

**SPECIAL BOARD MEETING
JOHNSON COUNTY LIBRARY TRUSTEES
JANUARY 3, 2022**

Present: Margaret Smith, Pitchy Gammon, Jenny Bakken (via telephone), Kim Harvey, Steve Rzasa, Bonnie Ross, Heather Kuzara, Julie Aubrey (guest: Accessibility Consultant)

Margaret called the meeting to order at 4 p.m. This is a special meeting in response to the report received from Julie Aubrey after her visit to the Johnson County Kaycee Branch Library. Former Board Member, the late Bill McIntyre was very concerned of the handicap accessibility of the library and was instrumental in bringing the building conditions to the trustee's attention.

Julie Aubrey reviewed her report. Copy provided for permanent record.

- Julie said the staff area behind the check-out desk may be too small. Kim asked why that needs to be addressed, since it is for staff only. Julie explained if an employee is ever having to be in a wheel chair, it will not be able to maneuver around the current configuration.
- Julie said a self-flushing toilet would be ideal and to remember to have the paper towel dispenser at a lower level in the remodeled bathroom.
- Kim asked if contractors aware of the ADA laws. Julie said they should but may not. David Eads may have a current book with the regulations, but she is sure the City of Buffalo Building Inspector has a copy of the book. Julie said the laws are very specific about measurements and they are outlines in this book.
- Kim asked if the building needs to be inspected. Steve reminded that all renovation plans must go through the Jeff Schoen with the Wyoming Department of Fire Prevention and Electrical Safety in Cheyenne for approval before work is started.
- Julie stated the fire alarm has to be both audible and visual.
- Julie said if someone has issues and chooses to sue, the case will go to Federal Court.
- Margaret asked Bonnie for her input. Bonnie agreed with the updates, since the shelving had been moved several times, the lighting doesn't line up, therefor the lighting dark. She had not noticed the lack of lighting at the front desk.
- Julie said JCL is not compliant with sensory handicap issues. JCL should offer interpreters and assistance. She suggested a line be added to flyers and advertisements stating "if you need assistance to attend, please call #"
- Julie strongly suggested the Kaycee TV be replaced.
- Margaret stated her appreciation to Julie and said the board has plans to update the building.

Julie left the meeting.

Grant search updates delivered by Steve

- Met with Marilyn Connolly, Johnson County Emergency Management Coordinator, about the Community Development Block Grants. Application process is open July through September, decision in December. Maximum about \$500,000. Key is application must go through the county.
 - Kim asked who would send this in, the Commissioners? Steve and Pitchy both said Vicki Edelman, Johnson County Clerk would be who would send this type of application in.
- Spoke to USDA in Casper about Community Facilities Direct Loan and Grant Program. The library is more likely to get a loan and is a very small pool each year. Loan up to \$50,000 and is a federal grant. Loan interest is 2.25%

Discussion: Kim asked if grants proposal will need an estimated cost. Steve said the request should be as closed to the estimated cost as possible because can't go and ask for more money. Steve stated there is over \$12,000 Consensus Funds specifically earmarked for Kaycee Library and money in the Depreciation Account. Margaret asked if the July/September/December dates of the block grant will affect the project timeline and said it can be discussed at the meeting at the end of the month.

Kaycee doors

Steve called 8 companies out of Buffalo, Gillette, and Sheridan for work on the handicap doors. Only Overhead Doors of Casper, who have worked on Buffalo doors, will do the project. The estimate is \$4,511. Margaret asked if the doors completed now, will there need to be more work done at a later date. Steve said the area in between the doors will need to be moved out of the area. Also, the book drop will need to be moved because it is too close to the outer door.

Margaret said if we are moving forward, do we know where the money will be coming from. Pitchy said the Consensus Funds is just sitting there. Margaret mentioned all construction is taking so long, the library needs to get "on the list."

Margaret asked if there is a motion. Kim moved that the board should move forward with handicap access for the two front doors at the Kaycee Library. Pitchy seconded. Motion passed.

Kaycee report: Presented by Bonnie Ross on December 28, 2021. Copy provided for permanent record

Steve explained the county maintenance department now takes care of the Buffalo snow removal and lawn care. Kim stated the foundation should be responsible for the yard arrangements with the management company of the rental property in Kaycee and the renters and the issues of maintenance should not fall onto the librarians. Steve will visit with the foundation about this situation. Bonnie stated there is a weed problem but Back Country Spraying will not help. Her husband, Rocky, sprays and they work hard to get a handle on them. Margaret suggested Johnson County Weed and Pest should be able to help, considering this is a county property, also Anita with Powder River Conservation may be able to give suggestions. Steve suggested Bonnie and staff at the Kaycee branch should be the ones to meet with and make decisions about the grounds. Bonnie said she and Monica will do that.

Margaret called for adjournment. Pitchy moved the meeting be adjourned. Kim seconded. Motion carried. Meeting adjourned at 4:58pm.

JOHNSON COUNTY LIBRARY BOARD MINUTES

Monday, January 24, 2022

The Johnson County Library Board of Trustees met Johnson County Library on Monday, January 24, 2022. The following members present: Margaret Smith, Jenny Bakken, Leighton “Pitchy” Gammon, Kim Harvey, and Terry Urruty. Director Steve Rzasa was present. Margaret called the meeting to order at 4:04 p.m. Margaret introduced Terry, who is filling Bill McIntyre’s unfinished term. The board welcomed Terry and he thanked them for the opportunity. Margaret mentioned Terry’s mother, Kathy, was active on the board for many years and key to the library expansion.

Minutes from the November 22, 2021 meeting were reviewed. Margaret called for a motion if there were no additions or corrections. Pitchy moved to approve the minutes. Terry seconded the motion. The motion carried.

Minutes from the January 3, 2022 special meeting were reviewed. Kim moved to approve the minutes. Pitchy seconded the motion. The motion carried.

Correspondence- Steve mentioned an invoice from the Wyoming State Library for WYLD network funding in the amount of \$3,604.59 dated Jan. 10. This is federal funding via WSL that covers nearly all our WYLD costs for FY21-22, as was budgeted. The library has not received the money yet but Steve anticipates it will be soon. The money is direct deposited in our checking account. There was also an invitation to Washakie County Library’s grand opening of their new Worland library in December, which Steve was unable to attend but sent his congratulations to the director. Steve presented thank you notes from staff for Christmas bonuses.

December 2021 checks

Direct deposit checks **DD1316-1324** were reviewed and form signed. Pitchy moved to approve them for payment and Kim seconded. The motion carried. Checks **18638-18660** were reviewed. Steve discussed for Terry’s benefit various accounts. Terry asked about the Johnson County flex payment. Steve explained this is a pre-tax amount deducted from paychecks which can be used toward health expenses under the county’s health insurance plan. Steve is the only participant at this time. Jenny moved to approve them for payment and Terry seconded. The motion carried. Operations and Maintenance checks **1319-1330** were reviewed. Steve explained the origins of the Operations and Maintenance account from excess 1% specific purpose sales tax monies funding the expansion. He also discussed the inspection and repairs Rapid Fire Protection had completed in December, which were extra expenses for the year. There was discussion that the agenda listed the check range incorrectly – it ended with **1330** not **1329**. This was corrected on the agenda. Terry moved to ratify the checks and Pitchy seconded. The motion carried. Trustee Check **1799-1813** were reviewed. Steve explained the trustees account’s purpose with Foundation and board sharing responsibility. He discussed various checks on the list. Margaret clarified these checks are ratified not approved, since they have already been paid. The agenda was corrected to reflect that the check list ended with **1813** not **1814**. Jenny moved to ratify the checks and Kim seconded. The motion carried.

January 2022 checks

Direct deposit checks **DD1325-1333** were reviewed and form signed. Pitchy moved to approve them for payment and Jenny seconded. The motion carried. Checks **18661-18688** were reviewed. Steve explained the quarterly health insurance payment to the county was a large expenditure for the month. Kim moved to ratify the checks and Pitchy seconded. The motion carried. Operations and Maintenance checks **1331-1339** were reviewed. Steve noted the \$2,434 expenditure for repairs to the Buffalo library’s front door handicap access system. Pitchy moved to ratify the checks and Terry seconded. The motion carried. Trustee Check **1814-1818** were reviewed. Steve explained the reimbursement to himself from a PayPal expenditure to buy a digital copy of a journal written about an Englishman’s visit to Wyoming. The man knew Moreton Frewen, who built the log cabin “mansion” in Johnson County. Terry moved to ratify the checks and Jenny seconded. The motion carried. Margaret suggested inviting the newspaper to do a profile on the specialty items and archives in the

Local History room, citing the Winingar images being shared with the Jim Gatchell Museum. "It's an amazing trove."

