

Carbon County Library Board of Directors
Meeting Minutes
March 18, 2026 Rawlins Branch Library

CALL TO ORDER: 11:04 am by Board Chair Adelaide Myers

ROLL CALL: Present: Adelaide Myers, Patti Hays, Deb Riker & Jenita Calton, Executive Director. Guest Kayla Arnold

AGENDA: Motion to accept the agenda with additions (Hays/Myers) passed

PUBLIC COMMENT: The Chair and Director gave a short but very informative recap of the meeting with the Commissioners. This was a very positive experience. The group heard the needs of the communities through the Board and commented on the atmosphere of the Commission during budget season.

CUSTOMER COMMENTS/CORRESPONDENCE: none

MEETING MINUTES: Motion to approve the February 18, 2026, minutes. (Riker/Myers) passed

APPROVAL OF EXPENDITURES: Motion to approve outstanding expenditures including bills to be paid and credit card expenditures in the amount of \$5,740.85. (Myers/Riker) passed

REPORTS:

FINANCIAL REPORT FOR August FY 25-26: Board reviewed the financial report as submitted by the firm of Hofmann & Ramsey, CPAs. No questions were addressed and the System is on track with the budget. **Motion to accept the financials as presented and reviewed and to place them on file for Audit (Hays/Riker) passed.**

LIBRARY DIRECTOR:

~ Mail out forms for tracking and consistency in understanding financial support from the area communities have been coming in slowly. It may be necessary to document this support with MOU's in the future.

~ Talking to lots of folks about the future of CCLS; including some of you. Foundation members are putting lots of time and effort into the FY 26 – 27 budget and the appropriation that will be given to us.

~ Rec Board #1 funds are now released. Explanation of the details is needed including timing of purchases & reimbursement. We have lots of time to file our purchases, but I want to use the funds wisely.

~ The work I've done developing an MOU process is lowering my anxiety quite a bit. Things don't seem so mushy.

~ I have been analyzing the staffing in Rawlins. The Branch Manager in Rawlins has a few more hours than the Branch Manager in Saratoga in relation to the number of branch hours. She has been given ILL's from Acquisitions. Assistants in Rawlins have 4x as many hours as the

assistant in Saratoga. Some of this is because they work fluidly to cover the desk during open hours. They also have to cover the desk more instead of the Branch Manager because she has many more programs. (She has 12 programs/each month; 1 is off-site and takes 2 hours.) The Rawlins staff is going to be helping Saratoga for 4 hours/week in May when Kayla is out. Their ability to do this is because of the fluidity. To put the number of times Rawlins staff help patrons: out of 1787 'helps' provided System-wide in this FY, 1505 of those were in Rawlins. That is 84%.

~ The Donna Jons Trust. It was recorded in the November 2022 minutes, under Director Report, that a \$20,000 donation had been received and was being deposited in the Designated Account for LSRV. Via an email from Kasandra Ramsey it was put in the CCLS General Fund. I am afraid that with our present financial challenges, this money will be spent. I would rather have us give the money to LSRV Friends. We need to have a discussion about where the money should be taken from.

~ With staff help, we were able to figure out that a branch manager was not creating Juv cards correctly. They have received training to fix the situation. The state library informed us that something was not right.

~The Branch Librarian in Encampment is taking sick time. Library staff will be filling in for a bit to assure the Branch remains open.

NEW BUSINESS:

- Rawlins Staff hours and responsibilities. The Director gave a short run down of the staffing of the Rawlins Branch. The staff in the building includes the administration staff. This Branch substitutes as do other Branch Managers for the entire Carbon Count System. The hours are set at this library to connect with the community and fill the requirement for the volume of patrons that use this branch.
- Grant tracking and spending. This topic was taken to the CPA firm and discussed with the Director. Ms. Calton has come up with a solution for tracking that will work effectively.
- Acting Director Calton will be taking an extensive vacation in the next few weeks and has asked for a temporary director to be assigned so the System can continue forward.

Motion to appoint Missy White a temporary director filling Ms. Carlton's duties until she returns April 4th. (Hays/Myers) passed

- It has been discovered a discrepancy in the cost of the color copy in the script of documents on file at the library. The staff will make the documents consistent using \$1.00 per color copy as the cost.

UNFINISHED BUSINESS

- Bank signature card will need to be signed in the immediate future by the Board
- The Jons family donation to the Library in Baggs has been located. The total amount of \$20,000 was placed in the checking account. Suggestion to place this amount into the Wyo Star account so interest could be earned. This will make the money available and earn interest.
- The Budget preparation is being processed. Forms from the County have not been made available. Proposal as of now is around \$284,000.00

MEETING ADJOURNED: 12:46 pm. Next meeting April 15, 2026 at the Rawlins Branch

PH/ph

