

CROOK COUNTY LIBRARY BOARD

July 12, 2016

Hulett Branch Library

The Crook County Library Board met on Tuesday, July 12, 2016 at the Hulett Branch Library. Board members present were Maylee Baron-Kanode, Bob Smith, Paulie Jolley, Tami Baron, and Beth Kreuter. Employees present were Jill Mackey, County Library Director, Kim Heaster, Sundance Branch Librarian, Nancy Bowles, Hulett Branch Librarian, and Pam Jespersen, Moorcroft Branch Librarian.

The meeting was called to order by Chairwoman Maylee Baron-Kanode at 10:14 a.m. and began with the Pledge of Allegiance.

Tami Baron asked to add asking Jill about library cards and discussing the budget once more both under old business. Tami then moved to approve the minutes and Paulie seconded the motion. Motion carried.

Beth Kreuter was introduced as the new board member. There was no correspondence.

New officers for the upcoming year are as follows: Maylee Baron-Kanode, Chairwoman; Tami Baron, Vice chairwoman; Beth Kreuter, Secretary; and Paulie Jolley, Liaison to the Library Foundation. Motions for each position were made, seconded and carried. In a previous meeting, Bob Smith was elected Treasurer.

Bob moved and Tami seconded a motion to accept the meeting minutes from the regularly scheduled meeting on June 2, 2016 and June 30, 2016, a special meeting to end the 2015 fiscal year.

The checklist of expenditures was reviewed. Marge Myers name needs to be taken from the signature card, and Beth (Elizabeth) Kreuter needs to be added. Those board members whose names are on the signature card are: Maylee Baron-Kanode, Tami Baron, Bob Smith, and Paulie Jolley. There was some discussion about the Moorcroft water and sewer bill and the Collins Communication bill. Both of which Bob and Jill had discussed prior to the meeting and had been paid two weeks ago. The water and sewer bill reflected two months of charges. Pam reported that it had been straightened out. Jill had not yet paid the July water bill and will go over it with Pam since it still did not look correct. The water bill seemed extremely large. but the meter was read twice. Then less than what was expected. Water was used with the concrete for the parking lot.

Jill reviewed the Treasurer's report for July 12, 2016. Balance in checking as of June 1, 2016 was \$154,163.13. As of June 30, 2016, the adjusted balance after outstanding checks and debits and deposits was \$187, 853.50. This deposit less July 12 checks and an uncleared deposit, leaves a current balance in the checking account of \$185,056.68. That amount plus the 1-year CD #42731 allows the total operating funds at \$212,595.19. The July budget for operating has not yet been formally approved by the commissioners. It shows only the current expenditures. The public budget meeting will be July 18, 2016. No reserve was used to pay bills (see attached). Paulie moved and Bob seconded a motion to accept the checklist and treasurer's report. Motion carried.

Library Reports:

County Director's Report:

- Meetings and events attended by Jill this month -- June library board and foundation meetings, 2 regular session plus budget meeting and Young Author's recognition with commissioners, once a week staff meetings at each library, reading at the nursing home & assisted care, trips to return book carts to school & public libraries around the county, Mt. Moriah cemetery walk, WYLD annual meeting in Casper.
- Coming up – 3 more cemetery walks in July/August, vacation around beginning of September. The Wyoming Library Association's annual conference, scheduled for September, has been cancelled due to budget constraints around the state.
- Jill turned in the final budget to the commissioners. The commissioners recognized the county winners of our annual Young Author's contest. The public budget hearing is on Monday, July 18 at 8:00 a.m.
- She also turned in the Fixed Asset Inventory to the county clerk (everything valued over \$1000) and will be doing furniture/equipment inventories at the three libraries in August.
- New carpeting and windows have been installed at the Sundance library and the rear parking lot has been replaced at the Moorcroft Library.
- The library foundation took in \$2060 in donations this month (for carpeting for Sundance and a memorial for the Wyoming room) and they paid out for summer reading, periodicals, and a rolling cart for the Sundance library.
- Craig Showalter from the Wyoming Community Foundation was at their June meeting to give an update on our investments – he will do so annually.
- The Crook County Library Agency Endowment Fund report is attached.
- Mary Sell has completed the Form 990 for 2015 and it is ready to sign.
- The foundation is planning parties in all 3 communities to celebrate the completion of the endowment fundraising.

