

**Custer County Library Board
Minutes**

March 19, 2025

Custer County Library

The Custer County Library Board of Trustees met at 1:01 p.m. on Wednesday March 19th, 2025, at the Custer Library. Persons in attendance were Library Director Sarah Myers, County liaison Mark Hartman, Cheryl Dillon, Kibbon Rittberger, and Susan Swindal, school liaison Mckenna Allen. Attending via Zoom was Leo Van Sambeek.

AGENDA CHANGES/CORRECTIONS

No changes or corrections to the agenda.

MINUTES

- ❖ **January 15th, 2024 Board Minutes:** *It was noted that Leo was listed twice as attending. Sarah will update the minutes accordingly. Kibbon made a motion to approve the February Board minutes. Susan seconded the motion. The motion carried.*

TREASURER REPORT: *The Board reviewed the February financials for the Library's General checking account. The Board also reviewed the February financials for the County Ledgers. Leo motioned to accept the financials, Kibbon seconded, and the motion carried.*

- ❖ **GENERAL CHECKING:** Balance of \$28,100.71 as of March 13th
- ❖ **COUNTY SPREAD SHEET:** Balance \$279,282.07 as of February 28th 84.73 of budget

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

- ❖ Director Meeting Updates
- ❖ Legislative Updates
- ❖ Programming Updates
- ❖ Strategic Plan Updates

OLD BUSINESS:

- ❖ No previous business to conduct.

NEW BUSINESS:

- ❖ **Collection Development Policy-** *The collection development policy was reviewed to show suggested changes to be in line with the new HB1239 which has passed in the 2025 legislative session. Once changes have been incorporated, a draft will be given to county legal to ensure we are compliant. A final draft will be presented to the board for final approval before being posted on the library website.*
- ❖ **Strategic Plan Updates-** *Sarah provided a form that can be used to evaluate the success of a program. Since each program is individual in goals and metrics, much thought was given to provide the best form to determine what success is. See attached of sample of the form.*
- ❖ **Friends of Library Group-** *Sarah brought up concerns in a gap in the organization that could benefit the library, especially with the need of advocacy. Many libraries have Friends of the library groups. They can assist with volunteerism, advocacy, and outreach. Sarah does not want to complicate the current structure, but proposed that a friend's group could be established as a subcommittee of the foundation possibly. Sarah will meet with the library foundation and see what their thoughts are on the suggestion.*

- ❖ Chapter 4- SD Library Trustee Handbook- *Sarah led a discussion around chapter 4 of the SDSL Trustee Handbook. We discussed the purpose and role of trustees with regards to the budget process. See attached for discussion questions used to lead the discussion.*
- ❖ Hermosa Building Initiative- *Leo presented an updated draft of the floor plan of the Hermosa Building project. He also provided a rough estimate of cost for building with changes to the building being made in mind. Leo will work on getting specs made that can be used to start the actual bid process.*

ANNOUNCEMENTS

- ❖ Seed Library Open House- March 19th 6pm
- ❖ National Library Week – 4/6-4/12
- ❖ Mindfulness Class with Camille Riner in April Tuesdays @10am
- ❖ Black Hills Mini Conference- Save the Date April 28th
- ❖ Updates for Hermosa- None

NEXT MEETING: *April 16th 1:00PM at the Custer County Library*

ADJOURNMENT: *Kibbon made the motion to adjourn with Susan as second. The meeting was adjourned at 2:08 pm.*



Sarah Myers
Secretary/Treasurer

March Director Report

Feb/Mar Director Meetings Updates

- ***Commission Mtg 3/4-*** I presented the annual report for the commission. No questions. Well received.
- ***Summer Reading-*** *We are prepping for our summer reading. Jumpstart training for Sari and I will be doing it virtually.*
- ***Staffing-*** I will be posting for relief positions. Both Hermosa and Custer have a need. We have budgeted hours that if we don't exceed them, it shouldn't matter who fills those hours.

Legislative Updates

- ***HB 1239-*** I gave an email update. I hope you all are up to date. It was delivered to the governor for signature on 3/13. It has not been signed yet as of 3/18.
 - I did testify at the senate judiciary hearing. It has been a learning experience with civics and advocacy.
 - We will just need to make sure we are up to date with our Collection Development Policy is ready to go with these new changes. I mostly see the appeals process as what needs clarified and get the county commission looped in on the process. We will also get the legal counsel also get eyes on our draft. Before final approval.
 - We are being told that 2026 legislative session will have this bill or something like it coming back. We will need to be prepared.
- ***IMLS Funding- Executive Order***
 - *I am waiting to hear more from SDLA/State Library etc. The best I have heard is to reach out to our DC legislators to let them know how much this is a vital service to our state.*

Programming Updates

- *We have had 3 of our technology classes. Well attended.*
- *I have been reaching out to other organizations that might benefit from library services. Willow Creek Daycare is the latest to get them started with 1000 Books Before Kindergarten program and a book "subscription" box.*
- *Family Resource Fair was a great success on 3/8*
 - *5 sign ups 1000BBK*
 - *2 new library cards*
 - *24 renewals of library cards*
 - *8 signups for our newsletter*
 - *Great connections made with other organizations in the area to partner with potentially.*
- *Canning (9) and Natural Cordage making class (20), well received.*

Strategic Plan Updates

- I am working on a rubric to be able to evaluate programs for success. I will use 3 areas: attendance, outreach to new people, delivery/content/feedback. I will have it be a 1-5 rating system with 3 being what we anticipated.

Program Evaluation Form

Program Name: _____

Date: _____

Rate each area on a scale of 1-5 (1 = Below Expectations, 3 = Meets Expectations, 5 = Exceeds Expectations)

1. **Attendance** (Was turnout as expected?)

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

2. **New Participants** (Did the program attract people who haven't attended before?)

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

3. **Content & Delivery** (Was the content engaging? Did participants respond well?)

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Comments:

Program Evaluation Form

Program Name: _____

Date: _____

Rate each area on a scale of 1-5 (1 = Below Expectations, 3 = Meets Expectations, 5 = Exceeds Expectations)

1. **Attendance** (Was turnout as expected?)

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2. **New Participants** (Did the program attract people who haven't attended before?)

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

3. **Content & Delivery** (Was the content engaging? Did participants respond well?)

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Comments:

Discussion Questions for Chapter Four

1. Why is it important for library trustees to understand the financial background of the library?
2. How can board members advocate for fair tax allocations for the library?
3. What role does strategic planning play in the budgeting process?
4. Why should federal funding only be used as supplemental support?
5. How can statistics from public library surveys help shape budget decisions?
6. What are some potential challenges when presenting the budget to the governing body?
7. How can board members effectively support the library director during budget discussions?
8. Why is it important to distinguish between operating expenses and capital expenditures?
9. How do Friends of the Library and Foundation groups contribute to library funding?
10. What policies should be in place for accepting and managing gift funds?