

**LINCOLN COUNTY LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
TROY BRANCH & ZOOM
THURSDAY, AUGUST 18, 2022**

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

Others Present: Alyssa Ramirez (Director LCL), Kerry Finley (Zoom), Sharee (Troy Librarian)

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

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

Public Comment: “Thanks for including me” – Kerry Finley

Approval of Minutes: Approval of minutes for June and July were moved by McDougall, seconded by Hvizdak, approved.

Reports:

Financial Report (FY22- End of Year): still \$30 discrepancy from internal accounting to county budget. Director Ramirez is trying to figure out why numbers aren't lining up.

110, 140, 148 – regular expenses

210 – purchased toner \$500

215 – purchased 3 security camera systems (\$1000), door counters at 3 branches (\$6000), Cybrarian program (\$650), 3D Printer (\$1100) and filament (\$180), a teaching PC, computer and monitor for virtual reality system (\$2000), 6 laptops for mobile tech lab (\$4300), 2 staff computers (\$1200), Driver Easy-10 licenses (\$100)

220 – Eureka bike rack (\$400), kid's stools for 3 branches (\$150)

225 – instant cameras for Libby and Troy

228 – May and June book order (\$3600)

310 – shipping costs (\$300)

330 – Overdrive paid through 2023

340 – normal expenses, double paid for Lincoln Electric – will roll over onto next bill

360 – purchased 3 feminine hygiene dispensers with refills (\$1200)

370 – regular expenses

380 – ARSL online conference (\$75)

512 – normal expenses

Montana Healthcare Foundation – paid in full

McDougall made motion to approve FY22 – End of Year Financial Report, Hvizdak seconded, approved.

Financial Report (FY23- August):

110, 140, 148 – posted thru July 6, 2022, budgeted numbers include 4 full time positions
210 – purchased comment cards for 3 branches
215 – internet, copy machine lease, licenses for Office 365 for all staff computers (\$195)
220 – purchased slat wall end of range (\$2700)
225 – story walk supplies in Eureka
228 – a book, Ramirez hasn't had time to make a book order
310 –
330 – MSC Invoice, Beanstack Invoice for 2022 (\$895) and will need to pay for 2023
340 – regular expenses
360 – 2 months of cleaning in Libby, purchased vacuum for Troy
370 – travel reimbursement, MLA meals and hotel
380 – registration for MLA
512 – updated
State Aid – will know by September

McDougall made motion to approve FY23-August Financial Report, Hvizdak seconded, approved.

Director's Report: (see attached report)

- Libby Branch Update- staff cannot continue at current open hours and maintain level of service to community. McDougall made a motion to reduce hours at the Libby Branch to match hours as the Eureka and Troy branches for the foreseeable future. Board will assess monthly, and Director Ramirez will pursue a deferral from the State Library for meeting Public Library Standards. Gassmann seconded, approved. Effective first week of September: September 6th.

Hvizdak made motion to accept the Directors Report, seconded by McDougall, approved.

Policy Review: Board Meeting Participation Form. McDougall made motion to eliminate the Lincoln County Public Libraries Board of Trustees Public Participation Policy and Participation Form, seconded by Hvizdak, approved.

Old Business

Strategic Goals:

- Security System Update – still need to have cameras wired.
 - Hvizdak will pursue quotes for wiring
 - Investigate a phone that only calls 911 when it is picked up
 - Sharee will contact police chief and talk about security options
- Troy Branch Exterior –
 - The tree over the Troy roof has been trimmed
 - There is still work to be done on the roof (removing moss, replacing trim and painting). Director Ramirez will speak to Joe.
- Lighting: estimate of \$12,000 to update to LED lighting in Eureka
- Starting discussion about Library Depreciation Fund and/or MIL Levy. It's time to explore options and educate ourselves on how to proceed in our community.

Board of Trustees By-Laws:

Table this issue, until we can incorporate more language and additions to the by-laws. Possible vote in October.

Still waiting on new library board member position. Director Ramirez will share current applications.

New Business:

Board Elections:

Barb Hvizdak will continue as President.

Annie Gassmann will continue to record minutes.

Director Evaluation:

Director Ramirez is doing a wonderful job at keeping all the moving pieces of the library functioning. We will sign evaluation at the September meeting once Alyssa has reviewed the compiled evaluation.

October In-Service Training Plan:

Director Ramirez would like to close all three branches early, at 3pm on Thursday, October 6th, so staff can carpool to Missoula, stay night, then tour Missoula Public Library and possibly stopping at Imagine IF Library in Kalispell. This would be a great training opportunity considering the recent staff turnover.

