

**LINCOLN COUNTY LIBRARY BOARD OF TRUSTEES  
MEETING MINUTES  
TROY BRANCH & ZOOM  
THURSDAY, MAY 23, 2024**

**Trustees Present:** Barb Hvizdak, Annie Gassmann, Laura Finley, Kerri Teisberg.

**Others Present:** Alyssa Ramirez (Director LCL), Sharee Miller (Troy Branch Librarian).

**Call to Order:** Hvizdak called today's meeting to order at 10:05am.

**Public Comment:** N/A

**Approval of the Agenda:** The agenda was accepted by Finley, seconded by Teisberg; approved.

**Consent Agenda:** Approval of minutes with corrections for April 23, 2024 (Work Session), April 25, 2024, May 2, 2024 (Hiring Work Session), May 2, 2024 (Budget Committee) meetings and Financial Report for FY24 May was moved by Teisberg, seconded by Finley; approved.

**Director's Report:** see attached report

Gassmann made a motion to accept the May Director's Report, seconded by Finley; approved.

**Unfinished Business:**

Committee Updates:

- District:
  - Bylaws draft forthcoming
  - Review Interlocal Agreement
- Budget:
  - Budget is looking good
  - Troy paint quote: Moore Services \$6,250

Finley made a motion to hire Moore Services to paint the exterior of the library, seconded by Gassmann, approved.

- Double check Eureka library copier payoff (~\$1,000)
- Blinds for Libby: \$2,500
- Air printing for all three branches—Barb check with Tom
- New tires @ \$1,119.98 and brakes @ \$698.97 on vehicle to county
- FY25 budget is still in preliminary budget cycle—further meetings probably not until July or August
- TLOC:
  - Still waiting to hear back on Zinke-Community Project Funding Grant

Energy Rebates:

- Windows in Eureka are completed—paperwork to be filed
- Sewage issue in Troy—Barb check in with Jim

### Board Vacancy Update:

- Applications were due on May 17<sup>th</sup>
- 3 applicants
- Board appointments voted June 26<sup>th</sup>
  - Will need to discuss dates with Corrina for filling the board

### IT Discussion

- \$247/month (\$2,964/ year) to include IT services with a server that could be accessed remotely
- Getting discounts from Montana Sky and Interbel
- E-rate and Category 2 funding and application timing options

Hvizdak made a motion for the libraries to contract with Interbel for IT services at all three locations, seconded by Finley; approved.

### **Closed Session: Director Hiring Discussion**

### **Housekeeping**

- Board Meetings
  - June 11, Special Meeting
  - June 27, Libby (w/Tracy Cook)
  - July 25, Eureka
- Library Calendar
  - May 27, Memorial Day
  - July 4, Independence Day

### **Adjourn:**

### Meeting Adjourned

Hvizdak made a motion to adjourn the meeting at 12:29pm, seconded by Finley; approved.

## FY2023-2024 Expenditure Budget Report

	Budgeted	Spent	Remaining	
110 Salaries and Wages	\$ 270,962.00	\$ 218,963.30	\$ 51,998.70	92% 81%
140 Employer Contributions	\$ 52,133.00	\$ 38,593.77	\$ 13,539.23	74%
148 EBMS Insurance	\$ 63,426.00	\$ 39,057.40	\$ 24,368.60	62%
210 Office Supplies and Materials	\$ 1,000.00	\$ 1,494.99	\$ (494.99)	149%
215 Technology Supplies and Materials	\$ 9,000.00	\$ 10,146.57	\$ (1,146.57)	113%
220 Operating Supplies	\$ 3,000.00	\$ 3,690.49	\$ (690.49)	123%
225 Recreation Supplies	\$ 1,000.00	\$ 2,535.87	\$ (1,535.87)	254%
228 Educational Supplies	\$ 15,000.00	\$ 14,984.60	\$ 15.40	100%
310 Communication and Transportation	\$ 1,000.00	\$ 1,248.93	\$ (248.93)	125%
330 Publicity, Subscriptions	\$ 15,000.00	\$ 10,400.53	\$ 4,599.47	69%
340 Utility Services	\$ 18,000.00	\$ 17,036.30	\$ 963.70	95%
360 Repairs & Maintenance Services	\$ 16,000.00	\$ 11,915.60	\$ 4,084.40	74%
370 Travel	\$ 4,000.00	\$ 3,063.89	\$ 936.11	77%
380 Training Services	\$ 1,000.00	\$ 560.00	\$ 440.00	56%
512 Insurance	\$ 5,000.00	\$ 4,718.77	\$ 281.23	94%
820 Transfer to Library Depreciation F	\$ 500.00		\$ 500.00	
<b>Totals</b>	<b>\$ 476,021.00</b>	<b>\$ 378,411.01</b>	<b>\$ 97,609.99</b>	<b>79%</b>
State Aid (separate account)	\$ 13,599.78		\$ 13,599.78	0%

