

**LINCOLN COUNTY LIBRARY BOARD OF TRUSTEES  
MEETING MINUTES  
EUREKA BRANCH & ZOOM  
THURSDAY, OCTOBER 22, 2022**

Trustees Present: Michelle Bianco, Barb Hvizdak, Marilyn McDougall, Kerri Teisberg (Zoom).

Others Present: Alyssa Ramirez (Director LCL), Brittany Heintz (Library Assistant LCL), Keri Finley (Zoom).

**Call to Order:** Hvizdak called the meeting to order at 10:07am.

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

**Public Comment:** Finley thanked the Board for the opportunity to attend via Zoom

**Approval of Minutes:** Approval of minutes for August was moved by Hvizdak, seconded by McDougall, approved. Approval of minutes for September was moved by Bianco, seconded by McDougall, approved.

**Reports:**

Financial Report (FY22-End of Year): Ramirez explained she has balanced the '21-22 budget after accounting for the \$30 discrepancy, stating the error was due to just a few numbers in the spreadsheet being entered incorrectly. Overall, the library was \$385 under budget for the year.

Financial Report (FY23):

110, 140, 148 – posted thru September 28, 2022

210 – \$500 for a large order to catch up on needed supplies

215 – Purchase accessories for 3D printer; first payment e2e Exchange (consulting firm); Tech Tote (accessories for laptop center); Internet

220 – new library cards (5000 new cards w/ same prefix for all LCL branches

225 – program supplies; fall decorations

228 – 4 months of book orders prepared but not yet billed

310 – shipping; postage; mailers for ILL returns

330 – classified ads for vacancies & temporary hours; Troy post office box

340 – \$1300 oil bill (Mar 2022 through present). Ramirez expressed concern for potential high energy costs over the winter months

360 – \$360 for annual sprinkler/backflow test. Waiting for results on the floor drain backflow test, which failed spring 2022 and resulted in flood damage to Libby's lower level

370 – employee travel to (2) events in Missoula; training; employee travel btw Eureka & Libby

380 – unchanged

512 – unchanged

State Aid –

FY '22-23 State Aid projected to be about \$10,000 (Tracy Cook), \$3000 of which is Tamarack Fed. funding and earmarked for courier services and technology.

Motion made by McDougall to approve Financial Reports; Bianco seconded; approved

Director's Report: (see attached report)

- FY 2022-23 budget request approved by Commissioners at their Sept 7 meeting; comment made about finding future non-tax funding sources
- Staffing: Libby currently fully staffed at 4 FT employees; will resume normal operating hours (10a-6p, M-F) beginning November 1st
- Ramirez & Miller attended Library Journal Design Institute in Missoula. TLOC was selected for further design concepts from a number of submissions
- A number of grants are in various stages of development. Currently, the only open grant, ending Oct 31st, is the IT position based in Libby (Ethan)
- Miller attending training for Special Needs patrons, would like to extend it to all staff but the cost is prohibitive. One option might be Miller sharing the training she received
- Mosaic Architecture in Helena selected as the design firm for TLOC, pending contract finalization

Motion made by Bianco to approve Director's Reports, McDougal seconded; approved.

**Policy Review:** Ramirez presented two new policies for review: 1) Partnerships and 2) Program Agreement. Ramirez stated both are new policies, not updates, but feels there is a need to address both issues with written policy. Discussion/decision tabled until November allowing board a chance to review policies.

**Old Business**

Strategic Goals

- Security Update: 'Ring' and 'Arlo' mentioned by Bianco as possible systems. LCL purchased Lorex brand systems for all three branches, but Hvizdak reported difficulty finding a contractor to install. Hvizdak and Bianco offered to research self-installation.
- Troy Exterior: Volunteers have offered to paint the exterior, but the County has not responded to LCL request for supplies. Further action tabled due to weather. Ramirez will research needed supplies (paint or stain) and make plans for work in the spring 2023. Roof repairs should not be done by volunteers due to the risk involved. The county is responsible for the building and discussions will resume in January with new commissioners.
- Mill Levy: Tracy Cook, Montana State Library, will present to the board Wednesday, November 16, at 10:00. She will present challenges & success of similar levy requests in the state; and discuss establishing a Depreciation Fund if time allows.

Director Evaluation: Ramirez presented a detailed summary of the past year's accomplishments. Progress has been made in a number of areas despite staffing shortages. Strategic Direction for 2022 and 2023 was also reviewed.

Board By-Laws: Discussion tabled.