McDougall made the motion to close at 3pm on October 6th, to attend a staff meeting and training in Missoula, Gassmann seconded, approved.

Housekeeping:

Next Meetings: September 22, Libby Library
 October 20, Eureka Library
 November 17, Troy Library

Library Calendar: September 2, In Service
 September 5, Labor Day
 October 6, close early (3pm) for travel
 October 7, Staff Meeting in Missoula
 October 10, Columbus Day

Meeting Adjourned: Hvizdak adjourned the meeting at 12:28pm, seconded by McDougall.

FY2021-2022 Expenditure Budget Report

	Budgeted	Spent	Remaining	100%
110 Salaries and Wages	\$ 245,400.00	\$ 255,005.37	\$ (9,605.37)	104%
140 Employer Contributions	\$ 46,300.00	\$ 42,659.86	\$ 3,640.14	92%
148 EBMS Insurance	\$ 28,600.00	\$ 19,696.25	\$ 8,903.75	69%
210 Office Supplies and Materials	\$ 1,000.00	\$ 2,195.34	\$ (1,195.34)	220%
215 Technology Supplies and Materials	\$ 8,000.00	\$ 25,068.28	\$ (17,068.28)	313%
220 Operating Supplies	\$ 3,500.00	\$ 11,995.74	\$ (8,495.74)	343%
225 Recreation Supplies	\$ 1,500.00	\$ 3,005.56	\$ (1,505.56)	200%
228 Educational Supplies	\$ 18,000.00	\$ 23,697.62	\$ (5,697.62)	132%
310 Communication and Transportation	\$ 1,500.00	\$ 3,428.78	\$ (1,928.78)	229%
330 Publicity, Subscriptions	\$ 16,000.00	\$ 20,129.78	\$ (4,129.78)	126%
340 Utility Services	\$ 18,000.00	\$ 19,254.84	\$ (1,254.84)	107%
360 Repairs & Maintenance Services	\$ 15,000.00	\$ 26,749.27	\$ (11,749.27)	178%
370 Travel	\$ 2,000.00	\$ 4,008.82	\$ (2,008.82)	200%
380 Training Services	\$ 500.00	\$ 778.50	\$ (278.50)	156%
512 Insurance	\$ 5,348.00	\$ 5,348.00	\$ -	100%
940 Machinery & Equipment	\$ -		\$ -	
Totals	\$ 410,648.00	\$ 463,022.01	\$ (52,374.01)	113%
State Aid	\$ 11,473.26	\$ -	\$ 11,473.26	
Totals	\$ 422,121.26	\$ 463,022.01	\$ (40,900.75)	110%
Grants	\$ 41,316.04	\$ -	\$ 41,316.04	
Totals	\$ 463,437.30	\$ 463,022.01	\$ 415.29	100%

*as of 8/16/2022

FY2022-2023 Expenditure Budget Report

	Budgeted	Spent	Remaining	8%
110 Salaries and Wages	\$ 246,201.00	\$ (1,482.73)	\$ 247,683.73	-1%
140 Employer Contributions	\$ 41,762.00	\$ 1,426.68	\$ 40,335.32	3%
148 EBMS Insurance	\$ 45,001.00	\$ 1,210.62	\$ 43,790.38	3%
210 Office Supplies and Materials	\$ 1,000.00	\$ 42.07	\$ 957.93	4%
215 Technology Supplies and Materials	\$ 9,000.00	\$ 1,489.93	\$ 7,510.07	17%
220 Operating Supplies	\$ 4,000.00	\$ 2,717.01	\$ 1,282.99	68%
225 Recreation Supplies	\$ 2,000.00	\$ 71.05	\$ 1,928.95	4%
228 Educational Supplies	\$ 24,000.00	\$ 21.99	\$ 23,978.01	0%
310 Communication and Transportation	\$ 2,000.00	\$ -	\$ 2,000.00	0%
330 Publicity, Subscriptions	\$ 19,000.00	\$ 8,665.70	\$ 10,334.30	46%
340 Utility Services	\$ 18,000.00	\$ 636.19	\$ 17,363.81	4%
360 Repairs & Maintenance Services	\$ 16,000.00	\$ 2,003.76	\$ 13,996.24	13%
370 Travel	\$ 5,000.00	\$ 1,069.62	\$ 3,930.38	21%
380 Training Services	\$ 1,500.00	\$ 562.00	\$ 938.00	37%
512 Insurance	\$ 4,719.00	\$ 4,718.77	\$ 0.23	100%
940 Machinery & Equipment	\$ -		\$ -	
Totals	\$ 439,183.00	\$ 23,152.66	\$ 416,030.34	5%
State Aid		\$ -	\$ -	
Totals	\$ 439,183.00	\$ 23,152.66	\$ 416,030.34	5%
Montana Healthcare Foundation		\$ -	\$ -	
Totals	\$ 439,183.00	\$ 23,152.66	\$ 416,030.34	5%

