**Custer County Library Board**

**Minutes**

**October 18, 2023 Custer County Library**

*The Custer County Library Board of Trustees met at 1:00 p.m. on Wednesday, October 18th at the Custer County LIbrary. Persons in attendance were Library Director Sarah Myers, Library Assistant Hermosa Branch Director Bert Phillip, current Trustees Dave Sutton, Cheryl Dillon, and Leo Van Sambeek, Kibbon Rittberger, Makenna Allen, Lynn Jackon, Kendra Wright, Commissioner Craig Hindle, and Jayne Leusink (via Zoom). Dave chaired the meeting and called it to order at 1:00 p.m.*

**AGENDA CHANGES/CORRECTIONS**

* *No changes or amendments to the agenda.*

**MINUTES**

* **September 20th Board Minutes***: Leo made a motion to approve the July Board minutes. Cheryl seconded the motion. The motion carried.*

**TREASURER REPORT**: *The Board reviewed the September finaincails for the Library and County ledger to track spending. The library is in the last quarter of spending. The percentage lef to spend was discussed. Cheryl made a motion to accept the financials. Kibbon seconded and the motion carried.*

* GENERAL CHECKING: Balance of $19,513.79 as of October 16, 2023
* COUNTY SPREAD SHEET:Balance $109,220.30 as of Septemebr 30, 2023

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

* SDLA Conference Update
* Director Certification
* Staff Training and Procedures
* AARP and Tax Season
* Program Updates

**OLD BUSINESS***:*

* Accreditation Status- *The library is due for Accreditation this year. The application is due on December 1st. There are four remaining items to complete to achieve the Exemplary Statndard. Review of the blylaw, discussion of non residents fee, review and adoptopn of a technology plan and marketing plan.*
* Open Position on the Board of Trustees- *We are still looking for an applicatnt for th Board of Trustees. We have a few interested parties, but as of yet, no letters of interest submitted.*

**NEW BUSINESS***:*

* Hermosa Building Initiative-*The Hermosa Informational meeting on Septmber 26th was gone over. It was reported to have 55 attendees including 3 commissioners. Next steps were discussed and strategized. Kibbon made the motion for the board to continue discussion with the Fair Board with the intent to either align the designs of the two projects, or determine both parties would be better suited with separate projects to move forward. This would happen no later than January of 2024. Cheryl seconded the motion. The motion carried. Leo stepped forward to continue his meetings with the Fair Board.*
* Bylaws Review-  *Trustees review the Bylaws for the Custer County Board of Trustees. Kibbon motioned to update the later changes. Cheryl seconded the motion and the motion carried.*
	+ Article III, final paragraph, “Removal of a trustee for **all** of the above causes…” shall be changed to “removal of a trustee for **either** of the above causes…”
	+ Artivle IV, second paragragh, “,,,certify all actions approved by the board, **authorized** calls for any special meetings…” to be changed to “…certify all actions approved by the board, **authorize** calls for any special meetings…”
* Non-Resident Fee Policy-  *The library director presented the current breakdown of income divided by county population to determine the fee to be charged for a non-resident fee. No further discuss was needed at this time.*
* Technology Plan-  *To be tabled until the next meeting in November.*
* Marketing Plan-  *To be tabled until the next meeting in November.*

**NEXT MEETING:** *Novemebr 15th at 1 p.m at the Custer Library. There will be a potluck at noon if any board members are wanting to attend. This will be the library’s “Friends”giving with staff, volunteers, Foundation members and Library Board members.*

**ADJOURNMENT:** *Leo made the motion to adjorn and Kibbon seconded the motion. The motion carried. The meeting was adjourned at 2:08 p.m.*



Sarah Myers

 Interim Secretary/Treasurer

**October Director Report**

***SDLA Conference Update***

 **See attached notes from Director’s notes from conference. Summarize Sari’s notes as well.**

***Director Certification***

 **Library Director was awarded Certification for 2023 as a Grade 2 Library Director. This certification is good for 3 years. A Grade 1 will be awarded upon completing a MLIS.**

***Staff Training and Procedures***

 **Cash Drawer Procedure. See written up assessment.**

***AARP and Tax Season***

 **The Custer County Library will be hosting tax preparation again through AARP starting Feb 2024. They will be in our programming room every Monday until tax day. This is by appointment.**

**We were also able to order 1040 and 1040SR forms with instructional booklets to have available for the community to pick up. Any specific tax forms needed, we do print these off upon request.**

***Program Updates***

**Eclipse Viewing Party 112 participants at the library. Over 250 glasses distributed.**

**Teen Haunting Oct 26th 4:30-5:30pm**

**Escape Room**

**Merchant Trick or Treat**

**Passive Thank a Vet card station to deliver to the Veterans Office.**

**Nov 18th Family/ Children’s Program. Art/Craft or cooking. Starting to utilize Saturday programming.**

**Non Resident Fee Discussion**

Currently we charge $35.00.

Taking Statistics from our 2022 Annual Report submitted to the State Library, our total income received from the County was $272,252. This total is then divided by the total population served in Custer County. The number used us 8,360 which is Census population estimates for our legal service area.

The divided number to charge for nonresidents of Custer County is $32.57.

Our guidance is as follows to meet the standard for accreditation:

*The library seeks equitable reimbursement for service to persons who do not reside in the political subdivisions providing financial support for the library. These fees are at least equal to the per capita rate of income from the political subdivision(s) which provide the library’s principal tax support. INCLUDE CITY OR COUNTY BOARD MINUTES WHERE TOPIC WAS DISCUSSED*