

Custer County Library Foundation
Meeting Minutes June 22, 2023
Custer Library

Call to Order: The Custer County Library Foundation (CCLF) meeting was called to order Thursday, June 22, 2023, at 12:52 P.M. by President Rose Kor. Council members in attendance; Katherine Wakefield, Laura Burns, Kim Canete, and Library Director Jessie Phelps. Sarah Myers also attended as the Interim Library Director.

Agenda Review: President Kor presented the agenda for the meeting.

Minutes of April 20, 2023 Meeting: The minutes from the meeting were reviewed and a motion to accept was made by Katherine and seconded by Kim. Minutes were approved.

Treasurer's Report:

Katherine will send her report and spreadsheets electronically for review pre-meeting.

Checking Account: The balance in the checking account On June 19, 2023, is \$7,508.52.

- ❖ Checks since the last meeting:
 - Check #1023 \$164 Custer County Library Dutch Oven Event
 - Transfer \$32.90 First Interstate Bank to purchase checks.
- ❖ Contributions received since our last report were the following:
 - Pay Pal Kristy Ward \$ 100.00
 - Amazon Smile \$ 79.29
 - SD Foundation Grant \$1,720.39
 - Wayne Urban \$ 200.00
 - Michael & Cindy Hilton \$ 200.00
- ❖ Our current checking account balance is over \$4,000 and we decided to leave it there as the market continues to fluctuate.

Edward Jones Investments:

- ❖ The ending balances for the statements on May 26, 2023.

○ Corporate Select Cash	\$ 18,637
○ Corporate Select Hermosa Building	\$ 5,965
○ Guided Solutions	\$269,643
Total	\$294,245
- ❖ The overall change in value in 2023 to date is an increase of \$4,015.
- ❖ The following was deposited into the Hermosa Building account:
 - Transfer of \$5,000 from Corporate Select. This was then used to invest in a One-Year Goldman Sachs Certificate of Deposit at 5% to Mature on May 2, 2024.

SD Community Foundation The report for the first quarter of 2023 shows an increase in the fund balance of \$636. This is the result of investment gains of \$675 less fees.

Update on Donor Leaves

Katherine has prepared excel spreadsheets and updated the original spreadsheet for accumulated contributions. The new spreadsheets provide the following:

- Donor name or "In Memory of" name listed alphabetically by quadrant location on the donation tree.

- Alphabetic lists of the Donor name or “In Memory of” name by leaf color to be used to update the Foundation website page.

New leaves have been purchased and we can expect an invoice for \$72.

Motion to accept the Treasurer's Report was made by Kim and second by Laura. Reports accepted.

Library Board and Librarian Report:



Thea and Sarah attended the State Public Training Institute. Congratulations to Thea for her graduation with a Certificate of Public Library Management.

Sarah Myers was named as the Interim Library Director (smyers@custercounty.com). The Library Board is interviewing candidates (4-6 in round one). There are a variety of skills desired. State Accreditation is flexible to allow the future director to become accredited accepting this position if not already accredited.

Employee safety was a priority in hiring enough part-time employees and volunteers to ensure the circulation desk is covered. Part-time employees that were in an "on call" status have now been approved by the County Commission for 20 hours per week to aid in this coverage.

Jessie provided an accounting of the expenditures for the Summer Reading Program that was partially funded by CCLF. The Saturday kick-off program had 82 participants. She noted that a number of contributors were more than willing to offer as much or more than what was requested. There was discussion about learning to ask at a threshold that might be higher or in better focus of the actual amount needed. There may be more businesses in the community willing to contribute to library programs. Jessie and Sarah hope to develop a list of businesses to approach with requests when needed.

In Hermosa the library will have participation in the Summer School Program as well as a Summer Reading Program.

Unfinished Business:

❖ **Library Board Building Committee**

Kim shared a proposed building plan to include County Office spaces, County Fair offices, County Fair showers for campers, a community meeting room in addition to the desired County Library space. (attached). A large portion of cost for any new structure will be the furnishings. This will give us ample opportunity to be supportive.

- ❖ **Community Information Meeting** is being planned for July 18 in Hermosa to present talking points for a new structure.
- ❖ **Picture of 2023 CCLF Executive Council:** Katherine Wakefield, Kim Canete, Laura Burns, Rose Kor.

New Business

Transition to new Library Director

- ❖ We will wait until the new Library Director is in place to transfer names/signatures on financial documents, and for the Statement of Change as the State Foundation Registered Agent.
- ❖ Katherine will continue to complete the 990-N form with the IRS for our non-profit status.
- ❖ Sarah will follow-up with PayPal donations, update of the CCLF website by posting Foundation minutes and updating the list of donations by leaf category.



Next meeting will be Thursday, **July 27, 2023, 1:00p.m.** at Custer Library.

Potential agenda topics:

- Financial Statements and Balance of Checking Account
- Hermosa Building Update
- List of Organizations as potential donors
- Newsletter Theme/Stories/Photos

Rose adjourned the meeting at 2:53 p.m.

Laura Burns
Secretary

Attachments: Agenda, Checking Account Statement Spreadsheet, Edward Jones Investment Summary Sheet, South Dakota Foundation Funds Summary, June Librarian Report, Summer Reading Program expenses and participation summaries, State Library Institute news release, Proposed Hermosa building design.