

Minutes for January 2024

The Hand County Library Board of Trustees met on January 22, 2024 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.

Hand County Library will be closed February 19th for President's Day. The library was recently closed January 13th and closed at noon on January 18th due to weather. Emergency management was able to help spread the word through their messaging system.

The library board committee assignments were reviewed with each board member electing to stay on their previous committee as follows:

- Facilities: Mike Donlin
- Personnel: Mike Anglin
- Policy: Gloria Keck and Marianne Peterka
- Technology: Andrea Fiala

The South Dakota Open Meeting Laws were reviewed by Hannah and discussed.

Hannah reported that the Hand County Commissioners approved the proposals by Zeller Construction for the wall insulation project and Dwight Gutzmer for the carpet. The commissioners chose to approve the purchase of the materials, but will wait before approving the labor costs. The project has been pushed into April at this time.

The 2023 budget financials were shared with the library board.

Hannah reported on current and upcoming programming. A movie license through SWANK will be purchased so the library can host movie programs. Upcoming is a watch party for the Sunshine Bible Academy 1st through 3rd graders who recently read the book *The Tale of Despereaux* by Kate DiCamillo. Book Club was moved to January 25th this month, and next month they are reading *The 100 Years of Lenni and Margot* by Marianne Cronin. Our next Preschool Story Time is set for February 11th at 11:45pm led by Debi Munger. SD Historical Society is offering some virtual events which land on Tuesdays this year. The board decided Hannah could offer these events if desired despite being closed normally on Tuesdays. Ideas were generated for the upcoming events: Leap Day, March Math Madness, and National Library Week. Planning will pause for Library Week which is April 7-13 when we may be installing new carpet.

Staff will be completing CPR training in February. As a public space, it is decided that we should look into the purchase of an AED. Hannah will look into grant opportunities for such equipment.

Mike Anglin made the motion with Mike Donlin seconding the approval of the December minutes and petty cash.

Marianne Peterka motioned and Gloria Keck seconded the approval of the financial report and bills.


The next library board meeting will be February 26th at 4pm.

Meeting adjourned

A & B Solutions	#(425) service contract	\$73.89
Bob's Disposal	#(428) garbage	\$21.00
City of Miller	#(428) utilities	\$447.89
Highmore Furniture/Carpetland	#(434) building improvement	\$11,824.00
Ingram	#(426) supplies	\$196.90
Venture Communications	#(428) email address/phone	\$201.32

Salary and Benefits	#(411, 412, 413, 414, 415)	\$4,936.79
---------------------	----------------------------	------------


Hannah Caffee, Director


Andrea Fiala, Library Board Chairman

Minutes for February 2024

The Hand County Library Board of Trustees met on February 26, 2024 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, and Library Director Hannah Caffee. Member absent: Marianne Peterka.

Hand County Library closed early February 14th due to weather with doors locking at 3pm following the courthouse closure. Hand County Library will be closed March 29 through April 1st for the Easter holiday.

Hannah Caffee reported on the programs and special events for February and March. Winter Book Club and Preschool Story Time continue to meet once a month; Chess Club continues to meet each week; Bridge Lessons and Game Club have paused due to lack of participation, and a Stitching Group has begun to meet weekly on Mondays. Special events in February included an Early Release Movie Matinee and "Killers of the Flower Moon" Zoom discussion with SDSU professors. Special events in March include "Born Criminal: Matilda Joslyn Gage, Radical Suffragist" Zoom Presentation and several March Math-ness events (math game night, math craft night, author visit). Looking further into the future, Hannah is preparing for the Summer Reading Program by attending a JumpStart Workshop through the SD Library, and she has applied to have SD One Book Author Trent Preszler stop at the library on his summer tour.

The library has a rotating exhibit of patron collections. This month Derla Simons had her Precious Moments salt-and-pepper shaker collection. Next month Jason Hargens will display his Wonder Woman collection. Hannah has a waiver for release of liability for items on display.

Hannah reported on her visit with the county commissioners to consider a budget supplement for the unspent grant funds connected with the Community Connect Grant. Hannah will use this money for additional upkeep on the computers and two upcoming programs about digital and financial literacy. Hannah will attend the next commissioner meeting March 5th to request approval to begin the wall and carpet project. Joe Zeller has already expressed concerns about maintaining his price proposal if delayed further.

The Hand County Library board agreed to send the draft minutes to commissioners after each monthly meeting along with the approved minutes of the previous month.

Hannah reported that all library staff have attended CPR training, and First Aid training will be conducted in March.

