

**LINCOLN COUNTY LIBRARY BOARD OF TRUSTEES
MINUTES OF MEETING
LINCOLN COUNTY COURTHOUSE AND ZOOM
THURSDAY, JANUARY 28, 2021**

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

Others Present: Alyssa Ramirez, Director LCL

Call to Order: President Hvizdak called the meeting to order at 10:00 AM.

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

Public Comments: A thank you note from Esther Brandt (recent Eureka librarian) was read.

Approval of Minutes: Approval of the minutes for the November 19, 2020 meeting was moved by Gerheim, seconded by Hvizdak, approved.

Financial Report: Expenditures through December (6 months or 50% of fiscal year) were 53% of budget. No major issues arose, and given the front-end load of several categories, spending appears to be well under control. Beanstack program purchase is in Subscriptions (330), extra vehicle maintenance is in (360) and cost of extra wrapping supplies for replacements purchased is in (220); hence those lines are somewhat higher than anticipated. Financial report was approved (moved by Gerheim, seconded by Gassman).

Director's Report: Both Director Ramirez and Staff Deans will be giving a presentation at MLA April 15-17 about the flood and our recovery process. Extensive Director training is ongoing during slower library season. Staff evaluations and goals are essentially complete for 2021. Adopt-a-Magazine went quite well, with essentially all magazines and many newspapers adopted. Beanstack (a reading tracking program) has been acquired and staff are being trained so they can provide programming to patrons.

Policy Review of the **Collection Management** update was approved (moved by Gerheim, seconded by Gassman). This new policy replaces a number of previous related policy statements (Balance and Space, Formats, Chronological Coverage, Multiple Copies, Languages, Gift Policy, Discarding, Library Equipment, Complaints and Censorship) . Also approved was the new Complaint Form as part of the new policy statement.

Old Business: Discussion and action on the State Library presentation regarding **Future Library Trends and Mil levy** remained tabled, while recognizing the importance of including Eureka safety concerns in future discussions, in recognition of the highly uncertain state of future impacts on library needs and opportunities. Discussion of **Covid-19 Closure** continued, and the Board unanimously considers that maintaining a safe and secure environment within the branches is essential, as evidenced by the earlier approved policy on library behavior. Consequently, the Board instructed the Director to urgently prepare a new policy that will

mandate face masks within the library buildings until further notice. A refresher session will also be provided for all staff around the appropriate contact with law enforcement officials in the event of library patron disruptions, also reflecting various staff prerogatives to enforce behavior standards prior to law enforcement involvement.

New Business: Director Ramirez will provide Hvizdak/Gerheim with technology requirements which have gone unsatisfied for extended periods, with enough detail of timing, priority and Libby opening impacts for discussion with County personnel. No new substantive information arose for the potential **Troy or Libby Branch partnerships**.

Next Meeting is currently scheduled for February 25 at the Lincoln County courthouse and with Zoom starting at 10 AM.

Meeting Adjourned: Hvizdak moved to adjourn the meeting at 11:47 AM, seconded by Gerheim, approved.

