



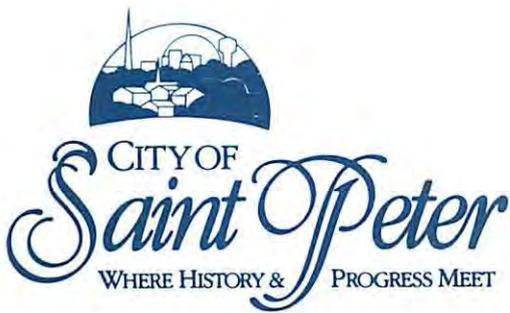
**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

Regular Workshop Session of Tuesday, September 2, 2014
Library Meeting Room – 5:30 p.m.

- I. **CALL TO ORDER**
- II. **DISCUSSION**
 - A. Washington Terrace Land Sale
 - B. Library Policies
 - C. Enventis Merger Approval
 - C. Others
- III. **ADJOURNMENT**

TP/bal

Office of the City Administrator
Todd Prafke



Memorandum

TO: Todd Prafke
City Administrator

DATE: 8/28/2014

FROM: Russ Wille
Community Development Director

RE: Washington Terrace (Multi-family Residential)

ACTION/RECOMMENDATION

Review the initial design of a multi-family, market rate, structure proposed for property owned by the City at the North Washington Avenue and Bunker Lane intersection by Matson Concrete Inc. from Mankato.

BACKGROUND

The City has been involved in the development of a number of subdivisions starting with xxx and continuing with Nicollet Meadows and Washington Terrace subdivision which was developed starting in 2003. The Washington Terrace subdivision contains 87 single family lots and a 74,705 square foot parcel that was set aside for future multi-family housing.

The City Council has exercised various levels of control over development in its subdivisions but since 2000 (Nicollet Meadows) design, aesthetics and sustainability have played key roles within the criteria for development. Additionally, an ongoing series of Market Studies have informed the Council and have been the basis for development and helping determine the housing sectors where incentives might be placed. This was always done looking to the private market to first fill in the gaps, but where the private sector was either unable to or not interested in development, the Council provided opportunities.

The Council developed specific criteria related to exterior design, layout on parcel and other features based on the Comp Plan and a program through the Greater Minnesota Housing Fund called "Building Better Neighborhoods". The program which includes suggested design criteria, affordable lot development strategies and many other facets has been the primary guide in the development of single and multi-family lots on City controlled or developed properties.

Multi-family development has been guided by the Comprehensive Plan which specifically promotes the use of scattered multi-family and the Building Better Neighborhood design influences.

Matson concrete first contacted us about eight months ago looking to develop market rate housing. Staff reviewed a number of different locations and Matson has proposed a purchase of land in Washington Terrace.

The City Council had previously solicited proposals for the development of this lot. At the time of platting, and upon the solicitation of proposals, a price of \$193,000 was established. The price was calculated based on subdivision development costs, that is to say the cost of roads, water, wastewater and stormwater development. The Community Development Director has been quietly marketing the sale of the property for development since that time as no proposals were received.

At this time, Matson Concrete, Inc. has prepared a plan for the site. They have also had Oleson & Hobbie prepare renderings of the exposed facades of the proposed multi-family development.

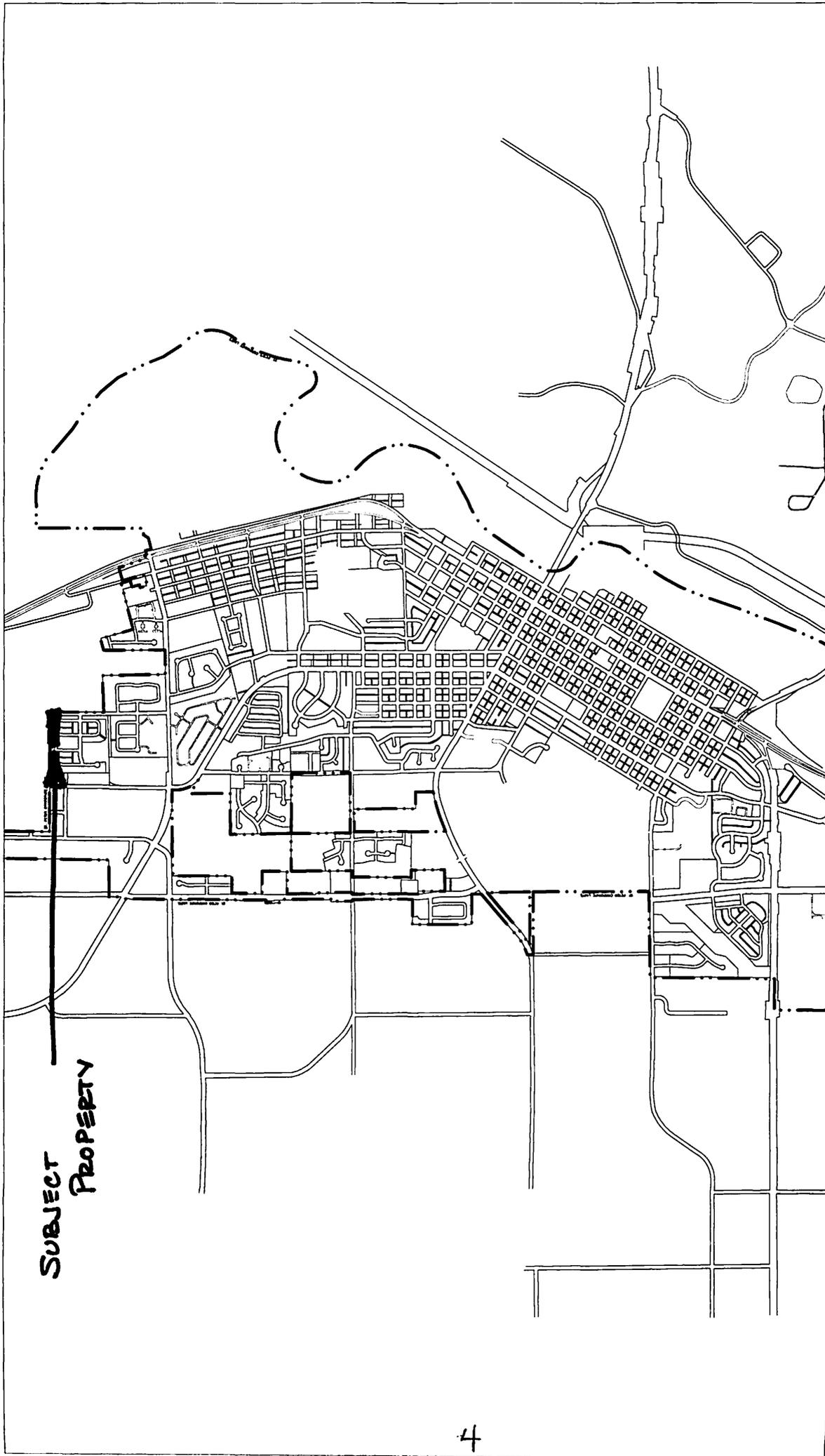
Given that the City owns the property, typical practice has been that the developer must obtain the City Council's consent as to site plan, landscaping and exterior building design. Most recently, the Council has asked us to include discussion related to handicap standards and multi-bedroom accessibility and be cognizant of the important balance between market rate and other housing types. Staff believes this proposal meets those goals.

