

## Minutes for January 2023

The Hand County Library Board of Trustees met on January 23, 2023 at 4:30 PM in the Historical Room of the Hand County Library.

Members present: Chairman Andrea Fiala, Trustees Mike Donlin, Gloria Keck, Marianne Peterka and Library Director Hannah Caffee. Members absent: Mike Anglin

The library will be closed Monday, February 20th for President's Day.

Hannah Caffee reviewed the weekly and monthly programs available to patrons. She reported all programs are running smoothly and have patrons in attendance. Special upcoming events were reviewed: How to Use Ancestry.com, Scan Day, Dakota Daughters Performance, and Heirloom: Creative Life Writing Workshop.

National Library Week is April 23-29. The theme is "There's More to the Story". No plans are in place yet, but a display with old library photos was discussed.

Hannah Caffee reported on year-end circulation counts. DVD and Audiobooks on CD have declined in check outs. We will no longer order these items to add to our collection. Computer use has maintained a steady level the past five years. Never are all of the computers in use at once. Some rearranging will take place with one computer taken down and stored.

Board committees were reviewed with the decision to keep roles as is: Facilities-Mike Donlin, Personnel-Mike Anglin, Policy-Marianne Peterka and Gloria Keck, and Technology-Andrea.

Summer Reading Program is around the corner, and Hannah Caffee will be attending the Jumpstart Workshop to prepare for story time and activities. This workshop will take place in Redfield on March 13th. Hannah said she is already considering a Block Party to kickoff the reading program. She hopes to coordinate with other local businesses and organizations for the event.

The landscape project design was sent to us from John Ball at South Dakota State University and his students. The board reviewed and discussed the design. The plant descriptions were read and it was decided that Hannah will begin collecting bids on the material and labor costs. She will reach out to local businesses in Hand and surrounding counties.

Hannah Caffee spoke about Amazon.com removing the line of credit option for the Hand County Library. She will secure a debit card through the gift fund account to use for purchases on Amazon.com.

Gloria Keck motioned to approve the previous meeting's minutes and petty cash. The motion was seconded by Mike Donlin.

Marianne Peterka made a motion to approve the financial report and bills. Gloria Keck seconded.

The next library board meeting will be Monday, February 27th @ 4:00pm

Meeting adjourned.

A & B Solutions	#(425) service contract	\$67.17
Blackstone Publishing	#(426) audio books	\$67.13
Bob's Disposal	#(428) garbage	\$21.00
Bob's Gas	#(426) propane	\$1048.25
City of Miller	#(428) utilities	\$320.33
Ingram	#(426) supplies	\$185.08
Miller Press	#(426) supplies	\$55.00
Venture Communications	#(428) email address/phone	\$202.19

Salary and Benefits	#(411, 412, 413, 414, 415)	\$4328.11
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Hannah Caffee, Director



Andrea Fiala, Library Board Chairman

## Minutes for February 2023

The Hand County Library Board of Trustees met on February 27, 2023 at 4:00 PM in the Historical Room of the Hand County Library.

Members present: Chairman Andrea Fiala, Trustees Mike Anglin, Mike Donlin, Gloria Keck, Marianne Peterka and Library Director Hannah Caffee.

Ms. Caffee informed the board that the One Book South Dakota and Young Readers One Book have been selected: *The Seedkeeper* by Diane Wilson and *The Tale of Despereaux* by Kate DiCamillo respectively. Hannah has contacted the humanities council to share our interest in hosting Diane Wilson on her South Dakota tour this summer. She will be notified via e-mail when the route is being determined. Hannah is also interested in working with a school teacher to promote the *Tale of Despereaux* reading and then have a movie watch party at the library next fall. She will contact the school to begin collaborations.

Hannah gave a report on the regular programs happening at the library both weekly and monthly. Book Club, Preschool Story Time, Chess Club, Bridge Lessons, Game Club are all seeing steady attendance. Chess Club does not garner participants when there is no school. February special events sponsored by the South Dakota Humanities Council went well. Dakota Daughters had 16 attendees, and Creative Life Writing Workshop had 3 in attendance. March brings a March Madness MHS watch party on March 13th.

The exterior lights were fixed by Hughs Electric this month. Everything is working as desired.

The landscape project continues. Hannah worked on calling landscaping companies this month. One bid for labor costs was submitted by Andrew Boersma. Pierre, Huron, and Mitchell landscape companies were not interested in submitting bids after seeing the planned design. Jaclyn Haun of Blevior is still working on her bid for the plants. It was noted that we need to contact Jim and Jake's Sprinkler to have those fixed prior to installation of the plants. Before the sprinklers are fixed, the current rock cover will need to be removed and placed by the propane tank at the north edge of the parking lot. Hannah will reach out to Hand County Highway for help with the rock, and she will contact Jim and Jake's to be put on their list this spring.

National Library week is April 23-29. Hannah has several ideas for programming and is working on ironing out the details.

