

**Carbon County Library Board of Directors**  
**Meeting Minutes**  
**January 16, 2026 Rawlins Branch Library**

**CALL TO ORDER:** 11:10 am by Board member Adelaide Myers

**ROLL CALL:** Present: Adelaide Myers, Patti Hays, Deb Riker, Lindy Glode, & Jenita Calton, Temporary Executive Director.

**AGENDA: Motion to accept the agenda (Hays/Riker) passed**

**PUBLIC COMMENT:** none

**CUSTOMER COMMENTS/CORRESPONDENCE:** none

**CONSENT AGENDA**

**MEETING MINUTES: Motion to approve the December 17, 2025, minutes as corrected. (Myers/Glode) passed**

**APPROVAL OF EXPENDITURES: Motion to approve outstanding expenditures including bills to be paid and credit card expenditures in the amount of \$8,577.31. (Hays/Glode) passed**

**REPORTS:**

**LIBRARY DIRECTOR:**

Items that are being worked on:

- Long overdue items procedures – changed. Many of the staff have responded positively.
- Statistics – I know the annual report for CCLS is due in January. I can't find old reports to reference and have reached out to the State Librarian for more information. I have access to the portal for submitting the report, have seen the info that needs to be gathered, and have a zoom meeting with Jessica at WSL to learn the nuances.
- Am starting to understand the nuances of paying bills. Am recording these so hopefully in the future it is not such a learning curve.
- I have advertised to staff the Marketing position being open. A job description has been written with considerable input from Jessica Mustard. I have sent out a quiz to assess people's skills with more help from Jessica. This quiz was sent to interested staff on Friday, January 9th, and I have the quizzes back. I know that Rawlins staff are working on some new programs. They are feeling supported in exploring their ideas for CCLS.
- Staff is helping me revamp the web page to being more positive. Check it out when you get a chance.
- Staff are collecting info about the '100 Books and 200 Books' winners for the year. They are continuing to talk back and forth about program ideas. Someone from Saratoga read 326 books in 2025, and several patrons read over 200 books. We

have a dedicated staff that are not resting on what they have done in the past.

**Facilities and Technology:** New Promotions Manager is Robert Fleetwood  
Centennial Celebration:

- Total spending budget presented with all bills paid was under budget by around \$600.00. Thank you staff for a great celebration.

#### **Around Wyoming / Closures**

- The system will be closed on 10/19 in observance of Equality Day.

#### **FRIENDS AND FOUNDATION:**

- Foundation: Meeting scheduled for January 21st.
- FOL Saratoga: Discussion during meeting continued on budget for the coming months to return the library to original hours.
- FOL Encampment: Meeting schedule January 19th

**FINANCIAL REPORT FOR April FY24-25:** Board reviewed the financial report as submitted by the firm of Hofmann & Ramsey, CPAs. Discussion on the tracking of grants possibly showing up on the financials as separate items. This will be brought to the accounting firm by Director Calton for possible solutions. **Motion to accept the financials as presented and reviewed and place them on file for Audit (Glode/Riker) passed.**

#### **NEW BUSINESS:**

- Membership to the Platte Valley Chamber of Commerce. **Motion to remove the Platte Valley Chamber of Commerce from the budget funds. (Glode/Riker) passed with one abstention Board Member Myers.**
- **Budget for grant funds Med Bow and Hanna Libraries.** Funding to keep open the Med Bow and Hanna Branch Libraries have been received via grant and the generosity of the Med Bow Church. These funds will be distributed as the grant directs. Hanna will be open 10 hours a week for the remaining of the Fiscal year. Med Bow will be funded at 5 hours a week with funds to remain open until March of 2027. These funds are designated for these two library branches only.
- **Strategies on Town Hall Meetings.**
  - o Plan to keep conversations open with the media to continue to rally support for County funding.
  - o Proposal to meet with Commissioner Moore to clarify the County's budgeting strategy and acquire some understanding of the budget the Library Systems can expect in the next fiscal year.
  - o Meet with the Board of Commissioners during the regular session to get a feel of the future of the library system. This meeting will give the Library Board a chance to possibly make a statement on the importance of the libraries to the communities in Carbon County.
  - o Public hearings possibly with the Commissioners included with each Library Community.
  - o Continue to reach out to the Legislators and Commissions prior to the budgeting session.

- **Commissioners transfer the Saratoga Library Facility to the Town of Saratoga.**
  - The lease of the land belonging to CCSD#2 states the land must be used for a library if the land lease is to remain valid. With the exchange of the building to the Town of Saratoga from the County of Carbon the lease is proposed to be written stating the land must be used for the good of the community. The Library Board had made contact with the District Superintendent to voice the need for the lease verbiage to remain as originally written,
  
- **Advertising for Board**
  - It was agreed by the Temporary Library Director the responsibility of online advertising will remain a part of her job as the staff has that access.
  - It was agreed the Board Secretary will contact the other forms of advertising including the printed media and possibly the radio for coverage.
  - **Motion to designate the Carbon Commet printed media as the official advertiser for the CC Library Systems Board (Myers/Riker) passed**

**UNFINISHED BUSINESS:** none

**COMMENTS FROM THE FLOOR:**

The Town of Sinclair has announced a free exchange of books is available. This “library” locations are not known at this time. Donations of books will be taken for the exchange.

MEETING ADJOURNED: 1:43 pm. Next meeting February 18, 2026 at the Rawlins Branch.

PH/ph **Approved February 18, 2025 (Myers/Hays)**