

JOHNSON COUNTY LIBRARY BOARD MINUTES
Monday, July 19, 2021

The Johnson County Library Board of Trustees met at the Johnson County Library on Monday, July 19, 2021 with the following members present: Margaret Smith, Jenny Bakken, Bill McIntyre, and Leighton "Pitchy" Gammon. Kim Harvey was absent. Pitchy Gammon had been appointed to the board of trustees by the county commissioners earlier on July 19. County Commissioner Linda Greenough was present. Director Steve Rzasa and Assistant Director Heather Kuzara were present. Margaret called the meeting to order at 4:00 p.m.

Nominations and elections of offices: Steve passed out bylaw description of officers. Margaret provided verbal description of each office.

- Board Chair: Bill nominated Margaret. No other nominations
- Board Vice Chair: Bill nominated Jenny. Jenny nominated Bill. Bill declined the nomination. No other nominations
- Secretary: Pitchy nominated Bill. No other nominations.
- Treasurer: Margaret nominated Pitchy. No other nominations.

Margaret asked for a vote for officers. Bill made a motion to accept nomination for each position. Jenny seconded the motion. Motion carried. Margaret said she would abstain from voting unless tie break was needed.

Minutes from the June 21, 2021 meeting were reviewed. Bill moved to approve the minutes as written. Jenny seconded the motion. The motion carried.

Correspondence

- Letter received from Dustin DeCroos regarding their long term rental on Fort Street. Linda suggested Steve talk to Mayor Shane Schrader for clarification. Margaret posed question about impact on parking and traffic. Steve will follow up with the City of Buffalo. Discussion will continue at next Board meeting, unless issues arise before.

June 2021 Checks

Direct deposit checks **DD1271-1279** were reviewed and form signed. Bill moved to approve them for payment and Pitchy seconded. The motion carried. Checks **18523-18547** were reviewed. Jenny moved to approve them for payment and Pitchy seconded. The motion carried. Operations and Maintenance checks **1260-1270** were reviewed. Bill moved to approve them for payment and Jenny seconded. The motion carried. Trustee Checks **1766-1774** were ratified for payment. Bill moved to approve them for payment and Jenny seconded the motion. The motion carried. Margaret explained the Operations and Maintenance account is from the additional monies collected from the expansion's specific purpose sales tax. and can only be used for the Buffalo library. Steve explained the Trustee Account is monies donated on behalf of the Foundation, the Board approves these purchases for special programs, memorials, and specific materials.

Director's Report *with discussion notes*-original in permanent records

- On July 1, Jim Johnson with the University of Houston's Theatre and Dance department came. We set aside about 15 minutes for him to talk to and record Heather Kuzara.
- I have applied for and received tax exemption from Amazon.com
- Video games purchased with library donations are ready to check out in the teen room.
- Large Print books arrived from the Utah State Library for the Blind and Disabled. We will receive 12 large print novels every 90 days. Linking them into our system has proven quite easy. Once the 90 days are up, we ship them back free of charge and USL sends us a new set of 12. The first round of large print books checked out very quickly to our patrons who use them. *JCL will advertise with Senior Center about LP books. JCL has used Worland's example for check out-working great.*
- June circulation was up almost to pre-pandemic levels, at 5,144 versus 5,550 in June 2019, a difference of 7%. In June 2020 we were at 4,450, which was 20% below June 2019. We have also issued 36 cards in both May and June for a total of 72 new cards in two months.
- Interlibrary loan use remained strong, even with several months in which the statewide service was shutdown. We handled 612 requests from other libraries for our materials, and processed 632 requests for materials outside of Johnson County that our patrons asked to be mailed here, for a total of 1,244 requests. This equates to 5 or 6 requests per day.
- We added 2,555 items to the library's collection this fiscal year, including 744 novels, 317 nonfiction books, 246 young adult books and graphic novels, 91 large print books, and 905 children's books.
- Attached sheet looking at the past three years' worth of circulation. When the pandemic hit, the resulting closure and restrictions in place for the next two months impacted our circulation and dropped it 25% from the previous "normal" year FY 18-19. We have increased 17%, regaining about two-thirds of that lost circulation. *Steve will copy circulation notes and email to board members*
- Bonnie Ross, branch manager of the Kaycee Library, provided statistics related to circulation and visits over the past few decades to give idea where usage stands. Visits are just under 3,500, which equates to about 67 visits a week. Circulation has stayed relatively steady for the past few years, except for children's materials, which have showed a steady increase for the past decade. Audiobook and DVD circulation is down, though, which mirrors what we have seen in Buffalo, due to more people downloading digital audio and streaming movies. There has also been a decline in people using library computers. *Steve will make into a PDF and email to board members. Margaret asked how many volunteers does KC utilize. Steve's answer is 2.*
- Front door handicap access motor is malfunctioning. Overhead Doors of Casper has been contacted. Front inside doors are propped open. *Discussion about where repair cost for handicap door will be paid from. Bill asked if it would come from the Depreciation account or Operations and Maintenance. Linda wondered if still under warranty.*