Hannah Caffee has two training workshops planned this spring. March 13th she is attending the Jumpstart Workshop in Redfield to discuss programming ideas and opportunities for the summer reading program. April 6th she will attend the Regional Library Training focused on Strategic Planning. This workshop is offered through the South Dakota State Library. Gloria Keck motioned to pay mileage for the workshop in Redfield, seconded by Mike Donlin. Gloria Keck then motioned to pay mileage for the workshop in Mitchell, seconded by Mike Anglin.

The board began a conversation about building-related projects for updates in the coming years. Requesting money for these projects will need to be started soon and alongside regular budgetary conversations. Hannah will work on finding Mary Breitling's list of building projects. Insulating the walls of the library has been discussed in the past, the board would like to consult Miller City Hall to ask to what extent the added insulation helped with heat consumption. Other projects in the conversation included new windows, new furnace, and new carpet. Estimates will need to be collected before requesting funds alongside our budget. Hannah will begin working on bids for the carpet. Mike Anglin mentioned an increase in our water usage. Upon discussion the board asked Hannah to contact Lenny Fisher to assess the men's toilet and its potential leak.

Mike Donlin made a motion to approve January's minutes, Marianne Peterka seconded. Motion carried.

Mike Anglin made a motion to approve the financial report and bills, Mike Donlin seconded. Motion carried.

Our next board meeting is set for Monday, March 27th at 4:00 pm.

Meeting adjourned.

A & B Solutions	#(425) service contract	\$67.17
Bob's Disposal	#(428) garbage	\$21.00
Bob's Gas	#(426) propane	\$827.75
City of Miller	#(428) utilities	\$304.18
Ingram	#(426) supplies	\$335.00
Demco	#(426) supplies	\$324.41
Venture Communications	#(428) email address/phone	\$202.19

Salary and Benefits	#(411, 412, 413, 414, 415)	\$4,830.11
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 Hannah Caffee, Director

  
 Andrea Fiala, Library Board Chairman

## Minutes for March 2023

The Hand County Library Board of Trustees met on March 27, 2023 at 4:00 PM in the Historical Room of the Hand County Library.

Members present: Chairman Andrea Fiala, Trustees Mike Anglin, Mike Donlin, Gloria Keck, Marianne Peterka and Library Director Hannah Caffee.

The South Dakota Governor has announced April 7th and April 10th as holidays for public offices. The library will be closed on these days and consequently, closed Saturday, April 8th.

Hannah Caffee gave an update on plans for the Summer Reading Program. She attended the Jumpstart Workshop on March 13th. During the workshop she and other librarians shared ideas for story time books and activities. They also worked through some logistics of their programs. The Hand County Library received the Stephanie Miller Davis Grant (\$1,500) to help fund the summer reading program. Kickoff for the summer reading program will be May 26th with a block party!

Book Club's March discussion was well-attended, and for April the group is reading a book by Ellen Hopkins. Participants will each read a different book, all written in prose. Preschool Story Time was moved to March 30th due to weather.

National Library Week special events have been finalized. The library will have guest speakers presenting on financial literacy and Lake Louise. Staff will host an Amazing Race and Guess the Book in a Jar activities throughout the week.

Hannah had the 2022 Annual Report statistics from the state library survey. Board members checked it over. President Andrea Fiala signed off on the survey.

The board discussed the Capital Improvement plan previously curated by former director Mary Breitling. Hannah brought in energy consumption reports from the city hall before and after they had their walls insulated. The board mentioned that they also had windows replaced. The board would like more information from the city hall's experience and we will also complete measurements within our building to better understand the impacts of this type of project. Carpeting was discussed including how to move our shelves. It was determined that we would like to move the books and shelving as little as possible. Hannah will be contacting the state library for information on equipment used to move book shelves.

Hannah informed the board about a residual Hughes Electric bill from the roofing project and that Lenny Fischer had fixed the leaks in the toilets. Bids for the landscape plants and labor were received from Jaclyn Haun of Blevior and Andrew Boersma. We will proceed with the project and order the plants. Hannah contacted Jim and Jake's sprinklers and reported that we are on the list to have our sprinklers tested and fixed as needed this spring ahead of our landscape project.

Mike Donlin made a motion to approve January's minutes, Mike Anglin seconded. Motion carried.

Gloria Keck made a motion to approve the financial report and bills, Marianne Peterka seconded. Motion carried.

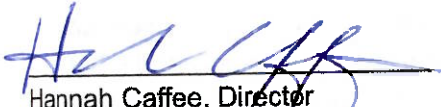
Our next board meeting is set for Monday, April 24th at 4:00 pm.


Meeting adjourned.

