

**LINCOLN COUNTY LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
EUREKA BRANCH & ZOOM
THURSDAY, APRIL 20, 2023**

Trustees Present: Barb Hvizdak, Annie Gassmann (Zoom), Keri Teisberg (Zoom), Laura Finley (Zoom), Michelle Bianco

Others Present: Alyssa Ramirez (Director LCL), Siri Larson (Eureka Branch Librarian)

Call to Order: Hvizdak called today's meeting to order at 10:10am.

Approval of the Agenda: Gassmann would like to add a TLOC Committee update under New Business. Approval of the amended agenda was moved by Hvizdak. Seconded by Bianco; approved.

Public Comment: None

Approval of Minutes: Approval of minutes for the March 16, 2023 meeting was moved by Hvizdak. Seconded by Gassmann; approved.

Reports:

Financial Reports:

1. April FY2022-2023 (see attached)

110 Salaries & Wages, 140 Employer Contributions, 148 EBMS Insurance – through March 29, 2023

210 Office Supplies & Materials – \$417 for toner in Libby

215 Technology Supplies & Materials – regular internet bills, \$695 subscription for Cybrarian. Barb Hvizdak reminded Director Ramirez that InterBel had committed to the payment of Cybrarian, will submit invoice to InterBel

220 Operating Supplies – \$150 book-wrap, \$30 PayPal reader and updated PayPal account to non-profit status

225 Recreation Supplies – \$400 spent

228 Educational Supplies – \$3000 on book orders

310 Communication & Transportation – \$100 to postage account

330 Publicity & Subscriptions – \$709 subscription to Heritage Quest

340 Utility – regular expenses

360 Repairs & Maintenance – \$120 on indoor floor mat and regular cleaning fee

370 Travel – regular fuel expenses

380 Training Services – \$278 for MLA registration

512 Insurance –

State Aid – has been deposited

Bianco made a motion to approve the April Budget Report. Teisberg seconded; approved.

2. Projected FY2022-2023 (see attached)

- 110 Salaries & Wages, 140 Employer Contributions, 148 EBMS Insurance – averaged salaries from March (with overtime)
- 210 Office Supplies & Materials – copy machine toner (\$750)
- 215 Technology Supplies & Materials –
- 220 Operating Supplies –
- 225 Recreation Supplies –
- 228 Educational Supplies –
- 310 Communication & Transportation –
- 330 Publicity & Subscriptions – this is questionable, Alyssa is checking on this number
- 340 Utility – maybe up to \$2000 in oil
- 360 Repairs & Maintenance – remaining cleaning services
- 370 Travel –
- 380 Training Services –
- 512 Insurance –
- State Aid – has been deposited, unspent. \$15,000 - wish list maybe can use some of these funds, blinds/shades
- hot spots – bill passed paying for 1 more year, no need to fund this fiscal year.

Bianco would like to use state aid to provide a stipend to staff. Bianco will approach the finance department and find out how to proceed. We will discuss in May and wish list purchases for branches.

Director Ramirez has applied for a grant with Montana History Foundation. The collection has not been taken care of since the flood. This grant would provide \$9,500. Of that money, \$8000 for staff time to organize the collection. The rest of the grant money would pay for the photo collection to be digitized. Director Ramirez published this job application on April 14, 2023.

Gassmann requested Director Ramirez to provide a list of all grants currently in use, how much money each grant was awarded, how much of the grant remains and where the funds are committed. Director Ramirez will make a list and share with the board.

Director's Report: See attached report. Hvizdak makes motion to accept the director's report. Gassmann seconded; approved.

Policy Review: Photography Policy

Hvizdak made a motion to adopt the Photography and Filming in the Library Policy. Seconded by Bianco; approved.

It was noted that we need to make sure we are covered by policy in our own security cameras usage. Director Ramirez will check the county policy for security cameras. Director Ramirez is researching and drafting a policy for library security cameras.

