

## JOHNSON COUNTY LIBRARY BOARD MINUTES

Monday, August 22, 2022

The Johnson County Library Board of Trustees met at the Kaycee Branch of Johnson County Library on Monday, August 22. The following members present: Jenny Bakken, Margaret Smith, Leighton "Pitchy" Gammon, Shane Greet and Terry Urruty. Director Steve Rzasa, Assistant Director Heather Kuzara, Kaycee Branch Manager Bonnie Ross, Kaycee Librarian Monica Brock were also present. Dana Lohse was a member of the community in attendance. Jenny called the meeting to order at 3:59p.m

**Minutes** from the July 25, 2022 meeting were reviewed. Clerical errors were suggested by Margaret. Pitchy moved to approve the minutes with corrections. Shane seconded the motion. The motion carried.

**Correspondence-** Steve received a thank you note from a volunteer and an email from the commissioner's office about the 1% funding approval. The originals were forgotten in Buffalo so Steve will present them at next month's meeting.

### July 2022 checks

Direct deposit checks **DD1388-1396** reviewed and form signed. Steve explained ACH payments. Pitchy moved to approve them for payment and Margaret seconded. The motion carried. Checks **18839-18864** were reviewed. Steve explained check 18709 to Buffalo Bulletin, 2 yearly subscriptions, one for public and the other for local History archives. Steve explained the duplicate Visa payments were due to the bill arriving later than the previous board meeting, he had called board members to come sign those checks to have the bill paid. Checks 8860, 18861, and 18862 paid employee life insurance, Flex spending, and deferred compensation. Steve reminded the board that the Kaycee utility payments are paid through this account. Margaret moved to approve checks for payment and Terry seconded. The motion carried. Operations and Maintenance checks **1409-1419** were reviewed. Steve explained check 1409 to Visa, dated July 28, was again a late bill from Visa and was paid the end of July and check 1413 to Mike Kuzara was for tile drill bits to install a towel dispenser in employee restroom. Steve explained the Rocky Mountain Power billing this month revealed more power used than August of 2021, yet less charged. Shane moved to ratify the checks and Margaret seconded. The motion carried. Trustee Check **1858-1866** were reviewed. Steve pointed out the Visa bill was late, therefore is included in this month's report. He explained check 1861 to Collins Communication pays for a new computer that was scheduled to be replaced a couple years ago, but had been put on hold and check number 1862 is the transfer of money to supplementing the FY2021-2022 budget that the board supported. Steve requested the cash back option from the credit card and it is noted on the report for \$275.00. Pitchy moved to ratify the checks and Terry seconded. The motion carried.

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

- T3 Landscaping checked our sprinkler system on Aug. 10. Significant brown spots have developed in the grass and I was concerned the sprinkler system might be malfunctioning. They did adjust the watering timings.
- 22 people attended the Harry Houdini performance by Duffy Hudson, which was sponsored by the Friends of the Library, on Thursday, Aug. 11. One gentleman brought his family and was so impressed he donated \$100 to the Friends of the Library specifically earmarked to support those kinds of special performers.
- I have sent letters to the Social Security Administration and the IRS regarding mail we keep receiving for a private individual at the Buffalo library's mailing address. I suspect it was someone who filed tax paperwork but didn't have a permanent address so wound up entering the library's address.
- Summer Reading 2022 ended on Friday, July 15. We had excellent participation this year. For the children's program, about 300 participants read up to 3,100 hours, which is down from last summer's 3,600 hours but still about 20 percent more than many other years. We also had 60 teens read about 5,500 hours, which is an increase from the 66 who read more than 5,000 hours last year. The 4,300 hours is still far and above what we did in prior years, when teens read only for 4 weeks and ranged from 800 to 1,400 hours. We had 19 adults read and write in-depth reviews of 51 books for their program this year.
- Popular Books this Summer (June and July 2022)
  - Children – *Diary of a Wimpy Kid* series by Jeff Kinney; *Fancy Nancy* series by Jane O'Connor; *Pete the Cat* series by James Dean; and the *Dork Diaries* series by Rachel Rene Russell.
  - Teen – *One of Us Is Lying* by Karen McManus; *Eragon* by Christopher Paolini; *Jackie's Wild Seattle* by Will Hobbs; *The Icebound Land* by John Flanagan; and *The Mark of Athena* and *The Dark Prophecy* by Rick Riordan