A & B Solutions	#(425) service contract	\$67.17
Bob's Disposal	#(428) garbage	\$21.00
Bob's Gas	#(426) propane	\$525.00
City of Miller	#(428) utilities	\$329.14
Ingram	#(426) supplies	\$332.42
Hannah Caffee	#(427) travel expenses	49.98
Hughes Electric	#(426) supplies	\$604.08
Venture Communications	#(428) email address/phone	\$202.19

Mike Anglin	#(422) board meetings	\$24.00
Mike Donlin	#(422) board meetings	\$36.00
Andrea Fiala	#(422) board meetings	\$36.00
Gloria Keck	#(422) board meetings	\$36.00
Marianne Peterka	#(422) board meetings	\$36.00

Salary and Benefits	#(411, 412, 413, 414, 415)	\$4845.93
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Hannah Caffee, Director

  
Andrea Fiala, Library Board Chairman

## Minutes for April 2023

The Hand County Library Board of Trustees met on April 24, 2023 at 4:00 PM in the Historical Room of the Hand County Library.

Members present: Chairman Andrea Fiala, Trustees Mike Anglin, Mike Donlin, Gloria Keck, Marianne Peterka and Library Director Hannah Caffee.

Hannah Caffee reviewed the upcoming programs for National Library Week, Chess Club, and Summer Reading Program.

The library will be closed Monday, May 29, 2023 in observance of Memorial Day

The finalized annual report was provided. Marianne Peterka motioned to approve the annual report. Mike Donline seconded.

Andrea Fiala's term is set to expire in July

Hannah Caffee shared the preliminary budget for 2024 to be sent to the county commissioners.

Conversations continued about upcoming building projects. It was decided to submit a request to the county commissioners to insulate the interior walls of the library and lay new carpet. Carpet had not been laid since 1991, and insulating the walls will make the library more energy efficient. Hannah Caffee shared that Dakota State University rents stack movers for these types of projects. Doing these two projects together allows us the ability to move the shelves one time. The library will also take this opportunity to widen our aisles between shelves to 36". Mike Donlin was going to work on securing estimates for the walls, and Hannah Caffee would secure an estimate on the carpeting. Together they submitted the attached request.

Mike Donlin made a motion to approve the March minutes, Gloria Keck seconded. Motion carried.


Marianne Peterka made a motion to approve the financial report and bills, Mike Anglin seconded. Motion carried.

Our next board meeting is set for Monday, May 22nd at 4:00 pm.

Meeting adjourned.

A & B Solutions	#(425) service contract	\$67.17
Bob's Disposal	#(428) garbage	\$21.00
Bob's Gas	#(426) propane	\$350.00
City of Miller	#(428) utilities	\$299.61
Ingram	#(426) supplies	\$352.07
Midwest Fire and Safety	#(425) fire extinguisher	\$55.00
Overdrive	#(426) supplies	\$43.00
Venture Communications	#(428) email address/phone	\$202.19

Salary and Benefits	#(411, 412, 413, 414, 415)	\$4553.84
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Hannah Caffee, Director

  
Andrea Fiala, Library Board Chairman



## Minutes for May 2023

The Hand County Library Board of Trustees met on May 22, 2023 at 4:00 PM in the Historical Room of the Hand County Library.

Members present: Chairman Andrea Fiala, Trustees Mike Donlin, Gloria Keck, Marianne Peterka and Library Director Hannah Caffee. Member absent: Mike Anglin.

The library will be closed June 19th in observance of Juneteenth.

Hannah Caffee reported great turnout for National Library Week April 24th-28th. A chess tournament was held May 4th with 17 participants. Hunter Cain was the champion. Thanks to Andrea Fiala for her help with 3D-printed trophies for each participant. Chess club is paused for the summer and will resume in September. Bridge Club is also paused for the summer with plans to resume in the fall.

The summer reading program is beginning May 26th. We will kick-off with a community block party. Kessler's is donating a portion of the food, McWhorter Museum will host a photo booth, and Central Plains Arts Council will have a face painting station. A folk duo from Vermont, Hungrytown, will play music at 7pm. The Central Plains Arts Council split the cost for the music with us. Throughout the summer we will have story time activities every Thursday at 11am, and the kids will be conducting a crayon drive where their old crayons get recycled. Our grant finale will be Brent Allen, comedy puppeteer, on July 26th at 10am. Hannah is also planning on Robotics classes for 5-6 weeks starting mid-June.

Author visits have been planned, and at the time of the meeting one is confirmed. Axton Betz-Hamilton is presenting "Victim Voices: Stories of Familial Identity Theft Victims" through a grant provided by the South Dakota Humanities Council. The event is likely to be June 21st at 5pm. Diane Wilson has confirmed her summer tour, and she will be discussing her book *The Seed Keeper*, which is the One Book South Dakota selected by the South Dakota Humanities Council. The library has received ten copies of the book to use for promotions and encourage participation. Diane will be at Hand County Library July 26th at 6pm.

Hand County Library was awarded the Stephanie Miller Davis Grant to use for our summer reading program. Supplies are beginning to arrive, and decorations are ready to go.

Hannah Caffee reported that the Hand County Auditor, Doug DeBoer, gave incorrect information at the last commissioner's meeting. The information was with regards to library revenue, and it impacted how the commissioner's received the library's request to fund upcoming building projects: new carpet and wall insulation. The board discussed the library budget, gifts, and uses, and Hannah Caffee will attend the next commissioner's meeting to provide correct information.

