**Custer County Library Board**

**Minutes**

**January 20, 2021 Custer County Library & via Zoom**

*The Custer County Library Board of Trustees met at 1:00 p.m. on Wednesday, January 20that the Custer County Library and via Zoom. Persons in attendance were Library Director Doris Ann Mertz, Trustees Renée Starr, Seyward Rittberger (Zoom), and Pat Hoffman; outgoing Trustee Jim Laverick (Zoom), and incoming Trustee David Sutton. Renée chaired the meeting and called it to order at 1:02 p.m.*

**AGENDA CHANGES/CORRECTIONS**

**WELCOME NEW TRUSTEE** – *The board thanked Jim Laverick for his three years of service and welcomed new trustee, David Sutton.*

**Election of Officers/Appointment of Liaison** *Seyward made a motion to elect Marcy Swanda as President and Pat Hoffman as Vice-President and to appoint Renée Starr as the Foundation Liaison. David seconded the motion. Pat- aye, Seyward – aye, David – aye, Renée – aye.*

**MINUTES**

* **December 16th Board Minutes***: Pat made a motion to approved the December 16th board minutes. David seconded the motion. Pat- aye, Seyward – aye, David – aye, Renée – aye.*

**TREASURER REPORT**:

* **GENERAL CHECKING: $13,586.10 as of 12/31/20**

**2020 Summary: $7.94 – Interest $13,761.04 – Deposits $15,027.46—Debits**

*Trustees reviewed summaries of the checking account income and expenses for 2020. These will be submitted to the County Auditor and will be used for the 2020 Library Survey (Annual Report).*

* **COUNTY SPREAD SHEET: 2021 Library Budget $261.144.42**

**2020 Spreadsheet Balance: $560.25 Expended: $270,089.75**

**LIBRARIAN REPORT:** *Trustees received a digital copy of the Librarian Report discussing the first three topics below. They also received spreadsheets covering the Library statistics for 2020, which will be used to complete the 2020 Library Survey. . The Report is attached to and is part of this month’s Minutes. Trustees received an oral report on the final topic below.*

* **Foundation**
* **Library Director Salary**
* **2020 Year-End Statistics**
* **AARP –** *Doris Ann is working with Abbe Stewart of AARP and Charles Wuestewald to equip Meeting Room A with a computer, camera/mic, and scanner/printer to facilitate virtual free tax filing and e-filing, a program provided by AARP.*

**UNFINISHED BUSINESS***:*

* **Facilities Improvement**

*Drainage issues still exist in the back parking lot and will probably not be remedied until the spring thaw. Doris Ann is trying to find a way to manage the sound reverb in the rooms of the addition through sound absorption panels. David volunteered to offer his advice after the meeting.*

* **COVID-19 Discussion –** *The library is still following Phase 1 Protocols. Doris Ann will get her second vaccination on February 3rd. She hopes to provide story-time programs at the YMCA pre-school once she is cleared to do so.*

**NEW BUSINESS***:*

* **Lila Van Wie Endowment from Custer Lutheran Fellowship (CLF)** – *The library was awarded another $1,125 from the Lila Van Wie Endowment through CLF. The donation is to be used for youth-centered programming. The library received a donation for $1,000 from this endowment last year. The first donation will be used to buy books for the Tween Book Club.*
* **Distribution of 2021 Library Board Contact List**
* **Distribution of Board Meeting Schedule for 2021**
* **Approval of Library Closure Days –** *Seyward made a motion to accept the Library Closure Days as presented (Jan. 1,18; Feb. 15; April 3; Jul. 5, 17; Sep. 6; Oct. 11; Nov. 11, 25-27; and Dec. 23-25). Pat seconded the motion. . Pat- aye, Seyward – aye, David – aye, Renée – aye.*

**ANNOUNCEMENTS:**

* Kid Story-time and Take-n-Make on January 22nd
* CCLF Meeting on January 28th at 1 p.m.
* CLOSED for Presidents’ Day on February 15th

**NEXT MEETING:** *February 17that 1 p.m.*

**ADJOURNMENT:** *The meeting was adjourned at 1:53 p.m.*

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Doris Ann Mertz

Secretary/Treasurer

**Librarian Report – January, 2021**

**CCL Foundation:** The Foundation’s Annual Meeting will be on January 28th at 1 p.m. in the library and via Zoom. Their newsletter fundraiser has raised $3,070 so far.

**Library Director Salary:** At their January 13th meeting, the Custer County Commission unanimously voted to adjust the Library Director Salary to $50,000 in 2021. There is adequate funding in the 2021 budget to cover this adjustment because the budget was submitted based on Mary’s wages.

**Year-End Statistics Summary:**  Your packet contains statistics for 2020. Due to COVID-19, the library was closed to the public (but offered curbside service) from March 26th to May 12th. We re-opened under Phase 1 Protocols on May 13th through the remainder of the year. Although COVID-19 affected many of our statistics, especially attendance (down 37%), we still have a lot to be proud of. A few items to note:

* Circulation of physical items at the Custer Branch is up slightly (.88%) compared to the 3-year average and down slightly (3.17%) compared to 2019. This statistic was pretty encouraging when you consider the 7 week closure (curbside only). Circulation of adult materials decreased, while circulation youth materials increased. Video circulation also increased slightly (2.67%).
* Despite Interlibrary Loans being shut down for several months, the overall (Custer & Hermosa) decrease in materials borrowed through Interlibrary Loan only decreased by 5%. The Custer branch actually increased the amount of items borrowed through the Consortium, but decreased the amount of items loaned to other libraries. The Hermosa Library decreased items borrowed and increased items loaned.
* OverDrive Circulation increased by over 62% compared to the 3-year average and over 22% compared to 2019.
* When all circulation is combined – Custer Branch, Hermosa Branch, and OverDrive – circulation increased by over 9% compared to the 3-year-average and .21% compared to 2019.
* When live programs were not an option, the Custer branch tried to offer virtual and remote programs to the community. We provided 52 live programs with 1089 participants, 19 recorded programs with 693 participants (1+minute on videos), and 30 remote programs with 809 participants. The combined total was 101 programs with 2591 participants. The number is down from 150 programs with 3089 participants that we enjoyed in 2019, but is still a number that we are proud of.
* Wi-fi use was up by 17% compared to the 3-year-average at the Custer Branch and was up by over 100% compared to 2019 at the Hermosa Branch. (Who-Fi was not a at Hermosa prior to 2019.)

Notes on the Collection:

* The Custer Branch conducted a major weeding of the Large Print books before moving them to the former Book Sale area and of the Science Fiction books before incorporating them into the Fiction stacks.
* In 2021, the Juvenile Non-Fiction and Adult Non-Fiction sections need to be weeded. There’s too much disparity when comparing the percentage of the circulation versus the percentage of the collection. Many of the books are also very out-of-date.
* Music CDs had 12 circulations for all of 2020. This collection will be eliminated, and the space will be used to expand the audiobooks. CDs will be sold in the Book Sale area.