

**Custer County Library Board
Minutes**

May 15, 2024

Custer County Library

The Custer County Library Board of Trustees met at 1:03 p.m. on Wednesday, May 15th at the Hermosa Branch. Persons in attendance were Library Director Sarah Myers, Cheryl Dillon, Kibbon Rittberger, Leo Van Sambeek, Commissioner Liaison, Mark Hartman, Jayne Leusink, Library Branch Manager, Bert Phillip, and Kendra Wright.

AGENDA CHANGES/CORRECTIONS

No changes or corrections were requested.

MINUTES

- ❖ **April 17th Board Minutes:** *Leo made a motion to approve the April Board minutes. Susan seconded the motion. The motion carried.*

TREASURER REPORT: *The Board reviewed the April financials for the Library in the General checking account. April 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 \$19,643.57 as of May 10th
- ❖ COUNTY SPREAD SHEET: Balance \$218,641.27 as of April 30th 29.81% of budget

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

- ❖ Director Meeting Update
- ❖ Programming Update
- ❖ Summer Update

OLD BUSINESS:

- ❖ Marketing Plan- *The library director has set up a date to hold a focus group session for marketing for the Custer County Library set for May 29th, 5-5:30pm. For those interesting in helping but unable to make the date, an online survey will be provided for community members to share their input.*
- ❖ Circulation Policy and Patron Types Rules- *The requested changes to the policy to include an exemption procedure for nonresident fee was included per the board's advice. Sarah presented an exemption form for the board to review and approve. Leo made the motion to approve and adopt the CARD REGISTRATION POLICY and the NON RESIDFENT FEE EXEMPTION REQUEST FORM as presented. Susan seconded the motion, and the motion carried.*
- ❖ Library Closure Procedure- *Sarah presented to the board the EMERGENCY CLOSURE POLICY and the 2024 HOURS OF OPERATIONS NOTICE. Both documents respectively determine when and what actions the library will take to close the library. Leo proposed updated verbiage to "The assistant director will make the decision in place of the director **when** the director is unavailable." Kibbon made the motion to approve and adopt both documents upon updating the proposed updates. Leo seconded the motion and the motion carried.*

NEW BUSINESS:

- ❖ Hermosa Building Initiative Update- *The board discussed different options to explore for funding and marketing for the new Hermosa building. The board decided next steps to take will be to get Request for Information (RFI) from contractors to get an idea of what current proposed size of the library would cost in materials and labor. The Hermosa Building Committee will be a part of this RFI process as well.*
- ❖ Review Strategic Plan for 2022-2026- *Sarah brought before the board the current Strategic plan for review. She wanted it reviewed for several reason: 1) to achieve accreditation, strategic plans must be reviewed annually. 2) The current plan was adopted in 2021 and there has been several staffing changes as well as community changes since that time. It was asked what steps to take next. Does this plan still align with the current library board and its goals? We either need to get on track with the current plan and goals or a new plan needs drafted. Kibbon made the motion to formulate a new strategic plan for the Custer County Library with making steps to do a community survey in the fall. The board noted the need for a survey for the Hermosa project and making an all-encompassing survey would suit both the Hermosa project and a new Strategic Plan. Leo seconded the motion and the motion carried.*

ANNOUNCEMENTS

- ❖ Storytellers May 17th 7pm
- ❖ Focus Group Session May 29th 5pm
- ❖ Library Institute in Aberdeen June 2nd-7th
- ❖ Summer Reading Kick Off Event June 15th 9am
- ❖ Updates for Hermosa- *The last story time for Hermosa will be May 17th before starting up again in September. Bert also has had a lot of success with the first and third Saturday Crafterday program. May 18th will be the last one before starting up again in the fall. The Hermosa library hosted a speaker to teach about Cyber Security for Home Computers. 6 people were in attendance and well received.*

NEXT MEETING: July 17th at 1 p.m. at the Custer County Library.

ADJOURNMENT: *Kibbon made the motion to adjourn with Susan as second. The meeting was adjourned at 2:32pm.*



Sarah Myers
Secretary/Treasurer

May Director Report

Apr/May Director Meetings Updates

- ***Board Impact Workshop 4/19***- Black Hills Community Foundation Capacity Grant
- ***Mini Conference 4/22***- 4 staff, one trustee in attendance for Custer.
- ***City Council/Commission Meetings***- Asking to use City grounds for summer. We got the proposed area of the fairgrounds set aside for the Hermosa Library site.

Programming Updates

The library has been doing a lot of outreach. We read a story to the Growing Roots kids to creating connections with other preschools other than the school or YMCA. Attendance 14.

Sari has been promoting summer at the elementary school and JR/Sr High School. CES Attendance 249. Jr/Hs Attendance TBD. We feel like this is a vital step to getting participating for summer so kids Re made aware of what is going on.

Our sun viewing session had 27 participants. We had access to a solar telescope from the State Library. We had two additional telescopes brought by community members that added different experiences.

Summer Updates

Library staff has been hard at work getting ready for summer. A schedule has been established and the current phase is getting that information distributed. The library is stepping away from READSsquared that has been used in past years, and using log sheets as well a page dedicated on the library website for the summer reading program to track reading and register participants. The website also has the complete schedule for the summer for participants to see what is going on at the library during the summer. The library will have programs for all ages, not just children and teens. We have had a lot of great support from our community organizations to sponsor a lot of aspects of our summer, as well as donated fund from the Library Foundation. We plan on having a sponsor section on our library website page, as well as giving acknowledgements on event flyers with all the partnerships we have established. Many thanks to the hours put in by staff and volunteers for the summer reading program and all its facets.