

Plainview Public Library

Connecting our Community with Information, Experiences, and Each Other

BOARD OF TRUSTEES MEETING

Tuesday, May 17, 2022, 7:00 PM

- I. Call to order
- II. Approval of Agenda
- III. Approval of Consent Agenda
 - A. Board Minutes: 04/19/2022
 - B. Director's Report
 - C. Programming & Outreach Report
 - D. Acknowledgement of Donations
- IV. Payment of bills
- V. Unfinished business
- VI. New business
 - A. Wabasha County Contract for Library Services
 - B. SELCO Library Foundation Appointment
 - C. Authorized Payables List
- VII. Set next regular meeting - 06/21/2022
- VIII. Adjourn

Please notify the library no later than Monday, May 16 if you are unable to attend.

Plainview Public Library

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Plainview Public Library Board of Trustees

Tuesday April 19, 2022 7:00 PM

Members Present: Miranda Muller, Adam Feils, Ian McDonald, Youlonda Loechler, Nicholas Ozment, Missy McRay

Members Not Present: Paul Eidenschink

Staff: Alice Henderson

City Council Member: Lindsay Hammer-Bartley

The meeting was called to order by Youlonda at 7:00 PM. The meeting was held online due to COVID-19.

A motion was made by Missy and seconded by Adam to approve the agenda. Motion carried unanimously via roll call vote.

A motion was made by Youlonda and seconded by Missy to approve the consent agenda as follows:

- Board Minutes 3/15/2022
- Director's Report
- Programming & Outreach Report
- Acknowledgement of Donations (none)
- Foundation Report

Payment of Bills

A motion was made by Missy and seconded by Ian to approve the Payables by Payee in the amount of \$8,439.82. Motion carried unanimously via roll call vote.

Unfinished Business

- A. Discuss Online Meetings: Meetings will be held in person going forward starting with the May board meeting.

New Business

- A. Appoint SELCO/SELS Board Member: Mary Schneider: A motion was made by Youlonda and seconded by Miranda to appoint Mary Schneider to the SELCO/SELS board of directors.

Additional Discussion

None

Next meeting is set for May 17, 2022.

Motion to adjourn was made by Youlonda and seconded by Ian at 7:07 PM. Motion carried unanimously via roll call vote.

Respectfully submitted,
Miranda Muller

Plainview Public Library

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Director's Report: May 2022

May & June Programming:

- Author Visit Series:
 - John M. Mulligan: Wednesday, May 25, 2:00pm** Plainview native, John M. Mulligan, will visit and sign copies of his recent, locally set book releases including *A Little Pain*, *Shipmates*, and *Exemption*.
 - Anton Treuer: Thursday, June 2, 2:00pm** Anton Treuer, Professor of Objibwe at Bemidji State University, will speak about his book, *Everything You Wanted to Know about Indians But Were Afraid to Ask*.
 - Allen Eskens: Thursday, June 16, 6:00pm** Allen Eskens will answer questions and sign copies of his bestselling book including *The Life We Bury*, *Nothing More Dangerous*, and *The Stolen Hours*.
- Family Events:
 - Z Puppets Rosenschnoz Show: Tuesday, June 7, 10:30-11:30am @ Wedgewood Park**
An award-winning musical tale of a sea captain navigating the stormy seas of stress to tame the Monkey Mind Pirates. Turn your family's "Arghs" into "Oms" with fun songs, lovable puppet characters and playful approach to yoga and mindfulness.
 - Chione Quintet Musical Storytime: Friday, June 17, 1:30-2:30pm** Chione is a Twin Cities-based woodwind quintet comprised of innovative and cross-disciplinary women. The unique and evolving medium provides an outlet to explore and create new sounds while redefining and rediscovering lesser known music. This storytime program will center around the book *Shoua and the Northern Lights Dragon*, written by Ka Vang and illustrated by Aimee Haggerty Johnson.
 - Salsa del Soul Concert: Thursday, June 30, 6:00-7:00pm @ Eastwood Park** The Salsa del Soul is a Twin Cities based orchestra that will play a variety of music from the Caribbean. Audience participation and dancing is strongly encouraged.
- **Library Recess: Fridays, May 13, 20, and 27, 10:30-11:00am @ Wedgewood Park**
Join library staff at Wedgewood park for a short story and playground play time! Meet other families while children get their wiggles out.
- **Story Times: Wednesdays, June 1, 8, and 15, 10:30-11:00am & Thursday, June 9, 6:00-6:30pm** Join Miss Meg for stories and songs! Families will also have a chance to read together and check out library books.

