

**LINCOLN COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES
MINUTES OF MEETING
LIBBY COUNTY COURTHOUSE MEETING ROOM
THURSDAY, JANUARY 23, 2020**

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

Others Present: Susan Horelick, Alyssa Ramirez

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

Agenda Approval: Approval of the proposed agenda was moved by Marilyn, seconded by Kate, approved.

Public Comments: Susan Horelick, President of the Libby Friends of the Library, presented a report (attached) reviewing the accomplishments of the Libby Friends from last year. Highlights included contributions to the Library of around \$5000 from Book Sale revenue of nearly \$7000; volunteer time of at least 1150 hours; and move and renovation of the Book Sale area.

Approval of Minutes: Approval of minutes of November 21, 2019 meeting was moved by Marilyn, seconded by Chuck, approved.

Financial Report: Spending (report attached) is under control, with understood excess in salaries/wages/insurance. Notable savings are occurring in operating supplies, as added cost for pre-wrapped new books appears to be offset by lower wrapping supply cost. Travel costs are lower due to County helping with transport to Eureka. Subscriptions are expectedly high due to early one-time payments. Financial report was moved for approval by Chuck, seconded by Marilyn, approved.

Director's Report: See attached. Troy received about \$900 for Adopt-a-Magazine, and Eureka received nearly \$800. The Montana League of Cities and Towns conference will be held in October.

Old Business: Strategic Goal Planning areas updated as follows. Libby hours reviewed and decided to remain as currently. Tracy from State Library will attend our March 26 meeting with a review and update on future trends in library usage, for our future planning. Discussions with insurance agent will occur shortly, with information expected for next Board meeting. **Safety Assessment/Libby Floor Plan** followed a walk-through by the Fire Department with associated issues which are being worked. Book Sale room relocation is effectively complete, and plans are in place for renovation of the reference room and bindery area in the Libby lower level. Associated projects are discussed under New Business. **Memorandum of Understanding** was discussed, and a few final changes were made, prior to agreement to forward the modified document to the County Attorney for review, with comments and suggestions to be returned to the Library Board. Any action to discuss the MOU with the County Commissioners will occur only after the Board reviews those comments from the County Attorney.

New Business: Creation of a new position of **Public Services Librarian** was agreed upon, and the existing position which Ms. Deans occupies will be discontinued, as it was agreed that she would be promoted to the new position (moved by Chuck, seconded by Kate, approved). Alyssa will get Commissioners' concurrence to this staffing change. Funding is available within the budget to support this promotion. **Library Calendar** discussion centered around closing all three libraries for the MLA conference in early April and using the time for training of library staff at the conference; Board member concern was extensive; the Director was asked to develop alternatives to be considered next Board meeting which would permit libraries to remain open during that first week of April. The **Mid-year Report** (attached) was discussed and notice was made of substantial increases in circulation and program levels, even in the face of partial closure of the Troy Branch for renovation. The **FY Financial Projection** (attached) suggests flexibility for additional capital events between now and July. Surveillance cameras for both levels in Libby will be purchased for an estimated cost of \$500. Carpet replacement estimates for the lower level were discussed, and it was agreed to proceed with new carpet for the Libby reference room, hallway and book sale room, the latter with possible partial financial contribution from the Libby Friends to be requested at the next Friends meeting. Total library budget cost is expected to be less than \$10000. **Board Update with Commissioners** was tabled to a future discussion.

Meeting Adjourned: Chuck moved to adjourn the meeting at 11:55 AM, seconded by Kate, approved.

Libby Friends of the Library President's Report
for
The Lincoln County Library Board Meeting – January 23rd, 2020

As we get rolling in this new year, I would like to take a minute to review the accomplishments of the Libby Friends of the Library from last year. Chuck has put together his annual financial report which includes the details as to the exact amounts of money that the FOL made and contributed to the Library. I will be summarizing that report for you, but if you wish to have a copy of the actual report, that can be made available to you.

- The total amount of money earned through our book sales was \$6994. That compares to the previous year's total of \$4423, so it shows all the time and effort that goes into preparing for this activity every month, as well as the support of the community, is well worthwhile.

The total amount of money contributed by the Friends last year comes in at around \$5000. It was spent on such things as :

Materials & Equipment –

Adopt-a-Magazine, Copy machine, TV stand & Projector Screen, Self-Checkout computer, Children's Room equipment, Planter Boxes & Memorial Garden

Program Support –

Poetry Contest, Summer Reading, Books & Brews, Chamber Business and Banter, Brews for Benefit, Book Launch

Book Sale Room equipment and supplies

In terms of human resources, our volunteer hours for the year came in at about 1150 hours, which is probably less than actual, since people forget to record their hours. Regardless of the actual hours, it is a good amount and speaks to the dedication we have of our volunteers to help support the programs and staff of the Library.

