

**LINCOLN COUNTY LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
LIBBY BRANCH & ZOOM
THURSDAY, FEBRUARY 16, 2023**

Trustees Present: Barb Hvizdak (Zoom), Annie Gassmann, Keri Teisberg, Michelle Bianco (Zoom)

Others Present: Alyssa Ramirez (Director LCL), Kerry Finley (Zoom),

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

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

Public Comment: Kerry Finley, "I read the update to the county commissioners, but will put into writing for Alyssa and she will share with the Board. LCL taxpayer bill of rights are missing and need to be included for TLOC." Director Ramirez will share with the Board when she receives.

Approval of Minutes: Approval of minutes for the January 19, 2023, meeting was moved by Bianco, seconded by Hvizdak, approved.

Reports:

Financial Reports- February (FY23):

- 110 Salaries & Wages, 140 Employer Contributions, 148 EBMS Insurance –through 1/4/2023
- 210 Office Supplies & Materials – paper purchased.
- 215 Technology Supplies & Materials – regular bills, including copier lease (the Eureka copy machine lease ends in June 2023, we may have to buy a new machine or current machine, or start a new lease)
- 220 Operating Supplies – Barb and Alyssa have purchased a new outdoor sign, will be installed in April (each sign costs \$460)
- 225 Recreation Supplies – program supplies for Eureka and Troy
- 228 Educational Supplies – behind on book orders due to short-staffed in Libby
- 310 Communication & Transportation – postage costs
- 330 Publicity & Subscriptions – newspaper ads (\$70 each time the library makes an announcement), Eureka PO Box yearly subscription raised to \$212, American Library and Public Library Membership ~ \$420 (this allows the library status to apply for ALA grants)
- 340 Utility – regular expenses, \$7000 in oil costs to heat Libby so far this year, Bianco mentioned looking into grants and options for library furnaces and heating.
- 360 Repairs & Maintenance - Eureka snow removal \$330 bill, Eureka cleaning bill was negotiated to \$250 per month. The library needs to have a cleaning contract in place for Eureka, request to bill quarterly instead of once a year.
- 370 Travel – regular fuel expenses
- 380 Training Services – no change

512 Insurance – no change

State Aid – has been deposited.

Hvizdak made a motion to approve the Expenditure Budget Report. Teisberg seconded, approved.

Branch Breakdown: See attached report.

- LCL salaries seem to be a bit lower than other Montana libraries. How can we increase wages for staff?
- Write a grant to give stipends? Is this fair?

Director's Report: See attached report.

- Dusty attended a Transforming Teen Services: Train the Trainer Conference in Indianapolis.
- Kathryn is behind on book orders from watching the front desk so much. Alyssa is working with her to catch up.
- Siri is working through a Supercharged Storytime training.

Policy Review: Library Depreciation Fund Policy

- There are a few changes to wording and sentences that Director Ramirez will update. “Qualifying Expenditures List” will be added to the policy to give examples of appropriate expenses.
- Do we want to limit the amount of ‘maximum fund balance’ to \$200,000?
- Barb Hvizdak made a motion to table the Depreciation Fund Policy until next month, Bianco seconded, approved.

Old Business:

Strategic Goals:

- Security System Update – cameras are up in Eureka and Libby. When the router is installed in Troy, Barb and husband will mount cameras.
- Troy Branch Exterior – Best estimate is \$3500-\$4000 for paint = (20000 sq feet, 55-60 gallons of paint...one coat)
 - We will probably need two coats, but Joe does not have funding for this project in his budget.
 - Do we need paint or stain for the siding? What is the cost of stain?
- Mil Levy: Research
 - Director Ramirez asked Commissioners what they expect of the library budget. Commissioner Teske was going to do some research and Director Ramirez will follow up.
 - Commissioner Lecher said he would like the voted mils to cover the budget in its entirety.
 - Director Ramirez will follow up with an email about voted mils and future library use.
- Strategic Plan, 2024-2029
 - Appendix A: Outlines of possible strategic planning processes for different sized libraries
 - Next steps: Strategic Planning – two options:

- Small Library with 1st Strategic Plan vs Small Library, Expanding on Previous Planning. We need to decide where we fit and how we want to proceed for the next steps in the Mill Levy process.
- Should we start a Mil Levy/Strategic Direction committee with one or two board members? Do we have to announce meetings?
- We cannot start committees until March with the current by-Laws.
- We will go forward with #2 option and Alyssa will keep us updated on progress.

Board By-Laws: Director Ramirez will update discussed changes and send out to the board.