Hand County Library has been awarded the Community Connect Grant through ALA (American Library Association) and Capital One. This grant provides material and financial support for

lending laptops and hotspot internet to patrons. Twenty rural libraries across eleven states were selected to participate in the grant program.

The board discussed upcoming performance reviews for staff. Andrea Fiala spoke about how this process has been run in the past. Hannah will have the performance review paperwork ready for the board at the July meeting.

During the meeting, Hand County Library League board members presented a check from their fundraisers and membership drive. The Hand County Library board and director were pleased to have received these funds to help support programs and purchases for the library.

Gloria Keck motioned to approve the April minutes; Mike Donlin seconded.

Marianne Peterka motioned to approve the April Financial Report and bills; Mike Donline seconded.


The next meeting is set for Monday, June 26th at 4:00 pm.

Meeting adjourned.

A & B Solutions	#(425) service contract	\$67.17
Bob's Disposal	#(428) garbage	\$21.00
City of Miller	#(428) utilities	\$292.71
Ingram	#(426) supplies	\$319.51
Jim and Jake's Sprinklers	#(425) repair and maintenance	\$170.13
Overdrive	#(426) supplies	\$243.56
Venture Communications	#(428) email address/phone	\$220.52

Salary and Benefits	#(411, 412, 413, 414, 415)	\$4831.65
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Hannah Caffee, Director

  
Andrea Fiala, Library Board Chairman

## Minutes for June 2023

The Hand County Library Board of Trustees met on June 26, 2023 at 4:00 PM in the Historical Room of the Hand County Library.

Members present: Chairman Andrea Fiala, Trustees Mike Anglin, Mike Donlin, Gloria Keck, Marianne Peterka and Library Director Hannah Caffee.

After discussion, the board decided to close the library Saturday, July 1st and Monday, July 3rd for the Fourth of July holiday.

Hannah Caffee reported that the summer reading program has blasted off. The kickoff Community Block Party was a success with over 130 folks attending, and the food ran out after about 45 minutes of serving. At the time of the meeting, 137 participants had read over 41,000 minutes. An average of 30 kids have attended weekly story time with 2-3 high school volunteers. The reading program continues through July 26th.

The "Victim Voices: Stories of Familial Identity Theft Victims" presentation by Axton Betz-Hamilton has been postponed. Axton is hoping to reschedule with us. Diane Wilson has confirmed her summer tour, and she will be discussing her book *The Seed Keeper*, which is the One Book South Dakota selected by the South Dakota Humanities Council. The library has received ten copies of the book to use for promotions and encourage participation. Diane will be at Hand County Library July 26th at 6pm.

Andrea Fiala is reappointed to the board with terms beginning in July. The board will also elect officers at the July meeting.

The Hand County Library landscape project is well underway with Andrew Boersma as the landscaper and plants purchased locally through Jaclyn at Blevior. Invoices are coming in for labor and materials. Jim and Jake's has been called to move sprinkler heads and update to drip irrigation.

Hannah Caffee returned from the workshop at the ALA National Conference where she learned more about the Community Connect Grant through ALA (American Library Association) and Capital One. This grant provides material and financial support for lending laptops and hotspot internet to patrons. She received one hotspot while at the conference, and the laptops have already shipped. Hannah will be writing a lending policy for these new technologies. The board will read through and provide input at the July meeting. Hannah was also able to secure several book giveaways and attend sessions by authors and librarians. A lot was learned in a short amount of time.

The initial budget proposal for the library has been approved by the Hand County Commissioners. This proposal included the capital outlay money for wall insulation and new carpet. Budget conversations will continue into July until finalized.

Mike Donlin motioned to approve the May minutes; Gloria Keck seconded.

Mike Anglin motioned to approve the May Financial Report and bills; Marianne Peterka seconded.

The next meeting is set for Monday, July 24th at 4:00 pm.

Meeting adjourned.

A & B Solutions	#(425) service contract	\$67.17
Bob's Disposal	#(428) garbage	\$21.00
City of Miller	#(428) utilities	\$375.81
Ingram	#(426) supplies	\$243.17
Jim and Jake's Sprinklers	#(425) repair and maintenance	\$52.37
Gumdrop Books	#(426) supplies	\$1034.35
Venture Communications	#(428) email address/phone	\$212.19
Mike Anglin	#(422) board meetings	\$24.00
Andrea Fiala	#(422) board meetings	\$36.00
Mike Donlin	#(422) board meetings	\$36.00
Gloria Keck	#(422) board meetings	\$36.00
Marianne Peterka	#(422) board meetings	\$36.00

Salary and Benefits	#(411, 412, 413, 414, 415)	\$4956.68
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Hannah Caffee, Director

  
Andrea Fiala, Library Board Chairman

## Minutes for July 2023

The Hand County Library Board of Trustees met on July 24, 2023 at 4:00 PM in the Historical Room of the Hand County Library.

Members present: Chairman Andrea Fiala, Trustees Mike Donlin, Gloria Keck, Marianne Peterka and Library Director Hannah Caffee. Member absent: Mike Anglin.