Matson would propose the construction of 24 multi-family units on the site. The buildings would be townhouse units with attached garages accessed from the rear of the property. Copies of the renderings are included for Council review and consideration.

Mr. Matson will attend the workshop meeting to enter into a dialogue as to the merits or deficiencies of his proposed design. The intent would be to reach a consensus as to what would be acceptable to the City Council within the Washington Terrace neighborhood. If it appears that the design is acceptable, staff will proceed with the preparation of a purchase agreement that requires development as discussed, by and between the City and Matson for City Council consideration at a future meeting.

Please feel free to contact me if you have any questions or concerns.

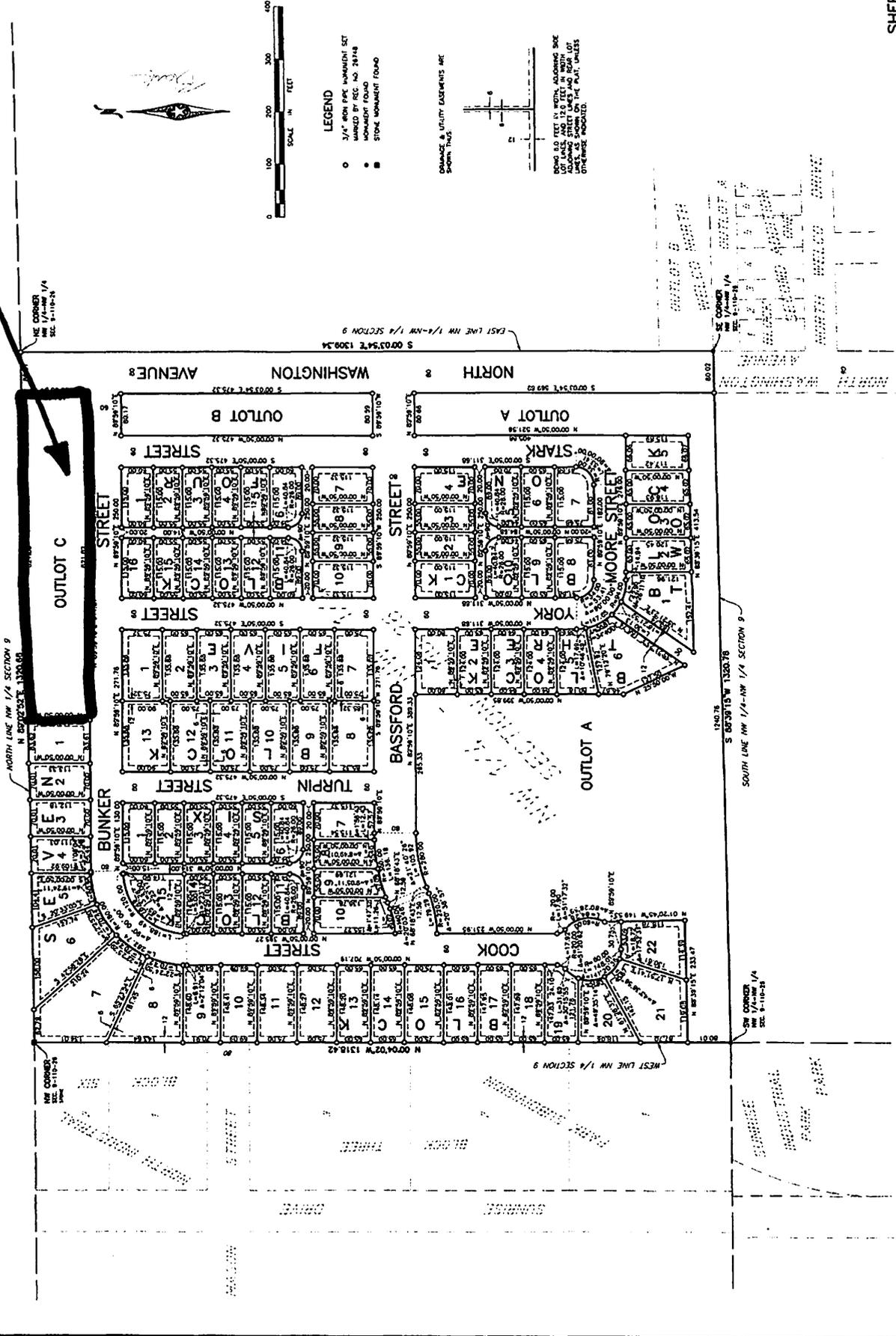
St. Peter, MN

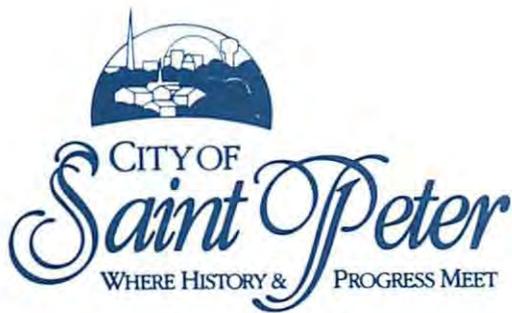


**SUBJECT
PROPERTY**



WASHINGTON TERRACE SUBJECT PROPERTY





Memorandum

TO: Todd Prafke
City Administrator

DATE: 8/28/14

FROM: Jane Timmerman
Recreation & Leisure Services Director

RE: Library Policies and Procedures Review and Revisions

ACTION/RECOMMENDATION

None needed. For your discussion and information.

BACKGROUND

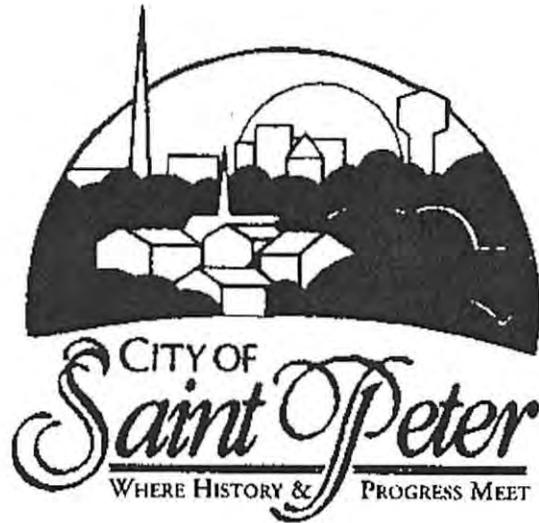
Policies and procedures for the Saint Peter Public Library were first adopted by the Saint Peter City Council in September 2001. Policies were reviewed and revised in May 2005. The Library Advisory Board has once again reviewed and approved revisions to the policies and will be presenting their recommendations to the City Council for approval.

Policies and procedures needed to be updated to match our current operations and technology. Clearer explanations and direction in a number of areas have been reworked based on experience and research by staff and board members. Language has also been cleaned up and made more consistent throughout the document.

There are a few substantive changes to be considered which include a new policy on electronic devices, quorum change for advisory board meetings from five (5) members present to four (4) members, circulation policy revisions, and alterations to the meeting room policy.

I will be at the City Council Workshop on Tuesday, September 2, 2014 to apprise Council members of the revisions and recommendations to the Library Policies and Procedures prepared by the Library Advisory Board.

JT/



Saint Peter Public Library Policy and Procedure Manual

Adopted: September 2001
Revised: June 2005
Revised:

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I. Mission and Goal Statements

