

**LINCOLN COUNTY LIBRARY BOARD OF TRUSTEES
MINUTES OF MEETING
LIBBY BRANCH
THURSDAY, FEBRUARY 3, 2022**

Trustees Present: Barb Hvizdak, Annie Gassmann, Kerri Teisberg, Marilyn McDougall

Others Present: Alyssa Ramirez (Director LCL), Lani Glasscock (Zoom)

Call to Order: Hvizdak called the meeting to order at 10:06 a.m.

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

Public Comment: None

Approval of Minutes: Approval of submitted minutes for the November 18, 2021 meeting was moved by McDougall, seconded by Teisberg, approved.

Reports:

Financial Report: FY22- January

110,140,148 – amounts are caught up through December 2021.

210, 215, 220 - standard purchases

225 – more spending in this line due to updating Christmas décor during December.

228 – updated through December 2021, last order will happen in May 2022

310 – extra cost to pay for shipping and handling from Manahan's Furniture to deliver to Eureka.

330 – this line is high due to a double payment for Eureka PO Box and renewed ALA & PLA memberships

340 – holding steady with utility costs

360 – Eureka remodel had unexpected costs in flooring, an extra electrician charge, and painter fee.

360 – reimbursements have been paid out for travel expenses

380, 512 – no change

State Aid has been deposited.

Reimbursements from Montana Healthcare Foundation have been deposited through November 2021.

Financial Report FY2021-2022 was accepted by McDougall, seconded by Gassmann.

Director's Report: See attached Director's Report January 2022.

Director's January 2022 Report accept by McDougall, seconded by Gassmann.

Policy Review: Library Service in Liew of Fines

Hvizdak moved to table this policy review until March meeting, seconded by Teisberg, approved.

Old Business:

Strategic Goals

- Security System Update:

- Director Ramirez spoke with County IT specialist, and unfortunately the County tabled Lincoln County Library's security project and said to speak to Grizzly Security in Kalispell.
- An outdated estimated cost of installation in Libby- \$8,780, with an additional annual fee. We will also receive estimates for Troy and Eureka Branches.
- Estimate to update all three Libraries ~ \$16,000-\$18,000.
- We may need to look into a grant to help pay for this project.

- Capital Improvement Plan/Fund: see attached

- FOL (Libby) would like brighter lighting, might need to update/replace lights... up to \$9,000 for LED upgrade
- Look for electrical grants to update switches for better energy efficiency
- Input into plan – possibly update on floor per year
- How do we set up this fund? Might have to speak with Wendy and County Commissioners. Barb and Alyssa will speak to County.

- Troy Branch Exterior: still being worked on and will get lined up for a spring building inspection.

Calendar Update:

Juneteenth- Hvizdak made motion to close Juneteenth (June 20th) as a recognized federal holiday, seconded by McDougall, approved.

Day after Thanksgiving- Question about closing or reducing hours. Board decided to keep the libraries open for normal business on November 25, 2022.

New Business:

Open Trustee Position – (at large): Rory Kane is ill today and could not be present at meeting. Hvizdak made motion to move forward with Rory Kane's Lincoln County Library Board Application, seconded by McDougall, approved.

Open Eureka Substitute Position: The current position only includes two hours of work per week. Opportunity to increase interest in the position and opportunity to learn the branch librarian position by hiring a temporary person, up to 3 months of work with 6 hours of work per week. Director Ramirez will move forward on a temporary 3-month hire.

Lincoln County Library Foundation: Traditionally the Lincoln County Library Foundation (LCLF) is the fundraising arm of volunteers and Friends of the Library (FOL) is the active volunteer arm. Mary Jo stepping down from the Foundation and would like to pass on the Treasury duties. Is there a way to combine all groups, to keep up to date with volunteers, projects, money? Need to recruit new bodies! Susan Horlick with FOL will take over the LCLF Treasury duties. Need two more people to be on the LCLF board.

