

JOHNSON COUNTY LIBRARY
BOARD OF TRUSTEES
FY 2022-2023 BUDGET WORKSHOP
Tuesday, March 29, 2022

The Johnson County Library Board of Trustees met Johnson County Library on Tuesday, March 29, 2022. The following members present: Margaret Smith, Jenny Bakken, Terry Urruty and Kim Harvey. Director Steve Rzasa and Assistant Director Heather Kuzara was present. Meeting began at 1 p.m.

FY 2022-2023 BUDGET WORKSHOP

Recommended changes narrative original in permanent records.

Margaret requested the library income be discussed first.

Steve explained the income lines of the budget worksheet:

- Library Income-copies, fax, room rent. A reason for increase is the cost of copies and room rentals were raised.
- Motor Vehicle-Excise fees/vehicle registration fees. The check we receive from the county is very detailed. In the past years has budgeted \$40,000. Over the last few years the amount received has been \$62,000 to \$67,000 therefore, may be not hurt to increase to \$50,000.
- 1% moneys—Application has been submitted to the county for \$25,500. The increase of the request will cover materials for Kaycee and JCL from Ingram and other venders.
- Operations & Maintenance Account—New account since the expansion and the county hold the money. In the past we have transferred money to help with expenses in August.
- Trustee Account—Funds and private donations that are not specified for use can be transferred to the general fund.
- JCL Foundation—When the proposed budget amount was presented to the commissioners last year, they did not go line by line but instead, approved a total amount. The foundation supported the technology line of \$9,000 and material lines for Kaycee-\$3,000 and Buffalo-\$4,000. This year we have requested the material lines be supported by the 1% moneys.
- WCF Grant—Supporting Local History. The amount will be more specific closer to May or June.
- Wyoming State Library Fund—covers WYLD fees. Receive this in June at the end of FY
- Kaycee ADA Renovation—left blank because unsure of numbers and where we are with the project.

Margaret asked Steve about the issue of the available funds mentioned at the previous meeting thought to be Consensus Moneys. Steve has spoken to Vickie Edelman, the available money is through State Land Investment Board (SLIB). We have received the bill for the electrical work for the handicap doors in Kaycee, Steve has submitted it to Vickie.

Margaret remembered in November, when discussing grants for the Kaycee project. If project is started and payments need to be made before grant comes in, could use the depreciation account.

Steve explained the expenses of the budget worksheet:

- More librarians listed than are employed because the county requires going back several years and there have been changes to the staff and positions.
- Line 3. Salary increase due to different set of responsibilities.
- Line 10. Would like to add a part time librarian to assist in Children's Department, and help in other areas as needed.
- Line 13. Kaycee is down a part time librarian. Adding this position back will help because when one of the two current librarian are out and other un-able or sick, the branch has to closed.
- Line 14. Payroll tax increase because requesting additional staff.
- Line 15. Decrease from last FY due to staff change and rate decrease.
- Line 23. Decrease Janitorial Supplies. It had been increased during the Covid pandemic, not as much has been needed as anticipated.
- Line 31. Postage for Buffalo is needing increased due to postage rates and patron using service.
- Line 34. Technology increase is needed due to new account cost for email accounts with Collins Communications.

Discussion about Expenses:

- Salary: Kim questioned line 9. Steve explained the amount lower FY21/22 because staff started in May and FY 22/23 reflects amount for full year salary. Discussion of priority for staffing issues were concluded that the Kaycee position is important because without the third librarian, the branch may have to close for the day if librarians are not available.
- Wall Street Journal may be able to be paid for through a memorial account.
- Postage: Cheri has created a great report for ILL usage and postage spending. We are using Sheridan Fulmer Library's courier service and picking up ILL books from Sheridan on a weekly basis to help with our costs. At the end of the FY, we may need a budget amendment to cover postage.
- Technology: Terry asked if we need to replace any machines. Kim reminded there is a schedule for when computers need replace. Steve explained 2 laptops were replaced with one as not used as much in the past. Then he went into detail about Collins Communication putting our email account usage in a contract for a once a year fee, hence the increase in the Technology line of the Budgeted expenses. Margaret asked about the Kaycee public computer usage and Steve will discuss with the specifics for the branch.

Increase to the budget is \$14,000 (2.77%). Steve stated the account balances are healthy. Then asked if anyone saw anything that needs to be adjusted on the proposed budget.

KAYCEE BRANCH LIBRARY

Maintenance Issues/Concerns -- original in permanent records

Steve explained the list of wants/needs for the Kaycee branch. Would be helpful to plan out what sort of projects can be done. The tax record shows the parking lot property was sign over to the county from the Foundation to Johnson County in Summer 2017. Blueprints for the Kaycee building have been troublesome to locate.

Margaret remembered the Kaycee staff saying the building is cold and drafty, addressing that issue is not on the list. Discussion: Replacing the doors may help. Upgrading the furnace, installing floor heat, installing ceiling fans, space heaters, different ducting. Conclusion was made that research is needed for the heating issue.

RFP for bathroom renovation discussion: Cutoff date is April 8. No bids at this time. Steve said Davis Eads told him the county calls Great Divide, a local contractor, for work they need completed. Steve reminded the board that running the advertisements was very expensive, and to consider this if deciding to run again or in Sheridan. The ads were paid under the Building Maintenance: Kaycee line of the budget.

ADDITIONAL DISCUSSION

- Chesbro Electric has to order parts for outside step light.
- Foundation meeting is Thursday. Steve will explain budget and inform the board the possible need for assistance again this year.
- Steve will get the budget pages ready for the April 18 meeting.

Workshop ended 2:45 p.m.