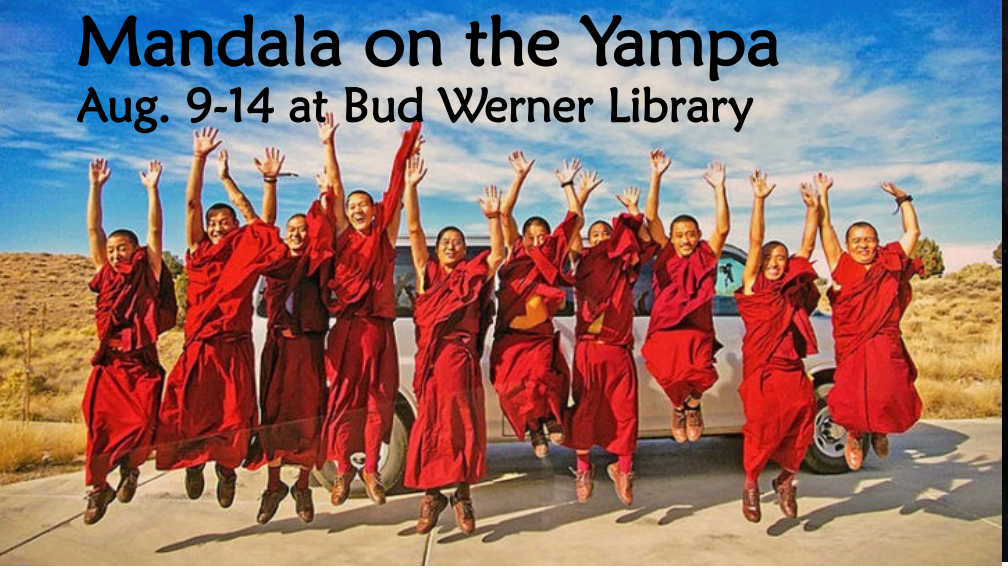
Health & Safety

Library Incident
On Sunday July 17 emergency personnel were called to the library to respond to an overdose. Staff responded perfectly to the emergency and the individual survived the incident.

COVID Update
We continue to publicly distribute test kits and masks that are being furnished by the Colorado Department of Health and Environment with no COVID outbreaks amongst staff.

Mandala on the Yampa

Aug. 9-14 at Bud Werner Library



Detailed info at www.steamboatlibrary.org/events/mandala-on-the-yampa/2022

Mandala on the Yampa 2022 Schedule

Tuesday, Aug. 9

1 p.m. Opening Ceremony & Drawing of the Lines for the Akshobya Mandala Sand Painting in Library Hall
7 p.m. Public talk in Library Hall: The Symbolism of the Sand Mandala (suggested for ages 10+)

Wednesday, Aug. 10

10 a.m. - 5 p.m. Drepung Loseling monks work on the Mandala Sand Painting in Library Hall
10 a.m. - 5 p.m. Community Sand Painting in Library Hall
4 p.m.-7 p.m. Live Print of Mandala on the Yampa/Steamboat Mandala t-shirts at Ohana

Thursday, Aug. 11

10 a.m. - 2 p.m. Drepung Loseling monks work on the Mandala Sand Painting in Library Hall
10 a.m. - 2 p.m. Community Sand Painting in Library Hall
7 p.m. Sacred Music Sacred Dance performance at the Strings Pavilion. Tickets available now.

Friday, Aug. 12

8:30 a.m. Coffee Talk at the Strings Pavilion: Tibet Today
10 a.m. - 6 p.m. Drepung Loseling monks work on the Mandala Sand Painting in Library Hall
10 a.m. - 6 p.m. Community Sand Painting in Library Hall
4 p.m.-7 p.m. Live Print of Mandala on the Yampa/Steamboat Mandala t-shirts at Ohana

Saturday, Aug. 13

8:30 a.m. Sang-Sol Puja at Perry-Mansfield, a smoke & incense ceremony to enhance well-being and purify the environment.
10 a.m. - 6 p.m. Drepung Loseling monks work on the Mandala Sand Painting in Library Hall
10 a.m. - 6 p.m. Community Sand Painting in Library Hall

Sunday, Aug. 14

8:30 a.m. Community guided meditation at Yampa River Botanic Park
10 a.m. - 6 p.m. Drepung Loseling monks work on the Mandala Sand Painting in Library Hall
10 a.m. - 6 p.m. Community Sand Painting in Library Hall
7 p.m. Closing ceremony, from Library Hall to the banks of the Yampa River

Mountainfilm - May 25-29

Mountainfilm, a documentary film festival that I have come to rely on for exposure and curation of film programming at the library, returned to a live festival again this year -- and I'm more grateful than ever for having had the chance to return to seeing these much-anticipated films on the big screens and having the opportunity to hear from the subjects and filmmakers personally. Sometimes those filmmaker conversations and negotiations provide a valuable window into why we really should be paying attention to a particular film -- and exactly how we can maneuver it. One highlight was my long library-advocacy conversation with Abagail Disney ... so let's hope she follows through and gives Bud a chance at screening her new film.