FY2020-2021 Expenditure Budget Report

	Budgeted	Spent	Remaining	
110 Salaries and Wages	\$ 231,102.00	\$ 107,307.16	\$ 123,794.84	58% 46%
140 Employer Contributions	\$ 44,000.00	\$ 19,902.44	\$ 24,097.56	45%
148 EBMS Insurance	\$ 26,500.00	\$ 10,054.68	\$ 16,445.32	38%
210 Office Supplies and Materials	\$ 1,000.00	\$ 812.78	\$ 187.22	81%
212 Replacements (Insurance)	\$ 11,265.00	\$ 11,917.45	\$ (652.45)	106%
215 Technology Supplies and Materials	\$ 7,000.00	\$ 5,042.85	\$ 1,957.15	72%
220 Operating Supplies	\$ 3,500.00	\$ 3,417.40	\$ 82.60	98%
225 Recreation Supplies	\$ 1,300.00	\$ 259.15	\$ 1,040.85	20%
228 Educational Supplies	\$ 18,000.00	\$ 11,916.56	\$ 6,083.44	66%
230 Oral History Grant	\$ 2,500.00	\$ 2,096.48	\$ 403.52	84%
310 Communication and Transportation	\$ 1,500.00	\$ 731.56	\$ 768.44	49%
330 Publicity, Subscriptions	\$ 16,000.00	\$ 13,923.97	\$ 2,076.03	87%
340 Utility Services	\$ 18,000.00	\$ 7,414.27	\$ 10,585.73	41%
360 Repairs & Maintenance Services	\$ 15,000.00	\$ 11,143.14	\$ 3,856.86	74%
370 Travel	\$ 2,000.00	\$ 853.44	\$ 1,146.56	43%
380 Training Services	\$ 500.00	\$ 284.93	\$ 215.07	57%
512 Insurance	\$ 5,625.00	\$ 5,625.00	\$ -	100%
940 Machinery & Equipment	\$ -		\$ -	
Totals	\$ 404,792.00	\$ 212,703.26	\$ 192,088.74	53%
State Aid	\$ 11,488.74	\$ 3,029.78	\$ 8,458.96	
Totals	\$ 416,280.74	\$ 215,733.04	\$ 200,547.70	52%

*as of 1/25/2021

Director's Report January 2021

Montana State Library/Partners Sharing Group

Sheltering Pilot began December 15. We keep new items for 2 months for LCL patrons before sending them to other libraries for holds. So far, I have not heard any feedback from this change to our services, patrons or other libraries.

Montana Shared Catalog launched an app for checking library accounts, placing holds, etc.

Alyssa and Dusty have been selected to speak at the virtual MLA event April 15-17, 2021

Alyssa has been taking advantage of all the online trainings available: Unpacking Racial Literacy, We're All in This Together: Serving the Whole Community, Bringing Public Health and Public Libraries Together, How to Brand Your Nonprofit in 2021 to Increase Fundraising, and Security Trends and Emerging Threats.

Lincoln County Library

Lincoln County Library has partnered with Zero to Five Lincoln County to start the program 1,000 Books Before Kindergarten. Zero to Five has committed to funding the first year of the program (estimated at \$4,000 for prizes, certificates, reading logs, etc.). Lincoln County Library has committed staff hours to maintain the program. The goal is to have 100 kids across the county sign up for the program and participate. Pushing for a February 1 launch date.

With the viability of the 1KBBK program, Alyssa and Dusty investigated Beanstack, a program that allows patrons to track reading. This seemed like a good alternative to manually tracking every book and would help staff across the 3 branches track reading and prizes. Also, Beanstack provides the ability for staff to host reading/activity challenges, a great "hand-off" way to provide programming. Beanstack is accessible online or downloadable app, but there is an offline reader option for tracking paper participants. This will make it easier to manage and track statistics across the 3 branches. Alyssa approved a 3-year license of \$895 a year. Zero to Five will pay half of the first year. Pushing for a February 1 launch date with the following programs available: 1,000 Books Before Kindergarten, Mindfulness Challenge, 10 to Try, 2021 Reading Challenge.

Adopt-a-Magazine was very successful this year. Most magazines were adopted by the community.

Eureka- \$1055.33/\$1229.63

Libby- \$1574.89/\$1956.37

Troy- \$449.85/\$990.13

Staff Evaluations were completed by staff. Alyssa met with everyone by the end of January to discuss goals for 2021.

Eureka Branch

Moving the Eureka Branch to curbside has gone smoothly. Few incidents have been reported.

Libby Branch

Shelving arrived the week of January 11th. Some parts are missing, and the Archives needs to be completed, so they will return at a later date when the parts arrive. Alyssa and Chelsea are working on getting downstairs put together. Non-fiction, Biography, and Montana Collection are ready. Archives is taking more time. Duplicates are being sent to the branches for checkout or moved "off-site".

