

## JOHNSON COUNTY LIBRARY BOARD MINUTES

Monday, October 24, 2022

The Johnson County Library Board of Trustees met at Johnson County Library on Monday, October 24. The following members present: Jennifer Bakken, Margaret Smith, Leighton "Pitchy" Gammon, Shane Greet and Terry Urruty. Johnson County Commissioner Liaison Linda Greenough, Director Steve Rzasa, Assistant Director Heather Kuzara were present. Jenny called the meeting to order at 4:00 p.m.

**Minutes** from the September 19, 2022 meeting were reviewed. Margaret moved to approve the minutes. Terry seconded the motion. The motion carried.

**Correspondence-** Steve shared a card Heather received from a Sheridan family that uses JCL, the child had wanted to read a particular book that was not covered yet and Heather got it ready for circulation while they were here. Steve explained the letter sent to the Surrena Memorial Fund regarding how the donated money was used last year. Thank you notes were received from the Ellis Patch Scholarship Recipients, Matthew Gardner and Sommer Reed, both attending University of Wyoming. Another letter from the IRS regarding incorrect filing arrived. Steve consulted the bookkeeper, Amanda Stockton with Cloud Peak Accounting, and all the paperwork is correct. This seems to be happening in the accounting community and in a few months a letter will arrive from the IRS stating they had made a mistake.

### **October 2022 checks**

Direct deposit checks **DD1407-DD1416** reviewed and form signed. Pitchy moved to approve payment and Margaret seconded. The motion carried. Checks **18887-18914** were reviewed. Steve explained check 18901 to KL & A Engineering and Builders is a duplicate check for the July payment that was lost in the mail. When Steve inquired at First Northern Bank, the original check hadn't cleared. To put a stop payment on the original check, Jenny spoke to the bank. Discussion conclusion was that the Board will put in writing, for the bank record, that Steve will have authority to initiate this type of action in the future. Check number 18912 to Wyoming State Library for the amount of \$20,000 will be reimbursed by the county for 1% moneys. This payment is our yearly payment for book ordering through Ingram. Terry moved to approve checks for payment and Shane seconded. The motion carried. Operations and Maintenance checks **1430-1437** were reviewed. Pitchy moved to approve the checks and Terry seconded. The motion carried. Trustee Check **1872-1877** were reviewed. Pitchy moved to ratify the checks and Margaret seconded. The motion carried.

### **Director's Report -original in permanent records**

- Steve, Heather, Lindsey, Katrina, and Cheri attended the Wyoming Library Association Conference on Sept. 28, 29, 30. Monica joined on Friday, Sept. 30. Overall, we found it an excellent experience and were glad to have the chance to meet face-to-face with other librarians from across Wyoming.
- Staff received training Oct. 5 on the new Aspen search system that will replace Enterprise as the way library patrons in Wyoming search for books and other items.

### **Programming updates**

- Katrina has revamped Brown Bags and Books reading time for grownups to "Short Takes". She started on Oct. 5 with six attendees. She and other staff will read complete short stories from various collections.
- About 18 to 25 kids plus 10 to 15 adults have been attending Storytime on Thursday morning. Lindsey has also been doing Tuesday morning Storytime for the Children's Center and does a small program for Mothers of Buffalo twice a month.
- Teresa is working with New West High School to arrange class visits to our library and provide them with books to expand their own selection. They're visiting on Tuesday and Wednesdays after we open in the morning.
- Dr. Rachel Bergman, Director of Academic Initiatives and Arts Outreach at Sheridan College, and I have confirmed three Monday night music performances. The first one, at 6 p.m. October 17, drew about 40 attendees. November 14 will feature a flute choir, and December 5 will be the chamber choir along with a dance duet. These are free and open to the public.

- Yuki Ayukawa with the Japanese Outreach Initiative through the University of Wyoming will be at the library Tuesday, Nov. 1 at 6 pm for a brief Japanese calligraphy workshop. JOI has volunteer coordinators assigned to different parts of the USA during a two-year program and Ms. Ayukawa will be in our corner of the state during that week. The Albany County Library director contacted the directors at the Buffalo, Sheridan, and Gillette libraries to let us know she was available for programming. The free event is limited to 20 people and is for adults.
- JCL will host a traveling exhibition on the history of the Daughters of the American Revolution in Wyoming, called, "From Peaks to Prairie: Wyoming Women of the DAR." It's presented by the Fort Caspar Museum with assistance from the local DAR chapter. It will be in the library from mid-November to the beginning of January will then go up the road to Sheridan.
- The auction is for Friday, Nov. 4. We will be closed Friday and Saturday for the setup and the cleanup.
- Gloria Forbes was hired to start work at the Kaycee branch next week. This is the 6-hour position approved in the FY22-23 budget.

*Steve discussed the work session with Johnson County Library Foundation on October 8, 2022. He shared the report from Nick Thom. ---(originals in permanent records – email summary by Nick Thom sent to the board via email following the meeting)*

### Old Business

- Update on finances to date.
  - Check from Johnson County Treasurer 10/06/22 = \$69,210.00
    - \$65,712.99 property tax, \$3,497.01 motor vehicle
  - Balances:
    - Checking = \$227,081.81
    - Operations and Maintenance = \$49,990.49
    - Reserve = \$287,449.26
    - Depreciation = \$78,600.04
- WLA conference 2022: Reports from staff ---**(originals in permanent records)** Margaret asked if Monica would be paid to come to Buffalo to work with staff there if need be. Steve said she would be reimbursed for mileage and her wages would be paid when she was her as her scheduled time allows.
- Kaycee StoryWalk ---**(originals in permanent records)** Kaycee staff created a StoryWalk after learning about this at the WLA conference and is meant to be left up for a few weeks at the Kaycee park. Board discussed that this can be seasonal, with historical or stories tied to the community.
- Change to JCL Policy XXII: Long Overdue Materials and Collection Proceedings as well as Appendix V---**(originals in permanent records)** Margaret made a motion to approve the changes to JCL Policy XXII: Long Overdue Materials and Collection Proceedings as well as Appendix V. Pitchy seconded the motion. Motion carried.

### New Business

- Quarterly update: FY 22-23 budget, July-September 2022---**(originals in permanent records)** Steve presented the QuickBooks Profit & Loss Budget vs. Actual report. He explained the last column shows the percentage of the budget used and this report shows the overall amounts used thus far in the fiscal year for each line item. He reminded the Income section is an estimate from previous years. The donation line is the libraries income for book sales and other collections at the front desk.

### Next Meeting

The next meeting at 4 p.m. Monday, November 21 at Buffalo. Margaret moved to adjourn the meeting. Terry seconded. Motion carried. Meeting adjourned at 4:35pm.