

JOHNSON COUNTY LIBRARY BOARD MINUTES

Tuesday, January 19, 2021

The Johnson County Library Board of Trustees met at the Johnson County Library on Tuesday, January 19, 2021 with the following members present: Ron Wagner, Bill McIntyre, Margaret Smith, Kim Harvey and Jenny Bakken. County Commissioner Linda Greenough was present. Director Steve Rzasa and Assistant Director Mary Rhoads were present. Ron called the meeting to order.

Minutes from the November 23, 2020 meeting were reviewed. Kim moved to approve the minutes as written. Margaret seconded the motion. The motion carried.

Correspondence

- Thank you note to be given to Jonette Goraj for her help in the History Department.
- Card to the board from librarian Teresa Allgood.

December 2020 Checks

Direct deposit checks **DD1212-1219** were reviewed. Margaret moved to approve them for payment and Bill seconded. The motion carried. Checks **18324-18347** were reviewed. Bill moved to approve them for payment and Margaret seconded. The motion carried. Operations and Maintenance checks **1181-1192** were reviewed. Jen moved to approve them for payment and Bill seconded. The motion carried. Trustee Checks **1697-1713** were ratified for payment. Margaret moved to approve them for payment and Kim seconded the motion. The motion carried.

January 2021 Checks

Direct deposit checks **DD1220-1227** were reviewed. Bill moved to approve them for payment and Margaret seconded. The motion carried. Checks **18348-18380** were reviewed. Kim moved to approve them for payment and Jen seconded. The motion carried. Operations and Maintenance checks **1193-1202** were reviewed. Kim moved to approve them for payment and Bill seconded. The motion carried. Trustee Checks **1714-1722** were ratified for payment. Margaret moved to approve them for payment and Kim seconded the motion. The motion carried.

Director's Report-original in permanent records

- Check from the Treasurer's office on January 7 was \$76,281.98.
- Donations received from the Scully Foundation in the amount of \$31,406 and Gertrude Barlow in the amount of \$17,250. At this time, we will table the discussion of a part time position.
- We have the Libby for Overdrive app. Staff has received training. Kate Mutch from the Natrona County Library shared their brochure.
- The Wyoming State Library has added audiobooks to CloudLibrary.
- The library has been awarded a Wyoming Library to Business Station. Rachel Svoboda from the Laramie County Library will help set up the station.
- We will hang quilts on February 27 with the annual show to begin on March 1.
- Mary and Lindsey are running a children's winter reading program through March 19.
- We are monitoring local COVID-19 cases and public health orders to determine when Story Hour can resume. Kaycee could possibly resume theirs in February.
- Volunteer Jonette Goraj has been a tremendous help for Nancy Tabb in the Local History.
- The Library will be closed Monday, February 15 for Presidents Day.

Old Business

- Update on finances to date.

Check from Johnson County Treasurer 12/4/20 = \$94,204.07

Check from Johnson County Treasurer 1/7/21 = \$76,281.98

- Checking = \$194,999.37
- Operations and Maintenance = \$44,441.76
- Reserve = \$287,209.95
- Depreciation = \$83,026.11

Bill commented that he would like to add money to the Depreciation Account at the end of the fiscal year if we have money available. Maybe \$3,000. Margaret also agreed with this. Discussion. Bill made a motion to deposit \$3,000 into the Depreciation Account from the General Checking account. Discussion. Commissioner Linda Greenough suggested checking with the County Clerk. The motion was tabled until next month.

New Business

- Steve presented information about Saturday library hours in other Wyoming Libraries and the background of this library's hours of operation.
- At this time members of the Johnson County Library Foundation joined the meeting. Ron adjourned the meeting until all members were present.

Ron called the meeting back to order. Members of the Foundation were present with Nick Thom joining by conference call. Nick spoke about being approached by Rick Myers of the JOCO Board. This is a 1% Johnson County Community Improvement Project. Several entities would be a part of this including the Kaycee Branch Library. Several concerns were discussed. Director Steve Rzasa presented the needs assessment that was done for the Kaycee Library several years ago. Nick asked about how we would fund the improvement or new building for the Kaycee Branch Library. Possibly the low-end cost to remodel the Kaycee Library would be around \$264,000 and a new build could be as much as \$1.35 million. Discussion. Ron Wagner would like to discuss this as a board at the February board meeting.

The next meeting will be Monday, February 22, 2021 at 4pm at the Johnson County Library.

Respectfully submitted Monday, February 22, 2021.

JOHNSON COUNTY LIBRARY BOARD MINUTES

Monday, February 22, 2021

The Johnson County Library Board of Trustees met at the Johnson County Library on Tuesday, February 22, 2021 with the following members present: Ron Wagner, Bill McIntyre, Margaret Smith, Kim Harvey, and Jenny Bakken. County Commissioner Linda Greenough was present. Director Steve Rzasa and Assistant Director Mary Rhoads were present. Ron called the meeting to order.

Minutes from the January 19, 2021 meeting were reviewed. Margaret moved to approve the minutes as written. Jen seconded the motion. The motion carried.

Correspondence

- Bonnie and Monica sent cards to Steve thanking him and the board for the bonuses given to employees at Christmas.

February 2021 Checks

Direct deposit checks **DD1218-1235** were reviewed. Margaret moved to approve them for payment and Bill seconded. The motion carried. Checks **18381-18408** were reviewed. Jen moved to approve them for payment and Bill seconded. The motion carried. Operations and Maintenance checks **1203-1212** were reviewed. Margaret moved to approve them for payment and Bill seconded. The motion carried. Trustee Checks **1723-1732** were ratified for payment. Margaret moved to approve them for payment and Jen seconded the motion. The motion carried.

Director's Report-original in permanent records

- Check from the Treasurer's office for February was \$13,562.85.
- A check was received from the Treasurer's office for \$2,507.45 for COVID-19 related cleaning and protection items.
- Steve, Margaret Smith and Kira Wages are working together on a poetry contest for local middle and high school students.
- Heather Kuzara in continuing her inventory of the adult nonfiction.
- Cathie Waugh has been volunteering at the library once a week. She has been covering books. She has also donated subscriptions for three magazines.
- Tax forms are available for the public.
- The library received a donation of \$200 from Ray Holt.
- The main computer in the Local History room was replaced. Tim Carpenter from Collins Communications was here Feb. 4 to install it.
- Tickets for the Friends of the Library winter raffle are now on sale.
- Quilts will be on display for the annual quilt show from Feb. 25 – 27.
- Mary and Lindsey are preparing for the annual LEGO contest in March. Art in Bloom will follow in April.
- Plans are being made for summer reading.
- Heather is planning a Poetry Contest in April to go along with National Library Week.

Old Business

- Update on finances to date.
 - Check from Johnson County Treasurer 2/4/21 = \$13,562.85
 - Checking = \$179,208.99

- Operations and Maintenance = \$43,406.50
- Reserve = \$287,234.35
- Depreciation = \$83,057.78

Depreciation Account History. Steve will look back in past records to get a more detailed history of this account. Discussion will be held at the June board meeting.