The Johnson Controls proposal has not been discussed with maintenance. The lift station in the back failed and had to be replaced and maintenance has been busy with snow removal and the windstorm. A comprehensive list of needs will be sent this week and I will update the board at the February meeting about the progress.

Adopt-a-Kids Book raised \$1520.

Flathead Valley Community College partnership- no update

Troy Branch

Troy City Council is working on a bill of sale for the Troy Ambulance Barn Building for a Community Center. We are meeting the first week of February to figure out the next steps between Lincoln County Library, Communities That Care and Jerry Bennett.

Beverly Faria Estate- no update

COLLECTION DEVELOPMENT AND MANAGEMENT POLICY

The purpose of the Collection Development and Management Policy is:

- To document collection management procedures
- To guide staff in the selection, retention, and withdrawal of library materials
- To inform the public of the philosophy of collection development and the policies involved
- To establish a framework for continuous collection evaluation and improvement

COLLECTION OBJECTIVE

Lincoln County Library's collection is developed based on community interests and needs, the composition and use of the existing collection, available funding, and input from customers and staff. Recommendations from other professionals in the field, review and/or endorsement from a recognized professional publication, and publisher descriptions are also considered in the selection process.

Lincoln County Library's primary service commitment is to the people within its service area, including people of every age, education, background, personal philosophy, religious belief, occupation, economic level, ethnic origin, and human condition. The collection contains information on a variety of subjects and views and is organized to provide unrestricted and easy access within the limitations of space and budget. All materials are intended for public use and, except for selected reference materials, all materials are available for checkout.

COLLECTION RESPONSIBILITY

The Board of Trustees vests responsibility for selection of library materials in the Library Director under guidelines established by the Board. Members of staff, qualified by reason of education and/or experience, assist the Library Director with the selection of materials. Library staff plan, budget, select, acquire, catalog, process, and maintain the library collection within the constraints of the library's budget.

GENERAL COLLECTION DESCRIPTION

The library collections are comprised primarily of popular materials directed toward the public and an effort is made to have the most current information available. Efforts will be made to include a variety of format types, including but not limited to books, audiobooks, DVDs, magazines, newspapers, and digital materials. There is a special collection of materials that focuses on the history of Lincoln County, Montana, and the surrounding areas. Other Montana materials are held if it has historical significance.

COLLECTION PHILOSOPHY

Lincoln County Library endorses the following American Library Association statements:

- Library Bill of Rights
- Freedom to Read
- Freedom to View

Lincoln County Library upholds the right of the individual to secure information, even though the content may be controversial, unorthodox, or unacceptable to others. Materials available

present a diversity of viewpoints, enabling citizens to make informed choices necessary in a democracy.

SELECTION CRITERIA

The criteria for selection, acquisition, customer requests, duplication, replacement, and withdrawal (weeding) are the same for all materials and formats. Selection of materials is driven by customer demand in all formats for all ages. Items do not need to meet all criteria to be selected, nor does fulfillment of criteria necessarily guarantee selection.

Criteria:

- Customer demand and interest
- Author's reputation and significance as a writer
- Critical reviews
- Publication date
- Format options available
- Physical design
- Relevance to current national and local trends and events
- Local, national, or historical significance
- Currency, objectivity, clarity, and comprehensiveness
- Diversity of viewpoints
- Relation to existing collection
- Availability of the material or information elsewhere
- Reasonable cost

In most cases, the library will not purchase or accept as gifts self-published materials that are not reviewed in established review journals.

The electronic collections available through MontanaLibrary2Go are part of a statewide consortium. These materials are selected and withdrawn by a cooperative committee, not by Lincoln County Library staff, and are subject to separate collection development policies and procedures. MontanaLibrary2Go is administered by Montana State Library and by two committees: an elected Executive Committee and a volunteer Selection Committee.

WITHDRAWAL OF MATERIALS

Staff shall review the collection on an ongoing basis with the goal of maintaining the quality and vitality of the library collection. This process of collection management incorporates continuous collection evaluation using circulation reports and analysis of collection use.

