

**LINCOLN COUNTY LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
EUREKA BRANCH & ZOOM
THURSDAY, JANUARY 19, 2023**

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

Others Present: Alyssa Ramirez (Director LCL), Sheree Miller (Troy Librarian, Zoom), Siri Larsen (Eureka Librarian)

Call to Order: Hvizdak called the meeting to order at 1:18 pm.

Agenda Approval: The agenda was accepted by Teisberg, seconded by Bianco, approved.

Approval of Minutes: Approval of minutes for the November 16, 2022, meeting was moved by Hvizdak, seconded by Bianco, approved. Approval of the minutes for the November 17, 2022 meeting was moved by Hvizdak, seconded by Bianco, approved.

Reports:

Financial Report – January (FY23)

- 110 Salaries & Wages, 140 Employer Contributions, 148 EBMS Insurance – through 12/21/2022; will have an excess of insurance because of employee resigning.
- 210 Office Supplies & Materials – office supplies, copy paper.
- 215 Technology Supplies & Materials – regular charges, \$827 for Lorex Cameras, noted mischarge from Interbel which was corrected with a credit to the account.
- 220 Operating Supplies – book wrap, wagon
- 225 Recreation Supplies – various program supplies for last few months (business account in Amazon has been set up for branch spending)
- 228 Educational Supplies – book orders for November and December
- 310 Communication & Transportation - \$100 postage, \$60 stamps, certified letter, shipping costs
- 330 Publicity & Subscriptions – annual report brochures, cost for Annual Fire & Safety Inspection in Troy and Eureka, EBESCO membership
- 340 Utility – regular expenses, capital credit from Flathead Electric company, Interbel over-charge corrected with credit to account.
- 360 Repairs & Maintenance – normal expenses, bought more utility shelves.
- 370 Travel
- 380 Training Services
- 512 – no change
- 940 –
- State Aid – plugged in to the budget (\$14,476.96), but has not been deposited into account yet

Bianco made a request to see spending broken down by branches for the next monthly meeting.

Bianco made a motion to approve the Expenditure Budget Report, Gassmann seconded, approved.

Director's Report:
See attached report.

All magazine subscriptions have been adopted in Eureka!

Policy Review: Circulation of Materials – Combined old, outdated circulation policies into one policy that encompasses rules, notices, borrowing privileges, lost/damaged materials, and interlibrary loans.

Hvizdak made a motion to accept the “Circulation of Materials” policy, seconded by Bianco, accepted.

Old Business

Strategic Goals:

- Security System Update – security cameras have been set up in Eureka, but not fully functioning yet. Hvizdak will assist in installing Libby cameras on January 25th.
- Troy Branch Exterior – The project has been tabled until Spring 2023. Joe is looking into the cost of supplies.
- Mill Levy: Research
 - Bianco made suggestions for staff questions, Director Ramirez will share with current and past employees to get input.
 - 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.
 - Suzanne (at State Library): We can do a survey, focus groups (State Library can help facilitate), Ramirez will share the outline.
- Library Depreciation Fund – *see attached Resolution 2023-28*
 - Bitterroot Public Library has a depreciation fund, we used the same outline and wording for our resolution.
 - Depreciation Reserve Fund would be added as a line-item to the budget.
 - ~\$5000 into account every year... this is just a rough guess at amount.
 - Board members meet at 9:30am at Libby Library on 1/25/2023 to prepare for Commissioner meeting.
 - Bianco made a motion to present the Library Depreciation Reserve Fund to commissioners on 1/25/2023, seconded by Hvizdak, approved.
 - The depreciation reserve fund is meant to be funded with leftover monies at the end of the year. We cannot raise money specifically for this fund.

Board By-Laws: Table for one more meeting. Director Ramirez will send updated By-Laws before the next meeting and will discuss them during the February meeting.

New Business:

- Library Board Applications:
 - Jennifer Earle Seifert, Michelle Giesey, Laura Finley, Kerry Finley

- Since this seat is for a Troy Representative, it was noted that Kerry Finley could not be considered. She is currently a Eureka resident.
- Bianco made motion for Director Ramirez to write up a letter of recommendation of Giesey or Finley for the Lincoln County Commissioners to make a selection, seconded by Hvizdak, approved.
- Hvizdak will write a thank you letter to past board member, Marilyn, for her time and commitment to the Library Board.
- Mosaic Architecture
 - Director Ramirez presented the four layout options created by Mosaic Architecture. Ramirez and Sharee (Troy Librarian) settled on Option 2, which answers numerous concerns with expanding the library: same level building (no ramps), great visibility for employees, kitchen space, commissioner's office, one main door for all use with option for closing-off other parts of the library.
 - Updated budget would probably be closer to \$2 million (with Commissioner office and additional add ins).
 - Board still has questions and needs understanding of how the project will be funded, usage of the building, and accountability.
 - Who are the partners?
 - Look into asking partners to sign a Memorandum of Understanding so all people and organizations understand the purpose and role of the Library.
 - Concerns about raising money for TLOC at same time as asking for people to vote on a Library Mil Levy.
- Dip Jar – Fundraising option Bianco found, but realized there are more questions that need to be answered and other possibilities to consider.

