

**LINCOLN COUNTY LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
LIBBY BRANCH & ZOOM
THURSDAY, JULY 27, 2023**

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

Others Present: Alyssa Ramirez (Director LCL), Siri Larsen (Eureka Branch Librarian), Kerry Finley (Zoom)

Call to Order: Hvizdak called today's meeting to order at 10:07am.

Approval of the Agenda: The agenda was accepted by Hvizdak, seconded by Gassmann; approved.

Public Comment: Kerry Finley, "How will the [MSL] Commission's vote to withdraw from ALA affect any LCL policies? I will get in touch with Alyssa and address the question."

Approval of Minutes: Approval of minutes for the June 22, 2023, meeting was moved by Bianco, seconded by Finley; approved.

Reports:

Financial Reports:

1. FY2022-2023 end

- Final round of claims was submitted on the 25th.
- Will double check report with final expenditure reports from Wendy and then close out the report.
- Ended just shy of \$2000 over budget, but unexpected revenue covered this.
- \$2 left in State Aid
- Cash flow ~\$200 remaining.

Bianco made a motion to approve the FY23 budget report, Hvizdak seconded; approved.

2. July FY2023-2024

- 110 Salaries and Wages – has not been posted yet.
- The county approved a 5% Cost of Living Adjustment (COLA) which changed 110 and 140.

Bianco made a motion to approve the July Budget Report, Gassmann seconded; approved.

Director's Report: see attached report.

Hvizdak made a motion to accept the July Director's Report, Bianco seconded; approved.

Policy Review: Unattended Minor and Vulnerable Adults

Bianco made a motion to accept the updated Unattended Children and Vulnerable Adult Policy, seconded by Finley; approved.

Old Business:

Committee Updates

- Budget-there has been a 5% COLA increase—no update with the current budget.
- Strategic Planning-Alyssa still working to fill out committee, meeting with Stu set for August 17th @ 10am
- TLOC-have not met recently, not currently any grants to apply for

Energy Rebates - Finley said Mike (from Flathead Electric) contacted her. Since electric is not used as the primary heat source, library does not qualify for energy rebate; it would be considered an energy upgrade. Finley and Alyssa will pursue estimates from other heating companies. Library received a grant for a lighting upgrade from Flathead Electric so may not work to apply for grant from Bonneville Power. Alyssa mentioned a grant through Renew America's Nonprofits. Library may be able to apply for one currently in progress.

Consent Agenda – financial report was given in the style of a consent agenda. Minutes, financial report, and, possibly, director's report all in one motion. We will start using this at our next meeting, August 24th.

Director's Evaluation – Teisberg is still completing the evaluation. It will be edited to include comments under each area and a rating scale. Also discussed including a staff survey as an agenda item for the next meeting.

Hvizdak made a motion to table the Director's Evaluation until the August 24th meeting, seconded by Gassmann; approved.

FY 23 Annual Report – see attached report.

Housekeeping:

- Board Meetings
 - August 24, 10am: Troy
 - September 21, 10am: Libby
 - October 19, 10am: Eureka
- Library Calendar
 - September 1, Staff Meeting – Closed
 - September 4, Labor Day – Closed
 - October 9, Columbus Day – Closed
- Foundation Meeting: October 30, 10am: Libby – Gassmann is the Foundation Liaison

Meeting Adjourned

Bianco made a motion to adjourn the meeting at 11:44am, seconded by Gassmann; approved.

FY2022-2023 Expenditure Budget Report

	Budgeted	Spent	Remaining	100%
110 Salaries and Wages	\$ 246,201.00	\$ 256,179.70	\$ (9,978.70)	104%
140 Employer Contributions	\$ 41,762.00	\$ 39,808.20	\$ 1,953.80	95%
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	\$ 12,294.80	\$ (3,294.80)	137%
220 Operating Supplies	\$ 4,000.00	\$ 9,043.96	\$ (5,043.96)	226%
225 Recreation Supplies	\$ 2,000.00	\$ 3,332.29	\$ (1,332.29)	167%
228 Educational Supplies	\$ 24,000.00	\$ 18,778.78	\$ 5,221.22	78%
310 Communication and Transportation	\$ 2,000.00	\$ 3,101.71	\$ (1,101.71)	155%
330 Publicity, Subscriptions	\$ 19,000.00	\$ 14,067.01	\$ 4,932.99	74%
340 Utility Services	\$ 18,000.00	\$ 20,049.21	\$ (2,049.21)	111%
360 Repairs & Maintenance Services	\$ 16,000.00	\$ 15,167.08	\$ 832.92	95%
370 Travel	\$ 5,000.00	\$ 6,830.82	\$ (1,830.82)	137%
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	\$ 441,102.75	\$ (1,919.75)	100%
State Aid (separate account)	\$ 14,476.95	\$ 14,473.83	\$ 3.12	100%

