**Custer County Library Board**

**Annual Meeting Minutes**

**January 9, 2019 Custer County Library**

*The Custer County Library Board of Trustees met at 1:00 p.m. on Wednesday, January 9th in the Library Conference Room. Members in attendance included Renee’ Starr, Jim Laverick, and Seyward Rittberger. Seyward chaired the meeting until the election of officers, then newly elected President Jim Laverick chaired the meeting. Doris Ann Mertz recorded minutes.*

**AGENDA CHANGES/CORRECTIONS -** *None*

**MINUTES**

* **December 12th Board Minutes***: Jim moved to accept the minutes as presented. Renee’ seconded the motion. The motion carried.*

**TREASURER REPORT**: *In addition to the usual items, Doris Ann reviewed a summary of the income and expenses for 2018. Renee’ moved to acknowledge the treasurer’s Report. Jim seconded the motion. The motion carried.*

* **GENERAL CHECKING : $10,087.91 -- Balance as of 12/31/18**
1. **Summary: $22.56 -- Interest $14,819.44 -- Deposits $29,518.42 -- Debits**
* **COUNTY SPREADSHEET: 2019 Library Budget: $262,786**

**2018 Budget:**

* 2018 Balance was -$4,375.60 due to $9,824 unbudgeted charge to Insurance.
* Budget was supplemented approximately $10,000 at the December 27th meeting.
* Spent 90% of non-Personnel Services Budget

**ELECTION OF OFFICERS/APPOINTMENT OF LIAISON & Building Committee Rep.**

*Jim nominated a slate consisting of himself for president and Renee’ for vice-president. Renee’ seconded the motion. The motion carried. Seyward was appointed as Foundation Council Liaison. Jim was appointed as the board representative to the Building Committee.*

**LIBRARIAN REPORT:** *Trustees received a hard-copy of the Librarian Report for January discussing the topics below and including the Library statistics for December and the 2018 calendar year. The Report is attached to and is part of this month’s Minutes.*

* **Foundation –** *Annual mtg. is January 29th at 9:30 a.m.*
* **Year-End Statistics**

**UNFINISHED BUSINESS:**

* **Facilities Improvement**

*Trustees received a copy of the Project Management Proposal prepared by Craig Walz and approved by the Custer County Commission on December 27th, 2019. Craig will charge the county $35/hour for time spent on the project. A building committee consisting of 1) the project manager, 2) a county commissioner, 3) a library board trustee, 4) the library director, and 5) the general contractor will be formed. Bids will be put out separately for various stages of the project, such as excavation, concrete, general construction, etc…*

**NEW BUSINESS:**

* **Board Meetings Schedule for 2019**

*Doris Ann presented a list of the proposed library board meeting schedule for 2019, with meetings on the second Wednesday of each month besides June. Renee’ moved to set the meeting schedule as presented. Seyward seconded the motion. The motion carried.*

* **Approval of Library Closure Days for 2019**

*Doris Ann presented a list of the proposed library closure days, including the county holidays plus the Christmas Eve and the Saturdays of Easter, Gold Discovery Days, and Thanksgiving. Library staff will use vacation time for any non-county closures. Renee’ moved to approve the library closure days presented. Seyward seconded the motion. The motion carried.*

* **Library Legislative Day– February 12th in Pierre at Capitol**

**ANNOUNCEMENTS:**

* Smartphone Class for Seniors– January 31st at 2:00 p.m.
* Book Chat – January 31st at 4:30 p.m.
* AARP Tax Preparation on Mondays starting February 1st
* Legislative Day – February 12th, 2019

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

**NEXT MEETING:** *February 13th at 1:00 p.m.*

**

Doris Ann Mertz

Secretary/Treasurer

**Librarian Report – January, 2018**

**Year-End Statistics Summary:**  Your packet contains statistics for 2018. Some items to note:

***Custer***

* Attendance at the Custer Library has held steady when compared to 2017 and the 3-year average. The Custer branch averaged 111 visits per day in 2018.
* Postage income and expenses continue to decline due to the opportunity to borrow through the consortium, courier books to/from Rapid City, and avoid mailing books.
* Bucking the trend in recent years, computer use is up -- primarily due to one library user who used a computer almost all day, every day. This number is expected to decline next year.
* Wi-Fi use is up significantly. We had been estimating usage up until mid-October based on the past few years. Our estimate was under actual usage. Wi-Fi use is expected to increase next year, when we will have a full-year of accurate data.
* Program attendance is up significantly (34%) compared to the 3-year average and moderately (16%) compared to 2017. This number captures formal programs, but does not capture participation in programs like 1,000 Books Before Kindergarten.