2023 Calendar: Brief discussion regarding recognition of 'Juneteenth' as a library holiday. Resolved that since MACo does not recognize June 19th as a holiday neither will LCL. Motion made by Bianco to approve 2023 calendar; second by Hvizdak; approved.

**New Business**

Mosaic Architecture: Ramirez stated Mosaic Architecture of Helena was selected from the applicant pool to prepare a Preliminary Architectural Report (PAR) for the TLOC project. Their bid of \$44,080 leaves a buffer of \$5000+ requested by LCL for unanticipated expenses. LCL has a \$50,000 Community Development Block Grant to cover the costs of the PAR. McDougall asked if the grant has a spending deadline; Ramirez was unsure but thought it was one year. Hvizdak asked if the County Attorney could review the contract. LCL is ready to move forward on the TLOC project.

FY22 Final Report: Ramirez a brochure that will be printed and disseminated to the public. Operational Expenditures for 2022 by category were reviewed, noting that Programs & Library Services use very little of the annual budget (1.4%), most of which comes from Foundation funds. The Eureka Branch has surpassed pre-Covid circulation volume.

**Meeting Adjourned:** Hvizdak adjourned meeting 12:30

## FY2021-2022 Expenditure Budget Report

	<b>Budgeted</b>	<b>Spent</b>	<b>Remaining</b>	<b>100%</b>
110 Salaries and Wages	\$ 245,400.00	\$ 255,005.37	\$ (9,605.37)	104%
140 Employer Contributions	\$ 46,300.00	\$ 42,659.86	\$ 3,640.14	92%
148 EBMS Insurance	\$ 28,600.00	\$ 19,696.25	\$ 8,903.75	69%
210 Office Supplies and Materials	\$ 1,000.00	\$ 2,195.34	\$ (1,195.34)	220%
215 Technology Supplies and Materials	\$ 8,000.00	\$ 25,068.28	\$ (17,068.28)	313%
220 Operating Supplies	\$ 3,500.00	\$ 11,995.74	\$ (8,495.74)	343%
225 Recreation Supplies	\$ 1,500.00	\$ 3,035.56	\$ (1,535.56)	202%
228 Educational Supplies	\$ 18,000.00	\$ 23,697.62	\$ (5,697.62)	132%
310 Communication and Transportation	\$ 1,500.00	\$ 3,428.78	\$ (1,928.78)	229%
330 Publicity, Subscriptions	\$ 16,000.00	\$ 20,129.78	\$ (4,129.78)	126%
340 Utility Services	\$ 18,000.00	\$ 19,254.84	\$ (1,254.84)	107%
360 Repairs & Maintenance Services	\$ 15,000.00	\$ 26,749.27	\$ (11,749.27)	178%
370 Travel	\$ 2,000.00	\$ 4,008.82	\$ (2,008.82)	200%
380 Training Services	\$ 500.00	\$ 778.50	\$ (278.50)	156%
512 Insurance	\$ 5,348.00	\$ 5,348.00	\$ -	100%
940 Machinery & Equipment	\$ -		\$ -	
<b>Totals</b>	<b>\$ 410,648.00</b>	<b>\$ 463,052.01</b>	<b>\$ (52,404.01)</b>	<b>113%</b>
State Aid	\$ 11,473.26	\$ -	\$ 11,473.26	
<b>Totals</b>	<b>\$ 422,121.26</b>	<b>\$ 463,052.01</b>	<b>\$ (40,930.75)</b>	<b>110%</b>
Grants	\$ 41,316.04	\$ -	\$ 41,316.04	
<b>Totals</b>	<b>\$ 463,437.30</b>	<b>\$ 463,052.01</b>	<b>\$ 385.29</b>	<b>100%</b>

