**Custer County Library Board**

**Minutes**

**January 15, 2020 Custer County Library**

*The Custer County Library Board of Trustees met at 1:00 p.m. on Wednesday, January 15that the Custer County Library. Persons in attendance were Trustees Renee’ Starr and Seyward Rittberger and Library Director Doris Ann Mertz. Renee’ chaired the meeting and called it to order at 1:10 p.m. Jim Laverick participated by telephone for the “Approval of Library Closure Days” and “Bylaws Review/Revision” action items.*

**AGENDA CHANGES/CORRECTIONS**

**Election of Officers/Appointment of Liaison** *Postponed to February Meeting*

**MINUTES**

* **December 11th Board Minutes***: Postponed to February Meeting*

**TREASURER REPORT**:

* **GENERAL CHECKING : $14,844.58 -- Balance as of 12/31/2019**

**2019 Summary: $15.71 -- Interest $15,433.14 -- Deposits $10,692.18 – Debits**

*Trustees review summaries of the checking account income and expenses for 2019. These will be submitted to the County Auditor and will be used for the 2019 Library Survey (Annual Report).*

* **COUNTY SPREAD SHEET:** *Postponed to February Meeting*

**LIBRARIAN REPORT:** *Trustees received a hard-copy of the Librarian Report for January discussing the first three topics below and including the Library statistics for 2019. The Report is attached to and is part of this month’s Minutes. Those present reviewed the spreadsheets summarizing the 2019 statistics. These statistics will be used for the 2019 Library Survey. Trustees receivdedan oral report on the last three topics below.*

* **Black Hills Reads Innovative Grant**
* **Custer State Park Festival of Trees**
* **2019 Statistics Summary**
* **Lila Van Wie Endowment from Custer Lutheran Fellowship (CLF)** – *The library was awarded $1,000 from the Lila Van Wie Endowment through CLF on December 15th. The donation is to be used for youth-centered programming, such as Summer Reading, Story-time, and the Tween Book Club.*
* **Hermosa Donation** – *The Hermosa Library received a $1,000 donation to purchase material for the library.*
* **CCL Foundation** – At their meeting on December 20th, t*he Foundation approved Katherine Wakefield to fill the position being vacated by Ann Snow. Terry Reetz submitted his resignation, so they still have a vacant position to fill. Their next meeting will be at 9:30 a.m. on January 30th.*

**UNFINISHED BUSINESS***:*

* **Facilities Improvement**

*Doris Ann, Commissioner Craig Hindle, and Deputy State’s Attorney Susan Anderson met with representatives of Rosebud Construction on January 8th at 10:00 a.m. Rosebud collected information to use in the drafting of architectural plans for the addition and suggested a few changes, such as positioning the heating unit on the existing roof rather than building a platform on the roof of the addition. Commissioner Craig Hindle, who owns a construction company, agreed that their suggestions were improvements to the building specifications. They will send a revised contract, payment schedule, and drawings to the Building Committee in the near future. They proposed a start date of March 1st and expect to complete the project by late summer.*

* **Technology Plan 2020-22 --** *Postponed to February Meeting.*

**NEW BUSINESS***:*

* **Library Legislative Day and Accreditation Ceremony –** *Legislative Day is scheduled for February 12th in Pierre. Trustees may attend if they desire, and their travel will be reimbursed.*
* **Approval of Library Closure Days -** *Trustees reviewed the Library Closure Days for 2020. Library Staff will take vacation or use flex time for dates proposed in addition to the County holidays. (These dates are usually on Saturdays.) Seyward moved to approve the presented dates, Renee’ seconded the motion. Seyward and Renee’ voted aye. Jim voted his approval over the phone. The motion carried. The library will be closed on the following dates in 2020: January 1st and 20th; February 17th; April 11th; May 25th; July 3rd and 4th; July 18th; September 7th; October 12th; November 11th, 28th, 29th, and 30th; December 24th, 25th, and 26th.*
* **Bylaws Review/Revision –** *Seyward moved to change the regularly scheduled board meeting from the second Wednesday of the month to the third Wednesday of the month. Renee’ seconded the motion. Seyward and Renee’ voted aye. Jim Laverick voted his approval over the phone. The motion carried.*
* **Distribution of Board Meeting Schedules for 2020**

**ANNOUNCEMENTS:**

* Crafternoon Delight – Wednesdays at 3:00 p.m.
* Library Closed January 20th – MLK Jr. Day
* Abominable Movie – January 24th at 5:30 p.m.
* Book Chat – January 30th at 4:30 p.m.
* AARP Tax Preparation on Mondays starting February 5th
* Legislative Day – February 12th, 2018

**NEXT MEETING:** *February 19that 1 p.m.*

**ADJOURNMENT:** *The meeting was adjourned at 2:20 p.m.*

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Doris Ann Mertz

Secretary/Treasurer

**Librarian Report – January, 2020**

**Black Hills Reads Innovative Grant:** The library applied for another grant toward its 1,000 Books Before Kindergarten Program and was awarded $1,000 on January 10th. Half will go to purchase picture books for the libraries’ P,K,1 collections; half will go to purchase prize books which will be awarded to children as they reach the various milestones and given away at special library events.