One huge bonus for this film fest is always the casual intermingling with the filmmakers -- a key ingredient we've missed out on during the pandemic. I'm proud to say that we have already seen the fruit of TWO brand-new documentaries gleaned and negotiated from my Memorial Weekend trip to Telluride. *Mission:Joy* (which we screened virtually with a 72-hour window and had 325 households view it!) and *The Yin & Yang of Gerry Lopez*, which will be one of the first non-film-fest screenings in the U.S., screening Aug. 2 in Library Hall as part of our summer Ocean Adventure Film Series -- a run of films that we secured serendipitously because of my past filmmaker connections at Mountainfilm. Everything is connected...

Last but not least, I finally had a chance to visit the Telluride library after the festival, to see it during normal operations. What a treat to meet with their three-person programming staff, swap ideas, ask each other questions, and steal some wish list dreams. I also attended Telluride's version of *The Moth*, sponsored by their library in conjunction with Mountainfilm -- seeing how this oft-requested program might transpire one day in Steamboat.

Thank you for the opportunity to dive into Mountainfilm once again. It continues to inspire the heck out of me and it is one of our richest resources for mining valuable library programming ideas.

Sun Valley Writers' Conference - July 22-24

This week, I made a long-anticipated foray into one of the venerable motherships of mega author festivals, the Sun Valley Writers' Conference. As your new Literary Sojourn Festival Director, I've been humbled by the opportunity to attend, to witness something really different than what we've grown in Steamboat, to mingle with authors and their publicists (a great loss Sojourn suffered with the death of Book Expo and its affiliated events), and talk with all kinds of smart attendees that gave me insights that will surely strengthen our hometown festival in ways potentially small and maybe significant.

I'm happy to report that we have previously hosted many of the authorsI saw this week -- we are more than up to snuff on our curation. And, the chance to hear SO MANY new authors was priceless. Sun Valley's event is fancier and bigger than we ever really want to be, but it is wonderful and remarkable and wholly worthy of our attention. I gained a lot of perspective and

confidence by setting out on my own in this brave new author world. My eyes are bleary and my brain is a mush of stories that I'm confident will align into fruitful threads for library author programming, One Book Steamboat selections and Literary Sojourn. I earned us some new allies in the indie bookstore in nearby Hailey (they come to Sojourn!) and the public library in Ketchum (I also went to one of their SVWC-affiliated free community events before the festival, in a downtown park).

Thank you for investing in this opportunity. I'm more excited than ever for Sojourn 2022...and likely becoming a whole lot better at my job in 2023 because of this incomparable exposure.

Jennie Lay
Literary Sojourn Festival Director
Bud Werner Library Adult Programs
July 2022

The New York Times | https://www.nytimes.com/1992/03/28/opinion/library-hygiene-in-morristown.html

Library Hygiene in Morristown

March 28, 1992

The New York Times

The Weekend Warrior War

Library Hygiene in Morristown

Open Skies, at Last

Children, Twice Neglected

Acoustic Evidence in Kennedy Shooting Fails

Weeds, Too, Have Rights, or Do They?

Burmese Regime Evenhanded in Oppression

Refugees Need People Par English Practice

Battery Park City Adds to New York Economy

Made Students Think

A Lite of Cheap Guns

Johnson Beat McCarthy

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A Federal appeals court has restored the right of the public library in Morristown, N.J., to expel people who behave so annoyingly -- or smell so bad -- that they interfere with those who want to study or enjoy books. That right had been threatened by the ruling of a district court judge, zealous about individual liberty and sympathetic to a homeless man. It's been a costly argument.

Richard Kreimer, a 42-year-old homeless man who had become something of a town character, so offended librarians and patrons that he was kicked out of the library at least five times. People said he stared at them, followed them around, spoke loudly and belligerently and smelled so bad they couldn't work or read.

Mr. Kreimer sued and swiftly created a Federal case. Judge Lee Sarokin in Newark found the library's code of conduct unconstitutional, a violation of the man's right to receive information in public places.

Summoning society's guilt about the homeless, Judge Sarokin found an unworthy motive in excluding Mr. Kreimer. He wrote, "If we wish to shield our eyes and noses from the homeless, we should revoke their condition, not their library cards." Yielding thus to the temptations of eloquence, he wandered from fairness and from society's right to use library resources without harassment.

It's true enough that society often tries to ignore the homeless. But as the U.S. Court of Appeals in Philadelphia now makes clear, that doesn't mean that library users need to endure being stared at, followed around or simply driven away by body odor. Morristown's library was open to homeless people, by no means all of whom were indifferent to personal hygiene. Mr. Kreimer had a right to share, not monopolize, this community asset, which after all is a limited-purpose facility and not the village common.

