

**LINCOLN COUNTY LIBRARY BOARD OF TRUSTEES
MINUTES OF MEETING
TROY BRANCH
THURSDAY, OCTOBER 15, 2020**

Members Present: Annie Gassman, Chuck Gerheim, Kate Huntsberger, Barb Hvizdak, Marilyn McDougall

Others Present: Alyssa Ramirez, Director LCL

Call to Order: President Hvizdak called the meeting to order at 10:09 AM.

Agenda Approval: Approval of the agenda was moved by Gerheim, seconded by McDougall, approved.

Public Comments: None.

Approval of Minutes: Approval of the minutes for September 17, 2020 meeting was moved by McDougall, seconded by Hvizdak, approved.

Financial Report: Expenditures through 9/28 were 28% of budget with 25% of year completed. EBMS insurance is anticipated to fall below budget for the year. Replacements (insurance) are above budget due to cost of replacement books; excess will be covered within remainder of budget (including state aid). Technology supplies includes \$600 for wireless access point for Eureka branch. Educational supplies include charge for books ordered in April and May but not billed (or shipped) until the 2020-2021 financial year. State aid originates from the Federation and State assistance and is for exclusive use of the LCL.

Director's Report: The annual report was distributed among the Board members, and in the presentation of this report to the County Commissioners it was noted that the library system budget is the year 2000 was \$400K, effectively the same as we now have 20 years later! Tina Zimmerman is a local photographer who has been contracted for pictures of library and staff to be used in publicity. While she is donating her time, the Libby Friends of the Library have approved a gift card for her in appreciation.

Policy Review of the Threatening Behavior and Disruptive Behavior policy statements was finalized, with both now being consolidated into a **Customer Conduct Policy** statement. New statement was moved by Gerheim and seconded by Gassman, approved.

Old Business: Discussion and action on the State Library presentation regarding **Future Library Trends** remained tabled in recognition of the highly uncertain state of future impacts on library needs and opportunities. Discussion of **Covid-19 Closure** recognized newly changed hours in all branches to permit library open hours on Saturday and on Tuesday evening. Open hours for all branches will again be reviewed in January.

New Business: A possible **partnership with the Libby branch of the FVCC** was introduced, and sentiment was positive as a means to improve library flexibility with possible “maker space” and youth facilities for college student use at the FVCC Libby campus. As any thoughts are in the conceptual phase, nothing requires or receives approval but the LCL Board meeting in November will be held at the FVCC campus (if arrangements can be made) for familiarization. A possible opportunity for **partnership with a Troy Community Center Initiative** was also introduced, based on possible vacancy of the Troy Ambulance Barn (next door to the Troy Branch). Again, the subject is in the conceptual phase and no funding, decisions, or agreements are taken at this time. Sentiment within the Board was again positive, as flexibility for the Troy Branch could be improved with the right arrangements. In both these areas (FVCC, Troy) substantive issues and questions must be addressed and resolved. A proposal from **Johnson Controls** for internal sprinkler service at the Libby branch, including an inspection report, was discussed. The sense of the Board was that the recently approved MOU with the County suggests the cost of this service should be borne by the County as a building-related activity. Hvizdak will discuss with Commissioners at an upcoming meeting. As an offshoot of this discussion, it was decided that several **internal routine maintenance schedules** should be addressed (e.g., fire extinguishers, emergency lights, smoke detectors). Director Ramirez will take a review of maintenance schedules as an action item. **Opening for the Thanksgiving weekend** was decided as follows (as moved by Gerheim, seconded by Hvizdak, and approved): 11/26 holiday closed; 11/27 all branches closed (with staff taking sick or vacation time); 11/28 all branches open normal Saturday hours.

Next Meeting is currently scheduled for November 19 at the Libby campus of the FVCC, to start at 10 AM. No meeting will be held in December.

Meeting Adjourned: Hvizdak moved to adjourn the meeting at 11:43 AM, seconded by McDougall, approved.

