

**LINCOLN COUNTY LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
LIBBY BRANCH & ZOOM
THURSDAY, JUNE 23, 2022**

Trustees Present: Annie Gassmann, Marilyn McDougall, Barb Hvizdak, Keri Teisberg (Zoom)

Others Present: Alyssa Ramirez (Director LCL), Tracy Cook (Montana State Library), Kerry Finley (Zoom)

Call to Order: Hvizdak called the June meeting to order at 10:05am.

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

Public Comment: “Thank you Alyssa for meeting last Tuesday and including me in meetings.”
- Kerry Finley

Approval of Minutes: Approval of minutes for May 26, 2022, meeting was moved by McDougall, seconded by Hvizdak, approved.

Reports:

Financial Report (FY22– June):

110, 140, 148 – Not updated, only through April 2022

210 –

215 – internet bills

220 – more bills from furniture purchase

225 – gift certificate giveaways,

228 – no book order yet

310 – shipping costs

330 – advertising for job in newspaper

340 – normal expenditures, but one month behind

360 – behind on cleaning bill in Eureka

370 – gas prices and reimbursements for driving personal vehicles

380 – purchased books for staff development

Montana Healthcare Foundation – reimbursements have been made thru April 2022

Financial Report (FY22- Projected):

There is not a projected report because the May reports have not been finished. Director Ramirez will email the Projected FY22 Financial Report when it is finished.

Director Ramirez will still need to pursue door counters and a book order.

Director’s Report:

- Election issue – ballots printed incorrectly; Ramirez & Dustina Deans spent two days counting ballots

- Each branch has hosted a summer reading kickoff party at each library: 150 people in Eureka, Troy BBQ – 400+ people, 50 people signed up in Libby
- Director Ramirez gave a presentation to MLA at their board retreat
- Juneteenth – Library holiday day off, but a lot of grumbling in courthouse. The holiday has not been approved by the State of Montana. MACO said employees must use vacation time not holiday pay. There needs to be an addendum to the policy to say Library Board has oversight of the library calendar.
- Budget and Finance meeting with Commissioners was not hopeful for larger library budget.

Gassmann made motion to accept Directors Report, seconded by McDougall, approved

Policy Review: None Still need to update about 5 policies. Will work on finishing up in the next few months.

Old Business

Strategic Goals

- Security System Update
 - Gassmann researched security systems at Costco. Made comparisons between Blink, ARLO, and Lorex systems. The only system without a monthly service fee was the Lorex, which backs up recordings to a 4K DVR, wired system.
 - Gassmann will look into other camera options and bundles for the branches.
 - Buy three security systems (one for each Library branch at \$349.99/each), but only set up the system in Libby for now.
 - McDougall made motion to buy 3 system for libraries, seconded by Hvizdak, approved
- Troy Branch Exterior- Commissioner Bennett will be checking the roof and talking to the Troy Library neighbor about trimming the tree growing over the roof. Hvizdak will pursue county building engineer with county and ask Joe Nagle, County Maintenance Director, for ideas for next steps.

FY23 Budget Prep

- Director Ramirez, Tracy Cook, and Hvizdak attended the preliminary budget meeting with Commissioners. The budget is about \$12,000 over from the previous budget. Line items will be very close to last year budget, but personnel costs are unknown at this time. With only a guaranteed 3.49 mils, Commissioners inferred that they were not honoring taxpayer wishes by supplementing the library budget. The County is currently supplying about 6.4 mils from general fund for a total of 10 mils to run the library. Commissioners would like us to consider a capital improvement fund for the library.
- Tracy – From her perspective, commissioners seem to want the library to get its own money/mils. MSL can help us go after a mil levy. The process will take about a year. We need to figure out how many mils we need and how much we should ask for. She suggested that the board start thinking now so budget isn't stripped to 3.49 mils
 - Capital Improvement vs Library Depreciation – Commissioners need to vote and approve a Library Depreciation fund. We would need a plan for the money and how it will be used, this is not a savings account.

- Director Ramirez will be able to get into the Black Mountain to finalize wages with Dallas, Human Resources Director. She will then send out the finalized numbers to trustees and pursue the budget with Commissioners. Ramirez will confirm that the two part time positions (replacing Chelsea's Collections Clerk position) is budgeted in the upcoming budget.

New Business:

Board of Trustees By-Laws

Update to current names and formatting. Cannot vote on this today, Director Ramirez needs to give 30-day notice first, then vote next meeting.

Meeting Adjourned: Hvizdak moved to adjourn the meeting at 11:45am, seconded by McDougall, approved.

