**Custer County Library Board**

**Minutes**

**December 20, 2023 Custer County Library**

*The Custer County Library Board of Trustees met at 12:57 p.m. on Wednesday, December 20th at the Custer County Library. Persons in attendance were Library Director Sarah Myers, Library Assistant Hermosa Branch Director Bert Phillip, Katie Wiederholt, Cheryl Dillon, Kibbon Rittberger, Dave Dutton, Susan Swindal, Makenna Allen, and Jayne Leusink via Zoom.*

**AGENDA CHANGES/CORRECTIONS**

* *Sarah requested to add the discussion of the Marco bill to be paid to New Business.*

**MINUTES**

* **November 15th Board Minutes***: Kibbon made a motion to approve the November Board minutes. Cheryl seconded the motion. The motion carried.*

**TREASURER REPORT**: *The Board reviewed the November financials for the Library and County ledger to track spending. Sarah mentioned a bill to be reimburse to the General Checking account from the County ledger as well as the County ledger not reflecting the Actual November spending as the auditor’s office software was down when reports were generated. Cheryl made a motion to accept the financials. Katie seconded and the motion carried.*

* GENERAL CHECKING: Balance of $17,614.53 as of December 14, 2024
* COUNTY SPREAD SHEET:Balance $63,821.27 as of November 30, 2023

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

* Accreditation for 2024-2026
* Nonprofit Status for Grant
* November Meetings Updates

**OLD BUSINESS***:*

* Marketing Plan- *This item has been tabled until January of 2024.*
* Meeting Room Policy- *Changes made were presented and reviewed for the Meeting Room and Study Room Policy. All changes presented were accepted. It was advised to add verbiage that a deposit may be required dependent on the event. The fees schedule need to be worked on to determine what will be charge for private interest and for profit groups. A further draft will be presented for approval. Marketing this space was recommended to be added to the Marketing Plan for the library.*
* Circulation Policy and Patron Type Rules- *a new draft was presented for the board to review. The fee schedule will need to be drafted to reflect charges for Non-Resident cards. It was also discussed how to handle patrons with Hermosa ZIP codes and where they align in with the Card Registration Policy. A further draft will be presented to reflect feedback received.*

**NEW BUSINESS***:*

* New Board Member for 2024- *Susan Swindal was approved by the Custer County Commissioners on December 6th for the Custer County Library Board of Trustees. Welcome to Susan who will replace Dave Sutton on the board.*
* Closure Dates for 2024- *Sarah request for approval of the Library Closure Days for 2024. The dates not provided by the County, library staff will use vacation or flex their time to accommodate the requested closure dates. See attached schedule. Any additional date that arise, Sarah will present to the board for approval. Cheryl made a motion to approve all dates presented. Katie seconded the motion. The motion carried.*
* Director Evaluation Form- *To maintain our accreditation status, the director must be evaluated annually. Sarah recommended every January to align with annual performance reviews. She presented the form she uses for her staff as a template. It was decided that the evaluation form should be verified with HR to ensure it will suffice the needs for the county. It was also decided to wait to evaluate Sarah at her six month date as director. The director’s evaluation should be addressed at the February meeting to reflect February 21st as Sarah’s six month date.*
* Marco Bill- *Sarah presented a bill for $505.31 to be paid as any spending over $500 must be approved by the library board. It was explained the purposed of this bill and how often it is. A breakdown of the bill and the copier fee income was presented to show the board how much is covered by our copier fees. Cheryl made the motion to approve payment of this bill. Kibbon seconded the motion. The motion carried. Each time this bill is over $500, the director will continue to present the bill to the board.*

**NEXT MEETING:** *January 17th at 1 p.m. at the Custer Library.*

**ADJOURNMENT:** *Dave made the motion to adjourn and Cheryl seconded the motion. The motion carried. The meeting was adjourned at 2:01 p.m.*



Sarah Myers

Secretary/Treasurer

**December Director Report**

***Accreditation Status***

We were awarded our 2024-2026 Accreditation at Exemplary Status. I would like to put an article in the newspaper to celebrate this achievement and to thank all those who helped make this happen.