Old Business

Strategic Goals:

- Security System Update – Hvizdak and husband installed and set up security cameras. Ethan will now set up the configuration so they can record. Configuration will happen in the next month.
- Troy Branch Exterior – will cost about \$4000. Is this paint or stain?
 - This may be a project to consider for our end-of-the-year funding. Director Ramirez will talk to Jim about this project and update the board.
 - Hvizdak asked Director Ramirez to start to track expenses that we are paying that the County is not taking care of (snow removal, lights, heating oil, siding, paint, roof...)
- Strategic Plan: 2024-2029
 - Strategic Planning Committee: Teisberg & Bianco are board members on this committee.
 - Director Ramirez will do strategic foresight with staff at the staff meeting tomorrow (4/21/2023)

FY2024 Budget Prep: See Budget Spreadsheet

Director Ramirez will make a list of expenses the Library has covered for the County, this will be helpful while preparing the budget. Director Ramirez would like Budget Committee members (Hvizdak and Finley) to talk to the Commissioners about FY24 Library Budget. Maybe on May 5th after Budget Committee Meeting.

We are comfortable with submitting this worksheet and will negotiate in the future as needed. Hvizdak made a motion to accept the prepared budget for FY24. Seconded by Finley, approved.

New Business:

TLOC Committee Update

- Gassmann and Finley attended the TLOC committee meeting on Monday (4/17/23) in Troy. There were four other partners present besides Sharee.
- TLOC has applied for more grants:
 - Submitted grant for Troy Sidewalks (DOT Grant)- some of the grant is match (Town Pump, schools, and city to provide match)
 - \$90,000 grant for sidewalks connecting Troy schools (including connection to TLOC)
 - NEH Grant – reaching out to tribal entities to incorporate culture into the building.
 - The Zinke grant was denied but was invited to apply again next year.
 - “The Dotted I”, a grant writing firm based out of Bozeman was hired for 6 months.
 - They will focus on finding TLOC funding
 - \$2000/month paid out of Foundation (Beverly Faria money)
 - Beverly Faria grant: \$56,000 used for Troy
 - Are we going to continue to pay Heather Todd? Yes- \$45/hour paid out of Foundation
- Operation Planning –

- Sharee met with Dustin to discuss the kitchen space and the needs, requirements, and licenses needed. We probably will need an annual license.
- No increase in insurance premiums for the facility.
- How to rent/check-out the kitchen to partners and the public?
 - Each party would need to carry event insurance and list Lincoln County Library on the policy.
 - There probably would need to be a deposit or rental fee to cover cleaning costs and wear & tear on the facility.

Housekeeping:

- Next regular meetings:
 - May 5, 11am: Budget Committee (Libby)
 - May 8, 2pm: TLOC Committee (Troy)
 - May 18, 10am: Board Meeting (Troy)
 - June 13, 10am: Special Meeting w/Tracy Cook (Libby)
 - June 22, 10am: Board Meeting (Libby)
 - July 27, 10am: Board Meeting (Eureka)
- Library Calendar:
 - April 21, Staff Meeting
 - April 28-29, Tamarack Federation Meeting, Missoula
 - May 29, Memorial Day
 - July 4, Independence Day

Meeting Adjourned:

Bianco made a motion to adjourn the meeting at 12:07pm. Seconded by Hvizdak, approved.