The library will be closed Monday, September 4th for Labor Day.

Hannah gave a report on recent and upcoming programming. The summer reading program, All Together Now, ends July 26th and currently the program has 146 participants. The grand finale program is Brent Allan, comedian and puppeteer out of Chicago, Illinois. Diane Wilson, author of this year's South Dakota Humanities Council One Book selection *The Seed Keeper*, is visiting July 26th. Diane will discuss her book, her journey in writing, and she will sign copies for patrons. Central Plains Arts Council hosted Arts in the Park July 15 and asked the library to provide entertainment for kids. Hannah took a book craft for kids to work on, and she had 27 participants.

The library board held elections for officers. It was motioned by Mike Donlin and seconded by Marianne Peterka to maintain the current officer roles. The board unanimously voted to have Andrea Fiala continue as chairperson, and Mike Donlin as vice chairperson of the board.

The library policy manual will be tabled until the August library board meeting. A policy will be written and discussed in August regarding loaning technology.

The Community Connect Grant computers have arrived. The library is in need of a storage/charging unit for the laptop computers and hotspot devices. This unit can be mounted on the wall in the microfilm room. Mike Donlin expressed interest in making a cupboard for this purpose. He will report back about it.

The landscaping project is complete. Will Page is working on removal of the weeds at the north end of the parking lot. The board suggested using chemical spray rather than torch burning the weeds. Later in the fall the library board would like to have grass seed planted, and Hannah will investigate who might be able to help with this endeavor. Hannah will also work on gathering ideas for name plates for each plant type in the new landscape. She will work with Blevior to determine the names.

Lenny Fischer was called to fix both the outdoor spigot on the west side of the library and the faucet in the furnace room. He came right away and made quick work of both leaks.

Discussion was held regarding our outdoor space being used for lemonade stands. It was decided that we cannot host lemonade stands as it goes against our policy.

Marianne Peterka made a motion to approve the June meeting minutes. The motion was seconded by Mike Donlin.

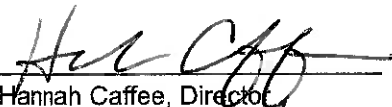
Mike Donlin made a motion to approve the June Financial Report and Bills. Gloria Keck seconded the motion.

The next meeting is set for Monday August 28 at 4 pm.

Meeting adjourned.

A & B Solutions	#(425) service contract	\$67.17
Bob's Disposal	#(428) garbage	\$21.00
City of Miller	#(428) utilities	\$507.68
Demco	#(426) supplies	\$78.46
Book Systems, Inc.	#(426) supplies	\$1,885.00
Venture Communications	#(428) email address/phone	\$212.19

Salary and Benefits	#(411, 412, 413, 414, 415)	\$5,672.47
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Hannah Caffee, Director

  
Andrea Fiala, Library Board Chairman

## Minutes for August 2023

The Hand County Library Board of Trustees met on August 29, 2023 at 4:00 PM in the Historical Room of the Hand County Library.

Members present: Chairman Andrea Fiala, Trustees Mike Donlin, Marianne Peterka and Library Director Hannah Caffee. Members absent: Mike Anglin and Gloria Keck.

The library will be closed Monday, September 4th for Labor Day and Monday, October 9th for Native American Day.

Regretfully, library director Hannah Caffee is unable to attend the SDSL A conference this year, but will instead attend the Festival of Books held in Deadwood September 22-24th as a source of professional development and networking.

The Library Policies and Objectives document was approved with the following revisions:

1. Technology Loan Policy (see attached)
2. Library Assistant Review Sheet (see attached)
3. Printing/Scanning prices
  - a. \$0.25 per page for scanning
  - b. \$0.50 per page for printing on specialty paper

Marianne Peterka made the motion to approve of these revisions, Mike Donlin seconded.

Hannah Caffee gave programming updates to the board. The Diane Wilson author visit was a success and allowed for standing-room only. Hannah has tasked the board with brainstorming ideas to help our space adjust for these types of well-attended programs. Axton Betz-Hamilton had postponed her "Victim Voices" presentation set for June to now be September 27th at 6pm. Book Club has reignited, and the first month they are reading a book that has been turned into a movie, and participants will also watch the movie ahead of attending the September 21st meeting.

Preschool story time was discussed to brainstorm ideas to help families and children attend. Andrea Fiala is going to inquire about a new location, and Hannah Caffee will check in with assistant librarian Debi about what she would like to do.

Lego Challenges will return in September. This passive program challenges kids to build something outside of the box. A partial solar eclipse is coming up on October 14th. Hannah is planning on having a watch party at the library featuring "sun" snacks. Ahead of the 14th she has sun crafts and will have Andrea Fiala do an eclipse related science presentation. Dates and times of these events are to be determined.

The board was asked for their feedback on two new ideas. The first being an outreach program where the library will deliver books to community members unable to make the trip into the library building. A county vehicle may be used for such services. Secondly, some libraries are providing a streaming service for their patrons through Overdrive called Kanopy. Hannah will do more research on Kanopy through the SD library listserv to hear how the service is working for others in the state.

