

Rawlins Municipal Library Board

July 25, 2016

Minutes

The Rawlins Municipal Library Board met in regular session Monday, July 25th, 2016 at 5:00 pm in the Dakota Room. Present were David Page, Matthew Reitzel, Amy Weller, Terry Woster, and Library Director Robin Schrupp. Brenda Hemmelman and Commissioner Huizenga were absent. The meeting was called to order by chairman Page. Since there was no meeting held in June, the May minutes were accepted with a motion by Weller and seconded by Reitzel. All approved.

The Librarian's Report noted general circulation for the month of May was 11,356. A total of 1,155 eBooks were checked out, 1,643 internet/computer uses were recorded. Patron count was 10,838 which is an average of 361 patrons per day for the month. General circulation for the month of June was 13,567. A total of 1,145 eBooks were checked out, 2,025 internet/computer uses were recorded. Patron count saw an increase to 14,821 which is an average of 494 patrons per day for the month.

The Librarian's report noted the following:

Events for June through August:

- June 3 – LEGO Guy – Kickoff for Summer Reading Program
- June 6 – July 28th – Summer Reading Program
- June 11 – Adult Coloring Club 10:30-noon
- June 22 – Author Ann Charles, Noon – 2 pm
- June 23 – “Zoo Man” 6:30 pm
- June 20 - Outreach delivery
- June 22 – Author Ann Charles, Noon – 2 pm
- June 23 – “Zoo Man” 6:30 pm
- July 1-15 – Registration for American Girls program
- July 4 – Library closed for holiday
- July 25 – Pool Party for eligible SRP teen group
- July 28 – City Summer Celebration Picnic
- July 29 – Summer Reading Program ends
- August 1-4 – American Girls Program featuring Kirsten and Molly
- August 13 – Adult Coloring Club 10:30-noon

June and July were incredibly busy months, with the Summer Reading Program and accompanying events. The Lego Guy was here for the SRP kickoff on June 3rd. The Reading program began on the 6th with age-specific sessions being held daily. The programs for 4th grade through teens were held on Mondays with fun activities and prizes. A pool party was held at the YMCA for the participants completing the requirements. Over 400 people attended the Zoo Man reptile presentation on the 23rd. Author Ann Charles gave a presentation and signed autographs Wednesday, the 22nd. The Summer Reading Program will wrap up on July 28th, and the American Girls Week begins August 1st and runs through the 4th with two sessions per day. Molly and Kirsten will be the featured dolls this year. A new service to our community's senior population will be the “Super Seniors” Senior Citizens Day(s) to be held the first Monday of the month. Programs will feature guest speakers and activities. The sidewalk from the YMCA to the library is complete; 6 hostas have been planted on the north side in the space between the sidewalk and the building. The flower bed around the entry sign is finished. Chase Roofing installed the flashing and caps which addressed the leaking around the pillars and on the north roof. AirTech was also here and repaired the three long indoor vents near the south side windows which were

cited as a tripping hazard when the safety committee went through this spring. Roby Bass re-stained four tables and the atlas case in the periodical section. 6 new interior doors were installed in compliance with the active shooter security recommendation. On June 27th, a gas leak on nearby Jefferson St. forced the evacuation of the library as well as surrounding residences and the YMCA. Kelly Pillen has been hired as substitute library assistant. Sue Douglas has been selected as the incoming library board trustee and will begin her duties in October, 2016.

In other reports, the current construction and renovation upgrades were highlighted, as well as the request for supplemental funding from the city of Ft. Pierre. The ongoing issue of the AC unit was also discussed. During the refurbishment of the enclosure, dust and debris settled on the coils and filters in spite of shutting down the air handler during the cutting process. Technicians at Johnson Control were notified on four separate occasions during the three week detail, resulting in several resets and a second cleaning and maintenance of the unit in order to keep it running.

The financial & statistical reports were then discussed, noting the expenditures as being stable at the half-way point in the year.

In New Business, the board reviewed and authorized the expenditure proposals as presented in the 2017 Budget Request. The final budget figures will not be adopted by the commission until September.

The meeting was adjourned. The next meeting will be held on Monday, August 22nd at 5:00 p.m.

David Page
Board Chairman

Robin Schrupp
Library Director