FY2022-2023 Expenditure Budget Report

	Budgeted	Spent	Remaining	
110 Salaries and Wages	\$ 246,201.00	\$ 186,129.81	\$ 60,071.19	83% 76%
140 Employer Contributions	\$ 41,762.00	\$ 30,922.54	\$ 10,839.46	74%
148 EBMS Insurance	\$ 45,001.00	\$ 22,805.96	\$ 22,195.04	51%
210 Office Supplies and Materials	\$ 1,000.00	\$ 1,824.17	\$ (824.17)	182%
215 Technology Supplies and Materials	\$ 9,000.00	\$ 11,841.96	\$ (2,841.96)	132%
220 Operating Supplies	\$ 4,000.00	\$ 8,763.69	\$ (4,763.69)	219%
225 Recreation Supplies	\$ 2,000.00	\$ 3,123.97	\$ (1,123.97)	156%
228 Educational Supplies	\$ 24,000.00	\$ 16,587.21	\$ 7,412.79	69%
310 Communication and Transportation	\$ 2,000.00	\$ 2,410.99	\$ (410.99)	121%
330 Publicity, Subscriptions	\$ 19,000.00	\$ 13,975.01	\$ 5,024.99	74%
340 Utility Services	\$ 18,000.00	\$ 18,055.87	\$ (55.87)	100%
360 Repairs & Maintenance Services	\$ 16,000.00	\$ 13,372.37	\$ 2,627.63	84%
370 Travel	\$ 5,000.00	\$ 4,910.33	\$ 89.67	98%
380 Training Services	\$ 1,500.00	\$ 1,008.00	\$ 492.00	67%
512 Insurance	\$ 4,719.00	\$ 4,718.77	\$ 0.23	100%
940 Machinery & Equipment	\$ -		\$ -	
Totals	\$ 439,183.00	\$ 340,450.65	\$ 98,732.35	78%
State Aid	\$ 14,476.95	\$ -	\$ 14,476.95	
Totals	\$ 453,659.95	\$ 340,450.65	\$ 113,209.30	75%
Grants		\$ -	\$ -	
Totals	\$ 453,659.95	\$ 340,450.65	\$ 113,209.30	75%

*as of 4/18/2023

FY2022-2023 Expenditure Budget Report

	Budgeted	Spent	Remaining	
110 Salaries and Wages	\$ 246,201.00	\$ 252,823.67	\$ (6,622.67)	103%
140 Employer Contributions	\$ 41,762.00	\$ 41,699.95	\$ 62.05	100%
148 EBMS Insurance	\$ 45,001.00	\$ 30,570.68	\$ 14,430.32	68%
210 Office Supplies and Materials	\$ 1,000.00	\$ 2,547.38	\$ (1,547.38)	255%
215 Technology Supplies and Materials	\$ 9,000.00	\$ 12,669.68	\$ (3,669.68)	141%
220 Operating Supplies	\$ 4,000.00	\$ 8,958.91	\$ (4,958.91)	224%
225 Recreation Supplies	\$ 2,000.00	\$ 3,134.06	\$ (1,134.06)	157%
228 Educational Supplies	\$ 24,000.00	\$ 20,251.07	\$ 3,748.93	84%
310 Communication and Transportation	\$ 2,000.00	\$ 2,573.63	\$ (573.63)	129%
330 Publicity, Subscriptions	\$ 19,000.00	\$ 13,975.01	\$ 5,024.99	74%
340 Utility Services	\$ 18,000.00	\$ 22,755.73	\$ (4,755.73)	126%
360 Repairs & Maintenance Services	\$ 16,000.00	\$ 15,016.37	\$ 983.63	94%
370 Travel	\$ 5,000.00	\$ 6,643.66	\$ (1,643.66)	133%
380 Training Services	\$ 1,500.00	\$ 1,008.00	\$ 492.00	67%
512 Insurance	\$ 4,719.00	\$ 4,718.77	\$ 0.23	100%
940 Machinery & Equipment	\$ -		\$ -	
Totals	\$ 439,183.00	\$ 439,346.57	\$ (163.57)	100%
State Aid	\$ 14,476.95	\$ -	\$ 14,476.95	
Totals	\$ 453,659.95	\$ 439,346.57	\$ 14,313.38	97%
Grants	\$ 8,396.06	\$ -	\$ 8,396.06	
Totals	\$ 462,056.01	\$ 439,346.57	\$ 22,709.44	95%

*PROJECTED as of 4/18/2023

Director's Report April 2023

Lighting in Libby- All light fixtures have been updated with daylight bulbs at the Libby Branch. We are waiting on parts to update the breaker box so staff can turn lights on/off with switches instead of at the breakers.

Dolly Fundraising- We are seeking funding to continue Dolly Parton's Imagination Library. So far, we have raised \$1,000 from local businesses. The LOR Foundation is also donating \$2,400. First Lady Gianforte is moving forward with a statewide Imagination Library program and will be paying half of the fees associated with Imagination Library beginning in June through her Treasure State Foundation.

