

**Custer County Library Board
Minutes**

November 19, 2025

Custer County Library

The Custer County Library Board of Trustees met at 12:58 p.m. on Wednesday, November 19th, 2025, at the Custer County Library. The people in attendance were Library Director Sarah Myers, Cheryl Dillon, Hermosa Branch Director Bert Philip, Susan Swindal, Commissioner Liaison Mark Harmtan, Leo Van Sambeek, and Kibbon Rittberger.

AGENDA CHANGES/CORRECTIONS

No changes or additions to the agenda.

MINUTES

- ❖ **October 15th, 2025 Board Minutes:** *No changes to the October meeting minutes. Kibbon made a motion to approve the October Board minutes. Leo seconded the motion. The motion carried.*

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

- ❖ GENERAL CHECKING: *Balance of \$28,669.22 as of November 15th, 2025*
- ❖ COUNTY SPREAD SHEET: *Balance \$74,355.31 as of October 31st, 22.56% remaining*

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:

- ❖ Innovative Nonprofit Consultant Opportunity- *Sarah discussed the deliverables expects from the Innovative Nonprofit (INP) because of the consulting hours proposed. Email details below. Leo made the motion to authorize the expenditure of \$500 from the library checking account to proceed with the grant research from INP for library grants. Susan seconded the motion and the motion carried.*
- ❖ Trustee Terms ending in 2025 Discussion- *Trustee needed in 2026- The board discussed the upcoming trustee vacancy, as Leo will conclude his term at the end of the year. Sarah has published a notice in the local newspaper informing the public of the opening and the process for submitting letters of interest. The board also reviewed potential candidate recommendations in relation to the drafted Board Composition Reference Guide that will be included in the board manual. It was noted that recommendations must be submitted to the County Commission for approval, and a preferred candidate should be identified by mid-December. Sarah will forward letters of interest to the board as they are received. The County Commission meets on December 17, which would allow designations to be submitted at that time. The board agreed that the February timeline for adopting the board manual remains appropriate. Sarah will work with the newly appointed trustee to assist with onboarding while the manual is being finalized.*

NEW BUSINESS:

- ❖ Closure on December 27, 2025 – Approval - *Sarah requested approval to close the library on Saturday, December 27. She noted that the County Commission had already approved the closure earlier in the day. The county offices will be closed on December 24, 25, and 26 for the Christmas holiday, and extending the closure to Saturday will allow library staff to use flex time or PTO as needed. Kibbon made a motion to approve the requested closure. Susan seconded, and the motion carried.*
- ❖ 2026 Trustee Meeting Calendar- Approval- *Sarah presented the 2026 board meeting schedule for trustee meetings. Kibbon made the motion to accept the presented dates. Susan seconded the motion and motion carried.*
- ❖ 2026 Library Hours of Operations Notice- Approval- *Sarah presented the proposed 2026 Hours of Operations and closure dates. Susan made a motion to approve the schedule as presented. Leo seconded, and the motion carried. Sarah noted that the Custer County Fair dates are not yet available and therefore were not included. Once the dates are confirmed, Sarah will add the item to the July agenda for approval and well as incorporate the event into the 2027 Hours of Operations guide for a Hermosa branch closure.*
- ❖ Hermosa Building Committee Update- *It was discussed how the meeting on October 28th went for the informational meeting held at the American Legion post in Hermosa. It had great engagement with much attention held towards an ambulance district. Positives were getting the message out to a larger portion of the eastern side of the county. There were questions of curiosity about how it would operate, and no outright antagonism towards the project. Talks will continue on the ambulance project. The county stands firm on their stance of no funding currently for a library building from them. Discussion of next steps were held.*

ANNOUNCEMENTS

- ❖ Library Closed for Thanksgiving holiday- Nov 27-29
- ❖ Foundation Meeting- 11/20 1 pm at the Custer County Library
- ❖ Gingerbread Competition Kits- Pick up starting Nov 17th
- ❖ Santa's Village Booth @ Custer Highschool- Dec 6th 9-3
- ❖ Updates for Hermosa- *Hermosa will be celebrating its 20th year of operations on December 5th 12:30-6:30.*

NEXT MEETING: *January 21st – 1:00PM at the Custer County Library. **Unless a special meeting is called for December.*

