

**LINCOLN COUNTY LIBRARY BOARD OF TRUSTEES  
MEETING MINUTES  
TROY BRANCH & ZOOM  
THURSDAY, MAY 26, 2022**

**Trustees Present:** Annie Gassmann, Marilyn McDougall, Barb Hvizdak, Rory Kane

**Others Present:** Alyssa Ramirez (Director LCL), Kerry Finley (Zoom), Sharee (Troy Librarian)

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

**Agenda Approval:** The agenda was accepted by McDougall, seconded by Hvizdak, approved.

**Public Comment:** “Appreciate being included in these calls” – Kerry Finley

**Approval of Minutes:** Approval of minutes for April 21, 2022, meeting was moved by McDougall, seconded by Hvizdak, approved.

**Reports:**

Financial Report (FY22–April):

110, 140, 148 - thru April 27, 2022

210 – packing supplies, plastic desk mats

215 – normal expenses, purchased laptop computer (\$530) for Lincoln County Library Foundation to use for Library business and keep track of records

220 – chairs and tables purchased for Eureka branch, purchased name tags for each employee (~\$4254)

225 – supplies for projects: painting a teen-mural (Troy), story time items

228 – \$3000 spent on March and April order

310 – \$640 cost to ship tables and chairs to Eureka

330 – job advertisements in newspapers

340 – regular expenditures

360 – purchased utility shelves in Eureka & Troy, entrance mats

370 – \$400 in fuel!

380 – normal expenses

State Aid – no change

Montana Healthcare Foundation – reimbursements have been made thru April 2022

Financial Report (FY22-Projected):

110, 140, 148 – best guess without County updating these lines

215 – one more month of internet (Interbel)

220 - \$175 for wrapping

228 – with final \$2000 book order

330 – \$70 for job advertisements

340 – normal use

360 – normal use

370 - \$460 for gas (but already used \$400 in May), will need more money for increased fuel costs

Total - \$4556.97 under budget, but still have outstanding bills and possible door counters

Discussion about door counters at each branch. Each sensor costs \$895. There are annual fees for each counter (\$260 for first counter and \$120 for each additional counter). Director Ramirez will investigate a GO! Grant to cover costs of door counters and fees. Do we do a book order or purchase the counters? Director Ramirez will place a small, more specific book order to have some new books. Director Ramirez will also talk to Missoula Library about extra books to share with Lincoln County Library.

Director Ramirez will wait to apply for ARPA grant until after June 30<sup>th</sup>, to have the money for use in fiscal year 2022/23.

McDougall made motion to accept both Financial Reports, seconded by Kane, approved.

### **Director's Report:**

- Chelsea's last day was April 22, 2022. We have only been approved for one part time position to fill Chelsea's position. County Commissioners want us to wait until the next fiscal year to fill the other part-time position. Director Ramirez has been taking on the extra work to fill the gap in employees.
- April 28<sup>th</sup> ImagineIf Board meeting – Director Ramirez attended meeting to offer support to Ashley. The library is still working through policy issues.
- Tamarack Federation – Alyssa and Marilyn attended in person, great sessions about grants, HR, crisis de-escalation.
- New Public Library Standards – each library board is required to complete 3 hours of CE (the majority of the Board needs to fill 3 hours annually)
- Arbor Day – Story Walk down Louisiana Ave with kid's crafts
- Health Fair/Bike Rodeo – Dusty participated
- May 2<sup>nd</sup> Wellness Retreat – talked about collaboration “Life Cycle”, where we fit best, where we get stuck, letting things go
- Kid's Corner at the Market – postcard (see attached)
- Staff Meetings – Friday afternoon weekly meetings with all staff. Working on staff development by reading and working through, “7 Habits of Highly Effective People”
- Wiring – State Library rescheduled for May 9<sup>th</sup> to finish networking in Libby and Troy
- Director's Institute – networking opportunity to connect with other library directors
- NAC nomination – Director Ramirez was nominated to the Network Advisory Council by State Librarian Jennie Stapp
- MLA retreat – Director Ramirez and Dustina Deans will present in June
- Tracy Cook on June 22<sup>nd</sup> – we can schedule time with her if we want to speak about any issues
- Courier – Cara Orban (with Montana State Library) secured courier services in the new fiscal year; we may not need Roger to deliver crates
- Summer Reading Program – scheduled for June 1- July 31