Poetry Month- annual poetry contest is underway. Former Poet Laureate Lowell Jaeger is judging.

Hot Spots- Funding for the Hot Spot Program was approved through FY25. The funding will cover subscriptions costs and part-time support at MSL. Replacement costs may or may not be covered.

Foundation- Bylaws were updated. Eureka Friends of the Library are now under the umbrella of the Foundation.

Montana History Foundation- LCL received a \$9,500 grant to organize the local history collection and digitize the photo collection.

MLA Conference- I attended the MLA Conference in Billings. I attended sessions on how to better work with local government, introducing video games at the library, book challenges, accessing hazards and risks, advocacy through the MLA Government Affairs Committee, and changing perceptions through outreach.

Testimony to Montana Legislature- I was asked to present testimony for HB91, which renews state aid to libraries, increases aid from \$.40 to \$.50, and adds tribal libraries that offer public library services.



PHOTOGRAPHY AND FILMING IN THE LIBRARY

The priority of Lincoln County Library is to provide library services to our constituency, as fully described in the Library's Mission Statement and strategic direction. In order to protect the rights and safety of Library patrons, volunteers, and staff, photographing and films in the library is allowed only to the extent that it does not interfere with the provision of library services and is consistent with the Library's Mission Statement and Rules of Conduct.

Note that any persons filming or photographing on library premises have sole responsibility for gaining all necessary releases and permissions from persons being filmed or photographed. Lincoln County Library takes no responsibility for obtaining these releases. Persons who wish to photograph individuals or groups inside the Library must seek verbal permission from the subject before doing so.

Staff will terminate all photography, videotaping, or recording sessions that appear to compromise the safety and privacy of library patrons or otherwise violate this policy.

AMATEUR PHOTOGRAPHY/FILMING

Casual amateur photography and videotaping is permitted in library facilities for patrons and visitors wanting a remembrance on their visit. Photographing must not interfere or disturb other patron use. Do not block doorways or stairs. Only handheld cameras may be used. The use of additional equipment such as lighting, tripods, selfie sticks and drones are not permitted.

NEWS MEDIA PHOTOGRAPHY/FILMING

The Library has an open-door policy for news media photographers and reporters who are doing stories or projects that directly involve the Library and its programs. Advance authorization for such photography must be obtained from the Library Director.

The Library does not grant permission for news media to use its facilities for stories or projects that do not relate to the Library itself. It disallows using library facilities as interview venues for unrelated stories and disallows access to library patrons for opinion polls within its facilities.

Community organizations holding scheduled events or meetings in library meeting rooms may arrange for their own news coverage of their events. Such photography and filming are restricted to the space reserved by the group, and the group is responsible for any necessary releases and permissions.

COMMERCIAL PHOTOGRAPHY/FILMING

Professional and/or commercial photo shoots must be scheduled in advance and cannot take place without prior approval of the Library Director. The photo shoot must not disturb normal library operations. This includes excessive conversation, blocking hallways or stairs,

interference with patrons, or disruption of library services. Lincoln County Library reserves the right to stop the shoot if it is disruptive to normal library operations.

LIBRARY STAFF PHOTOGRAPHY/FILMING

The Library reserves the right to document its services and the public's use of the library. Library staff will make every effort to notify members of the public when filming and audio recording is taking place. Official representatives of the library may take photographs, film, or use other recording devices within the library and at library-related events with verbal permission from the subject. These photographs or films may be copied, displayed, published (including to the Library's website) in a newsworthy context to inform the public about the Library. Use of photos for publicity or marketing purposes must be accompanied by a release form. This section extends to photographs and filming by library staff at Foundation and Friends of the Library events and at library booths and programs at public events in the community.

