

**LINCOLN COUNTY LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
TROY BRANCH & ZOOM
THURSDAY, MAY 18, 2023**

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

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

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

Approval of the Agenda: Bianco would like to add an update for the Eureka Branch. Hvizdak would like to add a Tamarack Meeting update to the agenda.

Approval of the amended agenda was moved by Hvizdak. Seconded by Bianco; approved.

Public Comment: Kerry Finley – “Nothing to add but thank you for making library meetings available to the public.” Ray Stout – “...reporting for the Kootenai Valley Record, thanks.”

Approval of Minutes: Approval of minutes for the April 20, 2023 meeting was moved by Hvizdak. Seconded by Bianco, approved.

Reports:

Financial Reports:

1. April FY2022-2023 (see attached)
 - 110 Salaries & Wages, 140 Employer Contributions, 148 EBMS Insurance –
 - 210 Office Supplies & Materials – \$700 for toner (Eureka copy machine), \$200 for sign holders
 - 215 Technology Supplies & Materials – regular invoices
 - 220 Operating Supplies – \$100 book-wrap
 - 225 Recreation Supplies – program supplies for \$150
 - 228 Educational Supplies – mostly April expenses, partial April book order
 - 310 Communication & Transportation – Baker & Taylor
 - 330 Publicity & Subscriptions –
 - 340 Utility – regular expenses
 - 360 Repairs & Maintenance – cleaning supplies and fencing
 - 370 Travel – Siri and Sharee to Helena for training
 - 380 Training Services –
 - 512 Insurance –
 - State Aid – has been deposited

Hvizdak made a motion to table the May Expenditure Budget Report for more clarification, seconded by Michelle Bianco, approved. We will address this again during the June meeting.

2. Projected FY2022-2023 (see attached)

- 110 Salaries & Wages, 140 Employer Contributions, 148 EBMS Insurance – April was higher than predicted because of staff meeting, significant increase in insurance cost.
- 210 Office Supplies & Materials –
- 215 Technology Supplies & Materials – paying remaining month on copier (will need to think about the future of the Eureka copy machine)
- 220 Operating Supplies –
- 225 Recreation Supplies – \$87 for programming
- 228 Educational Supplies – \$1800 for book order
- 310 Communication & Transportation –
- 330 Publicity & Subscriptions – invoice for Western News
- 340 Utility – increased by \$500, does not include recent oil bill
- 360 Repairs & Maintenance – \$1200 in Eureka cleaning bill, \$822 for Libby cleaning
- 370 Travel – \$278 committed, \$785 anticipated
- 380 Training Services –
- 512 Insurance –
- State Aid – has been deposited

Anticipated \$8518.93 left from State Aid – Wish List for branches:

1. Libby: blinds or lighting? Board agreed to cover partial lighting upgrade costs and wait on blinds. Director Ramirez has been working with Libby FOL to update lighting at the Libby Branch, including updating switches so lights are not being turned on/off at the breakers. Project cost was \$16,400. Roundup Grant for \$5000. Libby Friends of the Libby Library will pay \$9000. We still owe \$2,200 for the project. We will pay the remaining bill for windows out of the State Aid money.
2. Eureka: windows, mounted screen. Bianco would like to see a mounted screen in Eureka that would also work for video gaming
3. Troy exterior paint
4. Remainder into Library Depreciation Fund

Director's Report: See attached report.

Upon further discussion, the board decided to postpone pursuing the Eureka Library & Opportunity Center (ELOC) project and focus on other committed projects.

Hvizdak made a motion to accept the director's report. Bianco seconded, approved.

Policy Review: Displays

Director Ramirez did not have a draft for review prepared. Policy Review tabled until next meeting.

Old Business

Tamarack Meeting Update (Hvizdak)– Are subcommittees subject to open meeting laws? Yes, because library business is being conducted. We should publicly notice the meetings and keep minutes even though there are no quorums. Minutes can be shared and approved at regular meetings.