ADJOURNMENT: *Susan made the motion to adjourn with Katie as second. The meeting adjourned at 2:22 pm.*



Sarah Myers
Secretary/Treasurer

November Director Report

Sept/Oct Director Meetings Updates

- **Hermosa Informational Meeting**- Bert presented on the Hermosa library working with Leo with PowerPoint. More to be discussed for the agenda item for Hermosa Building Initiative.
- **Branch Out in Spearfish** – The South Dakota Library Association hold support staff training every other year. This year it was held in Spearfish. I was able to present on our summer letterboxing program a few years ago to teach other libraries in the surrounding area about this program. I was able to have some staff attend as well so it was a great professional development opportunity.
- **Amazon Business Prime call**- Sarah attended a call that presented information for Custer County to have a Business Prime account. This has potentials savings for the county. We currently have a Prime account, and Hermosa has a business account. If we are able to attach our accounts to the county, we would be able to have quick shipping with great discounts on books. I plan to have a call with our rep to get more details. Other departments would also be able to be linked, so that duplicate Prime accounts would not need to be purchased.
 - **Follow up call on 11/14 with Brooke**- Sarah was able to update Hermosa's Amazon acct to the Business Prime, but the Custer Amazone needs to convert from a Prime account to a business account. From there, new accounts may need to be created once the county decides what they want to do as a group. This should be brought up as a department head topic, but in the meanwhile, we are ok until that decision is made.
- **State Library Training on HB1239 and SB 47 11/18**- Both Sarah and Sari attended the call where state librarian, George Seamon, went over the house bill that requires libraries to have a reconsideration process/policy. When reviewing our policy, the only change we should make based on recommendations is to include where citizens can go if the governing board rules against them. This means putting the 7th circuit court as their place to go next for civil recourse. The senate bill was regarding open meeting law and there is now required annual training for governmental board to do. I am working on drafting that training. We can present this information in board meetings and then it counts as board training CE opportunities. We have until June 2026 to comply with this.
- **Commission Mtg 11/19**- Background checks and calendar and dec closure.

Programming Updates

- **Merchant Trick or Treat Numbers**- We participated in the Merchant Trick or Treat. Groups came to the library. Total attendance 111. 4-6 pm.
- **Dav Pilkey kit presentation** was held for 3rd, 4th, and 5th graders at the Custer elementary Nov 3-4. We were able to give away 5 books from the kit. Kids learned about the author, learned how to draw some of the characters, and we read some of

the picture books the author has written. It was a great opportunity to be in the schools and share some excitement about reading.

- *Story Time at the 1881 Courthouse Museum.* 10k 15a met over at the courthouse museum. Author Tracy Hauff engaged with kids and adults about her books she has written.
- *Zonta Grant-* The library applied to Zonta to help with the costs to purchase and install a feminine Hygiene dispenser in the women's bathroom in the Annex building. Jamie applied and accepted the funds and made the purchase to get the unit on its way. Through this funding we are able to get a dispenser through Aunt Flo and it will be a free resource for those who use our bathroom. We will monitor it like the food pantry for supplies and assess the program.

Strategic Plan Updates

- Updated Board Reporting Document in Dropbox

Tara Wilcox tara.wilcox@innovnp.com Thu 10/23/2025 6:25 PM

Thanks for the update Sarah. That is good news. For timeline, we would want to accomplish the project plan prior to year-end and the project would be about a month in duration, so the November confirmation would work just fine.

To provide clarity on the grant research support, you could expect to receive the following deliverables:

- A discovery meeting would be held with leadership to identify the organization's specific priorities and grant criteria beforehand to drive the research so that the opportunities are filtered to be the most viable/meaningful to the organization. We would collect prior grant experience so that our research did not duplicate what you already know.
- A total of 12 grants would be identified and compiled into a calendar which is accompanied by a 2-3 page profile report for EACH grant providing more detail on the funder's priorities, their application process/timelines, reporting requirements, allowable uses of funding and more (as available through multiple research approaches/sources).
- A follow-up meeting would be held with leadership to review the opportunities identified, share the top recommendations, and offer additional insight into the grant strategy for the organization while addressing any questions from the team.

Don't hesitate to let me know if you or the committee has additional questions.