By reversing a judgment that had alarmed library authorities elsewhere, the appeals court upholds general principles of library deportment. The American Civil Liberties Union contends that the decision gives librarians excessive discretion to discriminate on the basis of economic status or personal whim. To which the judges replied: Be realistic. Pages of regulations are neither necessary nor appropriate. If the rules are basically fair, issues of discriminatory application can be handled when they arise.

The Morristown library was prepared to defend its dealings with Mr. Kreimer in separate litigation whether or not the rules were upheld. But its insurer, Travelers Insurance Company of Hartford, settled those claims three weeks ago for $80,000. That payment was over the library's protest and despite sound advice that the appeals court would likely vindicate the library's conduct code.

The rightful lesson of this case is that society need not apologize or surrender to every accusation of unfairness. Thanks to Morristown -- but no thanks to the insurance company -- libraries everywhere have clear notice that if they're fair, they're free to do their public job.

Topic: Heavy smells in public library policy - 11/17/2020
I am an adjunct instructor in a library science program. We were having a discussion regarding ...

Posted: Tuesday, November 17, 2020 Permalink

MEMBER QUESTION

I am an adjunct instructor in a library science program.

We were having a discussion regarding patrons with body odor or heavy smells (such as perfume or cigarette smoke). What really surprised me…. several of my students who work in public libraries said they have an official policy that patrons who smell are not allowed to stay and are to be asked to leave the library. This really surprised me. Legally is this allowed? Who is to decide what an acceptable/unacceptable level of smell.

Overall, I found the notion of kicking out patrons because of smells to be repulsive, disgusting, and a completely against WHY we exist. If this is legal, I want to know how a library could, in good conscience, do this…

WNYLRC ATTORNEY'S RESPONSE

There is a large array of case law,[1] academic articles, industry guidance, and news coverage on the subject of regulating smells in libraries (specifically, the smells of people and/or their belongings in libraries).[2]

Based on those materials—and in particular, the case law—my answer to the question "*legally is this allowed?"* has to be: YES. With a carefully considered policy, carefully followed, barring library patrons based on their "disturbing" odor has been ruled to be legal, just like barring other factors that disturb the operations of the library (noise, eating, running) can be.

But just because a library can bar "disturbing odor" doesn't mean I always advise my clients to do it.

Why? Because this is 2020.

In 2020, we know that the impact of barring people based solely on them being "disturbing" is fraught with risk,[3] both for legal reasons (claims based on the First Amendment, equal protection, due process, disability, etc.) and for reasons related to a library's mission (concerns related to the type of existential considerations raised by the member). [4]

Of course, in 2020, we *also* know that regardless of where you land on the question of "disturbing odor," this issue poses concerns from the *other* side, as well; a patron or employee trying to access or work in a library may find a smell (whether caused by another person, or by a condition of the building) to present an actual risk to their health (allergies, chemical sensitivities). So one person's access to the library may pose a risk to the access of another.

Finally, in 2020, while nothing is a sure bet, it is reasonable to expect that one of these days, one of the legal cases challenging a library's bar to access based on a "disturbing odor" is going to result in a policy or ejection being overturned. And while that currently-hypothetical case may turn on circumstances unique enough[5] to not bar all such policies, such a ruling could throw the current legal footing into question.

Which is why I offer this: rather than barring people due to "disturbing odor"[6] (which as the member points out, is a conclusion rooted in subjectivity) a library might be wise to consider planning, policies and action to:

- Create "Scent-free zones" in your library where *any* perceptible odors, mold, dust, and use of substances associated with chemical sensitivities, are as minimized as possible. This can address the needs of people who are more sensitive to perfumes, chemical cleaners, and air fresheners...reducing the likelihood of complaints and concerns under the ADA.
- When planning capital improvements, invest in an HVAC system that circulates fresh air into library spaces (with all due consideration to humidity control for your collection), reducing the accumulation/proliferation of all odors, and in general creating a healthier breathing environment.

- Place seating near areas with more effective ventilation, and configure spaces to deter concentrations of patrons in less ventilated zones.
- And most critically*: Develop policies to address objective, quantifiable health hazards that might be signaled by smell, rather than barring subjective and hard-to-measure "disturbing odors*."

It is this last bullet—related to safety—that I would like to dwell on.

Some smells are just that—smells. They may be perceived negatively, and perhaps even as a disruption, but to most people, they pose no risk.

Some smells are not just smells, but "tells"—byproducts indicative of conditions that are experienced by the individual carrying them (like it or not, we all have these). Some may be linked to a medical condition or disability, but in no way do they pose a safety threat to others. Many people who are perceived as "smelly" have "tells".

And finally, some smells are indicative of a potential health hazard to those in their proximity; for example: sulfur added to otherwise odorless natural gas, the odor of certain paints as they dry...or the smell of a staph infection in an open wound. These "evidence of danger" smells are the ones that libraries, *who are legally obligated**[7]** to provide their patrons and employees with a safe environment*, need to be concerned about, and should develop policies to address.

