

**LINCOLN COUNTY LIBRARY BOARD OF TRUSTEES  
MEETING MINUTES  
LIBBY BRANCH & ZOOM  
THURSDAY, JUNE 22, 2023**

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

**Others Present:** Alyssa Ramirez (Director LCL), Siri Larsen (Eureka Branch Librarian/Zoom), Adam Stephenson (Circulation Clerk/Zoom)

**Call to Order:** Hvizdak called today's meeting to order at 10:04am.

**Approval of the Agenda:** Hvizdak made a motion to add May Financial Report for approval. Seconded by Finley; approved.

**Public Comment:** None

**Approval of Minutes:** Approval of minutes for the May 18, 2023 meeting was moved by Hvizdak. Seconded by Teisberg; approved. Approval of minutes/summary from June 13, 2023 meeting with Tracy Cook was moved by Hvizdak. Seconded by Gassmann; approved.

**Reports:**

Financial Reports:

1. June FY2022-2023 (see attached)

- Branch Librarians have shown interest and need to work closer to 40 hours per week. Director Ramirez is trying to get more hours for librarians from grant sources.
- Sharee feels she needs more hours to prep for the week and TLOC.
- Siri needs more than 32 hours, 4 hours on Monday while closed.
- Bianco looked into the law and said staff would have to be compensated with benefits from County if they work 40 hours per week
- Alyssa still thinks there should be a Libby Branch Librarian; Libby works best with 4 full time staff. How to get this position back? To establish a new position, we have to go before the Commissioners and try to fit into our budget or put forward a new budget with new positions. Will need to build up relationships with the commissioners.

Gassmann made a motion to approve the May Budget Report. Teisberg seconded; approved. Hvizdak made a motion to approve the June Budget Report. Gassmann seconded; approved.

2. Projected FY2022-2023 (see attached)

Director's Report: See attached report.

Director Ramirez inquired about closing an extra day for staff to complete accessibility training together. Finley made a motion to substitute the staff meeting on Friday, September 1<sup>st</sup> for ALA training and staff meeting. Seconded by Gassmann; approved.

Past, current, and future grant spreadsheets will be included in the monthly packet. Hvizdak makes motion to accept the June Director Report. Gassmann seconded; approved.

### **Policy Review:** Disposal of Surplus Property

Hvizdak made a motion to accept the updated Disposal of Surplus Property Policy. Seconded by Teisberg, approved.

### **Old Business**

#### Committee Updates

- Budget – waiting for the next reading and finalizing of budget in September
- Strategic Planning – Alyssa filling out the committee with members, will meet with Stu in August and set a game plan for gathering information and statistics for strategic planning
- TLOC – committee on hiatus for the summer months, no final PAR with architects until August

Energy Rebates – Finley said Mike (from Flathead Electric) called her back and stopped at Libby Library on Tuesday but waiting to hear back on his assessment. Eureka – Library may be eligible for a \$2000 rebate. Hvizdak is point person.

### **New Business:**

Consent Agenda – bundles routine, noncontroversial business items together in the beginning of the meeting – combine all into one vote, informational items. This is a way to expedite our meetings, just an option to consider. We will think about this and decide in the next meeting.

Director Evaluation – Teisberg looked into a new Director Evaluation for our Director...lots of options. Legalities of employment... If we have a problematic/positive Director, always important to have a history and paper trail. Ideally have a chosen evaluation by October, time to fill it out and turn in by the end of November. Have a draft for the next meeting and adopt a new evaluation in August, tabled until July.

### Board Election –

- Chair: Gassmann nominates **Barb Hvizdak**. Seconded by Bianco, approved.
- Vice Chair: Bianco nominates **Annie Gassmann**. Seconded by Finley, approved.
- Secretary: Hvizdak nominates **Kerri Teisberg**. Seconded by Gassmann, approved.

### **Housekeeping**

- Board Meetings:
  - July 27, 10am: Eureka
  - August 24, 10am: Troy
  - September 21, 10am: Libby
- Library Calendar:
  - July 4, Independence Day - Closed
  - September 1, Staff Training - Closed
  - September 4, Labor Day - Closed

**Meeting Adjourned:**

Hvizdak made motion to adjourn meeting at 11:40am, seconded by Gassmann, approved.

