

**LINCOLN COUNTY LIBRARY BOARD OF TRUSTEES  
MINUTES OF MEETING  
LIBBY BRANCH  
THURSDAY, JULY 15, 2021**

**Trustees Present:** Chuck Gerheim, Barb Hvizdak, Annie Gassmann, Kerri Teisberg, Marilyn McDougall

**Others Present:** Alyssa Ramirez (Director LCL)

**Call to Order:** President Gerheim called the meeting to order at 10:03am.

**Agenda Approval:** The agenda was accepted by Gerheim, seconded by Gassmann, approved.

**Public Comment:** None

**Approval of Minutes:** Approval of submitted minutes for the June 17, 2021 meeting was moved by Gassmann, seconded by Teisberg, approved.

**Financial Report:** FY21-June expenditures and FY22-July estimates were reviewed in detail. FY21-June expenditures are on track thru June 18<sup>th</sup>, which are consistent with past expenditure reports. Waiting on payment of City of Libby to finish out payments, while still finishing year with \$2000 under budget (when including State Aid). Leftover money will go towards two staff desks and chairs.

FY22-July Financial Report as of 7/7/2021, has normal expenditures due to recurring annual subscriptions, payments for library services, utility services and insurance. Budget changes are not anticipated.

**Director's Report:** The attached written report was discussed. Of particular note is the continued funding of the Hot Spot Lending Program through December 2022. Lincoln County Library Hot Spots rank fifth in checkouts (25 Hot Spots with 278 checkouts) across the state. Lincoln County Library ranked second in data usage when compared across the state. There was talk about purchasing more Hot Spots, but the real cost is in the service.

Summer reading programs are doing great. Statistics include a February 2021 start.

**Policy Review of Eligibility for Borrowing Privileges:** McDougall made motion to accept the updated Eligibility for Borrowing Privileges Policy, seconded by Hvizdak, approved.

**Policy Review of Face Coverings in the Library:** Gerheim made motion to suspend Face Coverings in the Library Policy, seconded by McDougall, approved.

**Old Business:** The Lincoln County Library Strategic Direction was discussed. Trustees will create a list of priorities, ranked with importance, of the Strategic Direction. Trustees will submit their priorities to Gerheim who will compile and share findings at the next meeting.

While looking at the Director Evaluation, trustees became more aware of the growing workload of the Library Director as she juggles multiple positions. The current position is responsible for the Library Director and the Libby Branch Manager. There was discussion about speaking to Commissioners to discuss library positions and jobs.

**New Business:** The Eureka upgrade plan was discussed and will remain on the agenda for future discussion. We may have to close the Eureka Library for one week in the fall while upgrades are made.

Trustees discussed a patron request to be reinstated for computer use in the library. After discussion and review of our current policies, Hvizdak made the motion to continue the patron ban of computer usage on library property, seconded by Gassmann, approved. Hvizdak will follow up with patron through email or letter.

**Next Meeting:** is currently scheduled for August 19, 2021, at 10am.

**Meeting Adjourned:** Hvizdak moved to adjourn the meeting at 12:28pm, seconded by Gassmann, approved.

## FY2020-2021 Expenditure Budget Report

	<b>Budgeted</b>	Spent	Remaining	100%
110 Salaries and Wages	<b>\$ 231,102.00</b>	\$ 223,393.11	\$ 7,708.89	97%
140 Employer Contributions	<b>\$ 44,000.00</b>	\$ 39,745.29	\$ 4,254.71	90%
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>	\$ 1,462.66	\$ (462.66)	146%
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>	\$ 9,885.05	\$ (2,885.05)	141%
220 Operating Supplies	<b>\$ 3,500.00</b>	\$ 9,703.84	\$ (6,203.84)	277%
225 Recreation Supplies	<b>\$ 1,300.00</b>	\$ 1,029.05	\$ 270.95	79%
228 Educational Supplies	<b>\$ 18,000.00</b>	\$ 18,387.84	\$ (387.84)	102%
230 Oral History Grant	<b>\$ 2,500.00</b>	\$ 4,688.65	\$ (2,188.65)	188%
310 Communication and Transportation	<b>\$ 1,500.00</b>	\$ 2,141.57	\$ (641.57)	143%
330 Publicity, Subscriptions	<b>\$ 16,000.00</b>	\$ 16,624.34	\$ (624.34)	104%
340 Utility Services	<b>\$ 18,000.00</b>	\$ 17,354.80	\$ 645.20	96%
360 Repairs & Maintenance Services	<b>\$ 15,000.00</b>	\$ 16,035.72	\$ (1,035.72)	107%
370 Travel	<b>\$ 2,000.00</b>	\$ 2,017.31	\$ (17.31)	101%
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>	\$ 404,071.02	\$ 720.98	100%
State Aid	<b>\$ 11,488.74</b>	\$ -	\$ 11,488.74	
<b>Totals</b>	<b>\$ 416,280.74</b>	<b>\$ 404,071.02</b>	<b>\$ 12,209.72</b>	97%