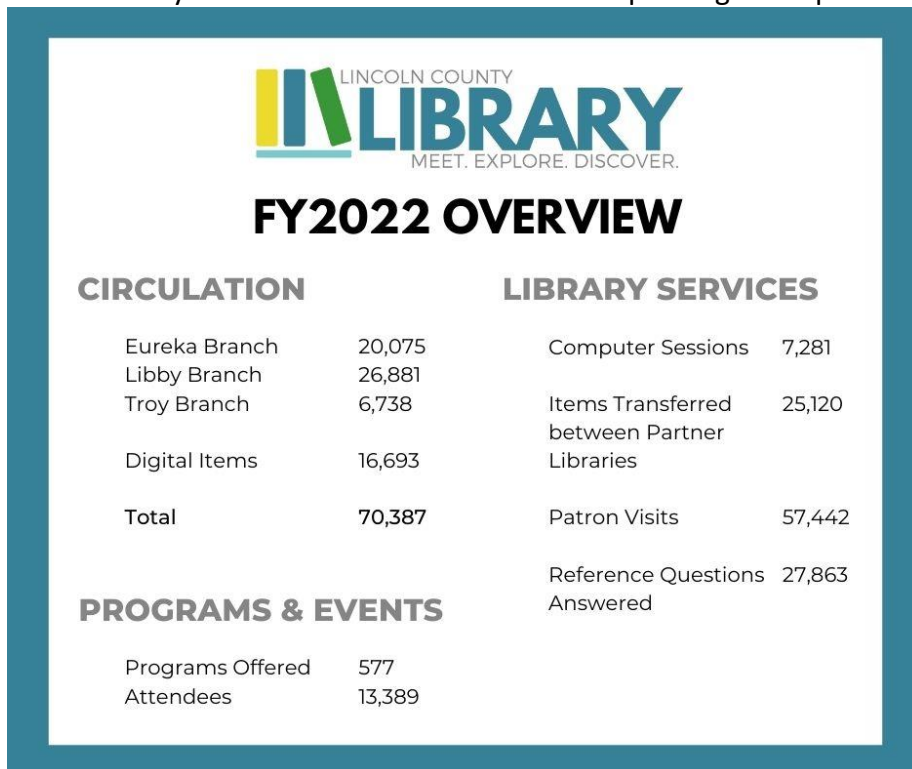
*as of 8/16/2022

**Director's Report
August 2022**

Meeting- Sharee and I met with commissioners at their July 13 meeting. We share FY22 Statistics (see section Fiscal Year 2022 Statistics), and notable achievements, including 101 Birthday Celebration, Kid's Corner at the Market, Beanstack, Dolly Parton's Imagination Library, Technology Specialist position, and TLOC project. Sharee also shared a personal reflection on her job and what it means to her.

Community Connections Van- This project is spearheaded by Zero to Five. A van will be outfitted to travel around the county, offering services from multiple organizations. The library would like offer books for checkout on the van. This project is currently in the planning stages.

Fiscal Year 2022 Statistics- I am working on creating a FY2022 End of Year Report. I am waiting for the library's financials to be finalized before printing the report.

The graphic features the Lincoln County Library logo at the top, which includes the text 'LINCOLN COUNTY LIBRARY' and the tagline 'MEET. EXPLORE. DISCOVER.' Below the logo is the title 'FY2022 OVERVIEW'. The content is organized into three sections: 'CIRCULATION', 'LIBRARY SERVICES', and 'PROGRAMS & EVENTS'. Each section contains a list of items with their corresponding numerical values.

CIRCULATION		LIBRARY SERVICES	
Eureka Branch	20,075	Computer Sessions	7,281
Libby Branch	26,881	Items Transferred between Partner Libraries	25,120
Troy Branch	6,738	Patron Visits	57,442
Digital Items	16,693	Reference Questions Answered	27,863
Total	70,387		

PROGRAMS & EVENTS	
Programs Offered	577
Attendees	13,389

GO! Grant- I have secured another GO! Grant from the Headwaters Foundation for the new fiscal year. This is a \$7,500 for operations, technology, and/or programming for the library.

