

Rawlins Municipal Library Board

July 27, 2020

MINUTES

The Rawlins Municipal Library Board held its monthly meeting on Monday, July 27th at 5:00 p.m. in the Teen Area of the Library. Present were Matthew Reitzel, Renae Lehman, Amy Weller, Commissioner Representative Jim Mehlhaff and Library Director Robin Schrupp. Sue Douglas & Sarah Aker were absent. Chairman Reitzel called the meeting to order. The consent calendar which included the agenda and the two previous month's minutes were reviewed approved with a motion by Mehlhaff, seconded by Weller, and approved by all. There were no public comments to address.

General circulation for the month of June during CoVid was 3,203 with a 6-month circulation of 35,872 (for comparison purposes, the 2019 6-month circ. was 63,252). A total of 2,349 eBooks were checked out and 0 in-house patron internet/computer uses were recorded. Physical patron count was 0 as with the outbreak of the CoronaVirus (CoVid 19), the Library has been closed to the public March 16 – July 6. Usage statistics during the closing through June 30th were:

(w/ renewals and in-house check-ins)

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|-------------------------------------------------------------|---------------|
| • Curbside checkout of physical items – 8,732 | 12,412 |
| • eBooks (consortium and Advantage) – 7,408 | |
| • RB Digital (EMagazines) - 526 | |
| • Newsbank (online newspapers) - 1,351 | |
| <u>TOTAL Checkouts from 3/15 to 6/30 is -</u> 18,297 | 21,977 |

Librarian's Report - The Library began its reopening Phase 2 on Tuesday, July 7th, with limited hours and other restrictions. Hours are 10 a.m. – 3 p.m. Mon-Fri, Adults (18+) only, social distancing and masks advised. Currently the library is not open to the public during evening or weekend hours. Library Staff continue to provide materials to the public by phone-in requests and curbside delivery. The Library's online resources continue to be available. The virtual Summer Reading Program is in its second month. The program ends July 31st and Mrs. Kaus plans to deliver prizes and free books to the participants curbside in August. New hires Lisa Winckler and Angela Hupf began their duties in July. Department heads have been working on the 2021 General Budget using the Open Gov. software. Director Schrupp was present at the Fort Pierre commission meeting for outside agency budget requests which was held Monday, July 20th. Schrupp also announced a generous donation of 961 new books along with 50 puzzles and games given to the Library by First National Bank of Pierre.

The Friends of the Library report – The *Friends of Rawlins Library* members are hosting their 2nd Annual Storywalk at Hilgers Gulch on August 12th. Although not as extensive as last year's Walk, families will still be able to stroll through and read the pages of the book which are posted at several stops along the way. The 2020 Storywalk book selection is "Sheep Take a Hike" by Nancy Shaw.

Existing Business – The financial & statistical reports were discussed and approved. Statistics have predictably decreased since the closure of the library to the public, but curbside delivery and digital checkouts remain steady. The Library has tallied approximately **642** in-person visits from July 7th – July 27th. (Hours are 10 am – 3 pm, M-F, no weekends or evenings, adults only.) Board recommended considering a move into Phase 3 of the Reopening Plan during the next 4 weeks.

New Business – The board discussed the 2021 General Budget Proposal drafted by Schrupp. Commissioners and directors will meet several times throughout August to adjust and finalize department requests, with approval in September 2020.

The meeting adjourned at 5:45 p.m. The next meeting will be Monday, August 24th, 2020, at 5:00 p.m. at Rawlins Library.

Matthew Reitzel
Board Chairman

Robin Schrupp
Library Director