- Troy Library – Teen visioning sessions had thirty kids at the High School, 2 – one-hour classes; also involved teens in painting a mural
- Eureka – first story time had five kids; wrapping up with renovations; possibly add more hours to the part time position by adding Zero to 5 work – up to 16 hours/week
- MSC – new contract with Sirsi Dynix that will have texting capabilities; State Library Commission is pushing legislation for five million at the State Library, if they get this then we would not pay for MSC
- Card Rally, Head Start Picnic – Dusty
- FOL – focusing on recruiting members

McDougall made motion to accept Directors Report, seconded by Gassmann, approved

**Policy Review:** None

**Old Business:**

Strategic Goals:

- i. Security System Update – Have not contacted Grizzly Security yet.  
Tracy Cook gave a list of other Libraries similar in size to LCL, Barb called each library and asked if they have security, most had minimal security. Some libraries have a two-person work policy (but does not always work), only one had a panic button. We have reached the point in knowing we are not negligent in our lack of security cameras, but we would still like to do a simpler security option. Possibly purchasing a simple system from Costco.  
Gassmann will look at Costco for security systems and motion light options  
Kane will investigate Panic Button options.
- ii. Troy Branch Exterior – Commissioner Jerry Bennet was invited to this meeting, but he did not show up. Mold and indoor air issues could be evaluated.

FY23 Budget Prep –

See attached FY2022-2023 Budget Planning Worksheet. Still not the correct budgeted numbers for 110, 140, 148 – under budget!

**New Business:**

Director Ramirez will ask if Tracy Cook can attend our June 23<sup>rd</sup> meeting and tell us about a Library Depreciation Fund.

**Meeting Adjourned:** Hvizdak moved to adjourn the meeting at 12:24pm, seconded by McDougall, approved.

## FY2021-2022 Expenditure Budget Report

	<b>Budgeted</b>	Spent	Remaining	83%
110 Salaries and Wages	<b>\$ 245,400.00</b>	\$ 206,645.23	\$ 38,754.77	84%
140 Employer Contributions	<b>\$ 46,300.00</b>	\$ 36,535.29	\$ 9,764.71	79%
148 EBMS Insurance	<b>\$ 28,600.00</b>	\$ 18,008.00	\$ 10,592.00	63%
210 Office Supplies and Materials	<b>\$ 1,000.00</b>	\$ 1,330.05	\$ (330.05)	133%
215 Technology Supplies and Materials	<b>\$ 8,000.00</b>	\$ 7,563.49	\$ 436.51	95%
220 Operating Supplies	<b>\$ 3,500.00</b>	\$ 10,307.64	\$ (6,807.64)	295%
225 Recreation Supplies	<b>\$ 1,500.00</b>	\$ 1,934.41	\$ (434.41)	129%
228 Educational Supplies	<b>\$ 18,000.00</b>	\$ 19,924.86	\$ (1,924.86)	111%
310 Communication and Transportation	<b>\$ 1,500.00</b>	\$ 2,647.94	\$ (1,147.94)	177%
330 Publicity, Subscriptions	<b>\$ 16,000.00</b>	\$ 14,752.23	\$ 1,247.77	92%
340 Utility Services	<b>\$ 18,000.00</b>	\$ 16,753.01	\$ 1,246.99	93%
360 Repairs & Maintenance Services	<b>\$ 15,000.00</b>	\$ 21,536.84	\$ (6,536.84)	144%
370 Travel	<b>\$ 2,000.00</b>	\$ 3,028.12	\$ (1,028.12)	151%
380 Training Services	<b>\$ 500.00</b>	\$ 487.00	\$ 13.00	97%
512 Insurance	<b>\$ 5,348.00</b>	\$ 5,348.00	\$ -	100%
940 Machinery & Equipment	<b>\$ -</b>		\$ -	
<b>Totals</b>	<b>\$ 410,648.00</b>	<b>\$ 366,802.11</b>	<b>\$ 43,845.89</b>	<b>89%</b>
State Aid	<b>\$ 11,473.26</b>	\$ -	\$ 11,473.26	
<b>Totals</b>	<b>\$ 422,121.26</b>	<b>\$ 366,802.11</b>	<b>\$ 55,319.15</b>	<b>87%</b>
Montana Healthcare Foundation	<b>\$ 18,604.86</b>	\$ -	\$ 18,604.86	
<b>Totals</b>	<b>\$ 440,726.12</b>	<b>\$ 366,802.11</b>	<b>\$ 73,924.01</b>	<b>83%</b>

