

**LINCOLN COUNTY LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
LIBBY BRANCH & ZOOM
THURSDAY, MARCH 21, 2024**

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

Others Present: Alyssa Ramirez (Director LCL), Siri Larsen (Eureka Branch Librarian) (Zoom), Sharee Miller (Troy Branch Librarian) (Zoom).

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

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

Public Comment: N/A

Consent Agenda: Approval of minutes as presented for February 22, 2024 meeting and Financial Report for FY 24 March was moved by Hvizdak, seconded by Finley; approved.

Director's Report: see attached report

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

Old Business:

Committee Updates

- District
 - Meeting after commissioners passed resolution
 - Divided up into areas within county (Libby, Troy, Eureka)
 - Focus on:
 - Information Meetings
 - Farmers Market in May in Libby
 - Possible presentation to chamber board
 - Eureka Senior Center
 - 5k run in Troy-table
 - Troy school board has asked for meeting
 - Eureka nursing home—make it a point to get there
 - Eureka Rendezvous
 - Mailer everyone in Lincoln county
 - Go out last week of April (mail is slow, check dates)—absentee ballots go out May 6
 - Yard signs
 - ~3K—Flathead Media
 - Facebook Truth Squad
 - Squash misinformation

- What the library means to you videos
 - Letters to the editor
 - Troy subcommittee meeting tonight (3/21)
 - Budget
 - FY24—utility costs for winter were less
 - For wages we are at 71% of FY, March is actually 75%
 - County needs FY 25 preliminary budget by May 1st
 - Eldridge Foundation funding kids programming—through the Foundation
 - Outright own Troy and Libby copy machines, would like to buy the Eureka copy machine—estimate of ~\$800—get rid of continued expense of \$146/month fee
 - Grants helped offset \$17K cut
 - TLOC
 - Submitted appropriations grant
 - Waiting to hear when Zinke has rescheduled visit to Troy
 - Dotted I credited us the hours they worked on the grant
 - Could reuse the application for applying September

Energy Rebates

- Still waiting on the windows --installer had family emergency

Board Vacancy Update

- Apps closed last Friday
- No applications
- Corrina posting board vacancy
 - Vacancies are being done in cycles
 - Board vacancy will be added to next cycle beginning after April 24th

Closed Session

11:47-12:20

Housekeeping

- Board Meetings
 - March 29, Libby (Special Meeting with Tracy Cook)
 - April 25, Eureka
 - May 23, Troy
 - June 20, Libby
- Library Calendar
 - March 22, Closed for In-Service
 - April 22, Closed for Staff Meeting
 - May 27, Memorial Day

Meeting Adjourned

Teisberg made a motion to adjourn the meeting at 12:22pm, seconded by Finley; approved.

FY2023-2024 Expenditure Budget Report

	Budgeted	Spent	Remaining	
110 Salaries and Wages	\$ 270,962.00	\$ 177,721.97	\$ 93,240.03	75% 66%
140 Employer Contributions	\$ 52,133.00	\$ 31,634.02	\$ 20,498.98	61%
148 EBMS Insurance	\$ 63,426.00	\$ 31,245.92	\$ 32,180.08	49%
210 Office Supplies and Materials	\$ 1,000.00	\$ 881.57	\$ 118.43	88%
215 Technology Supplies and Materials	\$ 9,000.00	\$ 7,473.75	\$ 1,526.25	83%
220 Operating Supplies	\$ 3,000.00	\$ 3,479.86	\$ (479.86)	116%
225 Recreation Supplies	\$ 1,000.00	\$ 617.28	\$ 382.72	62%
228 Educational Supplies	\$ 15,000.00	\$ 12,690.66	\$ 2,309.34	85%
310 Communication and Transportation	\$ 1,000.00	\$ 1,091.25	\$ (91.25)	109%
330 Publicity, Subscriptions	\$ 15,000.00	\$ 10,340.53	\$ 4,659.47	69%
340 Utility Services	\$ 18,000.00	\$ 13,232.73	\$ 4,767.27	74%
360 Repairs & Maintenance Services	\$ 16,000.00	\$ 10,084.56	\$ 5,915.44	63%
370 Travel	\$ 4,000.00	\$ 2,275.02	\$ 1,724.98	57%
380 Training Services	\$ 1,000.00	\$ 285.00	\$ 715.00	29%
512 Insurance	\$ 5,000.00	\$ 4,718.77	\$ 281.23	94%
820 Transfer to Library Depreciation F	\$ 500.00		\$ 500.00	
Totals	\$ 476,021.00	\$ 307,772.89	\$ 168,248.11	65%
 State Aid (separate account)	 \$ 13,599.78		 \$ 13,599.78	 0%