Old Business

- Update on finances to date.
Check from Johnson County Treasurer 7/9/21 = \$12,949.93 *Steve will begin reporting the breakdown of monies received from the county.*
BALANCES:
 - Checking = \$126,790.63
 - Operations and Maintenance = \$25, 634.39
 - Reserve = \$287,281.57
 - Depreciation = \$83,098.69
- FY20-21 Budget—year-end review. **Original copy of Before Budget Amendments and After Budget Amendments in permanent records.** Accounting fees that were mistakenly paid were reimbursed by the Foundation. Transferred Health Insurance to Vacation pay because of staff member retirement. Capital outlay shows nothing budgeted and could be offset by moneys from the Foundation. WYLD Maintenance shows reimbursement from Federal Funds paid to the State. State of Wyoming will be able to pay more than one year, and 2/3 of the FY22/23.

New Business

- Budget finalization – FY20-21 budget. Steve presented a separate page (**original in permanent records**) with suggested alterations after the county commissioners approval amount of \$380,815.32. This amount is a \$14,500.00 short fall. The library Foundation has offered to help meet budget needs, excluding salaries. Bill asked if money should be pulled from reserve, it has been holding at \$284,281.57 for 2 years. Jenny proposed utilizing the Foundation for funding since that is what it is set up for. Steve reminded that Library does not want to put in the Foundation as a budget line item, to treat the funding as a donation. He also encouraged attendance to a Foundation meeting, but since sporadic scheduling, Steve will notify board members of the next Foundation meeting. Margaret mentioned she had a successful meeting with Steve Reimann and he explained the function of the Foundation very efficiently. Margaret said we should table a vote for the finalization of FY21-22 Budget until we hear from Foundation. Bill made a motion to ask the Johnson County Library Foundation for \$14,500.00 to assist in library operations for FY21-22. Jenny seconded the motion. Motion carried.
- Steve proposed acquiring a credit card for the Kaycee Branch Library. Staff is purchasing needed supplies with their personal funds, then submitting reimbursement forms. At times they are waiting several weeks to be reimbursed. Bill said he did not see a negative to getting a credit card for the Branch. The statements are itemized, can't see any abuse happening, and it can always be "reined in." Bill made a motion to investigate a credit card for the Kaycee Branch Library. Jenny seconded the motion. Motion carried.
- Margaret suggested the board meeting be held in Kaycee for 2 consecutive months. This is important to get the Kaycee community's input to what they would need for the branch library through the capital improvements 1% tax ballot item. The printed ballot states the demolition of the Kaycee library and building of a new structure. This is not

what the Board voted on. Margaret would like the community to know this and stressed the need to address this issue. Bill read a portion of the email sent by Rick Myers on April 16, 2021. Copies were provided to the board members. Margaret suggested getting on Community Speaks, and letters to the Kaycee Voice and Buffalo Bulletin to clarify the library board's voting position.

The next meeting will be Monday, August 23, 2021 at 4 p.m. at the Kaycee Branch Library.

Margaret adjourned the regular meeting at 5:30 p.m. The Board went into Executive Session.

Respectfully submitted,