

Lincoln County Library System

Board of Trustees Meeting, December 18, 2025

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

The meeting was called to order at 1:00 p.m. by Chairperson Bluemel. Present were Board of Trustees members - Anne Bluemel, Gayle Chadwick (via video-conference), Jean Kelley (via video-conference), and Rosalie Tratnik; 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 November 20, 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 November 2025 vouchers in the amount of \$129,117.62 and December 2025 vouchers in the amount of \$32,032.56 (Tratnik/Kelley); Motion carried.

Action Items

None

Discussion Items

FY26 Strategic Plan

Highlights from the Strategic Plan goals:

- GOAL #1: Seek partnership for collaboration.
 - Cokeville has partnered with Cokeville Cares Service Club to provide blankets for Project Linus. Project Linus is a nonprofit organization that provides handmade blankets to children in the United States who are seriously ill, traumatized, or otherwise in need.
- GOAL #1: Participate in community events to promote library services and resources.
 - Director Harris participated in Career Day at Kemmerer Jr./Sr. High School, where she spoke about library career opportunities and the important role the library plays in meeting community needs.
- GOAL #2: Collect data throughout the county to determine program needs and interest.
 - Completed a three month Time Study across all libraries to determine peak days and times of library usage. Peak days are Tuesday/Wednesday and times are 10:00 a.m. to Noon. This correlates with youth services programming.

Meeting with Commissioner

On November 24, 2025, Commissioner Connelly met with Director Harris to discuss county library funding requirements. They reviewed Wyoming Statute § 18-7-101, which requires the county to fund a public library at the county seat, and discussed how potential property tax reductions could impact county libraries.

Thayne Town Hall Meeting

On November 19, the Town of Thayne discussed increasing the rent for the Thayne Branch Library (3,866 sq. ft.) from \$0.61 to \$0.75 per square foot upon expiration of the current lease on June 30, 2027. This change would increase annual lease costs to \$34,794, an increase of \$6,494.88 (lease attached). The Town also noted it is considering standardizing lease rates across all town tenants; currently, the library pays \$0.14 more per square foot than most other entities in the building.

Technology

The LibbyApp now offers all-access subscriptions (no waiting) for select Mystery and Romance titles. These subscriptions were made possible through funding from several county library systems, including Lincoln County.

Director Harris has updated our employment application, which is now a fillable form available on our website.

Facilities

Alpine Branch: In May 2025, Sublette Electric determined that the one solar parking lot light was not operating correctly due to a failed battery. We were informed that the replacement part was backordered and expected in October. In November, Director Harris checked with County Maintenance and was told they are aware the repair is still pending and have been in contact with Sublette Electric regarding this issue. At this time, no estimated date for the repair is available.

Cokeville Branch: The automatic door was repaired on November 5, 2025. Unfortunately, while County Maintenance was fixing the carpet squares in the foyer, glue was tracked onto the flooring, requiring the squares to be replaced. County Maintenance has contracted with DJ's Glass to complete the replacement.

The Cokeville Branch and the Lincoln County Library both passed the inspection by the Fire Marshall, Travis Mayer, on November 5, 2025.

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 1:55 p.m. (Kelley/Tratnik); Motion carried.

Submitted by

Date

Anne Bluemel, Chairperson

Date

Ann Willford, Treasurer

Date