

**LINCOLN COUNTY LIBRARY BOARD OF TRUSTEES
MINUTES OF MEETING
EUREKA BRANCH
MONDAY, AUGUST 12, 2019**

Members Present: Annie Gassman, Chuck Gerheim, Kate Huntsberger, Barb Hvizdak, Marilyn McDougall

Others Present: Alyssa Ramirez

Call to Order: The meeting was called to order at 10:35 AM.

Agenda Approval: Approval of the proposed agenda was moved by Kate; seconded by Chuck; approved.

Public Comments: None.

Approval of Minutes: Approval of minutes of July 18, 2019 meeting was moved by Marilyn; seconded by Kate; approved.

Financial Report: Final fiscal year 2018-19 expenditures are complete. Major variations in lines 210, 215, 220 and 940 were discussed for understanding. The Director will provide a listing of the key variance items, with associated costs, for the next meeting. Significant differences between 2019-2020 budget and 2018-2019 actuals were discussed by line item. Some YTD spending, such as for lines 210, 215 and 330, is front-end loaded but should not be an expenditure issue. Final 2019-2020 budget has not been set within the County, and surprise changes have occurred which the Director will pursue.

Director's Report: No formal report has been prepared. Summer Reading programs have been very successful, evidenced by the Libby example of nearly 200 participants. Grants of \$20000 for renovation of Troy Branch and of \$5000 for use with the Libby children's area were received. The Libby Branch will co-host the launch of a new anthology, edited by Richard Fifield, of Montana women author's stories on October 17, in partnership with the County Nurse and the Libby Women's Shelter. Libby is one of very few launch locations in Montana.

Old Business: Strategic goal planning area for action in the next year by the Board were allocated among the Trustees. The general actions will include definition of associated issues, relevant data and rules/facts surrounding the issues, and some possible options for consideration by the full Board. Allocation is as follows: Facility Master Plan – Chuck; Review Open Hours – Kate (Libby), Barb (Eureka), Marilyn (Troy); Review Emergency Response Plans – Annie; Review Insurance Coverage – Kate; Review Library Personnel Policy – Barb; Review Collection Management Policy – Marilyn. Further discussion of these goal areas will occur in future meetings as information is available from those responsible. **Safety assessment / Libby floor plan** was discussed with the benefit of diagrams of physical layouts. It was generally agreed that the first phase should include relocation of the working area of book processing (Chelsea's area in the lower level) into the current book sale room, and associated relocation of

the book sale area to the current conference room. New location of Chelsea's desk will be a subject of discussion at the Library Staff Meeting on August 30, with strong consideration to be given to placing it near the current reference area to provide overview of the downstairs computers. The "Life" magazine archives will either be relocated or eliminated. Rearrangement of the entry level and the public part of the lower level is an ongoing issue, dealing with desires to provide better children's spaces, better access to the Montana collection, and better overview of computer usage, all while being affordable. So far, the optimum arrangement has not been apparent and further discussion will be necessary, including among Staff at their August 30 meeting. **Memorandum of Understanding** review continued to be tabled from last meeting. Alyssa will discuss with Tracy Cook (State Library) the next steps in our MOU process.

New Business: There were no new items.

Housekeeping: The September meeting has been canceled and the October meeting has been rescheduled to 10/24, still at the Troy branch.

Meeting Adjourned: Marilyn moved to adjourn the meeting at 12:25 PM, seconded by Kate, approved.

