

**LINCOLN COUNTY LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
TROY BRANCH & ZOOM
THURSDAY, NOVEMBER 17, 2022**

Trustees Present: Barb Hvizdak, Annie Gassmann, Kerri Teisberg, Michelle Bianco, Marylyn McDougall

Others Present: Alyssa Ramirez (Director LCL), Tracy Cook (Montana State Library), Sharee Miller, Siri (Zoom), Jeff Downhour (Mosaic Architecture), Kalina Vander Poel (Mosaic Architecture), Dorey Rowland (Zt5), Maggie Anderson (UFY), Terrie Lenhart (UFY), Toya Laveway (WMMH), Shellie Deleo (Job Service), Carol Parsons, Heather Todd

Call to Order: Hvizdak called the meeting to order at 10:10 am.

Agenda Approval: The agenda was accepted by Bianco, seconded by Gassmann, approved.

Public Comment: No public comment

Approval of Minutes: Teisberg noted the date is incorrect, correct date to October 20, 2022. Approval of minutes with correction was moved Hvizdak, seconded by Teisberg, approved.

Reports:

Financial Report – November (FY23)

110, 140, 148 – thru 11/26/2022

210 Office Supplies & Materials– office supplies, landline in Eureka

215 Technology Supplies & Materials– regular internet bills with adjustment

220 Operating Supplies– business cards, name tag for Donna, stamps, book wrap (\$400)

225 Recreation Supplies– program supplies, Spooky Story contest, Halloween, story time, Día de los Muertos

228 Educational Supplies– \$6700 for 4 months of book orders (average ~ \$2000/mo)

310 Communication & Transportation– regular mailing costs, \$70 shipping in Baker and Taylor

330 Publicity & Subscriptions– zoom, ancestry (\$930), temp hours Ad

340 Utility– regular expenses, \$480 oil

360 Repairs & Maintenance– \$240 car detail, windshield wipers, e-shelving, dolly (\$300), \$650 door adjustment

370 Travel– \$340 gas, \$225 Hotel,

380 Training Services– no change

512 – no change

940 –

State Aid – plugged in to the budget, not deposited.

Gassmann made a motion to approve the Expenditure Budget Report, McDougall seconded, approved.

Director's Report:

Halloween – all branches participated in Trunk-or-Treat, with each branch having a different theme.

Preparing for Mosaic Architecture meeting and signing contract.

Policy Review: Partnership Policy & Program Agreement

Make adjustment to grammar in two sentences.

Bianco made a motion to approve the Partnership Policy & Program Agreement, seconded by Teisberg, approved.

Old Business

Strategic Goals:

- Security System Update – Director Ramirez returned the purchased security camera systems and was able to find a wireless, closed DVR system. She will make an online purchase for a security system at each Library branch.
- Troy Branch Exterior – Joe has measured the Troy Library building to figure out how much paint the building will need. The project will move forward in the spring 2023 with possible volunteers to paint.
- Mill Levy Training on 11/16/22 with Tracy Cook
 - We identified key next steps that includes the strategic planning process. We have to weigh stabilizing the library in budget and/or growing staff, services, and space.
- Library Depreciation Fund
 - Bitterroot Public Library used the same format and language. Alyssa had Robin at the county add the language to the Lincoln County Montana format.
 - Board members need to present Resolution 2023-xx to commissioners in January.
 - Have January regular Board Meeting, then meet with Commissioners the next Wednesday (January 25, 2023) to request the establishment of a Library Depreciation Reserve Fund.
 - The depreciation fund is meant to be funded with leftover monies at the end of the year. We cannot raise money specifically for this fund.

Director Evaluation: Ramirez left the evaluation in Libby. One trustee needs to stop by and sign, so Ramirez can file it with the County.

Trustee Kerri Teisberg will pursue other libraries for their Director Evaluations and other options to go through the process.

Board By-Laws: Discussion tabled.

Volunteers: Trustee Michelle Bianco would like to see more participation with Friends of the Library group. Questions how we can recruit more people. Bianco mentioned contacting past Library board applicants to start volunteering and using their skills for the library.

