

**LINCOLN COUNTY LIBRARY BOARD OF TRUSTEES
MINUTES OF MEETING
TROY BRANCH
THURSDAY, OCTOBER 24, 2019**

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

Others Present: Alyssa Ramirez

Call to Order: The meeting was called to order at 10:04 AM.

Agenda Approval: Approval of the agenda was moved by Marilyn, seconded by Chuck; approved.

Public Comments: None.

Approval of Minutes: Approval of minutes of August 12, 2019 meeting was moved by Marilyn, seconded by Kate; approved.

Financial Report: Detailed final expenditure report for 2018-2019 budget year, showing significant items, was provided and discussed. Current official expenditure report through 10/21/19 (except salaries and benefits) shows a total at 28% of budget which is generally within expectations for this far through the year. An ancillary report with adjusted and potentially reduced personnel costs was also provided and briefly discussed. Activities are proceeding based on the official report totals versus budget. The 2019-2020 budget is final within the County process. Approval of the report was moved by Marilyn, seconded by Kate; approved.

Director's Report: See attached. Updating the Libby children's area based on the Headwaters grant is currently scheduled to start in January. Come in from the Cold events will be scheduled at both Libby and Troy branches.

New Business: It was decided that a routine schedule of monthly meetings will be set on the 3rd Thursday. Consequently the 1st quarter meetings will be January 16, February 20 and March 19 in Troy and Libby (locations to be communicated when arranged). Next meeting will be Thursday, November 21 at Eureka branch and no meeting is scheduled for December. Closure of the libraries on November 27 & 28 was approved.

Old Business: **Strategic goal planning** progress was reviewed by area. Emergency Response Plans – pending. Review Open Hours – each branch was discussed and no change to current hours is recommended. Review Insurance Coverage – pending. Review Collection Management – information was presented and discussion is ongoing. Review Library Personnel Policy – information was presented and several key issues will require further deliberation; of current significance are policy for closing for electrical outage, and a personnel training policy with associated benefits. Facility Master Plan – discussed specific categories to be established within plan, and ultimately will need to both identify long-term vision for facilities form/function and then involve community for input and buy-in; discussion will be on-going. Draft of **Memorandum of Understanding** was reviewed and changes recommended (Alyssa will edit). Further review will be needed prior to any communication with County personnel.

Adjournment: Chuck moved to adjourn the meeting, seconded by Marilyn; approved.

FY2018-2019 Expenditure Budget Report

	Budgeted	Spent	Remaining	100%
<u>110 Salaries and Wages</u>	<u>\$ 213,001.00</u>	<u>\$ 205,922.47</u>	<u>\$ 7,078.53</u>	<u>97%</u>
<u>140 Employer Contributions</u>	<u>\$ 36,892.00</u>	<u>\$ 34,621.70</u>	<u>\$ 2,270.30</u>	<u>94%</u>
<u>148 EBMS Insurance</u>	<u>\$ 37,975.00</u>	<u>\$ 28,786.34</u>	<u>\$ 9,188.66</u>	<u>76%</u>
<u>210 Office Supplies and Materials</u>	<u>\$ 1,500.00</u>	<u>\$ 2,754.90</u>	<u>\$ (1,254.90)</u>	<u>184%</u>
Toner		\$ 795.56		
Door Counter		\$ 529.95		
ALA Store		\$ 347.99		
<u>215 Technology Supplies and Materials</u>	<u>\$ 8,000.00</u>	<u>\$ 9,308.42</u>	<u>\$ (1,308.42)</u>	<u>116%</u>
Microfilm Machine		\$ 5,189.26		
Laptop		\$ 509.99		
Interbel		\$ 1,147.11		
Frontier (Libby)		\$ 973.33		
Frontier (Troy)		\$ 456.16		
<u>220 Operating Supplies</u>	<u>\$ 3,500.00</u>	<u>\$ 14,879.03</u>	<u>\$ (11,379.03)</u>	<u>425%</u>
Eureka Book Drop		\$ 5,859.00		
Libby Book Drop		\$ 5,859.00		
Troy Bike Rack		\$ 448.85		
<u>225 Recreation Supplies</u>	<u>\$ 1,500.00</u>	<u>\$ 1,349.22</u>	<u>\$ 150.78</u>	<u>90%</u>
Summer Reading Program		\$ 953.38		
<u>228 Educational Supplies</u>	<u>\$ 19,000.00</u>	<u>\$ 19,011.63</u>	<u>\$ (11.63)</u>	<u>100%</u>
<u>310 Communication and Transportation</u>	<u>\$ 4,000.00</u>	<u>\$ 4,112.88</u>	<u>\$ (112.88)</u>	<u>103%</u>
Book Drop Shipping (x2)		\$ 1,251.96		
Bike Rack Shipping		\$ 167.19		
<u>330 Publicity, Subscriptions</u>	<u>\$ 16,000.00</u>	<u>\$ 15,153.29</u>	<u>\$ 846.71</u>	<u>95%</u>
MSC/Overdrive/OCLC		\$ 11,125.11		
<u>340 Utility Services</u>	<u>\$ 19,000.00</u>	<u>\$ 17,931.40</u>	<u>\$ 1,068.60</u>	<u>94%</u>
Interbel		\$ 531.04		
Lincoln Electric		\$ 1,437.75		
Town of Eureka		\$ 885.99		