FY2021-2022 Expenditure Budget Report

	Budgeted	Spent	Remaining	100%
110 Salaries and Wages	\$ 245,400.00	\$ 226,133.26	\$ 19,266.74	92%
140 Employer Contributions	\$ 46,300.00	\$ 39,675.97	\$ 6,624.03	86%
148 EBMS Insurance	\$ 28,600.00	\$ 18,570.75	\$ 10,029.25	65%
210 Office Supplies and Materials	\$ 1,000.00	\$ 1,694.56	\$ (694.56)	169%
215 Technology Supplies and Materials	\$ 8,000.00	\$ 8,469.71	\$ (469.71)	106%
220 Operating Supplies	\$ 3,500.00	\$ 11,404.22	\$ (7,904.22)	326%
225 Recreation Supplies	\$ 1,500.00	\$ 2,533.95	\$ (1,033.95)	169%
228 Educational Supplies	\$ 18,000.00	\$ 20,118.92	\$ (2,118.92)	112%
310 Communication and Transportation	\$ 1,500.00	\$ 2,856.43	\$ (1,356.43)	190%
330 Publicity, Subscriptions	\$ 16,000.00	\$ 16,320.83	\$ (320.83)	102%
340 Utility Services	\$ 18,000.00	\$ 18,402.11	\$ (402.11)	102%
360 Repairs & Maintenance Services	\$ 15,000.00	\$ 25,197.11	\$ (10,197.11)	168%
370 Travel	\$ 2,000.00	\$ 3,951.16	\$ (1,951.16)	198%
380 Training Services	\$ 500.00	\$ 703.50	\$ (203.50)	141%
512 Insurance	\$ 5,348.00	\$ 5,348.00	\$ -	100%
940 Machinery & Equipment	\$ -		\$ -	
Totals	\$ 410,648.00	\$ 401,380.48	\$ 9,267.52	98%
State Aid	\$ 11,473.26	\$ -	\$ 11,473.26	
Totals	\$ 422,121.26	\$ 401,380.48	\$ 20,740.78	95%
Montana Healthcare Foundation	\$ 18,604.86	\$ -	\$ 18,604.86	
Totals	\$ 440,726.12	\$ 401,380.48	\$ 39,345.64	91%

*as of 6/24/2022

FY2021-2022 Expenditure Budget Report

	Budgeted	Spent	Remaining	100%
110 Salaries and Wages	\$ 245,400.00	\$ 255,365.31	\$ (9,965.30)	104%
140 Employer Contributions	\$ 46,300.00	\$ 44,386.99	\$ 1,913.01	96%
148 EBMS Insurance	\$ 28,600.00	\$ 20,259.00	\$ 8,341.00	71%
210 Office Supplies and Materials	\$ 1,000.00	\$ 1,694.56	\$ (694.56)	169%
215 Technology Supplies and Materials	\$ 8,000.00	\$ 9,519.71	\$ (1,519.71)	119%
220 Operating Supplies	\$ 3,500.00	\$ 11,404.22	\$ (7,904.22)	326%
225 Recreation Supplies	\$ 1,500.00	\$ 2,543.94	\$ (1,043.94)	170%
228 Educational Supplies	\$ 18,000.00	\$ 20,118.92	\$ (2,118.92)	112%
310 Communication and Transportation	\$ 1,500.00	\$ 2,874.42	\$ (1,374.42)	192%
330 Publicity, Subscriptions	\$ 16,000.00	\$ 16,320.83	\$ (320.83)	102%
340 Utility Services	\$ 18,000.00	\$ 19,343.83	\$ (1,343.83)	107%
360 Repairs & Maintenance Services	\$ 15,000.00	\$ 26,409.11	\$ (11,409.11)	176%
370 Travel	\$ 2,000.00	\$ 4,021.16	\$ (2,021.16)	201%
380 Training Services	\$ 500.00	\$ 703.50	\$ (203.50)	141%
512 Insurance	\$ 5,348.00	\$ 5,348.00	\$ -	100%
940 Machinery & Equipment	\$ -		\$ -	
Totals	\$ 410,648.00	\$ 440,313.50	\$ (29,665.50)	107%
State Aid	\$ 11,473.26	\$ -	\$ 11,473.26	
Totals	\$ 422,121.26	\$ 440,313.50	\$ (18,192.24)	104%
Montana Healthcare Foundation	\$ 25,500.00	\$ -	\$ 25,500.00	
Totals	\$ 447,621.26	\$ 440,313.50	\$ 7,307.76	98%

*Projected as of 6/24/2022