Need an anecdote to distinguish the smells from the tells from the hazards? Here's a scenario:

A man walks to the library. While walking, he treads in dog poop.

Because decades of smoking cigarettes have dulled the man's sense of smell, he does not notice that his shoe is coated in poop. However, as soon as he enters the library, a page smells the poop, and points out to the patron that not only is his shoe smelly, but it is leaving fecal residue on the floor.[8]

Because there are many health-related reasons why the library doesn't want dog poop on its floor, the man is asked to leave until his shoe is poop-free. The man leaves the library and visits his buddy across the street,[9] who lets him hose off his shoe in the back yard.

When the man returns to the library, he shows the page the clean shoe, and it is clear that the dog poop has been eliminated. However, dog poop being what it is, the smell lingers on the shoe. But insofar as the library is concerned, it no longer poses an active hazard to toddlers crawling on the Children's Room floor. The man is allowed to walk into the library, selects the latest John Grisham novel, and leaves, the odor of dog poop lingering in the Circulation Desk breeze.

And *that* is the difference between using a smell to mitigate a health hazard, and tolerating a potentially disturbing odor in a library. It is also how a library focuses on providing access and a safe environment for patrons and employees—while avoiding judgments rooted in subjectivity.

In posing this question, it is clear that the instructor is thinking about mission, about a library's role in its community, and about optimizing access to resources for all. But the instructor has also honed in on this "subjectivity" concern, by asking: "*Who is to decide what an acceptable/unacceptable level of smell"?*

It is that very subjectivity that brings legal peril to the current scheme of things. Sooner or later, the right combination of circumstances will arise, and a judge will rule that simply barring someone from a library based on nothing more than a bad stink is a legal violation.

Therefore, as we move past 2020, and into an era that will, all signs show, be more in need of information access and authentication than any era previously, I offer this template policy to "flip the script" on how libraries address the issue of odor.

The ABC library is committed to access for all. With regard to odors in the library, this means:

- *We provide a designated scent-free area for patrons with chemical or scent sensitivities;*
- *We require any odor that is a sign of a possible health risk (hazardous chemical, fecal matter, rotting food, smoke, communicable infection or any substance that can damage the library or pose a risk to those in it) be addressed, and if a risk is likely to be present, mitigated immediately;*
- *We work to find people who may be bothered by certain non-harmful odors, such as perfume, cologne, or "body odor" of other patrons, space in our scent-free area, or near windows or well-ventilated areas.*

We appreciate that as humans, our patrons bring a wide array of odors into our space, and not everyone appreciates that smell of others. If you need a scent-free area or well-ventilated area, please let us know. ***If you notice any odor or other factor that could be indicative of a health hazard, please immediately alert staff so it can be addressed per our policies****.*

Meanwhile, the library's Code of Conduct should state some version of: *Any activity or substance posing a health hazard to patrons and employees is prohibited.*

And finally, internally, I suggest this protocol[10] for addressing reports of smells indicative of potential hazards:

Receive the report. Note the date, time, person reporting it, and what is reported. Ensure a qualified person immediately assesses the report. If there is a possible health hazard, involve the appropriate personnel or outside resources to develop an immediate response/mitigation plan, with all due respect for safety, privacy, access, and due process.

And that's it. From where I see it, while the status quo is legal, the future of "The Great Library Smell Debate" can shift to focus on two things: access, and safety.[11] Factors that are subjective or based on personal preference ("bad smells" causing "disruption") are currently legally valid, but there is the possibility of a successful legal challenge. If a library is concerned about the impact of such policies on mission, and wants to avoid subjective value judgments about smell, developing policies that focus on *access and safety* might be a more appropriate approach.

That said, to reiterate my honest answer to the question: right now, based on case law, "subjective" policies about "disturbing" odor, if narrowly tailored to serve a valid purpose[12], and executed properly, remain enforceable. But as I have outlined, they can pose a risk.

Make no mistake—sometimes odor needs to be addressed, and from many perspectives. But the law provides many options, and using a focus on access and safety is one of them.

Thank you for a thoughtful question.

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[1] The most authoritative and influential are: Lu v. Hulme (2015), Kreimer v. Bureau of Police for the Town of Morristown (1992).

[2] Trusting that an audience of libraries knows how to find research material, I'll simply say that the materials cited in the guide posted here (http://www.homelesslibrary.com/uploads/1/3/0/1/13014906/body_odor_handout.pdf) show the range of coverage and thought on this topic (at "Ask the Lawyer," we don't reinvent the wheel).

[3] This risk springs from the fact that, objectively speaking, every human being "stinks." Of course, for a variety of reasons, sometimes our personal odor is more overtly and broadly perceptible than at other times, and depending on an array of cultural or physiological factors, may or may not be welcome by them.

