

**LINCOLN COUNTY LIBRARY BOARD OF TRUSTEES  
MINUTES OF MEETING  
LIBBY BRANCH & ZOOM  
THURSDAY, MARCH 24, 2022**

**Trustees Present:** Barb Hvizdak, Annie Gassmann, Kerri Teisberg, Marilyn McDougall, Rory Kane

**Others Present:** Alyssa Ramirez (Director LCL), Kerry Finley (Zoom), Julie Flagtwet (Zoom)

**Call to Order:** President Hvizdak called the March meeting to order at 10:15am.

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

**Public Comment:** None

**Approval of Minutes:** Approval of submitted minutes for February 3, 2022 meeting was moved by Hvizdak, seconded by Teisberg, approved.

**Reports:**

FY2021-2022: Expenditure Budget Report

110, 140, 148 are reflective through Feb 2022, but do not include IT Specialist expenditures.

The IT Specialist position will be reimbursed by October 31, 2022.

210 – \$300 spending on toner

215 – regular expenditures

220 – purchased book drop (\$1600) for Eureka library

225 – regular expenditures. Director Ramirez is pursuing Town Pump Grants, which would give \$1000 to each Lincoln County Library location.

228 – no March book order

310 – \$440 charge for Eureka book drop shipping

330 – additional expenditures to run advertisements in local newspapers for open library positions, changes to library hours of operation and closures.

340 – regular expenditures

360 – line item is over budget due to the County erroneously charging the Lincoln County Library for the entire county cleaning charges for three continuous months. Director Ramirez discovered the error and is in communication the County.

370 – Regular expenditures but increase due to higher fuel costs and extra trips to Eureka.

380 – regular expenditures

Montana Healthcare Foundation – reimbursements have been made through Feb 20, 2022.

Director Ramirez mentioned there will be left over money at the end of the fiscal year. Library staff are brainstorming on items that can be purchased with the extra money (possibly new door counters).

**Director's Report:** See attached report.

Libby – Will need to fill Collections Clerk position, decision by April 22<sup>nd</sup>. Possibly split position into two part-time positions (Collection Management & Programing). Will need to discuss and decide how the position(s) will function during the April meeting.

Troy – TLOC grant writer, Jess Allred, has stopped grant writing for us. Director Ramirez is filling in and pursuing grants. Headwaters group may have ideas for hiring a new grant writer.

Eureka – Remodel in final states. The two library positions in Eureka have been hired and will have a start date of April 11<sup>th</sup>.

**Policy Review:** Library Service in Lieu of Fines

Library customers can still be fined if the items are never returned and have repeating offences. Combined two policies: “Volunteers” and “Library Service in Lieu of Fine Collection” and combined them into the updated “Volunteers & Community Service” policy. McDougall made motion to accept “Volunteers & Community Service”, Hvizdak seconded, accepted.

**Old Business**

Strategic Goals:

- i. Security System Update – We received a quote from Grizzly Security for all three library branches was \$18,993.00. Unsure if this quote includes a monthly service fee. Director Ramirez will pursue a meeting with Grizzly Security to discuss the quote. Hvizdak will pursue input from other rural libraries and their security measures. We will discuss security again during the April meeting.
- ii. Capital Improvement Plan/Fund – A Capital Improvement Account has to be designated with the County; they are not set up to facilitate a Capital Improvement Plan/Fund.
- iii. Troy Branch Exterior – Director Ramirez has not been able to track down a building inspector to assess the situation with the Troy roof and structural integrity of the building. Ramirez will ask Jim Hammons to look at the Troy Library building again.

Lincoln County Library Foundation – Three new people have been placed on the Foundation board to manage the 501c3 foundation.

**New Business:**

FY23 Budget Prep: see attached “Budget Calendar” and “FY2022-2023 Budget Planning Worksheet”

330 Publicity, Subscription and Dues – may need to increase budget by \$1000 to account for advertising and publicity

340 Utilities Services – possibly reduce this line item to account for the increase in 370.

370 Travel – travel expenses are increasing, possibly increase this line

Director Ramirez will have more information next month after pursuing options for hiring two part time positions in Libby.

