**Custer County Library Foundation**

**Meeting Minutes August 5, 2021**

**Call to Order:** The Custer County Library Foundation (CCLF) Council meeting was called to order Thursday, August 5, 2021, at 1:00 P.M. by President Rose Kor. Foundation Members also in attendance were Katherine Wakefield, Kim Canete, Laura Burns, Renee Starr, and Doris Ann Mertz. We met in the meeting rooms A&B in the new addition.

**Agenda Review:**  President Kur presented the agenda for the meeting.

**Minutes of June 24, 2021, Annual Meeting:** The minutes from the annual meeting were reviewed on-line, again at the meeting and were approved and placed in the file.

**Treasurer's Report:**

* **Checking Account:** Current balance of the checking account is $7,109. Since the last meeting there have been no checks written.

The 2021 deposits since the last meeting total $597. Total deposits for 2021 are $4,472. Total expenditures this year are $600.

See the attached Checking Account spreadsheet for the detail of deposits from the following sources;

* PayPal $100 less $2.80 fee-Kristy Ward
* Donated by check $500 from Steve & Marilyn Simpson. This donation is in memory of their grand-daughter and is designated to be spent on 2nd grade books which would be age appropriate for their grand-daughter were she still living. Doris Ann will make the purchases with library funds and then submit a request to the foundation to reimburse the library bank account. A thank you letter has been mailed.
* **Edward Jones Investments:** The ending balance for July 30, 2021, is $280,280. Change in value for the year to date is an increase of $18,507 (+ 7.18%). The Guided Solution fees to date in 2001 are $1,203. This fee is charged monthly and is reported separately on the attached spreadsheet. Also included on the attached worksheet is a summary of the percent of cash in the two investment accounts.
* **Discussions:** 
  + There is excess cash in checking above the $4,000 balance that the board usually keeps in checking. We do know that there are upcoming costs for the open house and for printing and mailing of the annual newsletter. We will wait until those costs are incurred before determining an amount to transfer to investments.
  + Another upcoming cost may be for the Hermosa Branch. No motion was entertained but the members agree that the CCLF will want to a match or provide additional dollars to help fund some improvements to the children’s reading area at the Hermosa Branch.
  + The CCLF policies state that we will keep approximately 5% of total investment funds in cash or cash equivalents. We currently have 9% of investments sitting in cash. We decided to wait until meeting with Kris Zerbe before considering any change to this. Kris usually meets mid-year with the CCLF. Any transfer from cash to investments will be discussed at that time.
  + The Treasurer’s report was accepted as presented.

**Library Board and Librarian Report:**

* Summer Program (May 21 – July 28) recently concluded with a party July 28th at the Custer Elementary School. The closing party for the teen program was scheduled for August 5th but has been postponed so that more of the teens could be available to participate.
* The last program in partnership with Custer State Park, the Library and the YMCA for the summer program focused on Native American art, stories and sand painting.
* Library staff will gather the numbers regarding the Summer Program to be submitted in a survey to the State Library.
* The Early Learner’s group at the Custer 4th of July festivities, put on a scavenger hunt over two days. Over 50 kids and families participated. The hunt included following clues and learning “fun Facts” about downtown Custer locations or history. The focus was on the needs of early learners.
* The Custer County Chronicle reported about the recent $15,000 grant received by the Custer County Library. This was funded by the Institute of Museum and Library Services (IMLS) through the American Rescue Plan Act (ARPA) funds. Funds are intended to invest in infrastructure and technology. At the Custer and Hermosa branches this included items such as cordless scanners, a new sonic wall, end of life network equipment replacements, laptops, and iPads. Reimbursements will be made after receipts for approved purchases are submitted to the State Library. Doris Ann hopes to complete all purchases and reimbursements prior to the end of the year.
* Work on the Strategic Plan for 2022-2026 is on-going as time allows.
* It is budget time for the county and Doris Ann is on the payroll committee. They are working on a recommendation that base pay increase to $15/hour.
* The Custer County Library will be closed on Saturday September 4th, 2021. There are a variety of personal engagements conflicting with staff availability for that day. The Hermosa Library is always closed on Saturdays.
* The Library set up a Harry Potter Escape Room. After the meeting the CCLF members entered the room and learned more of the clues and activities. We were impressed with the creativity put into this challenge.
* There have been some revisions made to the library policies:
  + Added a social media policy.
  + Restricting cards when guarantors/guarantees/fellow guarantees are restricted due to unreturned materials (two times) when items are not reserved.
  + Elimination of late fees while maintaining replacement cost fines for lost/damaged items.
  + Th elimination of the video agreement.
  + Updates to Appendices E and G.

**Unfinished Business**

* **Follow up on Newsletter** – Created an outline that includes the open house and the finished new addition and some methods on donating to the foundation.
  + One idea is to start out with some of stories about what it is we remember about our early library experiences. Kim will pose a question and send it to us. We can ask around among friends and patrons and send responses back to Kim.
  + Work session on September 16 will be to finalize plans for the open house but we also intend to make further headway on the newsletter.
* **Open House –** We selected Wednesday September 22 from three to six. Intend to have refreshments such as punch and cookies. Specific details for refreshments to be determined at our work session on Thursday September 16.
* Board members and staff will want to be available to serve refreshments or provide information about the library. Also, some people may show up to obtain a library card or to renew their card.
* Doris Ann will ask Kate to prepare an Ad for the Chronicle (4 X 4”, color if possible). It may need to be submitted to the Chronicle by September 3rd. We can promote this as being part of “Library Card Sign-up Month,” and to come see the changes with the new addition now completed.
* **Assist Hermosa branch at county fair –**The Hermosa Librarian has decided to change the sale venue to the library basement location for a set time and day weekly instead of doing the sale at the County Fair. If there is a need for help later it may be to man the rooms in the basement during sale hours. This is still just in a planning phase.

**New Business**

* **Annual filing for SD Secretary of State and reimburse to library for cost** – This filing was submitted by Doris Ann. Motion Made by Laura and seconded by Kim to reimburse the library $10 that was paid with this filing. All agreed and the motion passed.
* **Custer Area Chamber of Commerce –** Bill for $85 annual membership has been received. Motion made by Kim to pay the membership fee. This was seconded by Laura. All agreed and the motion passed.

**Future Dates:**

**Open House Ad –** Ad to be submitted to Chronicle by 9/3.

**Work Session –** Thursday September 16, 2021, at 1:00- topics are newsletter and open house. **Bring finger food to share.** Also, send to Kim comments about first experiences with a library.

**Open house -** Wednesday September 22 from 3 to 6.

**Next Business Meeting** will be Thursday October 21, 2021, at 1:00.

The meeting was adjourned at 2:30 P.M.

Katherine Wakefield

Secretary/Treasurer

Attachments: Agenda, Checking Account and Investment Spreadsheets, Library Report and Library Board Meeting Minutes May 19, June 16 & July 21, copy of SD Annual Report for non-profit organizations. A copy of the Chronicle article about the $15,000 grant.