***Hermosa***

* Attendance was down, primarily due to a drop in juvenile attendance.
* New membership applications at the library were down, however, we provided 1-year memberships to all students at the Hermosa School. Those memberships are set to expire in May of 2019.
* Hermosa had another great year for book sales, making $1,634. The annual book sale held at the fair netted over $1,400.
* Program attendance was up significantly because we now have a room in which to host programs. The Hermosa Library had 42 total programs with 297 attendees. Many of these programs were book club meetings and story-times. Some were special Saturday sessions about preserving historical documents and fiber arts. We hope and expect that opportunities for programming will increase in 2019.
* Wi-Fi and Computer use numbers are not accurate. Bert just reported numbers she had jotted down. She was counting on Libki to keep track of computer sessions, but she couldn’t get logged in to get the report. We have reached out to Bywater, but had not received their response at the time of this report.

***Overdrive Circulation***: Overdrive checkouts, which include checkouts by patrons of both libraries, are up over 28% compared to 2017. This increase is likely due to the switch to the Black Hills Digital Consortium that occurred in early 2018. There are more and different ebooks and audio-books to choose from. Also, despite having OverDrive since 2011, some patrons seem to be just now discovering the opportunity.

***Custer Circulation***: We will focus our comparison on the column showing 2018 vs. 2017 because in 2015, we had different circulation rules. We had a huge increase in collections targeted at small children, with the largest increase (136%) in the Small Book Collection (board books for toddlers and babies). Much of this increase can be attributed to the 1,000 Books Before Kindergarten program. In total, the children/juvenile/young adult collections experienced a 26.53% increase. Increases in YA and Juvenile check-outs were negligible. Thea hopes to increase the use of these collections in the coming year. Check-out of adult books was down 1.39% compared to last year, which is about 186 check-outs. However OverDrive is primarily used by adults and experienced an increase of about 1,750 check-outs. So, many of our patrons are taking more advantage of OverDrive than they have in the past. Checkout of reference materials and music CDs continues to decline. Audiobook check-out has only declined 2.38% compared to last year. I would expect this category to experience significant declines in the coming years because 1) many new cars do not have CD players and 2) more patrons are discovering the convenience of downloadable audio-books through OverDrive.

When comparing the percent of collection and percent of circulation statistics, the Westerns, Juvenile and Adult Non-Fiction, SD Collection, Large Print, and Music CDs are poor performers, while the videos and mysteries are good performers. In the future, the space dedicated to Music CDs may need to be converted to DVD space. Interlibrary Loans to Custer patrons through the Consortium have increased from 431 in 2017 to 773 in 2018; loans from Custer have decreased from 651 to 555. I am glad to see this shift because during the first couple of years of being in the Consortium, I felt we were loaning disproportionately to what we were borrowing for the size of our library. As our patrons are more aware of the opportunity to search the catalogs of other libraries in the Black Hills, our borrowing has increased.

***Hermosa Circulation:*** The Hermosa branch has experienced a significant decrease in circulation compared to 2017 (15.87%). Most collections have experienced decreases. Collections in which circulation has increased include Mysteries, Westerns, Science Fiction, Easy Readers, and Young Adult. Our OverDrive numbers reflect the check-outs of Hermosa patrons as well as Custer patrons. It’s logical to conclude that many Hermosa patrons are now also using OverDrive more than they have in the past. Also, the Hermosa Library did not purchase a lot of new materials until near the end of the year. Bert was busy cataloging donated materials prior to this time. I think that the lack of newly purchased materials throughout the year is reflected in the decreased circulation. In 2019, the Hermosa Library will have a goal of spending 25% of its materials budget each quarter. Hopefully, the influx of new materials throughout the year will improve circulation. The checkout of MP3 players, adapters, and the downloadable audiobooks are in significant decline. The MP3 players and adapters are in less demand because most people now have smart phones. More than likely, patrons are checking out audiobooks to their smart phones and devices through OverDrive. This trend is expected to continue.