\*as of 9/26/2022 FINAL

## FY2022-2023 Expenditure Budget Report

	Budgeted	Spent	Remaining	33%
110 Salaries and Wages	\$ 246,201.00	\$ 60,546.34	\$ 185,654.66	25%
140 Employer Contributions	\$ 41,762.00	\$ 11,149.00	\$ 30,613.00	27%
148 EBMS Insurance	\$ 37,600.00	\$ 7,721.73	\$ 29,878.27	21%
210 Office Supplies and Materials	\$ 1,000.00	\$ 669.67	\$ 330.33	67%
215 Technology Supplies and Materials	\$ 9,000.00	\$ 6,459.15	\$ 2,540.85	72%
220 Operating Supplies	\$ 4,000.00	\$ 7,152.59	\$ (3,152.59)	179%
225 Recreation Supplies	\$ 2,000.00	\$ 601.64	\$ 1,398.36	30%
228 Educational Supplies	\$ 24,000.00	\$ 165.46	\$ 23,834.54	1%
310 Communication and Transportation	\$ 2,000.00	\$ 1,486.30	\$ 513.70	74%
330 Publicity, Subscriptions	\$ 19,000.00	\$ 9,148.03	\$ 9,851.97	48%
340 Utility Services	\$ 18,000.00	\$ 3,870.33	\$ 14,129.67	22%
360 Repairs & Maintenance Services	\$ 16,000.00	\$ 4,336.96	\$ 11,663.04	27%
370 Travel	\$ 5,000.00	\$ 3,266.39	\$ 1,733.61	65%
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	\$ 431,782.00	\$ 121,933.36	\$ 309,848.64	28%
State Aid		\$ -	\$ -	
Totals	\$ 431,782.00	\$ 121,933.36	\$ 309,848.64	28%
Grants		\$ -	\$ -	
Totals	\$ 431,782.00	\$ 121,933.36	\$ 309,848.64	28%

\*as of 10/17/2022

## Director's Report October 2022

Apple Festival- Sharee helped with Kids Corner at the Market for the Apple Festival on September 30.

Car Seat Safety- Program at the Eureka Branch in partnership with Highway Patrol and Safe Seats Lincoln County. Around 12 car seats were given out.

Escape Room- Teen event at the Troy Branch. Teens are put into groups and must solve a mystery/puzzle together.

Library Journal Design Institute- Sharee and I attend the LJ Design Institute in Missoula. There were 6 panels of architects from around the country that specialize in library design. They spoke about current trends and new norms. Also, TLOC was selected for a special Design Challenge. In this breakout session, 12 library professionals looked at our project and worked on a layout of how they would design the building.

Spooky Story Contest- Submissions are due October 20.

Staff Training at Missoula Public Library- Training at Missoula Public Library went very well. For one, this was a great staff development opportunity, as many staff had met each other until this training. Then, we learned and were inspired by touring the new MPL building and from breakout sessions with MPL staff: programming, Makerspace, collection management, local history, and circulation.





## **PARTNERSHIPS**

A partnership is an arrangement between two or more organizations with an articulated purpose as well as clear goals and responsibilities. With the partnership, the parties agree to cooperate to advance their mutual interests and goals.

Organizations may partner to increase the likelihood of each achieving their mission, meet community needs, and to amplify reach.

All volunteers for programs and events must adhere to Lincoln County Library policies. Specifically, LCL Volunteers & Community Service and LCL Display policies.

### **PARTNERSHIP LEVELS & DEFINITIONS**

#### **1. Strategic Partnerships**

- Through the activities of the partnership both organizations fulfill their mission.
- Strategic Partnerships are critical to the success of a system-wide program or initiative.
- Close mission alignment for each organization. Initiative or program is developed with key input from each organization.
- Relationship is multi-level and reaches across divisions and service areas.
- These partnerships fulfill multiple strategic priorities.
- Programs are developed and/or delivered collaboratively with partner organizations.
- Programs may be delivered in Library or in partner spaces.
- Requires MOU agreement.

#### **2. Collaborator Partnerships**

- Through the activities of the partnership, work is done together on a specific project or priority to grow the reach of each organization.
- Collaborator Partnerships are aligned to a specific priority or outcome.
- Use Library space to reach shared community and to meet community needs.
- Includes Presenting Organizations who operate as subject experts in specific areas.
- These partnerships are short term and help achieve a specific goal or outcome.
- Requires Program Agreement.

#### **3. Connector Partnerships.**

- Through the activities of the partnership, information and resources are shared.
- Connector Partnerships are "In-the-Network;" always notified and communicated with about relevant area of focus.
- Reciprocal sharing of calendars and information to reach shared audiences.
- May include Outreach Customer sites.



- These partnerships involve organizations working toward the same goals – participation includes collaborative programs and events that have limited outcomes.
- Requires written agreement.