New Business

- Presentation by Rick Myers about a county wide capital campaign. This would involve 12 projects at 10 facilities in the amount of \$24 million. This would be a one penny specific purpose tax. Discussion was held.
- Steve asked to close the library for a staff training day on Wednesday, March 17. Margaret made a motion to allow the library to be closed for the staff training on March 17. Bill seconded the motion. The motion carried.

Executive Session

- Personnel

The next meeting will be Monday, March 22, 2021 at 4pm at the Johnson County Library.

Respectfully submitted,

JOHNSON COUNTY LIBRARY BOARD MINUTES
Monday, April 19, 2021

The Johnson County Library Board of Trustees met at the Johnson County Library on Monday, April 19, 2021 with the following members present: Ron Wagner, Kim Harvey, and Jenny Bakken, with Bill McIntyre and Margaret Smith by conference call. County Commissioner Linda Greenough was present. Director Steve Rzasa, Assistant Director Mary Rhoads and Heather Kuzara were present. Ron called the meeting to order.

Minutes from the March 22, 2021 meeting were reviewed. Kim moved to approve the minutes as amended. Jen seconded the motion. The motion carried.

Correspondence

- Thank you notes from Buffalo Quilting.
- Thank you note from Grace Brewer.
- Thank you note from Winter Reading winner.

April 2021 Checks

Direct deposit checks **DD1244-1251** were reviewed. Jen moved to approve them for payment and Margaret seconded. The motion carried. Checks **18433-18465** were reviewed. Margaret moved to approve them for payment and Jen seconded. The motion carried. Operations and Maintenance checks **1225-1235** were reviewed. Bill moved to approve them for payment and Jen seconded. The motion carried. Trustee Checks **1741-1751** were ratified for payment. Margaret moved to approve them for payment and Bill seconded the motion. The motion carried.

Director's Report-original in permanent records

- Check from the Treasurer's office for April 9 was \$9,693.33.
- Erick Loden of Dave Loden Construction update. A small pinhole was discovered and patches applied. The roof is covered by a 20-year warranty.
- The Johnson County Commissioners waved the hiring freeze at the April 6 meeting. One full time and one part time position will be filled.
- Heather Kuzara will be the new assistant director.
- Wyoming Library to Business kickoff on April 7 had ten attendees.
- Wyoming State Librarian, Jamie Markus announced that users of Libby by Overdrive will soon have access to digital magazines and comic books.
- We had 78 entries in the LEGO contest this year. Dr. Dozier Tabb judged the entries. Our Friends of the Library sponsor this each year.
- The 11th annual Art in Bloom has begun.
- Kaycee Branch Library had a great turnout for their National Library Week guest reading event.
- Volunteer judges chose the winners and honorable mentions for the poetry contest for middle school and high school students. A total of 29 entries were submitted.
- Steve is investigating participation in the Utah Library for the Blind free large print book program.
- Donations in memory of Doug and Ruth Osborn have been coming in.
- Planning for summer reading continues.
- Many thanks to the Friends who staffed the information table during National Library Week.

- Questions were asked about the Trustee Account. Steve gave an overview of the accounts and if they have a specific purpose. Margaret asked if Steve could give a once-a-year overview of the Trustee Account.

Old Business

- Update on finances to date.

Check from Johnson County Treasurer 4/9/21 = \$9,693.33

- Checking = \$116,470.68 (after April bills have been paid)
 - Operations and Maintenance = \$35,918.49
 - Reserve = \$287,234.35
 - Depreciation = \$83,057.78
- Countywide capital campaign letter of support was discussed.
 - The Nellie Patch Scholarship recipients were announced. Elaina Lompe and Colby Bessler with Nathan Kessler as an alternate. The scholarship is awarded by the Wyoming Community Foundation.
 - Board member vacancy will be advertised by the County Commissioners. Victoria Keller is interested and will visit with Steve about the vacancy.

New Business

- FY21-22 Budget as amended from the April 12 budget meeting was reviewed.
- Discussion was held about the possibility of getting the Kaycee Branch Library snow removal on a yearly contract.
- Jen made a motion to accept the amended library FY 2021-2022 budget for the presentation to the County Commissioners. Margaret seconded the motion. The motion carried.

The next meeting will be Monday, May 24, 2021 at 4 p.m. at the Johnson County Library.

Respectfully submitted,

Johnson County Library
Special Board Meeting – Budget
Minutes
1 p.m. Monday, April 12, 2021

The Johnson County Library Board of Trustees met at the Johnson County Library on Monday, April 12, 2021 with the following members present: Ron Wagner, Bill McIntyre, Margaret Smith, Kim Harvey, and Jenny Bakken. Director Steve Rzasa and Assistant Director Mary Rhoads also were present. Ron called the meeting to order @ 1pm.

Steve presented two options to the board for the upcoming budget. He also offered the Assistant Director Job to Heather Kuzara and she has accepted.

Steve went through the budget line by line.

Board discussed the differences between Option 1 and Option 2. It was decided to go with Option 1. The library will hire one full time employee and one part time employee.

Items discussed; having internet for the Buffalo library include in Utilities, increase dollar amount in the book budget, will 1% money be available for materials, Wyoming Retirement qualifications for part time employees, add monies to the Depreciation Account. The board asked Steve to investigate whether internet for Buffalo can be included in Utilities from an accounting standpoint.

1% proposal was discussed.

A motion was made by Jenny Bakken. If it is presented our total contribution of \$125,000 has been paid already. That is our equity. Bill seconded the motion. Discussion. The vote was called. The vote was no. The motion failed.

An amended motion was made by Jenny Bakken: Motion in favor of the Community Project and our total contribution is \$125,000 total that has already been paid with the land purchase in Kaycee, with bond funds being raised of \$625,000, for a total of \$750,000 for the Kaycee library project. Bill McIntyre seconded the motion. Motion carried with 2 aye votes, 1 nay vote, 1 abstention and the chair did not vote because there was no tie. The motion carried.

JOHNSON COUNTY LIBRARY BOARD MINUTES
Monday, May 24, 2021

The Johnson County Library Board of Trustees met at the Johnson County Library on Monday, May 24, 2021 with the following members present: Ron Wagner, Kim Harvey, Jenny Bakken, Bill McIntyre and Margaret Smith. County Commissioner Linda Greenough was present. Director Steve Rzasa and Assistant Director Mary Rhoads were present. Ron called the meeting to order.

Minutes from the April 19, 2021 meeting were reviewed. Margaret moved to approve the minutes as amended. Jen seconded the motion. The motion carried.

Correspondence

- May Day Card from the Life Skills class
- Letter from Mary Rhoads
- Summer Reading Calendar

April 2021 Checks

Direct deposit checks **DD1252-1259** were reviewed. Bill moved to approve them for payment and Kim seconded. The motion carried. Checks **18467-18496** were reviewed. Margaret moved to approve them for payment and Bill seconded. The motion carried. Operations and Maintenance checks **1236-1246** were reviewed. Kim moved to approve them for payment and Margaret seconded. The motion carried. Trustee Checks **1752-1756** were ratified for payment. Kim moved to approve them for payment and Jen seconded the motion. The motion carried.

When discussing the Trustees checks, Steve talked about monies used to buy video games for a new collection. Video games were donated by two young patrons then some extra copies from Natrona County Library were also donated, and Steve used Trustees account funds to purchase more.