FY2018-2019 Expenditure Budget Report

| | Budgeted | Spent | Remaining | 100% |
|---------------------------------------|----------------------|----------------------|------------------|-------------|
| 110 Salaries and Wages | \$ 213,001.00 | \$ 205,922.47 | \$ 7,078.53 | 97% |
| 140 Employer Contributions | \$ 36,892.00 | \$ 34,621.70 | \$ 2,270.30 | 94% |
| 148 EBMS Insurance | \$ 37,975.00 | \$ 28,786.34 | \$ 9,188.66 | 76% |
| 210 Office Supplies and Materials | \$ 1,500.00 | \$ 2,754.90 | \$ (1,254.90) | 184% |
| 215 Technology Supplies and Materials | \$ 8,000.00 | \$ 9,308.42 | \$ (1,308.42) | 116% |
| 220 Operating Supplies | \$ 3,500.00 | \$ 14,879.03 | \$ (11,379.03) | 425% |
| 225 Recreation Supplies | \$ 1,500.00 | \$ 1,349.22 | \$ 150.78 | 90% |
| 228 Educational Supplies | \$ 19,000.00 | \$ 19,011.63 | \$ (11.63) | 100% |
| 310 Communication and Transportation | \$ 4,000.00 | \$ 4,112.88 | \$ (112.88) | 103% |
| 330 Publicity, Subscriptions | \$ 16,000.00 | \$ 15,153.29 | \$ 846.71 | 95% |
| 340 Utility Services | \$ 19,000.00 | \$ 17,931.40 | \$ 1,068.60 | 94% |
| 360 Repairs & Maintenance Services | \$ 7,000.00 | \$ 7,221.70 | \$ (221.70) | 103% |
| 370 Travel | \$ 4,000.00 | \$ 3,650.92 | \$ 349.08 | 91% |
| 380 Training Services | \$ 500.00 | \$ 975.00 | \$ (475.00) | 195% |
| 512 Insurance | \$ 5,800.00 | \$ 5,731.00 | \$ 69.00 | 99% |
| 940 Machinery & Equipment | \$ - | \$ 5,750.00 | \$ (5,750.00) | |
| Totals | \$ 377,668.00 | \$ 377,159.90 | \$ 508.10 | 100% |

000 Misc (Tam Fed) \$2,555.24

END OF YEAR 2019

FY2019-2020 Expenditure Budget Report

| | Budgeted | Spent | Remaining | |
|---------------------------------------|----------------------|---------------------|----------------------|------------|
| 110 Salaries and Wages | \$ 228,750.00 | \$ 12,180.84 | \$ 216,569.16 | 8% 5% |
| 140 Employer Contributions | \$ 41,187.00 | \$ 2,976.86 | \$ 38,210.14 | 7% |
| 148 EBMS Insurance | \$ 30,060.00 | \$ 2,039.33 | \$ 28,020.67 | 7% |
| 210 Office Supplies and Materials | \$ 500.00 | \$ 125.82 | \$ 374.18 | 25% |
| 215 Technology Supplies and Materials | \$ 5,000.00 | \$ 1,210.66 | \$ 3,789.34 | 24% |
| 220 Operating Supplies | \$ 1,500.00 | \$ - | \$ 1,500.00 | 0% |
| 225 Recreation Supplies | \$ 1,500.00 | \$ 24.90 | \$ 1,475.10 | 2% |
| 228 Educational Supplies | \$ 16,000.00 | \$ 432.88 | \$ 15,567.12 | 3% |
| 310 Communication and Transportation | \$ 3,000.00 | \$ - | \$ 3,000.00 | 0% |
| 330 Publicity, Subscriptions | \$ 16,000.00 | \$ 10,496.38 | \$ 5,503.62 | 66% |
| 340 Utility Services | \$ 19,000.00 | \$ 916.50 | \$ 18,083.50 | 5% |
| 360 Repairs & Maintenance Services | \$ 12,466.00 | \$ 835.50 | \$ 11,630.50 | 7% |
| 370 Travel | \$ 3,500.00 | \$ 151.37 | \$ 3,348.63 | 4% |
| 380 Training Services | \$ 1,000.00 | \$ - | \$ 1,000.00 | 0% |
| 512 Insurance | \$ 7,605.00 | \$ 7,605.00 | \$ - | 100% |
| 940 Machinery & Equipment | \$ - | | \$ - | |
| Totals | \$ 387,068.00 | \$ 38,996.04 | \$ 348,071.96 | 10% |

*as of 08/7/2019

