

**LINCOLN COUNTY LIBRARY BOARD OF TRUSTEES
MINUTES OF MEETING
EUREKA BRANCH & ZOOM
THURSDAY, APRIL 21, 2022**

Trustees Present: Annie Gassmann, Kerri Teisberg (Zoom), Marilyn McDougall

Others Present: Alyssa Ramirez (Director LCL), Siri Larsen (Eureka Librarian), Brittany Heintz (Eureka Asst. Librarian), Kerry Finley (Zoom), Julie Flagtwet (Zoom)

Call to Order: Alyssa Ramirez called the April meeting to order at 10:10am.

Agenda Approval: The agenda was accepted by McDougall and seconded by Gassmann, approved.

Public Comment: “Thanks for having a Zoom option for public participation.”

Approval of Minutes: Approval of submitted minutes for March 24, 2022 meeting was moved by McDougall, seconded by Teisberg, approved.

Reports:

Financial Report (FY22–April):

110, 140, 148: accounted through March 2022, higher due to three pay periods and Eureka Librarian payout for time and leave

210 – basic supplies for Eureka

215 – through Feb 2022, regular expenditures

220 – through Feb 2022

225 – spent \$268 on National Library Week, Friends contributed ~\$500, Zero to Five also pitched in money for the week

228 –

310 – added \$200 for postage and shipping

330 – more cost due to open job positions being run in newspapers

340 – regular expenditures, ~\$6500 spent on oil for the year

360 – normal costs, utility shelves in Eureka and Troy

370 – increase due to higher fuel costs - \$140 in fuel and \$550 in travel reimbursements

380 – no change

State Aid – no change

Montana Healthcare Foundation – reimbursements have been made thru Feb 2022.

Over budget due to Eureka upgrade but looking good with two and half months left to go.

Financial Report (FY22-Projected):

See attached Projected Expenditure Budget Report for FY22

Director Ramirez will have updated projected budget for next meeting.

McDougall made motion to accept both Financial Reports, seconded by Gassmann, approved.

Director's Report:

Montana State Library- ImagineIf - Montana Library Commission did not proceed with request of waiver. Director Ramirez attended the meeting as this issue has far reaching impacts.

Eureka Branch:

- Eureka has new employees, (Siri Larsen and Brittany Heintz) started on April 11th 2022. This is first full week of Siri on her own in Eureka.
- Interbel has installed new library computers, but the computers are still unable to print.
- New furniture for Eureka has been purchased, (cost about \$5000). The back room still needs to be pulled apart and organized.

Libby Branch:

- Chelsea leaving April 22nd. Her position will morph into two new positions in Libby. They will be advertised as Collections Clerk (20hrs/wk) and Library Clerk (20hrs/wk). Still waiting on the Commissioners to approve the positions.
- Scheduling is a bit crazy with hiring new staff, vacations, and a resignation.

National Library Week – celebrated fun themes every day:

Monday – Pajama Day

Tuesday – Tie-Dye Tuesday (this day had most participation)

Wednesday – Workout Wednesday

Thursday – Decades Day (Jeff Gruber gave a lunch talk)

Friday – Family Fun Friday

May 2nd:

- Dory with Zero to Five is hosting a retreat at Abayance Bay for local Lincoln County leaders. Director Ramirez would like to close the Libby Branch for staff to attend.
- New cabling is also scheduled for installation May 2nd.
- Gassmann made motion to close the Libby Branch on May 2nd, seconded by McDougall, approved.

Troy Library:

- Teen visioning Session scheduled in May.
- Jim Hammons, County Administrator, has looked at Troy building. He agreed the building needs some work but mentioned it will take time to get it done. There are concerns about building structure and mold growth.
 - How can we get this issue become more serious?
 - Do we need a private building inspection?
 - Have meeting with Commissioner Bennet in Troy? Alyssa will invite Jerry Bennet to our next Board Meeting. If he can't make board meeting on May 19th in Troy, we will schedule a meeting soon.

Imagination Library (Dolly) - 290 kids have signed up

Kids Corner at the Farmers Market- Dates are set and the branches will be involved at each one.

