

## **Library Board Discussion July 13, 2020**

Members present: Finander, Fournier, Peterson, Radloff, and Halgren (staff)

Absent: Gold (excused), Lehmann (excused), Rund, Tetrick (excused)

Meeting called to order at 7:18 p.m.

Because a quorum was not present, formal action was not taken on any items. The board and Halgren agreed to discuss only the following items from the July 13 agenda, tabling the other items until the August meeting:

### **Preliminary 2021 Library Budget**

- Halgren attended a preliminary 2021 library budget meeting with Joel Hanson, City Administrator, and Clara Hilger, Acting Finance Director, on July 7.
- Staff were directed to keep their budgets flat for the upcoming year, and the library held tight with a modest 1.54% increase (\$836,643) over the 2020 budget (\$823,942).
- The council has not weighed in on any COLA increases, and contracts have not been negotiated. One major increase for the library for 2021 is the cost of daily cleaning.
- Bonus (cleaning vendor) increased our cost to \$1,250/mo., which is a competitive price for 3 hours of cleaning per night, from \$725/mo. Thus, our materials budget suffered a \$4,500 hit to somewhat counterbalance this increase in the budget.

### **Phase 2 Re-opening**

- With construction on 3<sup>rd</sup> Ave. potentially wrapping up at the end of July, we are now gearing up for opening for holds pickup onsite.
- We intend to have more staff onsite following the completion of furloughs on July 24, but staff will also be working from home.
- Currently, we are seeing our demand for computer appointments increasing with occasional copier appointments.
- We anticipate that we will offer holds pickup beginning either the week of July 27 or August 3, depending on 3<sup>rd</sup> Ave. N. construction status.
- DCL just began onsite holds pickup and browsing on July 13. We will implement an “express browsing service” perhaps in August, depending on how things go with our holds pickup and computer appointments.

### **Library Proposal Discussion with Dakota County**

- On July 9, Mayor Francis, Councilmember Dewey and Joel Hanson, City Administrator, met virtually with Commissioner Gaylord, County Manager Matt Smith, Physical Development Director Steve Mielke and Public Services and Revenue Director Tom Novak to review the City’s proposal to the County regarding the library and to discuss possible options.
- Commissioner Gaylord noted that the County Board is not united on the need for a South St. Paul library. Shared uses (school, social services) of a facility was once again brought to light, but most discussion centered around the size of a proposed building, with the County assuming that SSP would want the same things as in DCL branches.
- Because the County has no plan to close/move Lawshe Museum at this time, Option 1 of our proposal was dismissed, with the 7<sup>th</sup> and Marie site as the new preferred option. The County favors a one-story building and stressed that the County Board will take note of capital and operational costs when considering our revised proposal.
- After a general review of the County’s Options spreadsheet, discussion centered on Option D, a 17,000-square-foot facility. A potential traffic study regarding the closure of 7<sup>th</sup> between Marie and the high school was also considered with Commissioner Gaylord asking that the City provide additional documentation that this site is the preferred location considering the situation with Lawshe Museum.

- The City plans to have information ready for the July 20 Council meeting with the hopes of discussing the City's proposal at an August meeting of the County's General Government & Policy Committee.

The discussion ended at 8:16.

Respectfully submitted,  
Megan Fournier  
Secretary, Library Board

# Programming Statistics

June 2020 and partial July 2020

Dates	# Programs	Program Name	Program Audience	Attendance
<b>JUNE</b>				
2-Jun	1	Virtual Storytime	Children Virtual	9
5-Jun	1	Cookbook Club	Adult Virtual	12
9-Jun	1	Virtual Storytime	Children Virtual	7
10-Jun	1	Trivia Challenge	Teen Virtual	0
11-Jun	1	Try This Thursday: Wind Sock Science	Children Virtual	
11-Jun	1	Evening Book Discussion	Adult Virtual	9
16-Jun	1	Virtual Storytime	Children Virtual	6
18-Jun	1	Try This Thursday: Bubbles	Children Virtual	
23-Jun	1	Virtual Storytime	Children Virtual	7
24-Jun	1	Cardboard Craft Along	Children Virtual	0
25-Jun	1	Try This Thursday: Playdough	Children Virtual	
26-Jun	1	Cookbook Club	Adult Virtual	4
30-Jun	1	Virtual Storytime	Children Virtual	17
		Tech Tutoring	Adult Virtual	0
<b>total</b>	<b>13</b>			<b>71</b>
<b>JULY</b>				
2-Jul	1	Try This Thursday: Fireworks in a Jar	Children Virtual	
6-Jul	1	Siana (MELSA)	Children Virtual	
7-Jul	1	Virtual Storytime	Children Virtual	15
9-Jul	1	Try This Thursday: Create a Story	Children Virtual	
9-Jul	1	Evening Book Discussion	Adult Virtual	10
10-Jul	1	Cookbook Club	Adult Virtual	4

<b>13-Jul</b>	<b>1</b>	<b>Mike &amp; David Show (MELSA)</b>	<b>Children Virtual</b>	
<b>13-Jul</b>	<b>1</b>	<b>Improv Parenting: Wheel of Stories</b>	<b>Children Virtual</b>	