

**Custer County Library Board  
Minutes**

**August 21, 2024**

**Custer County Library**

*The Custer County Library Board of Trustees met at 1:01 p.m. on Wednesday, August 21, 2024, at the Custer County Library. Persons in attendance were Library Director Sarah Myers, Leo Van Sambeek, Kibbon Rittberger, Branch Manager Bert Phillip, and Cheryl Dillon via Zoom.*

**AGENDA CHANGES/CORRECTIONS**

*No changes or corrections were requested.*

**MINUTES**

- ❖ **July 17<sup>th</sup>, 2024 Board Minutes:** *Leo made a motion to approve the July Board minutes. Kibbon seconded the motion. The motion carried.*

**TREASURER REPORT:** *The Board reviewed the July financials for the Library in the General checking account. July financials were reviewed for the County Ledgers. Kibbon made a motion to accept the financials. Leo seconded and the motion carried.*

- ❖ GENERAL CHECKING: Balance of \$24,987.41 as of August 14<sup>th</sup>
- ❖ COUNTY SPREAD SHEET: Balance \$166,216.51 as of July 31<sup>st</sup> 53.36% of budget

**LIBRARIAN REPORT:** *The Librarian Report is attached to and is part of this month's minutes.*

- ❖ Director Meeting Update
- ❖ Summer Reading Wrap Up
- ❖ Capacity Grant Update
  - **Request for change in board meeting date and location-** *The director requested swapping the locations of the September and October meetings, with the September meeting now in Hermosa and the October meeting in Custer. This change is to better accommodate a workshop led by Innovative Nonprofit, which will take place after the community survey results for Strategic Planning are collected. Given the larger group expected, the Custer Library is a more suitable location than the Hermosa Branch. The board members present agreed to this update, and the director will adjust notifications accordingly.*

**OLD BUSINESS:**

- ❖ **2025 County Budget Planning- Approval Request-** *Please see attached notes for the 2025 budget request for further discussion. Leo made the motion to accept the proposed 2025 County Budget prepared by the direct to be submitted to the commissioners with updating the technology fund to only reflect \$2000. Kibbon seconded and the motion carried.*
  - **RFID Tag Discussion-** *Sarah presented information on RFID tags in response to a county request to explore their potential benefits for the Custer Library. The proposal included research on how RFID tags can enhance modern library operations. After review, the board of trustees decided not to include this in the 2025 budget request. However, they expressed interest in revisiting the topic when the Hermosa Library project begins,*

*aiming to equip both libraries with RFID tags and the necessary supplies simultaneously.*

**NEW BUSINESS:**

- ❖ *Collection Development Policy- Draft- This item was tabled until next meeting.*
- ❖ *Challenged Material Policy- review- The current challenged material policy, embedded within the Appeal Policy and Procedures, was reviewed. The director recommended moving this section into the Collection Development Policy so that book selection and reconsideration requests are addressed within a single policy, rather than being tied to a broader appeals process involving other scenarios. As a result, the Collection Development Policy was tabled for further review to incorporate this change.*
- ❖ *Updated Trustee Handbook from SDSL- The director shared a digital copy of the updated Library Trustees Handbook from the State Library in the August board packet email. It was proposed to review one chapter at a time. Sarah presented a visual summary of the first chapter, highlighting the roles of trustees, the director, and the governing municipal body, the Custer County Commission.*
- ❖ *Hermosa Building Initiative Update- A floor plan was presented and it was requested that the Hermosa Branch Director and Library Director review it after the meeting to suggest any necessary changes. Leo provided an update on contractor estimates he received, recommending a budget of \$1.5 million for building costs, \$200,000 for contingencies, and \$300,000 for furnishings, bringing the total to \$2 million. He suggested using these figures when applying for grants, considering the project's goal to serve a population of up to 8,000 within the next 10 years.*

**ANNOUNCEMENTS**

- ❖ *Labor Day Closure 9/2*
- ❖ *Early Literacy Events Sept 5<sup>th</sup> and Sept 17<sup>th</sup> 5 PM*
- ❖ *SDLA Conference in Aberdeen Sept 25-27*
- ❖ *Updates for Hermosa- Bert plans to resume story time in Hermosa in September and change the day of the week to Wednesdays. She will also resume her crafter days program in October.*

**NEXT MEETING:** *September 18<sup>th</sup> at 1 p.m. at the Hermosa Branch.*

**ADJOURNMENT:** *Kibbon made the motion to adjourn with Leo as second. The meeting was adjourned at 2:11pm.*



Sarah Myers  
Secretary/Treasurer

## August Director Report

### ***May/Jun/Jul Director Meetings Updates***

- ***Fundraising Workshop with INP***- Katherine from the Foundation was able to make it. It was great to get ideas on how to raise funds, manage funds, and making sure those who contribute feel appreciated and heard. My main take away was is if you don't ask, the answer will always be no.
- ***Early Literacy Program Planning***- The Custer County Library has been working with Early Learner Custer to bring about 6 different sessions. We are bringing in experts ranging from PT, OT, Speech, and Early Intervention and Literacy specialist from the school district. We are working on the meal options, and sign up. Please consider sharing the information with those with children from 0-8 to get the work out. The library will be speaking on our programs and services that are available to aid with early literacy. 1,000 Books before Kindergarten, Dolly Parton Imagination Library, tour of the children's section, literacy kits for checkout, and library databases.
- ***Message Bee*** – The consortium leaders met to hear from a Message Bee rep. There were no overarching concerns. There will be ways to customize each library's messaging. We will be discussing this again in October at the next consortium meeting. I still find it wise to plan for this in the budget to be ahead of the game if this passes in the consortium. We will not have to ask for a supplement from the county if we plan for it now.