**Meeting Adjourned:** Hvizdak moved to adjourn the meeting at 11:55am, seconded by McDougall, approved.

## FY2021-2022 Expenditure Budget Report

	<b>Budgeted</b>	Spent	Remaining	67%
110 Salaries and Wages	<b>\$ 245,400.00</b>	\$ 151,762.38	\$ 93,637.62	62%
140 Employer Contributions	<b>\$ 46,300.00</b>	\$ 27,452.70	\$ 18,847.30	59%
148 EBMS Insurance	<b>\$ 28,600.00</b>	\$ 13,506.00	\$ 15,094.00	47%
210 Office Supplies and Materials	<b>\$ 1,000.00</b>	\$ 945.91	\$ 54.09	95%
215 Technology Supplies and Materials	<b>\$ 8,000.00</b>	\$ 5,185.95	\$ 2,814.05	65%
220 Operating Supplies	<b>\$ 3,500.00</b>	\$ 5,670.14	\$ (2,170.14)	162%
225 Recreation Supplies	<b>\$ 1,500.00</b>	\$ 1,377.82	\$ 122.18	92%
228 Educational Supplies	<b>\$ 18,000.00</b>	\$ 15,841.85	\$ 2,158.15	88%
310 Communication and Transportation	<b>\$ 1,500.00</b>	\$ 1,638.79	\$ (138.79)	109%
330 Publicity, Subscriptions	<b>\$ 16,000.00</b>	\$ 14,564.98	\$ 1,435.02	91%
340 Utility Services	<b>\$ 18,000.00</b>	\$ 12,480.71	\$ 5,519.29	69%
360 Repairs & Maintenance Services	<b>\$ 15,000.00</b>	\$ 18,734.19	\$ (3,734.19)	125%
370 Travel	<b>\$ 2,000.00</b>	\$ 1,974.74	\$ 25.26	99%
380 Training Services	<b>\$ 500.00</b>	\$ 487.00	\$ 13.00	97%
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>\$ 276,971.16</b>	<b>\$ 133,676.84</b>	<b>67%</b>
State Aid	<b>\$ 11,473.26</b>	\$ -	\$ 11,473.26	
<b>Totals</b>	<b>\$ 422,121.26</b>	<b>\$ 276,971.16</b>	<b>\$ 145,150.10</b>	<b>66%</b>
Montana Healthcare Foundation	<b>\$ 5,778.18</b>	\$ -	\$ 5,778.18	
<b>Totals</b>	<b>\$ 427,899.44</b>	<b>\$ 276,971.16</b>	<b>\$ 150,928.28</b>	<b>65%</b>

\*as of 3/7/2022

## **Director's Report March 2022**

### **Lincoln County Library**

Technology Upgrades- Montana State Library says we are high on their priority list for upgrades, but we are still waiting for a time frame for installation

Strategic Direction- Our current strategic direction ends in 2024. I've reached out to Tracy Cook, who is happy to offer her services in laying out a strategic planning process, figuring out how to best gather community feedback, and can even facilitate some community meetings.

Imagination Library- Program launched February 22 and 225 kids signed up by March 1<sup>st</sup>. As of March 21, we have 244 kids signed up or 29% of the eligible kids in Lincoln County enrolled. We expect the first books to arrive in April.

### **Eureka Branch**

Remodel- in the final stages. Looking at purchasing new chairs, tables, armchairs, etc. I am working with Barb to purchased locally if possible. See Eureka Branch Upgrade Budget.

Interbel Upgrades- Barb delivered a "Thank You" note and treats to the Interbel office for agreeing to work on the upgrades at the Eureka branch. Waiting to hear from Interbel about time frame.

Eureka Staffing- Sue resigned her position as Eureka Branch Librarian at the end of February. Esther has graciously agreed to come back for the time being to cover Eureka staffing until the positions of Eureka Branch Librarian and Library Assistant can be filled. Barb and I held interviews for the positions on March 14. We had a great group of applicants and I'm working on setting start dates for the new employees.

### **Libby Branch**

IT Specialist- As part of the introduction for the Technology plan, Ethan is working on a survey of tech services offered among various libraries. He has almost completed drafting the community survey from which he will create his digital literacy workshop series. Also, he has helped remedy some of the numerous tech issues Libby has faced. He will begin working on Troy next.

Staffing- Chelsea has put in her notice and her last day will be April 22.

### **Troy Branch**

Dr. Seuss Birthday Party- very successful event for Troy. Over 75 people attended the event.

TLOC- our grant writer, Jess Allred, has had to step back from grant writing for the time being. I have stepped in to make sure we secure the CDBG grant for a Preliminary Architectural Report, and I am looking at other grants to fund this project.