A. The mission of the Saint Peter Public Library is to provide quality materials and services which fulfill educational, informational, cultural, and recreational needs of the entire community in an atmosphere that is welcoming, respectful, businesslike and professional.

B. The general goals of the Saint Peter Public Library shall be:

1. To serve all residents of the community and public library service area.
2. To acquire and make available to all residents such books, periodicals, pamphlets, and ~~other services~~ media as will address their needs to a) become well informed, b) locate answers to important questions, c) cultivate the imagination and creative expression, d) develop skills for career and vocational advancement, and e) enjoy leisure by means of reading and other media services f) to encourage lifelong library patronage.
3. To acquire the means to provide the most frequently requested materials through a variety of resources.
4. To ~~maintain~~ maintain a ~~program of services which~~ in order to locate information, guides reading, organizes and interprets material for people of various backgrounds, promote literacy and to stimulates thinking and intellectual development in individuals of ~~any~~ all ages.
5. ~~To strive consistently to discover new methods and improvements for better service for the library's customers.~~
To research and implement new methods and make improvements to existing services for better service for the library's patrons.

~~To review regularly these goals of the Saint Peter Public Library and, if necessary, revise them in the light of new developments.~~
To regularly review the goals of the Saint Peter Public Library and review and revise as necessary.

II. ~~Who May Use the Library~~ Library Usage

A. The Library will serve all residents of the community and the public library ~~system~~ service area. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; or sexual orientation.

B. The use of the library may be denied for due cause. Such cause ~~may be~~ shall **include but may not be limited to** failure to return library materials or to pay penalties, destruction of library property, disturbance of other ~~users~~ patrons, or any other illegal, disruptive, or objectionable conduct on library premises.

III. ~~User Responsibilities and Conduct~~

C. Expectations of Behavior. It is each ~~user's~~ patron's responsibility to maintain appropriate behavior so as to protect his/her individual rights and the rights and privileges of other ~~users~~-patrons. If a ~~user's~~-patron's behavior creates a disturbance, that ~~user~~ patron may be restricted from the library and from the use of the library facilities. Anyone who is unwilling to leave or does not leave

promptly, after being instructed to do so by the staff, may be subject to legal action.