Housekeeping:

- Next regular meeting:
 - February 16, 2023
 - March 16, 2023
 - April 20, 2023
- Library Calendar:
 - February 20th, Presidents Day
 - March 17th, Staff Meeting
 - April 21ST In-Service

Meeting Adjourned: The meeting was adjourned at 3pm.

FY2022-2023 Expenditure Budget Report

	Budgeted	Spent	Remaining	
110 Salaries and Wages	\$ 246,201.00	\$ 120,111.35	\$ 126,089.65	58% 49%
140 Employer Contributions	\$ 41,762.00	\$ 20,484.08	\$ 21,277.92	49%
148 EBMS Insurance	\$ 45,001.00	\$ 16,255.66	\$ 28,745.34	36%
210 Office Supplies and Materials	\$ 1,000.00	\$ 1,148.45	\$ (148.45)	115%
215 Technology Supplies and Materials	\$ 9,000.00	\$ 9,489.57	\$ (489.57)	105%
220 Operating Supplies	\$ 4,000.00	\$ 7,926.48	\$ (3,926.48)	198%
225 Recreation Supplies	\$ 2,000.00	\$ 2,096.42	\$ (96.42)	105%
228 Educational Supplies	\$ 24,000.00	\$ 10,751.17	\$ 13,248.83	45%
310 Communication and Transportation	\$ 2,000.00	\$ 2,001.80	\$ (1.80)	100%
330 Publicity, Subscriptions	\$ 19,000.00	\$ 12,519.93	\$ 6,480.07	66%
340 Utility Services	\$ 18,000.00	\$ 10,807.73	\$ 7,192.27	60%
360 Repairs & Maintenance Services	\$ 16,000.00	\$ 8,458.41	\$ 7,541.59	53%
370 Travel	\$ 5,000.00	\$ 4,277.98	\$ 722.02	86%
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	\$ 231,688.80	\$ 207,494.20	53%
State Aid	\$ 14,476.95	\$ -	\$ 14,476.95	
Totals	\$ 453,659.95	\$ 231,688.80	\$ 221,971.15	51%
Grants		\$ -	\$ -	
Totals	\$ 453,659.95	\$ 231,688.80	\$ 221,971.15	51%

*as of 1/10/2023

Director's Report January 2023

Circulation Clerk- Donna's last day was December 5. Keeli temporarily returned for a month to cover the desk while Alyssa was on vacation and applications were collected for the position. Interviews are scheduled on Tuesday and Wednesday, and someone should be hired for the position by the end of the week.

Troy Library Assistant- Lucy Orr resigned as Library Assistant in Troy. Megan Brothers has been hired.

Tree Lighting/Holiday Bazaar- Sharee participated in Troy's Christmas Tree Lighting and Holiday Bazaar. She had a reading area with crafts and handed out free books.

Imagination Library/Family Strong- the library has assumed full control (including fiscal responsibility) of the Imagination Library and Family Strong programs.

Friends of the Library (Libby)- FOL submitted an application for Round Up for Safety for new lighting in Libby. We have been awarded \$5,000 to update lighting.

Cookie Storytime with Gracious Table- 35 people attended a special Cookie Storytime. Dusty read a couple of stories and cookie-decorating was led by Gracious Table.



Extreme Weather- All libraries experienced extreme weather the week of January 19. Eureka and Troy closed 1 day each when weather made it too bad to travel safely to work. Libby closed as well, due to a malfunctioning boiler and frozen pipes. A pipe burst in Libby when pipes started warming up, but Maintenance caught the broken pipe before too much damage took place. Maintenance is installing a weather sensor in the boiler room to alert them of drastic temperature changes.

Mosaic Architecture Update- Sharee and I met with Mosaic Architecture on January 11 to discuss design options. A design was selected with minor changes. We plan on informing the public about the chosen design in early March.



CIRCULATION OF MATERIALS

CIRCULATION RULES

The following circulation rules apply to library materials (including materials borrowed through Partners Resource Sharing Group):

Adult Collection (including Montana Collection)

NEW materials	14 days
Books/audiobooks	28 days
DVDs	14 days

Young Adult Collection

NEW materials	14 days
Books/audiobooks	28 days
DVDs	14 days

Children's Collection

NEW materials	28 days
Books/audiobooks	28 days
DVDs	14 days

The Archives Collection does NOT circulate.

If an item is not available for check out (such as reference or archives materials), up to 5 pages may be copied at no charge. Each reference material photocopy after the initial free five pages is \$.10 per copy for B&W and \$.50 per copy for color.

Two renewals are allowed per item, unless another patron in Partners Resource Sharing Group has a hold on the item.

Items borrowed through interlibrary loan are exempt from the above circulation rules. Please see the "Interlibrary Loan" section of this policy

OVERDUE NOTICES AND SUSPENSION OF BORROWING PRIVILEGES

Patrons with an email address on file with the library will receive an overdue notice one week, two weeks and four weeks if an item remains overdue. After 90 days, the item is assumed lost, and a bill notice will be sent out automatically.