## Eureka Branch Upgrade Budget

Item	Estimated Cost	Actual Cost	Vendor
<b>Technology</b>			
Patron Computer (2)	\$2,000.00		
Patron Laptop (3)	\$3,000.00		
Technology Supplies	\$0.00	\$96.81	Eureka Hardware
Security System			
Staff Computer	\$1,000.00		
<b>Infrastructure</b>			
Blinds	\$1,000.00	\$1,291.00	The Blind Guy
Carpet	\$6,000.00	\$4,814.00	Eureka Furniture
Demolition	\$0.00	\$0.00	
Electrical	\$1,000.00	\$142.50	Northwest Electrical
Labor	\$0.00	\$0.00	
Paint and Supplies	\$100.00	\$908.00	Scott Frost
<b>Furniture</b>			
Indoor Book Return	\$2,100.00	\$2,039.32	The Library Store
Magazine Rack	\$0.00	\$312.47	Demco
Mobile Shelving Unit	\$5,000.00	\$5,038.24	CDA
Office Supplies	\$200.00	\$98.92	Amazon
Public Armchairs	\$3,000.00		
Public Chair Dolly	\$300.00		Digital Buyer
Public Chairs	\$800.00		Digital Buyer (\$1540/20 chairs)
Public Tables			
Staff Chair & Desk	\$1,500.00	\$1,553.00	Managhans Furniture
<b>Children's Area</b>			
Kid's Furniture	\$2,100.00		
Market Stall	\$300.00		Kaplan
Play Food	\$100.00		
<b>Total</b>	<b>\$29,500.00</b>	<b>\$16,294.26</b>	

<b>Revenue</b>		
Eureka Friends of the Library	\$500.00	
Foundation	\$2,000.00	
FY21 Budget	\$8,000.00	\$5,350.71
FY22 Budget	\$8,000.00	\$10,943.55
Grants, etc.	\$0.00	
Tam Fed/State Aid	\$11,000.00	
<b>Total</b>	<b>\$29,500.00</b>	<b>\$16,294.26</b>

\*as of 3/22/2022



## **VOLUNTEERS & COMMUNITY SERVICE**

The Board of Trustees and Lincoln County Library recognize the services provided by volunteers as important in supplementing library staff and meeting the library's public service objectives.

Volunteers shall be recruited without regard to any individual's age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, or any other legally protected characteristic.

Volunteers under the age of 18 must have parental consent and may not work without direct supervision by a staff member or an adult volunteer.

Volunteers are expected to perform their duties to the best of their ability, and to conduct themselves in accordance with and adhere to the mission, values, goals, and policies of the library. Volunteers can be released from their duties at any time at the discretion of the library.

On-site volunteer activities are limited to the open hours of the libraries. No library branch shall be dependent on volunteers for its daily operation.

For patrons with outstanding fines, a library service project may be considered in lieu of cash payment for a fine. All projects must be approved by the Library Director and are subject to termination at any time. Library service will be valued at minimum wage per hour of service. No other forms of compensation may be provided to a patron for the performance of library service project work.

Court-ordered community service workers must be approved by the Library Director before beginning service hours. The library only accepts non-violent offenders for community service. The Library Director reserves the right to turn anyone away for court-ordered community service.

The library staff will supervise all volunteer activities under the direction of the Library Director.

Adopted 2/93, Reviewed 10/97, Reviewed 5/05, Reviewed 8/08, Reviewed 6/12, Revised 3/17; Revised 3/22

## **FY 2022-2023 Budget Calendar**

April 25	Deadline for Departments to enter budgets into Black Mtn
May 22-31	Budgets Reviewed and validated by HR / Finance Revenue budgets entered
June 1-15	Finance Department and Commissioners Review, and discuss possible changes
June 1-30	Departments meet with the Commissioners and Administrator to review and make changes
June 1-30	Preliminary Levy Sheet Prepared Departments Receive Preliminary Approval on Submitted Budgets
July 1 – Aug 30	Preliminary Budget finalized. Departments meet with Commissioner for final approval.
August 2-6	County Receives Valuations from DOR. Preparation of Final Levy Sheet.
August 6	Notice to the paper for hearings.
August 31	Preliminary Public Budget Hearing
September 6	Final Budget Adoption

- **Fiscal Year 2022-2023 Budgets Will Be Rolled Over Once Again This Year. Departments will see an Addition of Insurance Costs. Any increase MUST be absorbed in the budget.**
- **There will be NO budget changes after August 1 unless approved by Commissioners.**
- **There will be a laptop in the finance office. If you would like to schedule training or seek assistance in entering your budget into BMS, please contact Wendy at 283-2303.**