\*as of 5/10/2024

## MAY 2024 EXPENSES

Amount Spent	\$ 37,937.46	Vendor	Purpose/Activity	Purchased	Submitted	Processed
110						
4/24/2024	\$ 20,630.11	Lincoln County	April Payroll	X	X	X
140						
4/24/2024	\$ 3,483.23	Lincoln County	April Employer Contributions	X	X	X
148						
4/24/2024	\$ 3,905.74	Lincoln County	April Insurance	X	X	X
210						
5/10/2024	\$ 458.36	Amazon	Toner	X	X	
5/10/2024	\$ 95.82	Amazon	Paper, cardstock	X	X	
5/10/2024	\$ 18.69	Amazon	Sign holder	X	X	
5/10/2024	\$ 3.49	Eureka Hardware	Masking Tape	X	X	
215						
4/24/2024	\$ 410.13	Dex Imaging	L Copier Toner	X	X	
4/24/2024	\$ 37.61	Ionos	Basic Fee, Extended Support, Sca	X	X	X
5/10/2024	\$ 26.99	Amazon	External CD driver	X	X	
5/10/2024	\$ 146.00	FCM Leasing	2024-05	X	X	
5/10/2024	\$ 99.95	MontanaSky	T 05/20-06/20	X	X	
5/10/2024	\$ 139.95	MontanaSky	L 06/10-07/10	X	X	
5/10/2024	\$ -	Interbel	2024 05/04-06/04 [148.97]	X	X	X
220						
5/10/2024	\$ 127.84	Baker & Taylor	March Processing	X	X	
225						
4/24/2024	\$ 53.96	Oriental Trading	T SRP supplies	X	X	X
4/24/2024	\$ 15.11	Siri Larsen	Programing Supplies	X	X	X
4/24/2024	\$ 42.50	Dollar Tree	Program prizes	X	X	X
5/10/2024	\$ 1,271.65	Amazon	ALL SRP Prizes	X	X	
5/10/2024	\$ 604.53	Amazon	E SRP supplies	X	X	
5/10/2024	\$ (126.99)	Amazon	E SRP supplies- credit	X	X	
5/10/2024	\$ 33.96	Amazon	L SRP supplies	X	X	
5/10/2024	\$ 8.99	Amazon	T SRP supplies	X	X	
228						
5/10/2024	\$ 464.91	Amazon	April Order	X	X	
5/10/2024	\$ 1,684.49	Baker & Taylor	March Order	X	X	
310						
4/24/2024	\$ 19.99	Endicia	Month 09	X	X	X
4/24/2024	\$ 100.00	Endicia	Postage	X	X	X
5/10/2024	\$ 16.84	Baker & Taylor	March Shipping	X	X	
340						
4/24/2024	\$ 158.54	City of Libby	2024 03/04-04/01	X	X	X
4/24/2024	\$ 55.11	Ziply	2024-03	X	X	X
4/24/2024	\$ 787.75	Golden State Oil		X	X	X
5/10/2024	\$ -	Interbel	2024 05/04-06/04 [8.20]	X	X	X
5/10/2024	\$ 226.50	Flathead Electric	2024 03/20-04/20	X	X	
5/10/2024	\$ 31.15	Evergreen Disposal	2024-04	X	X	
5/10/2024	\$ 32.17	MontanaSky	T 2024 05/20-06/20	X	X	
5/10/2024	\$ 1,361.81	Golden State Oil		X	X	
5/10/2024	\$ 74.97	Town of Eureka	03/18-04/18	X	X	
360						
4/8/2024	\$ 822.00	Annie's Professional	2024-05	X	X	X
4/24/2024	\$ 9.19	WGG Store	Trash bags	X	X	X
4/24/2024	\$ 51.07	Napa	Windshield wipers	X	X	X

