

**LINCOLN COUNTY LIBRARY BOARD OF TRUSTEES
MINUTES OF MEETING
TROY BRANCH & ZOOM
THURSDAY, SEPTEMBER 16, 2021**

Trustees Present: Chuck Gerheim, Marylin McDougall, and Annie Gassmann. Barb Hvizdak and Kerri Teisberg, via Zoom

Others Present: Alyssa Ramirez- Director LCL, Sharee Miller- Troy Librarian

Call to Order: President Gerheim called the meeting to order at 10:10 AM.

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

Public Comment: No public Comment

Approval of Minutes: Approval of the minutes for the September 16, 2021, meeting was moved by McDougall, seconded by Gerheim, approved.

Financial Reports: FY20-21 Final: All expenditures have been included in the final FY2020-2021 Expenditure Budget Report. With the State Aid included, the LCL was \$924 over budget. With library fines and copies, the difference will be made up. Publicity/Subscriptions for 2022 will be a little over, but desks went on 2022, so should work out in the end

FY2021-2022: The FY2021-2022 expenditure Budget shows a normal accounting of finances, including the front-end payment of Publicity, Subscriptions (330) and Insurance (512) categories. Director Ramirez will do a budget amendment later this fiscal year to make the Montana Healthcare Foundation Grant equal against our budget. Troy Librarian, Sheree Miller is keeping track of hours and duties associated with the Montana Healthcare Foundation Grant. The grant matches 20 hours of pay through the library with 20 hours per week paid through the grant. This is a two-year grant. Operating Supplies (220) category is high due to desks purchased for Libby and Eureka. The LCL vehicle was damaged due to an accident in August 2021. There will be a \$2000 deductible to pay for repairs as shown in (360) Repairs and Maintenance Services.

Directors Report: The attached written report was discussed. The LCL technology is being addressed in Libby with a new IT Director, Solomon Alcain. All three library branches will start from scratch with new wiring, networks, with security included. Discussed the option of hiring a temporary Library IT employee to set up all three branches to help the process along. Director Ramirez will pursue a quote of payment for this position.

Old Business: Strategic Goals Update: Set goals for FY22. Trustees rated the bullet points under each of the goals for the LCL in 2022. Results are as follows:

- Establish Financial Stability
 1. Explore supplemental and/or additional sources of funding – Look for library funding elsewhere before we ask taxpayers for MIL
 2. Develop a Capital Improvement Plan – have this in place before pursuing grants and funding:
 - Set up an account to start saving for Capital Improvement Plan, start it with some seed money of \$1000...?
 - MIL levee could be completely dedicated to Capital Improvement Plan
 3. Explore increasing library mils – get our ducks in a row before we ask for taxpayer money
- Maintain Exemplary Library Services
 1. Enable staff to better meet community goals
 - Train and empower staff with knowledge
 - Develop a training schedule
 2. Implement programs that encourage involvement in all levels
 - Increase community partnerships
 - What types of programs we are missing?
 3. Better promote library services and programs to the community
 - Promote publicity so people will know about services
 - Think about an advertising budget...
 4. Evolve collection management
 - Hot spots, mobile device lending, projector, records, toys, bird backpack... options for library collections
 5. Improve courier service
 - State contract is up, so will be renegotiating contract...
- Develop A Facilities Master Plan
 1. Increase safety and security
 - Make/update Emergency Disaster Plan
 2. Investigate emerging technologies
 - Need basic technologies!
 3. Refresh and maintain interior and exterior of branch buildings
 - Maintenance plan
 - Energy efficiency
 4. Investigate effective open hours for all branches

Director Ramirez will come up potential action items and email to board to go over and review at next meeting.

New Business: Director Ramirez will email dates of the 2022 calendar and discuss in the next meeting.

Hvizdak mentioned using strategic goals as an evaluation tool. Director Ramirez requested quarterly check-ins and updates with a full evaluation in one year time. Gerheim would like to

keep the management portion of the current Director Evaluation. We all will be working on a new evaluation form.