#### **4. Other relationships include:**

- Provider/Vendor – A performer, content specialist, speaker, or other individual/group who delivers a compensated or free program for information or entertainment not connected to a specific partner organization. Requires a Program Agreement.
- Presenting Organization - A Connector level partner that uses Library space (indoors or out) to deliver programming to meet community need. Requires a Program Agreement.
- Outreach Customer – Organizations or sites receiving outreach programming from the Library that do not provide program or training support in return.
- Sponsor – Space or program support; benefit received in exchange for support, including name recognition, logo inclusion, tickets/seating, opportunity to address audience or provide branded item.
- Funder - Large-scale investment in program outcomes; may involve multi-year commitment to address systemic change; visibility during the project; typically, a “grant” through a foundation and/or charitable giving arm or organization/corporation.
- Co-Sponsored Event – Library Director approved use of library space, equipment, and/or staffing. Library co-sponsored events must provide a public benefit and align with strategic priorities.

#### **PARTNER PROGRAM AND/OR EVENT OUTLINE**

Lincoln County Library requests a minimum of 1 month (6 weeks preferred) lead time before the program dates. This will allow the library time to plan, promote, execute, and evaluate the program.

##### **Phase 1- Planning**

During the planning phase, partners and library staff will work through logistics of program, including the following details as applicable: designating a program lead and primary library liaison, identifying total staff time needed for duration of project, reserving the space, securing the presenter (if applicable), listing supplies/tools/materials needed (if applicable), creating a promotion plan, and designing an evaluation plan. Library staff and partners will also develop a compelling description of the partnership for stakeholders, stating how the program advance the library's mission and strategic goals.

##### **Phase 2- Promotion**

Partners and Library staff will work together to create marketing and promotional materials, including print marketing (posters, bookmarks, handouts press release, etc.) and digital





marketing (newsletter, organization websites, social media, etc.). Marketing materials must include an unaltered Lincoln County Library logo.

Lincoln County Library agrees to post all events on its online calendar, on social media sites and website (if applicable). Programs will be promoted on social media sites and website (if applicable). Other methods of promotion (print or digital) will be evaluated on a case-by-case basis. Costs incurred will be negotiated between the partner organization and the Library.

### **Phase 3- Execution and Evaluation**

At least one week leading up to start of program, library staff will contact partners by phone or email to work out final details and confirm a timeline for the program, including set-up and clean up times. All planners are expected to attend the program, barring pre-planned absences or unexpected emergency. During the program, number of attendees should be tracked, as well as any other pre-defined measurables.

Following the program, evaluation should begin. This will differ depending on the evaluation plan (gathering survey responses, group debrief, reflection journals, etc.). Library staff will report evaluation results and applicable statistics as needed to statewide reporting.



## PROGRAM AGREEMENT

Lincoln County Library welcomes programs and guest presentations that reflect the mission and vision of the Library. Programs are a means for the public to share experiences, exchange information, and deepen knowledge. The Library does not endorse programs of a political, religious or purely commercial nature. *Thank you for volunteering your time to present a library program.*

Program Name: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_ Length: \_\_\_\_\_

Please read the following guidelines for programs and presenters:

- Marketing and Publicity
  - Presenters and Library staff will work together to create marketing and promotional materials.
  - Marketing materials must include an unaltered Lincoln County Library logo.
  - The Library mentions the affiliation of presenters in promotional materials. This does not constitute endorsement, merely acknowledgement.
- Presenters who come to speak about their creative works and musical performers are permitted to sell their work. Authors and artists must conduct their own transactions without assistance from the library staff.
- The library strives to never cancel programs after they have been marketed to the public. If you must cancel, please notify Lincoln County Library a minimum of 7 days prior to date of the program.
- Programs are offered free of charge and open to the public. Material costs unique to the program must be approved by the Library Director.
- Guest presenters affiliated with a business or corporation will not promote the specific business and/or product as part of the program. Brochures and business cards may be distributed after the program.
- The names, addresses, phone numbers, and email addresses of program participants may not be solicited unless approved by the Library Director prior to the program.
- All volunteers for programs and events must adhere to Lincoln County Library policies. Specifically, Partnerships, Volunteers & Community Service, and Display policies.

I have read and agree to abide by the above guidelines.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# 2023

January						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## HOLIDAYS, SPECIAL DATES & CLOSED DATES

Jan 02- New Year's Day  
 Jan 16- Martin Luther King Day  
 Jan 19- Board Meeting (Zoom)  
 Feb 16- Board Meeting (Zoom)  
 Feb 20- President's Day  
 March 16- Board Meeting (Zoom)  
 March 17- Staff Meeting  
 April 20- Board Meeting (Eureka)  
 April 21- In-Service  
 May 18- Board Meeting (Troy)  
 May 29- Memorial Day  
 June 22- Board Meeting (Libby)

