

**LINCOLN COUNTY LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
TROY BRANCH & ZOOM
THURSDAY, AUGUST 24, 2023**

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

Others Present: Alyssa Ramirez (Director LCL), Sharee Miller (Troy Branch Librarian)

Call to Order: Hvizdak called today's meeting to order at 10:03am.

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

Public Comment: None

Consent Agenda: Approval of minutes for the July 27, 2023 meeting and Financial Reports for FY23 Final and FY24 August was moved by Hvizdak, seconded by Finley; approved.

Director's Report: see attached report.

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

Policy Review: Cameras

Have two policies from libraries in Montana to review. Adam is looking for more information about policies, regulations, etc. from other states. Will try for next meeting.

Old Business

Committee Updates

- Budget-preliminary budget hearing scheduled for August 30th @ 11:30—Laura will attend via Zoom. Look to make sure all information matches.
- Strategic Planning-had meeting with Stu on August 17th @ 10am. Will work on information gathering from employees and community members, especially people that are not library users. Stu will set up interviews with commissioners. Look to have information gathering completed by November.
- TLOC-Final PAR was released and Alyssa will share that with us. Meetings may resume in September or October. Things are going well with applying for grants.

Energy Rebates – a few companies were contacted for quotes for Libby.

- Mitsubishi Electric-did walkthrough and boiler is in great shape. Trying to remove it is not worth it. Could add heat pumps on either side to relieve pressure on boiler.
- Another company will be coming in to do another walkthrough. Adam has been scheduling these and has the information.

Director's Evaluation – questions were raised about certain wording on evaluation. Alyssa will put evaluation into a Google Doc and edits could be made from there. Each person editing should use a different color. Need to have a form to vote on at the September meeting.

New Business: None

Housekeeping

- Board Meetings
 - September 21, 10am: Libby
 - October 19, 10am: Eureka
 - November 16, 10am: Troy
- Library Calendar
 - September 1, Staff Meeting – Closed
 - September 4, Labor Day – Closed
 - October 9, Columbus Day – Closed

Meeting Adjourned

Teisberg made a motion to adjourn the meeting at 11:14am, seconded by Bianco; 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	\$ 14,066.51	\$ 4,933.49	74%
340 Utility Services	\$ 18,000.00	\$ 20,049.71	\$ (2,049.71)	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 8/2/2023 FINAL

FY2023-2024 Expenditure Budget Report

	Budgeted	Spent	Remaining	100%
110 Salaries and Wages	\$ 270,962.00	\$ 7,051.12	\$ 263,910.88	3%
140 Employer Contributions	\$ 52,133.00	\$ 3,132.69	\$ 49,000.31	6%
148 EBMS Insurance	\$ 63,426.00	\$ 3,905.74	\$ 59,520.26	6%
210 Office Supplies and Materials	\$ 1,000.00	\$ 320.68	\$ 679.32	32%
215 Technology Supplies and Materials	\$ 9,000.00	\$ 2,759.33	\$ 6,240.67	31%
220 Operating Supplies	\$ 4,000.00	\$ 37.10	\$ 3,962.90	1%
225 Recreation Supplies	\$ 2,000.00	\$ 602.02	\$ 1,397.98	30%
228 Educational Supplies	\$ 24,000.00	\$ 284.59	\$ 23,715.41	1%
310 Communication and Transportation	\$ 2,000.00	\$ 66.00	\$ 1,934.00	3%
330 Publicity, Subscriptions	\$ 19,000.00	\$ 8,159.66	\$ 10,840.34	43%
340 Utility Services	\$ 18,000.00	\$ 827.93	\$ 17,172.07	5%
360 Repairs & Maintenance Services	\$ 16,000.00	\$ 1,670.34	\$ 14,329.66	10%
370 Travel	\$ 5,000.00	\$ 168.39	\$ 4,831.61	3%
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	\$ 28,985.59	\$ 464,035.41	6%
State Aid (separate account)	\$ 14,000.00		\$ 14,000.00	0%