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Building Updates:

- We have light fixtures (restroom tube lights and adult side chandeliers) that are no longer working properly. As they are 30 years old, I am exploring options for more energy-efficient replacements.
- Plainview experienced a hail storm on Saturday, April 23. In the assessment of city buildings that followed, it was found that the library's roof was totalled and will need to be completely replaced. There is currently no timeline for this project.

Material Circulation:

| | Overall Circulation | Service Days | Average Circulation per Service Day |
|-----------------------|----------------------------|---------------------|--|
| April 2022 | 3025 Items | 26 | 116 Items |
| March 2022 | 3144 Items | 27 | 116 Items |
| February 2022 | 2890 Items | 23 | 126 Items |
| January 2022 | 3285 Items | 24 | 137 Items |
| December 2021 | 2607 Items | 24 | 109 Items |
| November 2021 | 2734 Items | 23 | 119 Items |
| October 2021 | 2822 Items | 26 | 109 Items |
| September 2021 | 3085 Items | 24 | 129 Items |
| August 2021 | 3043 Items | 22 | 138 Items |
| July 2021 | 3325 Items | 21 | 158 Items |
| June 2021 | 3355 Items | 22 | 153 Items |
| May 2021 | 2329 Items | 24 | 97 Items |

Respectfully Submitted,

Alice L. Henderson
Director, Plainview Public Library

2022 Library Goals

| Category | Goal | Target Completion | Status |
|----------------------------------|--|-------------------|--|
| Administration | Continued work on strategic plan | December 2022 | Not Started |
| Collection Management | Complete an inventory and assessment on picturebooks and easy readers | June 2022 | In Progress: Development started on easy readers |
| Facility & Grounds | Wet vac west side carpeting | September 2022 | In Progress: Working with Tom to set a date |
| Policies & Procedures | Complete review process for policies | March 2022 | Not Started |
| | Complete a policy manual that can be used in training and shared with the public | June 2022 | Not Started |
| Services, Programming & Outreach | Community survey project utilizing ARPA funds distributed through SELCO | September 2022 | In Progress: Community conversations and online survey active |
| | Continued focus on outreach efforts | December 2022 | In Progress: We have selected areas of focus and begun identifying opportunities |
| Staff Development | Continue monitoring and adjusting for changes resulting from staffing adjustments, hours adjustments, and traffic patterns | June 2022 | Not Started |
| | Training for census use and demographics (Alice and Meg) | September 2022 | Not Started |
| Technology | Develop the new library app | March 2022 | Complete |

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Programming and Outreach Report--May 2022

Programming:

Last Friday, Minnesota Book Award winner, Ranae Hanson visited the library to share portions of her book *Watershed*. We had a nice turnout and folks seemed to enjoy the visit.

Upcoming events:

John Mulligan author visit--Wednesday, May 2 @ 2pm at the Plainview Public Library

Library Recess--Fridays May 13, 20, and 27 @ 10:30-11am at Wedgewood Park

Wednesday morning storytimes--June 1, 8, and 15 @ 10:30-11am at the library

Anton Treuer author visit--Thursday, June 2 @ 2pm at the library

Z Puppets Rosenschnoz--Tuesday, June 7 @ 10:30am at Wedgewood Park

Chione Quintet musical storytime--Friday, June 17 @ 1:30pm at the library

Family Storytimes--Thursdays, June 9 and July 7 @ 6pm at the library

Allen Eskens author visit--Thursday, June 16 @ 6pm at the library

Salsa del Soul concert--Thursday, June 30 @ 6pm at the Eastwood Park

Jolly Pops concert--Monday, Aug @ 6pm at Wedgewood Park

Outreach:

I will visit Immanuel Lutheran school on Friday, May 13 to visit with their K-2nd grade students. We'll read a story and visit about summer library programming.

Grant updates:

We received a grant from the People's Energy Operation Round UP to partially fund window acrylic displays for future StoryStroll projects. The remainder of the cost will come from the library's programming and outreach budget. We've purchased the acrylics and will begin developing plans for our next StoryStroll event. I'm hoping to feature "The Story of Ferdinand" sometime this summer.