Director's Report-original in permanent records

- Wyoming State Librarian Jamie Markus has informed us that technology and broadband funding is available through the American Rescue Plan Act Connectivity Fund program. Steve will be attending an online workshop on June 9 to learn further details.
- Steve has submitted our proposed FY21-22 budget to the County Commissioners.
- Katrina Piper will be our new full-time worker and Cheryl Kelly will be the part-time staff member. Both are starting tomorrow.
- Atlas Premier Services dropped off the new public photocopier. The new five-year contract will cost almost the same as the previous copy contract.
- The 11th annual Art in Bloom fundraiser ended Wednesday, May 5, and raised \$1280 for summer reading special performers and artists.
- Winners of the poetry contest for adults were Laren Hansen, Janet Hansen, and Marsha Reed. Prizes were donated by John Terzich.
- Summer Reading plans are in full swing. Special performers and artists have been scheduled.

Old Business

- Update on library reserves with Johnson County. Steve presented a separate page with the information.
- Trustee account report. Steve presented a separate page with the information.

- Update on finances to date.

Check from Johnson County Treasurer 5/7/21 = \$38,627.20

- Checking = \$124,394.37
- Operations and Maintenance = \$32,728.75
- Reserve = \$287,234.35
- Depreciation = \$83,057.78

New Business

- The women's bathroom on the south end of the library has a seal that was leaking. Desmond Plumbing has given Steve a bid on the cost to repair the toilet and a cost to replace it. It is not leaking now. Discussion was held. The board would like to get bids from two other plumbers in town before making a decision.
- Magazine service proposal. Steve has reached out to other Directors in the state to get recommendations. WT Cox was one that was highly recommended. This service would streamline the magazine process. Their bid is \$1657.34. The board would like to have Kaycee Branch magazines included in this. Steve will look into this.

The next meeting will be Monday, June 21, 2021 at 4 p.m. at the Johnson County Library. During this discussion, Margaret mentioned she would like to have Library Board meetings at the Kaycee Library in July and September so the board could take a more detailed look at the library. She would like to have a public meeting to get the Kaycee residents thoughts on the library. It would also be good if a Foundation member was present.

Respectfully submitted,

JOHNSON COUNTY LIBRARY BOARD MINUTES

Monday, June 21, 2021

The Johnson County Library Board of Trustees met at the Johnson County Library on Monday, May 24, 2021 with the following members present: Ron Wagner, Kim Harvey, Jenny Bakken, Bill McIntyre and Margaret Smith. County Commissioner Linda Greenough was present. Director Steve Rzasa and Assistant Director Heather Kuzara were present. Ron called the meeting to order.

Minutes from the May 24, 2021 meeting were reviewed. Kim moved to approve the minutes as amended. Margaret seconded the motion. The motion carried.

Correspondence

- Library patron regarding a purchased book she requested
- Letter from Victoria Keller expressing interest in serving on the board of trustees, forwarded to commissioner's office
- Photographs from Mary's surprise Story Hour party

April 2021 Checks

Direct deposit checks **DD1260-1270** were reviewed and form signed. Margaret moved to approve them for payment and Jen seconded. The motion carried. Checks **18497-18522** were reviewed. Kim moved to approve them for payment and Margaret seconded. The motion carried. Operations and Maintenance checks **1247-1259** were reviewed. Bill moved to approve them for payment and Jen seconded. The motion carried. Trustee Checks **1757-1765** were ratified for payment. Jen moved to approve them for payment and Bill seconded the motion. The motion carried.

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

- Mary Rhoads' last day of work was Friday, May 28
- Summer Reading Kick Off was May 28 and June 1. Over 100 children, teens and adults signed up.
- First teen summer reading session on Tuesday, June 8- 16 attendees, first children's session Wednesday, June 34 children and 23 adults. The June 10 workshop on writing for teens had 7 attendees, all of whom had great questions for YA author Jason Joyner.
- FY21-22 draft budget was presented to the county commissioners June 7. The initial draft budget submitted was \$538,115, which is down 5.6% from last year. Once revenues are taken into consideration, the amount we are requesting from the county is \$401,515, which is 9 % less.
- Wyoming State Library has confirmed paying approximately \$3,900 of our WYLD network fees and OCLC access fees for FY21-22. They will also reimburse us \$3,336 for what we paid in those fees for this year (FY20-21) and will pay \$3,000 toward Overdrive costs for the coming fiscal year

- Katrina Piper, new full-time staff member and Cheryl Kelly, new part-time staff member, both started May 25.
- No new bids on replacing the toilet in the south bathroom (women's). Scantling was too busy; Broken Pipe Wrench said they would work on figures but has not yet sent those in.
- End of May and beginning of June has seen an influx of visitors to the library, as to be expected. Right now, the biggest uses are WiFi and printing.

Discussion: The board asked questions about WL2B. Heather explained interest is generally from younger adults and are taking information to explore outside of the JCL. One person was helped over the phone, sounding excited as they explored for a few minutes.

Old Business

- Update on finances to date.
Check from Johnson County Treasurer 6/9/21 = \$70,644.68
 - Checking = \$159,597.65
 - Operations and Maintenance = \$28,397.33
 - Reserve = \$287,381.57
 - Depreciation = \$83,098.69
- Update on library reserves with Johnson County. Steve presented a separate page with the information. Bill asked if it is time to transfer funds. Steve explained this typically occurs in August when have the amount from Vickie Edelman, County Clerk. She has told Steve \$15,300 difference will be credited back into our account. Ron explained to Board can decide amount and number of times funds are transferred and requires a motion. Ron expressed his appreciation for the current reporting of finances by Steve to the Board. Linda informed budgets will be certified at July 19, 2021 Commissioners Meeting. Steve will update record to show additional \$.05 in totals.
- Magazine service proposal: WT Cox Information Service proposal presented on separate page. Discussion started with Bill asking about magazines coming and going. Steve explained JCL has trimmed back the amount of magazine subscription the library pays for by looking at circulation, sometimes titles are added when requested; publishing was messed up with COVID; renewal notices come several times when subscriptions not due. Kim asked if covers all magazines. Steve's answer was yes and this service will be nice to have. Currently, Kaycee Branch orders 17 magazines and JCL orders 60. Kim moved JCL to order magazines through WT Cox Information Services, Jen seconded. Motion Carried.

New Business

- Budget amendments – FY20-21 budget. Steve presented a separate page with explanations. Jen moved to accept changes; Kim seconded. Motion carried.
- Contracts for FY21-22: Janitor, window cleaner. Separate contracts for each position presented. Discussion of Janitor Contract included time spent in building and hourly rate comparisons. Steve informed staff has no complaints, janitor keeps up with requests if

attention need in an area, and Janitor always informs when supplies are low so never out of stock.' Bill moved to accept and sign Janitor Contract and Window Cleaning Contract; Jen seconded. Motion carried

- Director's job evaluation form. Each board member was given copy of evaluation. At next board meeting, an executive session will follow regular meeting. Ron informed the board they will present each evaluation orally.
- Board appointment by County Commissioners will be will be at July 19, 2021 meeting.
- Ron: at next meeting, board positions will need to be voted on. Kim: will not be at the July 19, 2021 meeting.

