Custer County Library Board
Minutes

October 21, 2026 **Custer County Library**

The Custer County Library Board of Trustees met on Wednesday, October 21st, 2026, at 1:00 p.m. at the Custer County Library. Board members present were Susan Swindal, Cheryl Dillon, and Tracy Fish. Kibbon Rittberger attended the meeting via videoconferencing. Katie Wiederholt was absent from the meeting. Also in attendance were Library Director Sarah Myers, Roberta Philip, Sarah Christiansen, and commissioner liaison, Mark Hartman. Vice Chair Susan Swindal called the meeting to order and presided over the meeting.

AGENDA CHANGES/CORRECTIONS
No changes to the agenda were requested. Tracy made a motion to approve the agenda as presented. Cheryl seconded and the motion carried.

PUBLIC COMMENT
No public comment at this meeting.

MINUTES

- **September 16th, 2026 Board Minutes***: Tracy made a motion to accept the minutes for the September meeting with a correction of a misspelt name. Cheryl seconded the motion and the motion carried.*

TREASURER REPORT: *The Board reviewed the September financial statements for the Library's General Checking Account and the County ledgers. The September 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 $40,610.83 as of October 16th
- COUNTY SPREAD SHEET: Balance $105,795.09 as of September 30th, 30.09% 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*:*

- A.I. Policy Updates – *Sarah updated the Board on the status of the A.I. policy discussion from the previous meeting. Relevant policies have been updated on the library website. The policies have also been sent to the County Commission's legal counsel for guidance from the county's perspective. No further changes will be made until that guidance is received and can be discussed by the Board.*

NEW BUSINESS*:*

- 2027 County Budget – *Sarah updated the Board on the results of the 2027 budget hearing. No reductions were made to the library's proposed budget, and funding was approved for a temporary summer position. The non-benefited position will be 40 hours per week for 11 weeks, with an anticipated start date around June 1, 2027. Next steps include developing the position description and hiring timeline. The Board discussed how additional staffing during the library's busiest season will support programming at both Custer and Hermosa, as well as circulation and other library services.*

- Trustee Training - *Sarah informed the Board that State Library trainings now require registration and access through Canvas. An online trustee training is available and may be completed independently or as a group, but trustees must sign in to Canvas to access the training. WebJunction and select Niche Academy courses were also discussed as continuing education options that may be accessed without the additional Canvas sign-in requirement. Certificates earned from now through August 2029 may be applied toward the library's next accreditation period. Trustees should forward completed training certificates to Sarah so trustee continuing education hours can be tracked.*
- Marketing Plan- 2024-2026– *The Board reviewed the 2024–2026 Marketing Plan and the progress made during the plan period. Trustees noted that the comments included in the Word document were helpful in showing the status of individual strategies and providing context for the progress made. Sarah discussed the need to develop a new Marketing Plan for 2027–2029. A survey has been distributed to internal stakeholders to gather feedback on the library's marketing efforts, with responses due November 6, 2026. Seventeen responses have been received to date, and the feedback will help guide development of the new plan.*
- Hermosa Building Committee – *The Building Committee met October 13 at the Hermosa Branch. The Committee determined that pursuing a planning grant could help identify the steps, needs, and funding considerations involved in developing a new library building. No specific grant opportunity had been identified at the time of the Committee meeting, but seeking an appropriate planning grant was identified as a potential next step. Sarah explained that any grant would need to be submitted through an appropriate eligible entity, such as the County or the Foundation, with approval from that entity. Any decision to move forward with a grant application would require action by the Library Board rather than the Building Committee.*
    - *The Committee is also developing talking points that can be used as an "elevator speech" when discussing the Hermosa Branch and future building needs with stakeholders.*
    - *The status of the County Commission's letter to the Town of Hermosa regarding a possible extension of the Hermosa Branch lease was also discussed. No response was known to have been received as of the Board meeting.*

ANNOUNCEMENTS

- Custer County Library Foundation Mtg- 10/22 1 pm
- State Library Trustee Training- 10/23 @ Sturgis Public Library
- Family Fun Night – 11/2 Custer Elementary
- Capitol Tree Event- 11/10 4-6 pm @ Way Park
- Updates for Hermosa - *Bert updated the board on the happenings at the Hermosa Branch in October. Story Time and Crafterday programming have recommenced as well as the weekly book sale. Newly added Saturday hours have been going well since starting October 3rd.*

NEXT MEETING: *November 18th – 1:00PM at the Custer County Library*

ADJOURNMENT: *The meeting adjourned at 1:46 pm.*

Sarah Myers
Secretary/Treasurer

October Director's Report

Sept/Oct Director Meetings Updates

- ***Overdrive Purchasing Help Call***- I was able to meet with Overdrive to learn how to purchase titles in Overdrive and ins and outs of that portal. I learned how this will benefit our patrons and the then the consortium patrons.
- ***9/23 Budget Hearings-*** I met before the commissioners to present the 2027 budget request for the library. I reinforced the importance of both a digital and physical materials budget. The importance of courier services and what our workflow would look like if IMLS funding was not awarded through the Grants to States program. I was also able to revisit the need of staffing. I stressed that summer is our busiest time of year, based on several data points. I was able to secure starting in 2027, a 11 week, 40 hours a week position to aid with the busyness of summer. Next steps will be to create a position description to be ready to advertise/hire for a start date around June 1st.
    - ***The official budget was adopted 9/30/26***
- ***SDLA Conference-*** *I was able to go to Pierre to attend SDLA conference. There was many great sessions, lots of ideas to come back with, and I was able to ask a lot of questions as well.*
    - *I asked several libraries whether they turn off their patron Wi-Fi at night. Out of the 15-20 libraries I asked, only three do with differing reasons as to why they turn off services.*
    - *This is a library service and so the library board does need to be involved in this decision-making process as part of your role as trustee. Policies and services.*
        - *** Discussion was held regarding the pros and cons of turning off patron Wi-Fi during hours when the library is closed. It was noted that high Wi-Fi usage can affect internet performance for all users, and a scheduled off period was discussed as one possible way to address performance concerns. The Board also discussed the need to determine how much the Wi-Fi is used during closed hours and how patrons could be affected if access were limited. It was emphasized that no decision has been made and that this was an exploratory discussion of a possible response to concerns regarding after-hours use of county property.*
- ***Consortium mtg 10/8-*** Nothing for the good of the board to relay.
    - Rapid City Library director was fired. It is still closed lip as to what happened. The interim director (the asst director) was present at the consortium mtg.

Programming Updates

- *I was able to visit the late art teacher, Susan Bowen, storage space and procure many supplies that will help with future programming. I wanted to acknowledge the generosity of her children that donated such items to the library for future community use in Susan's honor.*

- *We kicked off a winter passive program of Spice Club. This month was allspice. Next month is sage. We made 25 kits, all passed out within the first 2 weeks of the month.*
- *Acknowledged Banned Book Week 4-10 with a fun interactive google form to guess the banned book without its identifying markers.*
    - *I was also able to give some education based on Facebook comments on where in the US are books banned. It's good reminder that jargon and clearly describing things matter. Marketing matters. Not everyone is up to date with library matters.*

Strategic Plan Updates

- Updated Board Reporting Document in Dropbox
- LTC/ ADA Grant happenings
    - Demo started 10/21, will pour on 10/26, and should be done 10/28.
    - Thank you to Maintenance for coordinating with Rock Solid to get the work started and done.
- Hermosa building committee met in Hermosa 10/13
- 2027 Summer Staff- 11 weeks, 40 hrs/week
- Kanopy/Hotspot lending leads to support digital tech services