

**Custer County Library Board
Minutes**

July 16, 2025

Custer County Library

The Custer County Library Board of Trustees met at 1:01 p.m. on Wednesday July 16th, 2025, at the Custer County Library. The people in attendance were Library Director Sarah Myers, Cheryl Dillon, Katie Wiederholt, Hermosa Branch Director Bert Philip, Susan Swindal, and Thea Teasley. Attending via Zoom were Leo Van Sambeek and Kibbon Rittberger.

AGENDA CHANGES/CORRECTIONS

Sarah requested the Marco Bill Discussion and Approval be added to the beginning of new business.

MINUTES

- ❖ **June 18th, 2025 Board Minutes:** *No changes to the June meeting minutes. Leo made a motion to approve the June Board minutes. Katie seconded the motion. The motion carried.*

TREASURER REPORT: *The Board reviewed the June financials for the Library's General checking account. The Board also reviewed the June financials for the County Ledgers. Sarah mentioned the balance of the county ledgers does not reflect the credit card purchases from the prior month as the auditor's office was training new personnel and those numbers will reflect in the next month's ledgers. Susan motioned to accept the financials, Leo seconded, and the motion carried.*

- ❖ GENERAL CHECKING: Balance of \$28,821.80 as of July 10th
- ❖ COUNTY SPREAD SHEET: Balance \$180,153.81 as of June 30th, 54.66 % of budget

LIBRARIAN REPORT: *The Librarian Report is attached to and is part of this month's minutes.*

- ❖ Director Meeting Updates
- ❖ Programming Updates
- ❖ Strategic Plan Updates

OLD BUSINESS:

- ❖ Board Manual Content List- Continued Discussion- *Sarah requested that the board decide on a deadline for documents to be submitted to herself for the board manual. August 15th was decided on. Sarah will send information to all, so they know exactly what to submit and where. A draft manual will be ready for the September meeting.*

NEW BUSINESS:

- ❖ Marco Bill Approval- Approval Needed- *Sarah presented the current bill for payment from Marco for the printing services rendered. Leo made the motion to pay the bill presented of the amount of \$550.27. Katie seconded the motion, and the motion carried.*
- ❖ 2026 Budget Discussion- Approval Needed- *Sarah presented the 2026 draft budget for county funds. See attached notes regarding discussion points. Leo made the motion to approve the presented draft budget with two additions. First, Sarah requests the addition of a 32-hour position, full time with benefits to help address the staffing needs at the Custer branch. Second, to leave open capital project funding with the advisement of commissioner Hartman to help plan for the Hermosa building project. Katie seconded the motion, and the motion carried.*

- ❖ Chapter Six- SDSL Trustee Manual Discussion- Strategic Planning- *This item is table to next meeting due to time constraint.*
- ❖ Hermosa Building Initiative- *Leo did not have anything to add for this meeting. He requested a meeting to be set up for the Hermosa building committee to meet. It was proposed to have a meeting after the next board meeting which will be held in Hermosa.*

ANNOUNCEMENTS

- ❖ Closed July 19th for Gold Discovery Days
- ❖ End of Summer Party- July 30th 3-5:30pm
- ❖ Friends of the Library Informational Meeting- August 23rd 10am-12pm
- ❖ Updates for Hermosa- *Bert shared that the Hermosa branch will be having their book sale at the Custer County Fair, August 7-10th. A big thanks to Kibbon and family for agreeing to help move books.*

NEXT MEETING: *September 17th at 1:00PM at the Hermosa branch.*

ADJOURNMENT: *Susan made the motion to adjourn with Leo as second. The meeting adjourned at 2:07 pm.*



Sarah Myers
Secretary/Treasurer

July Director Report

May/June Director Meetings Updates

- **Consortium Mtg 7/10-**
 - Overdrive reciprocal borrowing based on model type of item. Statewide sharing capabilities. No holds on other consortiums items.
 - *Cost sharing of Genealogy databases. Custer use is not very high comparatively. If we have any funds to send this way, it will help sustain it for the whole state.*
 - *Meeting set up for MessageBee to get training. Policies on our website as needed.*
 - *SDLA Planning Workshop for legislative issues for 2026, August 26th 10:30-2:30 Chamberlain. I'm trying to figure out staffing so that I can make the day trip. It will be nice to have a plan of attack.*
- **Foundation Planning Meeting for the Friends of the Library 6/20** – The Foundation met to further discuss the informational meeting. A date has been set. Invitations are being distributed.
- **Interviewed and hiring in Hermosa-** Jodi Simons starts 7/9.
- **7/15 Dept Head Wage Study-**
 - *Results for 2026 pay scale. Hard to find good data for the library as we are county and there are not many county libraries in the state. The main goal is to get the starting rate up and other wages up to reflect to help offset COLA.*