~~The Saint Peter Public Library encourages visits by children and it is the staff's desire to make children's visits both memorable and enjoyable. Library staff cannot assume responsibility for the care of unsupervised children in the library.~~

~~Children of all ages are encouraged to use the library (for homework, recreational reading, and program attendance). It is recommended that children under age 10 be accompanied by a parent, guardian or caregiver. Children (whether with parents or not) who are being continually disruptive will be given a warning. If, after a second warning, they continue to be disruptive, they will be asked to leave the library. If the child needs to contact a parent, he or she may do so and then wait with a staff person until the parent arrives.~~

~~The Saint Peter Public Library welcomes library use by children. Staff members are available to assist children with library materials or services. The Library desires to provide a safe and appropriate environment for visitors of all ages. The Library, however, is a public building with staff trained to provide public library services. The Library is not equipped and it is not the Library's role to provide long- or short-term child care.~~

~~For the safety and comfort of children, a responsible adult or caregiver should accompany children while they are using the Library. While in the Library, parents and caregivers are responsible for monitoring and regulating the behavior of their children.~~

~~In certain situations (see examples below) Library staff members will attempt to contact the parent or guardian of an unattended child. In the event that the parent or guardian cannot be reached, the child will be placed in the care of the Saint Peter Police Department.~~

- ~~• A unattended child is found frightened or crying in the Library~~
- ~~• A unattended child is perceived to be endangering him or herself, or that another person in the library poses a perceived threat to the unattended child~~
- ~~• A unattended child exhibits specific inappropriate behavior~~
- ~~• A unattended child has not been met by a responsible caregiver at closing time~~

III. Services of the Library

The library provides materials and resources for information, entertainment, intellectual development, and enrichment of the people in the community. The library endeavors to:

1. Select, organize, and make available necessary books and materials.
2. Provide guidance and assistance to users patrons.
3. Sponsor and implement programs, exhibits, displays, book lists, etc.
4. Cooperate and partner with other community agencies and organizations.
5. Secure information beyond its own resources when requested, using interlibrary loan and other resource-sharing methods provided through the regional library system and state.

6. Lend to other libraries upon requesting
7. Develop and provide services to users patrons with special needs.
8. Maintain a balance of services to various age groups.
9. Cooperate with, but not perform the functions of, school or other institutional libraries.
10. Provide service during hours which best meet the needs of the community, including evening and weekend hours.
11. Regularly review library services.
12. Use media and other public relations mechanisms to promote the full range of available library services.

IV. Responsibilities and Authorities of the Library Board

See Appendix A: Policies of the Saint Peter Library Board.

V. Volunteers and Friends

Volunteers: The library encourages individuals and groups to volunteer their time and efforts in service to the Saint Peter Public Library. See the attached procedure for recruitment, training, and supervision of volunteers. See Appendix B.

Friends: The library recognizes there is a Saint Peter Friends of the Library group that operates independently of SPPL.

VI. ~~Materials Selection/~~ Collection Development Policy

General Statement

The Public Library, Library Advisory Board, and City Council uphold the democratic right of all Americans to freely express their thoughts and ideas, both popular and unpopular. We support the right of each individual to privately read, listen, and view the full range of published thought and ideas.

In support of these ideals the Saint Peter Public Library offers a collection of materials that is diverse, inclusive and protected by the First Amendment of the United States Constitution and Article I of the Minnesota State Constitution. The Library Board endorses the American Library Association's Library Bill of Rights and all interpretations pertinent to the selection and use of library materials.

A. ~~Objectives~~

~~The mission of the Saint Peter Public Library is to provide its users with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.~~

~~Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.~~

~~The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.~~

A. First Amendment and Intellectual Freedom Policies

The Library Bill of Rights, The Freedom to Read Statement and The Freedom to View Statement adopted by the American Library Association are endorsed by the Saint Peter Public Library and are integral parts of these policies. (See Appendices C, D, and E)

B. Responsibility for Selection

The lead librarian is responsible ~~The ultimate responsibility for the selection of library materials rests with the library director who operates within the framework of the policies determined by the Saint Peter Public Library Board.~~ This responsibility may be shared with other members of the library staff. However, the lead librarian has the authority to reject or select any item. ~~however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.~~

C. Criteria for Materials Selection Criteria

Factors considered when adding specific material to the Library collection include, but are not limited to:

- Collection objectives
- Present collection composition
- Current or historical significance of author or subject
- Timeliness
- Public interest
- Level of demand
- Audience for material
- Community relevance
- Diversity of viewpoint
- Effective expression

The nature of the media and the technical quality of production are additional factors to be considered in selecting audio, video, electronic, and other non-print formats.

Sites selected from the World Wide Web and linked from the Library's homepage are subject to the same selection criteria as other materials.

The Library encourages public suggestion of items and subjects to be considered for the collection. Serious consideration will be given to purchasing patron-requested materials when these requests meet collection objectives. Remaining requests may be met through resource sharing with other libraries, electronic retrieval or other means.

Gift items are subject to the same selection criteria used for purchased materials.

~~The main points considered in the selection of materials are:~~

- ~~a. literary individual merit of each item~~
- ~~b. popular appeal/demand~~
- ~~c. suitability of material for users~~

~~d. existing library holdings~~

~~e. budget~~

~~Reviews are a major source of information about new materials. Consideration is, therefore, given to requests from library users and books discussed on public media. Materials are judged on the basis of the work as a whole, not on any part taken out of context.~~

~~An unfavorable review or the lack of a review shall not be the sole reason for rejecting a title which is in demand.~~

D. Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of its users patrons, the Saint Peter Public Library agrees to lend materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a database that is accessible by other libraries throughout the state.