Closed Session

Session resumed at 12:28pm

Next Meeting: Next meeting scheduled for **March 24, 2022 (Zoom), 10am in Libby**

Meeting Adjourned: Hvizdak moved to adjourn the meeting at 12:30pm, seconded by McDougall, approved.

FY2021-2022 Expenditure Budget Report

	Budgeted	Spent	Remaining	58%
110 Salaries and Wages	\$ 245,400.00	\$ 114,489.29	\$ 130,910.71	47%
140 Employer Contributions	\$ 46,300.00	\$ 21,064.58	\$ 25,235.42	45%
148 EBMS Insurance	\$ 28,600.00	\$ 10,129.50	\$ 18,470.50	35%
210 Office Supplies and Materials	\$ 1,000.00	\$ 569.27	\$ 430.73	57%
215 Technology Supplies and Materials	\$ 8,000.00	\$ 4,301.74	\$ 3,698.26	54%
220 Operating Supplies	\$ 3,500.00	\$ 3,957.14	\$ (457.14)	113%
225 Recreation Supplies	\$ 1,500.00	\$ 1,266.09	\$ 233.91	84%
228 Educational Supplies	\$ 18,000.00	\$ 13,906.88	\$ 4,093.12	77%
310 Communication and Transportation	\$ 1,500.00	\$ 1,165.46	\$ 334.54	78%
330 Publicity, Subscriptions	\$ 16,000.00	\$ 14,546.23	\$ 1,453.77	91%
340 Utility Services	\$ 18,000.00	\$ 7,862.19	\$ 10,137.81	44%
360 Repairs & Maintenance Services	\$ 15,000.00	\$ 17,699.08	\$ (2,699.08)	118%
370 Travel	\$ 2,000.00	\$ 1,706.81	\$ 293.19	85%
380 Training Services	\$ 500.00	\$ 487.00	\$ 13.00	97%
512 Insurance	\$ 5,348.00	\$ 5,348.00	\$ -	100%
940 Machinery & Equipment	\$ -		\$ -	
Totals	\$ 410,648.00	\$ 218,499.26	\$ 192,148.74	53%
 State Aid	 \$ 11,473.26	 \$ -	 \$ 11,473.26	
Totals	\$ 422,121.26	\$ 218,499.26	\$ 203,622.00	52%
 Montana Healthcare Foundation	 \$ 4,323.52	 \$ -	 \$ 4,323.52	
Totals	\$ 426,444.78	\$ 218,499.26	\$ 207,945.52	51%

*as of 1/25/2021

Director's Report January 2022

Lincoln County Library

1,000 Books Before Kindergarten- looking to expand this program in Troy and Libby after expanding in Eureka. Currently, there are 8 local sponsors for the program including: Cabinet Peaks Family Medicine, Communities that Care, Lincoln County Library, Logan Health (Eureka Clinic), Troy Public Schools, Unite for Youth, Western Montana Mental Health Center and Zero to Five. Our goal is to distribute 300 Welcome Bags in the Libby/Troy area. Each bag includes a book, egg shaker, sticker, flyers, and fun toys that support early literacy skills. Bags should be ready to go by February 14.

Imagination Library- In partnership with Zero to Five, we are working on establishing Imagination Library in Lincoln County. In this program, a free book is mailed to children ages 0-5 every month. We pay a small portion of the cost (Zero to Five) and maintain the database of registered kids (LCL). Paperwork has been submitted to Imagination Library Headquarters. We are now waiting for approval from USPS to mail at non-profit rates. Estimated start date is March with the first book mailed in April.

Adopt-a-Magazine- Monies raised:

Eureka- \$656.36

Libby- \$1347.23

Troy- \$407.59 (FOL to adopt Economist \$225)

Adopt-a-Kid's Book- Staff raised \$950 for Adopt-a-Kid's Book program.

Challenges at Imaginelf- There are 2 ongoing issues at Imaginelf that I feel are worth bringing to the board's attention.