\*as of 7/7/2021

## FY2021-2022 Expenditure Budget Report

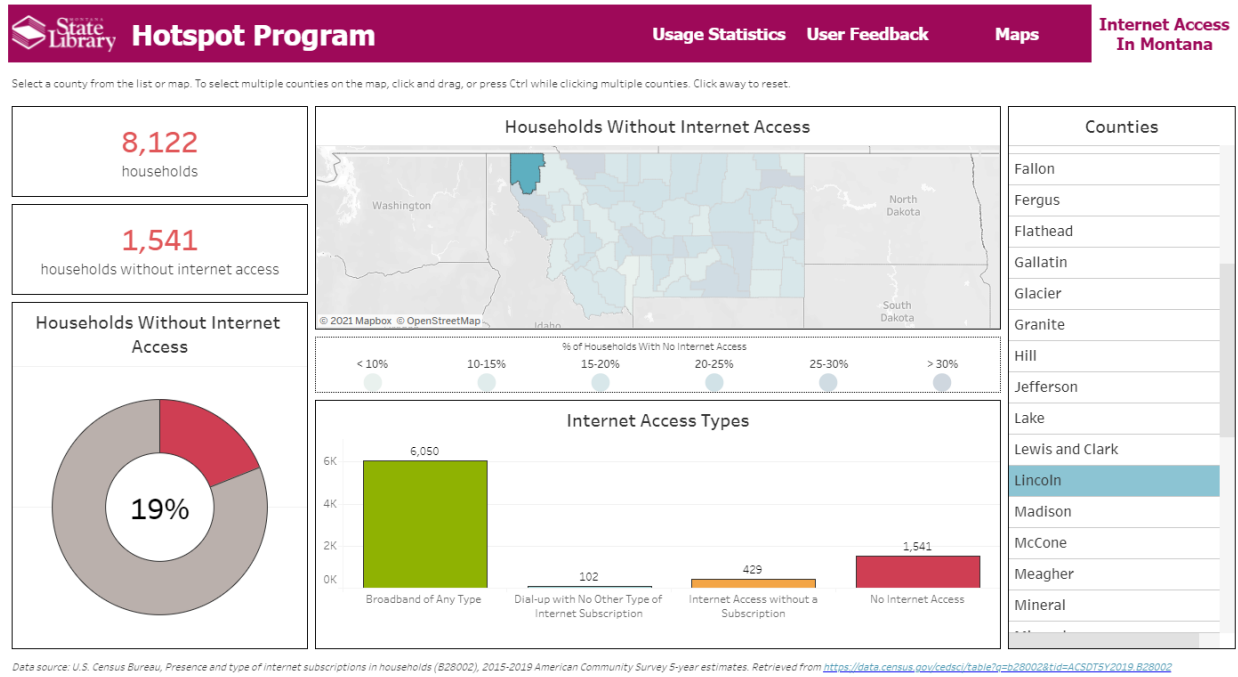
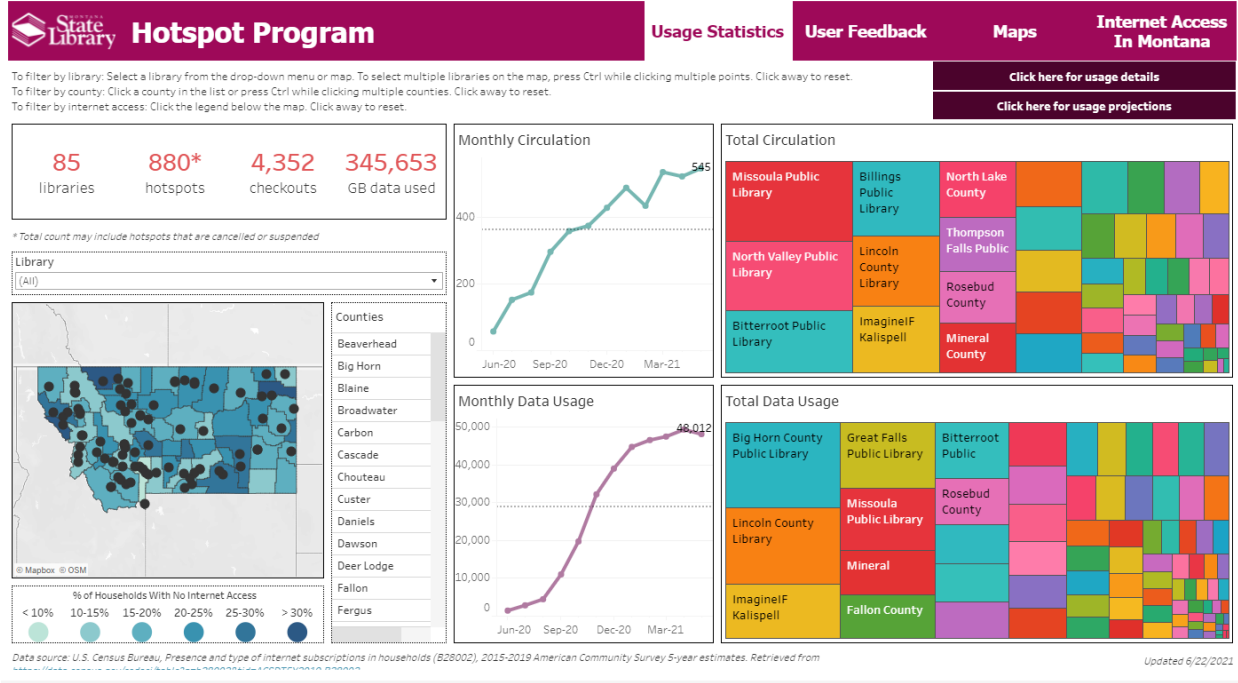
	<b>Budgeted</b>	Spent	Remaining	8%
110 Salaries and Wages	<b>\$ 245,400.00</b>	\$ -	\$ 245,400.00	0%
140 Employer Contributions	<b>\$ 46,300.00</b>	\$ -	\$ 46,300.00	0%
148 EBMS Insurance	<b>\$ 28,600.00</b>	\$ -	\$ 28,600.00	0%
210 Office Supplies and Materials	<b>\$ 1,000.00</b>	\$ -	\$ 1,000.00	0%
215 Technology Supplies and Materials	<b>\$ 8,000.00</b>	\$ 274.45	\$ 7,725.55	3%
220 Operating Supplies	<b>\$ 3,500.00</b>	\$ -	\$ 3,500.00	0%
225 Recreation Supplies	<b>\$ 1,500.00</b>	\$ -	\$ 1,500.00	0%
228 Educational Supplies	<b>\$ 18,000.00</b>	\$ 480.90	\$ 17,519.10	3%
310 Communication and Transportation	<b>\$ 1,500.00</b>	\$ -	\$ 1,500.00	0%
330 Publicity, Subscriptions	<b>\$ 16,000.00</b>	\$ 11,138.32	\$ 4,861.68	70%
340 Utility Services	<b>\$ 18,000.00</b>	\$ 47.41	\$ 17,952.59	0%
360 Repairs & Maintenance Services	<b>\$ 15,000.00</b>	\$ 23.25	\$ 14,976.75	0%
370 Travel	<b>\$ 2,000.00</b>	\$ -	\$ 2,000.00	0%
380 Training Services	<b>\$ 500.00</b>	\$ -	\$ 500.00	0%
512 Insurance	<b>\$ 5,348.00</b>	\$ 5,348.00	\$ -	100%
940 Machinery & Equipment	<b>\$ -</b>		\$ -	
<b>Totals</b>	<b>\$ 410,648.00</b>	<b>\$ 17,312.33</b>	<b>\$ 393,335.67</b>	<b>4%</b>
State Aid		\$ -	\$ -	
<b>Totals</b>	<b>\$ 410,648.00</b>	<b>\$ 17,312.33</b>	<b>\$ 393,335.67</b>	<b>4%</b>