*as of 8/14/2023

AUGUST 2023 EXPENSES

Amount Spent	\$ 19,081.61	Vendor	Purpose/Activity	Purchased	Submitted	Processed
110						
7/5/2023	\$ (13,182.43)	Lincoln County	Payroll Accruals	X	X	X
7/19/2023	\$ 20,233.55	Lincoln County	July Payroll	X	X	X
140						
7/19/2023	\$ 3,132.69	Lincoln County	July Employer Contributions	X	X	X
148						
7/19/2023	\$ 3,905.74	Lincoln County	July Insurance	X	X	X
210						
7/25/2023	\$ 91.97	VistaPrint	Thank you cards	X	X	X
8/10/2023	\$ 228.71	Amazon	Office Supplies	X	X	
215						
6/30/2023	\$ 99.95	MontanaSky	T 2023 06/20-07/20	X	X	X
6/30/2023	\$ 3.00	MontanaSky	Processing Fee	X	X	X
6/30/2023	\$ 139.95	MontanaSky	L 2023 07/10-08/10	X	X	X
6/30/2023	\$ 3.00	MontanaSky	Processing Fee	X	X	X
7/25/2023	\$ 14.40	Ionos	Basic Fee, Extended Support, Sca	X	X	X
8/10/2023	\$ -	Interbel	2023 08/05-09/04 (\$148.97: e-rate	X	X	X
8/10/2023	\$ 138.88	Amazon	Projector Tripod, Screen	X	X	
8/10/2023	\$ 34.38	Amazon	Extension Cords	X	X	
8/10/2023	\$ 99.95	MontanaSky	T 2023 08/20-09/20	X	X	
8/10/2023	\$ 139.95	MontanaSky	L 2023 09/10-10/10	X	X	
8/10/2023	\$ 146.00	FCM Leasing	2023-08	X	X	
220						
8/10/2023	\$ 37.10	Amazon	Rubber Cement	X	X	
225						
8/10/2023	\$ 543.42	Amazon	Programming Supplies	X	X	
8/10/2023	\$ 33.14	Montana Market	Programming Supplies	X	X	
8/10/2023	\$ 25.46	WGG Store	Hike & Read Supplies	X	X	
228						
8/10/2023	\$ 284.59	Amazon	Book Order	X	X	
310						
7/25/2023	\$ 66.00	USPS	Stamps	X	X	X
330						
8/10/2023	\$ 240.00	MT Dept of Labor	Elevator Inspection/Certificate	X	X	
340						
7/25/2023	\$ 32.17	MontanaSky	2023 06/20-07/20	X	X	X
7/31/2023	\$ 52.68	ZiPLY	2023-07	X	X	X
8/10/2023	\$ 105.76	Lincoln Electric	2023 06/29-08/01	X	X	
8/10/2023	\$ -	Interbel	2023 08/05-09/04 (\$13.29: e-rate	X	X	X
8/10/2023	\$ 32.17	MontanaSky	T 2023 08/20-09/20	X	X	
8/10/2023	\$ 302.00	Flathead Electric	2023 06/20-07/20	X	X	
8/10/2023	\$ 29.05	Evergreen Disposal	2023-07	X	X	
8/10/2023	\$ 74.97	Town of Eureka	2023 06/27-07/17	X	X	
8/10/2023	\$ 154.68	City of Troy	2023 06/20-07/20	X	X	
360						
7/11/2023	\$ 822.00	Annie's Professional	2023-07	X	X	X
7/25/2023	\$ 11.99	Ace Hardware	Mallet	X	X	X
7/31/2023	\$ 822.00	Annie's Professional	2023-08	X	X	X
8/10/2023	\$ 14.35	WGG Store	Toilet Paper	X	X	
370						
7/25/2023	\$ 90.39	Alyssa Ramirez	Eureka	X	X	X

7/25/2023	\$	78.00	VISA	Fuel	X	X	X
-----------	----	-------	------	------	---	---	---

Director's Report August 2023

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): 10 (Eureka), 16 (Libby), 0 (Troy)

2023 Summer Reading Program

Participants

	Kids	Teens	Adults	Total	Completed
EUR	125	19	42	186	82
LIB	60	9	16	85	28
TRY	22	3	5	30	12
Total	207	31	63	301	122

Challenge

	Minutes	Activities	Badges	Rewards
EUR	256,759	2095	1965	
LIB	97,394	696	794	
TRY	33,347	170	256	
Total	387,500	2,961	3,015	0

*Top Reader- 14,253 minutes (Libby)
9 readers completed all reading and activity badges*

Public Computers- Regarding the Troy computers, no progress has been made on this issue since last meeting. Siri has also shared that her computers are malfunctioning. Brittany knows someone that is tech savvy and I'm hoping we can temporarily hire him to help fix these issues.

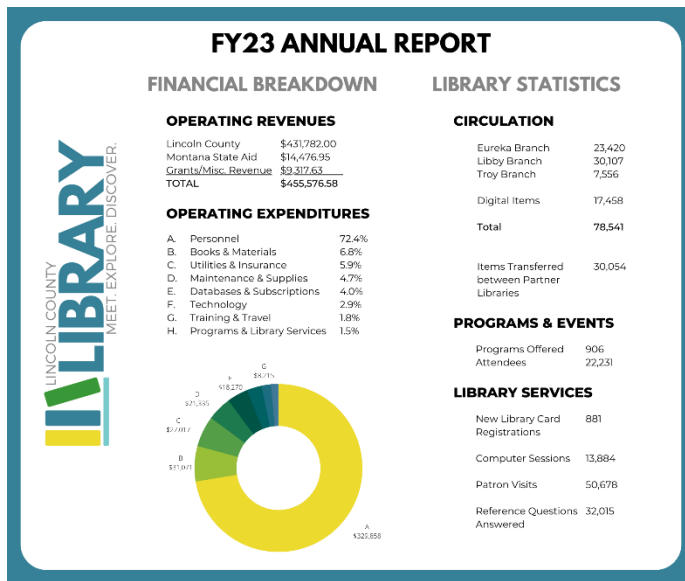
Single Barcode System- first order using the single barcode system is being processed. Waiting to see if we get any patron feedback.