Mike Donlin made the motion with Gloria Keck seconding the approval of the January minutes and petty cash.

Mike Anglin motioned and Mike Donlin seconded the approval of the financial report and bills.

The next library board meeting will be March 25th at 4pm. (**Later the meeting moved to March 26th at 4pm due to an unforeseen conflict.**)

Meeting adjourned

A & B Solutions	#(425) service contract	\$73.89
Bob's Disposal	#(428) garbage	\$21.00
Bob's Gas	#(426) propane	805.50
City of Miller	#(428) utilities	\$463.69
Demco	#(426) supplies	\$276.96
Ingram	#(426) supplies	\$270.14
Overdrive	#(426) supplies	\$291.37
Venture Communications	#(428) email address/phone	\$206.32

Salary and Benefits	#(411, 412, 413, 414, 415)	\$5,421.16
---------------------	----------------------------	------------


Hannah Caffee, Director


Andrea Fiala, Library Board Chairman

Minutes for March 2024

The Hand County Library Board of Trustees met on March 25, 2024 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.

Hand County Library will be closed March 29th and April 1st according to Governor Noem's declaration. Hand County Library will also be closed Saturday, March 30th.

Hannah reported on summer reading plans. She attended the Jumpstart Workshop in Redfield this month. The SD Discovery Center is bringing their planetarium and presenting two programs on May 30th as the kickoff story time. We have Jeff Quinn, a magician scheduled for July 2nd, and we have a Birding kit reserved through the SD Game, Fish, and Parks for the first week of June. Hannah has noticed an increased interest in volunteering at the library. She and the board decided it would be a good idea to include initial background checks in the vetting of new volunteers.

Regular programming has continued this month with Chess club, preschool story time, winter book club, and our new stitching group. This month's special events were math related, and we had participation at the Pi Day pie making event and quilt pattern crafternoon. The Kevin Smith author visit was postponed due to weather. Working with Feeding South Dakota, Hannah has secured the courthouse assembly room for SNAP application assistance on April 25th from 2-5pm.

Hannah brought a draft of the 2023 annual report for the SD State library. The board agreed it was ready for submission.

Library staff attended and completed their first aid training this month.

The library was awarded a grant to cover partial costs of an AED for the library. After discussion, it was determined that Hannah will request the rest of the cost come from the county budget as it is a building safety item. Our new insulated walls were nearly completed at the time of the meeting. Mike Donlin will be working to secure the moving equipment required for the carpet project.

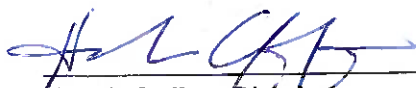
A motion was made by Gloria Keck to approve the February minutes and petty cash, Mike Donlin seconded.

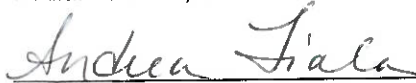
Mike Anglin motioned to approve the Financial Report and bills. Marianne Peterka seconded.

The next Hand County Library Board meeting will meet Thursday, April 25th at 4pm.

A & B Solutions	#(425) service contract	\$73.89
Bob's Disposal	#(428) garbage	\$21.00
City of Miller	#(428) utilities	\$426.85
Express Companies Inc	#(434) building improvement	\$1982.40
Hannah Caffee	#(427) travel & conference	\$48.96
Midwest Fire Safety	#(425) maintenance	\$112.00
Overdrive	#(426) supplies	\$217.97
Venture Communications	#(428) email address/phone	\$206.32
Zeller Construction	#(434) building improvement	\$8,832.48
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)	\$5224.49
---------------------	----------------------------	-----------


Hannah Caffee, Director


Andrea Fiala, Library Board Chairman

Minutes for April 2024

The Hand County Library Board of Trustees met on April 25, 2024 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.

Hand County Library will be closed Monday, May 27th, 2024 in observance of Memorial Day.

The director gave a report on programming coming up. Chess Club moved its weekly meetings to the elementary school during the recarpeting project. The tournament is scheduled for May 12th at 3 pm. Hannah is looking for volunteers to referee. The board discussed and decided to host a 55th Anniversary Open House on May 22nd from 3pm-6pm at the library. A logo was selected, and giveaways will be made for the event using the new logo. Summer Reading sign up begins May 29th. The SD Discovery Museum is presenting two programs for our first event on May 30th. *Tour of the Solar System* begins at 11:00, and *Greek Constellations & Mythologies* follows. May 7th Hannah will be visiting the elementary classrooms and encouraging summer reading participation.