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

- We had a special performance by the Sheridan College Flute Choir on Dec. 13. They did their rendition of "Peter and the Wolf" with SC President Walter Tribble narrating. About 50 people attended. I've encouraged Sheridan College to partner with us for future small ensemble performances.
- Overhead Doors of Casper repaired our front door handicap access motor on Friday, Jan. 7. As I had mentioned before, they were unable to get the individual gears and belts to fix the broken motor, and so had to replace the entire motor. The cost was \$2,434.
- Winter Reading began Dec. 17 and runs through Feb. 4 for all ages. Drawings are available for prizes.
- We were saddened to learn of Bill McIntyre's passing on Thursday, Dec. 9, 2021. The county commissioners have appointed Terry Urruty to fill the remainder of Bill's term, which expires in June 2023. Kim asked if we'd heard about Bill's condition before. Steve said Bill had contacted him prior to the auction and discussed it but hadn't wanted to share the information with the board. Margaret said she attended his funeral. There was further discussion about his illness and his impact on the community.
- Total Comfort will be cleaning out our air exchanger in hopes of eliminating the rattle that portion of the HVAC system has developed.
- Rapid Fire Protection was here in early December to conduct our 5-year internal inspection of the sprinkler system. The technician replaced an out-of-date gauge and repaired a broken external drain. He also gave me updated instructions on when certain valves needed opening to drain portions of the system especially when very cold weather hits.
- Special thanks to Heather and Mike Kuzara for getting our Christmas tree for us. The wreaths at both entrances come from St. Luke's Episcopal Church. Nancy Tabb and I got the exterior lights put up the other week, when temperatures hit 70+ degrees!
- Amanda Stockton will be handling our bookkeeping with Cloud Peak Accounting. Shayna Wyman is no longer working there.
- A young man from Buffalo High School named Kolton Maes has been volunteering with us for a couple weeks dusting our shelves. He is accompanied by a BHS paraprofessional aide and stops by for a few hours Tuesday and Thursday afternoons.

Old Business

- Update on finances to date.

Check from Johnson County Treasurer 12/8/21 = \$106,719.41

- \$102,155.14 property tax, \$4,564.27 motor vehicle fees

Check from Johnson County Treasurer 1/6/22 = \$75,783.42

- \$69,718.50 property tax, \$6,064.92 motor vehicle fees

Balances:

- Checking = \$221,303.13
- Operations and Maintenance = \$32,223.88
- Reserve = \$287,341.78
- Depreciation = \$83,150.75

There was discussion of the last two payments being welcome since they were large. Steve also provided FY21-22 expenses vs budget to date. We are on track for this time of year. Materials shows as being mostly spent because it records us paying \$20,000 to the state library to in turn pay for our book purchases. He mentioned possibly needing to boost postage budget for ILLs next year. Pitchy asked if we charge for ILLs. Steve said the board had looked at the possibility in summer 2019 as part of increasing other fees but chose not to. It costs approximately \$3.50 to mail a book, less for DVDs. Large print books are free. Kim asked if we encourage people to use large print and Steve said we do, though few nonfiction books are available in that format. Some libraries charge up to \$2.00 per mailing.

- Kaycee Branch ADA project - Discussion:
 - Request for Proposal (RFP)-all plans for renovating the restrooms must be approved by Jeff Schoen of the State of Wyoming Department of Fire Prevention and Electrical Safety office. Steve has been working with Johnson County Facilities Director David Eads and stated the RFP needs adjusted to say one bid, not seeking two.
 - Margaret reiterated the board's decision to not use the depreciation account for the front doors. Steve said the decision was to move ahead with getting the doors changed and using the consensus money. Margaret thought it is important for the board to know some of the histories of what actions had been taken in the past, such as Bill McIntyre's concern to about depositing \$1,000 to \$2,000 back into the Depreciation account each year, as was Cynthia Twing's and previous boards' habit.
 - Kim asked if the counters will be lowered. Steve said the board had only discussed the changing of the doors to handicapped accessible.
 - Margaret asked who bidder is proving information to. Steve said in previous bid seeking projects, the information was given to Cynthia, the board, and Kim Glasgow, the previous JC Facilities Director. Discussion of who will be assessing the bids. Agreement reached that RFP should state clearly that the JCL Director and JC Facilities Director will assess/judge bids.
 - Steve will discuss with David Eads how long to keep RFP open and how many references should be acquired from bidders.
 - Kim moved to approve the request for proposal for bids on the Kaycee Library ADA project, contingent upon amendments to be made by Steve Rzasa and approval from David Eads, Johnson County Facilities Director. Steve will send via email the final RFP to board members. Pitchy seconded, motion passed.
- Buffalo library front door – Discussion:
 - This Steve addressed the repair of the motor for the handicap access mechanism of the Buffalo library's front doors and the associated costs. That cost comes out of Building Maintenance: Buffalo. He said there was a possibility that the budget line for that item might be more than was originally budgeted. If so the board would need to do a budget amendment in June, which has been done with other lines in past years.

New Business

- Saturday hours – Discussion:
 - Steve presented a proposal for reopening the Buffalo library for partial Saturdays. The library would open between 10 a.m. and 1 p.m. using a combination of staff and volunteers. His plan would be to put out word in the community to gather more volunteers, with an emphasis on what skills the library needs. Margaret noted that Steve had been wary about using volunteers when the reduction in hours was made. Steve said he had reevaluated his stance as he reviewed more ways in which the community relies on volunteers. His main concern is confidentiality, but he already has current volunteers sign waivers stating they will not breach confidentiality of patron records. Margaret thought the staff had issues with working Saturdays. Steve explained one employee worked all Saturdays and when that employee chose to no longer do that shift consistently, and others not being scheduled for Saturdays, it meant some staff members were working several Saturdays a month, translating to several 6-day weeks. This proposal should minimize that problem. Terry asked who was using the library on Saturdays. Steve answered, it varied at times people who were in through the week and others times visitors or individuals and families coming. Usage also varied between checkouts, computer use, and reading.

- Pitchy said it is important to use volunteers that want to be at the library. Steve said it will be helpful if they have some technology knowledge because that is what takes staff from the desk.
- Discussion of when library will start Saturday hours. Steve thought to be consistent with every Saturday, not every other. Steve mentioned we had great volunteers last spring, but they left for the summer. Jenny suggested it may work to be open through the school year.
- Terry thinks Saturday hours will be good. Steve has some names of people interested.
- Steve requested to put the proposal on the agenda again in February and said he would like board approval for him to move ahead with contacting volunteers.

Next Meeting

The next meeting will be on Tuesday, Feb. 22 at 4 p.m., since the library will be closed Monday, Feb. 21 for Presidents Day. The board adjourned the meeting at 5:45 p.m.

JOHNSON COUNTY LIBRARY BOARD MINUTES

Tuesday, February 22, 2022

The Johnson County Library Board of Trustees met Johnson County Library on Tuesday, February 22, 2022. The following members present: Margaret Smith, Jenny Bakken, Leighton “Pitchy” Gammon, Kim Harvey, and Terry Urruty. Director Steve Rzasa and Assistant Director Heather Kuzara were present. Margaret called the meeting to order at 4:00 p.m.

Minutes from the January 24, 2022 meeting were reviewed. Margaret asked for clerical correction in first paragraph of first page, then called for a motion if there were no additions or corrections. Pitchy moved to approve the minutes. Kim seconded the motion. The motion carried.

Correspondence: Steve received a letter from the IRS stating the library owes \$457, but unclear for reason. Amanda Stockton has gone through our tax forms and is in communications with the IRS to determine where the discrepancy is.

February 2022 checks

Direct deposit checks **DD1334-1342** reviewed and form signed. Pitchy moved to approve them for payment and Terry seconded. The motion carried. Checks **18689-18709** were reviewed. Steve explained that the check 18694 for \$699.95 to Cybrarian Corporation is the yearly payment for the public computer account. Terry moved to approve them for payment and Pitchy seconded. The motion carried. Operations and Maintenance checks **1340-1347** were reviewed. Discussion about higher utility cost due to rate increase and comparison to previous year. Jenny moved to ratify the checks and Kim seconded. The motion carried. Trustee Check **1819-1826** were reviewed. Steve explained that memorial money and Library Foundation purchased large display shelf for teen room. Ace Hardware allowed delivery to their loading dock. Terry moved to ratify the checks and Jenny seconded. The motion carried.