Christmas Party on December 17th at Gracious Table.

New Business

Mosaic Architecture

- Introductions: Jeff Downhour, Kalina Vander Poel
 - Alyssa Ramirez, Sharee Miller, Michelle Bianco, Barb Hvizdak, Keri Teisberg, Marylyn McDougal, Annie Gassmann, Maggie Anderson, Heather Todd, Terrie Lenhart, Dory Rowland, Tracy Cook, Toya Laveway, Carol Parsons, Shellie Deleo
- Mission – connecting our community to information, ideas, and each other
- Vision – a thriving Lincoln County through perseverance, innovation, and opportunity.
 - Mosaic is working on Preliminary Architectural Report for CDBG Funding, evaluating existing facilities, potential opportunities, conceptual designs, any requirements for additional funding.
- Goals – reduce barriers to access services and resources. Improve health outcomes for the citizens of Troy, Bull River, Yaak, and surrounding remote areas.
 - Mosaic Goal- the facility supports and encourages TLOC mission, vision, and goals through: thoughtful design of physical space for programming, space planning and adjacencies (easy/straightforward public use, support operational requirements), appearance of building to reflect goals, building itself can reduce barriers and improve health (green buildings, sustainability, accessibility).
- Goal Setting Kick-off exercise
 - “Legacy” Kick off Exercise – what is the legacy of this project?
 - “Event” Kick off Exercise – what are you most excited to see happen at TLOC?
 - “Your Goals” kick off Exercise – what are your goals of TLOC?
- Inspiration Parking Lot – where do you get your inspiration from...brain dump

Lunch Break

- Spaces & Programming: kitchen, small meeting space, classroom, teen space, coffee bar, children's area, tech lab, outdoor space, collection
- Next Steps

Housekeeping:

- Next regular meeting:
 - November 17, 2022
 - January 19, 2023
 - February 16, 2023
 - March 16, 2023
- Library Calendar:
 - November 24, Thanksgiving Day
 - December 26, Christmas Day
 - January 2, 2023 – New Year’s Day
 - January 16, 2023 – MLK Jr. Day

Meeting Adjourned: Meeting adjourned at 1:30pm.

FY2022-2023 Expenditure Budget Report

	Budgeted	Spent	Remaining	42%
110 Salaries and Wages	\$ 246,201.00	\$ 82,077.01	\$ 164,123.99	33%
140 Employer Contributions	\$ 41,762.00	\$ 14,448.57	\$ 27,313.43	35%
148 EBMS Insurance	\$ 37,600.00	\$ 10,998.18	\$ 26,601.82	29%
210 Office Supplies and Materials	\$ 1,000.00	\$ 1,034.82	\$ (34.82)	103%
215 Technology Supplies and Materials	\$ 9,000.00	\$ 6,924.04	\$ 2,075.96	77%
220 Operating Supplies	\$ 4,000.00	\$ 7,652.90	\$ (3,652.90)	191%
225 Recreation Supplies	\$ 2,000.00	\$ 1,174.42	\$ 825.58	59%
228 Educational Supplies	\$ 24,000.00	\$ 7,351.24	\$ 16,648.76	31%
310 Communication and Transportation	\$ 2,000.00	\$ 1,745.73	\$ 254.27	87%
330 Publicity, Subscriptions	\$ 19,000.00	\$ 10,344.98	\$ 8,655.02	54%
340 Utility Services	\$ 18,000.00	\$ 5,316.43	\$ 12,683.57	30%
360 Repairs & Maintenance Services	\$ 16,000.00	\$ 6,499.93	\$ 9,500.07	41%
370 Travel	\$ 5,000.00	\$ 3,819.71	\$ 1,180.29	76%
380 Training Services	\$ 1,500.00	\$ 641.00	\$ 859.00	43%
512 Insurance	\$ 4,719.00	\$ 4,718.77	\$ 0.23	100%
940 Machinery & Equipment	\$ -		\$ -	
Totals	\$ 431,782.00	\$ 164,747.73	\$ 267,034.27	38%
State Aid	\$ 14,476.95	\$ -	\$ 14,476.95	
Totals	\$ 446,258.95	\$ 164,747.73	\$ 281,511.22	37%
Grants		\$ -	\$ -	
Totals	\$ 446,258.95	\$ 164,747.73	\$ 281,511.22	37%