The preliminary budget was calculated and submitted to the auditor for the 2025 fiscal year. A memorandum from the commissioners gave guidelines for increases available.

A building project update was given and board members toured the area mid-project. The insulated walls were finished and the carpet was laid. A special thanks to Mike Donlin and his crew with Donlin Construction for helping move the heavy furniture and book stacks during this project. There was discussion of how to best hang the curtains adjacent to the new walls and what furniture to prioritize for replacement. To save money, it was decided to hang temporary curtains until all windows are in need of replacements. The library board agreed that a new circulation desk would be needed soon, and our memorial funds might be used for such a purchase. Everyone is going to do some research on companies, desk features, and usability. Hannah set the date of May 1st for reopening.

Mike Anglin and Mike Donlin have term expirations on July 1, 2024. Both indicated their desire to stay on the board for another term.

The annual report was submitted to the South Dakota State Library. Mike Donlin moved to approve of the report. Gloria Keck seconded this motion.

Marianne Peterka moved to approve the March meeting minutes. Mike Donlin seconded.


Approval of the financial report and bills was so moved by Mike Anglin. Seconded by Gloria Keck.

The next library board meeting will be Thursday, May 23rd at 4:00 pm.

A & B Solutions	#(425) service contract	\$73.89
Bob's Disposal	#(428) garbage	\$21.00
Bob's Gas	#(426) propane	\$732.80
City of Miller	#(428) utilities	\$447.85
Dakota State University	#(434) building improvement	\$600.00
Higmore Furniture	#(434) building improvement	\$8600.00
Overdrive	#(426) supplies	\$356.90
Venture Communications	#(428) email address/phone	\$204.14

Salary and Benefits	#(411, 412, 413, 414, 415)	\$5327.45
---------------------	----------------------------	-----------


Hannah Caffee, Director


Andrea Fiala, Library Board Chairman

Minutes for May 2024

The Hand County Library Board of Trustees met on May 23, 2024 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 Hand County Library will be closed June 19th for the Juneteenth holiday, and July 4th-6th for the July 4th holiday.

Hannah reported on the three most recent events held at the library. The second annual chess tournament had 14 sign up and 11 participated. LeRoy Danburg was the winner of the tournament. Book Club met for the last meeting of the season May 16th. Six participated and the group has plans to resume in the fall. Our 55th Anniversary Open House welcomed 52 guests. Connie Schroeder provided a thorough library history display for patrons, and many guests participated in the I Spy Library game.

The summer reading program for adults and kids will begin May 29th. The kick-off event is May 30th with a planetarium visiting from the SD Discovery Center. Weekly story time will meet at the library primarily with one story time event at Crystal Park. Jeff Quinn will be doing a magic show July 2nd at 3pm at the Community Center. We also have programs for adults including "Navigating the Internet", Rosemary Dunn Moeller Author Visit and Book Signing, "Adventures in Money Management", and "Scam Prevention and Online Security".

It is time for annual staff performance reviews. Hannah Caffee will be conducting the reviews and sharing with staff in the upcoming month. The board decided they would conduct the library director review in executive session near the end of this meeting.

The board discussed options for using memorial funds including an outdoor chess table and a new circulation desk. Hannah will continue looking into the outdoor chess table and bring more specific options to the table next month. Hannah reported on meeting with a company for circulation desk options. Due to the inability to fully see the desk and high shipping costs, the board decided to use a more local company for the building of the desk.

Hannah then shared the annual statistics report from the SD State Library. This site provides a way to compare library use and funding across the state. The board spent some time digging into the site, but will use the link Hannah sends to dig further into comparisons.

Hannah brought copies of the January and March approved minutes. She found that there were errors in the finance table on the back of each. She has a copy of the old minutes, highlighted issues, and new approved minutes on file.

The board moved to executive session for the library director performance review.

The board resumed the regular meeting and commended Hannah Caffee on her work this past year at the library.

Marianne Peterka made the motion to approved the April meeting minutes and expenses. Mike Angh seconded.

Mike Donlin made the motion to approve the Financial Report and bills. Gloria Keck seconded.

The next board meeting will be June 24th at 4:00pm

Meeting adjourned.

A & B Solutions	#(425) service contract	\$73.89
Bob's Disposal	#(428) garbage	\$21.00
City of Miller	#(428) utilities	\$442.80
Ingram	#(426) supplies	\$574.89
Overdrive	#(426) supplies	\$193.99
Venture Communications	#(428) email address/phone	\$204.14

Salary and Benefits	#(411, 412, 413, 414, 415)	\$5321.05
---------------------	----------------------------	-----------


Hannah Caffee, Director


Andrea Fiala, Library Board Chairman

Minutes for June 2024

The Hand County Library Board of Trustees met on June , 2024 at 4:00 PM in the Historical Room of the Hand County Library.