*as of 3/18/2024

FEBRUARY 2024 EXPENSES

Amount Spent	\$ 35,278.71	Vendor	Purpose/Activity	Purchased	Submitted	Processed
110						
2/28/2024	\$ 21,319.33	Lincoln County	February Payroll	X	X	X
140						
2/28/2024	\$ 3,568.57	Lincoln County	February Employer Contributions	X	X	X
148						
2/28/2024	\$ 3,905.74	Lincoln County	February Insurance	X	X	X
210						
3/5/2024	\$ 90.95	Amazon	Paper, labels, brochure holder	X	X	
215						
2/23/2024	\$ 36.61	Ionos	Basic Fee, Extended Support, Sca	X	X	X
3/5/2024	\$ 99.95	MontanaSky	T 2024 03/20-04/20	X	X	
3/5/2024	\$ 139.95	MontanaSky	L 2024 04/10-05/10	X	X	
3/5/2024	\$ 146.00	FCM Leasing	2024-03	X	X	
3/5/2024	\$ 148.97	Interbel	2024 03/05-04/04	X	X	
220						
3/5/2024	\$ 109.53	Baker & Taylor	Feb Processing	X	X	
225						
228						
3/5/2024	\$ 64.07	Amazon	Feb Order	X	X	
3/5/2024	\$ 1,453.04	Baker & Taylor	Feb Order	X	X	
310						
2/23/2024	\$ 9.99	Libraries in Clackama	Lost ILL	X	X	X
2/23/2024	\$ 19.99	Endicia	Month 07	X	X	X
2/23/2024	\$ 68.00	USPS	Stamps	X	X	X
3/5/2024	\$ 20.25	Baker & Taylor	Feb Shipping	X	X	
330						
2/23/2024	\$ 499.00	Amazon	Business Membership (Small)	X	X	X
3/5/2024	\$ 9.12	The Western News	District legal	X	X	
340						
2/15/2024	\$ 54.68	ZiPLY	2024-01	X	X	X
2/23/2024	\$ 166.35	City of Libby	2024 01/02-02/06	X	X	X
2/23/2024	\$ 34.64	Lincoln Electric	2024 01/01-02/01 (total charges \$	X	X	X
2/29/2024	\$ 55.12	ZiPLY	2024-02	X	X	X
3/5/2024	\$ 31.15	Evergreen Disposal	2024-02	X	X	
3/5/2024	\$ 32.17	MontanaSky	T 2024 03/20-04/20	X	X	
3/5/2024	\$ 1,044.97	Golden State Oil		X	X	
3/5/2024	\$ 74.97	Town of Eureka	2024 01/17-02/20	X	X	
3/5/2024	\$ 392.06	City of Troy	2023 12/20-01/22	X	X	
3/5/2024	\$ 321.84	City of Troy	2023 01/22-02/20	X	X	
3/5/2024	\$ 13.58	Interbel	2024 03/05-04/04	X	X	
3/5/2024	\$ 219.26	Flathead Electric	2024 01/20-02/20	X	X	
360						
2/12/2024	\$ 822.00	Annie's Professional	2024-03	X	X	X
370						
2/23/2024	\$ 121.94	VISA	Fuel	X	X	X
2/23/2024	\$ 184.92	Alyssa Ramirez	EFOL Meeting x2	X	X	X

Director's Report March 2024

Safety and Technology- Adam attended the latest Safety Meeting and unfortunately, Sol Alcain is too busy to provide timely assistance with our technology questions. We have couple options- Montana Technical Services is working on a quote to provide tech assistance, and the State Library is piloting a Technology Support Program (more info to follow). Also, the staff and public computers in Eureka died as well as the staff computer in Troy. The model Interbel purchased had a defect. Interbel tried replacing the malfunctioning part, but the computers still won't work. My understanding is Interbel is purchasing replacements.

FY25 Budget- Preliminary FY25 budgets are due May 1 to the County.

Maintenance- Joe Nagle coordinated with Troyer Roofing to cut the beams flush with the building. We are hoping this will prevent water from running back towards the building and help with the leaking issue. Maintenance finished clean up in the elevator shaft. Joe also coordinated with Masters Touch Electric to look at the heaters in Troy. They identified a relay issue and have ordered the part. After some communication, we realized that they did not look at the heater that is overheating. They will look at it when the relay is installed. We have also been talking about the Troy exterior. Jim is looking to see if there is still money in the budget for paint. I think we can coordinate volunteers to paint, but I cannot allow volunteers to paint the second story. I'm trying to figure out a solution.

Library District- the County listened to public comment at the March 6 Public Hearing. The Commissioners also received 122 pages of comments, a majority in favor of the library district. On March 11, the Commissioners passed Resolution 2024-13 to place the creation of the Library District on the ballot. XPAX attended the hearing and produced a news segment about the district initiative. Now the Campaign Committee is working to get information out and encourage people to vote.

Dr. Seuss- Troy's annual Dr. Seuss Birthday Party was March 1. 325 people attended!



Creative Aging- Eureka is hosting a 10-class arts series from March 13- May 1. This programming is provided through a partnership of MSL, MT Arts Council and Lifetime Arts. Either MSL or MT Arts Council is offering a stipend for the arts instructor and covering travel costs. 11 people attended the first class!



Weeding- I weeded the Fiction section in Troy. Megan is going to work on relabeling the books in that section first (some are very faded). I covered in Eureka March 12-14 and weeded a good chunk of the library. Remaining sections: Easy, Juvenile Fiction, Juvenile Graphic Novels, Non-fiction, Biography, Oversize.

Publicity- I've updated our website, calendar, and Facebook pages. I also published a March newsletter and I am getting ready to send an April/May newsletter.

NAC Meeting- On March 11, I virtually attended the NAC meeting. Two items to mention- the MSL is completing a salary study for libraries. They shared a draft at the meeting and should have the final report soon. Also, the MSL discussed providing technology support for libraries. MSL is hoping to pilot a program to provide access to state government contracts to purchase equipment and to provide remote tech assistance. If this comes together the way that I hope, this would be my preferred solution to our technology problems. State contracts are much more reliable.

Training

- None

Grants

- Zinke Appropriations- TLOC facility