



Sheridan County Public Library Board of Trustees

335 West Alger Street | Sheridan, WY 82801 | 307.674.8585 - Ext. 113

Monthly Board Meeting Minutes February 2026

Date: Wednesday, February 18, 2026 **Location:** Fulmer Branch Library
Time: 4:30 PM

County Commissioners Present

Christi Haswell-(virtual)

Library Staff Members Present

Amy Long, Executive Director

Library Board of Trustees Present

~~Anna Edwards, Chair (not present)~~

Michelle Edwards, Vice Chair

Julie Weitz, Treasurer

Angie Knutson, Secretary

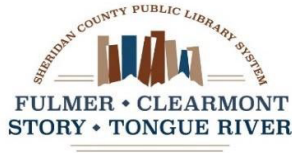
Kim Jacobsen, Member-at-Large

Guests Present

Zac Smiley – Branch Manager

Agenda Items

- I. Call to Order
Meeting was called to order by Michele at 4:34 PM
- II. Welcome of guests
(listed above)
- III. Agenda Review and Adjustments - Angie made the motion to approve the agenda. Julie seconded. Motion carried.
- IV. Public Comment
 - a. Sign up at the front of the room to speak during public comment
 - b. Limit 3 minutes per person
- V. Approval of Consent Agenda - Kim made the motion to approve the consent agenda. Angie seconded. Motion Carries.
 - a. January Meeting Minutes – No questions or concerns
 - b. February Study Session Minutes – No questions or concerns
 - c. February Special Meeting Minutes – No questions or concerns
 - d. January Financials - No questions or concerns.



VI. Reports and Updates

- a. Director's Report & Library Activity Report – See Packet for full details.
 - i. Leadership Sheridan County has a trip scheduled to Cheyenne next week that Amy will attend.
 - ii. When Amy was on leave, an invoice did not make it in to Intuit in November which left us at a deficit. Now there is a change in the process that two people (Amy and Kaylee) will both have eyes on each invoice as a much better system of checks and balances to avoid missed invoices in the future. To prevent a deficit in payroll, we will delay paying the county for benefits until the next county disbursement comes at the end of March.
 - iii. One of the current librarians is not in a location that is the best fit for her skill-set. She would better fit in the Wyoming Room to be a full-time staff member. We would still need to add a new supervisor position in the Wyoming room and also a Librarian in the Children's location that would be a better partner for Zola with programming and outreach
 - iv. The library staff is in the middle of a demo of Whofi, which could give us a new calendar system and a better patron/program tracking system. The trial has been very promising and Amy will bring us a demo and discussion of how we can best fund this at the next meeting.
- b. Commissioner's Report - Nothing to report today.
- c. Foundation Report
 - i. Our elevator is in serious need of modernization. We got a quote from Otis this last week. Amy will draft a letter to the County Commissioners stating the Board is in support of talking to the Foundation and to the County to look at what the next steps are in funding this necessary update.
 - ii. Next Meeting **Monday, March 23, Fulmer Branch Library.**
- d. Friends of the Library Report –
 - i. Not enough to meet a quorum. Still trying to find ways to get new members. They will look at getting a new flier out that talks about the upcoming summer programs they will help with and look at getting regular emails out to interested people or setting up a constant contact type texting service. They had been paying annual insurance premiums, but since they no longer have off-site events they likely will not need to be paying this and can use that money instead for ways of getting out information to recruit new members. There was discussion how the CVC can help reset the Friends with board training and how to build a new more successful board.



ii. Next Meeting **March 3rd, 2025 – Fulmer Branch Library**

VII. Continuing Business

a. Updates Grant Renovation Project –

- i. Bid for Fulmer Construction and for the furniture opened February 14, 2026 with second publication February 19, 2026. Bids close on March 13, 2026 by 10am to Arete. First Mandatory Pre-bid meeting will be February 20, 2026 at 10am to answer any questions. Based on grant requirements, special conditions of the Date of Commencement and Substantial Completion dates are listed in this bid notice.

b. Public Awareness/Media

- i. Amy spoke with Floyd at Public Pulse. We will be using all coming Public Pulse meetings to give the community our construction updates.
- ii. The final layouts will soon be printed and set up on the main floor here for patrons to review.
- iii. Story construction started this week. Clearmont is nearly complete (should be done this next week). Tongue River should move to the second half this next week. Photos should be up on the website soon.

VIII. New Business

a. Approval Requested

- i. MOU Clearmont School District #3 – A motion is made to draft a letter to exit the current MOU within the previously noted 60 days, with the plan that an MOU can be revised in the future. Angie made the motion and Michelle seconded. Motion carries.
- ii. Clockwork Quickbooks Account – An official proposal is not yet available, but by email, it sounds like an additional \$50/month for Clockwork to manage all grant financial information and documentation for easy single audit access. Kim made a motion to approve this additional \$50/month for the grant Quickbook account through Clockwork and Angie seconded.
- iii. Accounting RFP – Amy has an RFP that the county has out for accounting services to use as a comparable. We can then adjust it for our needs for review by the March 4 study session with plan to make a motion to consider releasing an RFP for accounting services at the regular March 18 Meeting.
- iv. Reconsideration Policy – Changes are recommended. This will be re-drafted and brought to our next regular meeting.
 1. New line is added under the Request for Reconsideration Process stating “The Director will share the reconsideration request with the Board of Trustees for review at the next meeting, including staff recommendations.”
 2. Increasing the response in writing to 60 days instead of 30 calendar days.



3. Anywhere there is the word “decision” is stated, it can be changed to “Director’s Decision”
4. There will also be a duplicate statement removed under the “Request for Reconsideration Process” starting with the sentence “Materials and/or items challenged through this process...”
5. On the front page, under Material for Reconsideration, a question should be added “Have you read this material in its entirety” with a yes or no response.
6. Under Resource Format, an “Other” box can be added.
- v. March Meeting – reschedule due to Spring Break – Move the meeting to March 25th
- vi. 2026-2027 Fiscal Year Budget Process and Deadlines
 1. April 7 – Budget Memo and Requested Budget worksheets to all Elected and department heads
 2. April 28 – Submit requested Budget to County Clerk
 3. May 15 – File Requested Budget with BOCC
 4. May 15-June 16 – BOCC to determine meeting dates and times to work the budget
 5. June 16 – Deadline for BOCC to approve Proposed Budget (no later than 5pm)
 6. July 6 – Submission of Notice of Public Hearing on Proposed Budget to Sheridan Press
 7. July 13 – Publication of Notice of Public Hearing on Proposed Budget in Sheridan Press
 8. July 20 – Public Hearing on Proposed Budget
 9. July 21 – Adoption of FY 26-27 Budget

IX. Trustee Comments - none

X. Adjournment

Julie made the motion to Adjourn the meeting at 6:01pm, Kim seconded. Meeting adjourned.

Next Regular Meetings: Wednesday, March 25, 2026 4:30 PM

Respectfully submitted,

Angela Knutson, Secretary
Sheridan County Public Library System Board of Trustees
February 24, 2026