Worn, damaged, and dated materials shall be removed from the collection on a regular basis. Materials may also be withdrawn if they are not used or are superseded by a new edition or a more authoritative work on the same subject. Other criteria that may be applied include the changing demands of users, replacement of materials with other formats, space, and collection balance.

Withdrawn materials will be disposed of in the manner deemed most appropriate for that item. Methods of disposal may include sale by an affiliated support group, little free libraries

around Lincoln County, distribution to other libraries or community service organizations, or recycling.

REFERENCE COLLECTION

The Archives Collection is a reference collection established to collect, preserve, and make available for research primary and secondary archival materials relating to Lincoln County, Montana, including but not limited to books, films, oral histories, photographs, maps, microfilm, newspapers, and architectural inventory. Less extensively collected are materials related to northwest Montana and to the State of Montana as a whole. Materials with no connection to these geographic regions may occasionally be included for their protection or preservation.

Since materials in the Archives Collection are intended to provide an ever-available source of information on Lincoln County, they are for use only in the library. The Archives Collection is housed at the Libby branch, but customers may use items at any Lincoln County Library branch. Items from the Archive Collection will be transported to a branch upon request and remain available for a limited number of days.

OTHER LIBRARY MATERIALS

Lincoln County Library may purchase and/or acquire non-traditional library materials for patron use, including but not limited to laptops, tablets, and hot spots. These items may be subject to terms and conditions unique to their format and/or program.

All library equipment is purchased to provide better library services. Equipment designated for staff use may be loaned to other organizations at the discretion of the Library Director. Equipment purchased through a partnership must adhere to the policies of that partnership.

DONATION OF LIBRARY MATERIALS

The library encourages and accepts donated materials with the understanding that the materials will be included and retained in the collection only if they meet the selection criteria outlined in this policy. Donated materials will be used or disposed of in accordance with policies established by the Board of Trustees. All materials will be shared by the entire library system and will be made available to all borrowers, including participants in the Montana Shared Catalog Partners Resource Sharing Group.

Appraisals cannot be given for the value of materials. Receipts can be given for the number of items donated.

Monetary gifts, grants, donations, and bequests for purchasing library materials shall be placed in the Lincoln County Library Foundation to be expended. Donors are encouraged to place minimal restrictions on these gifts so that use of funds will serve the best interests of the library system.

COMPLAINTS AND CENSORSHIP

Lincoln County Library believes in freedom of information for all and does not practice censorship. The selection of library materials is based on a person's right to read, listen, and

view and the freedom of censorship from others. Attempting to meet the needs and interests of a diverse population requires a wide range of materials. Inevitably, there will be something in a balanced collection that may be unacceptable or disturbing to someone. Lincoln County Library believes that while anyone is free to personally reject materials, no one has the right to exercise censorship to restrict the freedom of others.

Responsibility for materials selected and read by children and adolescents rests with their parent or legal guardians. Selection decisions are not influenced by the possibility that materials may be accessible by minors. Materials are not labeled to show approval or disapproval or to indicate certain philosophies. Home locations, such as Easy, Juvenile Fiction, Young Adult, and Fiction, are used primarily to identify reading level of the materials and are not an indication of content.

Criticism and comment on material selected for inclusion in or exclusion from the collections is an essential right of community members and a valuable part of the selection process. This process provides an opportunity for staff members to reexamine choices and reasoning.

The Library Board of Trustees acknowledges that occasional objections to resources will be made despite the care taken and the procedures followed in their selection. If a complaint cannot be resolved informally, the complainant will be asked to fill out and return a completed Citizen Comment on Library Materials form. This form can be obtained online or from any staff member. In the absence of a fully completed form there is no formal complaint, and no action will be taken. After the Library Director has received a completed written complaint, a review committee will be established to review the complaint. The committee will include: two Library staff members, two Library Board members and one community member. The committee's recommendation is then presented to the Library Board of Trustees for a final review and decision.

Adopted 1996, Revised 2000, Revised 2003, Revised 2007, Revised 2010, Revised 2021