

Johnson County Library  
Board of Trustees  
Budget Workshop - April 18, 2023

The Johnson County Library Board of Trustees met on Tuesday, April 18, 2023, for a Budget Workshop at the Johnson County Library. Present were Jenny Bakken, Margaret Smith, Shane Greet, Leighton “Pitchy” Gammon, and Terry Urruty. Director, Lindsey Belliveau and Assistant Director, Heather Kuzara were in attendance. Steve Rzasa was a guest.

The meeting was called to order at 1:07 p.m.

Lindsey provided the following forms-**originals will be provided for the for the permanent record:**

- Proposed Budget
- Profit & Loss Budget vs. Actual
- Recommended Expense change narrative
- Recommended Income change narrative
- Proposed staff/salary change options.

Steve offered an explanation of the Proposed Budget FY23-24. The first three columns are previous fiscal year adopted budgets. The fourth column is the current fiscal year’s budget, the fifth being the expenditures for 3 quarters of this current fiscal year. The final column is the proposed FY23-24 budget.

Itemized Lines Expense descriptions from Proposed Budget FY23/24:

Payroll Tax Expense	includes FICA and SS
Health Insurance	4 quarterly payments each year
Bonds	Liability to cover Trustees
Building Insurance	Through Local Government Liability Pool
Building Maintenance-Buffalo	for repairs and upkeep
Building Maintenance-Kacee	for repairs, snow removal, lawn upkeep
Continuing Education	very tight, over the last few years have been using from Trustees Account/memorial
Materials Buffalo/Kaycee	requested from county
Office Expense Buffalo/Kaycee	book covering and repair material, paper, pens, sticky notes, etc.
Postage Buffalo/Kaycee	primarily for ILLs and library bulk mailing
Technology-Kaycee	computers previously, but have included the branch expenses into one line
Technology-Buffalo	Cybrarian/Collins Communication/computers/printers/scanners
WYLD Maintenance 2 Libraries	State fees for network use

Itemized Lines Income descriptions from Proposed Budget FY23/24:

Library Income	copies/fax/room rental
Operation & Maintenance Account	breakdown shown in gray insert, this account offset by county reserve
Trustee Account	can use some funds from this account to reduce budget
Wyoming State Library Fund	Federal fund resulting from Covid

Shane asked for clarification why Kaycee is not included in the Operation & Maintenance line. Steve explained that on the ballot for the expansion, it was for Buffalo use only. Margaret asked that the ballot language be included in the Board of Trustees packets. Margaret asked if this account is earning interest. Lindsey was unsure and with investigate. Margaret suggested if it is earning interest, that amount should be reflected in line of the account breakdown on the budget page.

Lindsey said the valuation for the county last year was \$361,406,079, 1 mill is equal to \$361,406. The Library's levy was set at .881, putting out total approved budget amount at \$318,399. She inquired about the payments we have been receiving from the County, learning that state legislation changed how production companies are paying taxes. Previously companies paid based on their production the previous year, now companies are paying based on their projected current production, thus paying throughout the current year. At the end of the tax year, there will be a "true-up." Companies will report their true production for the previous year resulting in an additional tax payment, a reimbursement from the county, or no additional tax owed. Steve reminded the account balances are healthy as of now and taxes are still coming in. Lindsey will clarify if the "true-up" is based on FY or calendar year with Carla.

Steve said the quarterly Profit & Loss form shows the library is right on track for the 3 quarters of the fiscal year. Lindsey agreed, noting county motor vehicle tax income is down.

**Recommended Expense change: (discussion)**

**Health Insurance** – Steve said the commissioners typically will send department heads notification of any increase/decrease, then clarification comes from the clerk. Lindsey explained the change is one employee left and ended their coverage, then another employee was hired and required, this reflected a decrease. Setting our budget at \$56,000 will allow for a 9% increase. Jenny suggested looking back at previous years for a comparison. The spreadsheet amount is recorded differently at \$57, 000, and will be corrected.

**Building Maintenance** – Steve reminded the FY22/23 accrued several unexpected expenses as the building has aged. Lindsey told the Trustees, the company that quoted a bid for the sprinkle system flush will honor the quote they provided in July, 2022. She has visited with Eric Loden about the roof and he will come inspect it when the weather permits. It is still under a warranty and the issues we have been having are due to snowpack and swinging temperatures having an effect on the siding and insulation. There are no current issues, everything is being monitored.