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

- Winter Reading ran Dec. 17 through Feb. 4 for all ages.
Children’s **Participants: 63** **Hours Read: 751**
36 readers turned in BINGO boards complete, for another 90 to 100 hours. Another 14 partially completed them. Marshmallow bin winners (4 closest guesses)
Teen **Participants: 18** **Hours Read: 1,316**
Adult **Participants: 17** **Books Read: 87**
- Steve hosted three of Kami Kennedy’s business classes from Buffalo High School, for a total of about 40 kids, on Jan. 25 and Jan. 26 to demonstrate our Wyoming Library to Business technology. *Margaret asked how the students responded. Steve thought they were intrigued.*
- Digital circulation through Libby continues to increase. It was about 17 percent of our circulation in 2020-2021, with 12,100 checkouts and renewals out of 70,400 total library circulation. Steve anticipates the increase to continue. So far in these seven months of FY21-22 circulation of digital materials exceeds 10,000. *Steve indicated physical checkouts still show an upward trend as they recover from the COVID downturn.*
- Between program and public use, our two meeting rooms and five study rooms have been used 425 times this year so far, with nearly a quarter of that activity in July 2021 (90 uses).
- The foundation, together with two memorials designated for the teen room, purchased a new mobile bookshelf to expand display and shelving options. Special thanks to Ace Hardware for

letting it be delivered to their loading dock when our FedEx driver informed us the crate was too big, and also to Mike Kuzara, Anita Morris, and Carrie Rzasa for helping Steve and Heather move it via the Kuzaras' trailer over to the library on Saturday, Feb. 12. *Pitchy suggested a thank you be printed in the newspaper. Board agreed and Steve will make that arrangement.*

- Steve has submitted the application for 1% sales tax monies for 2022-requesting \$25,500, which would cover all materials for Buffalo and Kaycee, including books and magazines.
- We have purchased several magnifying aids with Pearl Wells memorial funds and Heather Kuzara has been talking with the senior center about enhancing what we can offer to the visually impaired. Our large print books from Utah State Library for the Blind & Disabled have been well-received by patrons. *Heather discussed her upcoming presentation to the Buffalo Senior Center regarding the services available through the library on February 28, 2022*

Old Business

- Update on finances to date.

Check from Johnson County Treasurer 2/7/22 = \$17,175.34

- \$12,100.68 property tax, \$5,074.66 motor vehicle fees

Balances:

- Checking = \$209,574.91
- Operations and Maintenance = \$25,593.38
- Reserve = \$287,365.79
- Depreciation = \$83,182.19

Steve expects another large payment in May and June, as has been typical in past years. The next large health insurance payment will be in April.

- Kaycee Branch ADA project - Discussion:

- Request for Proposal (RFP)- Johnson County Facilities Director David Eads has looked at the RFP and suggested that a line be put in requiring the contractor to be responsible for area clean up. He thought it is typical for 3 references to be provided by bidder and 6 weeks is a good time frame for collecting bids.
- Discussion about which papers to print in and how many times the RFP should run. Board agreed on Buffalo Bulletin, Kaycee Voice, and the Casper Star Tribune. Suggestion made for Steve to visit with Vickie Edelman about number of times to print.
- Decision made to have the deadline for bids to be submitted by April 8, 2022 at 6:00 pm.
- Steve brought to the board's attention that there will need to some electrical work completed for door operation. Steve has contacted Big Horn Electric to look at the situation. They will make arrangements with Bonnie to visit the site.
- Steve reminded board that in previous discussions with Bonnie, she mentioned the front door is old and leaks, causing the area to be cold. To replace the door will be \$3400 from Overhead Doors of Casper. Board concluded, after discussion, to replace the door at the same time that work is done to make it handicap accessible and to use consensus money. Kim moved that JCL employ Overhead Door Company of Casper to replace the front door at the Kaycee Library to make it ADA compliant. Terry seconded and motion carried.

- Buffalo library Saturday Hours – Discussion:
 - Steve thought waiting until September to start hours because new budget will be known and would like to start now reaching out to find volunteers and see how the community responds.
 - Terry asked what qualification will be needed. Steve answered that they must have experience working well with the public and basic knowledge of computer use including Office and printing.
 - Kim asked if we would offer training. Steve will have volunteers come and work with staff to learn what is needed well in advance of starting Saturdays.
 - Kim asked why wait until September. Steve thought we need to make sure we have the staffing budget secure. In the past it was tricky to keep volunteers through the summer. Margaret inputted that as a volunteer herself, it has been good to try out a position before committing and finding it may not be something she had been willing to do.
 - Margaret asked if staff has been informed. Steve explained that they have been.
 - Further discussion concluded that Saturday hours will be dependent on volunteers. Waiting until later is not necessary. Steve will put an application together and will set goals to get names and set up training. He will set up an informational meeting. Kim suggested having the meeting in March, training in April and May and start Saturday hours in June. Board agreed this will be a sound plan.

New Business

Meeting Room Policy Steve presented copy of Appendix B Meeting Room Policy (**copy provided in permanent record**). – Discussion:

- Line B-other libraries allow any use of rooms; Steve would like the line taken out. After discussion it was determined to not remove line so room user will know the rooms cannot be used for commercial profit.
- Line H-doesn't specify fee or cost if equipment is damaged. Board concluded it should be the current replacement cost of the equipment.
- Study Rooms-Steve would like these added to the agreement so covered if issues. Board concluded that Appendix B should have names of rooms listed—Twing Room, Fraley Room and Individual Use Rooms.

Next Meeting

The next meeting will be on Monday, March 21 at 4 p.m. The board adjourned the meeting at 5:26 p.m.

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

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

FY 2022-2023 BUDGET WORKSHOP

Recommended changes narrative original in permanent records.

Margaret requested the library income be discussed first.

Steve explained the income lines of the budget worksheet:

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

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

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

Steve explained the expenses of the budget worksheet:

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

Discussion about Expenses:

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

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

KAYCEE BRANCH LIBRARY

Maintenance Issues/Concerns -- original in permanent records

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

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

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

ADDITIONAL DISCUSSION

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

Workshop ended 2:45 p.m.

JOHNSON COUNTY LIBRARY BOARD MINUTES

Monday, April 18, 2022

The Johnson County Library Board of Trustees met Johnson County Library on Monday, April 18. The following members present: Margaret Smith, Jenny Bakken, Leighton "Pitchy" Gammon, and Terry Urruty. Kim Harvey was not available. Linda Greenough represented the county commissioners. Director Steve Rzasa and Assistant Director Heather Kuzara were present. Margaret called the meeting to order at 4:03 p.m.

Minutes from the March 21, 2022 meeting were reviewed. Clerical correction needed in March 2022 Checks section. Pitchy moved to approve the minutes. Terry seconded the motion. The motion carried.

Minutes from March 29, 2022 budget workshop were reviewed. Terry moved to approve the minutes. Jenny seconded the motion. The motion carried.

Correspondence- Steve received a letter from Vicki Edelman regarding the dates for county budget requirements. The final date for budget submission is Monday, May 2. Linda said commissioner interviews with departments will start in June.

April 2022 checks

Direct deposit checks **DD1352-1360** reviewed and form signed. Pitchy moved to approve them for payment and Jenny seconded. The motion carried. Checks **18735-18760** were reviewed. Steve explained the check 18737 for \$897.00 to Buffalo Bulletin and 18746 for \$145.00 to Kaycee Voice were for advertising the RFP for the Kaycee Branch ADA project. Terry moved to approve them for payment and Pitchy seconded. The motion carried. Operations and Maintenance checks **1359-1372** were reviewed. Steve explained check 1362 to Chesbro Electric was for outlet issues. Check 1365 to Desmond Plumbing and Heating was for toilet issues in the south men's room. Steve informed the trustees the Rocky Mountain Power bill was not available; he will be printing that check when it is. Jenny moved to ratify the checks and Terry seconded. The motion carried. Trustee Check **1837-1841** were reviewed. Steve explained the Visa purchase for game cases is for donated items for checkout. The VFW yearly flag display for federal holiday display was paid through the Bob Twing Memorial. Pitchy moved to ratify the checks and Jenny seconded. The motion carried.

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

- Volunteer trainings scheduled on Wednesdays and Saturdays in April and May. Steve and Heather have trained 13 and another 6 have signed up for training dates. A few expressed interest volunteering on days other than Saturdays. The goal is to reopen the library on Saturdays from 10 am to 1 pm starting June 4. *Steve shared that more volunteers have expressed interested and training is going great.*
- Our LEGO contest ended March 30. We had 52 entries from preschool up to high school. Our judges were Levi Davis and Brandon Davis.
- We have about 24 Art in Bloom entries this year. The silent auction runs through Wednesday, May 4. *Proceeds go to the Friends of the Library to help pay for Children's Summer Reading entertainers.*
- Heather and I are nearly finished shifting the nonfiction books and expanding the room available for fiction.
- About 12 people attended a poetry reading on Monday night, April 11, co-hosted by WyoPoets and the Johnson County Library.
- Summer reading plans are in the works. The goal is to start June 2 and run for six weeks with programs for children, teens, and adults.
- Thanks to the Friends volunteers who staffed the information and snacks table on Wednesday, April 6 during National Library Week!
- The Johnson County Library will host the Wyoming Library Association's spring section meeting for the Youth Interest Group, which consists of Wyoming children's and teen librarians, on Thursday, May 5, and Friday, May 6. Lindsey Belliveau and I are organizing the event on our end of things.
- *Margaret verified that poetry entries were sent to judges. Steve shared there were 45 entries, only 1 from Middle School. Winners will be sharing their poems on the radio.*

Old Business

- Update on finances to date.