4/24/2024	\$ 20.97	Ace Hardware	Cleaning supplies	X	X	X
4/24/2024	\$ 69.58	Timberline Auto	Radiator hose clamp	X	X	X
370						
4/24/2024	\$ 59.25	Alyssa Ramirez	MLA Meals	X	X	X
4/24/2024	\$ 24.12	Sharee Miller	Staff Meeting	X	X	X
4/24/2024	\$ 24.12	Megan Brothers	Staff Meeting	X	X	X
4/24/2024	\$ 92.46	Siri Larsen	Staff Meeting	X	X	X
4/24/2024	\$ 227.85	VISA	Fuel 4/10	X	X	X
4/24/2024	\$ 35.00	Roger Diller	Fuel	X	X	X

## Director's Report May 2024

Safety and Technology- Tom Rasmussen visited the Libby and Troy branches to look at our set up. He said he would contact Barb about finalizing a quote for managed services.

Tamarack Federation- Barb and I attended the Tamarack Federation Meeting in Polson. I wanted to note 2 sessions in particular: Darla Erickson, Local Government Services, presented a training on financial reports, cash flows, etc. I think it would be worthwhile to see if she would do a training with the board, if the library district initiative passes. The board will want to be well versed in this subject since the library will not have the County to lean on. The other was the Board Leadership Workshop with Ashley Kent, MSU Local Government Center. Ashley explained several laws pertaining to open meetings, right to know and more. Good knowledge to have to ensure transparency moving forward, even with staff.

Foundation Meeting- the Library Foundation met April 29. The Foundation board agreed to end its contract with The Dotted i and pursue grant writing services with another person. I have contacted the new grant writer and will work on the onboarding process after the election.

Citizen Science Kits- 3 Citizen Science Kits are available for checkout: Exploring Biodiversity, Observing Pollinators and Monitoring Air Quality. Each kit comes with a set of tools to explore a topic. We hope people will use these to get outside and explore our environment/nature. We felt this was a good time to launch this program since it lines up nicely with our Summer Reading theme "Adventure Begins at Your Library". Kits were made available with a donation from the LOR Foundation.



Maintenance- Adam secured a quote to paint the Troy exterior and it's much more reasonable than I anticipated. Waiting Board approval.

FY25 Budget- The Budget Committee and I met with the Commissioners for a preliminary budget meeting on May 7. We explained the reasons for the \$40,000 increase to the budget- including my payout for accrued leave, COLA, rising insurance costs, and unknown status of grant opportunities to cover the reduction in operating costs. The County is still in the process of meeting with other county departments for their preliminary budget hearings. I don't anticipate another budget meeting until July/August.

MSL Commission- Carmen Cuthbertson from the MSL Commission made some scathing comments towards Montana Librarians at their May 10 meeting. At the MLA Conference, librarians boycotted the "Conversations with the Commission" session, the general consensus being that the commission does not seem interested in engaging in a legitimate conversation. Members of the MSL Commission have taken extreme offense.

Library District- We are in the final stretch of the library district campaign. Staff continue to field lots of questions about the initiative. I hosted a final round of public information meetings.

Historic Items- I am doing a final review of the historic photos before finalizing the descriptions. I might not make my June 1 deadline, but I will be close! Our oral history volunteer took a quick training so he can fill out the descriptions as he listens to the recordings. This will allow us to get the oral histories uploaded much more quickly.

Eureka Temporary Hire- Jamie Brewster was temporarily hired as Library Assistant in Eureka. She will be working with Siri throughout the summer.

SRP- "Adventure Begins at Your Library" June 1. Kids will get a bag of goodies for signing up.