Adopted 3/17, Revised 4/23

FY2023-2024 Budget Planning Worksheet

	FY20	FY21	FY22	FY23*	FY24
110 Salaries and Wages	\$ 241,945.24	\$ 232,551.05	\$ 255,005.37	\$ 246,201.00	\$ 258,547.24
140 Employer Contributions	\$ 42,028.96	\$ 39,745.29	\$ 42,659.86	\$ 41,762.00	\$ 45,814.57
148 EBMS Insurance	\$ 31,252.41	\$ 20,109.33	\$ 19,696.25	\$ 45,001.00	\$ 59,892.46
210 Office Supplies and Materials	\$ 778.88	\$ 1,462.66	\$ 2,195.34	\$ 1,000.00	\$ 1,000.00
215 Technology Supplies and Materials	\$ 6,877.16	\$ 9,899.45	\$ 25,068.28	\$ 9,000.00	\$ 9,000.00
1&1 Ionos (Basic Fee)	\$ 44.37	\$ 146.28	\$ 337.32		
1&1 Ionos (Extended Support)	\$ 104.52	\$ 107.56	\$ -		
1&1 Ionos (Site Scan & Repair)		\$ 10.00	\$ -		
Amazon (Supplies)		\$ 519.93	\$ 2,338.36		
Cybrarian		\$ 653.90	\$ 649.95		
FCM Leasing	\$ 1,752.00	\$ 1,752.00	\$ 1,752.00		
Internet (Eureka)	\$ 1,201.20	\$ 1,201.20	\$ 1,201.20		
Internet (Libby)	\$ 1,097.07	\$ 1,100.76	\$ 1,679.40		
Internet (Troy)	\$ 788.33	\$ 716.04	\$ 1,199.40		
J2 (Copier Supplies)			\$ 93.00		
ARPA Grant			\$ 8,033.26		
220 Operating Supplies	\$ 7,051.12	\$ 9,703.84	\$ 11,995.74	\$ 4,000.00	\$ 4,000.00
B&T Wrapping	\$ 824.12	\$ 957.90	\$ 941.90		
Book Wrap		\$ 1,499.39			
DVD Cases	\$ 151.78	\$ 184.37			
Showcases	\$ 1,391.50	\$ 1,207.00			
Branch Upgrades		\$ 4,537.61	\$ 9,378.74		
225 Recreation Supplies	\$ 1,398.26	\$ 1,029.05	\$ 3,035.56	\$ 2,000.00	\$ 2,000.00
Summer Reading Program	\$ 932.12	\$ 256.13	\$ -		
228 Education Supplies	\$ 13,943.80	\$ 18,387.84	\$ 23,697.62	\$ 24,000.00	\$ 24,000.00
310 Communication and Transportation	\$ 1,937.61	\$ 2,141.57	\$ 3,428.78	\$ 2,000.00	\$ 2,000.00
B&T Shipping	\$ 156.76	\$ 186.32	\$ 170.47		
Endicia		\$ 689.90	\$ 1,247.89		
Eureka Postage	\$ 262.44	\$ 55.00	\$ -		
Libby Postage	\$ 400.51	\$ 175.33	\$ -		
Troy Postage	\$ 276.73	\$ 64.98	\$ -		
USPS (stamps)			\$ 287.00		
330 Publicity, Subscription and Dues	\$ 20,531.23	\$ 20,262.87	\$ 20,129.78	\$ 19,000.00	\$ 19,000.00
ALA/PLA		\$ 409.00	\$ 411.00	\$ 415.00	
Amazon Prime	\$ 119.00	\$ 119.00	\$ 119.00	\$ 139.00	
Beanstack		\$ -	\$ -	\$ 895.00	
Boiler Certification	\$ 31.00	\$ 31.00	\$ 36.00		
Canva		\$ 246.00	\$ 164.00		
Chamber of Commerce (Libby)	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	
Chamber of Commerce (Troy)		\$ 50.00	\$ -		
EBSCO	\$ 1,786.00	\$ 1,911.00	\$ 2,007.00	\$ 2,107.00	
Elevator Inspection			\$ 720.00		
Facebook (Advertising)		\$ 30.00	\$ 19.94		
Heritage Quest	\$ 1,532.00	\$ 1,578.31	\$ 1,578.31	\$ 929.43	
Magazines	\$ 987.31	\$ 512.84	\$ 1,734.07		
Mahugh Fire & Safety (Eureka)	\$ 12.95	\$ 8.00	\$ 9.00	\$ 9.00	
Mahugh Fire & Safety (Libby)	\$ 48.25	\$ 95.00	\$ -		
Mahugh Fire & Safety (Troy)	\$ 7.95	\$ 8.00	\$ 37.50	\$ 9.00	
MLA Membership	\$ 100.00	\$ 350.00	\$ 100.00		
MSC	\$ 5,284.16	\$ 5,823.05	\$ 5,939.52	\$ 6,117.70	
Newspaper Advertisements			\$ 349.95		
OCLC	\$ 1,510.26	\$ 1,510.25	\$ 1,540.46	\$ 1,571.27	

