

**Custer County Library Board
Minutes**

July 17, 2024

Custer County Library

The Custer County Library Board of Trustees met at 1:00 p.m. on Wednesday, July 17, 2024, at the Custer County Library. Persons in attendance were Library Director Sarah Myers, Cheryl Dillon, Leo Van Sambeek, Commissioner Liaison, Mark Hartman, Branch Manager Bert Phillip, Susan Swindal, Katie Wiederholt, with Kibbon Rittberger and Jayne Leusink via Zoom.

AGENDA CHANGES/CORRECTIONS

No changes or corrections were requested.

MINUTES

- ❖ **May 15th Board Minutes:** *Leo made a motion to approve the May Board minutes. Katie seconded the motion. The motion carried.*

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

- ❖ GENERAL CHECKING: Balance of \$25,099.27 as of July 12th
- ❖ COUNTY SPREAD SHEET: Balance \$195,079.68 as of May 31st 37.38% of budget
Balance \$170,311.86 as of June 30th 54.67% of budget

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

- ❖ Director Meeting Update
- ❖ Summer Update

OLD BUSINESS:

- ❖ Marketing Plan- *The library director briefly went over the results of the Marketing Survey. While there were no attendees to the Focus Group on May 29th, there were 43 participants for the online survey that was available for comments from May 29th-June 2nd. The main areas identified as key ways to improve marketing for the library are as follows: Enhancing our online presence, Maximizing our outgoing messaging, and Feedback Collection. The proposed 2024-2026 Marketing Plan was presented to trustees. Katie made a motion to accept and adopt the presented plan. Kibbon seconded the motion, and the motion carried.*

NEW BUSINESS:

- ❖ Board Affirmation- July 6th Closure- *Leo made the motion to have it reflected in the minutes to confirm the email decision that was made for the Custer County Library to be closed on July 6th for the holiday weekend that was unanimously approved by the board via email previously. Katie accepted the motion. The motion carried.*
- ❖ Library Board Interest Form- Draft- *The library director presented a draft of a Library Trustee Interest form that can be filled out and kept on file as people show interest on being on the library board. This will allow a standard form to be filled out for all applicants. The form will be*

posted on the library board section of the library website. It was also proposed to advertise with the Chricnicle that the form is available for anyone who might be interested.

- ❖ *Student Liaison Discussion- Discussion regarding the student liaison position that we have had over the last two years. It was determined that it is good to have that opportunity for feedback and it also gives good experience to the student. Term limits and maybe having an alternate or incoming liaison was discussed. It was proposed that Sarah will talk to Doris Ann to get a feel if the student liaison is still a good fit for the school and determine who the liaison will be and a back up.*
- ❖ *2025 County Budget Planning- The library director shared a proposed budget request for the 2025 year for the library. Most line items got a 4% increase to the request. The main items discussed was adding a texting service to the budget for patron texting notifications. Streaming services through a Roku checkout protocol was proposed as well. The initial services suggested seemed too big a commitment to ask for for a new service that will be provided. Limiting how many streaming services to subscribe to was determined a better way to go. Since the budget due date is still unknown, this preliminary request will still need board approval before it goes before the commission. If the budget due date comes up before the next meeting in August, the director will email trustees for approval before that time.*
- ❖ *Hermosa Building Initiative Update- Leo reported on the Scull consultation report conducted by Hermosa resident Kendra Wright. Determining what was needed from those suggestions from Scull were discussed. It was determined to focus on the total financial need and then plans to back up the ask is the way to go. Fundraising from there would be needed.*

ANNOUNCEMENTS

- ❖ *Library Closed 7/20 for Gold Discovery Days*
- ❖ *Black Hills Balloons at the Library July 25th 5:30pm*
- ❖ *Fundraising Workshop with INP July 26th 11-2pm*
- ❖ *Updates for Hermosa- Bert reported on having a very successful book sale in June raising over \$800. She also reported that her summer reading is more participation than last year. The take and makes have been a great success as well.*

NEXT MEETING: *August 21st at 1 p.m. at the Custer County Library.*

ADJOURNMENT: *Kibbon made the motion to adjourn with Katie as second. The meeting was adjourned at 2:00pm.*