- Adults – *The Book Woman’s Daughter* by Kim Michele Richardson; *The Boardwalk Bookshop* by Susan Mallery; *The Great Mistake* by Jonathan Lee; *Back of Beyond* and *Shadows Reel* by C.J. Box; *The Dark Hours* by Michael Connelly; and *Where the Crawdads Sing* by Delia Owens.
- A Buffalo High School student, Lily Crago, volunteered with us for a few hours on Aug. 12 and Aug. 16 in order to complete requirements for a National Honor Society project in her senior year. I have extended the invitation for her to continue volunteering if she would like. Our liability insurance providers recommend limiting teen volunteering to those who are 16 years old or older.

We are increasing the number of large print books we receive from the Utah State Library for the Blind from 16 to 24. They continue to be a popular addition to our large print collection and we have received compliments from our patrons about the selection. *The paperwork is easy to handle and Kaycee is on their second batch of ordering. Dana commented how much she appreciated the Kaycee Library getting large print books from the Utah State Library.*

- The Friends and I have set the next book sale for this week, with setup on Wednesday, Aug. 24. The sale runs Thursday, Friday, and Saturday, Aug. 25 through 27. *Friends of the library have a list of volunteers for the book sale.*
- I will be helping with nature journaling sessions most of the day Sept. 1 and 2 (Wednesday and Thursday) at Camp Roberts with Cloud Peak Elementary students, on science teacher Becky Qualm’s invitation. I should be back down from the mountain after 5 p.m. each day.
- The library will be closed Monday, Sept. 5 in observance of Labor Day. *Kaycee Library is always closed Mondays so this holiday doesn’t affect them.*

Discussion: *Margaret said Julie Baker with the Low Vision Group at the Senior Center has recommended the library to folks who may need assistance. She is glad we are working together to help folks with reading material and low vision assistance. She has been sending people to visit with Heather.*

## Old Business

- Update on finances to date.
  - Check from Johnson County Treasurer 08/04/22 = \$36,587.97
    - \$33,588.85 property tax, \$2,999.12 motor vehicle
  - Balances:
    - Checking = \$212,836.39
    - Operations and Maintenance = \$59,815.46
    - Reserve = \$287,425.24
    - Depreciation = \$78,584.12
    - Trustee Account Report presented-**original in permanent records** – Steve explained these funds have been donated to the library. The report from QuickBooks only shows those accounts with balances. As an example, a patron has expressed interest in giving money to help with postage for the many ILL requests she makes and that amount will show as a line-item **Postage-ILL** once a donation has been input. Kaycee specific lines are in gray highlight. Margaret asked about book ordering and the use of memorial money. Mr. Eklund donated money to the library on most of his visits, we have used some to purchase his favorite authors (Elmore Leonard, Tom Lea, etc.) and books he would like to read, and keep him in mind when choosing books to order. Steve explained early books in series were removed because shelf space was needed before the expansion. Now, some of those books are being purchased because they are part of popular authors/series. Currently, Tony Hillerman’s early novels are being acquired. Shane asked about the number of requests, Steve explained we get 5 to 12 requests each month. Heather commented that usually people will recommend their requests to other patrons, so we typically order what is requested.
- FY Budget 2022-2023—Steve has heard from the commissioners that they are working on the library budget issue of the lessened amount. Steve is confident we will be okay and if there is a problem it will surface closer to the end of the fiscal year. The email from the commissioners, mentioned in the communications, everything is in place for the 1% moneys that will be available in September or October. Margaret asked if the quarterly financial report will be provided. Steve said he will have it at the September meeting.
- Kaycee Library: Updates
  - Foundation has put the site plan expenditure on their agenda for September 8

-Great Divide is waiting for contractors to respond as Steve is checking in with them periodically. Margaret asked if they are waiting for plumbers, Steve said it was basic carpenters. Monica wondered if they are just not getting back to them. Steve will ask Great Divide who they have contacted. Margaret asked if the Kaycee folks knew of any local carpenters. Each said no.

-Dana Lohse said how much the new door has improved her visits to the library. It has made a nice change to her experience. She complimented both librarians and is grateful for the Library in Kaycee.