\*as of 5/23/2022

## FY2021-2022 Expenditure Budget Report

	<b>Budgeted</b>	Spent	Remaining	83%
110 Salaries and Wages	<b>\$ 245,400.00</b>	\$ 261,528.08	\$ (16,128.08)	107%
140 Employer Contributions	<b>\$ 46,300.00</b>	\$ 45,617.88	\$ 682.12	99%
148 EBMS Insurance	<b>\$ 28,600.00</b>	\$ 22,510.00	\$ 6,090.00	79%
210 Office Supplies and Materials	<b>\$ 1,000.00</b>	\$ 1,330.05	\$ (330.05)	133%
215 Technology Supplies and Materials	<b>\$ 8,000.00</b>	\$ 7,865.81	\$ 134.19	98%
220 Operating Supplies	<b>\$ 3,500.00</b>	\$ 10,482.64	\$ (6,982.64)	300%
225 Recreation Supplies	<b>\$ 1,500.00</b>	\$ 1,934.41	\$ (434.41)	129%
228 Educational Supplies	<b>\$ 18,000.00</b>	\$ 21,924.86	\$ (3,924.86)	122%
310 Communication and Transportation	<b>\$ 1,500.00</b>	\$ 2,677.94	\$ (1,177.94)	179%
330 Publicity, Subscriptions	<b>\$ 16,000.00</b>	\$ 14,821.23	\$ 1,178.77	93%
340 Utility Services	<b>\$ 18,000.00</b>	\$ 19,544.25	\$ (1,544.25)	109%
360 Repairs & Maintenance Services	<b>\$ 15,000.00</b>	\$ 23,004.02	\$ (8,004.02)	153%
370 Travel	<b>\$ 2,000.00</b>	\$ 3,488.12	\$ (1,488.12)	174%
380 Training Services	<b>\$ 500.00</b>	\$ 487.00	\$ 13.00	97%
512 Insurance	<b>\$ 5,348.00</b>	\$ 5,348.00	\$ -	100%
940 Machinery & Equipment	<b>\$ -</b>		\$ -	
<b>Totals</b>	<b>\$ 410,648.00</b>	<b>\$ 442,564.29</b>	<b>\$ (31,916.29)</b>	<b>108%</b>
State Aid	<b>\$ 11,473.26</b>	\$ -	\$ 11,473.26	
<b>Totals</b>	<b>\$ 422,121.26</b>	<b>\$ 442,564.29</b>	<b>\$ (20,443.03)</b>	<b>105%</b>
Montana Healthcare Foundation	<b>\$ 25,000.00</b>	\$ -	\$ 25,000.00	
<b>Totals</b>	<b>\$ 447,121.26</b>	<b>\$ 442,564.29</b>	<b>\$ 4,556.97</b>	<b>99%</b>

\*Projected



### Eureka Farmers Market

Veteran's Park  
3:30-6:00pm

June 22      August 10  
July 13      August 24

### Farmers Market at Libby

Libby Area Chamber of Commerce  
3:00-6:30pm

May 5      July 21  
June 16      August 18

### Troy Farmers Market

Troy Museum  
3:30-6:30pm

June 10      August 12  
July 1      September 30

### Trego Farmers Market

Trego Pub & General Store  
4-6pm

June 30

For more information, please contact **Dorey Rowland** at [drowland@libby.org](mailto:drowland@libby.org)