Mosaic Architecture:

- Does the TLOC expansion fit the vision of the Lincoln County Library?
 - How do we fund this?
 - There are a lot of grant options. Apply for grants this year, build in 2 to 3 years.
 - Timeline for TLOC: 2-3 years to start building (depending on funding), 1 year to build?, new TLOC in 2027/28?
 - Concerns: Taking on TLOC at the same time we are pursuing a levy request from the taxpayers
 - Ask City of Troy to be a partner... should we involve them more so there is more ownership?
 - Usage/Maintenance Changes: increase internet (~\$500), water and sewer (~\$1000), electricity (~\$1700/year), cleaning fee (~\$9000/year)
 - Increased building/usage costs = ~\$12,200 per year
- We need to have deposits, user fees, and a log of users with sign-in and sign-outs.
- The board still has questions and needs understanding of how the project will be funded (to build and yearly maintenance), usage of the building, and accountability.
 - Who are the partners?
 - Partners – commitment to provide services, programming in the building...
 - Look into asking partners to sign Memorandum of Understanding so all people and organizations understand the purpose and role of the Lincoln County Library and how TLOC will function within those parameters.
 - Sharee (Troy Librarian) will do a report on commitment from partners.
 - Ask Mosaic for help with building specifics so we qualify for grants. Do they have grant specific suggestions or ideas?
 - Ask Mosaic for projections of energy usage.
 - Moving forward, all board members are on board with TLOC. Director Alyssa Ramirez will move forward with presenting the design to commissioners and the public.
 - March 15th – meeting with Mosaic in Eureka at 11am – can carpool to Eureka.
 - March 14th is public unveiling, Mosaic will be present.

New Business:

- Budget Prep – discuss at the March meeting.

Housekeeping:

- Next regular meeting:
 - March 16, 2023 (Zoom)
 - April 20, 2023 (Eureka)
- Library Calendar:
 - February 20th, Presidents Day
 - March 17th, Staff Meeting
 - April 21st, In-Service

Meeting Adjourned: The meeting was adjourned at 12:43pm.

FY2022-2023 Expenditure Budget Report

	Budgeted	Spent	Remaining	
110 Salaries and Wages	\$ 246,201.00	\$ 156,782.88	\$ 89,418.12	75% 64%
140 Employer Contributions	\$ 41,762.00	\$ 26,283.83	\$ 15,478.17	63%
148 EBMS Insurance	\$ 45,001.00	\$ 20,217.72	\$ 24,783.28	45%
210 Office Supplies and Materials	\$ 1,000.00	\$ 1,345.90	\$ (345.90)	135%
215 Technology Supplies and Materials	\$ 9,000.00	\$ 10,624.53	\$ (1,624.53)	118%
220 Operating Supplies	\$ 4,000.00	\$ 8,583.96	\$ (4,583.96)	215%
225 Recreation Supplies	\$ 2,000.00	\$ 2,700.25	\$ (700.25)	135%
228 Educational Supplies	\$ 24,000.00	\$ 13,539.78	\$ 10,460.22	56%
310 Communication and Transportation	\$ 2,000.00	\$ 2,265.38	\$ (265.38)	113%
330 Publicity, Subscriptions	\$ 19,000.00	\$ 13,225.26	\$ 5,774.74	70%
340 Utility Services	\$ 18,000.00	\$ 15,639.27	\$ 2,360.73	87%
360 Repairs & Maintenance Services	\$ 16,000.00	\$ 12,333.47	\$ 3,666.53	77%
370 Travel	\$ 5,000.00	\$ 4,724.05	\$ 275.95	94%
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	\$ 439,183.00	\$ 293,626.05	\$ 145,556.95	67%
State Aid	\$ 14,476.95	\$ -	\$ 14,476.95	
Totals	\$ 453,659.95	\$ 293,626.05	\$ 160,033.90	65%
Grants		\$ -	\$ -	
Totals	\$ 453,659.95	\$ 293,626.05	\$ 160,033.90	65%