[4] For a thorough discussion of the mission-related considerations of imposing odor bans, I recommend the article "It is a Non-Negotiable Order": Public Libraries' Body Odor Bans and the Ableist Politics of Purity." By no means an unbiased academic exercise, you can easily tell where this author is coming from (they find odor bans antithetical to the purpose of libraries).

[5] These cases turn not only on precise wording, but on how the policy was applied, and the law in that precise locality.

[6] "Disruptive smell" while real, is, of course, subjective, since as I mentioned in footnote 3, all humans, to some degree, "stink," but "stink" is a relative term. In that regard, I am reminded of the classic scene in Frank Herbert's "Dune," when young Paul Atreides first arrives at the home of his future allies, the Fremen. Paul perceives their cavernous home, called a "seitch" as having a wretched stink, but just as he is about to show his disgust, his mother says "How rich the odors of your seitch..." saving her son from a fatal social blunder. Of course, they go on to not only get used to the smell, but to conquer the planet.

[7] By a variety of laws, which can include local health codes, OSHA regulations, labor law, union contracts, local law.

[8] What he actually says is "Um...sir? Hi, good to see you again. Hey, it looks like maybe you stepped in some dog poop?" Thank goodness, not all people talk like lawyers.

[9] I bet people who live near libraries collect stories like this.

[10] Some larger libraries, or libraries that operate in close relationship with municipalities, will have well-developed hazard response plans, which this protocol should fit right into. Others will not have that level of planning, or the resources to involve "qualified" internal personnel in assessing a reported hazard. For that, it is good to have a relationship with the local county health department.

[11] Can a person bring in a smell so foul and pervasive that, even if it doesn't cause permanent injury, can be considered a "hazard"? Anything that causes eyes to tear up/swell, retching, headaches, or violent coughing/sneezing in the general population can be considered a "hazard" (which is a term whose definition changes from law to law, but is used in its more generic sense here). But getting some back-up from the health department is a good way to ensure that you get solid confirmation of this.

[12] Have your lawyer review this policy no less than annually!

Tags: Policy, Public Libraries

ADOPTED August 24, 2011

Patron Code of Conduct
Bud Werner Memorial Library

The Bud Werner Memorial Library (Library) supports the rights of all individuals to free and equal access to the use of the Library without discrimination, intimidation, threat of harm or invasion of privacy.

The Library is dedicated to:

- Offering friendly, courteous & respectful service.
- Providing a safe, clean, welcoming and comfortable environment for patrons, staff and volunteers.
- Protecting public property

We ask all Library users be respectful of each other and behave in a manner that does not disrupt other Library users or interfere with the normal operation of the Library.

The following are prohibited on Library property:

- Intentionally damaging, destroying or stealing materials, equipment or property belonging to the library, another patron or staff member
- Sexual, physical, or other harassment
- Using vulgar, abusive, or threatening language
- Running, throwing, fighting, bullying or any other behavior which disrupts the library environment
- Weapons
- Skateboarding, skating, or using a similar recreational device inside the library. Bicycles must be left outside the building. Skateboards must be carried
- The failure to wear shirts and shoes
- Wearing bathing suits or wet clothing inside of the Library
- Any type of spiked footwear such as bicycle and baseball cleats or ski boots
- Accessing staff areas, unless accompanied by a library employee
- Consuming alcohol unless during a library approved event
- Intoxication or being under the influence of alcohol or illegal drugs

- Using audible devices without headphones or using headphones set at a volume that disturbs others. Using any communication device including cell phones in a manner that disturbs others.
- Persons who pose a health or sanitary risk or whose bodily hygiene constitutes a nuisance to other users of the Library.
- Using the Library as a place to sleep
- Viewing images on the public computers or personal laptops that interferes with the use and enjoyment of the library spaces by others
- Bringing animals inside of the Library building, with the exception of service animals or special library sponsored programs
- Using library restroom facilities for laundering or bathing
- Smoking, chewing tobacco or other tobacco use
- Abandoning personal property
- Bringing in bulky items that take up excessive space

Enforcement of the Library Use Policy

The Library reserves the right to remove any person whose behavior is disruptive, is inappropriate for a library environment, or interferes with the use of the Library by others.

Adopted by the Board of Trustees

August 24, 2011

360 Plan Project Description

Draft July 2022

Bud Werner's Strategic Plan expired in Jan 2020. In light of new leadership, many new staff and our VUCA (volatile, uncertain, complex and ambiguous) world we need to create a framework to set the library up for success as we embrace the push and pull of the future.

This plan outlines why we need to embark on an internal 360 and how we might do so.

