

**LINCOLN COUNTY LIBRARY BOARD OF TRUSTEES  
MINUTES OF MEETING  
LINCOLN COUNTY COURTHOUSE & ZOOM TELECONFERENCE  
THURSDAY, JULY 16, 2020**

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

**Others Present:** Alyssa Ramirez, Director LCL; Tracy Cook (Montana State Library via Zoom)

**Call to Order:** President Hvizdak called the meeting to order at 10:02 AM.

**Agenda Approval:** Approval of the agenda was moved by McDougall, seconded by Gerheim, approved.

**Public Comments:** None.

**Approval of Minutes:** Approval of minutes of June 18, 2020 meeting was moved by Hvizdak, seconded by Gerheim, approved.

**Financial Report:** Spending is complete for the **fiscal year 2019-2020**, but 11 days of payroll have yet to be booked. Some late costs for books were delayed and will be reflected in 2020-2021 spending. Even given the very unusual circumstances this fiscal year, including personnel issues, spending is well under what was anticipated after specific adjustments for extra personnel costs. The attached financial report for **fiscal year 2020-2021** has been updated to reflect expected wage increases (and associated benefits). Early costs for the year are as expected.

**Director's Report:** Budget discussions with County personnel are ongoing and final approval of budget is pending. Eureka new branch director continues to show good progress, and training there is ongoing as resources are available. Regarding the Libby recovery, most construction is now complete. New desks and chairs for the entry floor are needed improvements not subject to the flooding. Shelving for the lower level appears to be scheduled for September, pushing full reopening back until after that time. It was moved by Gerheim to approve up to \$5000 for the entry level desk/chair facilities, seconded by Gassman, approved. Library presence continues to be successful at Farmers' markets in Libby and Troy.

**Old Business:** It was agreed to postpone discussion of Old Business items to allow maximum time for the presentation by Tracy Cook and associated discussion.

**New Business:** The only New Business item besides the presentation was a brief discussion of the letter from Robin Benson, Lincoln County Clerk and Recorder, with a copy of board members and their associated terms (expiration dates). It was concluded that the information is correct. The **Tracy Cook presentation** discussed future trends in libraries and considerable discussion occurred. The content provided is too lengthy to be effectively summarized here. The presentation charts are attached; further discussion of the specific influence on our libraries,

and how we might take advantage of the information provided in our planning, will be scheduled in future meetings. Tracy is available for future discussions as facilitator.

**Next Meeting** is currently scheduled for August 20 in Troy, with Zoom participation an option.

**Meeting Adjourned:** Hvizdak moved to adjourn the meeting at 11:57 AM, seconded by Gassman, approved.

## FY2019-2020 Expenditure Budget Report

	Budgeted	Spent	Remaining	100%
110 Salaries and Wages	\$ 228,750.00	\$ 241,945.24	\$ (13,195.24)	106%
140 Employer Contributions	\$ 41,187.00	\$ 42,028.96	\$ (841.96)	102%
148 EBMS Insurance	\$ 30,060.00	\$ 31,252.41	\$ (1,192.41)	104%
210 Office Supplies and Materials	\$ 1,500.00	\$ 778.88	\$ 721.12	52%
215 Technology Supplies and Materials	\$ 6,000.00	\$ 6,877.16	\$ (877.16)	115%
220 Operating Supplies	\$ 2,500.00	\$ 5,855.12	\$ (3,355.12)	234%
225 Recreation Supplies	\$ 1,500.00	\$ 1,398.26	\$ 101.74	93%
228 Educational Supplies	\$ 19,000.00	\$ 13,943.80	\$ 5,056.20	73%
310 Communication and Transportation	\$ 3,000.00	\$ 1,937.61	\$ 1,062.39	65%
330 Publicity, Subscriptions	\$ 16,000.00	\$ 20,531.23	\$ (4,531.23)	128%
340 Utility Services	\$ 19,000.00	\$ 17,302.23	\$ 1,697.77	91%
360 Repairs & Maintenance Services	\$ 14,466.00	\$ 14,501.35	\$ (35.35)	100%
370 Travel	\$ 3,500.00	\$ 2,487.35	\$ 1,012.65	71%
380 Training Services	\$ 1,000.00	\$ 448.00	\$ 552.00	45%
512 Insurance	\$ 7,605.00	\$ 7,605.00	\$ -	100%
940 Machinery & Equipment	\$ -		\$ -	
<b>Totals</b>	<b>\$ 395,068.00</b>	<b>\$ 408,892.60</b>	<b>\$ (13,824.60)</b>	<b>103%</b>
357 Steele-Reese Foundation	\$ 20,000.00	\$ 20,308.57	\$ (308.57)	
<b>Totals</b>	<b>\$ 415,068.00</b>	<b>\$ 429,201.17</b>	<b>\$ (14,133.17)</b>	<b>103%</b>
PILT-215/ State Aid	\$ 11,477.47	\$ 11,477.47	\$ -	
<b>Totals</b>	<b>\$ 426,545.47</b>	<b>\$ 440,678.64</b>	<b>\$ (14,133.17)</b>	<b>103%</b>

\*as of 7/8/2020

## FY2020-2021 Expenditure Budget Report

	Budgeted	Spent	Remaining	8%
110 Salaries and Wages	\$ 231,102.00	\$ -	\$ 231,102.00	0%
140 Employer Contributions	\$ 44,000.00	\$ -	\$ 44,000.00	0%
148 EBMS Insurance	\$ 26,500.00	\$ -	\$ 26,500.00	0%
210 Office Supplies and Materials	\$ 1,000.00	\$ -	\$ 1,000.00	0%
215 Technology Supplies and Materials	\$ 7,000.00	\$ 431.39	\$ 6,568.61	6%
220 Operating Supplies	\$ 3,500.00	\$ -	\$ 3,500.00	0%
225 Recreation Supplies	\$ 1,500.00	\$ -	\$ 1,500.00	0%
228 Educational Supplies	\$ 19,000.00	\$ -	\$ 19,000.00	0%
310 Communication and Transportation	\$ 2,500.00	\$ -	\$ 2,500.00	0%
330 Publicity, Subscriptions	\$ 16,000.00	\$ 9,613.17	\$ 6,386.83	60%
340 Utility Services	\$ 19,000.00	\$ 64.30	\$ 18,935.70	0%
360 Repairs & Maintenance Services	\$ 15,000.00	\$ -	\$ 15,000.00	0%
370 Travel	\$ 3,000.00	\$ -	\$ 3,000.00	0%
380 Training Services	\$ 1,000.00	\$ -	\$ 1,000.00	0%
512 Insurance	\$ 5,625.00	\$ 5,625.00	\$ -	100%
940 Machinery & Equipment	\$ -		\$ -	
<b>Totals</b>	<b>\$ 395,727.00</b>	<b>\$ 15,733.86</b>	<b>\$ 379,993.14</b>	<b>4%</b>
<b>PILT-215/ State Aid</b>		<b>\$ -</b>	<b>\$ -</b>	
<b>Totals</b>	<b>\$ 395,727.00</b>	<b>\$ 15,733.86</b>	<b>\$ 379,993.14</b>	<b>4%</b>

\*as of 7/8/2020