**Custer County Library Board**

**Minutes**

**January 19, 2022 Custer County Library**

*The Custer County Library Board of Trustees met at 1:00 p.m. on Wednesday, January 19th at the Custer County Library. Persons in attendance were Library Director Doris Ann Mertz and Trustees Renée Starr, Dave Sutton, Cheryl Dillon, Katie Wiederholt, and Marcy Swanda. Marcy chaired the meeting and called it to order at 1:00 p.m.*

**AGENDA CHANGES/CORRECTIONS**

**WELCOME NEW TRUSTEE** – *The board welcomed new trustees Katie Wiederholt and Cheryl Dillon.*

**MINUTES**

* **December 15th Board Minutes***: Renée made a motion to approve the December 15th board minutes. David seconded the motion. The motion carried*

**TREASURER REPORT**:

* **GENERAL CHECKING: $15,551.24 as of December 31, 2021**

**2021 Summary: $6.08 – Interest $10,746.79 – Deposits $8,787.73—Debits**

* **COUNTY SPREAD SHEET: 2022 Library Budget $272,252.51**

**2021 Spreadsheet: Balance: $18,029.32 Expended: $259,015.10**

**Executive Session:** *Dave made a motion to go into executive session (per SDCL 1-242(1) Personnel) at* *1:06 p.m. Cheryl seconded the motion. The motion carried. The executive session lasted until 1:21. No actions were taken outside of Executive Session.*

**LIBRARIAN REPORT:** *Trustees received a copy of the Librarian Report discussing the topics below and spreadsheets covering the statistics for 2021, which will be used to complete the 2021 Library Survey. The Librarian Report is attached to and is part of this month’s Minutes. Trustees received an oral report on the Black Hills Library Consortium as summarized below.*

* **Foundation**
* **Spice Club**
* **Kids Play**
* **Intern**
* **Black Hills Electric Cooperative Connections**
* **OverDrive/Libby Update**
* **BH Library Consortium Meeting** *– At the Consortium meeting on January 18th, they decided not to invoice other member libraries for books that are lost/damaged by their patrons if the patron does not clear the charge. Rapid City Public Library (RCPL) will be updating their policy to reflect that temporary residents will only have access to OverDrive during the months they work/reside in Rapid City and that patrons with “mail stop” addresses (full-time RVers) will not have access to OverDrive because they do not reside, own property, work, or go to school in the library’s service area. They encouraged other libraries to update their policies similarly. Doris Ann asked the other libraries opinions on movie streaming. Deadwood just signed-up for Hoopla and Spearfish will be signing up later this winter. Rapid City has dropped Hoopla because the expenses were hard on their budget because they had so many users. Deadwood and Spearfish will tell us how their experience is going at the next meeting and what the average cost per month is at that point. RCPL will be hosting a “Mini Library Conference” at their library on April 25th. More details will be forthcoming.*
* **Year-End Statistics**

**UNFINISHED BUSINESS***:*

**NEW BUSINESS***:*

* **Distribution of 2022 Library Board Contact List**
* **Distribution of Board Meeting Schedule for 2022**
* **Approval of Library Closure Days for 2022** – *Kate made a motion to adopt the Library Closure Days as presented. Dave seconded the motion. The motion carried.*
* **Community Distribution Center for Free COVID Tests** – *The library will be receiving free COVID tests to distribute to the community through the State Library and Monument Health. We do not have an ETA for the tests, but we will spread the word through social media when we receive them. The ones from the State Library will be shared with the Hermosa Library. The ones from Monument Health are for the greater Custer community. When we advertise the availability of the test, we will encourage people to pick them up before they are sick to have on hand. If they are already symptomatic, we will ask them to call the library, so we can deliver the tests curbside.*

**Election of Officers/Appointment of Liaison**  *Dave made a motion to elect Marcy Swanda as President and Renée Starr as Vice-President and to appoint Katie Wiederholt as the Foundation Liaison. Cheryl seconded the motion. The motion carried.*

**ANNOUNCEMENTS:**

* AARP Free Tax Prep on Mondays from February 7 to April 11
* Story-times on Fridays at 10:00 a.m. (Musk-Ox Story-time on January 28th)
* Cricut Class on January 20th at 4:30 p.m.
* CCLF Meeting on January 27th at 1 p.m.
* Book Chat on January 27th at 4:30 p.m.
* Harry Potter Trivia on January 27th at 6:30 p.m.

**NEXT MEETING:** *February 16that 1 p.m.*

**ADJOURNMENT:** *The meeting was adjourned at 2:11 p.m.*

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Doris Ann Mertz

Secretary/Treasurer

**Librarian Report – January 2022**

**CCL Foundation:** The Foundation will hold its Annual Meeting on January 27th at 1:00 p.m. So far, their Newsletter Fundraiser has raised $3,150.

**Spice Club:** The second Spice Club was held on January 11th at 4:30 p.m. and had 19 participants (4 male and 15 female). The spice was Gumbo Filé powder, and Clancy Whiting demonstrated how to make Gumbo. We plan to host another Spice Club in February. It’s a nice addition to our programming for the winter months.

**Kids’ Play:**  A group of parents of pre-schoolers has partnered with the library to offer free playtime in the Pine Room from 9:30 to 11:00 a.m. on certain mornings during the winter. They have had two play sessions so far with 8-10 kids playing and 4-5 parents supervising. Future dates on the schedule are January 18 and 27.

