**Custer County Library Board**

**Minutes**

**September 15, 2021 Custer County Library**

*The Custer County Library Board of Trustees met at 1:00 p.m. on Wednesday, September 15th at the Custer Library. Persons in attendance were Library Director Doris Ann Mertz and Trustees David Sutton, Renée Starr, Pat Hoffman, Marcy Swanda and Seyward Rittberger. Marcy chaired the meeting and called it to order at 1:02 p.m.*

**AGENDA CHANGES/CORRECTIONS**

**MINUTES**

* **August 18th Board Minutes***: Seyward made a motion to approve the July 21st minutes. Pat seconded the motion. The motion carried.*

**TREASURER REPORT**:

* **GENERAL CHECKING: $16,716.50 as of 08/31/21**
* **COUNTY SPREADSHEET: Balance $96,599.25 with 63% expended**

**LIBRARIAN REPORT:** *Trustees received a copy of the Librarian Report covering the topics below. The report is attached to and is part of this month’s minutes.*

* Foundation
* Early Learning Community
* Dutch Oven Cooking 101
* Summer Reading

**UNFINISHED BUSINESS***:*

* **American Rescue Plan Act –** *All purchases have been made and* r*eceipts have been submitted for reimbursement from the State Library. The board received a copy of the Itemized Invoice.*
* **2022 Budget –** *The Provisional budget was adopted on Sep. 7th*. *The Final Budget must be adopted before Oct. 1. The Auditor resigned, effective September 20th.*
* **Library Strategic Plan** – *The Board looked at the results of the 85 responses to the Online Survey that has been open for several months as well as other individual feedback.. Some of the highlights of the survey results:*
* *When asked what they personally value about the library, these answers received more than 10 comments:*
	1. *Library matierals,*
	2. *The customer service of the staff,*
	3. *The importance of the library to the community*
* *When asked how could the library or its services be improved, these answers received more than 10 comments*
	1. *More library materials*
	2. *More open hours*
* *When asked how the library benefits you or the community, these answers receive more than 10 comments:*
	1. *Library materials*
	2. *Community space and sense of community*
	3. *Programs and services*
	4. *Computers, internet, and printers*
	5. *Education & literacy*

*Some of the topics the board considered addressing in the Strategic Plan included:*

* *expanding open hours at both libraries and a more consistent opening time at Custer*
* *pursuing options to offer downloadable or streamable videos*
* *Partnering more with both elementary schools, especially leading up to Summer Reading*
* *Providing better training in ReadSquared (Summer Reading app) to all library staff*
* *Providing better directional signage in the lobby of the Custer branch*
* *Developing a stronger relationship with homeschool parents*
* *Ascertaining the needs of community veterans that could be met by the library*

*Doris Ann will start drafting goals and objectives in the strategic plan to address the priority needs of library services for the county.*

* **SDLA Conference –** *After discussing options and availability of trustees during the SDLA Virtual Library Conference on September 29th and 30th, the board decided to pursue an Institutional Registration allowing staff and trustees to attend their choice of live or recorded versions of the trainings. The recordings will be available until November 1st and will count as continuing education hours for both staff and trustees.*

**NEW BUSINESS***:*

* **SD One Book Discussion –** *The library will host a community discussion of the 2021 One Book Selection*, The Children’s Blizzard *by Melanie Benjamin on September 26th at 3 p.m. The discussion will be led by SD Humanities Scholar Molly Barari. Copies of the book and the Humanties Scholar are provided by a grant from the SD Humanities Council (application fee of $50).*
* **Trustee Openings for 2022** – *The Board will have two openings for 2022 because Seyward and Pat have fulfilled two three-year terms each and have been excellent trustees. Robin Bagley expressed interest in a trustee position last year. Doris Ann will see if she is still interested. If she is, the board will not advertise the openings in the newspaper because they would like Seyward’s position to be filled by someone from the East side of the county.*

**ANNOUNCEMENTS:**

* **Story-time** – Fridays at 10 a.m beginning September 17th
* **CCLF Open House** – September 22nd from 3-6 p.m.
* **Fall Festival Early Learning Scavenger Hunt & Dutch Oven Promo** – afternoon of Sep. 25th
* **The Children’s Blizzard Book Discussion with Molly Barrari** – September 26th at 3 p.m.
* **SDLA Virtual Conference** – September 29th and 30th
* Closed for Native American Day – October 11th