Policy Review: None

Old Business

Strategic Goals:

- i. Security System Update – Alyssa will set up meeting with Grizzly Security
- ii. Troy Branch Exterior – Alyssa met with Jim, now we will pursue meeting with Commissioner Jerry Bennet.

Lincoln County Library Foundation- Three new members will revitalize and build toward a full board (maybe 9 people?)

FY23 Budget Prep –

Incorrect numbers for wages, employer contributions and insurance (\$12000 off) so need new worksheet to really see the numbers. Alyssa will work with Dallas to figure out numbers as discussed today. Next steps for budget: turn in budget worksheet, the County will work with our numbers. There is then an opportunity to visit with Commissioners about budget, though we will probably have another board meeting before we are able to speak with Commissioners.

New Business:

Interbel – is moving so they can consolidate their operations... the building is a possible option to have a new library building. Not sure if buy or lease...? Siri, Brittany, and Barb will pursue information.

Meeting Adjourned: McDougall moved to adjourn the meeting at 11:35am, seconded by Gassmann, approved.

FY2021-2022 Expenditure Budget Report

	Budgeted	Spent	Remaining	
110 Salaries and Wages	\$ 245,400.00	\$ 185,577.62	\$ 59,822.38	83% 76%
140 Employer Contributions	\$ 46,300.00	\$ 33,043.06	\$ 13,256.94	71%
148 EBMS Insurance	\$ 28,600.00	\$ 15,757.00	\$ 12,843.00	55%
210 Office Supplies and Materials	\$ 1,000.00	\$ 1,247.81	\$ (247.81)	125%
215 Technology Supplies and Materials	\$ 8,000.00	\$ 7,177.44	\$ 822.56	90%
220 Operating Supplies	\$ 3,500.00	\$ 5,855.36	\$ (2,355.36)	167%
225 Recreation Supplies	\$ 1,500.00	\$ 1,790.37	\$ (290.37)	119%
228 Educational Supplies	\$ 18,000.00	\$ 16,699.04	\$ 1,300.96	93%
310 Communication and Transportation	\$ 1,500.00	\$ 1,977.95	\$ (477.95)	132%
330 Publicity, Subscriptions	\$ 16,000.00	\$ 14,752.23	\$ 1,247.77	92%
340 Utility Services	\$ 18,000.00	\$ 14,959.98	\$ 3,040.02	83%
360 Repairs & Maintenance Services	\$ 15,000.00	\$ 20,934.43	\$ (5,934.43)	140%
370 Travel	\$ 2,000.00	\$ 3,028.12	\$ (1,028.12)	151%
380 Training Services	\$ 500.00	\$ 487.00	\$ 13.00	97%
512 Insurance	\$ 5,348.00	\$ 5,348.00	\$ -	100%
940 Machinery & Equipment	\$ -		\$ -	
Totals	\$ 410,648.00	\$ 328,635.41	\$ 82,012.59	80%
State Aid	\$ 11,473.26	\$ -	\$ 11,473.26	
Totals	\$ 422,121.26	\$ 328,635.41	\$ 93,485.85	78%
Montana Healthcare Foundation	\$ 10,191.80	\$ -	\$ 10,191.80	
Totals	\$ 432,313.06	\$ 328,635.41	\$ 103,677.65	76%