*as of 7/25/2023

JULY EXPENSES

Amount Spent	\$ 38,235.35	Vendor	Purpose/Activity	Purchased	Submitted	Processed
110						
6/21/2023	\$ 15,474.93	Lincoln County	June Salaries	X	X	X
	\$ 13,182.43		Accruals	X	X	X
140						
6/21/2023	\$ 2,372.73	Lincoln County	June Contributions	X	X	X
148						
6/21/2023	\$ 3,688.14	EBMS	June Insurance	X	X	X
340						
6/30/2023	\$ 55.11	ZiPLY	Month 12	X	X	X
7/10/2023	\$ 92.40	Lincoln Electric	06/01-07/01	X	X	
370						
7/25/2023	\$ 47.16	Sharee Miller	Crates to Libby x2	X	X	
7/25/2023	\$ 90.39	Alyssa Ramirez	Eureka	X	X	
State Aid						
6/23/2023	\$ 86.75	Siri Larsen	Fencing/garden supplies	X	X	X
6/23/2023	\$ 157.25	City of Libby	05/01-06/01	X	X	X
6/23/2023	\$ 238.57	VISA	Fuel	X	X	X
6/23/2023	\$ 240.00	Libby Auto	Car detail	X	X	X
6/23/2023	\$ 19.99	Endicia	Month 11	X	X	X
6/23/2023	\$ 100.00	Endicia	Postage	X	X	X
6/23/2023	\$ 390.00	Computer Solutions E	Microsoft 365 Computer License	X	X	X
6/23/2023	\$ 29.68	Ionos	Basic Fee, Extended Support, Sca	X	X	X
7/10/2023	\$ 139.81	City of Troy	05/22-06/20	X	X	
7/10/2023	\$ 74.97	Town of Eureka	05/18-06/27	X	X	
7/10/2023	\$ 261.73	Flathead Electric	05/20-06/20	X	X	
7/10/2023	\$ 29.05	Evergreen Disposal	June	X	X	
7/10/2023	\$ 18.32	Baker & Taylor	Book Wrap	X	X	
7/10/2023	\$ 496.77	Baker & Taylor	Book Order	X	X	
7/10/2023	\$ 5.15	Baker & Taylor	Book Shipping	X	X	
7/10/2023	\$ 39.99	Amazon	Copy paper	X	X	
7/10/2023	\$ 627.44	Amazon	Books	X	X	
7/25/2023	\$ 158.54	City of Libby		X	X	
7/25/2023	\$ 118.05	VISA	Fuel	X	X	
7/25/2023	\$ 19.99	Endicia	Month 12	X	X	
7/25/2023	\$ 13.71	Ionos	Basic Fee, Extended Support, Sca	X	X	
7/25/2023	\$ 4.50	Ionos	Archiving	X	X	
7/25/2023	\$ 4,202.50	Overdrive	Subscription	X	X	
7/25/2023	\$ 99.95	Driver Easy		X	X	

FY2023-2024 Expenditure Budget Report

	Budgeted	Spent	Remaining	100%
110 Salaries and Wages	\$ 270,962.00	\$ -	\$ 270,962.00	0%
140 Employer Contributions	\$ 52,133.00	\$ -	\$ 52,133.00	0%
148 EBMS Insurance	\$ 63,426.00	\$ -	\$ 63,426.00	0%
210 Office Supplies and Materials	\$ 1,000.00	\$ -	\$ 1,000.00	0%
215 Technology Supplies and Materials	\$ 9,000.00	\$ 1,939.87	\$ 7,060.13	22%
220 Operating Supplies	\$ 4,000.00	\$ -	\$ 4,000.00	0%
225 Recreation Supplies	\$ 2,000.00	\$ -	\$ 2,000.00	0%
228 Educational Supplies	\$ 24,000.00	\$ -	\$ 24,000.00	0%
310 Communication and Transportation	\$ 2,000.00	\$ -	\$ 2,000.00	0%
330 Publicity, Subscriptions	\$ 19,000.00	\$ 7,919.64	\$ 11,080.36	42%
340 Utility Services	\$ 18,000.00	\$ 44.45	\$ 17,955.55	0%
360 Repairs & Maintenance Services	\$ 16,000.00	\$ -	\$ 16,000.00	0%
370 Travel	\$ 5,000.00	\$ -	\$ 5,000.00	0%
380 Training Services	\$ 1,000.00	\$ -	\$ 1,000.00	0%
512 Insurance	\$ 5,000.00		\$ 5,000.00	0%
820 Transfer to Library Depreciation F	\$ 500.00		\$ 500.00	
Totals	\$ 493,021.00	\$ 9,903.96	\$ 483,117.04	2%
State Aid (separate account)	\$ 1.00		\$ 1.00	0%