*as of 11/11/2022



PARTNERSHIPS

A partnership is an arrangement between two or more organizations with an articulated purpose as well as clear goals and responsibilities. With the partnership, the parties agree to cooperate to advance their mutual interests and goals.

Organizations may partner to increase the likelihood of each achieving their mission, meet community needs, and to amplify reach.

All volunteers for programs and events must adhere to Lincoln County Library policies, specifically, LCL Volunteers & Community Service and LCL Display policies.

PARTNERSHIP LEVELS & DEFINITIONS

1. Strategic Partnerships

- Through the activities of the partnership both organizations fulfill their mission.
- Strategic Partnerships are critical to the success of a system-wide program or initiative.
- Close mission alignment for each organization. Initiative or program is developed with key input from each organization.
- Relationship is multi-level and reaches across divisions and service areas.
- These partnerships fulfill multiple strategic priorities.
- Programs are developed and/or delivered collaboratively with partner organizations.
- Programs may be delivered in Library or in partner spaces.
- Requires MOU agreement.

2. Collaborator Partnerships

- Through the activities of the partnership, work is done together on a specific project or priority to grow the reach of each organization.
- Collaborator Partnerships are aligned to a specific priority or outcome.
- Use Library space to reach shared community and to meet community needs.
- Includes Presenting Organizations who operate as subject experts in specific areas.
- These partnerships are short term and help achieve a specific goal or outcome.
- Requires Program Agreement.

3. Connector Partnerships.

- Through the activities of the partnership, information and resources are shared.
- Connector Partnerships are "In-the-Network;" always notified and communicated with about relevant area of focus.
- Reciprocal sharing of calendars and information to reach shared audiences.
- May include Outreach Customer sites.



- These partnerships involve organizations working toward the same goals – participation includes collaborative programs and events that have limited outcomes.
- Requires written agreement.

4. Other relationships include:

- Provider/Vendor – A performer, content specialist, speaker, or other individual/group who delivers a compensated or free program for information or entertainment not connected to a specific partner organization. Requires a Program Agreement.
- Presenting Organization - A Connector level partner that uses Library space (indoors or out) to deliver programming to meet community need. Requires a Program Agreement.
- Outreach Customer – Organizations or sites receiving outreach programming from the Library that do not provide program or training support in return.
- Sponsor – Space or program support; benefit received in exchange for support, including name recognition, logo inclusion, tickets/seating, opportunity to address audience or provide branded item.
- Funder - Large-scale investment in program outcomes; may involve multi-year commitment to address systemic change; visibility during the project; typically, a “grant” through a foundation and/or charitable giving arm or organization/corporation.
- Co-Sponsored Event – Library Director approved use of library space, equipment, and/or staffing. Library co-sponsored events must provide a public benefit and align with strategic priorities.

PARTNER PROGRAM AND/OR EVENT OUTLINE

Lincoln County Library requests a minimum of 1 month (6 weeks preferred) lead time before the program dates. This will allow the library time to plan, promote, execute, and evaluate the program.

Phase 1- Planning

During the planning phase, partners and library staff will work through logistics of program, including the following details as applicable: designating a program lead and primary library liaison, identifying total staff time needed for duration of project, reserving the space, securing the presenter (if applicable), listing supplies/tools/materials needed (if applicable), creating a promotion plan, and designing an evaluation plan. Library staff and partners will also develop a compelling description of the partnership for stakeholders, stating how the program advance the library's mission and strategic goals.

Phase 2- Promotion

Partners and Library staff will work together to create marketing and promotional materials, including print marketing (posters, bookmarks, handouts press release, etc.) and digital



marketing (newsletter, organization websites, social media, etc.). Marketing materials must include an unaltered Lincoln County Library logo.