- Book Challenges- book challenges are sweeping the nation, and this is an alarming trend for a couple reasons. For one, many challengers haven't even read the book. Many hear from some source that certain books are "obscene" or "pornographic". They check to see if the library has a copy and challenge the book without even reading it. Second, this trend is gaining sympathy from some legislatures. In Oklahoma, a bill was put forth that if a school librarian doesn't remove a book within 30 days, he or she is fired and barred from working in a school for 2 years. At Imaginelf, 2 books are being challenged right now and has prompted some trustees to move towards extreme oversight of library functions.
- New Director Hire- the board of trustees has decided to move forward with hiring a new director that does not have her MLIS. This means Imaginelf no longer meets the Public Library Standards and is ineligible for state aid. This is a loss of \$30,000.

In support of my fellow colleagues, I have attended and spoken out at 2 library board meetings. I feel it is important to speak out because the decisions made at these meetings potentially affect other libraries and Partners.

Eureka Branch

Remodel- the Eureka branch was closed the week before Christmas to remodel the library. The library received new paint, carpet, desk, and shelving.



Interbel Upgrades- Interbel has generously agreed to fund a complete hardware upgrade at the Eureka branch, including computers, wireless access point, and other needed programs or platforms to secure the devices. This will be an estimated \$5,000 donation.

Libby Branch

Libby branch had to cancel a number of programs due to staff illness.

IT Specialist- Ethan Hoff was hired as the IT Specialist to fulfill the ARPA grant we received. He is working on a survey of current technology literacy classes offered at other libraries before working on a community-wide survey to determine the needs of Lincoln County.

Troy Branch

Programs include Job Service Workshop Series, Community Connections Dinner, Author Visit in Libby and Troy. Sharee combined story time and Mother Goose on the Loose into Silly Goose Story Time and saw an immediate increase in kids.

Sharee received her certification from the Montana State Library

In search of a Snow Removal Specialist.

Community Development Block Grant is open and TLOC will reapply.



HARDWARE/SUPPORT/SERVICES RECOMMENDATIONS

HARDWARE

**Dell All in One 5490 – 3 Years Pro Support
Plus NBD Warranty. Includes lock for
keeping device secured. Qty 3 = \$3,666.27**

Library AIO Option
Quote number: 300037972422

Item	Quantity	Unit Price	Item Total
Dell All in One 5490 AIO	3	\$1,222.09	\$3,666.27

Subtotal: \$3,666.27
Taxes: \$0.00
Total: \$3,666.27

Estimated Ship Date: Monday, March 28, 2022
Warranty: 3 Years Pro Support Plus NBD
Printer: Dell E710
Shipping: Standard Delivery

Currently the Library is using Outdated All in One Dell systems. The warranty expired on these devices 9-27-2020. Replacing these with updated systems with much better specification and 3 years of NBD Pro Support Plus.

**Dell Latitude 3520– 3 Years Pro Support
Plus NBD Warranty. Includes lock for
keeping device secured.
Qty 3 = \$3,907.02**

Cart

Item	Quantity	Unit Price	Item Total
Dell Latitude 3520	3	\$1,302.34	\$3,907.02

Subtotal: \$3,907.02
Taxes: \$0.00
Total: \$3,907.02

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NETWORK

The Physical network at the library is in order enough to easily provide adequate connections. They do require a network switch at the front desk in order to network both computers located there. Our cost on this switch is \$13.00.

The Ubiquiti Router and Switch in their storage room is capable of Gigabit Services. They are currently using a Cisco Meraki Access Point.

I suggest we install a 2 Node Plume Wireless Network with Workpass. This will give added protection to the Library with built in controls to prevent Malware, Content Controls and Monitoring. We will also be able to assist with any wireless needs via the Frontline Support Tools.