*as of 7/12/2023

JULY EXPENSES

Amount Spent	\$	9,903.96	Vendor	Purpose/Activity	Purchased	Submitted	Processed
215							
7/10/2023	\$	625.00	e2e Exchange	FY24: Part 1	X	X	
7/10/2023	\$	139.95	MontanaSky	08/10-09/10	X	X	
7/10/2023	\$	99.95	MontanaSky	07/20-08/20	X	X	
7/10/2023	\$	780.00	SenSource	Renewal 09/30/23-09/30/2024	X	X	
7/10/2023	\$	146.00	FCM Leasing	2023 July	X	X	
7/10/2023	\$	148.97	Interbel	07/05-08/04	X	X	
330							
7/10/2023			Overdrive	Annual Subscription			
7/10/2023	\$	6,301.23	MSC	Annual Subscription	X	X	
7/10/2023	\$	1,618.41	OCLC	Annual Subscription	X	X	
340							
7/10/2023	\$	32.17	MontanaSky	07/20-08/20	X	X	
7/10/2023	\$	12.28	Interbel	07/05-08/04	X	X	

Director's Report July 2023

FY23 Closeout- I have been working on closing out FY23 finances. I had to confirm deposits were attributed to the correct account (2220 County vs 2224 Grants). I prioritized purchases to maximize our current budget. The budget is over, but we had unexpected revenues to cover the extra expenses.

FY24 Budget- County approved a 5% COLA increase. Personnel budget adjusted accordingly.

Training

- Solar Eclipse Activities for Libraries (SEAL) Training
- Libraries Transforming Communities- Understanding Disability; Accessible Services, Programs & Facilities; Hosting Accessible Community Conversations
- Seeking General-Operating Grants
- Onboarding Strategies: How to Build an Active Board
- Proactive Planning for Library Staff Transitions
- Food Programming in Libraries

Grants

- Lincoln Electric Cooperative Grant (\$2,000- received)- for education and programming in Eureka.
- Solar Eclipse Glasses- awarded.
- Wish You Well Foundation (\$7,000- applied)- support extra hours for Brittany and the HiSET Program.
- LOR Foundation (\$5,000- applied)- cover costs related to digitization of the photo and newspaper collections.

Humanities Montana Summer Series:

- Bridging the Worlds: 9 (Eureka), 39 (Libby), 19 (Troy)
- The Veteran's Experience and Military Culture: 14 (Libby), 2(Troy)
- 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.

Montana State Library/Montana Shared Catalog- Library staff and board were updated in ASPeN. And I worked with MSL staff to update our assumed lost letters and email notices.

Tamarack Federation- FY23 Report submitted.

Rotary Lunch (July 17)- I was asked to speak at the weekly Rotary luncheon to give an update on the Library. Great response to Imagination Library and to our upcoming accessibility work.

Foundation Meeting (July 17)- The Board approved a Gift Acceptance Policy and will discuss an endowment policy at the next meeting. Still missing a Eureka representative. Next meeting is scheduled for October 30 at 10am in Libby.

Dolly Parton's Imagination Library- current enrollment is 418 active kids, 102 graduated.

Summer Reading Program- as of July 17, we have 260 people registered and 240,578 minutes reading logged.

Eureka

Storytime- Tuesdays (seeing upwards of 30 kids each week)

Libby

Storytime- Tuesdays

Read and Ride- Wednesdays

Picture Books in the Park- Thursdays

Troy

SUMMER Hike Series

JOIN OUR ALL AGES SUMMER HIKES!

SIGN UP TODAY
406-295-4040

All hikes begin at trailhead 9am

Ross Creek Cedars July 14
Join us for a fun adventure into the ancient cedar forest near Bull Lake. We will be doing a hike, a craft, and a story time. Bring a snack and we will spend extra time exploring in the forest. 1.8 miles

Old Highway 2 July 21st
Explore the old hwy between Libby and Troy. There are many small springs and cascades, and spectacular views of the Kootenai River. We will hike, enjoy a story, experience a quick nature meditation, and create a cool mindfulness craft. 3.5 miles

Alvord Lake July 28th
Experience a beautiful hike around Lake Alvord which boasts abundant bird habitat such as loons, great blue herons, osprey, and bald eagles. This will be our end of summer celebration with a hike around the lake, story, picnic, and field day games. 2.6 miles

TROY PUBLIC LIBRARY

FRIENDS OF SCOTCHMAN PEAKS WILDERNESS

Troy Public Computers- The Microsoft licenses on the public computers have expired. I purchased computer lab licenses through Tech Soup (\$36 per computer) but we are having trouble installing the software.