City of Libby	\$	1,829.22
Flathead Electric	\$	2,868.82
Frontier (Libby)	\$	1,068.36
Golden State Oil	\$	5,877.79

City of Troy	\$	2,485.36
Frontier (Troy)	\$	843.92

<u>360 Repairs & Maintenance Services</u>	<u>\$ 7,000.00</u>	<u>\$ 7,221.70</u>	<u>\$ (221.70)</u>	<u>103%</u>
Grill Guard		\$ 1,250.00		
Powder Coat Grill Guard		\$ 300.00		
Snow Tires		\$ 787.94		
All-Weather Tires		\$ 842.28		
 <u>370 Travel</u>	 <u>\$ 4,000.00</u>	 <u>\$ 3,650.92</u>	 <u>\$ 349.08</u>	 <u>91%</u>
Fuel		\$ 2,256.64		
 <u>380 Training Services</u>	 <u>\$ 500.00</u>	 <u>\$ 975.00</u>	 <u>\$ (475.00)</u>	 <u>195%</u>
 <u>512 Insurance</u>	 <u>\$ 5,800.00</u>	 <u>\$ 5,731.00</u>	 <u>\$ 69.00</u>	 <u>99%</u>
 <u>940 Machinery & Equipment</u>	 <u>\$ -</u>	 <u>\$ 5,750.00</u>	 <u>\$ (5,750.00)</u>	
Troy Copier		\$ 5,750.00		
Totals	\$ 377,668.00	\$ 377,159.90	\$ 508.10	100%

000 Misc (Tam Fed)	\$2,555.24
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END OF YEAR 2019

FY2019-2020 Expenditure Budget Report

	Budgeted	Spent	Remaining	33%
110 Salaries and Wages	\$ 228,750.00	\$ 58,535.26	\$ 170,214.74	26%
140 Employer Contributions	\$ 41,187.00	\$ 10,898.78	\$ 30,288.22	26%
148 EBMS Insurance	\$ 30,060.00	\$ 6,117.99	\$ 23,942.01	20%
210 Office Supplies and Materials	\$ 1,500.00	\$ 217.62	\$ 1,282.38	15%
215 Technology Supplies and Materials	\$ 6,000.00	\$ 2,378.86	\$ 3,621.14	40%
220 Operating Supplies	\$ 2,500.00	\$ 255.40	\$ 2,244.60	10%
225 Recreation Supplies	\$ 1,500.00	\$ 336.26	\$ 1,163.74	22%
228 Educational Supplies	\$ 19,000.00	\$ 4,375.17	\$ 14,624.83	23%
310 Communication and Transportation	\$ 3,000.00	\$ 217.15	\$ 2,782.85	7%
330 Publicity, Subscriptions	\$ 16,000.00	\$ 12,157.64	\$ 3,842.36	76%
340 Utility Services	\$ 19,000.00	\$ 3,360.94	\$ 15,639.06	18%
360 Repairs & Maintenance Services	\$ 14,466.00	\$ 4,680.05	\$ 9,785.95	32%
370 Travel	\$ 3,500.00	\$ 1,144.63	\$ 2,355.37	33%
380 Training Services	\$ 1,000.00	\$ 298.00	\$ 702.00	30%
512 Insurance	\$ 7,605.00	\$ 7,605.00	\$ -	100%
940 Machinery & Equipment	\$ -		\$ -	
Totals	\$ 395,068.00	\$ 112,578.75	\$ 282,489.25	28%

*as of 10/21/2019

Director's Report
September/October 2019

Student Stand Down- Dusty and Sharee were present at the Libby and Troy Student Stand Down (respectively) to sign kids up for library cards at the end of August. New registrations for August/September were as follows: Libby- 104, Troy- 84.

Steele-Reese Grant- Sharee has been working hard to line up Maintenance, IT, electrician and carpet to demolish the Troy desk. Currently, work is planned on being completed after Veteran's Day and before Thanksgiving.

Headwater's Grant- Alyssa and Dusty have finalized a plan for updating the children's room. We are planning on executing the project plans after the holidays.

Ready2Read Rendezvous- Sharee and Dusty attended the Ready2Read Rendezvous in Helena. From their training, they are working on implementing a baby program at their library.

RIPL Conference- Alyssa attended a research conference in Billings. She is working on detailing and improving the acquisitions process so other staff can be trained in purchasing materials.

Libby FOL Book Sales- The last two book sales have returned record breaking profits for the Libby FOL. They have not only tackled the incredible amount of donations we've received but also the nearly 4,000 books discarded from the Troy and Libby branches.

Eureka FOL- Book sale space is supposed to be renovated soon. I'm waiting to weed the Eureka branch until work on their space is completed.

Book Launch Event- Libby hosted a book launch event for the anthology *We Leave the Flowers Where They Are*. Local authors read their stories about life in Montana. The event was followed by a Domestic Violence Remembrance hosted by Lincoln County Crisis Solutions. Another book launch event is scheduled in Eureka on October 24.

Other trainings- Alyssa has attended Leadership Training provided by the county and attended a Human Resources training in Kalispell.

Upcoming events- Come in from the Cold is scheduled to begin in November. Brews for Benefits will be every Thursday in November at Cabinet Mountain Brewing Company in Libby. Books and Brews has started with 12 people attended the first meeting. Flu shots are scheduled at all 3 branches.