*as of 3/10/2023

Budget Breakdown

Branch Comparison

	Eureka	Libby	Troy	Total
110 Salaries and Wages	\$ 36,467.00	\$ 169,305.00	\$ 38,546.00	\$ 244,318.00
140 Employer Contributions	\$ 6,026.00	\$ 29,119.00	\$ 6,330.00	\$ 41,475.00
148 EBMS Insurance	\$ 15,428.00	\$ 21,861.00	\$ -	\$ 37,289.00
210 Office Supplies and Materials	\$ 548.84	\$ 1,097.67	\$ 548.84	\$ 2,195.34
215 Technology Supplies and Materials	\$ 3,538.03	\$ 2,628.06	\$ 1,784.23	\$ 7,950.32
220 Operating Supplies	\$ 235.48	\$ 470.95	\$ 470.95	\$ 1,177.38
225 Recreation Supplies	\$ 758.89	\$ 1,517.78	\$ 758.89	\$ 3,035.56
228 Educational Supplies	\$ 5,924.41	\$ 11,848.81	\$ 5,924.41	\$ 23,697.62
310 Communication and Transportation	\$ 430.84	\$ 861.68	\$ 430.84	\$ 1,723.35
330 Publicity, Subscriptions	\$ 4,395.61	\$ 9,574.88	\$ 4,704.38	\$ 18,674.87
340 Utility Services	\$ 3,436.41	\$ 13,179.57	\$ 3,157.77	\$ 19,773.75
360 Repairs & Maintenance Services	\$ 3,000.00	\$ 10,415.96	\$ 101.86	\$ 13,517.82
370 Travel	\$ 1,000.00	\$ 2,000.00	\$ 1,000.00	\$ 4,000.00
380 Training Services	\$ -	\$ 750.00	\$ -	\$ 750.00
512 Insurance	\$ 1,337.00	\$ 2,674.00	\$ 1,337.00	\$ 5,348.00
Total	\$ 82,526.49	\$ 277,304.36	\$ 65,095.16	\$ 424,926.01

Budget Breakdown

Eureka Branch

110 Salaries and Wages	\$ 36,467.00
Branch Librarian	\$ 31,547.00
Library Assistant	\$ 4,920.00
140 Employer Contributions	\$ 6,026.00
Branch Librarian	\$ 5,594.00
Library Assistant	\$ 432.00
148 EBMS Insurance	\$ 15,428.00
Branch Librarian	\$ 15,428.00
Library Assistant	\$ -
210 Office Supplies and Materials	\$ 548.84
215 Technology Supplies and Materials	\$ 3,538.03
FCM Leasing	\$ 1,752.00
Interbel	\$ 1,201.20
Cybrarian	\$ 162.50
Ionos	\$ 84.33
SenSource	\$ 260.00
Microsoft Office License	\$ 78.00
220 Operating Supplies	\$ 235.48
Baker & Taylor (Wrap)	\$ 235.48
225 Recreation Supplies	\$ 758.89
228 Educational Supplies	\$ 5,924.41
310 Communication and Transportation	\$ 430.84
Baker & Taylor (Shipping)	\$ 42.62
Endicia (Postage)	\$ 53.97
Endicia (Subscription)	\$ 262.50
USPS	\$ 71.75
330 Publicity, Subscriptions	\$ 4,395.61
ALA	\$ 102.75
Amazon Prime	\$ 35.00
Ancestry/Heritage Quest	\$ 394.58
EBSCO	\$ 526.75
Magazines	\$ 199.28

Mahugh Fire & Safety	\$ 9.00
MSC	\$ 1,529.43
OCLC	\$ 392.82
Overdrive	\$ 955.12
USPS	\$ 212.00
Zoom	\$ 38.88

340 Utility Services **\$ 3,436.41**

Evergreen Disposal	\$ 348.60
Interbel	\$ 541.24
Lincoln Electric	\$ 1,646.93
Town of Eureka	\$ 899.64

360 Repairs & Maintenance Services **\$ 3,000.00**

Laura Burk Cleaning	\$ 3,000.00
---------------------	-------------

370 Travel **\$ 1,000.00**

Travel	\$ 1,000.00
--------	-------------

380 Training Services **\$ -**

512 Insurance **\$ 1,337.00**

Budget Breakdown

Libby Branch

110 Salaries and Wages	\$ 169,305.00
Director	\$ 57,864.00
Outreach Librarian	\$ 37,273.00
Circulation Clerk	\$ 34,964.00
Collections Clerk	\$ 34,964.00
Driver	\$ 4,240.00
140 Employer Contributions	\$ 29,119.00
Director	\$ 9,985.00
Outreach Librarian	\$ 6,563.00
Circulation Clerk	\$ 6,191.00
Collections Clerk	\$ 6,008.00
Driver	\$ 372.00
148 EBMS Insurance	\$ 21,861.00
Director	\$ -
Outreach Librarian	\$ 7,287.00
Circulation Clerk	\$ 7,287.00
Collections Clerk	\$ 7,287.00
Driver	\$ -
210 Office Supplies and Materials	\$ 1,097.67
215 Technology Supplies and Materials	\$ 2,628.06
Montana Sky	\$ 1,679.40
Cybrarian	\$ 325.00
Ionos	\$ 168.66
SenSource	\$ 260.00
Microsoft Office License	\$ 195.00
220 Operating Supplies	\$ 470.95
Baker & Taylor (Wrap)	\$ 470.95
225 Recreation Supplies	\$ 1,517.78
228 Educational Supplies	\$ 11,848.81
310 Communication and Transportation	\$ 861.68
Baker & Taylor (Shipping)	\$ 85.24
Endicia (Postage)	\$ 107.94
Endicia (Subscription)	\$ 525.00