Sarah Myers
Secretary/Treasurer

July Director Report

May/Jun/Jul Director Meetings Updates

- **HB1197 Zoom Sessions May and July-** Main take aways. Keep in mind what is considered obscene and what is controversial. Know the difference. We need to focus always on the right to choose and that when minors are involved this is a parental choice. What is obscene for one family is not necessarily obscene for another. Keep in mind 1st Amendment rights of minors. Does our policy explicitly say no adult section for minors? Updated Collection Development Policy and Reconsideration Form will be next policy to work on. This will get us in a good place to be ready for 2025. Started with YMCA kids- Form. Maybe consider if they want check out privileges, YMCA participants need to have individual library cards. The request of reconsideration for is an important tool to have. We might want to consider a committee to determine the status of a book when asked to be reconsidered. It could be staff, trustees, community members, etc. That way it's not just one person's opinion or guess. I have been in contact with County legal to see if they have any recommendations as well. I would like to address the commission with an updated policy to keep them up to date with the House Bill.
- **Library Institute-** I have completed the four year training provided by the South Dakota State Library. A press release has been issued from the State Library and should be routed to the Chronicle. The topic was administration. I have been compiling my notes to should implement. After summer is my plan.
- **Black Hills Read Innovation Grant-** The library partnered with Early Learner Custer to apply for a grant from United Way of the Black Hills. \$2000 was granted for the library's 1,000 Books before Kindergarten Program to purchase prize books to give at 100 books read milestones. The remaining \$3000 is going toward a series of 6 events to promote early literacy for families with children ages 0-8. There will be a community meal and then education for the parents while the children will have a literacy based activity. All held in the Pine Room and Programming Room in Custer, Sep- Nov. The grant was applied through the Custer County Library Foundation, so monies were deposited into CCLF and then a check was written to CCL.
- **Update with Capacity Grant-** The library is working with Innovative Nonprofit to apply for the capacity grant it was due on July 15th. We will wait to hear whether or not the fund request was granted or not. We will need to be available for INP for future meetings if the grant goes through. I will be suggesting Board meeting days.
- **Consortium Meeting 7/11-** Meeting with other library directors in Rapid City. Guarantee/Guarantor Black card preferences were approved. If a child has lost items billed to their card, if an adult has multiple children with fees totaling \$50, their card will then be blocked as well until it is addressed. Text messaging was visited. MessageBee is the main vendor identified. See attached estimates for budgeting purposes. It also brought to my attention how many messages patrons are receiving. I will be evaluation what seems like a reasonable amount, and provide education to patrons to go and determine what they want for notifications as well. I recommend budgeting costs for 2025 if we move forward.

Summer Updates

- Registration Update
 - Registration started in June for Custer.
 - As of 7/9, we have 325 registrants:
 - Adults (19+): 124
 - Teens (12-18): 43
 - Independent (6-11): 78
 - Partner (0-5): 36
 - YMCA: 44
- Kick Off and Programming
 - Kick Off Event:
 - Attended by 80 participants.
 - Partnered with Custer Area Arts, Dacotah Bank, and Hjem AM.
 - Light breakfast served, followed by an educational lesson by Tara Kingi, native hoop dancer.
 - Well received by attendees.
- Programming:
 - Programs are offered on various days and times, including Saturdays, leading to increased participation.
 - Summer reading mission: finding letterboxing caches along the Michelson Trail to stamp into a passport tracker.
- Participation and Prizes
 - Feedback:
 - Positive feedback on reading incentives.
 - Numerous sponsorships received; thank you letters will be sent out.
 - Adult Participation:
 - Adults are highly engaged.
 - Scratch ticket prizes given at every 100 minutes read, up to 600 minutes.
 - Weekly prize drawings for those meeting reading goals.
 - Prizes include Rocky Knolls golf passes, Moccasin Springs soak passes, Black Hills Playhouse passes, and more.
- Reading Minutes:
 - Total minutes logged as of 7/9: 130,458.
 - 2023 total minutes logged: 69,468.
 - Goal: Exceed 55% completion rate of reading 600 minutes.
 - Last day to log minutes: 7/27.
- Upcoming
 - A summer reading survey will be due in September.
 - Totals will be discussed at the August board meeting.

DRAFT