E. Gifts and Donations

~~The Saint Peter Public Library encourages and appreciates monetary gifts and donations. The library welcomes accepts gifts of books and other materials with the understanding that they will be added to the collection if appropriate and needed. If they are not needed because of duplication, condition, or dated information, the director may dispose of them. The same criteria of selection which are applied to purchased materials are applied to gifts. Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books may be ordered for the library on request of a user if the request meets the criteria established by the Board.~~

The Library welcomes donations of books and other materials and accepts monetary contributions toward the purchase of materials. The Library reserves the right to decide the disposition of all gifts received. Gifts accepted for addition to the Library's collection become the property of the Saint Peter Public Library and will be placed where most appropriate. Materials not utilized in the Library's collection will either be discarded or transferred to another organization.

The library will not appraise the value of donated materials. However it may provide an acknowledgment of receipt of the items if requested by the donor.

Honorary gifts in memory or recognition of a person or event are also accepted with suitable bookplates placed in the book. Specific memorial books may be ordered for the library on request of a patron if the request meets the criteria established by the Board.

F. Weeding/Withdrawal/Replacement

~~Weeding, withdrawal, and replacement of materials is a continual process. An up-to-date, attractive and useful collection is maintained through a continual weeding and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the lead librarian/library director and is authorized by the Library Advisory Board and the City Council. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.~~

Withdrawal of Materials

The Library Advisory Board and the Saint Peter City Council recognizes that withdrawing materials from the collection is an important part of maintaining the library collection and is a continual process. Withdrawal of library materials is vested in the Lead Librarian who may authorize qualified staff to assist. The withdrawal policy of the Library shall include the same factors as the selection policy and is not intended to sanction removal of library materials based upon any controversy. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

G. Potential Problems or Challenges

The Saint Peter Public Library recognizes that some materials are controversial and that any given item may offend some patrons. ~~users.~~ Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in ~~this~~ the attached policies. (See Appendices C, D, and E)

Library staff will not monitor a child's book selections. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

H. Challenged Materials

Although materials are carefully selected, differences of opinion ~~there can arise differences of opinion~~ regarding suitable materials may arise. Patrons ~~Users~~ requesting that material be withdrawn from or restricted within the collection may complete a "Statement of Concern About Library Resources" form which is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Saint Peter Public Library Advisory Board with a recommendation forwarded to the City Council at their next regular meeting. The material in question will stay on the shelf and in circulation until a decision is made by the ~~Library Board~~ City Council. (See Appendix F)

~~The materials selection/collection development policy, like all other policies, will be reviewed and/or revised periodically by the Saint Peter Public Library Advisory Board.~~

VII. Circulation Policy

See Appendix G.

VIII. Reference Service Policy

The Saint Peter Public Library Staff will provide information in the form of short answers to specific questions and guidance in locating material for patrons users.

IX. Programming Policy

~~The Saint Peter Public Library provides programming for the purpose of promoting library materials, facilities, or services, as well as offering the community an informational, entertaining, or cultural experience.~~

Library Programs

The Library supports its mission by developing and presenting programs that provide additional opportunities for information, learning, and entertainment. Programming is an integral component of library service that:

- Expands the Library's role as a community resource
- Introduces patrons and non-users to Library resources
- Provides entertainment
- Provides opportunities for lifelong learning
- Expands the visibility of the library

Ultimate responsibility for programming at the Library rests with the Lead Librarian who may delegate the authority for program management to designated staff.

Staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Availability of program space
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Relevance to community interests and issues
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs

In addition, the Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs; performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

All Library programs are open to the public. A fee may be charged for certain types of Library programs. The Library's philosophy of open access to information and ideas extends to Library programming, and the library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants, and program topics, speakers and resources are not excluded from programs because of possible controversy.

Registration may be required for planning purposes or when space is limited. Programs may be held on site or off site. Any sales of products at Library programs must be approved by the Library and benefit the Library. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business.

External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the library.

The Library welcomes expressions of opinion from customers concerning programming (Appendix F). If a customer questions a library program, he/she should first address the concern with a Library staff member. Requests for review of programs will be considered in the same manner as requests for reconsideration of library materials as outlined in the Library's Collection Development Policy.

X. ~~Public Relations Policy~~

~~**The review group recommends removal, unless this is mandated by the city**~~

~~A. The public relations goals of the Saint Peter Public Library are to promote a good understanding of the library's objectives and services and to promote active participation in the varied services offered by the library to people of all ages.~~

~~B. The Library Board recognizes that public relations involves every person who has a connection with the library. The Board urges its own members and every staff member to realize that he or she represents the library in every public contact. Library staff will make presentations and participate in community activities as appropriate to promote library services.~~

X. Internet/Computer Policy

See Appendix H.

XI. Electronic Devices Policy

The Saint Peter Public Library is an active facility with an open space plan.

Out of respect for all library patrons, cell phones, pagers, and other electronic devices should be set to silent or vibrate mode.

Patrons who wish to engage in extended cell phone conversations should move into the hallway directly outside the side library entrance (in the Community Center space).

Patrons wishing to report inappropriate electronic device use should contact a library staff member at the Circulation Desk.

XII. Display Case Policy

See Appendix I.

XIII. Meeting Room Policy

See Appendix J.

XIV. Public Notice Bulletin Board Policy

Bulletin board materials may be submitted for posting by nonprofit organizations for civic, educational, or cultural purposes. Limited space generally allows only short-term notices. Library staff must approve all postings and may prohibit postings which do not meet

library standards. Library staff will place and remove postings promptly. Posted items will not be returned.

XV. ~~Disasters~~ Emergency Operations Policy

Saint Peter Public Library will adhere to the ~~disaster plan policy and procedures~~ as adopted by the City of Saint Peter.

XVI. Revision of Library Policies

The preceding statements of the Saint Peter Public Library's policies shall be subject to review and revision at least every five years by the Saint Peter Library Advisory Board. Individual policies will be reviewed or added as needed.