Next Meeting: October 21st meeting will be held in Libby with options of Zoom participation.

Adjourn: Motion to adjourn made by Gerheim, seconded by McDougall, approved at 12:01 PM.

FY2020-2021 Expenditure Budget Report

| | Budgeted | Spent | Remaining | 100% |
|---------------------------------------|----------------------|----------------------|--------------------|------|
| 110 Salaries and Wages | \$ 231,102.00 | \$ 232,551.05 | \$ (1,449.05) | 101% |
| 140 Employer Contributions | \$ 44,000.00 | \$ 39,745.29 | \$ 4,254.71 | 90% |
| 148 EBMS Insurance | \$ 26,500.00 | \$ 20,109.33 | \$ 6,390.67 | 76% |
| 210 Office Supplies and Materials | \$ 1,000.00 | \$ 1,462.66 | \$ (462.66) | 146% |
| 212 Replacements (Insurance) | \$ 11,265.00 | \$ 14,903.53 | \$ (3,638.53) | 132% |
| 215 Technology Supplies and Materials | \$ 7,000.00 | \$ 9,899.45 | \$ (2,899.45) | 141% |
| 220 Operating Supplies | \$ 3,500.00 | \$ 9,703.84 | \$ (6,203.84) | 277% |
| 225 Recreation Supplies | \$ 1,300.00 | \$ 1,029.05 | \$ 270.95 | 79% |
| 228 Educational Supplies | \$ 18,000.00 | \$ 18,387.84 | \$ (387.84) | 102% |
| 230 Oral History Grant | \$ 2,500.00 | \$ 4,688.65 | \$ (2,188.65) | 188% |
| 310 Communication and Transportation | \$ 1,500.00 | \$ 2,141.57 | \$ (641.57) | 143% |
| 330 Publicity, Subscriptions | \$ 16,000.00 | \$ 20,262.87 | \$ (4,262.87) | 127% |
| 340 Utility Services | \$ 18,000.00 | \$ 17,614.20 | \$ 385.80 | 98% |
| 360 Repairs & Maintenance Services | \$ 15,000.00 | \$ 16,099.21 | \$ (1,099.21) | 107% |
| 370 Travel | \$ 2,000.00 | \$ 2,017.31 | \$ (17.31) | 101% |
| 380 Training Services | \$ 500.00 | \$ 963.93 | \$ (463.93) | 193% |
| 512 Insurance | \$ 5,625.00 | \$ 5,625.00 | \$ - | 100% |
| 940 Machinery & Equipment | \$ - | | \$ - | |
| Totals | \$ 404,792.00 | \$ 417,204.78 | \$ (12,412.78) | 103% |
| | | | | |
| State Aid | \$ 11,488.74 | \$ - | \$ 11,488.74 | |
| Totals | \$ 416,280.74 | \$ 417,204.78 | \$ (924.04) | 100% |

