

**LINCOLN COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES**  
**MINUTES OF MEETING**  
**LIBBY LIBRARY**  
**THURSDAY, JANUARY 17<sup>th</sup>, 2019**

**Members Present:** Chuck Gerheim, Kate Huntsberger, Marilyn McDougall, Russ Barnes

**Others Present:** Alyssa Ramirez, Susan Horelick

**Call to Order:** Meeting was called to order at 10:08 AM

**Approval of the Agenda:** Marilyn moved to approve the agenda as presented; Chuck seconded; approved.

**Public Comments:** Susan informed the Library Board about upcoming Libby Friends of the Library sponsoring of a talk by Angie McLaury on bees and bee products to be given as part of the Tuesday Kids' program, followed by a lunch program for adults, on February 5. A report of the 2018 financial activities of the Libby Friends was presented (copy is attached).

**Approval of Minutes:** Russ moved to approve the October 18<sup>th</sup>, 2018 minutes as presented; Chuck seconded; approved.

**Financial Report:** Alyssa presented the FY 2018-2019 expenditure report to date. While total is slightly above budget YTD, this is primarily due to early fiscal year expenditures for insurance, OCL, MSC and Overdrive payments which are non-recurring. Personnel cost to date are slightly under budget. No areas of substantive concern at this time. Russ moved acceptance of financial report as presented; Chuck seconded; approved.

**Director's Report:** Alyssa submitted the January 2019 Director's Report (copy attached). Also mentioned were the fact that the Libby Library is now cut over to the Lincoln County internet system.

**Old Business:** In recognition of an outstanding concern about safety and security at the Libraries, it was decided to address a request to Darren Coldwell, Administrator, Lincoln County, to provide priority for a safety/security survey of the Libby Library using experienced and knowledgeable County resources, if possible. The action was moved by Chuck, seconded by Marilyn, approved.

Strategic goal planning was discussed, aided by a list of possible issues gleaned from external sources by Alyssa (copy attached). Three actions to be taken by each Board member for the next meeting were: 1) identify 3-5 key concern areas for possible short-term action (up to one year); 2) identify 3-5 key concern areas for possible long-term action (within 2-4 years); and 3) suggest overarching goals for the Libraries.

**New Business:** Kate distributed an evaluation form for Library Director which we can complete and discuss at the next meeting.

**Housekeeping:** Calendar for the next 3 months was presented without discussion.

**Meeting Adjourned:** Chuck moved to adjourn the meeting at 11:45 AM; Marilyn seconded; approved.

LIBBY FRIENDS OF THE LIBRARY

2018 ANNUAL ACTIVITY REPORT

Revenues:

Book Sales                    \$4423

Adopt-a-Kids Donations    316

**Subtotal Revenues        \$4739**

Expenditures:

Library Materials & Equipment                    \$1636

    Adopt-a-Magazine                    700

    Audio Books                         313

    Adopt-a-Kids Books                 343

    Cricut Machine                     280

Programs Support                                    \$ 506

    Poetry Contest                        65

    Summer Reading                       336

    Public Presentations                 105

Staff Development                                   \$1649

    MLA Meeting                         733

    PNLA Meeting                        816

    Gift Card                             100

Friends Activities Support                         \$ 167

    LOL Supplies                         97

    Volunteer Expenses                 70

Book Sale Equipment & Supplies                    \$ 184

    New Shelves                         80

    Supplies                             104

**Subtotal Expenditures    \$4142**

(Note: All figures are rounded to the nearest whole \$.)

Prepared by Chuck Gerheim, Treasurer, Libby Friends of the Library.

## **Director's Report January 2019**

**Staffing Shortage-** The most pressing concern these last months has been the staffing shortage we are currently experiencing. The remaining staff have graciously stepped up to help offset the workload and have adjusted schedules countless times to make sure we stay open to the public. However, I am unsure of how much longer we can keep this pace.

**Commissioner Meeting (October 24 & December 12)-** Both meetings went well. At the October Meeting, the survey results were discussed. I mentioned the areas of concern (Collections, Facilities, Service & Programs), which will be addressed by the Library Board when meeting are resumed in January. During the December Meeting, I updated the commissioners about our two end-of-the-year fundraisers, staffing shortage, and grant opportunities.

**2019 Calendar Set-** Closed dates, Board meetings, Staff In-service and Training, and Libby Friends of the Library meetings have been set and updated on the website calendar.