The next meeting will be Monday, July 19, 2021 at 4 p.m. at the Johnson County Library.

Ron was presented with a card for his service on the board. Margaret and Kim thanked him for all his help. Ron appreciates the library, saying it draws the community together.

Ron adjourned the meeting.

Respectfully submitted,

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,

JOHNSON COUNTY LIBRARY BOARD MINUTES
Monday, August 23 2021

The Johnson County Library Board of Trustees met at the Kaycee Branch Library on Monday, August 23, 2021 with the following members present: Margaret Smith, Jenny Bakken, Kim Harvey, Bill McIntyre, and Leighton "Pitchy" Gammon. Director Steve Rzasa and County Commissioner Linda Greenough was present. Others present were Kaycee branch manager Bonnie Ross, Kaycee library staff Monica Brock, Seth Taylor from *The Buffalo Bulletin*, and Kaycee resident Dana Lohse. Assistant Director Heather Kuzara was absent. Margaret called the meeting to order at 4:05 p.m.

Dana Lohse asked all present to introduce themselves, as a courtesy. Margaret started off and introductions were made around the room.

Minutes from the Aug. 23, 2021 meeting were reviewed. Margaret offered her compliments to Heather on her detailed minutes. Jenny pointed out a correction—a repetition of her seconding a motion. Pitchy moved to approve the minutes as corrected. Bill seconded the motion. The motion carried.

Correspondence

- Thank you notes received from participants of the summer reading program—Juli Jarvis, Gina Sheets & Arden Sheets, and Ileta Neustel. Margaret mentioned seeing Juli's nice thank you letter to the editor in the *Bulletin*. There was also a letter from the Wyoming State Quilt Guild regarding two books donated to JCL.

August 2021 Checks

Direct deposit checks **DD1280-1288** were reviewed and form signed. Steve explained the process to the audience. Bill moved to approve them for payment and Kim seconded. The motion carried. Checks **18548-18569** were reviewed. Steve explained the double vouchers for postage under "Cash." Kim and Margaret inquired about the process involved as well as amounts needed each month. Steve explained receipts are kept with cash envelope. Kim moved to approve them for payment and Jenny seconded. The motion carried. Operations and Maintenance checks **1271-1284** were reviewed. Kim inquired about check to "Overhead Doors." Steve mentioned repair of front door handicapped switches, with greater detail to come in director's report. Bill moved to approve them for payment and Kim seconded. The motion carried. Trustee Checks **1775-1778** were ratified for payment. Margaret asked if the library checks locally for computer & equipment purchases. Steve said we try to when possible. Bill moved to approve them for payment and Pitchy seconded the motion. The motion carried.

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

- Steve read through his director's report, mentioning especially the door repairs. Margaret asked especially of board members Bill and Kim who have been on the board longer, if there is a threshold for expenditures past which Steve need board approval before spending. Margaret clarified this was not a criticism of Steve and she didn't want

to micromanage. Bill commented that as director Steve has the authority to spend within budget limits but he didn't recall a limit. Steve said he tries to keep it to a few thousand dollars when he asks the board, especially when it comes to larger contracts. He used the example of the magazine management contract that exceeded \$2,000.

Branch Manager's Report

- Bonnie updated the board on Kaycee library happenings. She mentioned summer reading went well but participation was down. Book discussions were also down. They will discuss *Gentle Tamers* in September. Story hour restarts Sept. 7. Bonnie has sent letters to participants and the daycares. She and Monica recently shampooed the carpets and washed tables, windows. They are learning management of the website from Steve. The next project is to begin inventory. She provided statistics copies to the board (a copy is provided with the minutes from this meeting).

Old Business

- Update on finances to date.
 - Check from Johnson County Treasurer 8/5/21 = \$8,213.38. Breakdown was \$2,987.80 from property taxes, \$5,225.58 from motor vehicle excise fees.
 - BALANCES:
 - Checking = \$105,729.01
 - Operations and Maintenance = \$18,656.15
 - Reserve = \$287,293.37
 - Depreciation = \$83,109.08
 - Discussion – Steve mentioned we were looking good in terms of finances. It will probably be a few months before we know if we will need to draw from reserves. Bill asked how we were compared to last August. Steve replied he thought it was a few thousand under. Margaret and Steve checked finances from last August and found the difference between August 2020 and August 2021 is actually \$27,000. Steve noted next large quarterly payment is health insurance in October. Health insurance is paid in October, January, April, and July. Bill mentioned next month the board can decide whether to withdraw from reserve depending on what comes in from property taxes.
- FY20-21 Budget—final. Steve noted were just waiting to hear from the JCL Foundation for approval of the board's request to fund \$14,500 out of the budget, which they did agree to do. There were no further questions from the board.
- Kaycee credit card—Steve summarized the requirements for a card outlined by Cody Laird with First Northern Bank.
 - Documentation of approval of additional credit for the Johnson County Library system (can be given in the form of minutes from a meeting in which a motion was approved).
 - Credit card limit set by the board – Steve suggested \$1,000. The current Johnson County Library credit card has a limit of \$3,000. Kaycee purchases hardly ever

approach \$1,000 in a given month. The closest they might come is during a summer reading month.

- Names to be listed on the card. Steve suggested **Kaycee Branch Library** on two cards, one with Bonnie's name, one with Monica's. Steve said this was in case they both needed to buy things for the library on overlapping shopping trips.
 - The Social Security and phone numbers for both must also be provided to the bank so they may keep those two pieces of information as a fraud protection measure.
- It takes around 7-10 business days to get plastic cards in the mail.
- After brief discussion, Bill made a motion to approve a credit card with First Northern Bank, with a credit limit of \$1,000 which would be for two cards, one in Bonnie's name, and one in Monica's. Jenny seconded. The motion passed.

New Business

- Transfer from county maintenance fund to JCL Operations & maintenance account in the amount of \$37,000—Steve explained \$37,000 will bring the total account up to \$55,000 and change. We have already spent two months into the current fiscal year. Pitchy made a motion to transfer the \$37,000 and Kim seconded the motion. Bill commented we may get hit with inflationary increases and he recommended increasing the amount to \$40,000. Kim asked if more could be transferred later, to which Steve replied it was a matter of submitting the paperwork to the county but yes, we could. Margaret also said the original motion would need to be voted down in order for a new motion to be offered for a transfer of \$40,000. Pitchy and Jenny voted in favor of transferring \$37,000, while Bill and Kim voted not in favor of that amount. Margaret cast the tie-breaker in favor, for a 3-2 vote to transfer \$37,000. Steve will submit the paperwork to the county clerk's office.
- Public input on Kaycee future needs—Dana Lohse began the conversation by saying Bonnie and Monica are doing a fabulous job. They have been especially helpful to her in getting interlibrary loans. "They'll go to the ends of the Earth." She thinks they do well with the space they have, though they may feel cramped. She also commented the building next door has space in the basement for storage (referring to the property which the Foundation bought from her a few years ago and now rents). Margaret asked, in her opinion, would the house serve as something the library could use? Dana said that is "not in my ballpark anymore."
 - Bonnie continued discussion by highlighting major needs—poor lighting in some areas, inefficient heating system which is housed in the ceiling and so the floor level gets cold, windows and doors that are not very airtight.
 - Margaret submitted additional comments from Paula Hanson who serves on the Foundation including: Monica provided Nick Thom a review of library usage. Cold in winter, hot in summer, a simple solution is to add a rafter roof on a flat roof and insulate it well; on the wall outside, cover it with insulation and steel siding; her perspective was that it would not cost too much; also commented that

spending money on an architect was quite expensive and not really necessary—
“but then, I’m a ranch wife, and spending unnecessarily is a waste.

