

**LINCOLN COUNTY LIBRARY BOARD OF TRUSTEES  
MINUTES OF MEETING  
EUREKA BRANCH AND ZOOM  
THURSDAY, JUNE 17, 2021**

**Trustees Present:** Annie Gassmann, Chuck Gerheim, Barb Hvizdak.

**Others Present:** Alyssa Ramirez, Director LCL; Kerri Teisberg (trustee applicant).

**Call to Order:** President Hvizdak called the meeting to order at 10:07 AM.

**Agenda Approval:** The proposed agenda, with the addition of an old business item dealing with vehicle usage and plans, was moved to be accepted by Hvizdak, seconded by Gerheim, approved.

**Public Comments:** Kerri Teisberg, one of the applicants for the open Trustee position created with the completion of Kate Huntsberger's term, presented personal background and information regarding her desire to be named a Trustee.

**Approval of Minutes:** Approval of the submitted minutes for the May 20, 2021 meeting was moved by Gerheim, seconded by Hvizdak, approved.

**Financial Report:** Attached reports for year-to-date expenditures and full-year estimates were reviewed in detail. Key items of interest include: a) the matching cost of the oral history grant was less than anticipated upon a closer reading of the grant agreement; b) the large increase in 360 repairs & maintenance services results from accumulated billing of Libby cleaning service; c) new shades for Eureka Branch will be deferred into budget year 2021-2022 to allow proper selection; and d) new shelving for Eureka Branch will be purchased in the current budget year for an estimated \$5000 (purchase moved by Gerheim, seconded by Gassmann, approved). Essentially full spending of current year budget is anticipated.

**Director's Report:** The attached written report was discussed. Of significance is the ongoing progress finally being seen in technology upgrades (including security) across the system.

**Policy Review** of the **Copyright** policy: following minor wording changes for clarity, approval was moved by Gerheim, seconded by Hvizdak, accepted.

**Old Business:** Discussion and action on the State Library presentation regarding **Future Library Trends and Mil levy** remained tabled; **security systems** at all branches continue to be priority items, with special attention given to camera installations within the IT upgrade mentioned earlier; progress continues with **capital improvements** at the Eureka Branch. A new item within this subject at the next meeting will be a discussion of "what's coming up" to be facilitated by review of the capital improvement plan created by Director Ramirez and shared as part of the current County planning for ARPA utilization. **FY22 Budget** planning will be ongoing after the successful meeting with Commissioners in April; current budget total is \$410,925 consistent with prior Trustee discussions as adjusted for 1.8% salary increase; timing of final budget will likely await naming of replacement County Commissioner in July. How the

capital improvement plan costs will be reflected in the upcoming budget is pending. **Director evaluations** as consolidated by President Hvizdak were previously given to Director Ramirez who had comments. Discussion of those comments plus personal goals for the next year will be an agenda topic at the next meeting.

**New Business: Trustee Applicants** were discussed, and the selections of Kerri Teisberg (to replace Kate Huntsberger) and Barb Hvizdak (second term) were voted approved. A letter to the County from the Board will be prepared by Gerheim (which was done, and the Commissioners at their June 23 meeting concurred with Board selections). **Officer Election** was held, and Trustee Gerheim was voted to be President and Trustee Hvizdak was voted to be Vice-President for the upcoming year starting July 1, 2021.

**Next Meeting** is currently scheduled for July 15 at the Libby Branch starting at 10 AM.

**Meeting Adjourned:** Gerheim moved to adjourn the meeting at 12:05 PM, seconded by Hvizdak, approved.

## FY2020-2021 Expenditure Budget Report

	<b>Budgeted</b>	Spent	Remaining	
110 Salaries and Wages	<b>\$ 231,102.00</b>	\$ 204,739.85	\$ 26,362.15	92% 89%
140 Employer Contributions	<b>\$ 44,000.00</b>	\$ 36,596.84	\$ 7,403.16	83%
148 EBMS Insurance	<b>\$ 26,500.00</b>	\$ 18,433.55	\$ 8,066.45	70%
210 Office Supplies and Materials	<b>\$ 1,000.00</b>	\$ 962.91	\$ 37.09	96%
212 Replacements (Insurance)	<b>\$ 11,265.00</b>	\$ 14,903.53	\$ (3,638.53)	132%
215 Technology Supplies and Materials	<b>\$ 7,000.00</b>	\$ 9,402.02	\$ (2,402.02)	134%
220 Operating Supplies	<b>\$ 3,500.00</b>	\$ 5,109.59	\$ (1,609.59)	146%
225 Recreation Supplies	<b>\$ 1,300.00</b>	\$ 808.60	\$ 491.40	62%
228 Educational Supplies	<b>\$ 18,000.00</b>	\$ 18,336.51	\$ (336.51)	102%
230 Oral History Grant	<b>\$ 2,500.00</b>	\$ 4,628.65	\$ (2,128.65)	185%
310 Communication and Transportation	<b>\$ 1,500.00</b>	\$ 1,504.81	\$ (4.81)	100%
330 Publicity, Subscriptions	<b>\$ 16,000.00</b>	\$ 16,577.22	\$ (577.22)	104%
340 Utility Services	<b>\$ 18,000.00</b>	\$ 16,315.80	\$ 1,684.20	91%
360 Repairs & Maintenance Services	<b>\$ 15,000.00</b>	\$ 15,821.45	\$ (821.45)	105%
370 Travel	<b>\$ 2,000.00</b>	\$ 1,771.16	\$ 228.84	89%
380 Training Services	<b>\$ 500.00</b>	\$ 963.93	\$ (463.93)	193%
512 Insurance	<b>\$ 5,625.00</b>	\$ 5,625.00	\$ -	100%
940 Machinery & Equipment	<b>\$ -</b>		\$ -	
<b>Totals</b>	<b>\$ 404,792.00</b>	\$ 372,501.42	\$ 32,290.58	92%
State Aid	<b>\$ 11,488.74</b>	\$ -	\$ 11,488.74	
<b>Totals</b>	<b>\$ 416,280.74</b>	\$ 372,501.42	\$ 43,779.32	89%