**NEXT MEETING:** *Postponed from October 20th to* ***October 27th*** *to accommodate trustee schedules.*

**ADJOURNMENT:** *The meeting was adjourned at 2:05 p.m.*

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Doris Ann Mertz

Secretary/Treasurer

**Librarian Report – September, 2021**

**Foundation:** *The Foundation will have a work session on September 16th at 1 p.m. to make plans for the Open House and make progress on their fundraising newsletter. They are planning an Open House at the library on September 22nd from 3 – 6 p.m. They will offer refreshments, tours of the addition, and the opportunity to sign-up for library cards. They paid for an ad to run in the Chronicle for two weeks, and a short article should be in the paper this week. They also plan to invite the Commissioners to come over for refreshments and a photo op after their meeting on that same morning. Their next business meeting will be on October 21st at 1 p.m.*

**Early Learning Community**: *An Early Learning Community meeting will be held on September 16th at 6 p.m. at the Elementary School. The group will offer their Scavenger Hunt at the Fall Festival on September 25th.*

**Dutch Oven Cooking 101:** *The Library will offer a Dutch Oven Cooking 101 class Wednesday, October 13th at 11:00 a.m. at Harbach Park. To promote the class, we will offer a Dutch Oven demo and apple dumpling samples on the afternoon of the Fall Festival.*

**Summer Reading Program:**

**Summer Reading Program 2021**

**Custer/Hermosa Total: 758 hours read by 71 kids 177 books read by 16 teens**

**CUSTER/Hermosa Enrolled Participated Read**

Partnered Reading 33 24 245 hrs.

Independent Reading 54 31 513 hrs.

Teen 23 16 177 bks

**Total 110 71 758 hrs and 177 bks. read**

**Special Programs**

* 9 Independent and Partnered Programs were led by the library.
* 9 Independent and Partnered Programs were led by Custer State Park.
* 9 Teen Programs were offered.
* 18 Independent and Partnered Programs with 676 participants
* 9 Teen Programs with 71 participants
* **Overall 27 programs with 747 participants**
* *Reading stats are similar to 2020 (758 hrs. and 191 books) but are far below 2019 (2,296 hrs. & 236 books).*
* *Program offerings and participation is far higher than in 2019 (18 programs and 549 participants).*

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| **Summer Reading 2021 Expenses** |
| **Date** | **Note** | **Source** | **Debit** | **Balance** |
| 01/05/21 | CSLP (Demco) Summer Reading Materials | Demco | $287.26  | $287.26  |
| 04/27/21 | Teen Program Supplies | Brambleberry | $30.15  | $317.41  |
| 04/28/21 | SR Program Supplies | Amazon | $21.43  | $338.84  |
| 04/29/21 | SR Snacks | Sam's Club | $101.06  | $439.90  |
| 05/01/21 | Teen Program Supplies | Amazon | $12.95  | $452.85  |
| 05/01/21 | SR Program Supplies | Amazon | $68.63  | $521.48  |
| 05/26/21 | SR Snacks | Sam's Club | $20.94  | $542.42  |
| 06/15/21 | SR Program Supplies | Amazon | $36.99  | $579.41  |
| 06/19/21 | SR Program Supplies | Amazon | $33.02  | $612.43  |
| 06/23/21 | SR Prize | Amazon | $23.99  | $636.42  |
| 06/25/21 | Teen Prize | Amazon | $14.99  | $651.41  |
| 06/24/21 | Teen Prizes | Amazon | $178.78  | $830.19  |
| 06/25/21 | SR Prizes | Dollar Tree | $39.41  | $869.60  |
| 07/07/21 | Teen Program Supplies | Amazon | $4.19  | $873.79  |
| 07/07/21 | Teen Program Supplies | Amazon | $9.98  | $883.77  |
| 07/07/21 | Teen Program Supplies | Michaels | $13.41  | $897.18  |
| **Above charged to 3324 and paid out of $900 Mini-Grant** |
| 05/06/21 | SR Prizes | Dollar Tree | $103.31  | $103.31  |
| 07/13/21 | SR & Teen Prizes | Amazon | $315.33  | $418.64  |
| 07/16/21 | SR Program Supplies | Amazon | $53.96  | $472.60  |
| 07/16/21 | SR & Teen Prizes - 7 BAM Gift Cards for $15 | BAM | $105.00  | $577.60  |
| 07/21/21 | SR Prizes | OTC | $115.58  | $693.18  |
| 07/25/21 | SR Party | Sam's Club | $206.72  | $899.90  |
| 07/28/21 | Black Hills Raptors Check 3114 | BL Raptors | $80.00  | $979.90  |
| 08/19/21 | SR Teen Party | Horatio's | $39.67  | $1,019.57  |
| **Above charged to 7124 or paid by check and funded with Lila Van Wie funds** |
| **TOTAL** |   |   |   | **$1,916.75**  |

*Spent $2,033 in 2020 and $1,803 in 2019*