NAC Meeting- I traveled to Helena for a NAC Meeting on August 8. Objectives of the meeting included:

- evaluating the current structure of the Montana Library Network, NAC and Core Services Committees
- evaluating the progress on FY23 Library Development Division Plan
- reviewing the LSTA 5-year plan
- setting goals for the FY24 Library Development Division

Key takeaway was there may be a lot of money set aside for broadband/technology infrastructure in Montana. We talked a lot about the digital divide in the state. We agreed that this will be extremely important in the upcoming years and felt MSL time should be prioritized to ensure libraries are included in these plans.

Commissioner Meeting- I presented the FY23 Annual Report to the commissioners on August 2. Generally received positive responses regarding our finances and statistics. I plan on returning in September to give a detailed report on our various projects.



Back to School Blast- all branches contributed to the Back to School Blast. We purchased water bottles with the library logo and passed them out to kids. Dusty and Sharee attended in person.

Covering Eureka- Siri had a last-minute time off request and Brittany was unavailable to cover the library. Instead, I covered the library and spent the day in Eureka.

Magazine Renewal- WT Cox (magazine subscription vendor) requires our magazine roster to be renewed July/August for the upcoming year. All branches looked over their list and submitted their renewal request. Eureka removed 7 magazines and added 1. Libby removed 10 magazines. Troy removed all but 2. Factors considered included staff time to catalog/manage, cost, and patron interest.

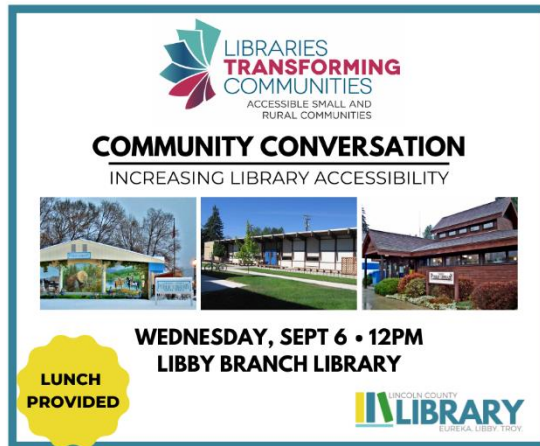
SMS Notifications (MSC)- Texting notification is now available in Workflows. Patrons may opt in to receive texts regarding available holds and overdue notices, which include courtesy (day-before-due) notices. I am updating the library card application to reflect this new feature and staff are now asking established patrons if they would like to opt into the service.

Local History Collection- historic photos at all branches were collected and mailed for digitization. Jeff Gruber, local historian, has been assisting with the project and providing detailed information on each photograph. This information will allow for greater searchability in the Montana History Portal.



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

ALA Accessibility Grant- Community conversation is planned for September 6. Libby will host an in-person conversation at noon. A virtual conversation is scheduled for 3pm.



Fall Workshops (MSL)- Dusty and Kathryn will attend Fall Workshops in Great Falls in September.

Fall Retreat (MLA)- I submitted a proposal for an in-person EDI workshop and will attend Fall Retreat in October. We will contract with EmpowerMT (co-hosts of the Year of Learning EDI initiative) to lead the session. We have grant funding in the foundation to cover the cost of a trained facilitator.

Other programs this fall- staff are gearing up for fall programming. Dusty is resuming her Young at Heart Book Club, continuing with storytime and returning to Headstart. Siri is continuing with storytime and D&D. Brittany has Family Strong planned. Sharee will continue Mother Goose on the Loose, Storytime, Family Game Days, Book Club, and Junior Book Club. She is starting a Lego Club, and returning to Headstart. Sharee is also planning a Halloween Mystery Party and will share with the branches if they want to replicate the event. All branches are planning on resuming Come in from the Cold once the weather gets cooler.

Training

- Sustainability 101
- Climate Action Plan

Grants

- LOR Foundation (\$5,000- received)- cover costs related to digitization of the photo and newspaper collections.
- Town Pump (\$7,000- received)- Dolly Parton's Imagination Library
- Headwaters GO! Grant (\$7,500- applied, received)- general operating
- Whitefish Credit Union (\$500- applied, received)- Eureka upgrade
- Glacier Bank (\$1,000- applied, received)- Eureka upgrade
- Coldwell Banker Mason & Co (\$500- applied, received)- Eureka upgrade
- Montana Healthcare Foundation (denied)
- MTD Transportation Alternatives (denied)