**Custer County Library Board**

**Minutes**

**September 16, 2020 Library & Zoom Meeting**

*The Custer County Library Board of Trustees met at 1:00 p.m. on Wednesday, May 20th at the Custer County Library and via Zoom Meeting. Persons in attendance were Trustees Marcy, Swanda, Renee’ Starr, Pat Hoffman (Zoom), Jim Laverick (Zoom), Seyward Rittberger (Zoom), and Library Director Doris Ann Mertz. Marcy chaired the meeting and called it to order after the new addition walk-through.*

**NEW ADDITION WALK-THROUGH --** *Prior to the Board Meeting, the trustees, Doris Ann, Commissioner Craig Hindle, District 30 Representative Julie Frye Mueller, and Thea Teasley toured the almost completed library addition.*

**MINUTES**

* **August 19th Board Minutes***: Seyward moved to accept the minutes as presented. Pat seconded the motion. Renee’ – Aye, Seyward – Aye, Jim – Aye, Pat – Aye, Marcy -- Aye.*

**TREASURER REPORT**:

* **GENERAL CHECKING :** *$19,657.85 as of September 16, 2020*
* **COUNTY SPREAD SHEET:** *July Balance of $102,564.10 with 61.54% expended.*

**LIBRARIAN REPORT:** *Trustees received a hard-copy of the Librarian Report for January discussing the first three topics below and including the Library statistics for 2020. The Report is attached to and is part of this month’s Minutes.*

* **Foundation**
* **SD Humanities CARES Grant Application**
* **John T. Vucerevich Foundation**
* **Programs at CHS**
* **Newsletter – First Edition**
* **Summer Reading Program**

**UNFINISHED BUSINESS***:*

* **Facilities Improvement** *– Trustees toured the addition prior to the meeting. On the interior, work is yet to be completed around the doors. The sidewalks also need to be poured. This work was planned to be completed this week, but the contractors are quarantined at the moment due to a possible COVID exposure. The same contractors, Rosebud Construction, were awarded the parking lot replacement and grading project on the north side of the building. The parking lot will be approximately 5,100 square feet, laid with 4” of concrete at a cost of $45,180. The board reviewed a spreadsheet showing the invoices received from Rosebud, an estimate of the last invoice from Rosebud, and the invoices thus far for furnishings. The Rosebud invoices already paid total $166,815. After the final payment, Rosebud invoices should be $191,633.35. Furnishings purchased thus far include the Dream Box and Dream Cart, office furniture for the director’s office, tables and chairs for the meeting/study rooms, metal shelves, and the excise tax for the cable run. These expenses total $16,428.83. Foundation expenses at this time amount to $58,062.18. Purchases yet to be made include a refrigerator, clocks and trash cans for all rooms, coat racks, and likely some shelving units for the book sale area and the old work area (if shelves in storage are not suitable or adequate.)*
* **COVID-19 Discussion** *– The Board plans to continue with the current protocols and wishes to continue with virtual programming at this time. If an outbreak occurs, the Board could switch services back to curbside only. Jim made a motion that such discussion and action could be taken via e-mail. Pat seconded the motion. The motion carried.*
* **2021 Budget Process Update** *– The final budget will be considered and adopted at the September 23rd meeting of the County Commission. The Library Board will officially adopt the library’s 2020 budget at the October meeting.*
* **CARES Technology Grant** *– The Library has received a check from the State Library, written to the Custer County Treasurer, to pay for the purchase of two PCs and two monitors as described in its grant request. The library needs to become Children’s Internet Protection Act (CIPA) compliant by adopting an Internet Safety Policy and implementing filtering prior to the County cashing the check.*

**NEW BUSINESS***:*

* **Public Hearing to Discuss Internet Safety Policy & Internet Filtering –** *Doris Ann presented the proposed “Computer Use and Internet Safety Policy” and a revised “Computer & Internet Use Rules” with specific wording which, along with the adoption of filtering, would make the library CIPA compliant. Doris Ann has been coordinating with Golden West IT Charles Wuestewald to use SafeDNS to filter harmful sites at a cost of $80 per year, $130/2 years, or $190/3 years. Sites proposed to be filtered include: security threats, pornography and sexuality, child sexual abuse, drug abuse, hate & discrimination, tasteless, and proxies. Renee’ made a motion to adopt the internet safety policy and filtering as proposed. Seyward seconded the motion. The motion carried.*
* **Adoption of 2020 Policy Revision –** *Doris Ann presented the proposed 2020 Policy Revision, which included minor changes discussed at the August meeting, the newly revised “Computer Use and Internet Safety Policy, and the revamped “Meeting/Study Room Policy” discussed at the July and August meetings. Seyward moved to adopt the entire 2020 Policy Revision as presented. Pat seconded the motion. The motion carried.*
* **Library Accreditation Renewal –** *Doris Ann is completing the application for Accreditation Renewal at the Exemplary level for 2021 to 2023. The application is going well with only a couple of standards outstanding: 1) the evaluation of a children’s program and an adult program for 2020 and 2) the standard requiring that trustees must attend at least one library education event annually. The Trustees currently have 46.75 hours of training for the past three years, so they meet the 45 hours of training required at the exemplary level. However, we have no training accomplished since Renee’ attended SDLA conference in September of 2019. Also, we will lose 17 hours of the 46+ by the time the end of the year rolls around. SDLA Conference will be held on September 30th and October 1st, offering a chance to achieve some virtual training hours. The registration cost is $65. Doris Ann will check to see if multiple trustees can attend trainings if the library pays for one trustee registration. Several trustees volunteered to look at their schedules and attend what seemed interesting and worked with their schedules. Doris Ann will take care of the registration.*

