**Custer County Library Board**

**Minutes**

**September 20, 2023 Custer County Library**

*The Custer County Library Board of Trustees met at 12:59 p.m. on Wednesday, September 20th at the Custer County LIbrary. Persons in attendance were Interim Library Director Sarah Myers, Library Assistant Hermosa Branch Director Bert Phillip, current Trustees Dave Sutton, Cheryl Dillon, Katie Wiederholt, and Leo Van Sambeek, Kibbon Rittberger, 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**

* **July 19th Board Minutes***: Cheryl made a motion to approve the July Board minutes. Katie seconded the motion. The motion carried.*

**TREASURER REPORT**: *The Board reviewed the July and August finaincails for the Library and County ledger to track spending. The library is half way through spending and areas needed budget line spent in 2023 were discussed. Computer updates for Custer and Hermosa were discussed.*

* GENERAL CHECKING: Balance of $19,218.48 as of September 13, 2023
* COUNTY SPREAD SHEET:Balance $151,960.66 as of July 31, 2023

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

* Summer Reading Updates- *Numbers were generally down from previous years. The program was revamped and simplified. Overall participants reading and finishing the program was over 50%.*
* Staffing Updates- *We have hired 2 new employees at the Custer branch. John Andersen and Jamie DeNoma. Bert was approved for 32 hours iwht benefits sarting in 2024. Hermosa relief was streamlined on paper to reflect the 180 hours allotted.*
* Technology Updates-  *A patron computer was updated. Software and contracted needed were discussed. Bert will provide laptop information to get Hermosa patrom laptops updated in 2024.*
* Upcoming Items to be Aware of- *Strategic, Marketing and Technology plans were discussed for Accreditation. Research is needed to verify where we are at from work from the previous director. We will work accordingly to complete these plans for December 2023 Accreditation. Items that need addressed throughout the month were also discussed. Emails can be sent throughout the month for items that shouldn’t be delayed until the next board meeting.*

**NEW BUSINESS***:*

* Update on County Fair Outreach and Upcoming Hermosa Meeting September 26th- *Lots of interest was reported from the Custer County Fair booth for the Hermosa Building Initiative. Some comments of needing more space. We are planning for the Beef Barn meeting in Hermosa on the 26th. Leo will be presenting. Hermosa Connects will provide drinks. Hermosa Library will provide cookies. We would like to meet after this meeting to sete up a time to meet with our commission liaison to strategize for commissioner buy-in for the project. A motion was made to set up a meeting with the commission after the Hermosa meeting. All ayes.*
* Accreditation Status- *Status was discussed. Main concerns are the Strategic Plan, Technology Plan and Marketing Plan. These items need to be reviewed by the board and be current. A timeline was discussed to address these items. Research is also needed to be done to verify where the status is for those plans from the prior library director.*
* Spending Request- SDLA Conference and Book Mending Equipment-  *Monies were requested from the Custer County Library Foundation to cover expenses for programming needs. Library program spending has changes due to various reasons, and a redirection of funds is being requested to the Foundation. Continuing Education for staff, Christiansen. Also a request for a mending maching that wil benenift the longevity of books. Library director will be meeting with the Foundation on the 21st to request the funds such use. Board approval was granted for the spending that will be over the $500 llibrary director limit. Cheryl mnade the motion and Leo seconded. The motion carried.*
* Credit Card Request for Assitant Director $500- *A request to get Asst director a credit card for the general checking account. Leo made the motion with Cheryl seconding. The motion carried.*
* Open Position on the Board of Trustees- *We are still looking for recommendations for the open postions for the board of trustees. It was proposed to bring up this opening at the Rotary meeting the library director will be attending on September 25th.*

**NEXT MEETING:** *October 18th at 1 p.m at the Custer Library.*

**ADJOURNMENT:** *Cheryl made the motion to adjorn and Kibbon seconded the motion. The motion carried. The meeting was adjourned at 2:00 p.m.*



Sarah Myers

Interim Secretary/Treasurer

**September Director Report**

**Summer Reading Program Updates**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Registered** | **Minutes Read** | **Books Read** | **In-Person Attendance** | **Passive Programs** | **Completed 600 Minutes+** |
| **2023** | **119** | **69,468** | **30** | **587** | **58** | **55.4%** |
| **2022** | **213** | **76,174** | **256** | **799** | **85** | **16.9%** |
| **2021** | **172** | **74,397** | **172** | **747** | **None Offered** | **4.65%** |

Overall lower numbers. Factors to consider: We had a 6 week program rather than7-9 weeks. Teens logged by the book rather than by minutes previous years. Adults read by the book not by minutes.

We restructured 2023’s program DRASTICALLY. We set a 6 week program with 600 minutes as the summer reading goal.

**Staffing Updates**

Updates since the last we met, Bert in Hermosa has been approved for 32 hours a week, fully benefited starting in 2024. Eileen Wahlstrom is set to have 180 hours a year in 2024. We are cleaning up the books to reflect who is actually working the hours.

We are fully staffed at the Custer Branch. We have hired John Andersen and Jamie DeNoma. We are excited for them to join our team and have been very pleased with their progress thus far.

**Technology Updates**

We have replaced computer #3 in Custer. The Sonic Wall contract will be up next year. I was able to get that included on the 2024 budget. Deep Freeze update. The contract had lapsed in Nov 2020. We will be paying for updates to get the software up to date and installed on the new computer.

For Hermosa, I need pictures of the current model number information to get a quote from Goldenwest. I plan to address laptops there in 2024.

**Upcoming Items to be Aware of**

* Strategic Plan, Marketing Plan, and Technology Plan.
* Accreditation due in December
* Getting a schedule to review policies
* Se-up communication strategy for request to the library director needing attention from the library board