Check from Johnson County Treasurer 04/06/22 = \$8,310.31

- \$2,936.36 property tax, \$5,373.95 motor vehicle fees (*discussion: Margaret asked if fees stay the same. Linda replied that the fees have gone a bit or have at least stayed steady.*)

Balances:

- Checking = \$180,200.88
- Operations and Maintenance = \$19,454.93
- Reserve = \$287,389.02
- Depreciation = \$83,192.79

- Kaycee Branch ADA project – Steve presented Kaycee Branch Library-Maintenance Issues/Concern-**original in permanent records**
 - Still waiting for new ADA doors to come in.
 - No bids were submitted for project. Terry asked if this had to do with stipulations. Steve commented that David Eads, Johnson County Facility Director had thought the RFP was appropriate. Margaret asked if we should solicit contractors to look at project. Discussion results are for Steve to check with Phil Gonzales and Great Divide, along with other contractors. Jenny asked if plans for the branch building were located. Steve will check again with Bonnie.
 - Landscaping needs - Steve will check with Dennis Elm about the water issues on the south side. Agreement that sidewalk issues should be the priority.
 - Jenny expressed concern if moving on with planning this project, plans for the building/property would need to be located or drawn up. Discussion resulted in the need for blue print/plans for building are needed for now and the future. They should include counter height/lighting/duct work. Steve will ask around to see who or what firm can do this, including Phil Gonzales and Great Divide.
- Volunteers and Saturday updates – Discussion:

Sixteen people have been trained. Shelving part of the training has gone well. Some people away for winter and will go through training as they return. We are ready to start in June. Terry asked how the word will get out to the public. Steve will have the Bank of Buffalo advertise, talk on the radio, announcement in the newsletter on Facebook, Instagram, web site, and in the Buffalo Bulletin. Margaret suggested the Senior Center Breeze announcement and that will be due on the 25th of each month.

New Business

- FY22-23 proposed budget -- **-original in permanent records**

Linda expressed concern about utility increase if open on Saturday. Steve explained the Fraley and Twing Room thermometer has needed to be adjusted at least one day most weekends due to rental, the natural gas bill has had large increases. Electricity costs have also increased but slightly. The budget may need to be adjusted in June. Margaret said the bills should have a monthly/yearly comparison to give us a projection. Jenny thought it may not hurt to increase the line item amount. Steve will investigate the utility usage and billing. Terry moved to accept the proposed budget for FY22-23. Pitchy seconded. Motion carried.
- Board Terms -- **-original in permanent records**

Kim Harvey's second term is up June 30, 2022. Margaret Smith needs to send a letter to the commissioners expressing her desire to remain on the Board of Trustees. Members would like to see someone from Kaycee be appointed. Linda will have vacancy advertised. The commissioners will appoint a new member at their first July meeting, so the new appointment can attend the July library board meeting. Linda suggested the board visit with people who are interested and have them submit letters of interest.

Next Meeting

The next meeting will be on Monday, May 23 at 4 p.m.

Pitchy moved the meeting be adjourned. Jenny seconded. The motion carried

The board adjourned the meeting at 5:26 p.m.

JOHNSON COUNTY LIBRARY BOARD MINUTES

Monday, May 23, 2022

The Johnson County Library Board of Trustees met Johnson County Library on Monday, April 18. The following members present: Margaret Smith, Leighton "Pitchy" Gammon, Terry Urruty, and Kim Harvey. Jenny Bakken was absent. Also present were Director Steve Rzasa, Assistant Director Heather Kuzara were present. Margaret called the meeting to order at 4:01 p.m.

Minutes from the April 18, 2022 meeting were reviewed. Clerical correction needed. Pitchy moved to approve the minutes as corrected. Kim seconded the motion. The motion carried.

Correspondence- Steve received a letter from County Commissioner Bill Novotny stating the health insurance costs will not be increasing this year. Linda told board that the Wyoming Retirement will not increase either.

May 2022 checks

Direct deposit checks **DD1361-1369** reviewed and form signed. Kim moved to approve them for payment and Terry seconded. The motion carried. Checks **18761-18785** were reviewed. Steve explained the check 18783 for \$13,871.70 to Johnson County Clerk is quarterly Health Insurance, checks 18763 and 18771 to Division of Criminal Investigation are for volunteer background checks. Pitchy moved to approve them for payment and Terry seconded. The motion carried. Operations and Maintenance checks **1373-1383** were reviewed. Steve informed the trustees the Rocky Mountain Power bill was not available; he will be printing that check when it is. *Terry asked if the Janitor Contract is ever reviewed. Steve answered that it is discussed in the June meetings.* Terry moved to ratify the checks and Kim seconded. The motion carried. Trustee Check **1842-1850** were reviewed. Steve explained the 1844 for \$1,047.70 was for purchase of new blank library cards, this is needed every couple of years. 1850 Visa purchase for books and materials, as well as file cabinets for the Local History room. Pitchy moved to ratify the checks and Terry seconded. The motion carried.

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

- On April 20 I assisted a visitor with retrieving a drone from our roof, caught on one of the lower gutters on the older end of the building.
- Preliminary budget for the upcoming Fiscal Year 2022-2023 was submitted on Friday, April 22.
- The county has reimbursed the \$516 spent on wiring for the new handicap access buttons and new door at Kaycee using SLIB money available from the state.
- Overhead Doors of Casper was in Kaycee May 12 and completed the door installation. Followup work on the trim is in progress.
- The Johnson County Library Foundation voted on May 19 to support our budget to the tune of \$14,500, specifying that it not be used for payroll.
- The foundation also voted to offer Kris Ackerson and Erin Perry membership on their board. The foundation has seen a lot of new members recently. Penny Orchard's last meeting was May 19, and Paula Hanson had resigned months back. The current membership is Nick Thom (president), Frank Pratt (vice-president), Steve Reimann (treasurer), Amy Pierson (secretary), Colleen Donahue, Kira Wages, and Rachel Woita, plus the two new members from Kaycee. *The Foundation put a work day together at their Kaycee property. Steve, Amy, Nick, Frank, plus Steve and Bonnie Ross worked three hours clearing the property.*
- I posted the open schedule for Saturday volunteers on May 4 and by the end of the day, the slots for June, July, and August were all full. I'm also coordinating with three volunteers who have expressed interest in helping out during the weekday hours. We'll be using them on Mondays and Thursdays. Our last formal training session was Wednesday, May 18. *Terry asked if the board could have a list of the volunteers.*
- We hosted the Wyoming Library Association's spring section meeting for the Youth Interest Group, which consists of Wyoming children's and teen librarians, on Thursday, May 5, and Friday, May 6. Thirty library staff from around the state, including our Teresa Allgood and Lindsey Belliveau, attended training on topics related to children's and teen library services. We had guests from the Wyoming State Library as well as from libraries including Sheridan, Gillette, Casper, Worland, Ten Sleep, Cody, Powell, Douglas, and Glenrock. Topics included intellectual freedom, collection development, and storytelling for young audiences.

- The Art in Bloom fundraiser ended May 4 with 24 flowerpots auctioned off for \$1,235. This amount, minus the expense of the pots, will be deposited with the Friends of the Library, who will in turn use the money raised to pay for a portion of our special performers visiting for children's summer reading.
- Heather and I have finished shifting nonfiction, which leaves us more room for fiction to expand and also not be as crowded. She and volunteer Teri Wuthier will be working on fiction as time allows on Tuesdays this summer.
- The second annual poetry contest for teens netted 43 entries. Judges Pat Frohlander and Katie Smith selected our winners and runners-up. We had so many we gave out prizes for first through fourth place, as well as six runners-up.
- Kickoff for summer reading is Thursday, June 2 after school from 1:30 to 6 p.m., and then Friday from 10 a.m. to 1 p.m. and 3 to 5 p.m. We have programs for children, teens, and adults. *Margaret asked about the newsletter date. Steve informed he will have it ready before the first of June.*
- *Steve explained the urinal in the North Men's Bathroom had a corroded sensor and the push button was stuck on to cause overflow and a plumber being called. Steve and Lindsey arranged and help at the park for Meadowlark first graders.*