**Custer State Park Festival of Trees:** The library’s Christmas Tree won the 2019 Festival of Trees contest by receiving the most votes of the 557 votes cast at the Visitor Center. Books for the tree were made by Janice, Thea, and Bambi. Marci’s book angel adorned the base of the tree.

**Year-End Statistics Summary:**  Your packet contains statistics for 2019. Some items to note:

***Custer***

* Attendance at the Custer Library is down slightly compared to 2018 and the 3-year average. The Custer branch averaged 105 visits per day in 2019, compared to 111 visits per day in 2018.
* Computer use is down significantly (30%). This decline was expected due to both increased WiFi use and adhering to library policy regarding number of sessions allowed per day.
* Wi-Fi use is up significantly (42%). This is our first full-year of using WhoFi to track usage. We had been underestimating usage when WhoFi came online in mid-October of 2018.
* Check-out of past issues of magazines is down significantly (33%). Some magazines we have historically subscribed to are discontinuing print versions.
* Program attendance is up significantly (39%) compared to the 3-year average and moderately (16%) compared to 2018. This number captures formal programs and Book-a-Librarian sessions, but does not capture participation in programs like 1,000 Books Before Kindergarten. We offered 379 Book-a-Librarian sessions, 44 Pre-school Programs (1,021), 27 Elementary Programs (994), 20 Teen Programs (360), and 69 Adult Programs (701).

***Hermosa***

* Attendance is up significantly compared to 2018 (22%) and moderately compared to the 3-year-average (11%). The biggest increase was in juvenile attendance.
* Hermosa had another great year for book sales, making $1,749. The annual book sale held at the fair netted $1,545.
* Program attendance was up significantly, with a 74% increase compared to the 3-year-average and a 51% increase compared to 2018. The Hermosa Library had 39 total programs with 449 attendees. The Hermosa Libray had 29 Adult Programs, 3 Teen Programs (42), 7 Elementary Programs (165), and 1 Pre-school Program (11). This number does not capture 1,000 Books Before Kindergarten participation.
* Wi-Fi use is up significantly (over 300%). We started tracking with WhoFi at Hermosa in July. We can now capture actual use, not just observed use.
* Computer use is up 15% compared to 2018 and 117% compared to the 3-year average. (We began using Libki to track computer use at the end of 2017.)

***Overdrive Circulation***: Overdrive circulation, which includes checkouts by patrons of both libraries, is up over 40% compared to 2018 and over 60% compared to the 3-year-average.

***Custer Circulation***: Once again, we had a huge increase in collections targeted at small children, with the largest increase of 115% in the Small Book Collection (board books for toddlers and babies), followed by a 48% increase in the Picture Book Collection. Much of this increase can be attributed to the 1,000 Books Before Kindergarten program. In total, the children/juvenile/young adult collections experienced a 33.75% increase. Increases in YA and Juvenile check-outs were significant in 2019, while they were only negligible in 2018. Thea has been working on improving the Young Adult Collection and Graphic Novel Collections. The only collection targeted at children to experience a decrease was the Easy Reader section (13.53%). We will try to purchase more easy readers/leveled readers in 2019 and improve our selection. Check-out of adult books was up 4.37% compared to the 3-year-average. Science Fiction and the South Dakota Collection have experience significant declines. We may consider eliminating the Science Fiction collection and incorporating it into the Fiction Collection after the library addition is complete. Checkout of reference materials and music CDs continues to decline precipitously each year. Audiobook circulation has went against my prediction and increased by 1.81% compared to the 3-year-average. I had predicted a decrease due to the popularity of OverDrive. I still expect a decline in coming years as more vehicles will not have CD players.

When comparing the percent of collection and percent of circulation statistics, the Westerns, Juvenile and Adult Non-Fiction, SD Collection, Large Print, Reference, and Music CDs are poor performers, while the Videos, Small Book Collection, Picture Book Collection, and Graphic Novels are good performers. In the future, the space dedicated to Music CDs may need to be converted to DVD space.

Interlibrary Loans to Custer patrons through the Consortium increased from 773 in 2018 to 874 in 2019 (13%); loans from Custer increased from 555 to 658 (19%). ILLs through Share-It are basically unchanged from 2018.

***Hermosa Circulation:*** The Hermosa branch has experienced a 12.57% increase in circulation compared to the 3-year-average and 21.34% compared to 2018. Collections in which circulation has increased significantly include Mysteries, Non-Fiction, the South Dakota Collection and all of the children fiction collections except Young Adult. Adult ollections experiencing decreases include General Fiction, Science Fiction, Western Fiction. Audiobook circulation is almost double that of 2018, but is still over a 20% decrease compared to the 3-year-average. Our OverDrive numbers reflect the check-outs of Hermosa patrons as well as Custer patrons.

The Hermosa Fiction Collection is a poor performer in circulation compared to its percent of the collection. It is a candidate for heavy weeding. The Mystery Collection, on the other hand, is an excellent performer, as is the Video Collection.

Interlibrary loans to Hermosa patrons through the Consortium increased from 422 in 2018 to 645 in 2019 (up 31%); loans from Hermosa increased from 238 in 2018 to 271 in 2019 (14%). Hermosa began using SD Share-It in 2019 to borrow 5 books – 2 from within South Dakota and 3 from outside the state.