Custer County Library Board
Minutes

November 18, 2026 **Custer County Library**

The Custer County Library Board of Trustees met on Wednesday, November 18th, 2026, at 1:00 p.m. at the Custer County Library. Board members present were Susan Swindal, Cheryl Dillon, Tracy Fish, Kibbon Rittberger, and Katie Wiederholt. Also in attendance were Library Director Sarah Myers and Sarah Christiansen. Roberta Philip attended via video conferencing. Chair Katie Wiederholt called the meeting to order and presided over the meeting.

AGENDA CHANGES/CORRECTIONS
Sarah requested the discussion and action of Marco Printer Lease to be added to the agenda under new business.

PUBLIC COMMENT
No public comment at this meeting.

MINUTES

- **October 21st, 2026 Board Minutes***: Tracy made a motion to accept the minutes for the October. Kibbon seconded the motion and the motion carried.*

TREASURER REPORT: *The Board reviewed the October financial statements for the Library's General Checking Account and the County ledgers. The October County ledgers were presented and discussed with the board. Cheryl moved to approve the financial statements as presented. Tracy seconded the motion. Motion carried.*

- GENERAL CHECKING: Balance of $40,662.31 as of November 13th
- COUNTY SPREAD SHEET: Balance $79,390.80 as of October 31st, 22.58% 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*:*

- Trustee Opening – *Sarah updated the Board on applicants for the 2027–2029 trustee term. Following a review of the applications, Tracy moved to recommend Amanda Keller for appointment to the Library Board of Trustees by the Custer County Commission. Cheryl seconded the motion, which carried. Sarah will submit the recommendation for the next Commission agenda and notify Amanda of the Board's decision.*

NEW BUSINESS*:*

- 2027 Library Board Meeting Schedule – *Sarah presented the proposed 2027 Library Board meeting schedule for approval. Tracy moved to approve the schedule as presented. Susan seconded the motion, which carried.*
- 2027 Library Operation of Hours – *Sarah presented the proposed 2027 library operating calendar, including county-designated holidays and additional library closures, for Board approval. Cheryl moved to approve the calendar as presented. Tracy seconded the motion,*

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which carried. Sarah will submit the approved calendar to the County Commission for acknowledgment..

- Marketing Plan- 2027-2029– *Discussion of the proposed Marketing Plan was deferred to the next meeting. Sarah will provide trustees with the draft documents for review prior to the meeting.*
- ADA/LTC Invoice $10,155.02- *Sarah presented the invoice and proof of payment for ADA concrete work completed through the Libraries Transforming Communities grant received earlier this year. The grant totaled $10,000, and Sarah recommended reimbursing the County for the full invoice amount of $10,155.02. Cheryl moved to approve reimbursement to Custer County for the full amount. Kibbon seconded the motion, which carried. Sarah will deliver the reimbursement check to the County Auditor's Office.*
- Hermosa Building Committee – *The Hermosa Building Committee met on November 10, 2026, at the Hermosa Library. The committee continues to develop a three-minute elevator speech outlining key talking points regarding the Hermosa Library's facility needs and discussed potential alternative locations. The status of the County Commission's letter to the Town of Hermosa remained unknown at the time of the meeting. The committee also discussed the Black Hills Area Community Foundation as a potential source for a planning grant, as well as the possibility of presenting facility options to the County Commission and requesting financial support. Any proposed actions would be brought before the Library Board for review and approval.*

ANNOUNCEMENTS

- Thanksgiving Closures – Nov 26-28th
- Christmas Closures – Dec 24-26th
- Santa's Village Event – Dec 5th
- Hermosa HAHA Craft Fair – Dec 6th
- Updates for Hermosa- *Bert shared that the library held a crafting night doing Diamond Dots. There was much interest that additional evenings will be planned. Bert will be working with Jamie to bring a wreath making craft activity to Hermosa. They will plan for December, but a future date will be set.*