Committee Updates

- Budget – See attached Budget Spreadsheet
 - Director Ramirez– Commissioner Teske informed that personnel costs have increased since last month. Budget worksheet reflects the updated costs
 - Finley– not comfortable not planning for the utility increases, feels like we are being irresponsible
 - Director Ramirez can still make adjustments to the budget until the end of the month if the board
 - How much are we covering for the county? Director Ramirez is still working on this request from the Board. Our budget has absorbed a lot of the County repairs.
- Strategic Planning – Director Ramirez sent out Stu’s proposal for strategic planning and allow him to guide our process for a \$500 plus travel expenses = \$1318 total
 - Bianco made a motion to hire Stu for Strategic Planning, seconded by Gassmann, approved.
- TLOC
 - How do we run this subcommittee in accordance with Open Meeting Laws? TLOC Planning Committee is well established, and trustees do not run the meeting. We will address this question during our special June meeting with Tracy Cook.
 - List of upcoming summer activities that all our partner agencies are working on... opportunities to get involved.
 - We discussed sustainability and partnership roles. There is a portion of the PAR dedicated to partnership roles that needs review.
 - In addition, we are working to establish a good sustainability plan for TLOC.
 - Our PAR process is coming to a close, we are gearing up to start our capital funding campaign. Making sure that plans, partnership agreements, and MOUs are current.

New Business:

Energy Rebates (Finley)- update about energy usage in county buildings, might have retroactive payment for lighting. She is in communication and working on it.
Have we considered in the plans for TLOC for energy rebates?
There’s no credits for solar, but benefit in low cost in bills.

Eureka Energy Improvements (Hvizdak) – many people working on projects, so we all need to get on the same page. The roof is a necessary upkeep and may be the best way to keep energy costs down, unsure about the insulation and condition of the library attic.

Secondly the heating needs to be addressed.

Window replacements...

Lincoln County Library Website – website hasn’t changed much since 2012 and needs a major overhaul. Bianco will contact a web developer and share with Director Ramirez.

Housekeeping:

- Board Meetings:
 - June 13, 10am: Special Meeting w/Tracy Cook (Libby)

- June 22, 10am: Board Meeting (Libby)
- July 27, 10am: Board Meeting (Eureka)
- August 24, 10am: Board Meeting (Troy)
- Library Calendar:
 - May 29, Memorial Day
 - July 4, Independence Day

Meeting Adjourned:

Hvizdak made a motion to adjourn meeting at 11:45am. Seconded by Annie Gassmann, approved.

FY2022-2023 Expenditure Budget Report

	Budgeted	Spent	Remaining	
110 Salaries and Wages	\$ 246,201.00	\$ 206,449.23	\$ 39,751.77	92% 84%
140 Employer Contributions	\$ 41,762.00	\$ 34,120.00	\$ 7,642.00	82%
148 EBMS Insurance	\$ 45,001.00	\$ 26,494.10	\$ 18,506.90	59%
210 Office Supplies and Materials	\$ 1,000.00	\$ 2,832.54	\$ (1,832.54)	283%
215 Technology Supplies and Materials	\$ 9,000.00	\$ 12,253.48	\$ (3,253.48)	136%
220 Operating Supplies	\$ 4,000.00	\$ 8,902.99	\$ (4,902.99)	223%
225 Recreation Supplies	\$ 2,000.00	\$ 3,294.08	\$ (1,294.08)	165%
228 Educational Supplies	\$ 24,000.00	\$ 18,778.78	\$ 5,221.22	78%
310 Communication and Transportation	\$ 2,000.00	\$ 2,995.24	\$ (995.24)	150%
330 Publicity, Subscriptions	\$ 19,000.00	\$ 13,975.01	\$ 5,024.99	74%
340 Utility Services	\$ 18,000.00	\$ 19,599.85	\$ (1,599.85)	109%
360 Repairs & Maintenance Services	\$ 16,000.00	\$ 14,345.08	\$ 1,654.92	90%
370 Travel	\$ 5,000.00	\$ 6,067.11	\$ (1,067.11)	121%
380 Training Services	\$ 1,500.00	\$ 1,027.50	\$ 472.50	69%
512 Insurance	\$ 4,719.00	\$ 4,718.77	\$ 0.23	100%
940 Machinery & Equipment	\$ -		\$ -	
Totals	\$ 439,183.00	\$ 375,853.76	\$ 63,329.24	86%
State Aid	\$ 14,476.95	\$ -	\$ 14,476.95	
Totals	\$ 453,659.95	\$ 375,853.76	\$ 77,806.19	83%
Grants		\$ -	\$ -	
Totals	\$ 453,659.95	\$ 375,853.76	\$ 77,806.19	83%