- Eureka



**SUMMER READING ADVENTURE BEGINS AT YOUR LIBRARY**  **TUESDAY STORYTIME ADVENTURES**

Please join us for Summer Reading Storytime Adventures  
INSIDE and OUTSIDE the library this year!

<b>JUNE 4</b>	10:30 AM	The Adventure Begins!	Eureka Branch Library
<b>JUNE 11</b>	10:30 AM	Hike & Read & Un-scavenger Hunt	Ant Flat, Trego
<b>JUNE 18</b>	10:30 AM	Smokey's 80th Birthday Party <small>Bring a Teddy-bear</small>	Eureka Ranger Station
<b>JUNE 25</b>	10:30 AM	Book Walk & Wheels	Eureka Riverwalk
<b>JULY 2</b>	10:30 AM	Magic Carpet Yoga <small>Bring a Beach Towel</small>	Fairground Picnic Shelter
<b>JULY 9</b>	10:30 AM	Field Trip	Can-Am Search and Rescue
<b>JULY 16</b>	10:30 AM	Walk & Read	Dancing Prairie Nature Conservancy
<b>JULY 23</b>	2:30 PM	Storyteller Mo!	Veterans' Memorial Park
<b>JULY 30</b>	10:30 AM	Weaving Wild!	Eureka Branch Library

- Libby
  - Community Appreciation Picnic- June 28
  - SRP- Tuesdays
  - Read and Ride- Wednesdays
  - Babies and Backpacks



# BABIES & BACKPACKS

Join Lincoln County Library and Friends of Scotchman Peaks for a series of outdoor hikes geared towards new moms, & families with young children.

**JUNE 13 - 10 AM**  
End of River Road "Bighorn Trail"

**JUNE 20 - 10 AM**  
Old HWY 2 Across from Kootenai Falls

**JUNE 27 - 10 AM**  
Ross Creek Cedars

email @scotchmanpeakslibrary.com for more information.




- Troy



## SUMMER READING PROGRAMS

- **Summer Reading Kick Off BBQ and Book Sale-** Troy Jun 7 @ 12pm Free Burgers, Games, Summer Reading Sign-ups, Books and more!
- **Summer Reading Kick Off BBQ Libby-** TBD
- **Storytime Tuesdays Libby 11am Eureka 10:30am**
- **Mother Goose on The Loose For Ages 0-5 Troy Wednesdays @ 11am**
- **Marble Run and Race** June 11 @ 10am Troy- Build the fastest marble Run then race your marbles! Win Prizes! All supplies provided
- **Read and Ride** J Niels Park Wednesdays @ 10am begins June 12 bring your bike and ride with us!
- **Troy Book Club** 2nd Thursday of each month at 4pm books available for check out each month.
- **Babies and Backpacks** Libby Thursdays beginning June 13 @ 10am parents and babies come walk with us and earn a chance for a baby pack! Trails TBD
- **Fish and Read** June 14 @ 10am Roosevelt Park fishing pond Troy bring your fishing pole and enjoy some fish stories! Limited supply of fishing poles for those without.
- **Smokey Bear 80th Birthday Storytime** Libby June 18, Troy June 21, Eureka TBD
- **Improv Theater Workshops** Troy Roosevelt Park 10 am June 18, July 16 Creative acting workshops to improv skills, build communication, and have fun. Props Provided
- **Read and Ride** Roosevelt Park Troy June 28 @ 10am Bring your bike and ride with us!
- **Catch me if you can! Live action mystery party** July 2 Roosevelt Park Troy @ 10 AM fun for ages 6-14
- **Philip Page Cowboy Singer Poet** Libby July 8, Troy July 9, Eureka July 10 Times TBD explore Montana history through poetry and song.
- **Buck Hitswithastick Native American Historian** -Empowering Voices Libby July 22, Troy July 23, Eureka July 24 Times TBD
- **Mo Reynolds Storyteller** Troy July 19 @ 10am, July 22 Libby @ 11am, Eureka July 22 @ 2:30pm
- **Hike and Read** Ross Creek Cedars July 26, Aug 2 Old Hwy 2 Trail, Aug 9 Alvord Lake Trail all hikes meet at trailhead at 9am.