NETWORK

Plume
WorkPass®



Link

A superior wireless experience to meet Small Businesses' needs

Keycard

Help keep employees engaged and maximize productivity

Shield

Security designed for today's ambitious Small Businesses

Concierge

Customer understanding leads to useful experiences

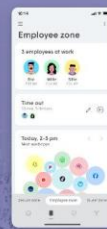
Flow

Motion insights keep businesses informed & safe, anytime

2 Access Points - \$120.00 Annually
Hardware Only Cost: \$152.00



Link



Keycard



Shield



Concierge



Flow

MANAGED SERVICES



Remote Maintenance and Monitoring Platform –
Automated Patching and Remote Support Access.
Up to 5 Devices: \$816.00 annually.



Industry leading Anti Malware and system protection
platform – same used internally at InterBel.
Up to 5 Devices: \$120.00 Annually.

SOFTWARE



Microsoft Office 365 EDU for up to 5 Workstations. Licensing
works out to \$15.00/mo. \$180.00/yr. Currently using
outdated Office 2010 platform.



Patron computer automation platform, basic service.
Includes:

- Patron Authentication, Time Control and Security Software
- Staff Remote Control
- Director View Usage Reports
- Patron Manager: Guest Codes
- Patron Survey Software

Initial year and NRC: \$504.15 Renews Annually at:\$495.00
Quote from Cybrarian Provided.

COST BREAKDOWN

All Services w/ All In One PC

AIO Computers	3	\$ 1,222.09	\$ 3,666.27
Network Switch	1	\$ 20.00	\$ 20.00
Total Wi-Fi Plume	1	\$ 10.00	\$ 120.00
Managed Service	1	\$ 68.00	\$ 816.00
Bit Defender	1	\$ 10.00	\$ 120.00
Cybrarian	1	\$ 504.15	\$ 504.15
Office 365 EDU	1	\$ 15.00	\$ 180.00
Total Cost:			\$ 5,246.42

All Services w/ Laptops

Laptop	3	\$ 1,302.34	\$ 3,907.02
Network Switch	1	\$ 20.00	\$ 20.00
Total Wi-Fi Plume	1	\$ 10.00	\$ 120.00
Managed Service	1	\$ 68.00	\$ 816.00
Bit Defender	1	\$ 10.00	\$ 120.00
Cybrarian	1	\$ 504.15	\$ 504.15
Office 365 EDU	1	\$ 15.00	\$ 180.00
Total Cost:			\$ 5,667.17

Network Only

Network Switch	1	\$ 20.00	\$ 20.00
Total Wi-Fi Plume	1	\$ 10.00	\$ 120.00
Total Cost:			\$ 140.00
Hardware Only	2	\$ 76.00	\$ 152.00

Managed Services Only

Managed Service	1	\$ 68.00	\$ 816.00
Bit Defender	1	\$ 10.00	\$ 120.00
Total Cost:			\$ 936.00

Software Only

Cybrarian	1	\$ 504.15	\$ 504.15
Office 365 EDU	1	\$ 15.00	\$ 180.00
Total Cost:			\$ 684.15