USPS \$ 143.50

330 Publicity, Subscriptions \$ 9,574.88

ALA \$ 205.50
Amazon Prime \$ 70.00
Ancestry/Heritage Quest \$ 789.16
EBSCO \$ 1,053.50
Libby Chamber \$ 75.00
Magazines \$ 933.24
MLA \$ 100.00
MSC \$ 3,058.85
MT Dept of Labor (Bolier) \$ 36.00
MT Dept of Labor (Elevator) \$ 480.00
OCLC \$ 785.64
Overdrive \$ 1,910.23
Zoom \$ 77.76

340 Utility Services \$ 13,179.57

City of Libby \$ 1,910.21
Flathead Electric \$ 2,470.23
Golden State Oil \$ 8,066.77
ZiPLY \$ 732.36

360 Repairs & Maintenance Services \$ 10,415.96

Annie's Professional Cleaning \$ 9,864.00
Johnson Controls \$ 551.96

370 Travel \$ 2,000.00

Travel \$ 2,000.00

380 Training Services \$ 750.00

ALA Conference \$ 750.00

512 Insurance \$ 2,674.00

Budget Breakdown

Troy Branch

110 Salaries and Wages	\$ 38,546.00
Branch Librarian	\$ 33,626.00
Library Assistant	\$ 4,920.00
140 Employer Contributions	\$ 6,330.00
Branch Librarian	\$ 5,898.00
Library Assistant	\$ 432.00
148 EBMS Insurance	\$ -
Branch Librarian	\$ -
Library Assistant	\$ -
210 Office Supplies and Materials	\$ 548.84
215 Technology Supplies and Materials	\$ 1,784.23
Montana Sky	\$ 1,199.40
Cybrarian	\$ 162.50
Ionos	\$ 84.33
SenSource	\$ 260.00
Microsoft Office License	\$ 78.00
220 Operating Supplies	\$ 470.95
Baker & Taylor (Wrap)	\$ 470.95
225 Recreation Supplies	\$ 758.89
228 Educational Supplies	\$ 5,924.41
310 Communication and Transportation	\$ 430.84
Baker & Taylor (Shipping)	\$ 42.62
Endicia (Postage)	\$ 53.97
Endicia (Subscription)	\$ 262.50
USPS	\$ 71.75
330 Publicity, Subscriptions	\$ 4,704.38
ALA	\$ 102.75
Amazon Prime	\$ 35.00
Ancestry/Heritage Quest	\$ 394.58
EBSCO	\$ 526.75
Magazines	\$ 601.55
Mahugh Fire & Safety	\$ 37.50

MSC	\$ 1,529.43
OCLC	\$ 392.82
Overdrive	\$ 955.12
USPS	\$ 90.00
Zoom	\$ 38.88

340 Utility Services **\$ 3,157.77**

City of Troy	\$ 2,771.73
Montana Sky	\$ 386.04

360 Repairs & Maintenance Services **\$ 101.86**

Cleaning Supplies	\$ 101.86
-------------------	-----------

370 Travel **\$ 1,000.00**

Travel	\$ 1,000.00
--------	-------------

380 Training Services **\$ -**

512 Insurance **\$ 1,337.00**

**Director's Report
February 2023**

Circulation Clerk- Position remains unfilled. Received the second round of applications February 10, and will begin interviews soon.

Library Depreciation Fund- Commissioners approved Resolution 2023-08 to establish a Library Depreciation Fund. I am working with Tracy Cook on a policy.

Disruptive Patrons- Libby staff called police on January 27 to deal with a patron who was caught watching porn on the public computers. Troy staff broke up a physical altercation between teens on February 3.

NAC Meeting- I attended a virtual NAC meeting on February 1. With a potential major increase in funding to Montana State Library, MSL staff are turning to guidance from the NAC to establish funding priorities.

Family Strong- Brittany has organized, with the Creative Arts Center and Logan Health, 2 Family Strong events. The first was a winter carnival at the Eureka Branch. All activities were intentionally made with simple, everyday objects, so families could replicate the activities at home. The second event was about teeth and teeth cleaning. Participants left with a chart to track dental care at home.

Student Intern- Sharee has a student intern coming to the library for a couple hours every week to help her.

The Futures School Training- I attended a 3-day training led by The Futures School on strategic foresight. We learned various models and frameworks for assessing current trends, identifying patterns, and creating future scenarios which organizations then use to plan for the future.

Commissioner Meeting- I have a meeting scheduled with the commissioners on February 15 and will update the board at the meeting.

Adopt-a-Magazine- final numbers for the Adopt-a-Magazine drive:

Eureka \$1,507.82

Libby \$1,307.78

Troy \$617.95