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

The summer reading program continues for adults and children. The kids program has 120 participants and they have read more than 46,000 minutes. We have had three story time events averaging 40 participants at each event. The adult program has 30 participants. We had nine attend the author visit, Rosemary Dunn Moeller, on May 30th.

A story walk was prepared for the Arts in the Park event which was canceled due to rain. Hannah will seek another opportunity to post the story walk.

At the July meeting the board will determine appointments.

Hannah shared that the records of students attending Miller High School have been donated to the library in print and digital form. Dee Sivertsen will continue tracking and updating the document, and she will send the library new information as it arises.

Hannah and the board spent time researching outdoor chess tables and chairs and bike parking racks. Mike Donlin is going to check out a few local opportunities before we reach a final decision for either memorial funded project.

Mike Anglin made the motion to approve the April meeting minutes and expenses. Mike Donlin seconded.

Marianne Peterka made the motion to approve the Financial Report and bills. Mike Anglin seconded.


The next board meeting will be July 29th at 4:00pm

Meeting adjourned.

A & B Solutions	#(425) service contract	\$73.89
Bob's Disposal	#(428) garbage	\$21.00
City of Miller	#(428) utilities	\$474.38
Demco	#(426) supplies	\$329.56
Ingram	#(426)supplies	\$585.17
Jim and Jake's Sprinklers	#(425)maintenance	\$78.73
Kessler's	#(426)supplies	\$200.53
Venture Communications	#(428) email address/phone	\$204.14
Mike Anglin	#(421)board meeting	\$36.00
Mike Donlin	#(421)board meeting	\$36.00
Andrea Fiala	#(421)board meeting	\$36.00
Gloria Keck	#(421)board meeting	\$24.00
Marianne Peterka	#(421)board meeting	\$36.00

Salary and Benefits	#(411, 412, 413, 414, 415)	\$5209.70
---------------------	----------------------------	-----------


Hannah Caffee, Director


Andrea Fiala, Library Board Chairman

Minutes for July 2024

The Hand County Library Board of Trustees met on July 29, 2024 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
Member Absent: Gloria Keck. Member absent: Mike Anglin

An election of officers took place to begin the meeting. Andrea Fiala and Mike Donlin were nominated by Marianne Peterka for Chairman and Vice Chairman respectively. Gloria Keck seconded the motion. The board voted in agreement unanimously.

The library director gave a report on programming. The 2024 Summer Reading Program ended on July 19th. Hannah said 122 children participated in the program and collectively read 79,792 minutes. Thirty-one adults signed up for the adult program with four achieving bingos and entered into the raffle for prizes. Book Club will resume in August, and their first book will be *Little and Often* by Trent Prezler. This book is the SD Humanities Council selection for the 2024 One Book South Dakota. A public discussion will be held near the end of September.

Two events are on the horizon. The postponed Arts in the Park event is now rescheduled for August 17th from 3-7pm. The library will offer a book walk during this community event. Hannah is looking to host a Zucchini cookoff contest in early August. Contestants bring a dish (of any kind) made with zucchini, and they will also submit their recipe. Folk who attend will get to cast their vote for their favorite dish.

The Hand County Library is scheduled to be closed for the Labor Day holiday September 2nd.

Hannah and the Policy Manual Committee brought some adjustments to share with the library board. Hannah reported that more work needs to be done before we approve this manual because of changing South Dakota laws. She will be working with Anson Law to ensure the library is in compliance with the new law. Hannah will also be attending the South Dakota Library Association Conference in September to learn from other libraries in the state on how they are approaching the new law and policies. She anticipates a final manual draft will be ready by the October meeting.

Brent Adams from the Center for Independence has reached out about potential job carving for the people he serves. He wondered if the library had work available. The board discussed and ultimately decided that we do not have anything available at this time.

Mike Donlin provided an update on the installed bike rack on the west side of the library. A thank-you card will be sent to Vern's Manufacturing for bending the pipe to create this bike rack. A name plate will be added as Memorial Funds were used to finance this project.

Mike Donlin also gave an update on the outdoor chess table project. He has a plan for forming a table himself out of concrete. This will cut the cost immensely because shipping will not longer be included. We are all staying tuned.