Adopted: September, 2001. Revised: May 23, 2005, April 2014

Adopted: _____

Date: _____

ADDITIONS:

APPENDIX A

POLICIES OF THE SAINT PETER LIBRARY BOARD

CITY OF SAINT PETER, MINNESOTA

Article I

The name of this body shall be the "Saint Peter Public Library Board" and the City of Saint Peter and the library shall be known as the "Public Library of the City of Saint Peter, Minnesota". The Mayor of the City of Saint Peter, with approval of the City Council, shall appoint seven (7) members of the board to serve a three-year term.

Article II Meetings

Section 1. Structure. The scheduled meetings of the library board shall be held at a time designated by the Saint Peter Library Board at a location to be determined by that body. Meeting time and place may be changed with prior notice. All meetings shall be open to the public and subject to the state's open meeting law. The organizational meeting shall be held at the time of the first regular meeting of each calendar year. Notices shall be sent at least five days before each meeting in accordance with city policy.

Special meetings may be called by the Library Board Chair, City Council, or Mayor or upon written request of two board members, for the transaction of business stated in the call for the meeting.

Board members shall attend regular and special meetings as required. A member may be dismissed if three or more consecutive meetings are missed.

Board members must notify the Chair of the Board and Mayor in a timely manner of a desire to resign.

All issues must be decided by a voting quorum of ~~five (5)~~ four (4).

Section 2. Order of Business. The order of business at regular meetings shall follow parliamentary authority with an outline as follows:

1. Call To Order.
2. Approval of Agenda.
3. Approval of Minutes.
4. Report of the Librarian.
5. Old Business
6. New Business
7. Adjournment

Article III Membership and Officers

Section 1. Officers.

- a. The officers shall be as follows: Chair, Vice Chair, and Secretary. The officers shall hold office for one year or until their successors shall be elected and qualified. Officers shall be elected at the designated organizational meeting.

- b. An officer may serve consecutive terms, provided, however, that no officer shall serve more than two consecutive years in the same office.
- c. The Chair of the Library Board shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer.
- d. The Vice Chair shall preside in the absence of the Chair. In case of a vacancy in the office of Chair, the Vice Chair shall perform the duties of that office until a new Chair shall have been elected and qualified.
- e. The Secretary shall provide for a true and accurate account of all proceedings of the Library Board meetings. Staff assigned to assist the Secretary shall be the Director of Recreation and Leisure Services or her/his designee. The Secretary, with the assistance of the Director of Recreation and Leisure Services, shall provide any correspondence necessary for the functioning of the Library Board including notification of board vacancies and preparation of meeting materials.

Section 2. Members. The Mayor shall appoint members with approval by the City Council. There shall be seven (7) members, one of whom shall be a City Council member and one which shall be a School District representative. The Library Board members representing the City Council and School District shall be appointed annually by their governing bodies and have a term of one (1) year. All other Board members shall be appointed to a three (3) year term and may not serve more than two (2) complete, consecutive terms.

Section 3. Ex-Officio Members. The Head Lead Librarian and Director of Recreation and Leisure Services shall serve as ex-officio members, without voting privileges.

Article IV Committees

As committees are needed, they shall be appointed by the Chair of the library board.

Article V Duties

The duties of the library board members are to review proposals and suggestions, and to make recommendations to the City Council regarding:

- a. Policy
- b. Programs and operation
- c. Legislation that is appropriate to public libraries
- d. Cooperation with other public officials and boards
- e. Maintenance of positive community relations
- f. Performance of other duties as assigned by Ordinance or Resolution of the City Council.

**Article VI
Director of Recreation and Leisure Services**

The Director of Recreation and Leisure Services shall be considered the executive officer of the Library Board and shall have charge of the administration of the Saint Peter Public Library under the direction and review of the board, City Administrator, and City Council.

**Article VII
Lead Librarian**

The Lead Librarian shall be responsible for the care of the building and equipment, for the direction of the staff, for the ordering of all books and other library materials, for the efficiency of the library's service to users, and for the operation of the library under the financial conditions set forth in the library budget.

**Article VIII
Limitations**

Members of the Library Board or any administrative member of the library shall not use financial resources, equipment, or contracts of the library for personal purposes.

All members of the board must live within the corporate limits of the City of Saint Peter.

Article IX

The Library Board shall be subject to all city ordinances and state statutes that apply to public library operations.

**Article X
Contracting For Service From The City of Saint Peter**

The Library Board shall contract with the City to provide services as follows:

1. Hiring of Personnel. The City is responsible for the hiring of all personnel and administration of policy relating to pay, conduct, hiring and dismissing of personnel.
2. Providing and calculating budgets. The City shall provide professional service to develop the budget with input from library staff.
3. Purchasing of goods and services. The City shall provide the process and personnel to provide for purchasing goods and services in accordance with City standards and rules.

The Library Board will use current city staff to provide information and to implement personnel, budgetary, and purchase activities.

**Article XI
Amendments**

These policies may be amended at any regular meeting of the Library Board with a quorum present, by a two-thirds vote of the members present, provided the amendment was stated as

an agenda item prior to the call of the meeting. Amendments to these policies are in effect only after approval of the City Council.

The policies shall yield only, in point of conflict, to Minnesota State Statutes specifically aimed at Minnesota Libraries and Library Boards and incorporated into the Minnesota State Statutes and the City Code of the City of Saint Peter.

These policies shall be in force upon adoption by the City of Saint Peter.

Amended by the Saint Peter Library Board this 11th day of January, 2005.

Amended by the Saint Peter Library Board this__day of , 2014.

Chair

ATTEST:

Secretary

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 27th day of June 2005.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this__day of 2014.

