

**Custer County Library Board  
Minutes**

**March 18, 2026**

**Custer County Library**

*The Custer County Library Board of Trustees met at 12:56 p.m. on Wednesday, March 18, 2026, at the Custer County Library. Board members in attendance were Susan Swindal, Kibbon Rittberger, Katie Wiederholt, and Tracy Fish. Cheryl Dillon was absent. Also in attendance were Sarah Myers, Roberta Philip, Amber Maidens, and Mark Hartman.*

**AGENDA CHANGES/CORRECTIONS**

*No changes, but recommendation to add public comment to the agenda going forward.*

**MINUTES**

- ❖ **February 18<sup>th</sup>, 2026 Board Minutes:** *No changes to the February meeting minutes. Tracy made a motion to accept the minutes as presented. Susan seconded the motion and the motion carried.*

**TREASURER REPORT:** *The Board reviewed the February financials for the Library's General checking account. The Board also reviewed the February financials for the County Ledgers. Susan motioned to accept the financials, Tracy seconded, and the motion carried.*

- ❖ **GENERAL CHECKING:** Balance of \$27,184.85 as of March 10<sup>th</sup>, 2026
- ❖ **COUNTY SPREAD SHEET:** Balance \$295,834.07 as of February 28<sup>th</sup>, 84.13% remaining

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

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

**OLD BUSINESS:**

- ❖ **Status of Hermosa Building Committee Discussion-** *The board discussed the purpose of the Hermosa Building Committee and how it should proceed. It was recommended that a request for letters of interest be distributed to individuals interested in participating on the committee. The board agreed that the committee should meet as soon as possible to maintain progress.*
- ❖ **Board Manual Review-** *The board reviewed the status of the drafted Board Manual. Some feedback was provided, and it was agreed that further discussion will take place in April, with a vote for adoption to follow.*

**NEW BUSINESS:**

- ❖ **County HR Presentation to Trustees-** *Amber Maidens, County Human Resources Officer, presented to the board regarding HR functions, trustee responsibilities in relation to the county, and how HR works with the library. The board held a 5-minute discussion following the presentation.*
- ❖ **Mile Up Marketing Payment Request for Website Upgrades-** *Sarah requested approval to proceed with website upgrades needed for compliance. The cost for the services was stated as \$650, to be paid to Mile Up Marketing. Tracy made the motion to approve the requested expenditure and Susan seconded the motion. The motion carried.*
- ❖ **Open Meeting Training-** *Trustees present engaged in a 20-minute training and discussion on updated Open Meeting requirements for public boards.*

- ❖ Volunteer Policy Adoption- *Sarah presented the Volunteer Policy to the board, noting alignment with county policy, and requested approval for adoption. Tracy made a motion to adopt the policy, and Kibbon seconded the motion. The motion passed.*
- ❖ Hermosa Building Updates- *The board discussed updates related to the Hermosa building project. Kibbon shared research on multipurpose building options, including the possibility of incorporating a renter to help offset loan costs if that direction is pursued. It was recommended to reach out to contractors who have experience designing buildings of a similar size. The board also discussed challenges related to funding, noting that many grants and assistance programs require engineered plans, which present a significant upfront cost and barrier to the project.*

### **ANNOUNCEMENTS**

- ❖ Seed Library Open House – March 18 4-6 pm
- ❖ Director’s Retreat Training- Pierre, SD March 29-31<sup>st</sup>
- ❖ 250<sup>th</sup> Reading Challenge- 250 Stories for 250 Years April 1- July 4
- ❖ Updates for Hermosa- *Bert reported on recent programming at the Hermosa branch, including a successful jigsaw puzzle tournament with five teams and interest in repeating the event in the fall, potentially requiring a larger space. Bert also shared plans for an upcoming mat-cutting program in April, where participants from previous watercolor programs can have mats cut for framing their artwork.*

**NEXT MEETING:** *April 15<sup>th</sup> – 1:00PM at the Custer County Library.*

**ADJOURNMENT:** *The meeting adjourned at 2:07 pm.*



Sarah Myers  
Secretary/Treasurer

## March Director's Report

### **Feb/Mar Director Meetings Updates**

- **INP call 3/4-** Spoke with Tara about our consulting hours. We have 7 hours left. To best suit the library, we have pivoted to hold a workshop for the foundation and friends that are interested in coming. We have some dates in mind in April but after the Foundation Meeting, we will have some more firm dates. I encourage any board members to attend. Trustees can earn continuing education credits for us by attending this. The workshop will focus on donor management and fundraising which will help the library long term.
- **Commission mtg 2/26-** Sarah presented the 2025 library numbers to the commission. Good reception, but no questions.
- **Tickets with Bywatersolutions** – Several issues happening with KOHA:
  - *Mid-February we noticed all circulation history was gone for transactions 2025 and older. We use this help patrons with readers advisory as well as tracking their lifetime savings. It was discovered that this happened at a consortium level where all our libraries were anonymized. Week of March 9<sup>th</sup> we were able to resolve this with a back up to November 2025. There are some missing gaps, but at least we have the majority of the data.*
  - *Printing margins on slips were out of alignment since early January. Working with Bywatersolutions and county IT, we have finally come to a resolution with custom margins being formatted. Neither party could discover why the left margins disappeared but after much back and forth, we got some resolution.*
- **WhoFi Updates-** Sarah watched the presentation of the current updated to WhoFi. Much doing with reservations, standardization of button locations, and features on community calendars and search functionality. This is a great service we get from the state library.

### **Programming Updates**

- *Film Screening- 28 in attendance*
- *Libby Week- great reception some walk ins. More phone calls than anything. We are still spreading the word.*
- *Family Resource Fair- Postponed due to Qury fire*
- *Partnering with Petals & Pages- Bedazzling Books*

### **Strategic Plan Updates**

- Updated Board Reporting Document in Dropbox
- EmailOctopus is the newsletter venue we now use
- Libby Tech Week
- Crazy Horse Visit
- 2026 Summer Reading Pre Survey for planning- See Google Form results.
  - What are barriers to participation, better time to hold programs, what kind of programs are the best interest, and what prize structures are preferred

- 250 Reading Challenge
- Disc Cleaning with the FOL
- Awards Library Transforming Communities grant to make upgrades to the parking lot curb in the handicap spots. Awarded \$10,000 for this project.

DRAFT