Old Business

- Update on finances to date.
 - Check from Johnson County Treasurer 05/09/22 = \$25,355.46
 - \$20,334.77 property tax, \$5,020.69 motor vehicle
 - Balances:
 - Checking = \$162,634.16
 - Operations and Maintenance = \$15,243.56
 - Reserve = \$287,389.02
 - Depreciation = \$83,192.79
- Kaycee Branch projects
 - Doors at the branch are in. Locks and mechanisms work. Overhead Doors needs to return to complete the trim and seal around the door. Bonnie is getting extra keys made. Waiting for invoice.
 - Steve spoke to Jeff Schoen with the State Fire and Prevention in Cheyenne about clarification of plans submission. He informed Steve if project is under 400 square feet, don't need to be approved. Tyler from Great Divide went around the project area with Bonnie
 - Landscaping needs – Steve still investigating hydrant/sprinkle needs and other exterior projects/
 - Steve is reaching out for architectural plans. Margaret suggested Mr. Farwell may be able to assist. Steve has gone to engineering firms who are referring him to architects.
- Volunteers and Saturday updates – Discussion:

Schedule starts June 4, 2022. Heather will work first Saturday. All volunteers are trained. Advertising will be in Bulletin, radio stations, it will be advertised on Bank of Buffalo marquis, and on our social media accounts. One staff member and 2 volunteers will be working each Saturday on a rotating schedule.
- Budget Update: FY 22-23 - **original in permanent records**

Steve modified the previously approved budget. Increase to utilities and postage. Steve emailed Jenny, who approved modifications. Margaret said that it is a good idea to increase utilities. Margaret asked about Kaycee postage increase. Steve explained the homeschool community uses the library often and has ILL needs. Bonnie is using LP services as much as possible. Patrons at both libraries are ordering NF more than in the past. Linda explained that Jody, commissioners' assistant, will be scheduling for budget review times. Steve will notify board members of date and time. Terry moved to accept the changes, submitted by Steve, to the FY22-23 budget. Pitchy seconded. Motion carried.

New Business

- Carbon Creek tax settlement options - **original in permanent records**

Steve presented board with planning ideas for settlement. Margaret thought to possibly look at full time employee versus part time due to what may be needed both at the library and for employees.

- **Disruptive Patron**
Steve informed the board of incident of patron making a staff member uncomfortable with constant invitations. Steve telephoned and asked him to not continue. Man was angry and nasty on phone, then came to library wanting to speak to Steve personally. Steve led him away from patrons where he proceeded to be angry and was asked to leave. Linda asked if dispatch was called. Steve explained the library has two panic buttons that connect with police station. He also explained staff leaves together at the end of the day. Terry asked if we ever revoked rights. Steve answered, yes, and currently have half dozen or so on “no trespass” orders.
- Margaret asked for discussion of director evaluation. She has ideas for a more appropriate evaluation and has felt the current evaluation is unfair. Terry has used a more effective evaluation at his place of business and shared about a scale method referring to the employee’s job description. Steve will send a digital file of the director job description to board members. Kim asked what happens if reviews are low. Terry explained an improvement plan could be put in place. Margaret said the board secretary will continue to keep reviews of director on file.
- Margaret reminded board of need for new board member as Kim’s term is complete June 30, 2022.

Next Meeting

The next meeting will be on Monday, June 20 at 4 p.m.

Pitchy moved the meeting be adjourned. Kim seconded. The motion carried.

The board adjourned the meeting at 5:11 p.m.

JOHNSON COUNTY LIBRARY BOARD MINUTES

Monday, July 25, 2022

The Johnson County Library Board of Trustees met at Johnson County Library on Monday, July 25. The following members present: Margaret Smith, Leighton "Pitchy" Gammon, Jenny Bakken and Shane Greet. Terry Urruty was not available. Director Steve Rzasa and Assistant Director Heather Kuzara were present. Margaret called the meeting to order at 4:00 p.m. Margaret welcomed Shane Greet to the board.

Nomination and Election of Board officers: Margaret explained the positions of Chair, Vice Chair, Treasure, Secretary, and Library Foundation Liaison. Each office is a one-year term.

-Margaret asked for nominations for Chair. Pitchy nominated Jenny, Jenny nominated Margaret. Margaret asked for a board vote for Jenny as chair, Shane seconded. Three yay votes for Jenny, one opposed. Vote recorded as Jenny elected to chair position. Chair transitioned to Jenny.

-Jenny asked for nomination for Vice Chair. Pitchy nominated Margaret, Shane seconded. Motioned passed with unanimous vote.

-Jenny asked for nominations for Treasurer. Pitchy nominated Terry, Margaret seconded. Motion passed with unanimous vote.

-Jenny asked for nominations for Secretary. Margaret nominated Shane, Pitchy seconded. Motion passed with unanimous vote.

-By default, Pitchy will be the Foundation Liaison. Margaret asked what she can expect. Steve explained she will share specific board information and his shares the director's report. Pitchy asked if she will need to prepare a report, Steve answered that in the past it has not been written.

Minutes from the June, 2022 meeting were reviewed. In the minutes' record, Pitchy is recorded as making a motion and seconding the same motion. It was Terry who made the motion and Pitchy seconded. Margaret moved to approve the minutes with corrections. Pitchy seconded the motion. The motion carried. Margaret clarified that the blank form for Director's Evaluation be a permanent part of Board content. Steve will give Shane a copy.

Correspondence- Steve received a thank you note from Gene Gagliano for the space provided for the PBS recording of his interview.

Steve asked that the **OLD BUSINESS item FY2022-2023** budget be discussed now. The budget presented to the county requested \$368,252.79 from Johnson County property taxes. The newspaper showed that amount approved, however, the mill levy sheet Steve received reports \$318,000 as the final amount, which is \$50,000 less, equal to a reduction based on the amount of estimated motor vehicle excise fees for the FY22-23 budget. Steve contacted the commissioners about this. Commissioner Bill Novotny told Steve the commissioners had approved the requested amount and then the total was sent to the county clerk's office. County Clerk Vicki Edelman informed Steve the amount needed to be changed to show the estimated motor vehicle excise fees being deducted. Steve said the budget has been figured the same way for several years, showing the same estimated motor vehicle excise fees being accounted for in the requested amount. Shane asked about budget history. Steve will provide him with copies. Steve's concern is the amount reported for the mill rate approval. Pitchy commented that the commissioners should be taking care of the changed amount since they approved the full amount requested and others changed it. Steve informed the board both Bill and Commissioner Linda Greenough.

June 2022 checks

Direct deposit checks **DD1379-1387** reviewed and form signed. Steve explained ACH payments. Pitchy moved to approve them for payment and Margaret seconded. The motion carried. Checks **18708-18838** 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 reason for duplicate amounts to Collins Communication, Inc is due to the previous payment not being received by that company; checks 188815 for yearly printing fee to Cybrarian; check 18832 is the quarterly health insurance payment; check 18833 to WT Cox Information Services is the yearly magazine subscription management; check 18836 to KL & A Engineers and Builders is the fee for the Kaycee branch site survey. Margaret moved to approve checks for payment and Shane seconded. The motion carried. Operations and Maintenance checks **1396-1408** were

reviewed. Steve explained check 1399 to Chesbro Electric is for labor and 2 custom made lights for outdoor steps. Steve will be researching the light needs on the steps because it is costly to change and repairs these. Check 1405 covers regular filter change and repairs and cleaning of AC unit in original side of the building. Pitchy moved to ratify the checks and Shane seconded. The motion carried. Trustee Check **1856-1857** were reviewed. Steve explained these amounts will be reimbursed by Friends of the Library for Summer Reading. Margaret moved to ratify the checks and Shane seconded. The motion carried.

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

- Around 1:30 pm on Thursday, June 30, a middle school-aged patron suffered a seizure during one of the children's summer reading painting classes. Heather organized the response with help from staff, volunteers, and parents. Jenny Bakken was able to lend assistance with her EMT training. The ambulance service responded quickly, by Heather's account, even with a funeral procession making travel difficult. All involved, especially Heather, are to be commended for their actions. I have attached Heather's incident report so you can see what steps were taken, with the names of the child and parent redacted.
- A man who used one of our private rooms several times during mid-July was kind enough to leave us a \$60 cash donation.
- A solicitor from Washington selling a variety of books for "donation" to help raise money for scholarships to college came through and asked if the library was a bookstore. There were apparently two instances of walk-in salespeople while I was on vacation who did not seem to understand we were not, in fact, a bookstore.
- The staff are compiling our summer reading results in terms of reading hours, which we will have for you at next month's meeting. The following were winners:
Adults: Ileta Neustel
Teens: Top reader Olivia Irving; Random drawing winner Haley Jacob; Candy jar guess winner Emory Cox
Children (Prize Packages #1-10): Wyatt Sommers, Faith Groskop, Micah Metcalf, Braxton Overton, Sophia Waters, Joe Gampetro, Jack Gampetro, Fletcher Starks, Haley Crago, Isaac Burch-Jones.
Children's Candy Guess Jars: Owen Cash Grubb, Theo Martin
- A transient individual who was using our front desk phone accidentally dialed 911 on Monday, July 18. He was dialing 9, 1, and the area code to dial out of the building on the portable phone but evidently hit 1 twice. Dispatch called the library, but Katrina handled the situation and was able to explain the error.
- We received a big donation of more than 20 books by Christopher Moore and Tim Dorsey. Katrina linked and created a fun comedy display the other week.
- I have encouraged staff to fill out applications for the McMurry Foundation's continuing education grants that pay for, among other things, Wyoming Library Association conference registration and hotel costs. I would like to get as many staff as possible to go Sept. 28 through 30. It has been about five years since any of us veteran staff were able to attend in person; our newer staff have never been.
- At next month's meeting I will have end of FY21-22 reports on circulation, interlibrary loan, local history, collections development, and other measures ready for the board.
- About 100 people attended the candidate debate forum hosted by 307NetRadio on July 20 and 70 people attended on July 21. Both were held in the Twing Room here at the library.