Lincoln County Library Capital Improvement Plan

Item	Location	Year	Description	Purchased	Cost	Life span	Appx. Replacement Cost	Est Replacement Year
Security System	Eureka		TBD- Dis Technologies					2021
	Libby		TBD- Dis Technologies					2021
	Troy		TBD- Dis Technologies					2021
Facility Upgrades	Eureka	1997	Carpet	1997		15	\$ 6,000.00	2022
		1997	Furniture	1997		10	\$ 6,000.00	2022
		1997	Shelving	1997			\$ 6,000.00	2022
Public Computers	Eureka	2014	3 Dell All-in-One	2014	\$ 1,710.00	5	\$ 3,750.00	2022
	Troy	2012	5 Dell Inspiron Desktop	2012	\$ 2,750.00	5	\$ 6,250.00	2022
Staff Computers	Eureka	2018	2 Lenovo ThinkCentre M920s	2018	\$ 1,904.26	5	\$ 1,000.00	2022
		2018	2 Lenovo ThinkCentre Tiny-in-One Monitor	2018	\$ 419.68	5	\$ 200.00	2022
	Troy	2018	Lenovo ThinkCentre M920s	2018	\$ 952.13	5	\$ 1,000.00	2022
		2018	Lenovo ThinkCentre Tiny-in-One Monitor	2018	\$ 209.84	5	\$ 200.00	2022
Staff Devices	Eureka	2017	iPad	2017	\$ 350.00	4	\$ 500.00	2022
	Troy	2017	iPad	2017	\$ 350.00	4	\$ 5,000.00	2022
Vehicle	Libby	2012	Dodge Journey	2017	\$ 12,000.00		\$ 20,000.00	2022
Staff Devices	Libby	2020	iPad Pro (11in)	2020	\$ 900.00	4	\$ 1,000.00	2024
		2019	2 iPad 7th Gen	2020	\$ 429.00	4	\$ 1,000.00	2023
Self-Checkout	Eureka	2019	HPCS Library Services Check Ez 201	2019	\$ 2,550.00	5	\$ 3,000.00	2024
	Libby	2019	HPCS Library Services Check Ez 201	2019	\$ 2,550.00	5	\$ 3,000.00	2024
	Troy	2019	HPCS Library Services Check Ez 201	2019	\$ 2,550.00	5	\$ 3,000.00	2024
Copy Machine	Eureka	2019	Sharp MX2630N	2019	\$ 4,975.00	5	\$ 6,000.00	2024
	Libby	2020	Sharp MX2651	2020	\$ 4,975.00	5	\$ 6,000.00	2025
	Troy	2019	Sharp MX 3550V	2019	\$ 4,975.00	5	\$ 6,000.00	2024
Public Computers	Libby	2020	8 Lenovo ThinkCentre M920s	2020	\$ 7,617.04	5	\$ 8,000.00	2025
		2020	8 Lenovo ThinkCentre Tiny-in-One Monitor	2020	\$ 1,678.72	5	\$ 2,000.00	2025
Server	Libby	2020	Dell CTO 7750 I5-10400H 512/8 W10P	2020	\$ 1,800.00	5	\$ 2,000.00	2025

Staff Computers	Libby	2020	5	Lenovo ThinkCentre M920s	2020	\$ 4,760.65	5	\$	5,000.00	2025
		2020	5	Lenovo ThinkCentre Tiny-in-One Monitor	2020	\$ 1,049.20	5	\$	1,000.00	2025
		2020	5	Acer Aspire 5 Slim Laptop	2020	\$ 650.00	5	\$	650.00	2025
Outdoor Book Drops	Eureka Libby Troy	2019	10	Kingsley 60 C-series	2019	\$ 6,394.06	10	\$	7,000.00	2029
		2019	10	Kingsley 60 C-series	2019	\$ 6,394.06	10	\$	7,000.00	2029
		2019	10	Kingsley 60 C-series	2019	\$ 6,394.06	10	\$	7,000.00	2029
Facility Upgrades	Troy	2019	15	Carpet	2019	\$ 5,851.00	15	\$	8,000.00	2034
		2019	10	Furniture	2019	\$ 3,852.00	10	\$	5,000.00	2029
Microfilm Machine	Eureka Libby	2018	15	View Scan 3	2018	\$ 9,585.00	15	\$	10,000.00	2028
		2020	15	View Scan 4	2020	\$ 9,585.00	15	\$	10,000.00	2030
Facility Upgrades	Libby	2020	15	Carpet	2020	\$ 40,840.00	15	\$	45,000.00	2035
		2020	10	Furniture (public chairs, tables, arm chairs)	2020	\$ 8,276.00	10	\$	10,000.00	2030
		2020		Shelving	2020	\$ 41,488.00				

*updated 5/27/2021