Previous Strategic Efforts

Bud Werner has only embarked on one strategic effort and that was in 2015. The intention was to develop a set of strategic initiatives, not create a comprehensive "strategic plan." Sharon Morris with the Colorado State Library led an effort to identify initiatives and tasks that staff and board could focus on for the next five years. A vision statement and values were also identified. This document expired in 2020 and the initiatives identified were:

1. **Nurture & sustain a culture of reading** by assuming a leadership role in the community in promoting the importance of reading for pleasure.
2. **Find your Library Out & About** via a book bike service and continued outreach to schools, day care centers, senior centers, North Routt and others.
3. **Library Facility and Spaces** are valued and there must be an ongoing investment in keeping the facility up to date and well maintained while aiming to preserve and enhance the architectural and functional integrity of the building.
4. **Programming** by offering an array of programs throughout the year that inspire, impact knowledge, educate, satisfy, peak curiosity, and entertain for all ages.
5. **Advance our Online Library** through continued investment in eResources, creation of a digital archive and keeping websites up to date while being vigilant of patron privacy and user access needs.

Current State of Bud Werner

COVID took a toll on Bud Werner. Not only did we close our doors and had to find a way to keep the staff and public safe and engaged, but we had to reimagine every service we offered while implementing a host of new services. We lost a Director of 37 years, had staff and family members die, and today have 44% new staff. Our building is aging, IT/Technology support needs are growing and we are currently operating under a staffing model that provides little opportunity for growth and innovation. Attendance at events and physical visits to the library have yet to rebound, but we have reestablished pre-COVID hours of operation. Despite these challenges, our community values and loves their library. The staff are passionate about the work they do and genuinely enjoy working here. We have an outstanding leadership team and we place a strong emphasis on professional development. We also possess solid funding and our eResource collections have kept pace with the public's shifting reading habits.

Purpose/Need for a 360

Opportunity	**Outcome**
With a 37 year history of the same leadership (trustees and director) we need to review our internal operations as a means to set the next generation up for success.	Identify unmet needs, procedures, and expectations that will continue to set staff and board up for success while continuing to promote a cohesive, can-do culture.
With COVID we've added/replaced 44% of library staff. How do they perceive the library? What needs do they have?	Identify successes and unmet needs to promote healthy staff development.
Is our mission, vision and guiding principles of our institution what we want to work toward? https://steamboatlibrary.org/about-us/mission	All efforts at the library both for trustees and staff, are agreed upon and in alignment with these principles.
There are diverse opinions amongst staff and board on what is most important with respect to services, infrastructure, administration, spaces and/or programming.	Gather the ideas and create a shared vision amongst staff and trustees so that everyone is working toward the same outcome(s).

There are multiple factors affecting library operations: COVID, access to materials, rise of censorship and change in reading habits to name a few. How will we navigate this new landscape?	Identify the opportunities and threats affecting libraries.

Central Question

When taking into account the efforts put toward the 2015-2020 strategic effort, Bud Werner's current state and needs for a 360, the central question for this process is:

What efforts should the members of the Board of Trustees, the Library Director, Leadership Team and staff engage in over the next 5 years?

360 Planning Process

Attached is Adam Murray's outline of an organizational 360 evaluation & planning process.

Organizational 360 Evaluation & Planning Process

An organizational 360 Evaluation is an iterative and participant-led self-study, in which the internal stakeholders (governing bodies, leadership, and staff) are both the designers of and the participants in the study. This participant-led approach helps ensure the self-study is transparent, inclusive, and consensus-oriented.

It should be noted that as a self-study, this is a separate project (sometimes a precursor) from seeking community feedback. A self-study helps Boards, leadership teams, and staff get on the same page about the current status of the organization and where collectively they should invest time and energy in the future. Often, the findings of a self-study will inform the development of a community feedback project.

The iterative structure of this self-study process consists of two cycles of pre-planning, data collection, data analysis, synthesis, validation, and identifying next steps.

The goal of the first cycle is to build consensus on the self-study's parameters, or guiding questions. Guiding questions serve as an anchor for designing data collection and analysis methodologies, and help ensure the 360 Evaluation focuses on the issues that are of most importance to the library board and the library staff. In this stage, internal stakeholders are asked to note every item or question they can think of that their organization needs to examine, address, or protect.

Stage 1: Designing the Self-Study	
Pre-planning: Project description Timeline Scheduling Resource preparation	Leadership, Facilitator
Data Collection Gathering raw data on areas of focus (sticky note activity)	**Board, Staff**
Data Analysis Reviewing raw data to identify themes that inform the development of guiding questions for the self-study	Leadership, Facilitator

Synthesis Condensing the themes into clearly articulated guiding questions	Leadership, Facilitator
Validation Presenting the guiding questions to internal stakeholders for further feedback and determining consensus	**Board, Staff**
Next steps Determining the broad scope of methods for conducting the self-study	All

The second stage is conducting the self-study itself. Internal stakeholders are asked to help brainstorm the answers to their own guiding questions. Other relevant data is identified and collected.