*as of 5/10/2023

FY2022-2023 Expenditure Budget Report

	Budgeted	Spent	Remaining	100%
110 Salaries and Wages	\$ 246,201.00	\$ 252,907.98	\$ (6,706.98)	103%
140 Employer Contributions	\$ 41,762.00	\$ 41,552.33	\$ 209.68	99%
148 EBMS Insurance	\$ 45,001.00	\$ 33,870.38	\$ 11,130.62	75%
210 Office Supplies and Materials	\$ 1,000.00	\$ 2,832.54	\$ (1,832.54)	283%
215 Technology Supplies and Materials	\$ 9,000.00	\$ 12,640.59	\$ (3,640.59)	140%
220 Operating Supplies	\$ 4,000.00	\$ 9,022.98	\$ (5,022.98)	226%
225 Recreation Supplies	\$ 2,000.00	\$ 3,381.52	\$ (1,381.52)	169%
228 Educational Supplies	\$ 24,000.00	\$ 20,877.27	\$ 3,122.73	87%
310 Communication and Transportation	\$ 2,000.00	\$ 3,139.30	\$ (1,139.30)	157%
330 Publicity, Subscriptions	\$ 19,000.00	\$ 13,975.01	\$ 5,024.99	74%
340 Utility Services	\$ 18,000.00	\$ 21,646.31	\$ (3,646.31)	120%
360 Repairs & Maintenance Services	\$ 16,000.00	\$ 16,417.08	\$ (417.08)	103%
370 Travel	\$ 5,000.00	\$ 7,131.47	\$ (2,131.47)	143%
380 Training Services	\$ 1,500.00	\$ 1,027.50	\$ 472.50	69%
512 Insurance	\$ 4,719.00	\$ 4,718.77	\$ 0.23	100%
940 Machinery & Equipment	\$ -		\$ -	
Totals	\$ 439,183.00	\$ 445,141.03	\$ (5,958.02)	101%
State Aid	\$ 14,476.95	\$ -	\$ 14,476.95	
Totals	\$ 453,659.95	\$ 445,141.03	\$ 8,518.93	98%
Grants		\$ -	\$ -	
Totals	\$ 453,659.95	\$ 445,141.03	\$ 8,518.93	98%

*as of 5/10/2023 PROJECTED

Director's Report May 2023

Lincoln County Library

Poetry Contest- The 16th Annual Poetry Contest ended April 25. Winners have not been announced yet.

MLN Virtual Programming: Mushroom Foraging- all branches virtually hosted this state-hosted mushroom foraging presentation. This has been the most popular MLN Virtual Program to date, with 539 people registered. Troy also hosted a viewing party with 13 people in attendance.

Staff Meeting- Staff met in-person and worked through a strategic foresight exercise. Results are documented for the Strategic Planning Committee.

LCL Website- Needs an update but has surpassed my knowledge. One of the languages (PHP) that creates the website is outdated, in fact we've been paying extra to keep the outdated PHP version and I was unaware. But the most current PHP version is not compatible with something on the website, causing it to crash. I have stabilized the site so it works, and I am reaching out to a friend that understands websites for guidance on next steps.

Tamarack Federation Meeting (Missoula)- Barb and I attended the Tamarack Federation meeting. Outside of the regular meeting, there was an Emergency Preparedness and Board Training.

NAC Meeting (Helena)- Topics discussed at the meeting include CE requirement changes, MSL ARPA Report, MSL LSTA Report, digital equity, and erosion of trust in libraries. NAC also guided MSL in FY24 spending priorities: e-content, Federation budget increase, digital equity study, courier study, MHP digitization.

Hot Spots- Money to continue the hot spot program was approved. However, costs will be targeted toward hot spot service plans. Support has been reduced at MSL and I have set up an Admin Account so I can manage LCL's hot spot service. Should be noted that the budget does not cover replacement costs for lost/missing hot spots. Currently, 11 replacements have been ordered and these will be the last replacements paid for by MSL.

FY24 Preliminary Budget- Preliminary Budget and Estimated Revenues Sheet submitted to the County. Barb and Laura met with Commissioner Teske and Finance Director, Wendy Drake, to discuss the increase in budget. After the meeting, Teske briefed me that personnel costs have increased since I worked with the HR Director. Budget was updated with the County.

FY23 Budget Issue- Finance Director, Wendy Drake, informed me that an insufficient number of mills was levied to cover the library budget. Our FY23 Budget was approved for \$439,000, but only \$431,000 was levied. I spoke with Wendy, and due to unexpected revenues (we had not accounted for Ethan's hours being reimbursed), the shortfall is essentially covered.