Borrowing privileges may be suspended for the following reasons:

1. Fraudulent information on the library card application
2. Incomplete library card application at the end of the probationary period



3. Patron refusal to provide library with current contact information
4. Three or more items overdue, regardless of due date
5. Fines totaling \$10.00 or more
6. Disruptive or threatening behavior in the library – See our “Customer Conduct” policy for more information.

LOST/DAMAGED LIBRARY MATERIALS

There will be a charge for lost materials and library materials damaged through unintentional or intentional neglect. The total charge will consist of the retail price of the material and a \$10.00 processing fee. A replacement copy of the lost or damaged item may be accepted in lieu of fines.

In the event a patron returns material thought to be lost and has paid the lost/damaged materials cost, a credit or refund cannot be given to the patron. The item is considered owned by the patron and not by the library. At this time, the patron may decide to donate the item back to Lincoln County Library.

INTERLIBRARY LOAN

In meeting its resource sharing responsibilities, Lincoln County Library uses the Montana State Library Interlibrary Library Loan (ILL) protocols and adheres to established local, state, and national resource sharing protocols for both borrowing and lending. Interlibrary Loan is separate from items borrowed through the Partners Resource Sharing Group and should only be used when an item in Partners cannot be located.

Interlibrary Loan is available to any patron with a valid library card and the willingness to abide by the following policies:

1. A patron may have up to three interlibrary loans in process at one time. ILL service is not available to patrons whose library privileges are suspended.
2. A patron is notified when an interlibrary loan is available for checking out. A patron shall have seven days to check out an interlibrary loan after notification.
3. If an interlibrary loan is not picked up within 7 days, the requesting patron will accrue a charge of \$5 per item.
4. Patrons who have lost or damaged interlibrary loan material shall pay the fee assessed by the lending library.
5. Fines for overdue interlibrary loan materials will be \$1.00 per item per day.
6. Patrons may request an interlibrary loan title once every three months.
7. Renewals for interlibrary loans may be made only if the lending library offers the renewal service. Renewals are NOT guaranteed.

Adopted 5/90, Revised 5/21/91, Revised 10/92, Revised 1/93, Revised 9/97, Revised 11/97, Revised 10/99, Revised 11/02, Revised 1/04, Revised 01/05, Revised 8/08, Revised 6/12, Revised 3/17, Revised 7/18, Revised 10/19, Revised 1/23



LINCOLN COUNTY MONTANA

Resolution 2023-08

Library Board to Request Establishment of a Library Depreciation Reserve Fund per MCA 22-1-305

THE BOARD OF COUNTY COMMISSIONERS FOR LINCOLN COUNTY, MONTANA FINDS:

Whereas the Lincoln County Library was officially created in accord with MCA Section 22-1-316 under Title 7, and

Whereas the Library Board of Trustees was appointed and made responsible for the oversight and direction of the library in accord with MCA Section 22-1-317, and

Whereas the Library Board of Trustees is entrusted to ensure that the residents of the library service area are provided access to quality library services and resources that will meet both their current and future information, recreation, and educational needs, and

Whereas the Library Board of Trustees takes seriously its duty to provide for sound fiscal management of all Library funds, and

Whereas the Lincoln County Board of Commissioners is empowered by MCA #22-1-305 to establish a Library Depreciation Reserve Fund for the benefit of the Library,

THE BOARD RESOLVES:

That the Lincoln County Board of Commissioners does through its regular approval process on this date elect to exercise the authority granted it by the laws of the State of Montana to establish a Library Depreciation Reserve Fund for the Library, and

THE BOARD FURTHER RESOLVES:

That said Library Depreciation Reserve Fund will be managed and subject to audit controls in a similar manner as other funds under the control and authority of the Library Board of Trustees, and

THE BOARD FURTHER RESOLVES:

That the Library Board of Trustees may from time to time as it sees fit set defined goals for the expenditure of the monies in the Library Depreciation Reserve Fund as well exercise the



LINCOLN COUNTY MONTANA

authority to impose appropriate income or expenditure limits on the fund so long as such actions do not restrict the purpose(s) for which the Fund was established.

THE BOARD FURTHER RESOLVES:

1. If a provision of this resolution conflicts with a provision of a previously adopted resolution, this resolution will prevail.
2. This resolution and its various sections, clauses and paragraphs are severable. If any part, sentence, clause or phrase is adjudged to be unconstitutional or invalid, the remainder of the resolution will not be affected.
3. This resolution will be effective immediately upon adoption, in accordance with § 7-5-123, MCA.
4. This Board directs that this resolution be entered into the minutes and signed by the Chair of the Board in accordance with § 7-5-121, MCA.

END OF RESOLUTION

Approved as to Form:

Marcia Boris, County Attorney

Date presented to the Board _____ Approved () Disapproved () Amended ()

Adopted this _____ day of January, 2023.

LINCOLN COUNTY BOARD OF COMMISSIONERS

Josh Letcher, Chair

ATTEST:

Robin Benson, Clerk of the Board

Library Board Chair