In other concerns and business, Hannah noted that the Backpack Buddy program had their sign up sheets available at the front desk. It was a nice confidential location for families. The program provides school supplies for students in need, and they will be able to pick up their supplies from the Methodist Church in August before school starts.

The Community Connect Grant is finishing up July 31st which means the wifi hotspots will be disconnected. Hannah recently received an email that service to these hotspots might continue if grant funds allow. She will expect more information in August. Otherwise, the laptop computers continue to be available for check out, and if the hotspot service is not continued with the grant, the board will decide if we want to support the service going forward.

Mike Donlin made the motion to approve the June meeting minutes and expenses. Marianne Peterka seconded.

Gloria Keck made the motion to approve the Financial Report and bills. Mike Donlin seconded.

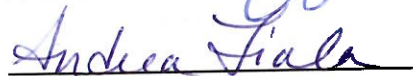
The next board meeting will be Monday, August 26th at 4:00pm

Meeting adjourned.

A & B Solutions	#(425) service contract	\$73.89
Amazon	#(426) supplies (grant)	\$1393.81
Bob's Disposal	#(428) garbage	\$21.00
City of Miller	#(428) utilities	\$593.37
Demco	#(426) supplies	\$172.13
Faronics	#(434.1) computer software	\$212.00
Hughes Electric	#(425) maintenance	\$153.06
Ingram	#(426) supplies	\$475.62
The Library Store	#(426) supplies	\$25.89
Venture Communications	#(428) email address/phone	\$204.70

Salary and Benefits	#(411, 412, 413, 414, 415)	\$6112.38
---------------------	----------------------------	-----------


 Hannah Caffee, Director


 Andrea Fiala, Library Board Chairman

Minutes for August 2024

The Hand County Library Board of Trustees met on August 26, 2024 at 4:00 PM in the Historical Room of the Hand County Library.

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

Hand County Library will be closed on September 2nd for Labor Day and during the homecoming parade on September 20th. The library will also be closing on October 14th for Native American Day.

The SDLA Conference will be held September 25-27 in Aberdeen, SD. The banquet will be held September 26th at 6pm. The board approved for ticket and travel reimbursement for staff attending.

The updates to the Library Policies and Objectives is still under review. The county lawyer is looking over the updates for compliance with HB 1197, and Hannah will attend workshop sessions regarding this new law at the SDLA Conference on September 26th.

Hannah gave a full report of recent and upcoming programs at Hand County Library

- Story Walk at Party in Park August 25th: 20 participants enjoyed "Hurry Up!" by Kate Dopirak.
- Winter Book Club met August 22nd with 8 in attendance. Reading *Little and Often* by Trent Preszler for the next meeting (September 24th at 5:30pm). This discussion is open to the public as it is the One Book South Dakota selected by the South Dakota Humanities Council.
- SD State Fair Youth Admission Tickets are available for library cardholders to pick up.
- Writing Workshops will occur bi-weekly during the months of September and October. Erica Hargens will be leading the writing group ahead of NaNoWriMo (National November Writing Month) where participants are encouraged to write 50,000 words during the month. Workshop dates: September 12th, September 26th, October 10th, October 24th
- September 10th we will host the virtual SD History Talks. Eliza Blue is presenting about her new book.
- A Smokey Bear Birthday Challenge has been created for our library. The board discussed and agreed October would be the best month for this challenge. Gummy bears for prizes would be appropriate.
- The Miller C&C has two dates for upcoming events in town. The library will participate in both
 - Sip & Shop October 17th
 - Christmas On the Prairie: Cowboy Christmas December 5th

Give Back Day will be September 7th. Hannah is unsure if she will be either hosting volunteers at the library or helping as a volunteer. She may see if other staff or board members could host the library volunteers.

The Community Connect Grant Final Report is due September 2nd. Hannah provided a draft to the library board. She is waiting to hear back from the grant officers about a possible extension on hotspot service.

Gloria Keck made the motion to approve the June meeting minutes and expenses. Mike Donlin seconded.


Marianne Peterka made the motion to approve the Financial Report and bills. Mike Donlin seconded.

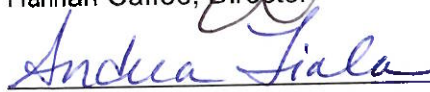
The next board meeting will be Monday, September 23rd at 4:00pm

Meeting adjourned.