Stage 2: Conducting the Self-Study	
Pre-planning: Identifying data to collect for each guiding question Identifying data collection methods for each type of data Designing surveys, focus group prompts, and other data collection tools Scheduling	Leadership, Facilitator, Strategic planning group
Data Collection Focus groups Surveys Other quantitative data Other qualitative data	**Board, Staff, others as appropriate**
Data Analysis	Leadership, Facilitator

Determined by the data collection methodologies	
Synthesis Writing an executive summary and detailed report on the findings of the self-study	Leadership, Facilitator
Validation Presenting the executive summary and detailed report to internal stakeholders for further feedback and determining consensus	**Board, Staff**
Next steps Determining methods for operationalizing the self-study findings	All

Once consensus on the findings of the self-study is reached, the process shifts to using the findings to generate a strategic or operational plan. In order to ensure that any such plan is lived (rather than sitting on a shelf), the planning process drills down to a high level of granularity, ultimately enabling Board members and staff to clearly see the connection between staff annual goals and performance evaluations with the goals and objectives outlined in the strategic plan.

- Stage 3: Strategic planning
- Stage 4: Annual project planning
- Stage 5: Setting goals for teams and individuals associated with the annual projects

Author: Adam Murray
CEO Marmot Library Network
July 2022

CD Maturations

July 2022

The Mountain Valley Bank Swanson/Gossard certificate of deposit will mature on July 22, 2022. As of July 6, 2022, our account balance was $103,078.00 and it was earning .7% interest.

Marjorie Wilcox researched interest rates (see below). The second table represents a random sampling of PDPA approved banks outside of Steamboat Springs. The third table (pg. 2) offers Colotrust's Plus+ and EDGE YTD and 30-day fund rates since June.

Bank	**1 yr**	**2 yr**	**3 yr**
	%	**%**	**%**
Colotrust Plus+ (Liquid - current rate) - Not fixed	.58 % YTD	1.53% 30 Day	
Yampa Valley Bank	1.30	1.60	1.80
Mountain Valley Bank	1.00	1.15	1.45
Bank of the West	0.05	0.10	0.10
Alpine Bank	0.01	0.05	0.10
Vectra Bank	0.05	0.05	0.05

EDGE .60%YTD, 1.25% 30 DAy

ANB Bank	0.15	0.2	0.25
Bank of CO	0.30	0.35	0.50
First Western Trust	0.75	1.25	1.50
First Bank	0.10	0.2	0.30
High Plains Bank	0.35	0.45	0.55
Community Banks of CO (NBH Bank)	0.50	1.00	1.50

Bank	7/20/2022	7/1/2022	6/12/2022
Colotrust Plus/Edge YTD	.58/.60	.48/.53	.38/.46
Colotrust Plus/Edge 30 Day	1.53/1.25	1.2/1.02	.91/.84

Library Investments				
			Annual	
	Amount	Maturity	Interest	Pay
		Date	Rate	Date
Cash Investments				
Vectra Bank Checking Account: Operating	$191,667.00	liquid	0%	
Vectra Bank Checking-Literary Sojourn	$31,320.00	liquid	0%	
Colotrust Plus+ Operating CO-01-0308-8001	$6,571,513.00	liquid	1.500%	Daily
Colotrust Literary Sojourn CO-01-0308-8002	$269,075.00	liquid	1.500%	Daily
Colotrust Debt Service CO-01-0308-8003	$1,440,762.00	liquid	1.500%	Daily
Colotrust Swanson/Gossard Fund CO-01-0308-8006	$105,409.00	liquid	1.500%	Daily
Total Cash	**$8,609,746.00**			
Certificates of Deposit				
Mountain Valley Bank -Swanson Gossard Fund - Colo	$103,078.00	7/22/2022	0.70%	
Mountain Valley Bank - CO (was NE Charter)	$253,203.00	8/19/2022	0.70%	
Mountain Valley Bank - CO (was WY Charter)	$262,055.00	5/19/2023	0.45%	
Total investment CDs	**$618,336.00**			
Updated 7 6 2022 mjw				

2023 Budget Project Description

7/21/2022

Purpose

Create comprehensive and accurate budgets for 2023: general operating fund, bond fund & Literary Sojourn

Project Goals

- Establish an annual calendar that drives the ERLD budget process
- Prepare a highly accurate preliminary budget for Board review/public hearing in October.

Budget Considerations & Parameters

Budget Area	**Budget Consideration/Research**	**Solution/Parameters**
Income		
Current Property Tax	SB 21-293 and SB 22-238	Marjorie: Determine potential impact to revenue. Trello Board: https://trello.com/c/YAITjiLR
Meeting Room Income - taxable	Investigate why seeing only ½ the revenue	Carolyn Question
Provision from General Reserves	Should this continue?	Board Question
Expenses		
Payroll	Annual raises	What is reasonable with respect to inflation?
Payroll	Replacement for Carolyn - is it time for a facilities manager?	
Holiday	Consider adding in MLK or Juneteenth	Research how many libraries in Colorado are currently doing this compared to 2021. This is a high priority item for staff.
Health Insurance	What is the expected increase in cost?	CEBT is estimating a 4.5% increase for 2023.
Health Insurance	Investigate CEBT's disability for part-time staff and compare to what will be offered by the upcoming FAMLI program.	Marjorie