## New Business

- FY 2021-2022 statistics (**originals in permanent records**)

### **Statistic Report: FY 2021-2022**

**Saturday Volunteer – Saturday, August 13, 2022**

### **ILL Totals**

### **Statistics for the Local History Archives for 2021-2022**

### **Kaycee Branch Statistics for July 2021 through June 2022**

-Steve explained about the first report: circulation information is compiled through Blue Cloud Analytics through the State Library System. There was a small decline in Kaycee and an increase in Buffalo. Within the Buffalo library, the teen circulation is down, but history shows an up and down trend. New books and children book circulation is up. Steve explained how one family leaving the area can strongly affect the amount of circulation. We can look at the stats and see who is coming into the library. Electronic use has a strong increase, the bulk of this increase has been seen in the last year and half, well after the Covid shutdown. Steve thought in the future, memorial money may be considered to help support the electronic materials cost, the foundation currently covers the full amount.

-Monica said their circulation is down. She didn't know what to do to get it to go up. Steve has been tracking their circulation numbers and digital circulation is up. He will send a spreadsheet showing this to Kaycee and show them how to access the information.

- Change to JCL Policy XXII: long overdue Materials and Collection Proceedings as well as Appendix V (**originals in permanent records**)

Steve shared the background and need to streamline the current policy. In 2013 a patron's bill was sent to collections, and challenged in court that they were not given enough notice. The current policy was the result. [copies of original policy were not available at this meeting] Steve explained the bold face print on the proposed change does not specify the name and contact information of a specific collection company, this allows the library to be flexible. Margaret asked if there needs to be 2 readings of the policy, Steve said typically there will need to be three and he will check to see if it needs to be advertised. Margaret moved to table the discussion of recommended changes to the Long Overdue Materials and Collection Procedures and Appendix V until the next meeting. Terry seconded and the motion carried.

- Wyoming Library Association Conference September 28-30

Steve invited Bonnie and Monica to consider attending the conference. Heather gave the conference schedule to them. Each of the Buffalo full time staff would like to attend. Steve told the board that the 2 current part time employees and possibly the new part time staff person would be available to operate the library on Wednesday with volunteer help. He requested the library be closed Thursday, September 29 and Friday, September 30. The Jenny suggested the Wyoming at Work may be able to help with Scholarships for the cost, lodging, and mileage. Margaret asked how much for each to attend. Steve answered around \$230 and \$90 lodging. Jenny asked if mileage is paid, Steve said yes and staff will take as few vehicles as they can. Pitchy moved to close the Johnson County Library in Buffalo on September 29 and 30 so staff can attend the Wyoming Library Association Conference. Margaret seconded and the motion carried. Margaret mentioned a line item in the Directors Job Description to promote staff education. Jenny commented that the networking the staff will be able to do is priceless.

- Hiring Process update (part-time staff)

Bill Novotny told Steve he did not have to ask for special permission for hiring a part time staff person since the budget was approved. Steve said seven applications had been received, one interview conducted, and are scheduling a couple more. Steve asked the board if he will need to seek their approval or just inform the board when the position is offered. Shane thought it better for Steve to just inform the board. Margaret commented the board is confident with Steve's work with the staff and his ability to make this decision and they don't want to undermine him by micromanaging. Steve said ideally, an offer will be made by next Monday. He asked Bonnie if

an ad should be placed in the Voice for the Kaycee part-time position. Jenny thought it should be and a printout be put on the Kaycee bulletin board.

### **Next Meeting**

The next meeting at 4 p.m. Monday, September 19, will be at the Kaycee Branch Library.

Jenny asked for a motion to close the meeting. Margaret moved to adjourn the meeting. 5:11pm

Bonnie raised an issue about the Foundation rental next to the library. Margaret withdrew the motion to close the meeting. Bonnie explained the renters in the Foundation house have had trouble getting repairs on the house. The kitchen sink is unusable and there had been a gas smell coming from the downstairs stove. They have been in contact with the management company but nothing being fixed and renters were staying in their camper trailer. An MDU workman was in the area and came to look at the stove and was okay. This workman was not scheduled to go there, but came to help. Bonnie said this same lack of response from the management company has happened with other renters. Steve asked Bonnie to write a report and email Steve Reimann directly about the situation. The rental is considered “the library’s house” around the Kaycee community and Bonnie is concerned it is reflecting poorly on the library.

Terry moved to adjourn the meeting. Margaret seconded; motion carried.

Meeting adjourned at 5:18 pm.