## FY2022-2023 Budget Planning Worksheet

	FY20	FY21	FY22*	FY23
<b>110 Salaries and Wages</b>	<b>\$ 241,945.24</b>	<b>\$ 232,551.05</b>	<b>\$ 245,400.00</b>	<b>\$ 245,400.00</b>
<b>140 Employer Contributions</b>	<b>\$ 42,028.96</b>	<b>\$ 39,745.29</b>	<b>\$ 46,300.00</b>	<b>\$ 46,300.00</b>
<b>148 EBMS Insurance</b>	<b>\$ 31,252.41</b>	<b>\$ 20,109.33</b>	<b>\$ 28,600.00</b>	<b>\$ 28,600.00</b>
<b>210 Office Supplies and Materials</b>	<b>\$ 778.88</b>	<b>\$ 1,462.66</b>	<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>
<b>215 Technology Supplies and Materials</b>	<b>\$ 6,877.16</b>	<b>\$ 9,899.45</b>	<b>\$ 8,000.00</b>	<b>\$ 8,000.00</b>
1&1 Ionos (Basic Fee)	\$ 44.37	\$ 146.28	\$ 172.80	\$ 172.80
1&1 Ionos (Extended Support)	\$ 104.52	\$ 107.56	\$ 104.52	\$ 104.52
1&1 Ionos (Site Scan & Repair)		\$ 10.00	\$ 60.00	\$ 60.00
Amazon (Supplies)		\$ 519.93	\$ 174.26	
Cybrarian		\$ 653.90	\$ 649.95	\$ 649.95
FCM Leasing	\$ 1,752.00	\$ 1,752.00	\$ 1,752.00	\$ 1,752.00
Frontier (Libby)	\$ 1,097.07	\$ 1,100.76	\$ -	\$ -
Frontier (Troy)	\$ 788.33	\$ 716.04	\$ -	\$ -
Interbel	\$ 1,201.20	\$ 1,201.20	\$ 1,201.20	\$ 1,201.20
J2 (Copier Supplies)			\$ 93.00	\$ 300.00
MontanaSky (Libby)			\$ 1,679.40	\$ 1,679.40
MontanaSky (Troy)			\$ 1,199.40	\$ 1,199.40
<b>220 Operating Supplies</b>	<b>\$ 7,051.12</b>	<b>\$ 9,703.84</b>	<b>\$ 3,500.00</b>	<b>\$ 3,500.00</b>
B&T Wrapping	\$ 824.12	\$ 957.90	\$ 1,200.00	\$ 1,200.00
Book Wrap		\$ 1,499.39		
DVD Cases	\$ 151.78	\$ 184.37	\$ 200.00	\$ 200.00
Showcases	\$ 1,391.50	\$ 1,207.00	\$ 1,200.00	\$ 1,200.00
Branch Upgrades		\$ 4,537.61	\$ 4,500.00	
<b>225 Recreation Supplies</b>	<b>\$ 1,398.26</b>	<b>\$ 1,029.05</b>	<b>\$ 1,500.00</b>	<b>\$ 1,500.00</b>
Summer Reading Program	\$ 932.12	\$ 256.13	\$ -	
<b>228 Education Supplies</b>	<b>\$ 13,943.80</b>	<b>\$ 18,387.84</b>	<b>\$ 18,000.00</b>	<b>\$ 18,000.00</b>
<b>310 Communication and Transportation</b>	<b>\$ 1,937.61</b>	<b>\$ 2,141.57</b>	<b>\$ 1,500.00</b>	<b>\$ 1,500.00</b>
B&T Shipping	\$ 156.76	\$ 186.32	\$ 200.00	\$ 200.00
Endicia		\$ 689.90	\$ 1,000.00	\$ 1,000.00
Eureka Postage	\$ 262.44	\$ 55.00	\$ -	
Libby Postage	\$ 400.51	\$ 175.33	\$ -	
Troy Postage	\$ 276.73	\$ 64.98	\$ -	
USPS (stamps)			\$ 300.00	\$ 300.00
<b>330 Publicity, Subscription and Dues</b>	<b>\$ 20,531.23</b>	<b>\$ 20,262.87</b>	<b>\$ 16,000.00</b>	<b>\$ 16,000.00</b>
ALA/PLA		\$ 409.00	\$ 411.00	\$ 411.00
Amazon Prime	\$ 119.00	\$ 119.00	\$ 119.00	\$ 139.00
Beanstack		\$ -	\$ 895.00	\$ 895.00
Boiler Certification	\$ 31.00	\$ 31.00		
Canva		\$ 246.00	\$ 116.00	\$ 200.00
Chamber of Commerce (Libby)	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00
Chamber of Commerce (Troy)		\$ 50.00	\$ 50.00	\$ 50.00
EBSCO	\$ 1,786.00	\$ 1,911.00	\$ 2,007.00	\$ 2,007.00