Overdrive	\$ 3,300.26	\$ 3,465.27	\$ 3,638.53	\$ 3,820.46	
PO Box (Eureka)	\$ 76.00	\$ 92.00	\$ 188.00	\$ 212.00	
PO Box (Troy)	\$ 76.00	\$ 76.00	\$ 84.00	\$ 90.00	
Zoom		\$ 155.52	\$ -	\$ 155.52	
340 Utilities Services	\$ 17,524.05	\$ 17,614.20	\$ 19,254.84	\$ 18,000.00	\$ 18,000.00
City of Libby	\$ 1,858.85	\$ 1,879.47	\$ 1,910.21		
City of Troy	\$ 2,549.58	\$ 2,544.12	\$ 2,771.73		
Evergreen Disposal			\$ 149.85		
Flathead Electric	\$ 3,228.85	\$ 2,576.09	\$ 2,309.48		
Frontier (Libby fax)	\$ 811.90	\$ 920.36	\$ -		
Golden State Oil	\$ 4,793.20	\$ 5,712.57	\$ 8,066.77		
Lincoln Electric	\$ 1,467.48	\$ 1,600.27	\$ 1,735.14		
Phone (Eureka)	\$ 507.68	\$ 545.16	\$ 541.24		
Phone (Libby)	\$ 707.80	\$ 764.17	\$ 732.36		
Phone (Troy)	\$ 764.84	\$ 172.41	\$ -		
Town of Eureka	\$ 896.64	\$ 899.64	\$ 899.64		
360 Repairs and Maintenance	\$ 14,501.35	\$ 16,099.21	\$ 26,749.27	\$ 16,000.00	\$ 16,000.00
Annie's Cleaning Service	\$ 7,245.53	\$ 6,602.31	\$ 11,930.65		
Car-Related Expenses		\$ 1,218.38	\$ 2,568.00		
Laura Burk	\$ 910.00	\$ 1,820.00	\$ 1,560.00		
Libby Kwik Lube	\$ 135.95	\$ 93.30	\$ 60.80		
Sprinkler Inspection	\$ 482.10	\$ 515.85	\$ 551.96		
Branch Upgrades		\$ 4,451.95	\$ 8,451.50		
370 Travel	\$ 2,487.35	\$ 2,017.31	\$ 4,008.82	\$ 5,000.00	\$ 5,000.00
Fuel	\$ 1,985.68	\$ 2,017.31	\$ 2,681.92		
Hotels	\$ 226.79	\$ -	\$ -		
Meals	\$ 247.88	\$ -	\$ 177.00		
Staff Travel Reimbursement			\$ 1,149.90		
380 Training Services	\$ 448.00	\$ 963.93	\$ 778.50	\$ 1,500.00	\$ 1,000.00
Disney Institute		\$ 179.00	\$ -		
MLA	\$ 150.00	\$ 500.00	\$ -		
Other Conferences			\$ 562.00		
512 Insurance	\$ 7,605.00	\$ 5,625.00	\$ 5,348.00	\$ 4,719.00	\$ 5,000.00
820 Transfer to Library Depreciation					\$ 500.00
Total	\$ 410,310.42	\$ 397,612.60	\$ 463,052.01	\$ 439,183.00	\$ 468,754.27

*budgeted amounts

as of 4/18/2023