# FY2022-2023 Budget Planning Worksheet

	FY20	FY21	FY22*	FY23
<b>110 Salaries and Wages</b>	<b>\$ 241,945.24</b>	<b>\$ 232,551.05</b>	<b>\$ 245,400.00</b>	<b>\$ 237,828.00</b>
<b>140 Employer Contributions</b>	<b>\$ 42,028.96</b>	<b>\$ 39,745.29</b>	<b>\$ 46,300.00</b>	<b>\$ 38,199.00</b>
<b>148 EBMS Insurance</b>	<b>\$ 31,252.41</b>	<b>\$ 20,109.33</b>	<b>\$ 28,600.00</b>	<b>\$ 29,146.00</b>
<b>210 Office Supplies and Materials</b>	<b>\$ 778.88</b>	<b>\$ 1,462.66</b>	<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>
<b>215 Technology Supplies and Materials</b>	<b>\$ 6,877.16</b>	<b>\$ 9,899.45</b>	<b>\$ 8,000.00</b>	<b>\$ 9,000.00</b>
1&1 Ionos (Basic Fee)	\$ 44.37	\$ 146.28	\$ 172.80	\$ 172.80
1&1 Ionos (Extended Support)	\$ 104.52	\$ 107.56	\$ 104.52	\$ 104.52
1&1 Ionos (Site Scan & Repair)		\$ 10.00	\$ 60.00	\$ 60.00
Amazon (Supplies)		\$ 519.93	\$ 174.26	
Cybrarian		\$ 653.90	\$ 649.95	\$ 649.95
FCM Leasing	\$ 1,752.00	\$ 1,752.00	\$ 1,752.00	\$ 1,752.00
Frontier (Libby)	\$ 1,097.07	\$ 1,100.76	\$ -	\$ -
Frontier (Troy)	\$ 788.33	\$ 716.04	\$ -	\$ -
Interbel	\$ 1,201.20	\$ 1,201.20	\$ 1,201.20	\$ 1,201.20
J2 (Copier Supplies)			\$ 93.00	\$ 300.00
MontanaSky (Libby)			\$ 1,679.40	\$ 1,679.40
MontanaSky (Troy)			\$ 1,199.40	\$ 1,199.40
<b>220 Operating Supplies</b>	<b>\$ 7,051.12</b>	<b>\$ 9,703.84</b>	<b>\$ 3,500.00</b>	<b>\$ 4,000.00</b>
B&T Wrapping	\$ 824.12	\$ 957.90	\$ 1,200.00	\$ 1,200.00
Book Wrap		\$ 1,499.39		
DVD Cases	\$ 151.78	\$ 184.37	\$ 200.00	\$ 200.00
Showcases	\$ 1,391.50	\$ 1,207.00	\$ 1,200.00	\$ 1,200.00
Branch Upgrades		\$ 4,537.61	\$ 4,500.00	
<b>225 Recreation Supplies</b>	<b>\$ 1,398.26</b>	<b>\$ 1,029.05</b>	<b>\$ 1,500.00</b>	<b>\$ 2,000.00</b>
Summer Reading Program	\$ 932.12	\$ 256.13	\$ -	
<b>228 Education Supplies</b>	<b>\$ 13,943.80</b>	<b>\$ 18,387.84</b>	<b>\$ 18,000.00</b>	<b>\$ 24,000.00</b>
<b>310 Communication and Transportation</b>	<b>\$ 1,937.61</b>	<b>\$ 2,141.57</b>	<b>\$ 1,500.00</b>	<b>\$ 2,000.00</b>
B&T Shipping	\$ 156.76	\$ 186.32	\$ 200.00	\$ 200.00
Endicia		\$ 689.90	\$ 1,000.00	\$ 1,000.00
Eureka Postage	\$ 262.44	\$ 55.00	\$ -	
Libby Postage	\$ 400.51	\$ 175.33	\$ -	
Troy Postage	\$ 276.73	\$ 64.98	\$ -	
USPS (stamps)			\$ 300.00	\$ 300.00
<b>330 Publicity, Subscription and Dues</b>	<b>\$ 20,531.23</b>	<b>\$ 20,262.87</b>	<b>\$ 16,000.00</b>	<b>\$ 19,000.00</b>
ALA/PLA		\$ 409.00	\$ 411.00	\$ 411.00
Amazon Prime	\$ 119.00	\$ 119.00	\$ 119.00	\$ 139.00
Beanstack		\$ -	\$ 895.00	\$ 895.00
Boiler Certification	\$ 31.00	\$ 31.00		
Canva		\$ 246.00	\$ 116.00	\$ 200.00
Chamber of Commerce (Libby)	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00
Chamber of Commerce (Troy)		\$ 50.00	\$ 50.00	\$ 50.00
EBSCO	\$ 1,786.00	\$ 1,911.00	\$ 2,007.00	\$ 2,007.00