Employee Benefits	Is there something more to do for part-time staff? Is there something more to make working for Bud Werner more attractive to job seekers?	Marjorie - Evaluate new sick & vacation pay schedule based on feedback from the Employers Council. Alysa - poll staff, research literature
Scholarship	Need to include expected expenses for Tanya. Traditionally this has come from the general reserves - shall we pull from Swanson/ Gossard?	Board Question
Collections	Consider reducing print budget	
Collections	Consider reducing AV budget	
Collections	Databases - has this changed?	
Collections	Add in the digitization of the daily edition of the Steamboat Pilot	Need to make sure we have permission from the new owners of the Pilot to digitize the daily edition.
Annual Membership Dues	Libraries United/ALA for Trustees	Needs to be included
Computer Hardware & Equipment	List of replacements	Expensive year due to a server replacement & 6 workstations
Computer Licensing Support & Software	What new projects	Website
Property Liability Insurance		Reach out to get an expected increase.
Innovations & strategic Planning	What does the 360 tell us to do?	Would Library IQ help us with data?
Capital Outlay	What needs to be replaced? Review upholstery needs.	• Paint wood on the outside of library hall
Literary Sojourn	Will we offer another Winter Sojourn? Do we budget for 6 authors? Time to retire Winter Sojourn Website? Cost to re-theme Literary Sojourn website.	

Milestones/Timeline

Milestone	Staff Involved	Deadline Date	Status/Notes	Communication Requirements
Compile June 30, 2022 Comparative Income Statement Milestones	Marjorie	7/21/2022	Done 7/19/2022	
Establish 2023 Budget folder on shared drive	Alysa	7/15/2023	Done 7/18/2022	Create Google Drive budget folders for department heads and email them about the files.
Review project with Bookkeeper	Alysa, Marjorie	7/21/2022	Done 7/18/2022	Determine milestones/due dates
Review budget considerations & parameters with ERLD Trustees	Alysa, Trustees	7/27/2022		
Monitor Consumer Price Index reports for data-informed decisions on COLA	Marjorie	Monthly		
Determine departmental payroll needs	Managers	August		
Determine departmental collection needs	Managers	August		
Determine departmental programming needs	Managers	August		
Review needs/expectations for Literary Sojourn	Jen Alysa	August		
Identify Capital Projects	Alysa, Carolyn, Marjorie, Managers	Aug/Sep		Get necessary estimates
Draft Certification of Values	Routt County Treasurer	Aug 25, 2022		Mailed/emailed to the library.
First Draft of Budget	Alysa Marjorie	September 1, 2022		
Second Draft Budget	Alysa Marjorie	September 21, 2022		

Budget Goals/Intentions for Board	Alysa	September 28, 2022		Present any new additions to payroll policy, etc. that would need board approval prior to the public hearing.
Final Draft Budget	Alysa, Marjorie	October 15, 2022		Emailed to Trustees
File Notice of Budget Hearing	Alysa	October 15, 2022		Listed in the Steamboat Pilot legal section.
Post Final Draft Budget to website	Alysa	October 15, 2022		
Prepare Budget Presentation	Alysa	Oct 15-26		
Prepare copies of the budget for October meeting	Alysa	Oct 15-26		
Budget Presentation & Public Hearing	Alysa	October, 26, 2022		October Board Meeting
Amend draft budget if necessary	Alysa	October/ November		
Adoption of final budget/ Sign resolutions	Alysa, Trustees	December 7, 2022		December Board Meeting
Final assessed values released	Routt County Treasurer	December 10, 2022		Mailed/emailed to the library.
Certification of Mill Levies filed with Routt County	Alysa	December 15, 2022		The numbers on this document will not be the same as those on the resolutions due to rounding. *** The county does not need to see the signed resolutions.
Post adopted budget to website & remove draft	Alysa	December		This document should contain the budget, resolutions and certification of mill levies. https://drive.google.com/drive/folders/1ZRL0lvhcWV87bBpwi-MKky4F5ZLe4BUf?usp=sharing
File adopted budget with DOLA	Alysa	December Deadline: January 31, 2022		https://cdola.colorado.gov/local-government-services/budgeting-and-finance/budget-information-and-resources This document should contain the budget, resolutions and certification of mill levies.

Update bookkeeping software with 2023 budget allocations	Marjorie	December		
File supplemental budget and appropriation resolution with DOLA if the 2022 bond or general fund expenses exceeds budget.	Alysa	January 31, 2023 Deadline: before the audit.		https://cdola.colorado.gov/local-government-services/budgeting-and-finance/budget-information-and-resources

Project Documents

- Google Drive working budget documents - for Alysa & staff only
- Trustee & Public Access to final budgets
- Line item description of accounts

Project Wrap-up

- End-of-Year financial tasks
- Beginning-of-Year financial tasks
- Reflect on process