Elevator Inspection			\$	240.00				
Facebook (Advertising)		\$	30.00	\$	20.00	\$	100.00	
Heritage Quest	\$	1,532.00	\$	1,578.31	\$	1,578.31	\$	1,578.31
Magazines	\$	987.31	\$	512.84	\$	1,734.07	\$	1,500.00
Mahugh Fire & Safety (Eureka)	\$	12.95	\$	8.00	\$	9.00	\$	9.00
Mahugh Fire & Safety (Libby)	\$	48.25	\$	95.00	\$	95.00	\$	95.00
Mahugh Fire & Safety (Troy)	\$	7.95	\$	8.00	\$	37.50	\$	37.50
MLA Membership	\$	100.00	\$	350.00	\$	350.00	\$	100.00
MSC	\$	5,284.16	\$	5,823.05	\$	5,939.52	\$	6,000.00
Newspaper Advertisements					\$	250.00	\$	250.00
OCLC	\$	1,510.26	\$	1,510.25	\$	1,540.46	\$	1,600.00
Overdrive	\$	3,300.26	\$	3,465.27	\$	3,638.53	\$	3,700.00
PO Box (Eureka)	\$	76.00	\$	92.00	\$	92.00	\$	188.00
PO Box (Troy)	\$	76.00	\$	76.00	\$	92.00	\$	84.00
Zoom			\$	155.52	\$	-		
<b>340 Utilities Services</b>	<b>\$</b>	<b>17,524.05</b>	<b>\$</b>	<b>17,614.20</b>	<b>\$</b>	<b>18,000.00</b>	<b>\$</b>	<b>18,000.00</b>
City of Libby	\$	1,858.85	\$	1,879.47	\$	1,903.32	\$	1,903.32
City of Troy	\$	2,549.58	\$	2,544.12	\$	2,787.72	\$	2,787.72
Evergreen Disposal					\$	122.00	\$	240.00
Flathead Electric	\$	3,228.85	\$	2,576.09	\$	2,307.96	\$	2,307.96
Frontier (Troy)	\$	764.84	\$	172.41	\$	300.00	\$	-
Frontier (Libby)	\$	707.80	\$	764.17	\$	800.00	\$	717.24
Frontier (Libby fax)	\$	811.90	\$	920.36	\$	1,000.00	\$	-
Golden State Oil	\$	4,793.20	\$	5,712.57	\$	5,500.00	\$	5,500.00
Interbel	\$	507.68	\$	545.16	\$	529.56	\$	529.56
Lincoln Electric	\$	1,467.48	\$	1,600.27	\$	1,762.20	\$	1,762.20
Town of Eureka	\$	896.64	\$	899.64	\$	899.64	\$	899.64
<b>360 Repairs and Maintenance</b>	<b>\$</b>	<b>14,501.35</b>	<b>\$</b>	<b>16,099.21</b>	<b>\$</b>	<b>15,000.00</b>	<b>\$</b>	<b>15,000.00</b>
Annie's Cleaning Service	\$	7,245.53	\$	6,602.31	\$	8,803.08	\$	8,803.08
Car-Related Expenses			\$	1,218.38	\$	68.00		
Laura Burk	\$	910.00	\$	1,820.00	\$	1,560.00	\$	1,560.00
Libby Kwik Lube	\$	135.95	\$	93.30	\$	120.00	\$	120.00
Montana Market			\$	66.20	\$	242.07		
Sprinkler Inspection	\$	482.10	\$	515.85	\$	551.96	\$	551.96
Branch Upgrades			\$	4,451.95	\$	7,155.50		
<b>370 Travel</b>	<b>\$</b>	<b>2,487.35</b>	<b>\$</b>	<b>2,017.31</b>	<b>\$</b>	<b>2,000.00</b>	<b>\$</b>	<b>2,000.00</b>
Fuel	\$	1,985.68	\$	2,017.31	\$	2,696.61	\$	3,000.00
Hotels	\$	226.79	\$	-	\$	-		
Meals	\$	247.88	\$	-	\$	177.00		
<b>380 Training Services</b>	<b>\$</b>	<b>448.00</b>	<b>\$</b>	<b>963.93</b>	<b>\$</b>	<b>500.00</b>	<b>\$</b>	<b>500.00</b>
Disney Institute			\$	179.00				
MLA	\$	150.00	\$	500.00			\$	500.00
<b>512 Insurance</b>	<b>\$</b>	<b>7,605.00</b>	<b>\$</b>	<b>5,625.00</b>	<b>\$</b>	<b>5,348.00</b>	<b>\$</b>	<b>5,348.00</b>
<b>Total</b>	<b>\$</b>	<b>410,310.42</b>	<b>\$</b>	<b>397,612.60</b>	<b>\$</b>	<b>410,648.00</b>	<b>\$</b>	<b>410,648.00</b>

\*estimated