Hulett: (see attached)

Moorcroft:

BOARD REPORT JUNE 2016

Summer reading has kicked off in a big way. We have 96 kids signed up.. Lacey has had numerous for Story Hour. She is doing crafts for preschool to 1st in the morning and then in the afternoon a program for the older kids. Lacey also did a skating program at Hulett, and had 22 people. The #'s are way up on the computer usage downstairs. Lots of kids coming in and hanging out. We have had a Scholastic Book Fair going on, just packing it up to send it back. Had a fair attendance for the Raptor program, the kids were very curious about the bird.

Mandy did THE BOY IN STRIPPED PAJAMA'S for book club, they also watched the movie, and all thought it was quite intense and decided they needed some lighter reading this time around. They are reading UNFINISHED LIFE BY MARK SPRAGG.

Sundance:

Youth news:

- The “On Your Mark, Get Set...READ!” Summer Reading program is going strong, considering we were closed for two weeks. There are 72 kids and 8 teenagers signed up.
 - Lacey Haynes and two friends gave a Roller Derby demonstration at the courthouse on June 9th. There were 60 kids and 12 adults in attendance. The kids all had a blast and learned about Roller Derby in general and the Roller Derby program for kids and adults in Gillette.
 - Curtis the Lego guy was at the courthouse on June 22. There were 107 people total in attendance. The kids learned about the history of Legos and then had time to build with Legos. This year Curtis brought a large tub of the bigger blocks for the little kids and they loved it.
 - June 28 was the Raptor program with Melissa Hill, the Assistant Curator in charge of Live Raptors from the Draper Natural History Museum. It was a fascinating program, Melissa really knew how to get the kids excited and listening, and the Kestrel, Salem, was beautiful! We had 34 kids and 10 adults.
 - June 29 Bonnie had a storytime in the morning for toddlers and preschoolers. She had 12 kids, 3 babies, and 5 adults. In the afternoon she planned an activity for K-6th graders out on the courthouse lawn. Unfortunately, she didn’t have any kids show up. There were several other activities with summer rec going on at the same time.
 - Movies: June 23 Bonnie showed Zootopia. She had 12 kids and 2 adults. June 30 Bonnie showed Dreamer. She had 6 kids, 2 adults, and 1 baby. July 7 Bonnie showed Kung Fu Panda 3. There were 12 kids and 1 adult. July 14 will be the last movie for the summer.
 - We will be closed on July 21 for the Teen Putt-Putt Golf building event. We have a variety of materials for the teens to make a 9-hole course throughout the library. We’ll be providing them with lunch. We’ll be open regular hours on Friday, July 22, for the teens and patrons to play the course. We have about 20 putters borrowed from Chris Neiman. So far we have 6 teens signed up.
 - The End of Summer Reading Program Picnic and Games will be on August 5 from 11:30 to 2:00.
- Bonnie will have storytimes at the Fairgrounds on July 27 at 10:30 a.m. and July 28 at 12:30 p.m. for Fair week.

Adult news:

- The Lunch Bunch reading group is on hiatus for the summer.
- Feeders Readers book discussion group is on hiatus for the summer.
- The Friends of the Library is on hiatus for the summer.
- On Friday, June 3rd at 7, the Vore Buffalo Jump hosted “The History of Crook County Archaeology and Private American Indian Artifact Collecting”. We had 15 people attend.

- Our adult coloring event with Rusty Speidel was July 11 at 7 p.m. We had 14 people show up and color for over two hours. Rusty was terrific. He went around commenting on people’s work and answering questions.
- Carrie has fun word searches and crossword puzzles for the adult summer reading program. Patrons can fill one out each week and be entered into a drawing. The winners so far are Will Tinsley, T.J. Schrall, and Ashley Wood. We’ll have a grand prize drawing on July 22.
- We are planning our Fair Parade float and trying to tie into the Fair theme of “Stirrup Country Pride Crook County Wide!”. The Fair parade will be on July 30 at 10 a.m.