### ***Summer Updates***

- See attached infographic and stats recap for the particular details of the summer reading program. My thoughts, we were highly successful. We doubled if not tripled some of our numbers. I appreciated the change of all age programs and how much we brought in other organizations and businesses from around town to partner with. We were especially blessed with prizes. I don't think we will be able to ask at the same level every year, but we can definitely find a balance for incentives to keep people engaged with reading.

### ***Capacity Grant Update***

- On August 12, I was notified of the successful awarding of the 2024 Summer Capacity Grant from the Black Hills Area Community Foundation. I met with Emma DeVos from INP on August 14 to develop a plan for executing their proposal. They will draft several surveys to be distributed to key stakeholders as part of our strategic planning. As board members, you will complete one of these surveys. Other groups surveyed will include staff, the foundation, volunteers, cardholders, and the broader community. After evaluating the survey results, we will hold a strategic planning workshop.
  - To accommodate this, I propose modifying our meeting location for October. We are currently scheduled to meet in Hermosa, but due to the need for the Pine Room to accommodate several groups, I suggest we move our October meeting to the 23rd at noon. We can then resume our meetings in Hermosa in November as planned. The board, foundation, and staff will be attending this workshop, and we will need the Pine Room for two hours. I will ensure lunch is provided so we can work through the main areas of need identified for strategic planning.

## Notes for 2025 County Budget Request

- I really feel passionate about asking for summer help. I feel like it would involve having someone being able to go over to Hermosa every week for the 6 week program. This could be outreach to the summer school kids, giving them extra support. I know that their test score haven't been great lately, that I feel like if we were able to present weekly, a literacy-based/science-based lesson with a book and an activity, we could add some extra value to the kids that already need a little bit more support to prevent the summer slide. I feel like I have a relief person that could take up this post easily. I just need the extra hours. It would be for 6 weeks, and I would like to propose 10 hours a week. Half for Hermosa, half for Custer. I feel like this could open up programming in Custer as well. If we could maybe get in the school here in Custer and do the same program, we could easily duplicate the program. We also got feedback from our summer survey that they wanted a story time. By having extra time for a relief person doing programming, we can give a break to prevent burnout to the current staff as they plan and lead the other summer programming.
  - The math-  $\$17.50 \times 10 = 175$   $175 \times 6 = \$1050$  ***It's recommended to ask for 12/week to accommodate for drive time.***
  - Gas 57 mile \* .66= \$37.62,  $\$37.62 \times 6 = \$225.72$
  - Is it fair to ask for more?
- I present an updated amount for Profession Fees. I will limit to amazon video and the bundle of Hulu, Disney plus and max. This would have ads, but it is a better value for what we are trying to offer.
- I have included a price quote for RFID tags for the Custer library. It was brought to my attention to look into this for our library and its benefits, so I am doing my due diligence. Rapid City is currently the only library in the consortium that is using RFID tags. I see the main benefits of this as efficiency making.
  - Pros-
    - 
    - Self-check out does provide anonymity and privacy.
    - Can help when there is a long line at the checkout station. Summers especially.
    - Save time checking out. The checkout station would already have a plate that could check out items. So there would be an option for self-check out if wanted or come to the staff. So it would reduce errors of missing scanning an item. You could do a whole stack on one go.
    - I feel like knowing if items are in order would be a great benefit, or if an item was not shelved correctly or misplaced.
    - Streamlined inventory shelf reading. This will reduce time focused on that task.
    - The same goes for checking in. We are human and we err. This could reduce check in misses.
    - It could free up staff time to focus on other tasks and customer service.
  - Cons
    - Loss of small town feel. It is a concern of technology replacing jobs, but this has been a concern for 17 years. I feel like we could pivot our attention elsewhere if more patrons used the self-checkout, but I really want to maintain the feel of

small town help. Our staff are here to help you and RFID may change that perception.

- Not needed for theft prevention. I did not get a quote for theft prevention, because I don't think we would have the losses to merit the need for security gates.
  - I feel like we can pull reports through KOHA that give us what is circulating and what needs evaluated for deselection. Having not used their software, it's hard to say if it is more user friendly or not.
  - It's a lot of money to be asking for when have other projects we want to focus on. Big upfront cost and time commitment. Then the maintenance fees.
  - We would need to put on barcodes AND RFID tags on all materials. So it is adding a step to the new material processing.
  - We may lose the personal interactions.
  - Need to have a location for the self-check out station.
  - Another device/system to troubleshoot when it is down. We will have barcodes as a backup method though.
  - Staff training up front will take up time.
  - Really no way to know how much more accurate and efficient this system will really be.
- Indifferent
    - We would need to shelve either way.
    - Patron are most likely to not notice the RFID tags. Only the self-check out station. It doesn't impact the condition of the material.
    - Does not take up more space. It is small and thin.