

Lincoln County Library System

Board of Trustees Meeting, February 20, 2025

1:00 p.m. – Lincoln County Library – Kemmerer, Wyoming

The meeting was called to order at 1:01 p.m. by Chairperson Bluemel. Present were Board of Trustees members - Anne Bluemel, Gayle Chadwick (via video-conference), Jean Kelley (via video-conference), Rosalie Tratnik, County Commissioner Teri Bowers; Director - Missy Harris and Operations Manager - October Dunford. Board of Trustees member Ann Willford was absent.

Chairperson Bluemel asked if there were any changes to the agenda or to the minutes of January 16, 2025. There were no changes. The agenda and minutes were approved by consensus.

Acceptance of Bills

It was moved to accept the end of month January 2025 vouchers in the amount of \$121,384.17 and the February 2025 vouchers in the amount of \$4,197.89 (Tratnik/Chadwick); Motion carried.

Action Items

None

Discussion Items

FY25 Strategic Plan

Highlights from the Strategic Plan goals:

- GOAL #1: Strengthen marketing and outreach services to improve public awareness of library programs and services.
 - Develop a marketing plan and implement strategies.
 - Star Valley Independent ran multiple articles highlighting the Cabin Fever Women's Health Series in Alpine.
 - Seek partnerships for collaboration.
 - Alpine partnered with the Alzheimer's Association Wyoming Chapter and the Bank of Jackson Hole to host a Lunch & Learn event focused on empowering caregivers with strategies for effective communication.
 - La Barge partnered with a local professional to present an internet safety program for their STEAM kids.
 - LCL teamed up with the Kemmerer Child Development Center to bring preschoolers to the library, where they had the opportunity to explore and learn about the library and its programs.

Wyoming State Park Library Pass Program

Wyoming State Parks is growing its library pass program, offering public libraries day passes that patrons can check out for access to state parks and historic sites. The program will begin with main county libraries, with the potential to extend to branch locations.

Technology

Mobile Device Printing: Princh -The Bring Your Own Device (BYOD) mobile printing service is now available at our Alpine Branch and Lincoln County Library. While initial usage is low, this is expected as awareness builds. As more patrons experience the convenience of the service, we

expect its usage to grow. Staff will continue to promote it to ensure broader usage and accessibility.

Copiers: New Ricoh copiers were installed at the Lincoln County Library, Star Valley Branch Library, and La Barge Branch Library in January. These copiers are part of a five-year lease, which will expire on 1/31/2030. The copiers at the Alpine, Cokeville, and Thayne Branch Libraries remain under lease until 2027, at which time we will assess our future needs and options.

Budget Meeting

On January 28, 2025, Director Harris met with Stephen Allen, Chief of Staff, to discuss the upcoming FY26 budget. During the meeting, Stephen Allen confirmed that Blue Cross Blue Shield health insurance premiums, estimated at around \$336,000, will be included in the library's budget. Given the current uncertainties with the Wyoming legislature, Director Harris was advised to keep the budget as close as possible to its current level.

Wyoming State Library Annual Reports

On January 13, 2025, Director Harris submitted the FY24 Annual Report to the Wyoming State Library, as required by Wyoming Statute 18-7-106. Director Harris will present the annual report to the county commissioners on June 3, 2025.

Patron Purge

The Wyoming State Library assisted Director Harris with a Patron Purge for the Lincoln County Library System, removing 1,332 inactive patrons from the database. This annual purge helps ensure that we only pay for services used by active patrons, as some fees and service costs are based on the number of individuals in our database.

Evaluations

Employee evaluations were completed in January 2025. The newly revised evaluation forms were well received by staff, resulting in a more effective and constructive review process.

Facilities

Lincoln County Library: One of the furnaces stopped working on January 24, 2025. County maintenance promptly addressed the issue, and it was successfully repaired by January 31, 2025.

Star Valley: On January 31, 2025, additional electrical outlets were installed to ensure proper power distribution, prevent circuit overload, and provide the necessary access for the new copier/fax machine.

Upcoming events were noted.

Financial statements, Branch Managers and Youth Service Librarians reports were reviewed.

Chairperson Bluemel asked if there were any public comments. There were none.

It was moved to adjourn the meeting at 1:30 p.m. (Kelley/Tratnik); Motion carried.

Submitted by

Date

Anne Bluemel, Chairperson

Date

Ann Willford, Treasurer

Date