ALA Accessibility Grant- Staff training on accessibility is planned. Community conversation (grant requirement) is being planned for beginning of September. From those conversations, tools/programs will be identified and implemented in the fall.

PLA Digital Literacy Grant- Brittany is completing the pre-work trainings. We are planning on implementing the series in the fall.

Senior Employment Program- Libby has hired a participant, Charlene Payne, from the Senior Employment Program, beginning July 24. She is working 20 hours a week and assisting Adam with circulation tasks.

Single Barcode System- we recently ran out of item barcodes and decided this was a good time to move to a single barcode system. Kathryn and I will be working closely to implement this new system. This is a paradigm shift for the library and patrons- instead of each branch having its own collection, we are moving to a Lincoln County Library collection that floats to all branches. The benefit of this system is it makes it easier to shift items between all branches, allowing us to refresh with new items on a regular basis.



UNATTENDED CHILDREN OR VULNERABLE ADULT POLICY

Lincoln County Library offers welcoming spaces that encourage patrons to explore, create and connect. Library staff strive to provide a safe environment for all customers, but safety cannot be guaranteed. While Library staff are committed to helping children and vulnerable adults with activities and materials at the libraries, staff cannot act as care providers or disciplinarians.

- Library staff are not responsible for the care of unattended children and vulnerable adults and cannot act in lieu of parents, guardians, caregivers or trained staff.
- Library staff are not responsible for children or vulnerable adults interacting with or leaving the library with persons who are not appropriate caregivers.
- Parents and guardians should be sure their children, whether accompanied or alone, understand and abide by the policies of the Library.
- Children under the age of 9 may not be left unsupervised anywhere on the library premises. If a child misbehaves, the parent or guardian is expected to correct the behavior. If the parent fails to do so, both the parent and child may be asked to leave the library. If a parent or guardian cannot be located, law enforcement or Child and Family services will be contacted.
- Children ages 10 and over are welcome to use the library independently. Children are expected to adhere to the rules of conduct outlined in the Customer Conduct policy. Those who do not may be asked to leave and parents and/or law enforcement will be notified as deemed necessary by staff.
- Children who have not been picked up at closing time will be given the opportunity to call a parent, guardian, or caregiver. Children who have not been picked up after closing time will be left in the care of law enforcement. Under no circumstance will a library staff member transport children in a vehicle or accompany them home.
- Organized groups of children, such as school classes, must be supervised by adults in their group at all times while in the library.

Adopted 11/06, Revised 6/12, Revised 3/17, Revised 7/23



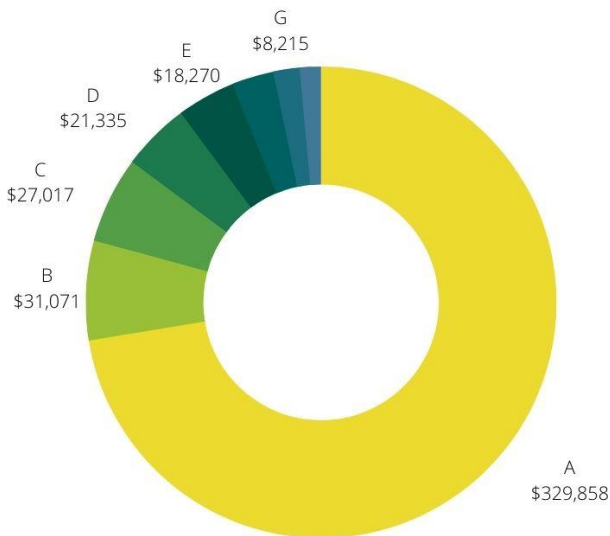
FY23 FINANCIAL BREAKDOWN

OPERATING REVENUES

Lincoln County	\$431,782.00
Montana State Aid	\$14,476.95
<u>Grants/Misc. Revenue</u>	<u>\$9,317.63</u>
TOTAL	\$455,576.58

OPERATING EXPENDITURES

A. Personnel	72.4%
B. Books & Materials	6.8%
C. Utilities & Insurance	5.9%
D. Maintenance & Supplies	4.7%
E. Databases & Subscriptions	4.0%
F. Technology	2.9%
G. Training & Travel	1.8%
H. Programs & Library Services	1.5%



FY23 LIBRARY STATISTICS

CIRCULATION

Eureka Branch	23,420
Libby Branch	30,107
Troy Branch	7,556

Digital Items 17,458

Total 78,541

Items Transferred between Partner Libraries 30,054

PROGRAMS & EVENTS

Programs Offered	906
Attendees	22,231

LIBRARY SERVICES

New Library Card Registrations	881
Computer Sessions	13,884
Patron Visits	50,678
Reference Questions Answered	32,015