Using grant funds from the Plainview Area Foundation, we've purchased a wide variety of books for the kids' prize shelf. All of the books have arrived. I'm excited for kids to have awesome choices for their reading challenge prizes.

Also with funds from the Plainview Area Foundation, we've ordered Large Print books for an outreach project and they are slowly arriving. We will use this collection to reach out to community seniors to encourage re-engagement with the library or as a tool to introduce ourselves and our services.

Respectfully,

Meg Curtiss

Programming and Outreach Librarian

Plainview Public Library

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Executive Summary

Plainview Library Board of Trustees Regular Meeting: May 17, 2022

| | |
|---|---------------------------------------|
| Agenda Item: February Donations Report | Agenda Section: Consent Agenda |
| Prepared by: Alice Henderson, Library Director | Agenda Number: III.D. |
| Recommendation/Action Required: Acknowledge May donations. | |

Background

The following donations were made to the Library:

| | | |
|---------------------------------|-------|----------------------------|
| Bob and Sue Tangen | \$25 | in memory of James R. Haug |
| Leo and Kathie Sagissor | \$100 | in memory of James R. Haug |
| Christopher and Alice Henderson | \$100 | in memory of James R. Haug |

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Executive Summary

Plainview Library Board of Trustees Regular Meeting: May 17, 2022

| | |
|--|---|
| Agenda Item: Payment of Bills, May 2022 | Agenda Section: Payment of Bills |
| Prepared by: Alice Henderson, Library Director | Agenda Number: IV. |
| Recommendation/Action Required: Approve the April bills as presented in the report "Payables by Payee." | |

Background

Supporting documents follow.

Payables By Payee**May 17, 2022**

| Payee | Account | Amount | Total |
|----------------------------------|-----------------------|-------------------|--------------|
| 1st Source | 437 Programming | \$1,011.20 | |
| Alice Henderson | 223 Building | \$48.27 | |
| Baker & Taylor | 592 Materials | \$1,122.38 | |
| Canon Financial Services | 201 Office | \$66.80 | |
| Center Point Large Print | 592 Materials | \$23.25 | |
| HBC | 321 Telephone | \$57.85 | |
| Midwest Tape | 592 Materials | \$439.12 | |
| Minnesota Energy | 383 Gas | \$201.75 | |
| People's Energy Cooperative | 381 Electric | \$283.00 | |
| Rahman Heating and Air | 223 Building | \$42.00 | |
| Rahman Heating and Air | 223 Building | \$17.60 | \$59.60 |
| Scholastic | 592 Materials | \$16.24 | |
| SELCO | 201 Office | \$22.00 | |
| SELCO | 418 Automation | \$852.48 | \$874.48 |
| Tom's Lawn and Cleaning Services | 401 Contract Services | \$765.00 | |
| Visa | 592 Materials | \$150.49 | |
| | | \$5,119.43 | |

Payables By Account**May 17, 2022**

| Account | Payee | Amount | Total |
|-----------------------|----------------------------------|-------------------|------------|
| 201 Office | SELCO | \$22.00 | |
| 201 Office | Canon Financial Services | \$66.80 | |
| 223 Building | Alice Henderson | \$48.27 | |
| 223 Building | Rahman Heating and Air | \$42.00 | |
| 223 Building | Rahman Heating and Air | \$17.60 | \$107.87 |
| 321 Telephone | HBC | \$57.85 | |
| 381 Electric | People's Energy Cooperative | \$283.00 | |
| 383 Gas | Minnesota Energy | \$201.75 | |
| 401 Contract Services | Tom's Lawn and Cleaning Services | \$765.00 | |
| 418 Automation | SELCO | \$852.48 | |
| 437 Programming | 1st Source | \$1,011.20 | |
| 592 Materials | Baker & Taylor | \$1,122.38 | |
| 592 Materials | Center Point Large Print | \$23.25 | |
| 592 Materials | Midwest Tape | \$439.12 | |
| 592 Materials | Scholastic | \$16.24 | |
| 592 Materials | Visa | \$150.49 | \$1,751.48 |
| | | \$5,119.43 | |

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Executive Summary

Plainview Library Board of Trustees Regular Meeting: May 17, 2022

| | |
|---|-------------------------------------|
| Agenda Item: Wabasha County Contract for Library Services | Agenda Section: New Business |
| Prepared by: Alice Henderson, Library Director | Agenda Number: VI.A. |
| Recommendation/Action Required: Approve the Wabasha County Contract for Library Services | |

Background

Wabasha County Library Directors and the Executive Director of SELCO met with two County Commissioners and the County Administrator on Tuesday, April 19 to discuss a new contract for Library Service. A proposal was made and subsequently approved by the full Board of Commissioners. I recommend that we accept the following 5-year contract for library services in Wabasha County.