July 04- Independence Day  
 July 27- Board Meeting (Eureka)  
 Aug 24- Board Meeting (Troy)  
 Sept 01- Staff Meeting  
 Sept 04- Labor Day  
 Sept 21- Board Meeting (Libby)  
 Oct 09- Columbus Day  
 Oct 19- Board Meeting (Eureka)  
 Nov 10- Veterans Day  
 Nov 16- Board Meeting (Troy)  
 Nov 23- Thanksgiving  
 Dec 25- Christmas Day



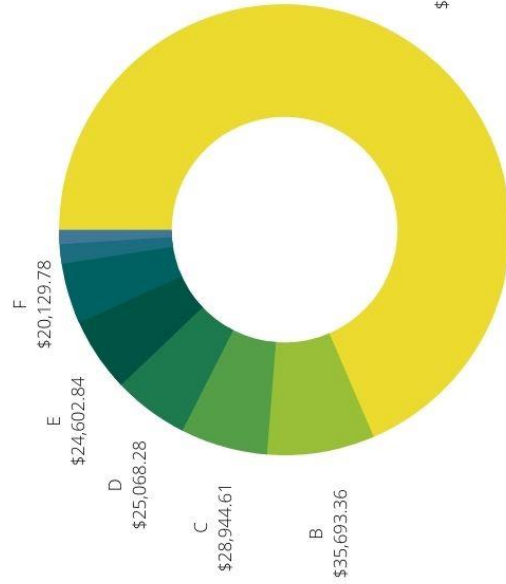
# FINANCIAL BREAKDOWN

## OPERATING REVENUES

Lincoln County	\$410,263
Grants	\$41,316
Montana State Aid	\$11,473
<b>TOTAL</b>	<b>\$463,052</b>

## OPERATING EXPENDITURES

A. Personnel	68.5%
B. Books & Materials	7.7%
C. Maintenance & Supplies	6.3%
D. Technology	5.4%
E. Utilities & Insurance	5.3%
F. Databases & Subscriptions	4.4%
G. Programs & Library Services	1.4%
H. Training & Travel	1.0%



### EUREKA BRANCH

P.O. Box 401  
318 Dewey Avenue  
Eureka, MT 59917  
(406) 297-2613

slarsen@lincolncountylibraries.com

#### Library Hours

Tuesday-Friday 11am - 6pm

### LIBBY BRANCH

220 W. 6th Street  
Libby, MT 59923  
(406) 293-2778

library@lincolncountylibraries.com

#### Library Hours

Monday- Friday 10am - 6pm

### TROY BRANCH

P.O. Box 430  
207 3rd Street  
Troy, MT 59935  
(406) 295-4040

smiller@lincolncountylibraries.com

#### Library Hours

Tuesday-Friday 11am - 6pm



## CIRCULATION

Eureka Branch	20,075
Libby Branch	26,881
Troy Branch	6,738
Digital Items	16,693
Total	70,387

## PROGRAMS & EVENTS

Programs Offered	577
Attendees	13,389

## LIBRARY SERVICES

Computer Sessions	7,281
Items Transferred between Partner Libraries	25,120
Patron Visits	57,442
Reference Questions Answered	27,863

## LOOKING BACK...

Lincoln County Library settled into a new routine and the anxieties and challenges we faced during the Covid-19 pandemic seemed to fade away, making room for many changes this past year.

Returning to full-service hours and a fresh staff, the Eureka Branch has seen an astonishing increase in program attendance, as well as circulation and patron visits, boosting our circulation numbers by over 9,000 from the previous year.

Both the Eureka and Troy Branches partnered with Zero-to-Five Lincoln County to bring on a part-time employee in a shared position. This improved the ability of each branch to provide high quality programming and customer service to their communities, making it possible for Lincoln County Library to offer over 500 programs last year.

Our collaboration with Zero-to-Five Lincoln County continues to grow as we launched Dolly Parton's Imagination Library. In just 6 months we enrolled just over 40% of the eligible population in Lincoln County. We continue to aspire towards the lofty goal of getting books in the hands of every kid under the age of 5.

Funding from outside sources, such as grants and donations, has provided us with the ability to offer tech help to the community and to upgrade existing technology in all branches. Also, we were able to purchase emerging technologies such as a VR headset and 3D printers for the community to explore.

Friends of the Library groups have continued to give both financial and volunteer support to each library branch. FOL reported 746.5 hours of volunteer time across the county. Their efforts have afforded library staff to go to national conferences, make upgrades to children's areas and offer a variety of prizes for several of the programs we continue to host annually.