A & B Solutions	#(425) service contract	\$73.89
Bob's Disposal	#(428) garbage	\$21.00
Bob's Gas	#(425) maintenance	\$647.58
Booksystems Inc.	#(422) software	\$1885.00
City of Miller	#(428) utilities	\$762.95
Ingram	#(426) supplies	\$828.15
Overdrive	#(426) supplies	\$382.09
Venture Communications	#(428) email address/phone	\$204.48

Salary and Benefits	#(411, 412, 413, 414, 415)	\$5479.09
---------------------	----------------------------	-----------


 Hannah Caffee, Director


 Andrea Fiala, Library Board Chairman

Minutes for September 2024

The Hand County Library Board of Trustees met on September 23, 2024 at 4:00 PM in the Historical Room of the Hand County Library.

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

Hand County Library will be closed in observance of Native American Day on Monday, October 14th.

Christmas on the Prairie is coming up on December 5th. Hannah has a story and craft for kids that fit under the theme "Cowboy Christmas". The Hand County Library will have a Christmas Tree at the Hand County Courthouse as well. Board members Andrea Fiala, Gloria Keck, and Marianne Peterka indicated they may be able to help with the decorations for this tree alongside staff.

Hannah updated all board members about the upcoming programs coming up this month and into October. Writing Workshop had two attend on September 12th, they meet again September 26th. The History Talks presentation is Tuesday, October 8th by Allan Carlson. Allan will be covering O.E. Rolvaag's "Giants in the Earth" at 7:30pm. October 17th is the annual Sip n' Shop for the Miller C&C. Hand County Library will be hosting a tea tasting event that evening. Preschool story time is returning in October. This monthly event will occur at the Methodist Church. The library board discussed an opportunity to have a dog at the story time. The board decided that this will be acceptable in this situation, but to check with the church as well. Smokey Bear Reading Challenge begins October 1st. Hannah has the challenge ready for launch.

The South Dakota Library conference is September 25th-27th in Aberdeen. Hannah will be attending on the 25th and 26th. Mike Donlin is receiving the SD Trustee of the Year award at the banquet on the 26th, all library staff will be attending along with Mike's wife, Nan.

Mike Donlin updated the library board about the circulation desk plan. He will continue working on the desk with the hope of having the new circulation desk in place at the beginning of 2025.

Hannah brought up that the 2025 budget cycle is moving forward with the requests sent to the Hand County Commissioners. The commissioners did approve an additional amount of money to go toward IT services.

Marianne Peterka made the motion to approve the June meeting minutes and expenses. Mike Donlin seconded.

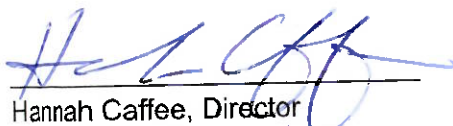
Gloria Keck made the motion to approve the Financial Report and bills. Mike Donlin seconded.

The next board meeting will be Monday, October 28th at 4:00pm

Meeting adjourned.

A & B Solutions	#(425) service contract	\$73.89
Boi's Disposal	#(428) garbage	\$21.00
City of Miller	#(428) utilities	\$732.76
Hannah Caffee	#(427) travel expense	\$487.05
Ingram	#(426) supplies	\$365.35
Overdrive	#(426) supplies	\$280.43
Venture Communications	#(428) email address/phone	\$204.48
Mike Anglin	#(422) professional services	\$24.00
Mike Donlin	#(422) professional services	\$36.00
Andrea Fiala	#(422) professional services	\$36.00
Gloria Keck	#(422) professional services	\$36.00
Marianne Peterka	#(422) professional services	\$36.00

Salary and Benefits	#(411, 412, 413, 414, 415)	\$5,355.94
---------------------	----------------------------	------------


Hannah Caffee, Director


Andrea Fiala, Library Board Chairman

Minutes for October 2024

The Hand County Library Board of Trustees met on October 28, 2024 at 4:00 PM in the Historical Room of the Hand County Library.

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

Hand County Library will close for the following National Holidays: Veteran's Day November 11th and November 28th for Thanksgiving Day. Governor Noem has added November 29th as an extension of the Thanksgiving holiday, so the library will be closed that day as well.

The library director gave a report of the events from this past month. October 17th was the Sip n' Skim event where staff offered a variety of tea flavors to match genres of books. Eleven patrons attended. Smokey Bear's Birthday Party brought in 40 patrons with Smokey visiting alongside his firefighter friends from the United State Forest Service in Fort Pierre National Grasslands. Thirty-two children have participated in Smokey Bear's Library Checklist Challenge this month. Preschool Story Time had four participants, History Talks Virtual Presentation had an audience of two, and the Winter Book Club gathered six readers.