Old Business

- Update on finances to date.
Check from Johnson County Treasurer 07/08/22 = \$36,579.06
 - \$30,687.24 property tax, \$5,897.82 motor vehicleBalances:
 - Checking = \$204,078.69
 - Operations and Maintenance = \$4,361.31
 - Reserve = \$287,425.54
 - Depreciation = \$83,223.22
- FY Budget 2022-2023—see above
- Kaycee Library: Updates including property survey

-We received reimbursement from the county in the amount of \$7,969.00 to cover the door work. Shane commented the door looks very nice. The money was originally from the State Lands & Investment Board.

-Great Divide Construction responded to Steve and are waiting to hear from carpenters about working on the bathroom project.

-KL & A Engineers and Builders completed the site survey **(original in permanent records)** Bonnie and Monica had given the board a list of improvements they would like to see. One concern of Bonnie's is the 'cut through' people take through the parking lot and the alley. She suggested putting large boulder to block the route. Steve said he would look into right-of-way issues. She also hopes to get a sprinkler system installed.

-Dan Odaz of Plan One Architects sent Steve a conceptual Design Services Agreement to address property improvements for the Kaycee Branch Library. **(original in permanent records)** This is for design services and the advantage would be to have this for projects Bonnie and Monica would like to see completed. Margaret asked if the list in the document is the same priority list. Steve will discuss with Bonnie. Dan is aware of the needs assessment that was completed in 2008. Margaret thought ADA compliance should be the first priority and Shane commented how glad he is to see the improvements being done. Jenny asked for other comments or additional input about the proposed agreement. She has mixed feelings as some items listed have been addressed. Pitchy thought their knowledge of the guts of the building would be helpful. Margaret asked, "As we look at this plan, how are we paying for it?" All board members agreed that approaching the Foundation would be a good idea. Steve will reach out to the Foundation to have this on the agenda for their September 8 meeting. Pitchy made a motion that the board ask the library foundation for \$10,000 to pay for the conceptual design services agreement from Plan One Architects. Margaret seconded. Motion carried.

New Business

- End of FY 2021-2022 budget review **(original in permanent records)**
Steve explained: The second page shows final tallies. Total expenses were 94.8%, so did not go over overall budget. Revenue includes copies, faxing, and room rental, which includes the amounts from Kaycee. Steve did point out the final total budgeted for FY21-22 was different than originally approved because of the budget amendments the board made at the June meeting. Those additions were offset by other sources of revenue—for example, the SLIB money available from the county to pay for the new door installation at Kaycee. There was discussion about meeting room use and rent. Steve explained a community group is now using the Fraley Room every Tuesday and Friday evening, which helps increase revenue.
- Transfers from Depreciation Account
-\$3,100.00 for property survey – to Checking account
-\$872.84 for lights repair (north end stairs) – to Operations & Maintenance account
-\$666.20 for air conditioning repair (old unit) – to Operations & Maintenance account
Total: \$4,639.04
Steve presented the amounts to be transferred. He explained that he can go to First Northern Bank and have cashier's check made from the depreciation account as there are not any checks associated with the account. Pitchy moved that the money be transfer to the listed accounts. Shane seconded. Motion carried.
- Fair and Rodeo closure- In the past, the library has been closed on the Saturday of Fair week. Steve requested the library not open August 6, 2022. Pitchy moved that Johnson County Library and Kaycee Branch be closed August 6, 2022 for Fair and Rodeo. Margaret seconded. Motion carried.

Next Meeting

The next two meeting on August 22 and September 19 will be at the Kaycee Branch Library. Steve will put an announcement in the paper.

Jenny asked for a motion to close the meeting. Pitchy moved to adjourn the meeting. Shane seconded. Motion carried.
Meeting adjourned at 5:42 pm.

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.

JOHNSON COUNTY LIBRARY BOARD MINUTES
Monday, September 19, 2022

The Johnson County Library Board of Trustees met at Kaycee Branch of Johnson County Library on Monday, September 19. The following members present: Margaret Smith, Leighton “Pitchy” Gammon, Shane Greet and Terry Urruty. Johnson County Commissioner Linda Greenough, Director Steve Rzasa, Assistant Director Heather Kuzara, Kaycee Branch Manager Bonnie Ross, Kaycee Librarian Monica Brock, and Johnson County Library Foundation member Erin Perry were present. Jenny Bakken was absent. Margaret called the meeting to order at 4 p.m.

Minutes from the August 22, 2022, meeting were reviewed. Terry moved to approve the minutes. Shane seconded the motion. The motion carried.

Correspondence- Steve received a “welcome back” letter from the Buffalo Chamber of Commerce. Pam Day is the new director. Dakota Dallman, from Bozeman, sent a box of children and teen books. Her grandmother lives in Buffalo. A thank you note was signed by the staff and mailed. A donation of \$200 was received from Kate Harness/307Net Radio. This money will be used for technology. Steve has followed up with Social Security and the IRS regarding letters addressed to an individual who used the libraries address to file personal claims.

September 2022 checks

Direct deposit checks **DD1397-1406** reviewed and form signed. Steve explained ACH payments. Pitchy moved to approve them for payment and Terry seconded. The motion carried. Checks **18865-18886** were reviewed. Steve explained check 18871 to Buffalo Chamber of Commerce covers the annual nonprofit membership. Terry moved to approve checks for payment and Pitchy seconded. The motion carried. Operations and Maintenance checks **1420-1429** were reviewed. Steve explained check 1429 to Chem-Dry of Sheridan was for having the carpets cleaned. This was completed yearly in the past but has not been done for several years. The carpets are in good condition and cleaning could be done every two years. Pitchy moved to approve the checks and Shane seconded. The motion carried. Trustee Check **1867-1871** were reviewed. Steve explained the two technology lines of check 1870 to Visa was for new scanners from different manufacturers. Two are have been returned as they didn’t have the features needed. Pitchy moved to ratify the checks and Terry seconded. The motion carried.

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

- Heather and I are working to set up a dedicated cabinet for all Friends-related items, including the baby book kits and posters/brochures.
- The Friends of the Library book sale at the end of August brought in approximately \$1,100. *Next August we will try to have the sale earlier, as school had started that week and the attendance/sales seemed lower.*
- Janet Hansen, our new part-time circulation assistant, started on Friday, Sept. 2. Her primary role will be helping Lindsey in the children’s department, especially with programming. This brings the total number of staff at Buffalo up to eight, though with five full-time and three part-time that is still the full-time equivalent of 6.5. Her first Saturday shift will be Oct. 1 with me. *Janet will work Tuesday, Thursday and Friday for 5-6 hours each day, and 3 hours on Saturdays.*
- I have redone our front desk schedule, making time for a weekly staff meeting, something we have lacked for a long time. This has already been better with improving staff communication.
- I hosted 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 had eight sessions with between eight and eleven kids.
- I am working with Dr. Rachel Bergman, Director of Academic Initiatives and Arts Outreach at Sheridan College, to see if we can bring small ensemble music performances to the library beginning in October.

Last year their flute choir put on a performance of “Peter and the Wolf” in mid-December that drew more than 50 people, including families. *Mondays may work best in our schedule.*

- Storytime restarted this season with a session Tuesday, Sept. 12 for a daycare group, and had first session for the general public Thursday, Sept. 15. *Brenda Von Holst is volunteering again this year.*
- The Johnson County Library Foundation voted at their Sept. 8 meeting to pay the \$10,000 fee to Plan One Architects for Kaycee Library master site plan. I forwarded the signed agreement to Dan Odasz with Plan One last week.
- We have scheduled the annual fundraising auction for Friday, Nov. 4, with the theme “Enchantment Under the Sea.” Attendees are encouraged to dress for a 1950s formal dance. Donor and sponsor solicitation letters went out last week. Foundation members have a shared spreadsheet that lets them follow up with potential donors and sponsors. *Brannian Auctioneers and Star Audio (sound system) are scheduled. Letter for donation requests have been sent.*
- Thank you from myself and the staff for allowing us to close a few days so most can attend the Wyoming Library Association’s conference. Teresa, Nancy, and Janet will staff the building on Wednesday when I, Heather, Katrina, and Cheri head down. Lindsey will also be driving down to the conference at different times and Monica will be attending on Friday. *Primary on the conference agenda is educating librarians about the new card catalog system the state is changing to.*

Steve was invited to serve on a committee to review a challenged book with the school district. The committee included JCSD 1 Superintendent Charles Auzqui, Director of Curriculum & Learning Steven Miller, Kaycee School Principal Jake Evans, School Librarian LeighAnn Schimmel, and parent Cara Petersen, as well as a few other school staff who submitted reports. The decision was to take the book out of Cloud Peak Elementary and leave it in the Clear Creek Middle School library. Steve was grateful for the experience and said the procedure the school district followed is very similar to what the library’s written policy is.