**Intern:**  The library is hosting a Library Technician Intern from Western Dakota Tech. Her name is Devyn Conaway. She plans to train from 10:00 a.m. to 5:30 p.m. on Thursdays and 9:30 a.m. to 1:30 p.m. on Fridays from now until May 6th. We will try to give her a broad exposure to all aspects of librarianship during this time. I will invite her to attend a future library board meeting to learn more about the governing/administration of libraries.

**Black Hills Electric Cooperative Connections:** I’ll be meeting with Michelle Fischer of the Black Hills Electric Coop on January 26th. She is going to include an article in a future edition of their newsletter, “Cooperative Connections,” that informs their customers that all residents of Custer County have the opportunity to become members of the Custer and Hermosa Libraries. Bert and I discussed how to reach the new residents on the east side of the county to inform them about the Hermosa Library, and she suggested the Coop magazine. I mentioned the thought to former commissioner Jesse Sorenson and he had Michelle call me. She thought their customers would be very interested because even she didn’t know that the libraries served the rural customers.

**OverDrive/Libby Update:** The OverDrive app will be removed from app stores on February 23rd. New users will be directed to download the Libby app, which will be the primary app. Users who already have OverDrive can continue to use it for the time being. Later this year, OverDrive app users will be prompted to switch to Libby before the OverDrive app is retired. Library staff will need to transition to using Libby, so we can better help patrons. A webinar is being offered on February 2nd at 4 p.m. to help libraries prepare for the change.

**BHLC Meeting:** Being held on January 18th. Oral report at the meeting.

**Year-End Statistics Summary:**

Your packet contains statistics for 2021. The library was open to the public throughout 2021, but COVID still affected our statistics. We did not offer in-library programming from January through May, rather we offered online programs, take-n-make programs, and occasional programs at the high school or YMCA.

* Attendance at the Custer Library is up by 22% from 2020, but down by 12% from the 3-year-average. Attendance at the Hermosa Branch is up by 7% from 2020, but down by 24% from the 3-year-average. The Custer Library was open 294 days and had 24,515 visitors for an average of 83 visitors per day. The Hermosa Library was open 147 days and had 2,477 visitors for an average of 17 visitors per day. Pre-pandemic visitation at the Hermosa branch was an average of 28 visitors per day.
* Computer use at the Custer Library has dropped by 54% compared to the 3-year-average. Wi-fi use is up by 26% over that same time. Computer use is counted in 30-minute sessions. Wi-fi use is counted by connections. Users need only connect once for the entire day. Wi-fi use at the Hermosa Branch is up by 34% compared to the 3-year-average, but down by 29% compared to 2020. A drastic change occurred in Wi-Fi use between May and June of 2021, when Wi-fi connections dropped from 300+ to 70+. I’m not sure how to account for the change.
* The Custer Library offered 91 live programs with 2,454 participants, 15 recorded programs with 1,850 participants (1+ minute views), and 22 take-n-make programs with 462 participants. The Hermosa Library offered 22 programs with 208 participants.
* The Custer Branch circulated 38,812 items in 2021, which is down 5.81% compared to the 3-year average and down 4.9% compared to 2020. The Hermosa Library circulated 4,270 items, which is down 12.47% compared to the 3-year-average and 5.57% compared to 2020. Overdrive circulation (downloadable ebooks and audiobooks) was up 30.76% compared to the 3-year-average and 4.54% compared to 2020. When circulation at Custer, Hermosa, and through OverDrive is combined, it is up .58% compared to the 3-year-average and down 2.78% compared to 2020.
* In Custer, the circulation of Science Fiction items increased by 45.45% after weeding and incorporating the remainder into the main fiction collection. The circulation of Large Print increased by 76.47% after weeding and moving them from the back of the building to the front. Western Fiction circulation has decreased significantly, and it takes up almost 3 times as much space as the circulation justifies. We may consider weeding or incorporation into the main collection. It is a collection that has always experienced drastic fluctuations. The Small Book Collection circulation has also decreased significantly. However, it is still a good performer when you compare the percentage of the collection to the percentage of circulation. Sparking more enthusiasm for the 1,000 Books program should help this collection significantly. We’ve increased the size of our graphic novel collection and have experienced a significant increase in its circulation – up 60% from 2020. Both the Adult Non-Fiction and Juvenile Non-Fiction are candidates for weeding in 2022. We began weeding the Adult Non-Fiction in 2021 and completed from 000 to 499. We then had so many book donations pouring in that we didn’t have book sale or storage room space for more de-selected books. Now, that we have space, we can resume weeding. Audiobook circulation is down 30.6% compared to the 3-year-average. I expect it will start dropping at significantly higher rates as patrons purchase new vehicles without CD players. We should experience a corresponding jump in downloadable audiobook check-outs. Videos, as always, are high performers.
* In Hermosa, the circulation of picture books, board books, and beginner chapter books has increased significantly. Circulation of mysteries, science fiction, easy readers, and juvenile fiction experienced significant decreases. Despite the decline, mysteries are still a high performer when comparing the percentage of circulation to the percentage of the collection. Comparison of the Juvenile Fiction collection and circulation percentages reveals a need for weeding, perhaps accompanied by some new juvenile series purchases. Video circulation, though down, is still a high performer compared to the percent of the collection.
* Total Interlibrary Loans (to and from) through BHLC and SD Share-It for both libraries is 2,673, up by 8.8% from 2,456 in 2020. We borrowed 1,753 items and loaned out 920.