The library director continued to share information about upcoming events happening at the library. Winter Book Club is reading *Red River Girl* by Joanna Jolly and discussing November 21st at 5:30pm. A new event, Puzzle Swap, will take place in November. Patrons can bring in their puzzles for swapping before November 15th. On November 18th swappers will have an opportunity to pick out their trades from 11-4, and after 4pm any patron can pick through the leftovers. Chess Club is reconvening beginning November 1st with meetings planned twice per month. Preschool Story Time will continue in November with a special Storytime SD twist. We will read the book *See the Dog* by David LaRochelle, and the program encourages having elected officials as special guest readers. Hannah has an email out to the county commissioners in hopes it will fit with one of their schedules. Writing Workshop continues into November with the start of NaNoWriMo where writers are encouraged to write 50,000 words toward a book in the month of November. Two have participated in the workshops the past two months and plan on gathering in November.

Board members brainstormed and set goals for the Courthouse Christmas Tree. Library board members, staff, and director will assemble the tree November 27th with Hannah organizing a time that works best for everyone.

Our policy book updates are still in the works. Elton Anson will hopefully be reviewing in the next couple of weeks. Hannah will reach out to Marianne and Gloria once she hears back from the law office. The updates must be published on the governing body's website by January 1st.

Gloria Keck made the motion to approve the September meeting minutes and expenses. Mike Anglin seconded.

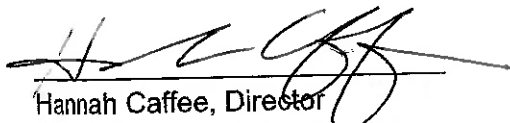
Mike Anglin made the motion to approve the Financial Report and bills. Gloria Keck seconded.


The next board meeting will be Thursday November 21, 2024 at 4pm

Meeting adjourned.

A & B Solutions	#(425) service contract	\$73.89
Amazon	#(426) supplies	51.60
Bob's Disposal	#(428) garbage	\$21.00
Bob's Gas	#(426) propane	205.80
Center Point Large Print	#(426) supplies	1150.56
City of Miller	#(428) utilities	708.07
Demco	#(426) supplies	367.35
Gumdrop Books	#(426) supplies	673.86
Ingram	#(426) supplies	515.87
Jim and Jake's Sprinklers	#(425) maintenance	75.00
MidAmerica Books	#(426) supplies	1103.05
Overdrive	#(426) supplies	162.98
Venture Communications	#(428) email address/phone	\$204.48

Salary and Benefits	#(411, 412, 413, 414, 415)	\$5,439.54
---------------------	----------------------------	------------


Hannah Caffee, Director


Andrea Fiala, Library Board Chairman

Minutes for November 2024

The Hand County Library Board of Trustees met on November 21, 2024 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

Hand County Library will be closed December 23, 25 and January 1, 20 for federal/state holidays.

Hannah reported on recent events held at the library. Book Club meets November 21st, and next on January 23rd. The group will discuss *Red River Girl* by Joanna Jolly on November 21st and will also decide on the theme for their next discussion. Chess Club hosted five and twelve participants respectively on November 1st and 8th. The first Jigsaw Puzzle Swap was held November 18th with over 75 puzzles turned in for swapping from 13 participants, it was successful. Story Time South Dakota was a success with our elected official, Greg Palmer, reading the story to 14 kids and 7 adults. The board discussed future guest readers we might consider.

Upcoming events include Chess Club on December 6th and 13th and Preschool Story Time December 12th. Hannah is starting a Tween Advisory Board where 5th and 6th grade board members will help plan events and order new books for the library. She has had several applications turned in and will be meeting with the board monthly starting December 2nd. A couple of young adults have asked Hannah to start a DnD club at the library. This group will meet twice a month on Monday afternoons beginning at 4:30pm and playing until 6/6:30pm depending on staffing that day. The group will be starting in January. There has been more interest in a Spanish/English meet-up gathering at the library. Hannah would like to dig into some curriculum or books that could be utilized in this type of gathering to ensure efficient learning for all participants.

Christmas on the Prairie is a community event in downtown Miller, and the library hosts a Frosty story time. Hannah has the books ready for Frosty to read, and expects his story time to begin at 5pm on December 4th. The library will also provide the space for the Letters to Santa mailbox, but Miller C&C board members will tend to the box. We will have some stationary available in the library for kids writing their letters to Santa. Our tree at the Hand County Courthouse is ready to be decorated on November 27th. Mike Anglin has a lead regarding small bales of straw, and Mike Donlin will work on getting a few pairs of boots. The rest of the decorations are ready to go. Mike Donlin brought in reminder cards for the Library League's Christmas Cookie sale held at the bank during Christmas on the Prairie. An anonymous donor will be matching funds raised at this event similarly to last year.