Grant Firm- I have contracted with a grant research firm, The Dotted i, to research potential grants to supplement library funding. Pending results, I may consider a 6-month contract with them to write grants for the library using funds in the Library Foundation.

Hike & Read- A collaboration with Friends of Scotchman Peaks and the Troy Branch. On August 26, the library will supply a story walk and nature craft through Ross Creek Cedars for families to enjoy.

Montana Library Association Conference- Dusty and I attend the MLA Conference, August 4-6 in Missoula. Dusty hosted “YALSA Transforming Teen Services - Youth Development” with Amelea Kim, Lifelong Learning Librarian with Montana State Library. Dusty also hosted the Children's and Youth Services Interest Group Meeting. I hosted the Directors Interest Group Meeting. I also won the MLA Interest Group Award

NAC Retreat (Helena)- I have joined the Network Advisory Council (NAC), which is an advisory committee of Montana librarians to the Montana Library Commission. NAC met in Helena on July 14 for a training on strategic foresight. The purpose of this training was to help committee members anticipate various external factors and how to plan resilient and useful library services for different future scenarios.

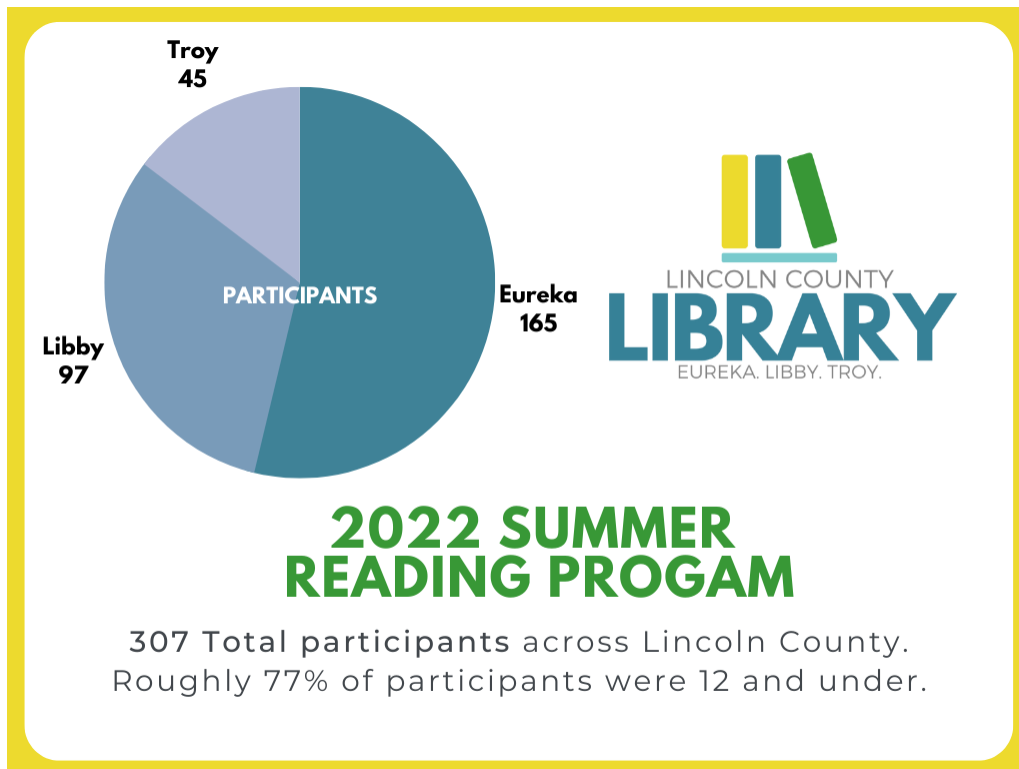
Programming- staff have continued with established programs: Kid’s Corner, Read & Ride, Story Time (Silly Goose in Troy), Young at Heart, 1,000 Books Before Kindergarten, and Dolly Parton’s Imagination Library. All are seeing continued success. For example, Eureka had 140 visitors on August 2nd, 38 of which visited for story time.