Humanities Montana Summer Series:

- Bridging the Worlds: June 20- 2pm (Eureka), 21- noon (Libby), 22- noon (Troy)
"Bridging the Worlds" addresses this concern as a knowledge-based discussion centered on Salish-Bitterroot history and experience, which focuses on Native warriorship and cultural knowledge-keeping.

- The Veteran’s Experience and Military Culture: July 24- noon (Libby), 4pm (Troy)
In this talk, Elizabeth Barrs, an army combat veteran and instructor of Veterans Studies, explores the real experiences of the American veteran in combat and in peacetime.
- Dark Skies: Light Pollution and the Story of Montana’s Night Skies (virtual program): August 9, noon (all branches)
Join DarkSky Advocate Sabre Moore, to learn about the history and culture of the DarkSky movement and the effects of light pollution on human, animal, and environmental health.

Summer Reading Program- Summer Reading Program is scheduled to begin June 1. I added the reading challenge to the Beanstack app. Siri is finalizing paper versions of the reading challenge. Programming is still being finalized. Possible events include:

- Summer Reading Kick Off- Ice Cream Social (Libby), BBQ (Troy)
- Weekly Summer Reading Program (all branches)
- Pen Pal Program (all branches)
- Adopt-a-Highway (Eureka, Troy)
- Cool Down (Eureka)
- Movie Nights (Troy)
- Hike and Read (Troy)
- Read and Ride (Libby)
- Picture Books in the Park (Libby)

EDI Training- We are continuing EDI training with Montana librarians. Our next “module” will further explore fundamental EDI principles and break down internal biases. The next facilitated session is scheduled for June 8. Also, I was asked by Headwaters Foundation to participate in a panel discussion regarding equity in Montana and challenges faced. This meeting is scheduled for June 7 in Whitefish.

Grants

- ALA: Accessibility Grant- LCL was awarded \$20,000 to work on making the library branches more accessible to patrons with disabilities (focusing on mental disability/neurodivergence/sensory sensitivities). This grant will fund a community outreach session to explore the needs of patrons with sensory sensitivities, staff completion of a Sensory/Inclusivity training, and purchasing sensory sensitive equipment.
- PacificSource- LOI submitted for \$30,000. Request denied.
- Town Pump: Keep Kids Reading- LCL awarded \$3,000 (\$1,000 per branch).
- LOR Foundation- Awarded \$2,400 for Dolly Parton’s Imagination Library.
- Save the Children- Awarded \$2,000 for Summer Reading Program.
- High Stakes Foundation- Proposal submitted for \$3,000 for EDI training. Request denied.
- DEQ: Brownsfield Site Assessment- Application submitted. If awarded, will help cover demolition costs.
- Dreyfus Foundation- Application submitted for \$20,000 to increase staff capacity (Megan and Brittany’s hours).
- EBSCO Solar Grant- Application submitted for \$100,000 to install solar panels for TLOC.
- Montana Healthcare Foundation- Application submitted for \$50,000 to support TLOC and ELOC project through increased staff capacity (increase hours for Sharee, Megan, Siri, and Brittany)

Eureka Branch

Family Strong- Brittany led 2 successful Family Strong Programs (4/28, 5/12). At the first program, Ron Hansen taught the kids about plants, how to reseed for next year, and let the kids plant snap peas and potatoes. He also gave everyone a free strawberry plant. The second program was a story walk by the river. Over 82 people attended. Family Strong is on hiatus until August.



Eureka Friends of the Library- EFOL is now legally under the Foundation. I am working with EFOL on getting their bank accounts listed with the Foundation. I also created a library email for them to use. EFOL hosted a book sale during Eureka Rendezvous.

ELOC- plans are underway to move ELOC into the community visioning stage. A community survey is on the final draft stages and will be passed out throughout the summer. Eureka staff will actively engage the community at the LC Fair and host 1 community visioning session in the fall. Also, I have contacted Mayor Schermerhorn for a copy of the Eureka Growth Policy.

Weeding- Siri has been working through weeding the Eureka Branch.

Libby Branch

Lighting- Lighting project completed in Libby. The total cost of the project is \$16,429.68. LFOL received a \$5,000 grant to help cover costs but remains concerned about how to pay for the remainder.