Mayor

ATTEST:

City Administrator

APPENDIX B

Saint Peter Public Library

VOLUNTEER POLICY

The Saint Peter Public Library shall use the services of volunteers to supplement the efforts of paid library staff in meeting demands for quality public service; they will not be used to replace the work done by paid library staff. Volunteers aid the library in making the best use of its resources and contribute to a sound relationship with the community. The library and its volunteers work together to meet the goals and mission of the organization

We support the effective utilization of volunteer time and talent as a way to:

- Assist staff, as needed, in critical daily tasks
- Add services of value to new and existing programs
- Promote public awareness of library services
- Increase involvement and support of the Library by the public

Volunteers shall be recruited without regard to any individual's age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, education level or any other legally protected characteristic.

Volunteers may not perform activities that could reveal confidential patron information

Volunteers are expected to conduct themselves as if employed by the Library and must adhere to the policies and practices established regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, etc. Volunteers can be released from volunteer duties at any time at the discretion of the Library.

Neither the City nor the Library provides any medical, health, accident or worker's compensation benefits for any volunteer.

To encourage volunteerism and to ensure a positive experience at the Library, the Library will:

- Provide staff to administer and supervise the volunteer program
- Provide written position descriptions and procedures for all volunteer tasks
- Ensure that all volunteers serve in positions that reflect their skills and interests while meeting the needs of the Library
- Where necessary, provide orientation and training to prepare the volunteers to perform their duties

DEFINITION OF A VOLUNTEER

A volunteer shall be considered as any individual, 14 years of age or older, who contributes time, energy and talents directly or on behalf of the Saint Peter Public Library and is not paid with library funds. (Exception: If an individual is at least 10 years old and enrolled in the City of Saint Peter Recreation Department's Volunteer in the Park Program they may volunteer at the library.)

HOW TO BECOME A VOLUNTEER

All volunteers are required to fill out a Volunteer Application form. Applicants will be approved to become volunteers at the discretion of the Lead Librarian or their designee based on an applicant's qualifications in relation to the needs of the library at any given time.

The Saint Peter Public Library has absolute authority to deny a volunteer application; however the library shall not approve or deny the application of a volunteer on the basis of sex, national origin, religion, race, color or disability pursuant to State or Federal statute. Volunteers under consideration may be subject to a criminal records search and background check.

If the Library does not have projects that match a volunteer's interests at the time of application, the applicant will be notified and the application will be kept on file for one (1) year.

VOLUNTEERS UNDER THE AGE OF 18

Young people ages 14–17 may apply to volunteer for the Library in positions for which they are qualified. They must have written permission from a parent or guardian. Volunteers under 14 that are enrolled in the City of Saint Peter Recreation Department's Volunteer in the Park Program may volunteer at the library in approved positions.

APPENDIX C

St. Peter Public Library

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

APPENDIX D

St. Peter Public Library

THE FREEDOM TO READ STATEMENT

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals

must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

APPENDIX E

St. Peter Public Library

FREEDOM TO VIEW STATEMENT

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

APPENDIX F

St. Peter Public Library

STATEMENT OF CONCERN ABOUT FEEDBACK REGARDING LIBRARY RESOURCES

Name: _____ Date: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip Code: _____

Resource on which you are commenting:

- | | |
|-----------------|--|
| _____ Book | _____ Audio-visual Resource Media (e.g., cd, DVD) |
| _____ Magazine | _____ Content of Library Program |
| _____ Newspaper | _____ Other |

Title: _____

Author/Publisher or Producer/Date: _____

1. What brought this resource/program to your attention?
2. ~~To what do you object?~~ What is your opinion of this resource/program? Please be as specific as possible.
3. Have you ~~read, listened to,~~ or reviewed the entire content? If not, what parts?
4. What do you feel the effect of the material might be?
5. For what age group would you recommend this material?
6. In its place, what material of equal or better quality would you recommend?
7. What do you want the library to do with this material?
8. Any additional comments:

APPENDIX G

Saint Peter Public Library

CIRCULATION POLICY for Saint Peter Public Library materials

1. Loan Periods
 - A. Media Items: 7 days
VHS, DVDs, Music CDs
 - B. Books/Print Items: 3 weeks
Books, Magazines,
Cassette-Picture books with CD
Audio books on cassette and CD
2. Borrowed materials must ~~shall~~ be returned on or before the due date.
3. ~~Fines will be assigned for overdue materials. Fines are set annually by the St. Peter City Council.~~
4. ~~Users~~ Patrons will reimburse the library for replacement costs and processing fees of lost, stolen, or damaged materials. ~~checked out on library card.~~
5. Users shall notify the library of lost library cards and any change in account information. Replacement cost for a library card is \$1.00.
6. ~~No~~ Overdue notices will be sent via email to those patrons who have provided an email address. ~~mailed.~~
7. If library materials are not returned ~~28~~ 30 days after the due date, they will be considered lost and a fee for the entire replacement cost of the materials will be applied to the patron's account.
8. Each patron is limited to three media items.
9. There is a 50 item limit per card including media items.

APPENDIX H

Saint Peter Public Library

INTERNET/COMPUTER POLICY

- ~~1. Internet access is available on a first come, first serve basis.~~
- ~~2. Internet access is available to adults and children 10 years of age or older.~~
- ~~3. Children under the age of 10 may use the Internet with proper adult supervision.~~
- ~~4. To use the computer, patrons must register by using their library card.~~
- ~~5. Computer time is available in one hour sessions.~~
- ~~6. Library staff reserves the right to determine inappropriate Internet sites.~~
- ~~7. Some Internet services will not be allowed on public terminals; the library discourages use of instant messaging, chat rooms and similar programs.~~
- ~~8. Use of personal drives is acceptable.~~
- ~~9. The library is not responsible for information obtained on the Internet.~~
- ~~10. Patrons may be denied computer access for violations of the above policy.~~

APPENDIX H

Saint Peter Public Library

INTERNET/COMPUTER POLICY

The Saint Peter Public Library provides access to a broad range of information resources, including those available through the Internet. The Library makes this service available as part of its mission to provide free and open access to information of all types in a wide range of formats for Library patrons of all ages and backgrounds.