Mike Donlin will pick up a 4' x 8' trellis for our ivy to grow upon on the west side of the library. We will seek help with seeding the lawn this fall. Hannah will reach out to find someone up for the task. She will also work with Jim and Jake's Sprinklers to understand the placement of sprinkler heads and the depth of the water pipes.

Give back day is September 9th. Hannah Caffee is working with Chris Keeter to determine the best jobs for the volunteers that day. Cleaning and organizing is on the agenda.

The board moved into executive session.

After executive session, Mike Donlin made the motion and Marianne seconded to have Hannah begin looking into advertisements for a part-time library worker.

Marianne Peterka motioned to accept the July meeting minutes. Mike Donlin seconded.

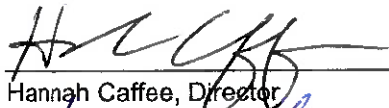
Mike Donlin motioned to accept the Financial Report and Bills. Marianne Peterka seconded.


The next library board meeting is set for Tuesday, September 26th at 4pm.

Meeting adjourned.

A & B Solutions	#(425) service contract	\$67.17
Bob's Disposal	#(428) garbage	\$21.00
City of Miller	#(428) utilities	\$617.02
Demco	#(426) supplies	\$354.57
Fischer Plumbing	#(425) maintenance	\$240.90
Ingram	#(426) supplies	\$144.96
Venture Communications	#(428) email address/phone	\$212.19

Salary and Benefits	#(411, 412, 413, 414, 415)	\$7,719.58
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Hannah Caffee, Director

  
Andrea Fiala, Library Board Chairman



## Minutes for September 2023

The Hand County Library Board of Trustees met on September 26, 2023 at 4:00 PM in the Historical Room of the Hand County Library.

Members present: Chairman Andrea Fiala, Trustees Mike Anglin, Mike Donlin, Gloria Keck, Marianne Peterka and Library Director Hannah Caffee.

The library will be closed October 9th for Native American Day.

Hannah Caffee asked permission to purchase a commercial vacuum cleaner. The board directed her to consult the local hospital for brand suggestions prior to purchase.

Hannah attended the Festival of Books this past weekend. She reported on upcoming and newly published books and authors. Several connections were made for future programs.

The library is hosting the following upcoming events:

- Eclipse Activities: participants attending the events and watch party will receive their own pair of eclipse glasses.
  - 9/28 Sun Paper Prints 4pm
  - 10/05 Eclipse Presentation 4pm
  - 10/07 Sun Catchers 1pm
  - 10/14 Eclipse Viewing Party 11am-1pm
- Chess Club starts Oct 6th
- Axton Betz-Hamilton presenting "Victim Voices" 9/27 at 6pm
- Upcoming C&C event: Sip n' Shop
  - Library will host Sip n' Skim (tea and book pairings)
- Preschool Story Time
  - Will be at the Methodist Church this year to try to increase participation.

The board continued their conversation about Kanopy streaming services for our patrons. Hannah reported that one library in South Dakota said they were pleased with the way Kanopy worked for their patrons, and their budget for the streaming never exceeded the estimate. Another library said that Kanopy does have options for parents to set boundaries on what their children can watch. It was ultimately decided to do a one-year pay-per-use subscription with Kanopy.

Will Page, Hand County Maintenance, will help with the seeding of the lawn. He is researching best methods of doing so and will have the seeds set ahead of the first snow. A few of the newly planted landscape plants look like they did not settle in well. Hannah will be contacting Jaclyn about potential guarantees.

The 2024 Hand County budget was approved. Hannah will be in conversation with the auditor to begin the bid collection on the wall insulation and carpeting projects.

Hannah brought up the issue of checks lost in the mail to magazine and newspaper subscription businesses. She will create an "Application for Duplicate of Lost Warrant" sheet to send to these businesses ahead of sending a new check. This way, the old check should not be cashed if it later arrives or is found. In the future, Hannah would like to have checks that provide a time period after which the check is void.

Hannah notified the board that the library was closed from 11am to 12pm September 23rd. She also informed the board that the hiring process had not yet begun, but it had been decided to hire someone for 3hrs per week and one weekend per month. An ad will go in the paper next month.

Gloria Keck motioned to accept the August meeting minutes. Marianne Peterka seconded.

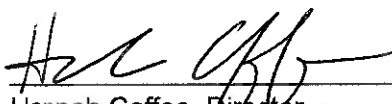
Mike Donlin motioned to accept the Financial Report and Bills. Mike Anglin seconded.

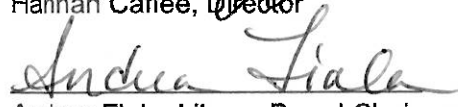
The next library board meeting is set for Monday October 30th at 4pm.

Meeting adjourned.