We have had lots of compliments and praise regarding the new flooring and new windows!

Foundation Liaison Report: (see attached)

There were no Board member reports.

Old Business:

Tami complimented Jill on the budget report given to the county commissioners. She then proposed having a board member present with the director when visiting about the budget. It was also suggested that two or three budgets be built to prepare for future cuts.

Tami also suggested that library cards be revised. Jill will look into printing costs and availability for the printing those revisions.

New Business:

RESOLUTION

**CROOK COUNTY LIBRARY BOARD
ACH (AUTOMATED CLEARING HOUSE)
QUICKBOOKS AND ELECTRONIC TRANSACTIONS**

At a regular meeting of the Crook County Library Board held on Tuesday, July 12, 2016, at the Branch Library in Hulett.

Present:

Maylee Baron-Kanode, Chairman
Elizabeth Kreuter, Secretary
Tamara Baron, Vice Chairman
Pauline Jolley, Liaison
Robert P. Smith, Treasurer
Jill Mackey, Crook County Librarian

Absent: None

The following resolution was offered by Robert and seconded by Pauline; motion carried and

approved.

**RESOLUTION AUTHORIZING
CERTAIN ELECTRONIC FUND TRANSFERS**

WHEREAS, Wyoming Statute Title 34.1-4.A-101 Uniform Commercial Code---Funds Transfer authorizes the use of electronic funds transfers and Wyoming Statute 18-4-102 authorizes the direct deposit all salary and wage payments; and

WHEREAS, the Crook County Library Board deems that it is in the best interest of the Crook County Library to make certain financial transactions by using electronic funds transfers as described in the Uniform Commercial Code;

NOW, THEREFORE, BE IT RESOLVED, by the Crook County Library Board that the following shall govern the use of electronic funds transfers:

Electronic Funds Transfers are allowed for the following transactions:

Salaries for current employees
Electronic Tax Payment System, which include: Social Security, Medicare, and the IRS
Intuit Payroll direct deposit fee
Intuit yearly subscription fee

(a) The Crook County Librarian shall be responsible for all electronic transfers;

(1) If the Crook County Librarian is unavailable to make the electronic transfers then the Crook County Library Board Treasurer, shall make the electronic funds transfers and other duties listed below;

(b) The Crook County Librarian shall be responsible for payment approval, accounting, reporting, and generally overseeing compliance for all electronic transfers;

(c) The Crook County Librarian shall submit documentation to the Crook County Library Board each month detailing the transactions of all electronic transfers including dates, amounts, to which the payments are made;

(d) The Crook County Library Board Treasurer, or her designee shall approve of all electronic transfers monthly;

(e) This Resolution is only valid for the current Crook County Library Board and must be updated whenever there is a change of the Board's Officers.

Ayes:

Pauline Jolley – Aye

Elizabeth Kreuter – Aye

Maylee Baron- Kanode – Aye

Tamara Baron – Aye

Robert P. Smith - Aye

Nays:
NONE

Abstentions:
NONE

Absent:
NONE

Maylee Baron-Kanode, Chairman

Date

Review Yearly Calendar:

The board reviewed the yearly calendar. Meeting dates and times for 2016-17 will be the Wednesday after the first Tuesday in each calendar month at 1:00 p.m. unless determined otherwise. Meetings will rotate among the three county libraries. Motion was made by Tami and seconded by Bob to accept the meeting dates and time. Motion carried.

Jill let us know that the WLA was cancelled for this calendar year due to budget shortfalls at both the county and state. However, we can still do webinars for continuing education. These are available from the Wyoming Library website and are for both staff and board members.

Guidelines were reviewed. There will be no changes at this time.

There will be a Board training on Wednesday, August 3 at 9:00 a.m. followed by the regular board at 1:00 p.m. and a meeting with the commissioners if that works for them. Bob moved to accept these addition and changes to the calendar. Paulie seconded, and motion carried.

No executive session was needed at this meeting.

Adjournment:

With no further business, the motion for adjournment was made by Tami and seconded by Bob. Motion carried, the meeting was adjourned at 11:51 a.m.