- The board discussed possible solutions to the heating issue that involved a raised floor. Monica noted that they are not in a big rush to get anything done, referencing increased lumber, steel, and fuel prices. She said they have dealt with the issues for a long time.
- Margaret said the board wanted to hear of these issues because when you let things get down so far, they become a crisis. She wanted to hear from folks what things should be looked at. With a board that changes as often as they do, there are some who may not have had the conversations.
- Bonnie also reported end caps on siding are broken and cracked, and should be looked at.
- Bill asked about ADA compliance, in reference to the front door. Kim asked Dana if there is enough room to get in and she said plenty
- Bill also asked about ADA compliance for the restrooms. He said we should make sure whether we are in compliance and if not we should get there. Margaret said as a board, we have a responsibility to make a list of things that should be done and in the order those should be done. Bonnie said the bathrooms are not wheelchair accessible and the only way they could be is to have only one.
- Jenny said this is a resource for the community that should be accessible and comfortable.
- Bill noted that we as a government entity should be compliant with ADA. Pitchy commented that she can’t imagine this being a public building and not being in compliance.
- Kim was concerned about warmth in the winter. She mentioned the possibility of getting floor heaters? Bonnie and Monica said they have turned up the heat and also dress more warmly.
- Bonnie and Monica also asked if the board could look into more landscaping around the library, especially in one patch where they removed dying bushes.
- The board decided to add to next month’s agenda and subsequent agendas a Kaycee priority list under Old Business for continued planning and discussion.
- Closure for Labor Day—Steve reminded the board the library will be closed Monday, Sept. 6 for the Labor Day holiday observed by Johnson County.

The next meeting will be Monday, September 20, 2021 at 4 p.m. at the Kaycee Branch Library.

Steve passed around copies of the director’s evaluation sheet which the board asked him to create following the previous meeting. There was brief discussion of the possibility of the director’s evaluation being moved to halfway through the fiscal year rather than at the beginning or end, the idea being to have all board members at least familiar with working with the director for that part of the year.

Margaret adjourned the regular meeting at 5:40 p.m.

Respectfully submitted,

JOHNSON COUNTY LIBRARY BOARD MINUTES

Monday, September 20, 2021

The Johnson County Library Board of Trustees met at the Kaycee Branch of Johnson County Library on Monday, September 20, 2021 with the following members present: Jenny Bakken, Bill McIntyre, Leighton "Pitchy" Gammon, and Kim Harvey. Margaret Smith was absent. Director Steve Rzasa and Assistant Director Heather Kuzara were present. Attendees: Trish Cash, Dixie McIntyre, Penny Orchard, Dana Lohse, Bonnie Ross, Monica Brock. Jenny called the meeting to order at 4:02 p.m.

Minutes from the August 23, 2021 meeting were reviewed. Pitchy asked for a correction in New Business, second bullet point, 9th discussion point: Pitchy was trying to say since this branch is a public building is should be in ADA compliance. Bill moved to approve the minutes with approved amendments. Pitchy seconded the motion. The motion carried.

Correspondence

- Communication received regarding the Loie Shethar Gordon Memorial Donation of \$3000. This is a memorial that benefits the Kaycee Branch
- Steve shared the thank you notes from students that attended the Nature Journaling class he presented.

September 2021 Checks

Direct deposit checks **DD1289-1297** were reviewed and form signed. Pitchy moved to approve them for payment and Kim seconded. The motion carried. Checks **18570-18590** were reviewed. Bill moved to approve them for payment and Kim seconded. The motion carried. Operations and Maintenance checks **1285-1294** were reviewed. Kim moved to approve them for payment and Pitchy seconded. The motion carried. Trustee Check **1779** was ratified for payment. Bill moved to approve it for payment and Pitchy seconded the motion. The motion carried.

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

- Cody Laird of First Northern Bank got the Kaycee library credit cards processed for Bonnie and Monica. Cards arrived in the mail Sept. 7, activated the same afternoon.
- Total Comfort was here August 31 for quarterly changing of filters in the basement and mezzanine for the HVAC system.
- Seven volunteers from First Interstate Bank came by the library Wednesday afternoon, Sept. 8 as part of their annual volunteer day. They helped with a variety of needed tasks, including removing items from basement storage, dusting shelves, stamping and labeling auction envelopes, sweeping the exterior walks of the building entrances, and loading recycling.
- We received a check for \$90.34 from Xerox Corporation. They had issues determining the end date of the previous copier lease and tried to bill us for four months after the end date. The folks at Atlas copier service who administer our new lease worked with me to get it straightened out and this payment is a reimbursement for one we didn't need to pay.
- Lindsey held the first Storytime of the year on Thursday, Sept. 9. There were 15 children plus their parents. Brenda von Holst, retired teacher, is assisting Lindsey with the program.
- Steve taught nature journaling to 80+ fifth grade students Sept. 1 and 2 (Wednesday and Thursday) at Camp Roberts with Cloud Peak Elementary students, on science teacher Becky Qualm's invitation.
- The Friends book sale will be held Thursday through Saturday Sept. 23 through 25 in the Twing meeting room.

- The theme for this year's fundraising auction is *Spies and Sleuths*. It is set for Friday, Nov. 5, 2021 at 6 p.m. Donor requests have been mailed out. Proceeds of the ticket sales (\$20 per person) go to the Friends of the library. Silent and live auction proceeds benefit the Johnson County Library Foundation, and in most years are split between the Foundation and the library itself. There will be more information after the Foundation meeting on Thursday, Sept. 23.
- Heather Kuzara met with an elderly patron. Dr. Jons diagnosed the patron with Macular Degeneration and referred her to JCL for what we have to help people with this condition. During the meeting, the CCTV was demonstrated, information about WATR (Wyoming Assistive Technologies Resources) was shared. Different large print options within the library were reviewed.