SELCO – WABASHA COUNTY CONTRACT FOR LIBRARY SERVICE

This Agreement made and entered into effective, by and among Southeastern Libraries Cooperating, a non-profit corporation as organized under Minnesota Statutes 317A, also designated as a regional public library system as recognized in Minnesota Statutes 134.20 (hereinafter referred to as "SELCO"), the County of Wabasha, State of Minnesota (hereinafter referred to as "County") and the Library Boards as established under Minnesota Statutes 134.11 governing the Lake City Public Library, Plainview Public Library, Wabasha Public Library, and the Zumbrota Public Library, (hereinafter referred to as the "Libraries").

RECITALS:

- A. The State of Minnesota requires the County, pursuant to the provisions of Minnesota Statutes 134.34 and 134.341 to participate in a regional public library system, as assigned by the Minnesota Department of Education.
- B. SELCO is a regional public library system created pursuant to Minnesota statutes and is designated to serve County.
- C. SELCO and the Libraries have the authority and responsibility to determine library services to be provided to the County's residents, as per this agreement.
- D. SELCO, the County and the Libraries wish to set forth their relative responsibilities in connection with their relationship under Minnesota statutes. All parties shall provide employment and services to all people without discrimination and shall comply with all federal, state, and local laws, or ordinances, rules, regulations, and executive orders pertaining to unlawful discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, or status with regard to public assistance, disability, sexual orientation, or age.
- E. The Board of Commissioners of County has the continuing authority and responsibility to determine how to distribute County property tax dollars, a portion of which is to pay for public library services.

NOW, THEREFORE, the parties hereto agree as follows:

- 1. County will participate in SELCO.
- 2. County will levy and collect funds on lands not otherwise taxed for library services for the support of library services in County in accordance with Minnesota Statutes 134.34 and 134.341.
- 3. The County agrees to provide funding at a level of:

| | |
|------|-----------|
| 2023 | \$171,634 |
| 2024 | \$175,925 |
| 2025 | \$180,323 |
| 2026 | \$184,831 |
| 2027 | \$189,452 |
- 4. The Libraries and SELCO shall provide library service to the residents of the County at no additional fee beyond those imposed on all library users. By way of illustration, these services may include:
 - a. Onsite use of all library materials, equipment and resources, including public access Internet computers;
 - b. Onsite and remote access to licensed online electronic resources;
 - c. Checkout/circulation privileges for all circulating materials. These may include, but are not necessarily limited to, such items as books, audio and video media, and magazines;
 - d. Walk-in privileges at Minnesota public libraries;
 - e. Interlibrary loan service, accessing items in the 11 county area, as well as statewide access to MnLINK;

- f. Access to children’s services including school visits, preschool storytime and summer library programs;
 - g. Onsite reference service;
 - h. Ease of return – check out material from any library and return to any SELCO library;
 - i. Programs for various age groups; and
 - j. Commitment to cooperate with other community groups.
5. SELCO shall bill the County on June 1 and November 15, or the closest working day of each year of the contract, thirty (30) days ahead of the due date. The County shall process the semi-annual equal payments on its last claims period in June and its first claims period in December.
 6. SELCO, acting as fiscal agent and after receiving County payment as outlined in clause 3, will disperse funds to the Libraries.
 7. SELCO shall collect necessary data from the County and the Libraries to report to the Minnesota Department of Education by July 1 of each year. The Commissioner of Education will certify to the County and the Libraries the minimum level of support required by Minnesota Statutes 134.34.
 8. The Libraries and SELCO agree to provide an annual presentation to the County based on statistical data and public service information gathered by the Minnesota Department of Education as referenced in Minnesota Statutes 134.13.
 9. The County will appoint a representative to the SELCO Board of Directors pursuant to Minnesota Statutes 134.341. A vacancy in this position shall be filled in the same manner as the original appointment was made.
 10. The term of this Agreement shall be for a period of five (5) years commencing January 1, 2023. The parties agree to negotiate additional terms in good faith beginning a minimum of six (6) months prior to the termination date. If the parties fail to complete negotiations before the expiration of this Agreement, this Agreement shall remain in effect on a month-to-month basis until such negotiations are completed.
 11. This Agreement may be terminated by mutual written consent of all Parties.
 12. This document states the entire Agreement among the parties about its subject matter. No agreement affecting the subject matter of this Agreement shall be entered into by any of the Parties, unless all Parties are signatories to such agreement. This Agreement may only be changed, modified, or amended through a written instrument signed by all of the parties to it expressly referencing this Agreement.

