

JOHNSON COUNTY LIBRARY BOARD MINUTES
Tuesday, February 22, 2022

The Johnson County Library Board of Trustees met Johnson County Library on Tuesday, February 22, 2022. The following members present: Margaret Smith, Jenny Bakken, Leighton “Pitchy” Gammon, Kim Harvey, and Terry Urruty. Director Steve Rzasa and Assistant Director Heather Kuzara were present. Margaret called the meeting to order at 4:00 p.m.

Minutes from the January 24, 2022 meeting were reviewed. Margaret asked for clerical correction in first paragraph of first page, then called for a motion if there were no additions or corrections. Pitchy moved to approve the minutes. Kim seconded the motion. The motion carried.

Correspondence: Steve received a letter from the IRS stating the library owes \$457, but unclear for reason. Amanda Stockton has gone through our tax forms and is in communications with the IRS to determine where the discrepancy is.

February 2022 checks

Direct deposit checks **DD1334-1342** reviewed and form signed. Pitchy moved to approve them for payment and Terry seconded. The motion carried. Checks **18689-18709** were reviewed. Steve explained that the check 18694 for \$699.95 to Cybrarian Corporation is the yearly payment for the public computer account. Terry moved to approve them for payment and Pitchy seconded. The motion carried. Operations and Maintenance checks **1340-1347** were reviewed. Discussion about higher utility cost due to rate increase and comparison to previous year. Jenny moved to ratify the checks and Kim seconded. The motion carried. Trustee Check **1819-1826** were reviewed. Steve explained that memorial money and Library Foundation purchased large display shelf for teen room. Ace Hardware allowed delivery to their loading dock. Terry moved to ratify the checks and Jenny seconded. The motion carried.

Director’s Report with discussion notes-original in permanent records

- Winter Reading ran Dec. 17 through Feb. 4 for all ages.
Children’s **Participants: 63** **Hours Read: 751**
36 readers turned in BINGO boards complete, for another 90 to 100 hours. Another 14 partially completed them. Marshmallow bin winners (4 closest guesses)
Teen **Participants: 18** **Hours Read: 1,316**
Adult **Participants: 17** **Books Read: 87**
- Steve hosted three of Kami Kennedy’s business classes from Buffalo High School, for a total of about 40 kids, on Jan. 25 and Jan. 26 to demonstrate our Wyoming Library to Business technology. *Margaret asked how the students responded. Steve thought they were intrigued.*
- Digital circulation through Libby continues to increase. It was about 17 percent of our circulation in 2020-2021, with 12,100 checkouts and renewals out of 70,400 total library circulation. Steve anticipates the increase to continue. So far in these seven months of FY21-22 circulation of digital materials exceeds 10,000. *Steve indicated physical checkouts still show an upward trend as they recover from the COVID downturn.*
- Between program and public use, our two meeting rooms and five study rooms have been used 425 times this year so far, with nearly a quarter of that activity in July 2021 (90 uses).
- The foundation, together with two memorials designated for the teen room, purchased a new mobile bookshelf to expand display and shelving options. Special thanks to Ace Hardware for

letting it be delivered to their loading dock when our FedEx driver informed us the crate was too big, and also to Mike Kuzara, Anita Morris, and Carrie Rzasa for helping Steve and Heather move it via the Kuzaras' trailer over to the library on Saturday, Feb. 12. *Pitchy suggested a thank you be printed in the newspaper. Board agreed and Steve will make that arrangement.*

- Steve has submitted the application for 1% sales tax monies for 2022-requesting \$25,500, which would cover all materials for Buffalo and Kaycee, including books and magazines.
- We have purchased several magnifying aids with Pearl Wells memorial funds and Heather Kuzara has been talking with the senior center about enhancing what we can offer to the visually impaired. Our large print books from Utah State Library for the Blind & Disabled have been well-received by patrons. *Heather discussed her upcoming presentation to the Buffalo Senior Center regarding the services available through the library on February 28, 2022*

Old Business

- Update on finances to date.

Check from Johnson County Treasurer 2/7/22 = \$17,175.34

- \$12,100.68 property tax, \$5,074.66 motor vehicle fees

Balances:

- Checking = \$209,574.91
- Operations and Maintenance = \$25,593.38
- Reserve = \$287,365.79
- Depreciation = \$83,182.19

Steve expects another large payment in May and June, as has been typical in past years. The next large health insurance payment will be in April.

- Kaycee Branch ADA project - Discussion:

- Request for Proposal (RFP)- Johnson County Facilities Director David Eads has looked at the RFP and suggested that a line be put in requiring the contractor to be responsible for area clean up. He thought it is typical for 3 references to be provided by bidder and 6 weeks is a good time frame for collecting bids.
- Discussion about which papers to print in and how many times the RFP should run. Board agreed on Buffalo Bulletin, Kaycee Voice, and the Casper Star Tribune. Suggestion made for Steve to visit with Vickie Edelman about number of times to print.
- Decision made to have the deadline for bids to be submitted by April 8, 2022 at 6:00 pm.
- Steve brought to the board's attention that there will need to some electrical work completed for door operation. Steve has contacted Big Horn Electric to look at the situation. They will make arrangements with Bonnie to visit the site.
- Steve reminded board that in previous discussions with Bonnie, she mentioned the front door is old and leaks, causing the area to be cold. To replace the door will be \$3400 from Overhead Doors of Casper. Board concluded, after discussion, to replace the door at the same time that work is done to make it handicap accessible and to use consensus money. Kim moved that JCL employ Overhead Door Company of Casper to replace the front door at the Kaycee Library to make it ADA compliant. Terry seconded and motion carried.

- Buffalo library Saturday Hours – Discussion:
 - Steve thought waiting until September to start hours because new budget will be known and would like to start now reaching out to find volunteers and see how the community responds.
 - Terry asked what qualification will be needed. Steve answered that they must have experience working well with the public and basic knowledge of computer use including Office and printing.
 - Kim asked if we would offer training. Steve will have volunteers come and work with staff to learn what is needed well in advance of starting Saturdays.
 - Kim asked why wait until September. Steve thought we need to make sure we have the staffing budget secure. In the past it was tricky to keep volunteers through the summer. Margaret inquired that as a volunteer herself, it has been good to try out a position before committing and finding it may not be something she had been willing to do.
 - Margaret asked if staff has been informed. Steve explained that they have been.
 - Further discussion concluded that Saturday hours will be dependent on volunteers. Waiting until later is not necessary. Steve will put an application together and will set goals to get names and set up training. He will set up an informational meeting. Kim suggested having the meeting in March, training in April and May and start Saturday hours in June. Board agreed this will be a sound plan.

New Business

Meeting Room Policy Steve presented copy of Appendix B Meeting Room Policy (**copy provided in permanent record**). – Discussion:

- Line B-other libraries allow any use of rooms; Steve would like the line taken out. After discussion it was determined to not remove line so room user will know the rooms cannot be used for commercial profit.
- Line H-doesn't specify fee or cost if equipment is damaged. Board concluded it should be the current replacement cost of the equipment.
- Study Rooms-Steve would like these added to the agreement so covered if issues. Board concluded that Appendix B should have names of rooms listed—Twing Room, Fraley Room and Individual Use Rooms.

Next Meeting

The next meeting will be on Monday, March 21 at 4 p.m. The board adjourned the meeting at 5:26 p.m.