Old Business

- Update on finances to date.
 - Check from Johnson County Treasurer 9/8/21 = \$5,761.60
 - \$890.37 property tax, \$4,871.23 motor vehicle fees
 - Balances:
 - Checking = \$83,255.99
 - Operations and Maintenance = \$51,880.70
 - Reserve = \$287,293.37
 - Depreciation = \$83,098.69
- Kaycee Branch priority list- **Original copy of Maintenance Issues/Concerns in permanent records.**

Discussion:

 - Bonnie explained the landscaping issue is on the south side where several dead shrubs were removed. Dana inputted that landscaping didn't have to be a priority. She would like to see moneys put on the inside. Bill asked Bonnie if there are any drainage issues around the building. Bonnie explained there are large puddles close to the building but after the Library Foundation paved the parking lot they drain okay. Water does not come in the library. Kim suggested decorative rock go in the section between the building and sidewalk where the shrubs were removed.
 - Penny suggested a few cosmetic items inside could be updated to look more inviting, mentioning the blinds are yellowing and looking old.
 - Trish commented that the library is always clean, staff is always friendly, and staff always has wonderful suggestions.
 - Bill asked Steve if had time to do any research about the ADA compliance and pricing to make front door compliant. Steve had not started much research as did not have that direction yet from the board. He did confirm the building is not "grandfathered in" and feels it should be a priority to fix the issues that are not ADA compliant. Bill stated the sense it will make to make the front door compliant. Kim questioned if there is enough room for a wheelchair. Bonnie stated that those who come in seem to maneuver okay in their wheel chars. Dixie was concerned if a leg support is out on a wheelchair, would it make the turn into the second door. Jenny stated measurements would have to be made and research into the ADA regulations. Trish inputted that there are grants available to help with funding to bring buildings up to ADA compliance
 - Penny said that the when updating the building, that looking into heating and cooling systems for the building is a good idea.
 - Dana said that access to the bathroom for everyone is important. She suggested tearing the wall between the two bathrooms and making one large bathroom to accommodate needs of the elderly and young. She would like to see this completed not too far in the future.

Bill moved to put ADA compliance as the first priority for the Kaycee Branch and having a research deadline for including the amount needed for the door and bathroom compliance updates in the budget for FY2022-2023. Pitchy seconded. The motion carried.

Further discussion: Dana asked if many tourists use the library. Bonnie answered they mostly need computers or WiFi; Jenny asked if a work committee needs to be formed to research issues, Steve said he would start and let the board know if that is necessary; Kim would like research into grant information; Kim asked who should be contacted about ADA compliance, Penny mentioned that Julie Aubrey had consulted for the Kaycee School on compliance issues; Pitchy mentioned closure of the branch to have work completed might have to be considered.

- Kaycee snow clearing- **Original copy of Building Maintenance-Kaycee spreadsheet in permanent records.** Jack Schirmer payments for the last 5 fiscal years presented. Steve said his rates will increase from \$50 to \$60 per clearing. There is not a written contract. Bonnie said that when advertised in 2017, this contractor was only one who replied. Bill asked where the snow is put, Bonnie answered it is put in the trees at the back of the parking lot and she is pleased with his work.
- New Director's Evaluation and date of evaluation- **Original copy of Director's Job Evaluation in permanent records.** At previous meeting, Margaret had suggested moving the Director evaluation. Bill thought the evaluation should be moved to December –half way through the fiscal year, or to June at the end of the fiscal year. Steve reminded the board that December is a simple board meeting to sign checks. Kim added that a full year to review would be best therefore evaluating in June. Kim moved to use the Director Evaluation Form and to conduct the Director Evaluation in June. Bill seconded. Motion carried.

New Business

- Closure for library auction: In the past the library is closed the day of the annual fundraiser auction. Steve explained the auction set up takes most of the day. Bill moved to close the library Friday, November 5, 2021 in order to prepare for the auction. Pitchy seconded. Motion carried.

The next meeting will be Monday, October 18, 2021 at 4 p.m. at the Johnson Count Library.

Jenny adjourned the regular meeting at 5:00 p.m.

Respectfully submitted,

JOHNSON COUNTY LIBRARY BOARD MINUTES

Thursday, October 21, 2021

The Johnson County Library Board of Trustees met Johnson County Library on Thursday, October 21, 2021. This meeting was rescheduled from Monday, October 18, 2021. The following members present: Margaret Smith, Jenny Bakken, Bill McIntyre, Leighton "Pitchy" Gammon, and Kim Harvey. Director Steve Rzasa and Assistant Director Heather Kuzara were present. Margaret called the meeting to order at 4:02 p.m.

Minutes from the September 20, 2021 meeting were reviewed. Pitchy moved to approve the minutes. Jenny seconded the motion. The motion carried.

Correspondence-A nice note was received from Sally Blanford. Steve and Nancy Tabb will be helping judge the VFW Scholarship essays, Sally was telling them "Thank you" in advance.

October 2021 Checks

Direct deposit checks **DD1298-1305** were reviewed and form signed. Bill moved to approve them for payment and Pitchy seconded. The motion carried. Checks **18591-18615** were reviewed. Check 18952 to Wyoming State Library is the amount received for the 1% monies, this is for the books ordered through Ingram. Check 18614 to Johnson County Clerk is for the quarterly health insurance payment. Kim moved to approve them for payment and Jenny seconded. The motion carried. Operations and Maintenance checks **1295-1305** were reviewed. Bill moved to approve them for payment and Kim seconded. The motion carried. Trustee Check **1780-1790** was ratified for payment. Margaret questioned the name of Lois or Loie Gordon Memorial name; Steve will review the record. Pitchy moved to approve it for payment and Kim seconded the motion. The motion carried.

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

- Call Overhead Doors of Casper because the handicapped accessible door which they repaired in August, malfunctioning again—there is delay getting them back in here to fix the problem.
- We received the 1% monies check for \$20,000 from the Johnson County Clerk on Oct. 7. It has been deposited with our bank and a check for the same amount is ready to be sent to the Wyoming State Library to replenish our account with Ingram for the bulk of our book ordering for Buffalo and Kaycee.
- I have deposited the check from the Johnson County Library Foundation for \$14,500, which includes \$9,000 for Technology, \$3,500 for Materials (Buffalo), and \$2,000 for Materials (Kaycee).
- Storytime continues, Heather Kuzara has been filling in for Lindsey Belliveau who has been out, with Brenda von Holst continuing as her volunteer helper.
- The Friends book sale raised \$1,091. Suzi Black of the Friends has volunteered to sort books in our storage room for ease of browsing. *{this was a duty of Connie Norton, former library employee}*
- The memorial mountain ash by book drop suffered damage from the Oct. 13 heavy snowstorm. Jacob McCarthy with Tree Mechanics came by and cleaned up the cut, removed other dead limbs, and took away the broken branches. He says the tree is afflicted with fire blight, which can be treated by selective trimming over the years. *{discussion moved to "New Business."}*
- Kira Wages and Steve are holding the Spooky Stories contest for middle and high school stories. Winning entries will be printed and displayed in binders that can be checked out from the Teen Room.
- Letter of support for the University of Wyoming's Museum of Vertebrates, for an IMLS grant to host touchscreen Natural Science kiosks in Wyoming libraries. The library would be a "roadshow" that brings actual specimens for patrons to experience. There is no cost to the library. *{Will be nice to offer this to locals and residents who are unable to get to Laramie to visit the museum. Kim asked if we are*

required to do any maintenance. Steve said we are just a location and the UW Museum will provide the Machine and be responsible. The unit will be free standing or a desk top version.}

- I have applied to the Wyoming Humanities Council for a general operations grant in the amount of \$10,000. The funds are provided by the American Rescue Plan Act of 2021.
- Auction items and sponsorships are coming in. To date we have 20 items. Next week the Foundation will reach out to potential donors as is their pattern each year. *{At time of meeting, there are 32 items}*