Southeastern Libraries Cooperating (SELCO)

President of the SELCO Board of Directors

Date

County of Wabasha
Brian Noil

County Board of Commissioners, Chair

5/3/2022

Date

In Witness Whereof, Resolution of the Board of Commissioners of Wabasha County, Minnesota

[Signature]

County Administrator

5/3/22

Date

Lake City Public Library

Library Board President

Date

Plainview Public Library

Library Board President

Date

Wabasha Public Library

Library Board President

Date

Zumbrota Public Library

Library Board President

Date

Plainview Public Library

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Executive Summary

Plainview Library Board of Trustees Regular Meeting: May 17, 2022

| | |
|---|-------------------------------------|
| Agenda Item: SELCO Library Foundation Appointment | Agenda Section: New Business |
| Prepared by: Alice Henderson, Library Director | Agenda Number: VI.B. |
| Recommendation/Action Required: Appoint Mary Schneider to the SELCO Library Foundation Board of Directors. | |

Background

Mary Schneider is concluding her 5th term as a member of the SELCO Library Foundation Board of Directors and is eligible to serve another three-year term.

A SELCO Library Foundation Board Member works as one of 16 lay people and functions as a member of a not-for-profit corporate board. Each member brings a wealth of life experiences, knowledge and interests, and shares a commitment to quality library service. While this appointment is made locally, each member of the SELCO Library Foundation Board of Directors shares a regional responsibility to represent the investments of all member libraries.

The SELCO Library Foundation Board of Directors meets quarterly, July, October, January and April, on the 4th Monday of each month.

Mary has indicated that she is willing to serve another term. With her wealth of experience and commitment to library services, I wholeheartedly recommend her re-appointment to the SELCO Library Foundation Board.

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Executive Summary

Plainview Library Board of Trustees Regular Meeting: May 17, 2022

| | |
|--|-------------------------------------|
| Agenda Item: Authorized Payables List | Agenda Section: New Business |
| Prepared by: Alice Henderson, Library Director | Agenda Number: VI.C. |
| Recommendation/Action Required: Amend the Authorized Payables List to eliminate Metro Sales and US Bank; and add Canon Financial Services in the amount of \$400. | |

Background

Our Authorized Payables list (document follows) is the list of vendors that the Library Board has authorized the Library Director to pay prior to their regular meeting. This helps to ensure that the Library does not incur late fees when there is only one meeting per month.

As we have switched companies for our printer lease, we no longer need to have Metro Sales and US Bank in the list. Those companies will be replaced with Canon Financial Services. For the sake I am recommending the \$400 mark that is used for most of our vendors.

Authorized Payables

| Vendor | Accounting Code | Specifics | Threshold |
|--------------------------|----------------------------|--|----------------------|
| 1Source | Office Supplies | Office Supplies | \$ 400.00 |
| Canon Financial Services | Office Supplies | Copier Lease | \$ 400.00 |
| HBC | Telephone | Telephone | \$ 400.00 |
| Metro Sales | Office Supplies | Copier Supplies | \$ 400.00 |
| Minnesota Energy | Gas | Gas | \$ 400.00 |
| People's Energy | Electric | Electric | \$ 400.00 |
| Rahman Heating & Air | Building | HVAC Maintenance | \$ 400.00 |
| Tom's Lawn & Cleaning | Contract Services | Cleaning | \$ 1,200.00 |
| US Bank | Office Supplies | Copier Lease | \$ 400.00 |
| Visa | Materials/Office Supplies | DVDs, Books, CDs, Misc Supplies | \$ 1,200.00 |
| | | | |
| Library Staff | | Mileage, Reimbursements | \$ 400.00 |
| City Accounts | | Building Supplies (lights, salt, etc.) | \$ 1,200.00 |