A & B Solutions	#(425) service contract	\$67.17
Amazon	#(426) Community Connect Supplies	<del>\$300.45</del> \$337.16 <i>ok Ho</i>
Bob's Disposal	#(428) garbage	\$21.00
Bob's Gas	#(426) propane	\$202.50
City of Miller	#(428) utilities	\$632.46
Ingram	#(426) supplies	\$299.08
Overdrive	#(426) supplies	\$47.50
Venture Communications	#(428) email address/phone	\$212.94
Mike Anglin	#(421) board meetings	\$12.00
Mike Donlin	#(421) board meetings	\$36.00
Andrea Fiala	#(421) board meetings	\$36.00
Gloria Keck	#(421) board meetings	\$24.00
Marianne Peterka	#(421) board meetings	\$36.00

Salary and Benefits	#(411, 412, 413, 414, 415)	\$4,735.03
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Hannah Caffee, Director

  
Andrea Fiala, Library Board Chairman

## Minutes for October 2023

The Hand County Library Board of Trustees met on October 30, 2023 at 4:00 PM in the Historical Room of the Hand County Library.

Members present: Chairman Andrea Fiala, Trustees Mike Donlin, Gloria Keck, Marianne Peterka and Library Director Hannah Caffee. Member absent: Mike Anglin.

The library will be closed November 10th and 11th in honor of Veteran's Day, and November 23-25 for Thanksgiving holiday.

Hannah Caffee reported on the programs and special events from the past month. Game club is meeting Thursdays 4-6pm. Chess Club is meeting after school on Fridays with an average attendance of 12 students. Our first preschool story time will be November 2nd at 12pm at the United Methodist Church, and the next story time will be December 7th. Winter Book Club hosted their annual potluck, and this month they will discuss America's First Daughter November 16th at 5:30pm. We average 7-8 in attendance at book club, and we have recently had several patrons ask about joining. Sip n' Skim was held on October 27th from 5pm-8pm and had 40 participants. Caffee reported that the late hours and open house style helped the event be more successful. Hannah is partnering with a teacher from SBA to host a movie night for The Tale of Despereaux. Her students are reading the book and then they will pick a time to bring the kids to the library to watch the DVD. The library staff has a plan in place for the annual Christmas Tree and Christmas on the Prairie Frosty Story Time. Local author Kodee Fulton will be reading her new book "Feeding Time" November 13th at 3:45pm.

New materials are available for our library patrons this month and next month. Currently we have five laptops and hotspots available for check out, but have not had any circulated yet. Kanopy Streaming Service will start November 1st. The price for this service had a reduced estimate, though the overall price depends on use by patrons. Patrons can go to [handcountylibrary.kanopy.com](http://handcountylibrary.kanopy.com) or download the Kanopy app on their devices to watch programs. Each patron receives 20 tickets each month to use to watch programs, and all kid programs do not require tickets. Parental control options are available on this platform. Patrons will need their library card number to sign up.

A few folks have expressed interest in our current job opening. No applications have been returned.

Will Page helped us with our power raking, fertilizing, and grass seeding lawn project this past week. Hoping for full green grass come spring.

Mike Donlin made a motion to approve the September Board Meeting Minutes, and Gloria Keck seconded.

Marianne Peterka made a motion to approve the September financial report and bills. Mike Donlin seconded.

The next meeting was set for Monday, November 27, 2023 at 4pm at the library.

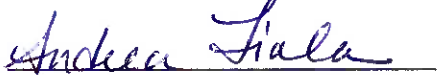
Meeting Adjourned

A & B Solutions	#(425) service contract	\$67.17
Bob's Disposal	#(428) garbage	\$21.00
Center Point Large Print	#(426) supplies	\$1,121.76
City of Miller	#(428) utilities	\$556.86
Demco	#(426) supplies	\$73.26
Hannah Caffee	#(427)travel&conference	\$436.66
House of Glass	#(425)repair	\$202.01
Ingram	#(426)supplies	\$280.66
Jim & Jake's Sprinklers	#(425)maintenance	\$75.00
Kanopy	#(426) supplies	\$650.00
Venture Communications	#(428) email address/phone	\$201.32

Salary and Benefits	#(411, 412, 413, 414, 415)	\$4660.64
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Hannah Caffee, Director



Andrea Fiala, Library Board Chairman

## Minutes for November 2023

The Hand County Library Board of Trustees met on November 27, 2023 at 4:00 PM in the Historical Room of the Hand County Library.

Members present: Chairman Andrea Fiala, Trustees Mike Anglin, Mike Donlin, Gloria Keck, Marianne Peterka and Library Director Hannah Caffee.

The library will be closed Monday, December 25th for Christmas and Monday, January 1st for New Year's Day, and Monday, January 15th for Martin Luther King Jr. Day.

The board reviewed the upcoming activities for the holidays including: Frosty Story Time November 30th at 5:00pm, Library League Cookie Sales November 30th at 4:30pm at Quoin Bank, the Nutcracker themed Christmas tree decorated at the Courthouse, and the Letters to Santa Mailbox sponsored by the Miller C&C.