Elevator Inspection			\$	240.00				
Facebook (Advertising)		\$	30.00	\$	20.00	\$	100.00	
Heritage Quest	\$	1,532.00	\$	1,578.31	\$	1,578.31	\$	1,578.31
Magazines	\$	987.31	\$	512.84	\$	1,734.07	\$	1,500.00
Mahugh Fire & Safety (Eureka)	\$	12.95	\$	8.00	\$	9.00	\$	9.00
Mahugh Fire & Safety (Libby)	\$	48.25	\$	95.00	\$	95.00	\$	95.00
Mahugh Fire & Safety (Troy)	\$	7.95	\$	8.00	\$	37.50	\$	37.50
MLA Membership	\$	100.00	\$	350.00	\$	350.00	\$	100.00
MSC	\$	5,284.16	\$	5,823.05	\$	5,939.52	\$	6,000.00
Newspaper Advertisements					\$	250.00	\$	250.00
OCLC	\$	1,510.26	\$	1,510.25	\$	1,540.46	\$	1,600.00
Overdrive	\$	3,300.26	\$	3,465.27	\$	3,638.53	\$	3,700.00
PO Box (Eureka)	\$	76.00	\$	92.00	\$	92.00	\$	188.00
PO Box (Troy)	\$	76.00	\$	76.00	\$	92.00	\$	84.00
Zoom			\$	155.52	\$	-		
<b>340 Utilities Services</b>	<b>\$</b>	<b>17,524.05</b>	<b>\$</b>	<b>17,614.20</b>	<b>\$</b>	<b>18,000.00</b>	<b>\$</b>	<b>18,000.00</b>
City of Libby	\$	1,858.85	\$	1,879.47	\$	1,903.32	\$	1,903.32
City of Troy	\$	2,549.58	\$	2,544.12	\$	2,787.72	\$	2,787.72
Evergreen Disposal					\$	122.00	\$	240.00
Flathead Electric	\$	3,228.85	\$	2,576.09	\$	2,307.96	\$	2,307.96
Frontier (Troy)	\$	764.84	\$	172.41	\$	300.00	\$	-
Frontier (Libby)	\$	707.80	\$	764.17	\$	800.00	\$	717.24
Frontier (Libby fax)	\$	811.90	\$	920.36	\$	1,000.00	\$	-
Golden State Oil	\$	4,793.20	\$	5,712.57	\$	5,500.00	\$	5,500.00
Interbel	\$	507.68	\$	545.16	\$	529.56	\$	529.56
Lincoln Electric	\$	1,467.48	\$	1,600.27	\$	1,762.20	\$	1,762.20
Town of Eureka	\$	896.64	\$	899.64	\$	899.64	\$	899.64
<b>360 Repairs and Maintenance</b>	<b>\$</b>	<b>14,501.35</b>	<b>\$</b>	<b>16,099.21</b>	<b>\$</b>	<b>15,000.00</b>	<b>\$</b>	<b>16,000.00</b>
Annie's Cleaning Service	\$	7,245.53	\$	6,602.31	\$	8,803.08	\$	8,803.08
Car-Related Expenses			\$	1,218.38	\$	68.00		
Laura Burk	\$	910.00	\$	1,820.00	\$	1,560.00	\$	1,560.00
Libby Kwik Lube	\$	135.95	\$	93.30	\$	120.00	\$	120.00
Montana Market			\$	66.20	\$	242.07		
Sprinkler Inspection	\$	482.10	\$	515.85	\$	551.96	\$	551.96
Branch Upgrades			\$	4,451.95	\$	7,155.50		
<b>370 Travel</b>	<b>\$</b>	<b>2,487.35</b>	<b>\$</b>	<b>2,017.31</b>	<b>\$</b>	<b>2,000.00</b>	<b>\$</b>	<b>5,000.00</b>
Fuel	\$	1,985.68	\$	2,017.31	\$	2,696.61	\$	3,000.00
Hotels	\$	226.79	\$	-	\$	-		
Meals	\$	247.88	\$	-	\$	177.00		
<b>380 Training Services</b>	<b>\$</b>	<b>448.00</b>	<b>\$</b>	<b>963.93</b>	<b>\$</b>	<b>500.00</b>	<b>\$</b>	<b>1,500.00</b>
Disney Institute			\$	179.00				
MLA	\$	150.00	\$	500.00			\$	500.00
<b>512 Insurance</b>	<b>\$</b>	<b>7,605.00</b>	<b>\$</b>	<b>5,625.00</b>	<b>\$</b>	<b>5,348.00</b>	<b>\$</b>	<b>5,348.00</b>
<b>Total</b>	<b>\$</b>	<b>410,310.42</b>	<b>\$</b>	<b>397,612.60</b>	<b>\$</b>	<b>410,648.00</b>	<b>\$</b>	<b>412,021.00</b>

\*estimated

\*\* 5/23/2022