Hannah and the Policy and Objectives committee presented the updated Hand County Library Policy and Objectives document to the library board. Hannah shared the changes specifically adjustments made to comply with SD HB 1197. Elton Anson at the State's Attorney's office looked over the adjustments and the new law, and agreed we are in compliance. Marianne Peterka made the motion to approve our Policies and Objectives document. Mike Donlin seconded the motion. The document will be placed on the Hand County Courthouse website as well as on the library's website.

Hannah reported that we are looking to come in under budget for this year and will be crunching a few more numbers ahead of any purchases in December.

Gloria Keck made the motion to approve the October meeting minutes and petty cash. Marianne Peterka seconded.

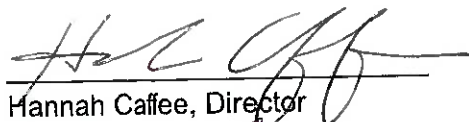
The Financial Report and bills were approved via a motion by Mike Anglin and a second by Mike Donlin.


The next board meeting will be December 19th at 4pm.

Meeting adjourned.

A & B Solutions	#(425) service contract	\$73.89
Bob's Disposal	#(428) garbage	\$21.00
City of Miller	#(428) utilities	\$533.90
Demco	#(426) supplies	\$374.63
Ingram	#(426) supplies	\$550.87
Overdrive	#(426) supplies	\$1352.62
SafeDNS	#(425) maintenance	\$400.00
Venture Communications	#(428) email address/phone	\$204.48

Salary and Benefits	#(411, 412, 413, 414, 415)	\$5,364.95
---------------------	----------------------------	------------


Hannah Caffee, Director


Andrea Fiala, Library Board Chairman

Minutes for December

The Hand County Library Board of Trustees met on Thursday, December 19, 2024 at 4:00 PM in the Historical Room of the Hand County Library.

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

Hand County Library will be closed December 23, 25 and January 1, 20 for federal/state holidays.

Hannah reported on recent and upcoming events. Chess club this month was held on December 6th and December 13th with five and fourteen kids in attendance respectively. Chess Club will meet January 17th and January 31st next month. Christmas on the Prairie brought 29 folks in to the library for Frosty Story Time. Preschool Story Time had 20 in attendance, the next preschool story time will be January 9th. The newly developed Tween Advisory Board had their inaugural meeting on December 2nd. The group named themselves "The Reading Dweebs" and planned a 4th-6th grade book exchange held on December 12th. Sixteen kids attended the event and fun was had by all. The Reading Dweebs have many good ideas for programs and events at the library for the winter and spring.

Debi and Hannah are working out details for a library holiday party in January. Details will be sent out soon.

Hannah reported that the end of year budget was looking good and that several projects were able to be finished before the year ended. Governor Kristi Noem has a budget proposal for the state of South Dakota that includes major cuts to the SD State Library. The board discussed the implications of such cuts and the negative impacts this would have on our services. Some libraries are hosting informational sessions to the public and with their state representatives regarding this matter. The board did not decide on further action, but will work to remain informed and share information with others.

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

Mike Anglin made the motion to approve the Financial Report and Bills. Marianne Peterka seconded.

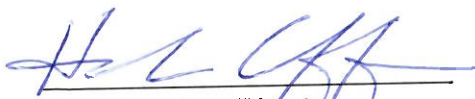
The next library board meeting will be held Monday, January 27, 2025 at 4pm.


Meeting adjourned.

A & B Solutions	#(425) service contract	\$73.89
Bob's Disposal	#(428) garbage	\$21.00
Bob's Gas	#(426) propane	\$390.00
City of Miller	#(428) utilities	\$463.90
Demco	#(426) supplies	\$305.68
Ingram	#(426) supplies	\$329.79
Overdrive	#(426) supplies	\$242.85
Swank	#(425) maintenance	\$475.00
Venture Communications	#(428) email address/phone	\$204.48

Mike Anglin	#(422) professional services	36.00
Mike Donlin	#(422) professional services	24.00
Andrea Fiala	#(422) professional services	36.00
Gloria Keck	#(422) professional services	36.00
Marianne Peterka	#(422) professional services	24.00

Salary and Benefits	#(411, 412, 413, 414, 415)	\$5753.90
---------------------	----------------------------	-----------


Hannah Caffee, Director


Andrea Fiala, Library Board Chairman