Programming Updates

- **Summer Reading Plans**
 - *Nailed It- Great fun, all ages. Sponsored to help cut down the costs. 11 teams.*
 - *Mini Art Show 123 canvases handed out- Open house reception is today at 3 pm.*
 - *Teen Time observations*
 - *This is an age group that we have identified as needing programming. Consistently around 20 kids are coming. Some regulars, some not. They have a space to hang out, create, and have a structured activity. They age out of kidstop and there is not a lot to do for this age group and up. 10–14-year-olds.*
 - *YMCA Kidstop updates*
 - *Kid camp leadership has changed. They needed to take a week off. We plan to start up again the week of 7/14. Working out details for the reading portion.*
 - *Still a great partnership, and we want to make sure the kids still have a rewarding summer.*
- **Hermosa**
 - *Observations from Hermosa programming- Needs for next year- to be talked about in the budget overview for 2026.*

Strategic Plan Updates

- **Food Pantry**

- **Volunteer Documents/Policies**
- **Workload and responsibilities assessment for Custer staff-** Working on this to have good data to bring to the commission for an extra position.
- **Board CE (spreadsheet)** We are currently at 10.25 hours for 2025. We need 15 hours between the whole group annually. Our accreditation is up in 2026, so we will be needing to submit information in August 2026. This shorts us Sept-Dec to get the full 15. Just to be aware of all of this. We did not have any CE September- December 2023 to carry over.

2026 County Budget Considerations

- Fax Machine
 - We get a request for a fax at least once a week if not more.
 - No where in town really faxes. Vector printing is not open all the time to accommodate community needs. Local banks really don't offer this service anymore. This is a gap we can fill.
 - Marco machine. I have a sales rep call to see what it would cost to start this function. It is unknown the cost to upgrade, and if they will charge for this service. This would impact our printer costs, since we will be printing more pages potentially, so we would need to visit our fee schedule again to have it appropriately priced.
 - I have called Goldenwest to see what the cost for a fax line would be.
 - \$30 set up fee, \$40/month for a phone.
 - They recommended looking into internet faxing. I worry about the security, but it might be a cheaper solution to a need in our community if we find the vendor to work with.
- Staffing
 - Saturdays and security and programming
 - Traditionally, we did not have two people at the library working on Saturdays.
 - Since our last director, it has been a big discussion about staffing to make sure everyone is safe. We have dedicated ourselves to having 2 people on Saturdays. There are no other offices open in this building on Saturdays. It is 5400+ sq ft of building to responsible for by yourself.
 - Bathroom breaks, shelving, helping more than one patron at a time considerations.
 - Programming- Saturday is a day we have had a lot of success with attendance. You have to have 2 people to accomplish this. When it's summer, you need up to 3 people.
 - Considering the wintertime isn't as busy that one person can do the work, but I still stress the safety aspect of it.
 - Having additional staff would help with programming as well as alleviate the safety concerns.
 - Summer itself has made things evident.
 - Hermosa help has been nice but that is only 12 hours for 6 weeks. They are helping with other programming in Custer as well. It would be MUCH more efficient to have this person available for help in Custer on Mondays and Tuesdays. We have been BUSY. Then Wednesdays in Hermosa. Other staff needs.
 - Programming. Traditionally, libraries have one person in charge of areas, Children's, Youth, Adult. We have been getting by with one person to do all these categories. I have noticed since I have been here that it is very hard to have one person. When I

became director, I have tried to help as I can, but I am finding myself doing more than being able to focus on all the duties. I have had other staff try to help with programming and they have stepped up fantastically. However, this pulls them away from their regularly scheduled duties. Programming is essential to a library. It gets people in the doors and aware of our other services. It gets us out in the public where people might be aware of the library or its services. Programming is essential for libraries. Programming is a very visible way so that the library can demonstrate our value to our community.

- Teen time. We would love to offer this on a more regular basis. Again, with current staffing it is not sustainable for a year-round offering.
- We need help. I ideally would love to restructure some of the staffing duties to allow for better supported programming and outreach. I could see us hiring for circulation. This could be full time, part time.
- More staff could allow for extended hours. This is a big talking point from strategic planning. We have had the same hours for the last decade or more. And our county keeps growing. We need to have our service hours change as our community's needs change as well. At current capacity, I do not see an easy way to accomplish this. We are currently at 35 hours/ week. Other libraries with our similar service population are open over 40 hours a week. We have felt behind our standard IMO.
- Other considerations-
 - We are not as busy in the winter. For immediate needs, having summer help would be a tremendous benefit. Long term needs, we need to expand hours and services. This requires additional staffing. We need to keep Hermosa staffing in mind as well.
- Capital project funding?
 - We were advised to ask for capital funding to be set aside. How do we want to make that ask? How much should we ask for? It really is a matter of having another meeting in my opinion to get interest levels out, commitment levels out, etc. I am happy to help with planning, but I need the motion to come from this body. Where are we at to make an appropriate ask? I need our current best information to be able to ask for this.