

**LINCOLN COUNTY LIBRARY BOARD OF TRUSTEES  
SPECIAL MEETING MINUTES  
LIBBY BRANCH & ZOOM  
THURSDAY, JULY 26, 2022**

**Trustees Present:** Annie Gassmann, Barb Hvizdak, Keri Teisberg

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

**Call To Order:** Hvizdak called meeting to order at 10:08am.

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

**Public Comment:** None

**Special Meeting:**

FY23 Budget Concerns

FY22-23 Budget Report is current. Not sure if includes the cost-of-living increase recently approved by commissioners but does reflect a \$50,000 bump for an insurance plan.

Director Ramirez is growing increasingly concerned about the FY23 budget. After the preliminary budget meeting, Ramirez updated commissioners about Library services and programing. Library programs and outreach are bolstered and, in some cases, completely funded from partner groups that have joined with the library.

The new part-time hire (Katherine Murphy) has a bachelor's in library sciences. Ramirez would like to hire this person full time (a full replacement for Chelsea's Collections Clerk position) and updated commissioners about the situation. Commissioner Bennet showed two possible budgets, but no comment or decision on moving to the full-time position.

Director Ramirez is asking the library board of trustees to contact the commissioners and help ensure the library budget reflects the needs of the library.

Libby staff can't keep operating at the current pace if commissioners do not approve the full-time position for the Libby Library. If the full-time position is not approved, the library will need to consider cutting hours and possibly programs. The library can limp through August with the current situation but will need to change hours in September if needed.

Options: Close Mondays? Have similar hours as Troy and Eureka. Cut programs? Or do programs on Monday?

Possibility of the Library Board to override the commissioner's decision regarding staffing. Ramirez will follow up with Tracy Cook, Montana State Library, for guidance.

**Meeting Adjourned:** Meeting was adjourned at 11:15am.

## FY2022-2023 Expenditure Budget Report

	<b>Budgeted</b>	Spent	Remaining	8%
110 Salaries and Wages	<b>\$ 242,073.00</b>	\$ -	\$ 242,073.00	0%
140 Employer Contributions	<b>\$ 40,975.00</b>	\$ -	\$ 40,975.00	0%
148 EBMS Insurance	<b>\$ 74,539.00</b>	\$ -	\$ 74,539.00	0%
210 Office Supplies and Materials	<b>\$ 1,000.00</b>	\$ -	\$ 1,000.00	0%
215 Technology Supplies and Materials	<b>\$ 9,000.00</b>	\$ 486.00	\$ 8,514.00	5%
220 Operating Supplies	<b>\$ 4,000.00</b>	\$ -	\$ 4,000.00	0%
225 Recreation Supplies	<b>\$ 2,000.00</b>	\$ -	\$ 2,000.00	0%
228 Educational Supplies	<b>\$ 24,000.00</b>	\$ -	\$ 24,000.00	0%
310 Communication and Transportation	<b>\$ 2,000.00</b>	\$ -	\$ 2,000.00	0%
330 Publicity, Subscriptions	<b>\$ 19,000.00</b>	\$ 6,152.85	\$ 12,847.15	32%
340 Utility Services	<b>\$ 18,000.00</b>	\$ 58.69	\$ 17,941.31	0%
360 Repairs & Maintenance Services	<b>\$ 16,000.00</b>	\$ 1,644.00	\$ 14,356.00	10%
370 Travel	<b>\$ 5,000.00</b>	\$ 40.00	\$ 4,960.00	1%
380 Training Services	<b>\$ 1,500.00</b>	\$ 562.00	\$ 938.00	37%
512 Insurance	<b>\$ 5,348.00</b>	\$ 4,718.77	\$ 629.23	88%
940 Machinery & Equipment	<b>\$ -</b>		\$ -	
<b>Totals</b>	<b>\$ 464,435.00</b>	<b>\$ 13,662.31</b>	<b>\$ 450,772.69</b>	<b>3%</b>
State Aid		\$ -	\$ -	
<b>Totals</b>	<b>\$ 464,435.00</b>	<b>\$ 13,662.31</b>	<b>\$ 450,772.69</b>	<b>3%</b>
Grants		\$ -	\$ -	
<b>Totals</b>	<b>\$ 464,435.00</b>	<b>\$ 13,662.31</b>	<b>\$ 450,772.69</b>	<b>3%</b>

\*as of 7/25/2022