One of the items purchased that was mentioned before is the Self-Checkout Station, which was purchased using funds bequeathed to us by the family of Larry and Mary Hebenstreit upon his death last winter. There have been delays in getting this station up and running, and a letter from the FOL was sent last week to the County Commissioners with our concerns about this delay. I mention this only because I noted at the bottom of the letter that a copy would be sent to your Board! You will find a copy of that letter (which was sent individually to each of the Commissioners) attached to this report.

Our first big focus this year is the moving and renovation of our Book Sale area. As of this week, about 95% of the move has been accomplished! The painting of walls and book shelves has been done, all the books moved, and plans finalized for the Children's area. All that is left is for signage, and that will be done before the February 7th Book Sale. We will get notices out to the newspapers, and post signs here in the Library, alerting the community that the room has been moved so the entrance will be through the main library, not through the back door as in the past. This has been a big project and much thanks needs to go to the volunteers and Library Staff for all the time that has been spent to make this a reality.

Susan Horelick – Libby FOL President

Libby Friends of the Library
c/o Susan Horelick
462 Quartz Rd.
Libby, MT 59923
Jan. 16, 2020

Mark Peck
Lincoln County Commissioner
512 California Ave.
Libby, MT 59923

Dear Commissioner Peck:

Last year, a long-time supporter of the Library and active member of the Libby Friends of the Library, Larry Hebenstreit, died. At his request, a sizable donation of money was given in his memory to the Libby Friends of the Library for the purpose of assisting in the important work of the Library. After discussion with our members and the Library Staff, it was decided that the best use of this donation would be to re-establish the Self-Checkout Station. This decision was made at our May meeting. We understood that the actual ordering of equipment would not be until after the new budget year in July, so that we could take advantage of the cost savings that would occur with purchasing the same equipment for the other two library branches at the same time. The equipment was received the end of September. We had a dedication of the Station at our December meeting, even though the Station is not able to be used. The details of why the Station isn't functioning can be provided to you by Library Director Alyssa Ramirez.

The reason for this letter is to simply request your support in helping to solve whatever the issue(s) may be in getting the Self-Checkout Station up and running. The intent of the Hebenstreit bequest was to help both patrons of the library as well as the staff make better use of library resources. The Station does this by making it easy and efficient for patrons to checkout their materials, while freeing up staff time (from that checkout task) to assist patrons in other ways (answering questions, finding books that are requested, helping with library projects/programs, etc.). We are concerned that 3-plus months have passed since the equipment was delivered, and yet the Hebenstreit Memorial Self-Checkout Station is still not usable.

Your attention to this matter is appreciated. Thank you.

Susan Horelick, President
Libby Friends of the Library

cc : Lincoln County Library Board

FY2019-2020 Expenditure Budget Report

	Budgeted	Spent	Remaining	50%
110 Salaries and Wages	\$ 228,750.00	\$ 124,628.86	\$ 104,121.14	54%
140 Employer Contributions	\$ 41,187.00	\$ 22,072.10	\$ 19,114.90	54%
148 EBMS Insurance	\$ 30,060.00	\$ 19,887.75	\$ 10,172.25	66%
210 Office Supplies and Materials	\$ 1,500.00	\$ 298.52	\$ 1,201.48	20%
215 Technology Supplies and Materials	\$ 6,000.00	\$ 3,597.30	\$ 2,402.70	60%
220 Operating Supplies	\$ 2,500.00	\$ 905.00	\$ 1,595.00	36%
225 Recreation Supplies	\$ 1,500.00	\$ 399.33	\$ 1,100.67	27%
228 Educational Supplies	\$ 19,000.00	\$ 8,966.74	\$ 10,033.26	47%
310 Communication and Transportation	\$ 3,000.00	\$ 652.18	\$ 2,347.82	22%
330 Publicity, Subscriptions	\$ 16,000.00	\$ 14,629.16	\$ 1,370.84	91%
340 Utility Services	\$ 19,000.00	\$ 8,944.61	\$ 10,055.39	47%
360 Repairs & Maintenance Services	\$ 14,466.00	\$ 6,923.65	\$ 7,542.35	48%
370 Travel	\$ 3,500.00	\$ 1,526.16	\$ 1,973.84	44%
380 Training Services	\$ 1,000.00	\$ 298.00	\$ 702.00	30%
512 Insurance	\$ 7,605.00	\$ 7,605.00	\$ -	100%
940 Machinery & Equipment	\$ -		\$ -	
Totals	\$ 395,068.00	\$ 221,334.36	\$ 173,733.64	56%
357 Steele-Reese Foundation	\$ 20,000.00	\$ 20,017.16	\$ (17.16)	
Totals	\$ 415,068.00	\$ 241,351.52	\$ 173,716.48	58%
PILT-215/ State Aid	\$ 11,477.47	\$ 3,998.30	\$ 7,479.17	
Totals	\$ 426,545.47	\$ 245,349.82	\$ 181,195.65	58%

*as of 1/13/2020

Director's Report
September/October 2019

Student Stand Down- Dusty and Sharee were present at the Libby and Troy Student Stand Down (respectively) to sign kids up for library cards at the end of August. New registrations for August/September were as follows: Libby- 104, Troy- 84.