FY2020-2021 Expenditure Budget Report

	Budgeted	Spent	Remaining	
110 Salaries and Wages	\$ 231,102.00	\$ 53,968.52	\$ 177,133.48	25%
140 Employer Contributions	\$ 44,000.00	\$ 10,441.50	\$ 33,558.50	24%
148 EBMS Insurance	\$ 26,500.00	\$ 5,027.34	\$ 21,472.66	19%
210 Office Supplies and Materials	\$ 1,000.00	\$ 368.59	\$ 631.41	37%
212 Replacements (Insurance)	\$ 11,265.00	\$ 13,392.51	\$ (2,127.51)	119%
215 Technology Supplies and Materials	\$ 7,000.00	\$ 2,958.88	\$ 4,041.12	42%
220 Operating Supplies	\$ 3,500.00	\$ 815.85	\$ 2,684.15	23%
225 Recreation Supplies	\$ 1,300.00	\$ 198.97	\$ 1,101.03	15%
228 Educational Supplies	\$ 18,000.00	\$ 6,302.67	\$ 11,697.33	35%
230 Oral History Grant	\$ 2,500.00	\$ -	\$ 2,500.00	0%
310 Communication and Transportation	\$ 1,500.00	\$ 197.56	\$ 1,302.44	13%
330 Publicity, Subscriptions	\$ 16,000.00	\$ 11,693.45	\$ 4,306.55	73%
340 Utility Services	\$ 18,000.00	\$ 2,702.45	\$ 15,297.55	15%
360 Repairs & Maintenance Services	\$ 15,000.00	\$ 6,761.32	\$ 8,238.68	45%
370 Travel	\$ 2,000.00	\$ 360.19	\$ 1,639.81	18%
380 Training Services	\$ 500.00	\$ -	\$ 500.00	0%
512 Insurance	\$ 5,625.00	\$ 5,625.00	\$ -	100%
940 Machinery & Equipment	\$ -		\$ -	
Totals	\$ 404,792.00	\$ 120,814.80	\$ 283,977.20	30%
State Aid	\$ 11,488.74	\$ -	\$ 11,488.74	
Totals	\$ 416,280.74	\$ 120,814.80	\$ 295,465.94	29%

*as of 10/9/2020

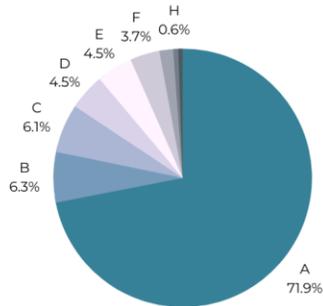
FINANCIAL BREAKDOWN

OPERATING REVENUES

Lincoln County	\$416,596
Steele-Reese Grant	\$20,000
<u>Montana State Aid</u>	<u>\$11,477</u>
TOTAL	\$448,073

OPERATING EXPENDITURES

A. Personnel	71.9%
B. Utilities & Insurance	6.3%
C. Maintenance & Supplies	6.1%
D. Databases & Subscriptions	4.5%
E. Troy Branch Remodel	4.5%
F. Books & Materials	3.7%
G. Technology	1.8%
H. Training & Travel	0.6%
I. Programs & Library Services	0.6%



THE MISSION OF LINCOLN COUNTY LIBRARY

The mission of Lincoln County Library is to connect our communities to ideas, information, and each other.

1. We honor diversity, individual perspective and the right to privacy and confidentiality.
2. We ensure free and open access to ideas and information for all.
3. We foster dynamic collaborations to provide the highest quality of service within and beyond library walls.
4. We embrace change and encourage creative ideas and solutions to better serve the public.
5. We uphold the trust of the community in making effective use of all resources.

MEET
EXPLORE
DISCOVER

FY20 Annual Report

CIRCULATION

Eureka Branch	13,712
Libby Branch	28,178
Troy Branch	9,775
Digital Items	16,934
Total	68,599

PROGRAMS & EVENTS

Programs Offered	311
Attendees	6,211

LIBRARY SERVICES

Computer Sessions	11,194
Items Transferred between Partner Libraries	26,170
Patron Visits	66,066
Reference Questions Answered	29,502



LOOKING BACK...