**ANNOUNCEMENTS:**

* Book Pumpkin Take-n-Make – September 23rd
* SDLA Conference – September 30th and October 1st
* CLOSED for Native American Day on October 12th
* Doris Ann’s vacation October 12th – 23rd

**NEXT MEETING:** *The October meeting will be held on October 28th, rather than October 21st.*

**ADJOURNMENT:** *The meeting was adjourned at 2:30 p.m.*

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Doris Ann Mertz

Secretary/Treasurer

**Librarian Report – September, 2020**

**Foundation:** The Foundation met on September 10th at 1 p.m. Their next meeting is tentatively scheduled for November 12th at 1 p.m. They will repay Custer County for the amount of addition-related expenses that exceed $150,000 once all bills are received. They are discussing plans for an Open House in early December. The Open House would be spread over a day or two. People would drop by for coffee and treats and get personal tours of the addition.

**SD Humanities CARES Grant**: We were awarded a $10,000 grant from the South Dakota Humanities Council to cover COVID-related expenses, such as the two new plexi-glass units and costs associated with Mary’s early retirement. The Final Report for this CARES grant is due November 11th.

**John T. Vucurevich Foundation:** I applied for a $10,000 grant from the JTV Foundation on behalf of the Black Hills Library Consortium to purchase additional ebook and audiobook titles for our OverDrive collection. The grant committee will review the application this month.

**Programs at CHS:** We are partnering with CHS teacher Nora Smolnisky to provide programs to her classes on the morning of September 22nd and the afternoon of September 23rd. The Senior Projects classes will receive instruction on how to make “Effective Flyers” for their Senior Projects and how to use “Adobe Reader’s Fill & Sign Tool” to complete scholarship applications. Junior and Senior English classes will receive some ACT Prep for the English portion of the test.

**Newsletter – First Edition:** We distributed the first edition of our newsletter, “From the Stacks,” this month. We hope to build on this first edition by adding book reviews, program promotions, features on individual databases, etc… in the future.

**Summer Reading Program:**

**Summer Reading Program 2020 (COVID Style)**

**Custer/Hermosa Total: 758 hours read by 100 kids 191 books read by 18 teens**

**CUSTER/Hermosa Enrolled Participated Read**

Partnered Reading 50 49 325 hrs.

Independent Reading 50 50 433 hrs.