Steele-Reese Grant- Sharee has been working hard to line up Maintenance, IT, electrician and carpet to demolish the Troy desk. Currently, work is planned on being completed after Veteran's Day and before Thanksgiving.

Headwater's Grant- Alyssa and Dusty have finalized a plan for updating the children's room. We are planning on executing the project plans after the holidays.

Ready2Read Rendezvous- Sharee and Dusty attended the Ready2Read Rendezvous in Helena. From their training, they are working on implementing a baby program at their library.

RIPL Conference- Alyssa attended a research conference in Billings. She is working on detailing and improving the acquisitions process so other staff can be trained in purchasing materials.

Libby FOL Book Sales- The last two book sales have returned record breaking profits for the Libby FOL. They have not only tackled the incredible amount of donations we've received but also the nearly 4,000 books discarded from the Troy and Libby branches.

Eureka FOL- Book sale space is supposed to be renovated soon. I'm waiting to weed the Eureka branch until work on their space is completed.

Book Launch Event- Libby hosted a book launch event for the anthology *We Leave the Flowers Where They Are*. Local authors read their stories about life in Montana. The event was followed by a Domestic Violence Remembrance hosted by Lincoln County Crisis Solutions. Another book launch event is scheduled in Eureka on October 24.

Other trainings- Alyssa has attended Leadership Training provided by the county and attended a Human Resources training in Kalispell.

Upcoming events- Come in from the Cold is scheduled to begin in November. Brews for Benefits will be every Thursday in November at Cabinet Mountain Brewing Company in Libby. Books and Brews has started with 12 people attended the first meeting. Flu shots are scheduled at all 3 branches.

FY 2019-2020 Mid-Year Report

Circulation

Eureka Branch	9,069
Libby Branch	19,067
Troy Branch	6,173
Digital Items	8,350
Total	42,659

42,033

PATRON VISITS

Lincoln County Library's busiest month was July 2019, with over 8,900 visitors to all 3 branches.

16,741

ITEMS TRANSFERRED BETWEEN
PARTNER LIBRARIES

Each month, nearly 3,000 items transfer each month between Libby and Kalispell.

Collection Size

Eureka Branch	12,424
Libby Branch	22,465
Troy Branch	9,832
Digital Items	46,070
Total	90,791

Service Levels and Programs

18,439

REFERENCE QUESTIONS ANSWERED

7,701

COMPUTER/ WI-FI SESSIONS

185

PROGRAMS OFFERED

3,916

PROGRAM ATTENDEES

FY2019-2020 Expenditure Budget Report

	Budgeted	Spent	Remaining	
110 Salaries and Wages	\$ 228,750.00	\$ 244,452.06	\$ (15,702.06)	107%
140 Employer Contributions	\$ 41,187.00	\$ 44,165.78	\$ (2,978.78)	107%
148 EBMS Insurance	\$ 30,060.00	\$ 32,123.73	\$ (2,063.73)	107%
210 Office Supplies and Materials	\$ 1,500.00	\$ 298.52	\$ 1,201.48	20%
215 Technology Supplies and Materials	\$ 6,000.00	\$ 6,355.39	\$ (355.39)	106%
220 Operating Supplies	\$ 2,500.00	\$ 1,555.00	\$ 945.00	62%
225 Recreation Supplies	\$ 1,500.00	\$ 999.33	\$ 500.67	67%
228 Educational Supplies	\$ 19,000.00	\$ 18,966.74	\$ 33.26	100%
310 Communication and Transportation	\$ 3,000.00	\$ 1,075.18	\$ 1,924.82	36%
330 Publicity, Subscriptions	\$ 16,000.00	\$ 14,629.16	\$ 1,370.84	91%
340 Utility Services	\$ 19,000.00	\$ 17,955.23	\$ 1,044.77	95%
360 Repairs & Maintenance Services	\$ 14,466.00	\$ 12,806.97	\$ 1,659.03	89%
370 Travel	\$ 3,500.00	\$ 2,550.65	\$ 949.35	73%
380 Training Services	\$ 1,000.00	\$ 298.00	\$ 702.00	30%
512 Insurance	\$ 7,605.00	\$ 7,605.00	\$ -	100%
940 Machinery & Equipment	\$ -		\$ -	
Totals	\$ 395,068.00	\$ 405,836.74	\$ (10,768.74)	103%
357 Steele-Reese Foundation	\$ 20,000.00	\$ 20,017.16	\$ (17.16)	
Totals	\$ 415,068.00	\$ 425,853.90	\$ (10,785.90)	103%
PILT-215/ State Aid	\$ 11,477.47	\$ 3,998.30	\$ 7,479.17	
Totals	\$ 426,545.47	\$ 429,852.20	\$ (3,306.73)	101%

*anticipated FY20