This year was poised to mark an amazing feat- the library's 100th birthday! However, 2020 took some unexpected detours...

In November 2019, the Troy Branch closed for a much needed renovation thanks to a \$20,000 grant from the Steele-Reese Foundation.

In March 2020, the COVID-19 pandemic hit and the library system closed to assess how to return to full services in a safe and healthy manner.

In May 2020, a burst pipe was discovered at the Libby Branch and 19,000 gallons of water flooded the building.

Finally, in June 2020, Eureka Librarian, Esther Brandt, retired after over 35 years of service.

Through these unprecedented times, Lincoln County Library continued to positively impact the community, in large part due to the tireless efforts and support of many volunteers.

This past year, the Lincoln County Library Foundation, Eureka Friends of the Library, Libby Friends of the Library and Troy Friends of the Library have contributed over \$20,000 to the library system.

These funds supported numerous library programs, like the Summer Reading Program and the Books & Brews book club, as well as improvements to the library branches, including new carpet and self-checkout machines.



CUSTOMER CONDUCT

To help staff better serve all library customers, the Library Board of Trustees provides standards of acceptable behavior to ensure a positive, welcoming, clean and safe environment conducive to library use. Behavior becomes unacceptable when it infringes on the rights of others.

Unacceptable behavior includes, but is not limited to:

1. Disturbing library users or staff members with:
 - a. Harassing or threatening behavior
 - b. Obscene or abusive language, behavior or gestures
 - c. Unreasonable noise, including loud noises and talking on cell phones
 - d. Behavior inappropriate in a business setting, such as running, fighting, or throwing objects
2. Disrupting the normal function of the library
3. Inappropriate use of Library premises or equipment, including vandalism
4. Entering the library inappropriately attired, including barefoot or without a shirt; offensive body odor or poor personal hygiene
5. Being intoxicated or incapacitated by drugs or alcohol or using nicotine products, alcohol, or illegal drugs on the Library premises
6. Interfering with others use of the library
7. Bringing animals inside Lincoln County Library buildings, except for service animals (as defined by the Americans with Disabilities Act) or animals that are part of Library programs
8. Bringing a knife, gun, or any other weapon into the library
9. Engaging in any activity that violates Lincoln County Library policies, or any federal, state, local or other applicable law.

Patrons will be asked to adapt their behavior to comply with library policy. If a customer fails to do so, appropriate action will be taken, which may include permanent expulsion from Lincoln County Library facilities and outreach programs. Behavior that results in calling the Sheriff's Office or 911 for crisis intervention at the library is unacceptable and will result in the individual being trespassed from the library. Illegal activities will be reported to appropriate law enforcement agencies.

The intentions of this policy are posted as "Rules of Behavior" around the library.

Adopted 10/2020

RULES OF BEHAVIOR

We ask you to observe some simple guidelines so that Lincoln County Library is a welcoming, comfortable place for all the people who come to enjoy our services.

HELP KEEP THE LIBRARY CLEAN

- Drinks and food are allowed everywhere in the library, but please no food near the computers. Please use a lid for drinks.
- Smoking is allowed 25 feet from the entrance of the library.
- Service animals are welcome, but we ask that other pets not be brought inside.
- Please wear appropriate attire at all times in the library.

HELP KEEP THE LIBRARY A PLEASANT PLACE TO VISIT

- Please refrain from excessive or disruptive noise. Cell phones are permitted in the library if they are not distracting to other patrons and staff.
- Please be respectful of other library patrons and staff. Disorderly conduct and/or disturbing the peace in such a way that disrupts other patrons' library use or staffs' performance is not permitted.

HELP KEEP THE LIBRARY SAFE

- Viewing of obscene materials in a disruptive manner is not permitted.
- For your safety, sleeping is not permitted anywhere in the library.
- Please keep your personal items with you, not unattended or obstructing traffic.
- No alcohol or drugs can be brought into the library.
- Children younger than school age must be accompanied by a caregiver, guardian or parent while in the library.