Old Business

- Update on finances to date.
 - Check from Johnson County Treasurer 10/6/21 = \$42,906.28
 - \$37,280.34 property tax, \$5,578.92 motor vehicle fees
 - \$47.02 property tax – additional from September
 - Balances:
 - Checking = \$98,821.52
 - Operations and Maintenance = \$48,821.98
 - Reserve = \$287,293.37
 - Depreciation = \$83109.08
- Kaycee Branch priority list update - Discussion:
 - Pitchy asked about results of Steve's research into grants. Steve found there are grants available through Rural Development – Community Facilities Direct Loan/Grant Program and this could pay anywhere between 30-75% of the total project. Margaret asked if the census numbers address any special needs citizens in the Kaycee area factor in to the need of improvement and ability to acquire a grant. Pitchy stated the census looks at the socioeconomics of community, therefore the census will not factor into the grant. Improvement to the library needs to be completed for compliance with the law and she has experience with writing grants. Jenny stated a grant should be easy to get funds. Vickie Edelman explained to Steve there is \$12,400.30 from State Lands & Investments Board. The Foundation has \$111,000.00 in interest from endowment fund accrualment in the savings account. Pitchy said the \$12,400.30 could be used as matching funds for a grant.
 - David Eads told Steve the State Fire Prevention & Electrical Safety Board has to approve any plans to change the building.
 - Steve has been reaching out to companies for installing the handicap front door. Wanting to get the labor cost aspect.
 - Steve suggested putting out request for proposals regarding the bathroom remodel. Jenny asked if he had spoken to Julie Aubrey about ADA compliance, he has not got in touch with her. Margaret stated she would like to see "this project done right" and asked if grants could fund the architecture fees. Pitchy explained, grants should fund the whole project from start to finish. Jenny in agreement.
 - Pitchy said when requesting bids, they should include the cost of the doors, remodeling one bathroom and remodeling two bathrooms. Kim reminded the bathrooms must be wheelchair accessible. Pitchy asked if the bathrooms will have room in each to enlarge. Bill said that the outer wall would have to be punched out to make more room. Jenny asked if extending to the meeting room is an option. Bill and Steve both discussed the water heater and chair storage are factors to keeping two bathrooms. Margaret put the idea out that perhaps the architect could look at one bathroom be handicap and the other not. Bill and Pitchy agreed with that idea.

- Margaret asked at what time does a work session need to be scheduled. Steve suggested plans need to be acquired. Pitchy suggested to have an architect draw up plans. Jenny said it is important to have a clear list of what is needed. Pitchy reminded that the needs list was acquired when we met in Kaycee last month.
- Bill asked if date can be set for what is needed. Steve stated the next 2 weeks are busy with auction preparation, but after the auction he can put together a proposal. He will get information from Davis Eads who will have examples of what needs to be included in proposal. This will be ready for the next board meeting.

New Business

- Patch Scholarship: Steve reminded the board that every year the board and he act as the committee for the local administration of the scholarship. Two winners and one alternate can be selected from applications by Buffalo and Kaycee high schoolers. The selection process will be later in the winter.
- Steve presented the Survey of County Budgets which is done for the State of Wyoming's auditing department every year. It is a summary of our budget as of 6/30/21. The form needs signatures from Board Chair (Margaret) and the Treasurer (Pitchy). Steve has already filled out the survey form. The state will notify him if there are any unacceptable line items for their survey and he will correct.
- The Mountain Ash on southwest corner of the property was planted in 1989 and dedicated in memory of Mary L. Porter. Steve is bringing the issue to the board because it is a memorial tree. Summary:
 - Jacob McCarthy -Tree Mechanics says tree should compartmentalize on its own and he is not concerned with it falling and causing damage or injury. It is diseased with Fire Blight. He has taken several additional branches off to help with issue.
 - Lara Schuman -Heartland Tree Service says tree is at moderate risk. Can install a cable to brace it in hopes it will heal itself
 - Kyle Jarvis with the County is concerned about the rot and thinks the tree should come down immediately. He can take the tree down if need be.

Discussion: Steve suggested getting preventative maintenance for tree. Kim suggested getting bids from both Heartland and Tree Mechanics for maintenance. Margaret commented board should see what can be done to save the tree. Pitchy commented that the lowest bid is not always the best route to take. Kim asked what type of shade the tree provides and Margaret asked if it helps shade the building. Steve answered some shade for bench and a little in the early part of day for the building, however the tree drops berries that make the bench under it very dirty—therefore folks tend not to sit on bench. Steve will get preventative maintenance plans from both companies. Kim said this is so board can see what to expect and if it is a memorial tree, it can be replaced. Pitchy agreed that a plan and a dollar amount is what is needed from each company. Bill asked what the maturity age of this type tree is. Jenny found that this type tree matures 25-50 years. Board agreed the tree is mature.

The next meeting will be Monday, November 22, 2021 at 4 p.m. at the Johnson Count Library.

Margaret adjourned the regular meeting at 5:08 p.m. Meeting moved to Executive Session. The board reconvened to regular session at 5:19 p.m. Kim made a motion to allow a staff member a 4-day, 10-hour adjustment to their schedule for up to 6 months, to be reviewed prior to that end time, beginning Oct. 25. Pitchy seconded the motion. The motion passed.

Margaret adjourned the meeting at 5:22 p.m.

Respectfully submitted,

JOHNSON COUNTY LIBRARY BOARD MINUTES

Monday, November 22, 2021

The Johnson County Library Board of Trustees met Johnson County Library on Monday, November 22, 2021. The following members present: Margaret Smith, Jenny Bakken, Leighton "Pitchy" Gammon, and Kim Harvey. Bill McIntyre was not present due to resignation. 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.

Minutes from the October 21, 2021 meeting were reviewed. Kim moved to approve the minutes. Jenny seconded the motion. The motion carried.

Correspondence- nothing to discuss

November 2021 Checks

Direct deposit checks **DD1306-1315** were reviewed and form signed. Pitchy moved to approve them for payment and Jenny seconded. The motion carried. Checks **18616-18637** were reviewed. Check 18617 to Brodart is for supplies and typically order from this company once a year. Check 18629 to School Library Journal is for a yearly subscription. Jenny moved to approve them for payment and Kim seconded. The motion carried. Operations and Maintenance checks **1306-1318** were reviewed. Check number 1313 to Rapid Fire Protection, Inc. is for the sprinkler system inspection. Discussion moved to 'New Business.' Kim moved to approve them for payment and Jenny seconded. The motion carried. Trustee Check **1791-1798** was ratified for payment. Kim asked about check 1791, asking who picks the Western books. Steve explained that the selection is made by the company and they tend to send what seems to be popular picks for out western genre readers. Kim asked about the books listed on check 1794. Steve explained these are purchases that are not available through Ingram. Kaycee Branch sometimes asks for books published 2-3 years ago and not available. Payments for 1798 that are for programming will be reimbursed by the FOL. Pitchy moved to approve it for payment and Jenny seconded the motion. The motion carried.

