



Rawlins Municipal Library Board Meeting Minutes

January 26, 2026, at 12 p.m.

Board Meeting Minutes

Board Members Present:

X Edwardson X Kruger X Lerseth X Mickelson X Roper X Stadick Smith
X Sumner and Guest Kristi Honeywell, City Administrator

Public Comment

There was no public comment.

Consent Calendar:

1. Agenda
2. Minutes

Chair Court Roper called the meeting to order at 12:00 p.m. When Trustee Chair Roper requested a motion to approve the consent calendar, Trustee Jill Kruger indicated she had questions regarding the November meeting minutes. Discussion followed regarding the November minutes. Trustees Jill Kruger and Court Roper requested additional information related to the security cameras referenced in the November minutes. Trustee Court Roper requested that the discussion of security cameras be moved from the financial section to the new business section. The consent calendar was not approved.

Reports:

1. Librarian's Report

The Librarian's Report was presented and included information regarding a yearbook donation to the library and the intent to digitize older yearbooks and Carnegie documents. The Director's portion of the report included information on accreditation and upcoming February events.

2. Statistical Reports

Statistical reports were discussed, and year-end data was presented. The 2025 Rawlins Library Wrap-Up was provided to the trustees. The Wrap-Up included 2025 statistical information. The statistical information from the Wrap-Up is reported on the annual report. The Wrap-Up included details of circulation, ILL, library visitors, computer usage, and more. Trustee Jill Kruger asked about the statement in the Wrap-Up that states, "Continuation of free library cards for the City of Pierre, the City of Fort Pierre, Hughes County, and Stanley County." The Director stated that this was noted in the Wrap-Up because the library received funding from sources beyond the City of Pierre. Going into 2026, funding for library cards was provided by Hughes County, Stanley County, and the City of Fort Pierre. Discussion was held regarding increased Libby usage and the allocation of the book budget in response to rising digital circulation. Trustee Jill Kruger inquired about the two different budget line items for books and their expenditures. The Director stated that the budget includes \$51,000 for physical books (budget line item 63420) and \$25,000 for digital materials (budget line item 63421), and that funds may be adjusted between these line items provided the total budget is not exceeded. Trustee Jill Kruger requested that this allocation be reviewed during the budget development process to

better reflect actual spending on physical and digital materials.

3. Financial Reports

Financial Reports were presented to the board. Below is a list of expenses presented to the board:

- Check 7539, to the City of Pierre, dated December 2, 2025, for paid patron fees, copies, test proctoring, and lost and damaged items in the amount of \$701.07. This reimbursement is through October 2025.
- Check 7540, to River Cities Transit, dated December 2, 2025, for Rides for Readers in the amount of \$10.
- Debit card purchase from Amazon, dated December 2, 2025, in the amount of \$25.19 for K-cups for the Books and Coffee program.
- Debit card purchase from Amazon, dated December 5, 2025, in the amount of \$55.54 for K-cups and a holiday tablecloth for the Books and Coffee program.
- Debit card purchase from Amazon, dated December 8, 2025, in the amount of \$12.99 for sugar packets for the Books and Coffee program.
- Debit card purchase from Amazon, dated December 8, 2025, in the amount of \$14.99 for coffee creamer for the Books and Coffee program.
- For informational purposes, the Director informed the Board that the cost of the Summer Reading Kickoff will be paid from the BankWest checking account. The Summer Reading Kickoff is scheduled for June 1, 2026, and will feature a dinosaur program presented by the South Dakota Discovery Center. The total cost of the program is \$1,000. BankWest has donated \$500 directly to the Discovery Center, and the library will issue a check from the BankWest account for the remaining \$500.

4. Friend's Report

The Director will be meeting the President of the Friends group to inquire about a donation for summer reading.

New Business:

1. Review of the Board Bylaws and selection of Chairperson and Vice Chair

The Bylaws were addressed for the purpose of selecting a Chairperson and Vice Chair only. Discussion was not held about the by-laws, and no changes were proposed to the by-laws. Trustee Jill Kruger nominated Court Roper as the Chairperson and Mary Stadick-Smith as the Vice Chairperson for the dates of January 1, 2026, through December 31, 2026. Robin Lerseth seconded the motion. Unanimous approval.

2. Review of the Outreach Policy

The outreach policy was discussed and included updated language includes the following:

- Under the Eligibility for Services portion of the policy, added language that states, "At the Director's discretion, delivery may also be extended to the patrons residing in Hughes or Stanley County."
- Under the Eligibility for Services portion of the policy, added language that states, "Reside in a residential facility, or have access to a facility where materials can be delivered and distributed in a communal setting. Eligible institutions include, but are not limited to, nursing homes, the senior center, the local hospital, and assisted living facilities."

- Under the Eligibility for Services portion of the policy, added language that states, “Be a school or daycare requesting book delivery service.”
- Under the Material Loan Periods for Outreach Services, the complete removal of the first paragraph and added language that states, “Patrons who receive materials through the outreach delivery service may borrow any circulating library materials. As with all circulating materials, popular titles may not be immediately available. However, requested items will be placed on the library’s hold list and filled as they become available. Materials may be renewed up to two times, provided there are no holds on the items. Library patrons may call the library to request outreach delivery services. Items must be requested by 11 a.m. to be eligible for same day delivery. Requests received after 11 a.m. will be processed the following business day, unless staff availability allows for earlier delivery.”

Trustee Court Roper motioned to approve the Outreach Policy, with the suggested changes stated above included in the Outreach Policy. Trustee Jay Mickelson seconded the motion. Unanimous approval.

Prior to adjournment, extensive discussion was held about upcoming meeting dates, the length of the meetings, the frequency of the meetings, and how far in advance the meetings should be planned. It was agreed upon by the board to keep the meetings to one hour and to table any items that could not be addressed during the one hour time frame. There was discussion about meetings at noon or 5:15 p.m. and there was discussion about the frequency of meetings. It was decided by the board that the next meeting would be Monday, March 23rd at 5:15 p.m. Meeting dates and times past March 23, 2026, were not set at this meeting.

Adjournment

Trustee Court Roper motioned to adjourn the meeting at 1:00 p.m.

Submitted by Abby Edwardson, MLIS

Rawlins Library Director