\*as of 7/7/2021

# Director's Report July 2021

## Montana State Library/Partners Sharing Group

The Montana State Library has received funding to support the Hot Spot Lending Program through December 2022.



## **Beanstack Statistics**

### 1,000 Books Before Kindergarten

Participants: 80 kids

Books read: 2134 books

### 10 to Try

Participants: 41 adults

Activities completed: 59

### 2021 Reading Challenge

Participants: 168

Kids-117

Adults- 51

Total minutes logged: 230,139 minutes

Eureka- 81,410 minutes

Libby- 67,828 minutes

Troy- 80,901 minutes

Completed challenge: 5

Top Reader: 19,845 minutes

### Summer Reading Program (Adults/YA)

Participants: 56

Teens- 15

Adults- 41

Books read: 156 books

Activities completed: 98

### Summer Reading Program (Kids)

Participants: 177 kids

Minutes logged: 118,327 minutes

Activities completed: 625

Completed challenge: 17

Top Reader: 10,134 minutes

## **Lincoln County Library**

Internet has been extremely unreliable at the Libby and Troy branches. I am working on switching our service to MontanaSky. We will have much higher speeds, an upgraded router, and faxing capabilities.

We applied for an IMLS grant for a Technology Specialist. This \$25,000 grant would allow us to hire someone specifically dedicated to technology. This 12-month, 0.5 FTE hire would execute a community assessment, develop a Digital Literacy Workshop series, provide/suggest short-term upgrades to our current infrastructure, and train staff. Finally, the Technology Specialist will develop a Digital Needs Assessment which will identify strengths of LCL as a technology resource, will identify gaps in equipment, programming, and staffing, and will make recommendations to implement needed improvements.

## **Troy Branch**

Community Outreach for TLOC is underway. Sharee was at the Troy Fourth of July Celebration at Riverfront Park collecting community surveys. A visioning session is planned for August 2<sup>nd</sup> at 5pm. A facilitator has been hired to lead the discussion and dinner will be served.



## **ELIGIBILITY FOR BORROWING PRIVILEGES**

Lincoln County Library extends borrowing privileges to all residents of Lincoln County as well as to people who are temporarily residing in Lincoln County. To borrow materials, patrons must possess a LCL library card or a library card from a participating Partner Resource Sharing Group library.

### **OBTAINING A LIBRARY CARD**

Adults must present photo identification and verification of a current Lincoln County address to obtain a library card.

Items that can be used as proof of residency are:

- A valid Montana driver's license with a local current address
- A valid driver's license, government ID, passport, or other photo identification with a current utility bill or other currently postmarked piece of mail with the patron's name and local address.

Non-residents, short-term residents, or patrons without proof of local residency are eligible for a temporary library card with certain restrictions.

All patrons under the age of 18 must have a parent, legal guardian, or other adult sign their application. The parent, legal guardian, or other adult assumes responsibility for all materials borrowed by the minor.

### **RESTRICTIONS**

All new patrons are subject to a probationary period of three months. During this period, only three items may be checked out at a time. After the probationary period has expired and the application is verified complete, patrons may have up to 15 items checked out, unless prior arrangements have been made at the discretion of the branch librarians.

Temporary library cards are limited to three items checked out at a time. If a patron with a temporary card becomes a permanent resident of Lincoln County, proof of address must be provided to staff and the library card will be upgraded to full borrowing privileges.

Adopted 10/92, Revised 2/93, Revised 11/97, Revised 1/04, Reviewed 8/08, Revised 6/12, Revised 3/17, Revised 2/19, Revised 7/21