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

- On November 5, the Wyoming Humanities Council let me know we have been awarded a general operations grant in the amount of \$10,000. The funds were provided by the American Rescue Plan Act of 2021. I submitted the final paperwork Nov. 10. The grant was approved to offset the wages of our part-time local history room position for the 2022 calendar year. *Voting and discussion will be recorded during New Business.*
- The library auction raised about \$20,173 from all sources this year, broken down as follows: \$9,018 from purchases for auctioned items; \$7,465 in sponsorship cash and checks; and \$3,690 in auction tickets and Friends raffle tickets. The auction tickets and raffle tickets benefit the Friends of the library. The remainder, \$16,483, benefits the Johnson County Library Foundation. About 140 people attended. By comparison, the 2019 auction raised about \$27,000 and almost 200 people attended. The Foundation voted at their Nov. 18 to put the proceeds after expenses, which will be approximately \$11,000, into the active investments of their endowment. Those investments in turn generate interest which is deposited into the Foundation's savings account. The library can access that money if need be for special purchases or, as in this current fiscal year, budget assistance.
- Wyoming Library 2 Business has given us three photo boxes, along with phone tripods, to use as part of the grant they received. Shantray Miller at the Wyoming State Library has put together bibliographic records for all six items so small business owners or other folks can check them out for in library use to start with. These boxes have an independent light source and can be used to take clean, clutter-free photos of items to sell on business owners' websites or e-commerce sites like Etsy and eBay. Ms. Miller also established a record for the digital camera donated to us in late summer by Elena Bontrager, so we can check it out for similar purposes, though the camera could be taken from the library if necessary.

Margaret suggested the L2B information be shared with Andrew Borgialli and Kami Kennedy at the high school. Steve will make sure links are on the website.

- Overhead Doors checked on the exterior front doors' handicap access switch. The belt and gear that actually turn the motor have broken. They will have to get the parts ordered to make the replacement. I asked them to get spares, too, in case this happens in the future.
- Total Comfort, the company that handles maintenance of our HVAC system, was here Nov. 19 to do the routine fall cleaning but also had to install a new sensor on the furnace that supplies heat to the large meeting room and hallway. In doing the cleaning the technician also found a leak beneath one of the two newer furnaces that heat the older portion of the building. He fixed that but also needs to get a new seal to prevent corrosion from reoccurring. *They are sending a quote for the work.*
- We were fortunate to not suffer any further tree damage from the windstorm early morning, Nov. 16.
- Volunteer status: Jonette Goraj continues to be invaluable to Nancy Tabb with archiving assistance in the local history room; Teri Wuthier is working with Heather Kuzara on inventorying our collection; and Beverly Chapman has just started assisting with book covering and sorting shelves in the children's area. *Margaret asked what the volunteer status is in Kaycee. Steve will check in with Bonnie.*

Old Business

- Update on finances to date.
 - Check from Johnson County Treasurer 11/5/21 = \$33,312.76
 - \$28,631.88 property tax, \$4,680.88 motor vehicle fees
 - Balances:
 - Checking = \$103,384.45
 - Operations and Maintenance = \$43,865.30
 - Reserve = \$287,341.78
 - Depreciation = \$83,150.75
 - Steve mentioned the next Health Insurance payment is due in January 2022. Linda reminded Board that the full payment for taxes is due in January. The County forgave tax debts that were older than 10 years past due. Many of these companies are out of business or have left the state.
- Kaycee Branch ADA project - Discussion:
 - Steve will meet with Julie Aubrey tomorrow, November 23. She is surveying the building. Patrons need to get safely in the door, maneuver within the bathroom and be able to get wheelchair under the sink.
 - Steve presented an RFP that he and David Eads wrote.
 - Anita Bartlett of Powder River Conservation District told Bonnie about a landscaping cost sharing grant. Available for drip systems, gravel, weed black, and plants.
 - Steve received a quote from Overhead Doors for \$4500 to complete the work on both front doors. Kim asked the reason for both doors, Steve explained when the weather is nice, the inner doors are propped open. Kim asked if the back door is an option for handicap entrance, Steve said that is not ideal. Margaret reminded that it is vital to have the doors swing the same way, as to not have the wheelchair have to maneuver back and forth if the doors open in opposite directions.
 - Margaret asked about the need of an architectural evaluation. Steve reminded that plans for bathroom renovation has to be submitted and approved by the State of Wyoming Department of Fire Prevention and Electrical Safety. Jeff Schoen is the contact.
 - Linda asked what the timeline on this looks like. Margaret said we need to discuss that.
 - Linda asked what money are we looking to use. Steve said we need to get ideas of total cost and what grants may be available. Linda said Marilynn Connelly and Cheryl Benner will be great resources for grant information. Linda said using consensus money will leave a paper trail and Vicki Edelman can help with this. Steve asked Linda if we should have the work out for bid. Linda said that the project should be turned in with next year's budget. Margaret suggested Steve be in connect with Marilyn. Pitchy reiterated that

grants should be obtained. Linda said grants should be fairly easy to get. Margaret thought grants may be easy to get, may not be able to get the work completed this summer.

- Mountain Ash Tree-quotes for preservation
 - **Original in permanent records.** Bid Proposals from Heartland Tree Care LLC for \$0.00 (donation of work) and Tree Mechanics LLC for \$457.00 were received. Margaret said the Conservation District would be able to tell us what a good replacement will be if the tree needs to be removed. Margaret called for discussion. Kim Pitchy and Margaret all agreed that it is an easy discussion. Jenny said we should look at the donations service. Kim moved to accept Heartland Tree Care LLC of donation of tree care services. Pitchy seconded. Motion Carried. Steve will call the companies.

New Business

- Rapid Fire Protection. Steve told of the corrections made from last year's inspection that included moving shelving in the basement that had been in the same place since installed, but needed to be moved farther from pipes. The evaluation said:
 - New issue: 5-year inspection needs to be completed and out of date gauge replaced
 - New issue: 3-year full trip maintenance in the summer needs to be completed
 - New Issue: Site plan needs to be placed in raiser room
 - New issue: valve on south side of the building is bad and will not close

Work will be around \$1,500 and will come out of Operations and Maintenance. Margaret indicated this is a maintenance issue and does not need to be voted on.

- The library received the Wyoming Community Foundation Grant for \$10,000 will arrive in a couple weeks. It will be used for the part time Local History position. Kim asked if we will split it up evenly each month of 2022, if so it would be around \$1,400. Steve said the money is ours to use how we need it and the final report will reflect how it was used. Linda suggested putting the money in a grant account and use it until it is gone to pay the salary. Vickie Edelman has set up those types of funds. Margaret thought that sounded the easiest. Steve said Shayna (our bookkeeper) knows how to handle this. Margaret asked for a motion. Pitchy moved to accept the Wyoming Community Foundation Grant. Kim seconded. Motion carried.
- Bill McIntyre has tendered his resignation from the Johnson County Library Board, effective immediately due to health concerns. His term expires June 30, 2023. Linda said the commissioner's office will call interested parties from this past July to see if they are still interested in serving and will place an advertisement asking for interested parties to respond. Margaret asked if the position needed to be fill by a Kaycee resident. Linda said not necessarily. Steve will reach out to the Kaycee librarians for suggestions. Margaret said Bill has a very important voice in Johnson County.

Next Meeting

December meeting is usually just for just check signing. Two board members can come and sign the checks. Regular meeting will be Monday January 22, 2022 at 4 p.m. at Johnson County Library. Margaret adjourned the meeting at 5:10 p.m.