*as of 4/20/2022

FY2021-2022 Expenditure Budget Report

	Budgeted	Spent	Remaining	
110 Salaries and Wages	\$ 245,400.00	\$ 264,479.86	\$ (19,079.86)	108%
140 Employer Contributions	\$ 46,300.00	\$ 46,093.24	\$ 206.76	100%
148 EBMS Insurance	\$ 28,600.00	\$ 22,510.00	\$ 6,090.00	79%
210 Office Supplies and Materials	\$ 1,000.00	\$ 1,247.81	\$ (247.81)	125%
215 Technology Supplies and Materials	\$ 8,000.00	\$ 7,865.81	\$ 134.19	98%
220 Operating Supplies	\$ 3,500.00	\$ 6,031.36	\$ (2,531.36)	172%
225 Recreation Supplies	\$ 1,500.00	\$ 1,810.37	\$ (310.37)	121%
228 Educational Supplies	\$ 18,000.00	\$ 19,499.04	\$ (1,499.04)	108%
310 Communication and Transportation	\$ 1,500.00	\$ 2,059.92	\$ (559.92)	137%
330 Publicity, Subscriptions	\$ 16,000.00	\$ 14,752.23	\$ 1,247.77	92%
340 Utility Services	\$ 18,000.00	\$ 18,515.28	\$ (515.28)	103%
360 Repairs & Maintenance Services	\$ 15,000.00	\$ 23,108.45	\$ (8,108.45)	154%
370 Travel	\$ 2,000.00	\$ 3,628.12	\$ (1,628.12)	181%
380 Training Services	\$ 500.00	\$ 487.00	\$ 13.00	97%
512 Insurance	\$ 5,348.00	\$ 5,348.00	\$ -	100%
Totals	\$ 410,648.00	\$ 437,436.49	\$ (26,788.49)	107%
State Aid	\$ 11,473.26	\$ -	\$ 11,473.26	
Totals	\$ 422,121.26	\$ 437,436.49	\$ (15,315.23)	104%
Montana Healthcare Foundation	\$ 22,335.16	\$ -	\$ 22,335.16	
Totals	\$ 444,456.42	\$ 437,436.49	\$ 7,019.93	98%
IMLS: Technology Specialist	\$ 15,655.00	\$ -	\$ 15,655.00	
Totals	\$ 460,111.42	\$ 437,436.49	\$ 22,674.93	95%

*Projected as of 4/20/2022

FY2022-2023 Budget Planning Worksheet

	FY20	FY21	FY22*	FY23
110 Salaries and Wages	\$ 241,945.24	\$ 232,551.05	\$ 245,400.00	\$ 240,874.00
140 Employer Contributions	\$ 42,028.96	\$ 39,745.29	\$ 46,300.00	\$ 38,739.00
148 EBMS Insurance	\$ 31,252.41	\$ 20,109.33	\$ 28,600.00	\$ 29,146.00
210 Office Supplies and Materials	\$ 778.88	\$ 1,462.66	\$ 1,000.00	\$ 1,000.00
215 Technology Supplies and Materials	\$ 6,877.16	\$ 9,899.45	\$ 8,000.00	\$ 9,000.00
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
220 Operating Supplies	\$ 7,051.12	\$ 9,703.84	\$ 3,500.00	\$ 4,000.00
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	
225 Recreation Supplies	\$ 1,398.26	\$ 1,029.05	\$ 1,500.00	\$ 2,000.00
Summer Reading Program	\$ 932.12	\$ 256.13	\$ -	
228 Education Supplies	\$ 13,943.80	\$ 18,387.84	\$ 18,000.00	\$ 21,600.00
310 Communication and Transportation	\$ 1,937.61	\$ 2,141.57	\$ 1,500.00	\$ 2,000.00
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
330 Publicity, Subscription and Dues	\$ 20,531.23	\$ 20,262.87	\$ 16,000.00	\$ 19,000.00
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	\$ -		
340 Utilities Services	\$ 17,524.05	\$ 17,614.20	\$ 18,000.00	\$ 18,000.00	
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	
360 Repairs and Maintenance	\$ 14,501.35	\$ 16,099.21	\$ 15,000.00	\$ 16,000.00	
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		
370 Travel	\$ 2,487.35	\$ 2,017.31	\$ 2,000.00	\$ 3,000.00	
Fuel	\$ 1,985.68	\$ 2,017.31	\$ 2,696.61	\$ 3,000.00	
Hotels	\$ 226.79	\$ -	\$ -		
Meals	\$ 247.88	\$ -	\$ 177.00		
380 Training Services	\$ 448.00	\$ 963.93	\$ 500.00	\$ 1,000.00	
Disney Institute		\$ 179.00			
MLA	\$ 150.00	\$ 500.00		\$ 500.00	
512 Insurance	\$ 7,605.00	\$ 5,625.00	\$ 5,348.00	\$ 5,348.00	
Total	\$ 410,310.42	\$ 397,612.60	\$ 410,648.00	\$ 410,707.00	

*estimated

** 4/20/2022