NEXT MEETING: *January 20th – 1:00PM at the Custer County Library*

ADJOURNMENT: *The meeting adjourned at 1:54 pm.*

Sarah Myers
Secretary/Treasurer

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November Director's Report

Oct/Nov Director Meetings Updates

- ***Marco Sales Visit 10/22/2026***- Chatted with Seth from Marco regarding the current contract for the printer. He advised a new machine as this one is aging out, and newer printers can get better more efficient rates. We discussed how we do not have a need for faxing capabilities anymore, so that would change his recommendation. We also discussed that we may be able to get a lower price for the machine itself if we use the foundation as a nonprofit to direct it through. He planned to have a proposal for the November meeting, but waiting on his for final details.
- ***SDSL Training in Sturgis 10/23/26-*** Attended the SDSL Emergency Planning Program. It was full of such good information to start working on emergency planning as the library and how to coordinate with the county and law enforcement, etc. There is a YouTube link that can be watched. I think all trustees should watch and come back with notes.
- ***Custer Economic Development Event 11/16/2026-*** Trustee and library director went to the Custer Economic Development event held at Crazy Horse to show a presence and get some continuing education as well. Good opportunity to see what the nonprofits in Custer are doing, where they can help, and opportunities for partnerships.
- ***New Director Training from SD State Library 11/17/2026-*** Attended via Zoom. All about SD Codified laws that pertain to libraries. Good potential board training to incorporate into board meetings.
    - Concerns about audit transparency was brought up. Consider Treasurer position, also should have 2 signers on checks. We can have this be a better action point at our next meeting.
- ***SDSU and AARP Library Hotspot Lending Program Call-*** 11/19 3pm. Will attend the Q& A to see if this a thing to pursue for our library. I will keep this on the radar as more details come our way.
- ***Community Interaction 11/17/2026-*** Sarah informed the Board of a recent community interaction involving questions and concerns about various library operations and services. The information was shared for Board awareness due to the individual's continued involvement with library activities and committees. Trustees indicated that concerns regarding library operations could be brought forward during the public comment portion of Library Board meetings. No formal action was taken.

Programming Updates

- *11/2/26 Family Fun Night event. 34 take and makes were handed out. 1 new library card issued. It was still good to be there to represent the library. Main observation, kids mostly went from table to table. Not much interaction with parents where I feel like I could have had more conversations about library resources and services.*
- *11/4/2026 Sarah went to the Junior High and spent the day at the library doing book tasting sessions with all 7th and 8th graders in Mrs Smolnisky's English Class. Great interactions with the teens of Custer. 6 different classes. Over 100 participants.*
- *11/6/2026 Deputy Matt the SRO came and did a story time. Great attendance and education while partnering with our local services kids are interested in.*

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- *11/10/2026 The library had a booth at the US Capitol Tree event in Way Park. We handed out 104 take and make kits. Had conversations with at least 11 people regarding library resources, and handed out 5 registration cards encouraging individuals to come to the library to get a library card.*
- *11/13/2026 Partnered with Early Learner Custer to host a Voicing session for parents of young children to share the good things going on for our community, where there could be some improvements, and some ideas of new things that could be implemented to help. There were 16 participants. this was held before and during the Friday story time encouraging caregivers to meander into the Pine Room to give input.*

Strategic Plan Updates

- Updated Board Reporting Document in Dropbox
- Areas to address for our strategic plan
    - Analysis of needs across the whole county. We will need to have a good strategy to get this when we start getting input for the 2028-2030 strategic planning process. How can we get into other communities to get their input?
    - Need to finish up policies and get a schedule for review to follow.
        - Still waiting for updates for the AI policies from the county.
        - Retention Schedule, Property/Inventory for Insurance and surplus purposes, Interpretation and appeals process for policies, Animals/service animals in the library. Those are the identified ones. We can always catch the ones that need addressed as they come up.
    - Creating opportunities for joint meetings/ events in Custer and Hermosa.
    - Create a role description for the summer position
    - We need a Volunteer Coordinator and reporting process.
    - Increase feedback and evaluation from patrons/ program evaluation

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