Old Business

- Update on finances to date.
 - Check from Johnson County Treasurer 09/07/22 = \$34,526.78
 - \$31,262.3785 property tax, \$3,364.41 motor vehicle
 - Balances:
 - Checking = \$225,400.59
 - Operations and Maintenance = \$53,207.72
 - Reserve = \$287,449.26
 - Depreciation = \$78,600.04
- Staffing Update—Janet Hansen accepted the part time job. Ten applications were submitted and three people were interviewed. All three were great candidates.
- Change to JCL Policy XXII: Long Overdue Materials and Collection Proceedings as well as Appendix V---**(originals in permanent records)** The first page in the packet is the proposed changed policy. The bold-faced print and in brackets indicated the name and contact information for generalized information of a collection agent. The current policy names a specific company, changing the policy will allow changes to be made if needed without having to change the written policy. The second page is the current policy that was last updated in 2013. Steve asked if this review was acceptable and if a final/third reading could be scheduled for the next board meeting. Pitch made a motion to approve the changes to JCL Policy XXII: Long Overdue Materials and Collection Proceedings as well as Appendix V. Shane seconded the motion. Motion carried. Steve confirmed he will advertise in the Buffalo Bulletin about the final reading for approval at the October 24 meeting.

New Business

- Preliminary discussion of long-term Kaycee needs – Erin Perry of the Johnson County Library Foundation was introduced. Steve reported the Foundations will pay for the site plane by Plan One Architects. The Foundation is unclear about what the Board of Trustees envisions for the Kaycee Branch. Steve commented that he doesn't want the Kaycee librarians burdened with the rental property. It is scheduled to be empty at the end of the month and the Foundation will leave it vacant. They are considering tearing the house down. Margaret remembered the discussion about improvements to the library and seemed to be two tiers to the issues-starting with immediate needs. However, it is taking so much time to address some of them, like the bathroom project. Terry asked how the rental property came into the mix. Steve explained the adjoining house and property was purchased without the Board's involvement or knowledge. Discussion about having a joint meeting or a work session with the Foundation to discuss the Kaycee needs would be helpful. Steve has a copy of the 2008 needs assessment for the board to review if they are interested. Margaret asked if a suggestion box could be put up. Steve will reach out to the Foundation to schedule a work session around November 10, which is the Foundation's first regular meeting to be held after the auction.

Next Meeting

The next meeting will be held at 4 p.m. on Monday, October 24, at the library in Buffalo.

Pitchy moved to adjourn the meeting. Shane seconded. Motion carried. Meeting adjourned at 4:55pm.

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.

JOHNSON COUNTY LIBRARY BOARD MINUTES
Monday, November 21, 2022

The Johnson County Library Board of Trustees met at Johnson County Library on Monday, November 21. 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. Alex Hargrave, reporter from the Buffalo Bulletin was present. Jenny called the meeting to order at 4:01p.m.

Minutes from the October 24, 2022 meeting were reviewed. Pitchy moved to approve the minutes. Margaret seconded the motion. The motion carried.

Correspondence- Another letter from the IRS regarding incorrect filing arrived. Steve consulted the bookkeeper, Amanda, she is sending reports to them. Amanda thought the letters may be a result of the dates we are filing, but she assured Steve that we are doing everything correctly.

November 2022 checks

Direct deposit checks **DD1417-DD1427** reviewed and form signed. Pitchy moved to approve payment and Shane seconded. The motion carried. Checks **18915-18937** were reviewed. Steve explained check 189917 to Lindsey Belliveau and check 18927 to Heather Kuzara is payment for mileage to the WLA conference in September. Margaret moved to approve checks for payment and Terry seconded. The motion carried. Operations and Maintenance checks **1438-1447** were reviewed. Steve explained the payment to Desmond Plumbing, check 1440, covers two separate repair visits for the north Men's Bathroom. Check 1447 covers the purchase of a battery backup unit for a circulation desk Terry moved to approve the checks and Margaret seconded. The motion carried. Trustee Check **1878-1884** were reviewed. Steve explained check 1878, is for Local History tech needs and check 1884 cover projects/programming at the Kaycee branch Shane moved to ratify the checks and Margaret seconded. The motion carried.

Director's Report -original in permanent records and discussion

- Heather and I met with a patron concerned about obscene content in library materials. Heather was there primarily as a witness. Patron informed we did not have the two controversial materials which have been in the news. I explained the selection procedures used for new materials and our policy of being as neutral as possible about materials regarding content and viewpoint. I encouraged the patron to come back with any other questions and pointed to resources such as CommonSense Media, which does content-based reviews of books.
- Total Comfort and Powder River Heating & Air Conditioning working on two furnaces at either end of our building. Total Comfort repaired and replaced parts on the twinned furnace in the basement of the 1989 portion of the building. Powder River and Total Comfort fixed an issue that showed up in the newer furnace related to the condensate neutralizer equipment.
- More than 50 entries for Spooky Stories were submitted from CCMS and BHS this year. The winners will be compiled into our third volume that can be circulated in the teen area. Prizes are covered by the Pat Marton Memorial, which also funds our April poetry contest.
- Eight people attended the Japanese calligraphy workshop with Yuki Ayukawa from the Japanese Outreach Initiative through the University of Wyoming on Nov. 1.
- JCL has been nominated for the 2023 National Medal for Museum and Library Service by U.S. Senator Cynthia Lummis's office. Our nomination form has been confirmed as received and we will find out in the spring of 2023 whether we will receive the award.
- The Trunk or Treat event at Meadowlark Elementary School was Oct. 31, sponsored by the parent-teacher organization. I handed out candy and bookmarks.
- Buffalo Quilting Gals have donated a trio of small rectangular quilts that are permanently installed over our DVD shelves.

- The library auction on Nov. 4 raised about \$17,000 for the Foundation and \$4,000 for the Friends. The Foundation expects to see about \$13,000 after expenses, and agreed to gift half of that to the library for saving in our Trustees Account line set aside for Technology (computer purchases
- Kaycee Branch Library's book drop was painted by—Kaycee teacher Dustin Sipe and students Casey LeDoux, Peyton, LeDoux, Harlee Propson, Kasey Pryor, Kale Pryor, Kate Maxwell, and Curtis Taylor.

Margaret asked if there is a detailed list for maintenance issues that are scheduled for the library upkeep. Steve said he was putting that together.

Old Business

- Update on finances to date.
 - Check from Johnson County Treasurer 11/09/22 = \$65,474.52
 - \$62,586.35 property tax, \$2,888.17 motor vehicle
 - Balances:
 - Checking = \$287300.75
 - Operations and Maintenance = \$42,263.51
 - Reserve = \$287537.71
 - Depreciation = \$78,600.04
- Update on Kaycee facility

Brice Perry has expressed interest to work on the branch restroom project. Brice is the husband of Erin Perry, currently serving on the Foundation. Steve has reached out to him and waiting to hear back. Dan Odez, of Plan One Architect, scheduled a colleague to visit the branch to get detailed measurements, however, a storm hit and that has been postponed-no date of reschedule yet. Pitchy confirmed the Foundation will contact Dana Lohse about the demolition of the house next to the branch owned by the Foundation.