\*as of 6/7/2021

## FY2020-2021 Expenditure Budget Report

	<b>Budgeted</b>	Spent	Remaining	100%
110 Salaries and Wages	<b>\$ 231,102.00</b>	\$ 231,232.93	\$ (130.92)	100%
140 Employer Contributions	<b>\$ 44,000.00</b>	\$ 41,228.87	\$ 2,771.13	94%
148 EBMS Insurance	<b>\$ 26,500.00</b>	\$ 20,109.33	\$ 6,390.67	76%
210 Office Supplies and Materials	<b>\$ 1,000.00</b>	\$ 962.91	\$ 37.09	96%
212 Replacements (Insurance)	<b>\$ 11,265.00</b>	\$ 14,903.53	\$ (3,638.53)	132%
215 Technology Supplies and Materials	<b>\$ 7,000.00</b>	\$ 9,627.62	\$ (2,627.62)	138%
220 Operating Supplies	<b>\$ 3,500.00</b>	\$ 5,159.59	\$ (1,659.59)	147%
225 Recreation Supplies	<b>\$ 1,300.00</b>	\$ 808.60	\$ 491.40	62%
228 Educational Supplies	<b>\$ 18,000.00</b>	\$ 18,536.51	\$ (536.51)	103%
230 Oral History Grant	<b>\$ 2,500.00</b>	\$ 4,628.65	\$ (2,128.65)	185%
310 Communication and Transportation	<b>\$ 1,500.00</b>	\$ 1,514.81	\$ (14.81)	101%
330 Publicity, Subscriptions	<b>\$ 16,000.00</b>	\$ 16,577.22	\$ (577.22)	104%
340 Utility Services	<b>\$ 18,000.00</b>	\$ 17,633.08	\$ 366.92	98%
360 Repairs & Maintenance Services	<b>\$ 15,000.00</b>	\$ 18,022.22	\$ (3,022.22)	120%
370 Travel	<b>\$ 2,000.00</b>	\$ 1,986.76	\$ 13.24	99%
380 Training Services	<b>\$ 500.00</b>	\$ 963.93	\$ (463.93)	193%
512 Insurance	<b>\$ 5,625.00</b>	\$ 5,625.00	\$ -	100%
940 Machinery & Equipment	<b>\$ -</b>		\$ -	
<b>Totals</b>	<b>\$ 404,792.00</b>	\$ 409,521.56	\$ (4,729.55)	101%
State Aid	<b>\$ 11,488.74</b>	\$ -	\$ 11,488.74	
<b>Totals</b>	<b>\$ 416,280.74</b>	<b>\$ 409,521.56</b>	<b>\$ 6,759.19</b>	98%

\* Anticipated as of 6/7/2021

## **Director's Report June 2021**

### **Montana State Library/Partners Sharing Group**

Alyssa has scheduled weekly director meetings beginning June 24. Seventeen directors have accepted the invitation so far.

### **Lincoln County Library**

DUNS/SAM.gov- Alyssa has updated the library's DUNS profiles. This includes 1 for each branch and the foundation. Libby Airport's DUNS was connected to our profile, so Alyssa submitted a ticket to remove it from our account. Alyssa has registered the foundation as an entity on SAM.gov and has moved administrative rights for the library to her profile.

Summer Reading Program began June 1. Currently, we have 30 adults and 85 kids signed up in Beanstack. This does not include paper logs that will have to be manually added.

Troy BBQ and Book Sale raised \$733 (\$180.74 in supplies for a \$507.26 profit. Twenty-two people signed up for summer reading, 70 prizes were given away, and 64 hamburgers and hot dogs were given out.

Programs will be:

- Eureka- Thursdays at 11:30am, Troy Branch
- Libby- Tuesdays at 10:30am, J. Neils Park
- Troy- Wednesday at 10:30am, Roosevelt Park

### **Libby Branch**

Matt from DIS has been working on upgrading the Libby IT network. We have been moved to our own server and his goal is to separate the library's system from the courthouse. According to Matt, keeping each building's network separate is industry standard. Matt also discovered cabling issues and we are working with Garret to schedule someone to come out to Libby to cable the Libby branch for computers, phones, and cameras.

### **Troy Branch**

The Troy Library and Opportunity Center has currently been awarded \$9,500 in grants for the project. We just submitted a grant for \$25,000 with the Montana Healthcare Foundation. This will hopefully pay for personnel costs related to the project. If awarded, Alyssa would like to move Sharee to full-time so that she can properly attend to this project and regular branch operations. Alyssa has also added a webpage for the project to our website and will update as visioning sessions and listening groups are scheduled.



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1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes.
2. The nature of the copyrighted work.
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

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Reviewed 10/97, Revised 1/05, Reviewed 8/08, Reviewed 6/12, Revised 3/17, Revised 6/21