Dolly Parton- Adam is now the LCL coordinator for Dolly Parton. He is handling approval of all registrations and managing undeliverable books. Also, Dolly Parton is now offered statewide with help from Susan Gianforte's Treasure State Foundation. New affiliates will have all costs covered for 2 years by TSF. Existing affiliates (like LCL) will have half of the monthly cost covered by TSF beginning in June.

Libby Server- Libby server crashed and would not let anyone (except Adam) log onto the computer. With Ethan's guidance, I figured out that the server was behind on updates, to the point where it could no longer function. I worked through the series of updates and fixed the problem.

Weeding- Alyssa (kids collection) and Kathryn (adult fiction) worked on weeding the Libby Branch.

FY2023-2024 Budget Planning Worksheet

	FY19	FY20	FY21	FY22	FY23*	FY24*
110 Salaries and Wages	\$ 205,922.47	\$ 248,925.37	\$ 232,551.05	\$ 255,005.37	\$ 246,201.00	\$ 258,548.00
140 Employer Contributions	\$ 34,621.70	\$ 42,028.96	\$ 39,745.29	\$ 42,659.86	\$ 41,762.00	\$ 49,745.00
148 EBMS Insurance	\$ 28,786.34	\$ 31,252.41	\$ 20,109.33	\$ 19,696.25	\$ 45,001.00	\$ 63,426.00
210 Office Supplies and Materials	\$ 2,754.90	\$ 778.88	\$ 1,462.66	\$ 2,195.34	\$ 1,000.00	\$ 1,000.00
215 Technology Supplies and Materials	\$ 9,308.42	\$ 6,877.16	\$ 9,899.45	\$ 25,068.28	\$ 9,000.00	\$ 9,000.00
220 Operating Supplies	\$ 14,879.03	\$ 5,970.12	\$ 9,703.84	\$ 11,995.74	\$ 4,000.00	\$ 4,000.00
225 Recreation Supplies	\$ 1,349.22	\$ 1,398.26	\$ 1,029.05	\$ 3,035.56	\$ 2,000.00	\$ 2,000.00
228 Education Supplies	\$ 19,011.63	\$ 13,943.80	\$ 18,387.84	\$ 23,697.62	\$ 24,000.00	\$ 24,000.00
310 Communication and Transportation	\$ 4,112.88	\$ 1,937.61	\$ 2,141.57	\$ 3,428.78	\$ 2,000.00	\$ 2,000.00
330 Publicity, Subscription and Dues	\$ 15,153.29	\$ 20,540.94	\$ 20,262.87	\$ 20,129.78	\$ 19,000.00	\$ 19,000.00
340 Utilities Services	\$ 17,931.40	\$ 17,586.82	\$ 17,614.20	\$ 19,254.84	\$ 18,000.00	\$ 18,000.00
360 Repairs and Maintenance	\$ 7,221.70	\$ 14,506.93	\$ 16,099.21	\$ 26,749.27	\$ 16,000.00	\$ 16,000.00
370 Travel	\$ 3,650.92	\$ 2,487.35	\$ 2,017.31	\$ 4,008.82	\$ 5,000.00	\$ 5,000.00
380 Training Services	\$ 975.00	\$ 448.00	\$ 963.93	\$ 778.50	\$ 1,500.00	\$ 1,000.00
512 Insurance	\$ 5,731.00	\$ 7,605.00	\$ 5,625.00	\$ 5,348.00	\$ 4,719.00	\$ 5,000.00
820 Transfer to Library Depreciation						\$ 500.00
940 Machinery & Equipment	\$ 5,750.00	\$ -				
MISC		\$ 31,786.04	\$ 19,592.18			
Total	\$ 377,159.90	\$ 448,073.65	\$ 417,204.78	\$ 463,052.01	\$ 439,183.00	\$ 478,219.00
Revenues						
County (General Fund + Voted Mills)	\$ 374,604.66	\$ 416,596.18	\$ 391,951.04	\$ 410,262.71	\$ 439,183.00	
State Aid/ Federation	\$ 2,555.24	\$ 11,477.47	\$ 11,488.74	\$ 11,473.26		
Grants/Other Funding		\$ 20,000.00	\$ 13,765.00	\$ 41,316.04		
Total	\$ 377,159.90	\$ 448,073.65	\$ 417,204.78	\$ 463,052.01	\$ 439,183.00	\$ -

*budgeted amounts/ not actual
as of 5/15/2023