Teen 18 17 191 bks

Total 118 116 758 hrs and 191 read

**Special Program Participants**

Dragon Eggs (Partnered and Independent) 60 kits

Origami kits (Teen) 14 Kits

Jack and the Beanstalk craft (Partnered & Independent) 45 kits

Shrinky-Dinks (Teen) 15 kits

Coloring Contest (Partnered & Independent) 23 kits

Journals/Short Story Contest (Teen) 12 kits

S’mores (Partnered, Independent & Teen) 51k + 10t = 61 kits

Marshmallow Castles (Partnered &Independent) 35 kits

Duct Tape Wallets (Teen) 6 kits

Stress Balls (Partnered, Independent, & Teen) 40K + 5T = 45 kits

Mermaid/Superhero/Unicorns (Partnered &Independent) 37 kits

Giant Bubbles (Partnered, Independent, and Teen) 30K + 2T = 32 kits

**Total: 15 Programs 385 kits**

**Teen Raffle Winners**

• $50 Amazon Gift Card – Olivia Wilkins

• $15 BAM Gift Card – Megan Snyder, Ashlyn Snyder, JB Wollman and Kai Rusch

• $25 Burger and Bun Gift Card – Ellianna Wollman

• $10 Candy Company Gift Card - Natasha Winter

• $25 Subway Gift Card – Elspeth Rittberger

• Harry Potter and the Cursed Child Book – Emma Arp

• Amazon Fire Tablet – Kiera Nelson

• Harry Potter T-Shirt - Gillian Rittberger and Denali Rusch

• Book Dragon T-Shirt – Blaise Arp

• Bowl with Chopsticks - Anna Winter

• Create Your Own Terrarium – Katelyn Nelson

• $15 Custer Wolf Gift Card - Courtney Kirkland

**Independent Reader Winners:**

• $10 Custer County Candy Company – Brennan Gangel

• $50 Amazon Gift Card – Kaylee Nelson

• Story Thieves Book – Daniel Ferraro

• A Wrinkle in Time Book – Lexi Wilkins

• Nevermoor Book – Ezra Wollman

• Amazon Fire Tablet – Kaedin Rusch

• $5 Horatio’s Gift Card – Hazel Dunehoo and Lizzie Neiffer

• My Secret Diary – Elsie Eckert

• $10 Visa Gift Card – Josie Winter and Fiona Weber

• Reptile Garden’s Season Pass – Jesse Thompson

• $15 BAM Gift Card – Arya Heller and Blake Winter

**Partnered Reader Winners:**

• Free Hour at Top Pin Archery - Davey Halverson

• $5 Horatio’s Gift Card – Ezra Myers, Caleb Eckert and Amelia Wiederholt

• Reptile Garden’s Season Pass – Caleb Ferraro and Maggie Bachelor

• $10 Custer County Candy Company – Lydia Eckert

• $50 Amazon Gift Card - Ian Dunehoo

• $10 Visa Gift Card – Deklan Barnhouse, Lauren Bachelor and Nash Myers

• Unicorn Play Tent - Audrey Wiederholt and Molly Bradeen

• Castle Play Tent – Deklyn Netzley

• $15 BAM Gift Card – Owen Bradeen and Saige Bruce

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| **Summer Reading Spending** | | | |
| **United Way of the Black Hills (BH Reads) COVID Slide Grant -- $2,000** | | | |
| **Date** | **Source** | **Items** | **Cost** |
| 12/13/2019 | CSLP | Summer Reading Prizes, Promotions, T-shirts | $321.95 |
| 4/9/2020 | Amazon | *Dragons Eat Noodles on Tuesdays* book | $8.89 |
| 5/12/2020 | Amazon | Air Drying Clay, pipe-cleaners, Shrinky-dink paper, Wooden Spoons, foam eggs, Jewels | $119.79 |
| 5/14/2020 | Amazon | Water Beads, Baloons | $23.98 |
| 5/14/2020 | Sam's Club | Bags for Take-n-Make | $13.34 |
| 5/14/2020 | JoAnns | Take-n-Make Supplies (Bird Houses) | $43.74 |
| 5/30/2020 | Amazon | Book - *You Don’t Want a Unicorn* | $11.49 |
| 6/1/2020 | Amazon | *The Last Dragon* Book | $8.47 |
| 6/2/2020 | Amazon | More jewels and foam eggs | $27.91 |
| 6/9/2020 | Family $ | SR Prizes | $36.24 |
| 6/9/2020 | Dollar General | SR Prizes | $51.33 |
| 6/9/2020 | Dairy Queen | Prizes for Coloring Contests | $15.00 |
| 6/19/2020 | Sam's Club | Take-n-Make Supplies (S'mores Kits) | $124.04 |
| 6/25/2020 | Krull's Mkt. | Take-n-Make Supplies (S'mores Kits) | $24.90 |
| 6/30/2020 | Dakotamart | Take-n-Make Supplies (castles & catapults) | $3.45 |
| 6/30/2020 | Dakotamart | Take-n-Make Supplies (castles & catapults) | $1.05 |
| 7/1/2020 | Amazon | Paracord | $23.87 |
| 7/8/2020 | Amazon | Circle punch | $12.98 |
| 7/20/2020 | Amazon | More Water Beads | $7.99 |
| 7/21/2020 | Amazon | Guar Gum | $14.98 |
| 7/22/2020 | BAM | 3 - $15 Gift Cards | $45.00 |
| 7/21/2020 | Amazon | Kindle Fire | $34.99 |
| 7/21/2020 | Amazon | Kindle Fire | $34.99 |
| Summer '20 | Zoom | Zoom Subscription for 3 Summer Months | $47.88 |
| 7/24/2020 | Dollar General | Amazon Gift Cards (3) | $150.00 |
| 7/31/2020 | Dakotamart | Supplies for Butter Beer for Harry Potter's Birthday | $39.42 |
| 7/31/2020 | Family $ | Supplies for Butter Beer for Harry Potter's Birthday | $16.61 |
| 8/7/2020 | Jenny's Floral | Create Your Own Terrarium Raffle Prize | $16.52 |
| 8/7/2020 | Amazon | 2 Play Tents, 1 Stapler | $57.57 |
| 8/9/2020 | BAM | 6 - $15 Gift Cards (D.A. Check#3102) | $90.00 |
| 8/18/2020 | Amazon | 2 - Kindle Fire/ 2nd Castle tent | $121.97 |
| 8/19/2020 | Amazon | T-Shirt Transfer paper | $26.90 |
| 8/20/2020 | Oriental Trading | Crafts kits and supplies | $440.85 |
| 8/20/2020 | Amazon | Pom-Poms | $14.99 |
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| **TOTAL** |  |  | **$2,033.08** |