## FY2022-2023 Expenditure Budget Report

	<b>Budgeted</b>	Spent	Remaining	100%
110 Salaries and Wages	<b>\$ 246,201.00</b>	\$ 227,522.34	\$ 18,678.66	92%
140 Employer Contributions	<b>\$ 41,762.00</b>	\$ 37,435.47	\$ 4,326.53	90%
148 EBMS Insurance	<b>\$ 45,001.00</b>	\$ 30,182.24	\$ 14,818.76	67%
210 Office Supplies and Materials	<b>\$ 1,000.00</b>	\$ 2,832.54	\$ (1,832.54)	283%
215 Technology Supplies and Materials	<b>\$ 9,000.00</b>	\$ 12,294.80	\$ (3,294.80)	137%
220 Operating Supplies	<b>\$ 4,000.00</b>	\$ 9,043.96	\$ (5,043.96)	226%
225 Recreation Supplies	<b>\$ 2,000.00</b>	\$ 3,332.29	\$ (1,332.29)	167%
228 Educational Supplies	<b>\$ 24,000.00</b>	\$ 18,778.78	\$ 5,221.22	78%
310 Communication and Transportation	<b>\$ 2,000.00</b>	\$ 3,101.71	\$ (1,101.71)	155%
330 Publicity, Subscriptions	<b>\$ 19,000.00</b>	\$ 14,067.01	\$ 4,932.99	74%
340 Utility Services	<b>\$ 18,000.00</b>	\$ 19,901.70	\$ (1,901.70)	111%
360 Repairs & Maintenance Services	<b>\$ 16,000.00</b>	\$ 15,167.08	\$ 832.92	95%
370 Travel	<b>\$ 5,000.00</b>	\$ 6,693.27	\$ (1,693.27)	134%
380 Training Services	<b>\$ 1,500.00</b>	\$ 1,027.50	\$ 472.50	69%
512 Insurance	<b>\$ 4,719.00</b>	\$ 4,718.77	\$ 0.23	100%
940 Machinery & Equipment	<b>\$ -</b>		\$ -	
<b>Totals</b>	<b>\$ 439,183.00</b>	\$ 406,099.46	\$ 33,083.54	92%
State Aid	<b>\$ 14,476.95</b>	\$ 6,901.12	\$ 7,575.83	
<b>Totals</b>	<b>\$ 453,659.95</b>	\$ 413,000.58	\$ 40,659.37	91%
Grants				
<b>Totals</b>	<b>\$ 453,659.95</b>	\$ 413,000.58	\$ 40,659.37	91%

\*as of 6/12/2023

## June Expenses

Amount Spent	\$ 37,054.82	Vendor	Purpose/Activity	Purchased	Submitted	Processed
<b>110</b>						
5/24/2023	\$ 21,073.11	Lincoln County	May Salaries	X	X	X
<b>140</b>						
5/24/2023	\$ 3,315.47	Lincoln County	May Contributions	X	X	X
<b>148</b>						
5/24/2023	\$ 3,688.14	EBMS	May Insurance	X	X	X
<b>215</b>						
5/25/2023	\$ 41.32	Ionos	Basic Fee, Extended Support, Sca	X	X	X
<b>220</b>						
5/25/2023	\$ 110.00	VistaPrint	Business cards	X	X	X
5/25/2023	\$ 30.97	Name Badges Inc	Name Tag	X	X	X
<b>225</b>						
5/25/2023	\$ 38.21	Montana Market	Program Supplies	X	X	X
<b>310</b>						
5/25/2023	\$ 63.00	USPS	Stamps	X	X	X
5/25/2023	\$ 15.99	VistaPrint	Shipping	X	X	X
5/25/2023	\$ 7.49	Name Badges Inc	Shipping	X	X	X
5/25/2023	\$ 19.99	Endicia	Month 10	X	X	X
<b>340</b>						
5/25/2023	\$ 157.25	City of Libby	04/03-05/01	X	X	X
5/25/2023	\$ 56.96	Ziply	Month 11	X	X	X
6/10/2023	\$ 87.64	Lincoln Electric	05/01-06/01	X	X	
<b>360</b>						
5/25/2023	\$ 822.00	Annie's Professional	Month 12	X	X	X
<b>370</b>						
5/25/2023	\$ 47.16	Alyssa Ramirez	Troy x2	X	X	X
5/25/2023	\$ 150.70	Siri Larsen	STEM Training, Helena	X	X	X
5/25/2023	\$ 82.58	Sharee Miller	STEM Training, Helena	X	X	X
5/25/2023	\$ 345.72	VISA	Fuel	X	X	X
<b>State Aid</b>						
5/25/2023	\$ 1,929.68	Mike Noble	Libby Lighting	X	X	
6/9/2023	\$ 146.00	FCM Leasing	June	X	X	
6/9/2023	\$ 8.87	Kootenai Drug	Program Supplies	X	X	
6/9/2023	\$ 12.95	WGG Store	Program Supplies	X	X	
6/9/2023	\$ 1,000.00	Laura Burk	Cleaning 02, 03, 04, 05	X	X	
6/9/2023	\$ 10.87	Montana Market	Program Supplies	X	X	
6/9/2023	\$ 38.97	Amazon	Supplies	X	X	
6/9/2023	\$ 107.75	Amazon	Book Order	X	X	
6/9/2023	\$ 52.43	Amazon	Program Supplies	X	X	
6/9/2023	\$ 106.14	Baker & Taylor	Book Wrap	X	X	
6/9/2023	\$ 1,891.80	Baker & Taylor	Book Order	X	X	
6/9/2023	\$ 18.92	Baker & Taylor	Book Order Shipping	X	X	
6/9/2023	\$ 148.97	Interbel	06/04-07/05	X	X	
6/9/2023	\$ 13.02	Interbel	06/04-07/05	X	X	
6/9/2023	\$ 901.12	Golden State Oil		X	X	
6/9/2023	\$ 151.02	City of Troy	04/20-05/20	X	X	
6/9/2023	\$ 74.97	Town of Eureka	04/18-05/19	X	X	
6/9/2023	\$ 258.59	Flathead Electric	04/20-05/20	X	X	
6/9/2023	\$ 29.05	Evergreen Disposal	May	X	X	