**Brews for Benefits (November 8)-** Libby Friends of the Library had a successful Brews for Benefits. Children's books were on display for adoption. About \$230 in books were adopted that night. Libby Friends of the Library adopted another \$100. This qualified us for about \$160 in free books, which were distributed to Troy and Eureka branches.

**Technology Updates-** We have been working with Ernie and Heather to get technology issues resolved. Some of the new computers have been installed downstairs at the Libby branch. The rest will be installed when more network cables have been wired to the area. Due to space concerns at the Eureka Branch, I have decided to move forward with leasing a copier for \$146 per month that will be networked to all computers for printing. I also signed a service agreement for \$72.17 per month, which includes all toner and maintenance for the machine.

**Grant Update-** Three grants have been applied for. One is for \$25,000 from the Steele-Reese Foundation to update the Troy Branch. The second is for \$5,000 to pay for the expense of a professional library consultant to assess our facilities. The third is for the "Small Libraries Create Smart Spaces" program. 15 rural libraries will be selected to transform their spaces to facilitate active learning. \$5,000 will be awarded to those libraries. Due to my time constraints, I submitted the grant for the Troy Branch. Sharee will be the primary point of contact with my supervision.

**Annual Statistics-** Annual Statistics Report was submitted to the Montana State Library.

**Adopt-A-Kids-Book Fundraiser-** \$1669 was raised by the Libby Branch, most online through Facebook. As of now, I have not been updated by the Troy and Eureka Branches.

**Adopt-A-Magazine-** For the Libby Branch, \$664.79 donated for 16 magazines, plus \$700 from Libby Friends of the Library. As of now, I have not been updated by the Troy and Eureka Branches.

**Montana Library Association Conference-** Dusty and I have been selected to speak at the MLA Conference. Our session will be called "Revive Your Library" and will talk about small updates that can make big impacts.

## **Preliminary Strategic Goals- “Beyond Books”**

### **Financial**

- Mil Levy
- Develop Capital Improvement Plan
- Advocate for sustainability in funding
- Research alternate investment opportunities
- Increase public relations budget to disseminate top notch publications (annual report, budget report)

### **Programming**

- Increase specific programming / Increase programming by XX%; increase program attendance by XX%
- Seek out community partnerships to increase programming with minimal impact to funding
- Emphasis on 21<sup>st</sup> Century skills in programming

### **Collections**

- Decrease processing time of collections (process items received within 14 days; pre-processed?)
- Improved Collections (Collection HQ)
- Increase circulation by XX%
- Replace damaged copies of books / Relabel & Refresh collections

### **Staff**

- Streamline workflows to free staff for more patron-focused interactions
- Focus on staff training and education (conferences, training program)
- Increase staff count (standard .5FTE per 1000 residents)

### **Technology**

- Investigate new technologies and create a plan for implementation  
(wireless printing, mobile hotspots, tablets/laptops for checkout, charging station)
- Improve digital services (databases-magazines, e-books, continue Libki use?, etc.)
- Improve digital presence (e-newsletter, better digital content)
- Improve social media presence (update/redo website, explore new platforms, develop social media policy)
- Access and training (on multiple platforms)
- Emphasis on digitizing historical documents (digital library resources)
- MakerSpaces
- Increase Mobility

### **Facilities**

- Develop Facilities Master Plan for 3 branches
- Improve spaces as budget allows
- Increase people count by XX%
- Consider increasing hours or adjusting hours
- Issue library cards to XX% of Lincoln County residents
- Increase locations? Add drop locations
- Increase safety for public and staff
- Parking options

### **Community Partnerships and Development**

- Meet with local government officials and other organizations (once a month?) to develop cooperative partnerships (Public Safety and Health)
- Business assistance
- Establish place in community and economic development
- Establish place in recreational and cultural opportunities

### **Library Services**

- Review all policies (LCPL Policy, collection management, add policies?)
- Build public awareness and engagement through strategic marketing
- Implement new models and collaborate with others to improve information access and delivery
- Explore new ways of providing patrons with information about library services
- Increase awareness about Partners Sharing Group, Overdrive, etc.
- Focus/improve customer service / maintain customer service levels
- Better documentation about library services (print materials, public awareness, social media)
- Improve courier service
- Fine free? Kids only