***Nonprofit Status when applying for grants and programs***

When partnering with other organizations for library programs or services, the Foundation wanted to establish some guidelines and best practices with regards to the nonprofit status the Foundation has. We do not “lend” out our number or status to other organizations. The partnering organization, or appointed library representative, will present the grant opportunity to the Foundation to make sue the project aligns with the Foundation’s mission. The Foundation will then apply for said grant with the expectation that a final outcome report will be presented to the Foundation. This information is often needed for grants anyways, but the Foundation would like a report of their impact for the Custer County Library.

***November Director Meetings Updates***

* Commission Mtg 12/6
  + Susan Estes-Swindal was approved by the commission for a three year term starting in 2024 for the library board of trustees.
* Performers Showcase
  + Summer Reading- Adventure Begins at Your Library
  + Performers cost a lot. Might reach out to nearby libraries to see who they have coming to get some cost sharing.
* Foundation Meeting
  + Newsletter
  + Grant Partnership Guidelines
* Grant Writing Workshop
* Institute

Library Closure Days – 2024

Monday, January 1st – New Year’s Holiday

Monday, January 15th – Martin Luther King Jr. Holiday

Monday, February 19th – President’s Day Holiday

Saturday, March 30th – Day prior to Easter Sunday

Monday, April 22nd – Black Hills Mini Conference

Monday, May 27th – Memorial Day Holiday

Wednesday, June 19th – Juneteenth Holiday

Thursday, July 4th  – Independence Day Holiday

Saturday, July 20th – Gold Discovery Days

Monday, September 2nd – Labor Day Holiday

Monday, October 14th – Native American Day Holiday

Monday, November 11th – Veteran’s Day Holiday

Thursday, November 21st and Friday, November 22nd – Saturday, November 23rd – Thanksgiving Day Holiday

Tuesday, December 24th – Christmas Eve

Wednesday, December 25th – Christmas Holiday

Non-County Closures – Library staff scheduled for Saturday will use vacation or flex time.

The County provides a ½ day holiday for Christmas Eve each year beginning at noon. Since the Custer Branch opens at 11:00 a.m., and the Hermosa Branch opens at 12:30, library staff use flex/vacation time for the remainder of the day.

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| **Marco Payment and Copier Income Breakdown** | | | | | | | |
| Date | Service Date range | Amount Due | Fee Income | Difference | Month | Copier Income | |
| 1/10/2023 | 09/01/2022-11/30/2022 | 455.7 | 512.21 | 56.51 | Jan-22 | 94.4 |  |
| 13-Mar | Past due charges due 1/6/2023 | 22.79 |  | -22.79 | FEB | 127.3 |  |
| 24-Mar | 12/01/2022-02/28/2023 | 539.94 | 428.2 | -111.74 | MAR | 177.1 |  |
| 21-Jun | 03/01/2023-05/31/2023 | 494.92 | 509.6 | 14.68 | APR | 115.85 |  |
| 20-Sep | 06/01/2023-08/31/2023 | 533.69 | 539 | 5.31 | MAY | 173.1 |  |
| Dec | 09/01/2023-11/30/2023 | 505.31 | 378.95 | -126.36 | JUN | 233.5 |  |
|  |  |  |  |  | JUL | 232.05 |  |
|  |  | 2552.35 | 2367.96 | -184.39 | AUG | 233.8 |  |
|  |  |  |  |  | SEP | 242.1 |  |
|  |  |  |  |  | OCT | 132.4 |  |
|  |  |  |  |  | NOV | 137.71 | 512.21 |
|  |  |  |  |  | DEC | 120.45 |  |
|  |  |  |  |  | Jan-23 | 170.15 |  |
|  |  |  |  |  | FEB | 137.6 | 428.2 |
|  |  |  |  |  | MAR | 156.1 |  |
|  |  |  |  |  | APR | 134.15 |  |
|  |  |  |  |  | MAY | 219.35 | 509.6 |
|  |  |  |  |  | JUN | 168.4 |  |
|  |  |  |  |  | JUL | 151.3 |  |
|  |  |  |  |  | AUG | 219.3 | 539 |
|  |  |  |  |  | SEP | 138.7 |  |
|  |  |  |  |  | OCT | 180.1 |  |
|  |  |  |  |  | NOV | 60.15 | 378.95 |
|  |  |  |  |  | DEC |  |  |