Hannah reviewed the programming that is happening and will be happening in the next month. Preschool Storytime moved locations to the Methodist Church and had twenty children attend. The next preschool storytime will be December 7th at noon. Bridge Club, Game Club, and Chess Club continue to meet. Book Club is pausing for December and will meet again January 18th at 5:30pm with members coming to discuss a self-help book of their choosing.

During the Winter Break, Hannah is planning a couple of special events: Programming Robots, and Vision Board Creations. The robot program will require registration, but the vision board craft event will not require registration.

The board discussed options for a potential donation of an outdoor drive-up book drop. Unfortunately our building is situated in a way that is not conducive for drive up, but the board does have some ideas that could work while the library is closed. More discussion will be held as more research and information is available.

Mike Donlin reported an idea to use a plastic material rather than sheetrock for the upcoming wall insulation project. By doing so, the library would avoid the dusty mess sheetrock and painting time/expenses. Hannah informed the board that Jeff Hargens thought he could spare a few hands to help with the stack movers when the time comes. The commissioners did approve for the library to begin collecting proposals. We hope for proposals to be secured by our next meeting.

The library board entered an executive session for personnel interviews. Upon return, the board voted to hire Kathleen Harvey for our part-time position of 19-22 hours per month. Mike Donlin and Andrea Fiala abstained from the vote due to conflict of interest, all others were in favor.

Gloria Keck motioned to approve the October minutes and petty cash. Marianne Peterka seconded.

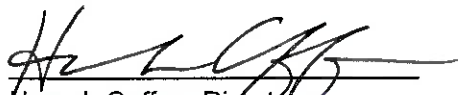
Mike Anglin motioned to approve of the October Financial Statement and Bills. Mike Donlin seconded.


The next meeting was set for Monday, December 18, 2023 at 4pm at the library.

Meeting Adjourned

A & B Solutions	#(425) service contract	\$67.17
Bob's Disposal	#(428) garbage	\$21.00
City of Miller	#(428) utilities	\$433.42
Ingram	#(426)supplies	\$740.60
Overdrive	#(426)supplies	\$183.22
Overdrive	#(426) supplies	\$1100.00
SafeDNS	#(426) supplies	\$180.00
Venture Communications	#(428) email address/phone	\$201.32

Salary and Benefits	#(411, 412, 413, 414, 415)	\$4007.30
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Hannah Caffee, Director

  
Andrea Fiala, Library Board Chairman

## Minutes for December 2023

The Hand County Library Board of Trustees met on December 18, 2023 at 4:00 PM in the Historical Room of the Hand County Library.

Members present: Chairman Andrea Fiala, Trustees Mike Anglin, Mike Donlin, Gloria Keck, Marianne Peterka and Library Director Hannah Caffee.

Library will be closed Monday, January 1, 2024 for New Year's Day and Monday January 15, 2024 for Martin Luther King Jr. Day.

Weekly programs will continue in January and February including Bridge Lessons, Game Club, and Chess Club. Robotics event is upcoming, but Hannah plans on including more robotics opportunities in the new year. Hannah would like to host another evening event for adults similar to our tea tasting event in October. She is thinking of an art/craft night, and she will be working out the details soon. Preschool story time will continue in the new year at the Methodist Church as we have better participation at this location. The 2024 summer reading program is themed Adventure Begins at Your Library. Hannah has attended two zoom meetings about the reading program and potential performers. She is working with other centrally located libraries to book performers and save money on travel fees.

Dwight Gutzmer from Highmore Furniture Store was voted and approved to complete the carpeting portion of our upcoming remodel in 2024. Three sealed proposals were submitted for the wall and insulation project. The board read through each proposal and voted to approve Joe Zeller for the job, with Mike Donlin abstaining from the vote.

Hannah provided the board a quick recap of the 2023 budget noting the lack of spending in the personnel category due to weather-related closures, unexpected illnesses, and understaffed months prior to hiring. Additionally, residual funds remain for repairs and maintenance which were not needed this year.

Marianne Peterka made the motion to approve the November minutes and petty cash. Mike Donlin seconded.


Mike Anglin motioned to approve the Financial Report/Bills. Marianne Peterka seconded.


The next library board meeting will be Monday, January 22 at 4:00pm.

Meeting adjourned.

A & B Solutions	#(425) service contract	\$67.17
Bob's Disposal	#(428) garbage	\$21.00
Bob's Gas	#(426) supplies	667.50
City of Miller	#(428) utilities	\$419.45
Demco	#(426) supplies	\$1,088.89
Ingram	#(426)supplies	\$336.75
MidAmerica Books	#(426)supplies	\$1,554.85
Overdrive	#(426) supplies	\$948.05
Venture Communications	#(428) email address/phone	\$201.32
Mike Anglin	#(421) board meeting	\$24.00
Mike Donlin	#(421) board meeting	\$36.00
Andrea Fiala	#(421) board meeting	\$36.00
Gloria Keck	#(421) board meeting	\$36.00
Marianne Peterka	#(421) board meeting	\$36.00

Salary and Benefits	#(411, 412, 413, 414, 415)	\$5224.03
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 Hannah Caffee, Director

  
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 Andrea Fiala, Library Board Chairman