## FY2022-2023 Expenditure Budget Report

	<b>Budgeted</b>	Spent	Remaining	100%
110 Salaries and Wages	<b>\$ 246,201.00</b>	\$ 253,972.34	\$ (7,771.34)	103%
140 Employer Contributions	<b>\$ 41,762.00</b>	\$ 41,435.47	\$ 326.53	99%
148 EBMS Insurance	<b>\$ 45,001.00</b>	\$ 33,870.38	\$ 11,130.62	75%
210 Office Supplies and Materials	<b>\$ 1,000.00</b>	\$ 2,832.54	\$ (1,832.54)	283%
215 Technology Supplies and Materials	<b>\$ 9,000.00</b>	\$ 12,294.80	\$ (3,294.80)	137%
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512 Insurance	<b>\$ 4,719.00</b>	\$ 4,718.77	\$ 0.23	100%
940 Machinery & Equipment	<b>\$ -</b>		\$ -	
<b>Totals</b>	<b>\$ 439,183.00</b>	\$ 440,397.60	\$ (1,214.60)	100%
State Aid	<b>\$ 14,476.95</b>	\$ 8,975.15	\$ 5,501.80	
<b>Totals</b>	<b>\$ 453,659.95</b>	\$ 449,372.75	\$ 4,287.20	99%
Grants				
<b>Totals</b>	<b>\$ 453,659.95</b>	\$ 449,372.75	\$ 4,287.20	99%

\*as of 6/19/2023 PROJECTED

## Director's Report June 2023

### Lincoln County Library

Poetry Contest- The 16<sup>th</sup> Annual Poetry Contest ended April 25. Winners were announced and winning poems published on Facebook.

### 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.

FY24 Preliminary Budget- Preliminary Budget and Estimated Revenues Sheet submitted to the County. Barb and I met with Commissioners Letcher and Hammons to discuss the library's preliminary budget. We explained that the increase is due to changes in personnel costs while the operating budget remains the same. Commissioners had minimal questions and seemed agreeable to the proposed budget.

Hot Spots- replacements were received and processed for checkout.

Racial Equity Panel Discussion (Whitefish)- I was asked to speak on a panel to discuss racial equity in Montana with the board from Philanthropy Northwest.

EDI Training- We are continuing EDI training with Montana librarians. Our first facilitated session was June 8 with 18 participants. Overall, we received good feedback regarding the session. Our next "module" will further explore fundamental EDI principles and how systems perpetuate racial inequity.

The Dotted i and Grants- The Dotted i employee assigned to our account resigned and we had to wait a month to be assigned a new Grant Specialist. We had a second onboarding call and are working on getting all our documentation in order. Also, Heather has stepped away from writing grants for the library.

### Grants

- NEH Infrastructure and Capacity Building Challenge Grants (\$500,000)- submitted for TLOC
- PLA Digital Literacy Workshop Training Incentive (\$6,000)- submitted to hire someone to execute a digital literacy workshop series
- Libraries Defying the Odds (\$10,000)- submitted for TLOC. Award by the Library Journal to recognize libraries that are uniquely tackling needs in the community.
- First Interstate Bank (\$2,500)- for early literacy programming in Eureka.

## Summer Reading Program-



Summer Reading Program began June 1.

We have 232 people registered for the challenge:

Adults- 53

Teens- 20

Kids- 159

Events include:

- Summer Reading Kick Off
  - BBQ (Eureka)- 75 attendance
  - Ice Cream Social (Libby)- 73 attendance
  - BBQ (Troy)- 86 attendance
- Weekly Summer Reading Program (all branches)
- Cool Down (Eureka)
- Hike and Read (Troy)
- Read and Ride (Libby)
- Picture Books in the Park (Libby)

Susan Gianforte Visit- First Lady Susan Gianforte visited the Libby Branch on June 8 to promote Dolly Parton's Imagination Library. She mentioned that we have an impressive 50% of our target population registered.

Publicity Catch-Up- updated flyers, calendar, website, Facebook

Preservation Assistant- Keeli Green has returned to the library to assist with the local history collection project.