*as of 8/6/2021 FINAL

FY2021-2022 Expenditure Budget Report

| | Budgeted | Spent | Remaining | 8% |
|---------------------------------------|----------------------|---------------------|----------------------|------------|
| 110 Salaries and Wages | \$ 245,400.00 | \$ 9,101.05 | \$ 236,298.95 | 4% |
| 140 Employer Contributions | \$ 46,300.00 | \$ 3,166.10 | \$ 43,133.90 | 7% |
| 148 EBMS Insurance | \$ 28,600.00 | \$ 1,688.25 | \$ 26,911.75 | 6% |
| 210 Office Supplies and Materials | \$ 1,000.00 | \$ 60.18 | \$ 939.82 | 6% |
| 215 Technology Supplies and Materials | \$ 8,000.00 | \$ 1,264.50 | \$ 6,735.50 | 16% |
| 220 Operating Supplies | \$ 3,500.00 | \$ 3,417.98 | \$ 82.02 | 98% |
| 225 Recreation Supplies | \$ 1,500.00 | \$ 16.06 | \$ 1,483.94 | 1% |
| 228 Educational Supplies | \$ 18,000.00 | \$ 2,545.54 | \$ 15,454.46 | 14% |
| 310 Communication and Transportation | \$ 1,500.00 | \$ 274.74 | \$ 1,225.26 | 18% |
| 330 Publicity, Subscriptions | \$ 16,000.00 | \$ 9,520.46 | \$ 6,479.54 | 60% |
| 340 Utility Services | \$ 18,000.00 | \$ 1,460.73 | \$ 16,539.27 | 8% |
| 360 Repairs & Maintenance Services | \$ 15,000.00 | \$ 2,168.25 | \$ 12,831.75 | 14% |
| 370 Travel | \$ 2,000.00 | \$ 205.49 | \$ 1,794.51 | 10% |
| 380 Training Services | \$ 500.00 | \$ - | \$ 500.00 | 0% |
| 512 Insurance | \$ 5,348.00 | \$ 5,348.00 | \$ - | 100% |
| 940 Machinery & Equipment | \$ - | | \$ - | |
| Totals | \$ 410,648.00 | \$ 40,237.33 | \$ 370,410.67 | 10% |
| State Aid | | \$ - | \$ - | |
| Totals | \$ 410,648.00 | \$ 40,237.33 | \$ 370,410.67 | 10% |

*as of 9/9/2021

Director's Report September 2021

Montana State Library/Partners Sharing Group

The Holds Sheltering Pilot Program has completed. Partners has agreed to allow holds sheltering for 30 days for libraries that see a need. Items can be sheltered for 30 days before becoming available to fill holds.

Lincoln County Library- Technology

Alyssa spoke with Commissioner Bennett, Commissioner Teske and Solomon Alcain, IT Director, about the technology issues at the library. Solomon visited the Libby branch and inspected our system. We agreed that starting from scratch would be the best route. He will contact DIS to make sure they are in agreement on the infrastructure, so both are able to help the libraries as needed. Solomon has not visited the Eureka and Troy branches but agrees that it would be best to start from scratch at the branches as well.

Solomon and I also spoke about installing a security system. We discussed placement at all three branches, and he is working on including a security system as networking is redone.

Finally, Ziplly cut off the Libby branch's internet before we were properly moved over to MontanaSky. MontanaSky, DIS and Solomon have been over to get us connected to internet, but no one can figure out how to connect staff directly to internet. Wi-Fi remains available but is unreliable.

Community Center on Wheels

In partnership with Zero to Five, we are submitting a Letter of Interest for a Community Center on Wheels. This grant will fund a vehicle, help fund a van outfitted with a mobile library, toys and engagement activities, tech center, and medical fridge as well as a full-time staff person to manage the C.C.O.W.

Beanstack Statistics (as of 9/15/2021)

1,000 Books Before Kindergarten

Participants: 100 kids

Books read: 3652 books

Total minutes logged: 345,013 minutes

Eureka- 140,262 minutes

Libby- 112,023 minutes

Troy- 92,728 minutes

10 to Try

Participants: 54 adults

Activities completed: 79

Completed challenge: 11

Top Reader: 23,420 minutes

2021 Reading Challenge

Participants: 226

Kids-163

Adults- 63

Summer Reading Program (Adults/YA)

Participants: 59

Teens- 16

Adults- 43

Books read: 301 books

Activities completed: 180

Summer Reading Program (Kids)

Participants: 196 kids

Minutes logged: 163,506 minutes

Activities completed: 941

Completed challenge: 43

Top Reader: 8,977 minutes

Libby Branch

The Libby Branch closed September 1- 7 due to staff exposure to COVID-19. Results were negative and we promptly reopened

Representatives from the Headwaters Foundation visited the Libby and Troy branches. They were impressed with our Early Childhood Collaborative and the work done for TLOC.

Young at Heart Book Club at Fix Coffeehouse.

Troy Branch

TLOC Community Dinner on August 2. We had great feedback on what people hope to see in the TLOC and what it means to them and the community. A teen version of the community dinner is being planned.