Lincoln County Library agrees to post all events on its online calendar, on social media sites and website (if applicable). Programs will be promoted on social media sites and website (if applicable). Other methods of promotion (print or digital) will be evaluated on a case-by-case basis. Costs incurred will be negotiated between the partner organization and the Library.

Phase 3- Execution and Evaluation

At least one week leading up to start of program, library staff will contact partners by phone or email to work out final details and confirm a timeline for the program, including set-up and clean up times. All planners are expected to attend the program, barring pre-planned absences or unexpected emergency. During the program, number of attendees should be tracked, as well as any other pre-defined measurables.

Following the program, evaluation should begin. This will differ depending on the evaluation plan (gathering survey responses, group debrief, reflection journals, etc.). Library staff will report evaluation results and applicable statistics as needed to statewide reporting.



PROGRAM AGREEMENT

Lincoln County Library welcomes programs and guest presentations that reflect the mission and vision of the Library. Programs are a means for the public to share experiences, exchange information, and deepen knowledge. The Library does not endorse programs of a political, religious or purely commercial nature. *Thank you for volunteering your time to present a library program.*

Program Name: _____

Date(s): _____ Time(s): _____ Length: _____

Please read the following guidelines for programs and presenters:

- Marketing and Publicity
 - Presenters and Library staff will work together to create marketing and promotional materials.
 - Marketing materials must include an unaltered Lincoln County Library logo.
 - The Library mentions the affiliation of presenters in promotional materials. This does not constitute endorsement, merely acknowledgement.
- Presenters who come to speak about their creative works and musical performers are permitted to sell their work. Authors and artists must conduct their own transactions without assistance from the library staff.
- The library strives to never cancel programs after they have been marketed to the public. If you must cancel, please notify Lincoln County Library a minimum of 7 days prior to date of the program.
- Programs are offered free of charge and open to the public. Material costs unique to the program must be approved by the Library Director.
- Guest presenters affiliated with a business or corporation will not promote the specific business and/or product as part of the program. Brochures and business cards may be distributed after the program.
- The names, addresses, phone numbers, and email addresses of program participants may not be solicited unless approved by the Library Director prior to the program.
- All volunteers for programs and events must adhere to Lincoln County Library policies, specifically, Partnerships, Volunteers & Community Service, and Display policies.

I have read and agree to abide by the above guidelines.

Signature: _____ Date: _____

design workshop agenda

Troy Library & Opportunity Center: Kick off Meeting
Meeting Location: on site Meeting Date: Nov 17

317 N Cruse Ave Ste 201
Helena, MT 59601
406-449-2013

O. Introductions

a. Who we are, Our process, Timeline

b. **Jeff Downhour - Principal, Mosaic**

c. **Kalina Vander Poel - Collaborative Lead, Mosaic**

1. Mission/vision/goals & goal setting kick off exercise - 30 min

2. Existing facility experience - 15 min

3. inspiration parking lot - 15 min

4. (small break)

5. spaces & programming - 2 hrs

6. next steps - 15 min

a. public outreach

i. meetings?

ii. surveys?

iii. websites?

iv. other? - tloc partners?

b. design options

c. design workshop

i. partnership input

d. marketing package

e. final par

CDBG PAR OUTLINE

1. PROBLEM DEFINITION

- Needs for Project
- Planning & Service Area
- Existing Facility

2. ALTERNATIVE ANALYSIS

- Description of Alternative Solutions
- Regulatory Compliance & Permits
- Land Acquisition Issues
- Environmental Considerations
- Construction Problems
- Cost Estimates

3. SELECTION OF PREFERRED ALTERNATIVE

- Analysis of Alternative Solutions
- Site Location & Characteristics
- Preliminary Architectural Plans
- Operational Requirements
- Project Cost Estimate

our process & timeline

SETTING THE SIDEBARDS

PROGRAMMING, GOALS & DATA

VISION & DISCOVERY

PAR DOCUMENT