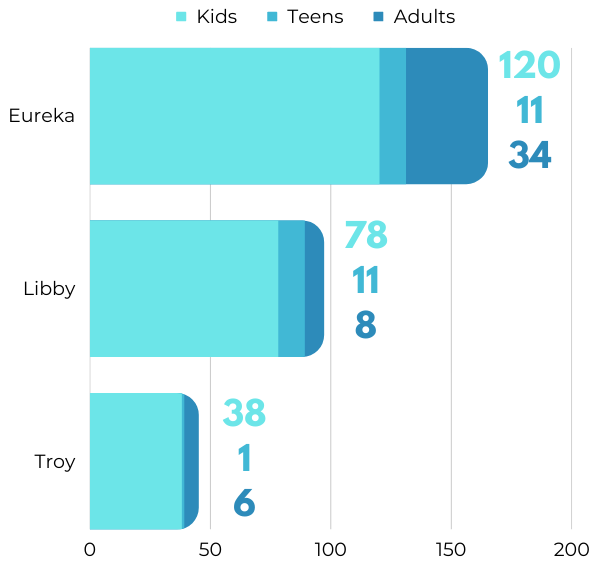
Rural Placemaking Innovation Challenge- This is a grant through Rural Development for improving capacity and services in rural areas. I submitted a proposal that would provide \$250,000 over 2 years to support funding for 4 library positions, Preliminary Architectural Reports to expand the Troy and Eureka buildings, a feasibility study for satellite service in remote areas of the county, and a technology and broadband assessment for the county.

Staffing- Kathryn Murphy has started as a part-time Collections Clerk. Keeli Green has put in her notice, and I have approval to begin the hiring process for a new Circulation Clerk. Dorey Rowland, Zero to Five Coordinator, and I have replicated the shared staffing position in Eureka. Brittany Heintz is now the Library Assistant and Family Engagement Coordinator for North Lincoln County.

Summer Reading Program- SRP ended July 31. Here are statistics for the reading component, not programs offered at the branches.



PARTICIPANT BREAKDOWN



EUREKA

165 Total Participants

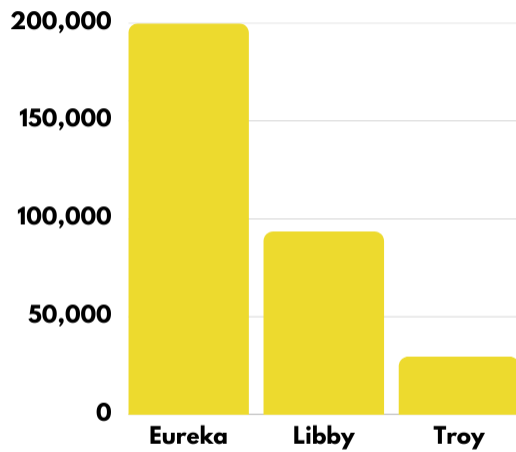
LIBBY

97 Total Participants

TROY

45 Total Participants

MINUTES LOGGED



EUREKA

199,681 MINUTES

LIBBY

93,398 MINUTES

TROY

29,503 MINUTES

TOTAL MINUTES

322,582 MINUTES

Eureka Branch Library logged 62% of total minutes.

Tech Help- Starting this week, Ethan is offering tech assistance at all 3 branches. He has open hours Monday in Libby and will alternate between Troy and Eureka on Thursdays. He will showcase the new 3D printer, offer a lesson regarding a specific technology topic as outlined in the tech survey, or provide tech support for patrons with specific tech issues.

Technology Purchases- With funding from the IMLS/ARPA grant, we purchased a 3D printer, VR headset, and 6 laptops for a mobile tech lab. Due to space constraints, the VR station/headset is limited to the Libby branch. A mini-3D printer has been purchased to travel between branches.

Technology Upgrades- The library now manages its own Microsoft Office 365 accounts. This included migrating our website and emails to Microsoft and updating all staff computers with new credentials. The biggest change is that all staff are now connected using Teams. This allows staff to share/edit documents in real time, instant message, manage calendars, and more. This also allows me to manage staff accounts in a timely fashion.

TLOC: CDBG proposal- We have not heard an update regarding the CDBG proposal submitted in June.

TLOC: Project Report- Sharee summarized the community visioning process for the TLOC project and compiled responses to the community survey (see attached).

TLOC: Request for Proposals- We completed an RFP cycle and have 4 architectural firms interested in drafting a Preliminary Architectural Report for TLOC. Interviews will be held Monday, August 22.

Zero to Five Filming- Headwaters organized and invested in a promotional video featuring the collaborative efforts of the Early Childhood Coalition. The library was highlighted in the film due to the highly collaborative work of Zero to Five and the library.