



Park County Library System
1500 Heart Mountain Street
Cody, Wyoming 82414
Board of Trustees Regular Meeting
January 25, 2018

Call to Order

Chairman Greg Bevenger called the meeting to order at 4:30 p.m. at the Park County Library in Cody. Library board members present were Greg Bevenger, Nickie Proffitt, Bobbi Bronnenberg, and Lisa Smith. Brandon Douglas was absent. Library personnel present were Frances Clymer, Marge Buchholz, Faith Johnson, DeAnne Jensen and Lisa Heimer. BOCC liaison Jake Fulkerson was also present.

Consent Agenda

Consent agenda included approval of December 28, 2017 minutes, PCLS Monthly Reports, bank statements, check registers, bills paid, and correspondence. Trustee Proffitt moved to approve the consent agenda, Trustee Smith seconded, motion passed.

Branch Manager Updates

DeAnne Jensen reported on the Winter Gathering event and was pleased to say that Meeteetse patrons enjoyed riding the rec bus to Cody for the Saturday afternoon event. Marge Buchholz reported that the Cody library collected 310 lbs. of food for Cody Cupboard during the library's annual "Food for Fines" food drive. Faith Johnson reported that the Powell Friends of the Library purchased new shelves for children's department. She also reported that the Friends group is also sponsoring a writing contest in honor of Gib Mathers.

Current Financial Business

The December budget report and reconciliation report were reviewed including the current changes to detail entries on the reconciliation report which break out the restricted funds from the PCL Foundation, and the Meeteetse Replacements fund. "Meeteetse Replacement" (current balance \$95,717.47) is the money the county received for the insurance claim after the 2013 sprinkler malfunction and flood. "Park County Library Foundation" (current balance \$1498.75) are funds from the library foundation to be spent on Planetree Health Resources. There was discussion about revenue from the wages reimbursements from the Meeteetse School District and Park County Library Foundation. It was noted that the second half of the county funding (\$775,826.55) does not show in the December financials however was received and deposited January 23, 2018.

Review of library system accounts: Greg Bevenger presented a document and reviewed the encumbered/restricted and unencumbered WSL investments funds see attached document titled "Investment: Wyoming State Library." The board discussed the process of purchasing books and other materials through the Wyoming State Library consortium purchase plan. They also reviewed the interest on these accounts including higher returns (\$1,033.22 in December) earned by placing library operations (unrestricted) funds on deposit with the State of Wyoming rather than leaving all unrestricted funds in the checking (0.01% annual percentage yield) account at First Bank of Wyoming. Greg Bevenger asked for comments or corrections to the document by the next meeting. He requested future discussion to continue in a new meeting with the goal of better communication and better explanation or disclosure of library funds including their original source (i.e. Wyoming State Legislature, Park County Library Foundation, budget allocations, interest revenue, and flood insurance claim).

Trustee Smith moved to approve the current financials (December Budget Report and December Reconciliation Report) and Trustee Proffitt seconded the motion, motion passed.

Old Business

Bistro RFP Update: There were no RFP proposals submitted by the January 12 deadline as set by the Park County Board of County Commissioners. A planning meeting has been scheduled for the BOCC and library board members on February 20 at 4:30 pm in the Bistro to discuss next steps and future use of the Bistro.

Review of library system accounts: Information was included in the current financials portion of the meeting (additional documents).

AV position in Cody: There are internal applicants for the job. Interviews will be held mid-February. Commissioner Fulkerson noted that there is currently no need for approval to hire from the BOCC if the same position is filled at or below the previous salary or wage. All newly created positions and salary increases still require BOCC approval.

Self-Check System Update: Three new systems are going to be ordered. The PCLF will pay for half of the cost (approximately \$10,000) the other half will be paid from budgeted equipment funds and technology reserve at WSL. The cost of the new systems includes the service and maintenance fee for the first year.

The board held a discussion about the replacement schedule of public and staff computers. A suggestion was made to look into leasing computers from Dell or HP (like the school district currently does) before our next purchase of public terminals.

New Business

Advertise Reference Librarian opening: Trustee Bronnenberg made a motion to have Frances Clymer research current salaries of similar reference librarian positions to our Cody vacancy and follow up with a request to the BOCC for approval to hire within a range in line with other Wyoming public libraries. Trustee Proffitt seconded the motion and motion passed.

Set Biblio Bistro Closure Date: After discussion with Frances and review of the BOCC scheduled work session timeline (February 20, 4:30 pm) Lisa Smith made a motion to close the library food operations in the Bistro February 15. The room will continue to be used for individual study area or group meetings until further decisions have been made by all parties involved. Trustee Bronnenberg seconded the motion and the motion passed.

Consider deposit to WSL operations account: Board held discussion and the matter was tabled with no action taken.

Report on meeting with Commissioners Grosskopf & Fulkerson: Greg Bevenger summarized the meeting as a discussion of the library funds including explanation of the funds designated in the audit as 'restricted cash' and 'cash and cash equivalents.' Chairman Bevenger presented a document that outlined the BOCC desires for better communication as well as the Wyoming State statutes describing the powers and duties of the library board of directors. The board held discussion and received comments from Commissioner Fulkerson including a request that the BOCC be kept informed on matters involving the bistro and library staff salaries. Discussion was held about the cash flow at the end of each year considering that the library currently has 3 payrolls in June (rather than 2) and the new fiscal year's county funding is not usually received until after the July 20 payroll. The board discussed the format of the current financial statements and the need for added detail on the reconciliation statements to show expenditures from the materials accounts and page numbering.

Due to time constraints Greg Bevenger suggested continuing the discussions about budget planning and cash flow and bistro future at another time. Lisa Smith made a motion to hold a special meeting for the purpose of discussing FY 2019 library budget, including operations cash transfers to WSL, and alternatives for management of the bistro space on Friday, February 9, 2018 at 2:30 pm. Trustee Bronnenberg seconded the motion and the motion passed.

Frances Clymer presented a proclamation for Sue Christenson's retirement after 32 years of library service. Nickie Proffitt made a motion to approve the proclamation, Lisa Smith seconded the motion and the motion passed unanimously.

The meeting adjourned at 6:56 p.m.

Date, time and place of next regular board meeting:

Thursday, February 22, 4:30 p.m. in the Park County Library in Cody.

Greg Bevenger
Chair

Frances B. Clymer
Library Director

Lisa Heimer
Administrative Assistant

Investment: Wyoming State Library

Unrestricted Funds as of 1/10/2018

PARK COUNTY LIBRARY OPERATIONS FUND – Fund ID: 2411 PCL OPS

Funds in this account can only be spent on library system operations and payroll expenses. This account was established in 2017 to capitalize on interest earned.

Free: \$5,000.00 [\$564,000.00 from FY 2018 Park County allocation deposited 9/5/2017. Previous balance \$1,000 transferred from interest earned account on 6/15/2017. Total funds at beginning of FY 2018: \$565,000.00. To date, \$560,000.00 transferred to First Bank of Wyoming Account in Cody, leaving \$5,000.00 in this account. Additional funds will be deposited upon receipt of second payment of funds from Park County.]

The reconciliation report provides numbers as of December 31, 2017. We withdrew \$140,000 from this account earlier this month, leaving a balance of \$5,000.

NOTE: The Wyoming Department of Audit has ruled that we may no longer deposit operations funds in our accounts. Effective 2-15-2018.

PARK COUNTY LIBRARY-INTEREST – Fund ID: 2411 01L INT

Funds in this account are included in the FY 2018 Budget revenues.

Free: \$13,468.13 [NOTE: FY 2018 Budget includes an estimate of \$7,000 in earnings. We expect greater earnings than predicted in FY 2018.] This amount includes \$6115.97 earned in FY 2017. We'll need to discuss the fate of this "extra" money per this past Monday's conversation with BOCC's Fulkerson and Grosskopf.

Restricted Funds as of 1/10/2018

PARK COUNTY LIBRARY LEGISLATIVE FUND – Fund ID: 2411 01L LEG

Free: \$43,332.63 [Can only be spent for library materials. This was a one-time gift from the Wyoming State Legislature in 2007. The initial gift was \$142,429.51. We have spent \$99,098.89 (70%) for an average of \$9,909/year.] At this rate this fund will be exhausted in 4 years.

The following five accounts exist to make purchases at a significant discount offered through the State library. Per State library rules, there must be money in the accounts in order to make purchases, i.e., purchases cannot be made on credit. County funds are transferred to these accounts annually per line items amounts shown in the county budget, e.g., Materials and Supplies: Books – Cody. Once transferred, these dollars become encumbered and remain in the State accounts until spent, meaning a percentage of the balance may have been from previous fiscal years. Due to overall budget reduction in FY 2017/2018 these accounts may approach zero dollars by the end of the fiscal year.

PARK COUNTY LIBRARY CODY MATERIALS – Fund ID: 2411 01L MAT

Free: \$14,294.17 [Can only be spent on materials for the Cody library.]

PARK COUNTY LIBRARY POWELL MATERIALS – Fund ID: 2411 02L MAT

Free: \$16,278.47 [Can only be spent on materials for the Powell library.]

PARK COUNTY LIBRARY MEETEETSEE MATERIALS – Fund ID: 2411 03L MAT

Free: \$13,657.68 [Can only be spent on materials for Meeteetsee.]

PARK COUNTY LIBRARY AUDIO VISUAL – Fund ID: 2411 ALL A/V

Free: \$4,850.38 [Can only be spent for DVDs, recorded books, and Playaway devices]

PARK COUNTY LIBRARY - TECHNOLOGY ACCOUNT – Fund ID 2411 01L TEC

Free: \$28,398.55 [Can only be spent for computers and software.]

PARK COUNTY LIBRARY MEETEETSEE REPLACEMENT ACCOUNT – Fund ID: 2411 03L REP

Free: \$95,884.57 [This account was established after receipt of insurance payments for the sprinkler malfunction flood on February 24, 2013. The beginning balance was \$173,000. Expenditures are prudent to ensure accountable and justifiable replacement of materials that were lost in the flood. The funds can only be spent on materials for replacements for Meeteetsee.]

PARK COUNTY LIBRARY CODY FOUNDATION – Fund ID: 2411 01F FND

Free: \$1498.75 [Funds deposited by the Park County Library Foundation. Can only be used as directed by the Foundation.]