**1% Funding** – Steve explained the approved amounts should be announced soon. The payment for this approved amount will come in September or October. Jenny suggested creating a package for the Commissioner Liaison like the Trustees receive to explain the 1% request.

**Utilities, Buffalo** – City of Buffalo raised rates in September of 2022. Steve said utilities are hard to budget for. Lindsey said it has been a hard winter and was reflected in the utility bill and this increase reflects the hard number we have. Jenny asked for a comparison for the past MDU bills.

**Utilities, Kaycee** – Town of Kaycee raised rates as of February 2023.

**Wyoming State Library Fund** – Steve explained the state typically gets federal funding to offset and credits a % to each county's final bill for WYLD network fees. We also pay the state for our book barcodes. Trustees agreed this line should remain at \$4,900 since we are not aware of the current bill amount.

**Recommended Income change:** (discussion)

**Trustees Account** – This account is used to offset office supplies expenses. Steve said the point of this account is to be spent. This shows that donations are being used as intended. Margaret agreed that people want their gifts to be used and asked for clarification. Steve suggested a separate sheet be provided for the Trustees to explain the account for budget planning. Both Shane and Margaret agreed this would be helpful.

**JCL Foundation** – Steve explained the Foundation will not support salaries. There are portions of the endowment that cannot be touched, and the Foundation will continue to grow the endowment. Jenny asked the Trustees to consider shifting some expenses to this request of the Foundation to encourage salary alterations approval from the commissioners.

**Proposed staff/salary change options:** (discussion)

Jenny suggested 2% raise for staff who have been employed less than 1 year and 5% for those who have worked more than 1 year. Terry commented that a probational period is reasonable for new employees and thought a raise may not be recommended. Jenny said the starting wage is quite low and would like to consider raising the base pay. Lindsey commented that the library history room is lacking in access due to the part time staffing. Discussion resulted in all present agreeing about the importance of the History department, increasing the staff hours to 30 per week, and encouraging cross training of other staff. Lindsey said Bonnie is satisfied with the staffing situation in Kaycee. Steve thought option 3 would be most accepted by commissioners. Heather informed the Trustees that Sheridan Fulmer Library is hiring part time staff at “up to \$13.50.” Margaret reminded the attendees the County provided raises last year to direct county employees. Jenny reminded that the library has not raised the staff salaries for 4 years, Jenny suggested creating a breakdown of the different options and what the bottom line is of each including the payroll expense increase. Lindsey provided copies of Option 1 and Option 2 breakdowns. **(Originals will be provided for the permanent record)**

Discussion followed review of these documents. Heather and Lindsey explained the history of staffing in the past. When the library addition was completed in 2016 there were 8 full time employees, all were fully trained and had been working for the library many, many years. Currently there are 5 full time employees, 4 are trained and we are working on cross training. There are also 3 part time staff, each working 20 hours a week, one is continuing to be trained and all three cross training as well. The Trustees agreed there is a need to create a policy for acceptable hours worked by the part-time staff to fully benefit the library operation. Terry stated the importance of updating all the policies and Jenny suggested creating a committee and having Lindsey presenting a priority list of policies to consider.

Margaret suggested being very clear when going before the commissioners with straight forward narratives and core bottom lines. Pitchy proposed wage increases of 5% to staff that have worked over 1 year and a 2% raise for those employed under 1 year. After discussion, the Trustees agreed. Jenny proposed hiring an additional part time employee at 30 hours per week. After discussion of eminent staff departures and how to incorporate possible changes into the budget, Margaret suggested the discussion move forward as if no one is leaving, stating that those issues need to be dealt with as they happen. Jenny said the staff numbers need to increase. Pitchy said to ensure success we need to hire full time employees. Terry suggested showing the commissioners what the staffing history looks like. Lindsey explained the current issues with part-time staffing and their time off requests are hurting the overall operations of the library. She would like to propose increasing the hours they are at the library. Margaret

reviewed the staffing history back to FY18/19, showing there were 8 fulltime staff and the total those salaries and benefits totaled. Attendees discussed staffing needs, resulting in Jenny proposing adding one additional fulltime staff, and increasing the history department staff hours from 20 to 30 hours per week. Jenny suggested the starting wage include the 2% wage increase as a base for the additionally needed staff. Shane suggested the County Sheriff Department 2022 raise be included in the budget presentation. Margaret commented that people working at the Buffalo McDonalds make more than at the library. Jenny asked if a second proposal should be prepared in case the Board of Commissioners disagrees with the budget. Terry said there should not be a backup plan, this is what we need.

Meeting was adjourned at 4:17 p.m.