New Business

- Snapshot Day 2022 **-original in permanent records** Steve provided the report that staff member Katrina Piper compiled for JCL participation in the statewide event on October 24, 2022.
- Director resignation and search process
 - Application packet of information **-original in permanent records**. Job posted on the website and advertised in the Buffalo Bulletin. Also listed with ALA/JobLine through Wyoming State Library.
 - Timeline: Steve noted that interview times were advertised during previous Director search. Margaret asked why in different location. Steve thought the choice to go through the interview process at the Justice Center was due to staff applying and more privacy. Jenny shared she discovered in researching 15 weeks is a fast track, 27 weeks is the average for the hiring process. She would like to know what each of the board members' strengths are for this process. Jenny suggests an interim plan in place if candidate is not finalized by Steve's departure date of January 23, 2023. Terry asked what timeline may look like. Margaret expressed feelings of instability, since this is the first time the board has met since Steve's resignation. Jenny introduced Alex Hargrave and asked her what she is putting in the newspaper. Alex was seeking information from the board about their ideal candidate and the timeline for hiring the new director. Steve gave her the Director Job Description. Jenny explained to Alex that the board's first goal is to set up the timeline plan, including the director secession plan. Terry asked who is responsible for training the director. Steve is hopeful someone will be hired so he can show what he does and familiarizing them with vendor accounts, compiling bills, building maintenance, etc. Margaret revisited the need to have a detailed schedule for building maintenance, Steve will work on finalizing it. Margaret stated there are a lot of things the director is responsible for that are general knowledge. Steve is working on a document dealing with that information as well, such as the Sheridan College contact for the music programs, the contact for and specifics of working with the Buffalo Quilting Gals, and how he interacts with the County Commissioners. Terry asked if a certain level of education is being sought. Steve said ideally the director have a Master of Library Science. However, Cynthia did not, but had long term experience, he himself does not have an MLS. There is a school librarian degree that is slightly different.

- Steve is setting up a general email address for the future director to use. He needed to change vendor and general contact information from Cynthia's to his, along with passwords. Acquiring an additional address for such use will ease the transition now as well as in the future. Sites are bookmarked.
- Jenny wants to schedule a work session meeting. She feels this will allow the board to discover their strengths. Margaret thought a timeline should be established at this meeting. Terry asked if this meeting needs to be advertised and thought the sooner the meeting scheduled the better. Linda said the meeting should be advertised 3 days prior. After discussion, a special board meeting was scheduled for Wednesday, November 30 at 4:00 pm. Steve asked what he should prepare for the meeting.
- Jenny thought the agenda should include: defining the ideal candidate, interview questions, interview scoring rubric, establish timeline, interim/succession plan. Margaret wondered about using the director evaluation rubric. Steve said he will email the blank rubric to the board.

Next Meeting

The next regular meeting at 4 p.m. Monday, December 19 at Buffalo. Margaret moved to adjourn the meeting. Terry seconded. Motion carried. Meeting adjourned at 5:02 p.m.

JOHNSON COUNTY LIBRARY BOARD
WORK SESSION MINUTES
Wednesday, November 30, 2022

The Johnson County Library Board of Trustees met at Johnson County Library on Wednesday, November 30 for a special work session. The following members present: Margaret Smith, Leighton "Pitchy" Gammon, Shane Greet and Terry Urruty. Director Steve Rzasa and Assistant Director Heather Kuzara were present. Jennifer Bakken joined via telephone. Margaret called the meeting to order at 4:01p.m.

Board member backgrounds-

- Pitchy-MLS, taught for 34 years, including remedial reading at secondary level, second grade, computer lab. Technical services/ grant manager, Doctorate in Adult Education
- Shane-Law enforcement, interview boards, director of children's programing, creating/writing children's programing
- Margaret-Taught 25 years in regular classroom, primarily upper division, and adjunct college instructor for six years in English. 20 years of ranch management, serve on county zoning for 9 years, volunteer for Senior Center, substitute for Buffalo and Kaycee high schools, deep interest in Wyoming and Johnson County history
- Terry-BFA in graphic design, works in advertising and graphic design, professional artist and writer, serves on interview panel for company
- Jenny-banking, EMT, bakery owner, CFO for small hospital in Montana, medical coding, served in managerial aspect and hiring and interviewing

Terry asked what type of interview is the board planning. After discussion it was agreed upon the full board present as a panel interview. The thought was to have Steve and/or Heather present providing input to the board, but not involved in the decision making, that will be solely the board's decision.

Margaret provide a sheet of the Director Position Overview –**original provided for permanent record**. This form also outlines the physical aspects of the job. Employees at the library work outside for walkway and yard maintenance, may work while kneeling, and will be lifting and caring heavy loads.

Shane commented that consideration should be given to current staff. {executive session discussion}

Timeline discussion:

- Margaret questioned board about the need to have someone in place before Steve leaves January 23, 2023. Terry asked why there would be a need for more time-hold interviews/more applications. Margaret thought the holidays and board member personal schedules may interfere with the hiring timeline. Shane said it may be ideal to hire after the first of the year. Terry thought there is ample time to begin before holidays start and not extend into February. Pitchy also didn't like the idea of extending the time frame.
- Margaret questioned if the interviews could be conducted through Zoom. Discussion conclusion was that Zoom will work and would be a better experience if each board member and interviewee was on their own device for better hearing and connection rather than all sitting and viewing one computer. Jenny told Steve to get a Zoom account signup through JCL
- Board members want to research interview questions. Discussion of these can take place between members through email. They will meet next week to confirm and finalize. Board members will get their ideas to Steve by Tuesday, December 6. He will compile the questions for the Board.
- Meeting to finalize interview questions to be Wednesday, December 7. Zoom Meeting will allow board a type of 'practice' for interviews
- Steve was asked if he is firm about his leaving date. Steve said he could be a little flexible, offering time to help with the transition.
- Discussion of interview dates: the decision is to try to conduct interviews the week of December 12. Jenny will contact applicants to inform interviews will be the week of December 12 and see about their availability. {Pitchy not available December 13} May tell interviewee decision to be made after the holidays. Additional interview dates can be added as more applications are submitted.

Discussion of ideal candidate:

- "What Steve does is great." Interacting with the public, boards, and staff
- Connecting with the community
- Important to understand the community culture they will be working in and with/adjust and learn about culture
- Ability to multi-task in an emergency (i.e. Covid closure/budget crisis) ability work on 'uneven ground'
- Recognize the importance of the satellite branch in Kaycee
- Assures staff has supplies needed. Recognizes needs and areas to improve
- Commonsense, excellent people skill, integrity, positive influence
- financial and budgeting experience/human resource skills

Emergency Succession Plan: **example of Emergency Succession Plan –original provided for permanent record**

Steve said Heather can handle the day to day operations and is familiar with the monthly billing process. Heather agreed that she will be able to help as needed. Margaret suggested pausing Saturday hours for a time. Heather said would hate to take those hours away from the community. Steve thought staff and volunteers JCL should continue to operate current hours. Heather reminded JCL has operated short staffed before, so should be able to conduct library business okay.

Next Meeting

The next meeting at 5:30 p.m. Wednesday, December 7 via ZOOM. Pitchy moved to adjourn the meeting. Shane seconded. Motion carried. Meeting adjourned at 5:15p.m.

JOHNSON COUNTY LIBRARY BOARD
WORK SESSION MINUTES
Wednesday, December 7, 2022

The Johnson County Library Board of Trustees met on Wednesday, December 7 for a special work session through a hybrid meeting. The following members were present on individual devices at various locations: Jenny Bakken, Margaret Smith, Leighton "Pitchy" Gammon, Shane Greet and Terry Urruty. Director Steve Rzasa was present on a library device in a private use room of Johnson County Library. Assistant Director Heather Kuzara was present on library device in the Fraley Room of Johnson County Library. Janet Hansen and Lindsey Belliveau were in attendance in the Fraley Room. Jenny called the meeting to order at 5:31p.m.

Director Search Interview Questions –**original provided for permanent record**

Discussion about the scenarios with related questions was concluded with the agreement the question would be posed and then a scenario could follow-up. The scenario answer could give more clarity to the answer given. The board also agreed that five scenario questions would good.

Jenny said that the order of questions and the interview process should be the same for each candidate interviewed.

Discussion of the order of questions concluded that #1, 2, 3 are good openers. When asking #1 a time of 2-3 minutes should be given. Margaret suggested adding to #8 with questioning about working with seniors who are not comfortable with technology. #9 was illuminated because may not be familiar with the community to qualify and answer. #10 and #14 can be combined, as well as #12 and #15. #16 could be combined with #3. Shane and Terry commented that #18 and #19 were covered in previous questions. Agreement that 15 questions would be enough. Steve will reformulate what the Board discussed and put them in google drive.

Discussion about the way the interviews would be conducted resulted in Jenny will open and introductions be made. Each Board Member will ask 3 questions. Jenny said most candidates are available on December 13 for meeting for interview.

Jenny called Executive Session at 6:15p.m.
Executive Session ended at 6:53p.m.

Interviews were scheduled for morning of December 13 at 8:30, 10:00, and 11:30 for each member to be on personal devices for a ZOOM call with out of town candidates. The second day of interviews will be in person December 13 at 3:00 and 4:30. The board would like Steve present for his input. Jenny asked if Linda Greenough should be invited. Steve commented she was not present at his interview and Margaret didn't think it was necessary to have Linda there. Jenny will be in contact with Steve to coordinate the Zoom call.

Shane made a motion to adjourn the meeting. Terry seconded the motion. Motion carried. Meeting was adjourned at 6:59p.m.

Submitted by: