



**Park County Library System  
1500 Heart Mountain Street  
Cody, Wyoming 82414  
Board of Trustees Regular Meeting  
February 9, 2018**

### **Call to Order**

Chairman Greg Bevenger called the meeting to order at 2:35 p.m. at the Park County Library in Cody. Library board members present were Greg Bevenger, Bobbi Bronnenberg, and Lisa Smith. Nickie Proffitt arrived at 2:50 pm. Brandon Douglas was absent. Library personnel present were Frances Clymer, Marge Buchholz, Faith Johnson, DeAnne Jensen and Lisa Heimer. BOCC liaison Jake Fulkerson was absent. Guests present included Cynthia Rankin and Wendy Jacobs.

**FY2019 Budget Planning:** Chairman Greg Bevenger presented several document for the board to consider as they plan for next year. The documents included:

- Wyoming County Libraries Statistics Summary
- WSL Staffing Revenues Expenditures Summary
- Wyoming County Library Budgets FY2018
- Central Acquisitions Infographic
- Park County 2018 Final Budget (pages for PCLS)

Chairman Bevenger created the summaries from documents available on the Wyoming State Library website statistics pages (<https://library.wyo.gov/services/ldo/stats/>).

Chairman Bevenger led discussion of the statistics document citing the grey highlighted items are items where Park County is below the state average on expenses per capita (collection expenditures, print materials, serial subscriptions, video materials and physical audio materials).

The board held discussion and reviewed a document regarding Central Acquisitions from Wyoming State Library and the savings that are available from the consortium buying agreement.

**Deposit of funds in the Wyoming State Library Operations Account:** The board held a discussion regarding the unrestricted operations funds that are held by the state. They also discussed the interest on the accounts on deposit with the state. Frances Clymer reported that the state may not continue to allow operations funds to be deposited with them and may limit deposits to encumbered funds for books, technology and other materials purchases. Until any restrictions happen, board members agreed they still wanted operations funds to be deposited

with the state because of the high interest rates and the revenue generated from the interest. It was noted that the interest from all the accounts at the state (restricted and unrestricted) is deposited monthly into account called PCL Interest (as noted on the monthly reconciliation statements page 2). This account had been labeled 'Wyoming State Library Savings' however it will now be labeled 'Unencumbered funds at the State – Interest Account.' Trustee Bronnenberg made a motion to transfer \$600,000 to the WSL operations account. Lisa Smith seconded the motion. The board discussed allowing library administration to transfer monies to and from the state operations account as needed. The motion was amended to say that the library administration has permission to transfer funds from First Bank of Wyoming checking account to Wyoming State Library PCL Operations Fund as prudent. The motion passed.

The board returned to the discussion on FY2019 budget planning. The board discussed the problem of low wages at the library and the fact that the library employees are not county employees. The library currently does not have any pay grade system and questions regarding why the same pay grade system that the county uses for their employees is not used in the library system. Board members discussed state statutes regarding obligation of the library board to set salaries and benefits. Frances Clymer reported historical push back from the county to increase wages for library staff or share information on their system. The topic of wage disparities was also discussed in Chairman Bevenger and Trustee Proffitt's meeting with Commissioners Fulkerson and Grosskopf. Board members requested that Frances conduct a salary comparison study including other public libraries in the state and surrounding states.

Discussion continued regarding the problem of the books and materials budget cuts from last year. The restricted funds are running out and there is a need to plan a strategy for next year.

The board discussed accrual and cash accounting systems with Cynthia Rankin, accountant for the Park County Library System. The library is currently run on a cash accounting system.

Chairman Bevenger summarized today's discussion saying that the board needed to continue conversations on wage disparities and on future funding of materials. The consensus was that the board may have to ask the BOCC for more money next year and adequately explain how they wish to make use of the savings from the bistro money and the use of restricted funds. A detailed presentation of the library budget needs and funds should be compiled to more thoroughly communicate with the county commissioners this spring.

The meeting adjourned at 5:00 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.

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Greg Bevenger  
*Chair*

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Frances B. Clymer  
*Library Director*

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Lisa Heimer  
*Administrative Assistant*