The Internet is a global electronic network of ideas, images and commentary that may enhance resources already available in the Library. However, the Library cannot control the information available over the Internet and is not responsible for its content. Some sources provide information that is inaccurate, incomplete or dated; some sources may be offensive, disturbing, and/or illegal.

RULES GOVERNING USE

In order to allow all patrons an opportunity to use the equipment, patrons are asked to comply with signup and time limitations.

In order to access the library's Internet workstations, a patron must use their valid Saint Peter Public Library card. Patrons that may be visiting from other areas can be issued a visitor's card to access the internet workstations. Computer time is available in one hour increments on a

first-come, first-served basis. If there is no patron waiting for the computer at the end of a session, the patron may have another session; during that second session, if another patron requests use of the computer, the current patron shall abandon its' use.

All patrons need to respect the privacy of other patrons and not attempt to censor or comment upon what others are viewing.

Users should safely share personal information (name, address, password, telephone number, school or work credit card number, etc.) in the Internet. This includes but is not limited to email, instant messaging, online purchasing, social media sites, and commercial sites. The Library is not responsible for security of personal information shared on or with non-library sites.

Library computers and Wi-Fi may not be used for any illegal activity including, but not limited to:

- Damaging or altering computer equipment, systems or software.
- Displaying, printing or sending any material that is illegal, libelous, threatening or harassing.
- Downloading or installing any harmful program defined as, but not limited to, spyware, viruses, Trojans, malware, or any other illegal utility on any computer.
- Violating copyright or trademark laws, software licensing agreements or intellectual property rights.

Patrons engaging in these activities may lose computer privileges and/or be asked to leave the Library. Library staff may summon law enforcement authorities as necessary.

ACCESS BY CHILDREN

Children ten and under may use the Internet with their accompanying adult. Use of library computers and library wireless network is a joint responsibility of the child and the parent or guardian. The Library affirms the right and responsibility of parents and legal guardians to determine and monitor their own children's use of Library materials and resources.

According to state and federal law, when using library Internet workstations, minors are prohibited from accessing materials which are considered to be "harmful to minors". The law also prohibits minors from disclosing, using, or disseminating personal information about themselves without written authorization of their parent or legal guardian.

To assist parents and legal guardians in guiding and supervising their children's Internet use, the library offers the following:

- Information is available on the Internet: [Netsmartz website](#)
- Users of filtered workstations should be aware that no device or software will block every inappropriate site, and sites may be blocked that should not be. The library does not accept responsibility for these incidents.

All Internet patrons should avoid disclosing personal information over the Internet to preserve their own personal safety. Library Internet patrons are prohibited by law from disclosing, using, or disseminating personal information regarding minors without written authorization of the parent or legal guardian of the minors involve.

Use of the Internet workstations is for LEGAL purposes only. Internet patrons may not use the library's computers to display obscene materials or child pornography as determined by State and Federal Law.

WARNING TO THE INTERNET USER: Please be aware that the Saint Peter Public Library is a public place. Displaying sexually suggestive objects or pictures may be a violation of State and Federal Obscenity laws (Minnesota Statutes, Sections 617.241, 617.243, 617.25; Title 18, United States Code, Section 2252).

Violation of the library's Internet Policy and/or the Library Usage Policy may result in the suspension of Internet and/or library privileges.

APPENDIX I

Saint Peter Public Library

DISPLAY CASE POLICY

1. All displays must be suitable for viewing by people of all ages and must be approved by the ~~library director~~ Lead Librarian in accordance with library policies and procedures.
2. ~~Advertising of products or services for sale is not permitted.~~
3. Displays may remain in place for six to eight weeks.
4. The loss or damage of display items provided personally or by an organization or business may be covered by the City of Saint Peter as secondary coverage. It is the expectation of the City of Saint Peter that displayers are insured through their own insurance company.

People who bring items to display typically have coverage of their own from their home owner's policy. Commercial operations should also carry their own coverage. The City does have a clause of "personal effects of others" which indicates that the City has coverage to insure items, but the City would be secondary coverage. If there is a big display that the City is responsible to cover, then staff needs to contact Pell to get it covered. (City of St. Peter insurance carrier Pell Insurance March 29, 2005)

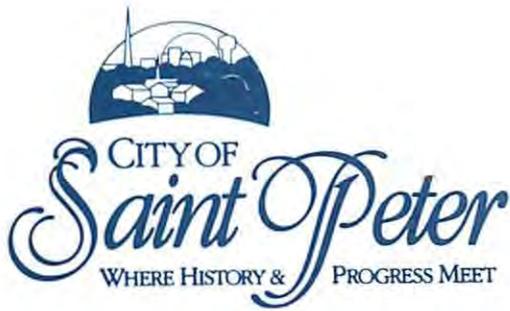
APPENDIX J

Saint Peter Public Library

MEETING ROOM POLICY

1. Library meeting and conference rooms are available "...on an equitable basis, regardless of the beliefs and affiliations of individuals or groups requesting their use." (*American Library Association, Library Bill of Rights, 1980*) Therefore, permission to use the meeting room does not constitute an endorsement by the library of a group's policies, programs, or beliefs.
2. Reservations and policies for the library meeting room are handled by the Recreation & Leisure Services Department in the community center.
- ~~3. The meeting room is available only for educational, cultural, civic or public service activities.~~
- ~~4. The meeting room is available only for single meetings or a limited number of meetings that constitute a distinct series of programs.~~
5. Meeting rooms may be used only during hours when the Library is open.
- ~~6. Bookings normally may not be made more than 90 days in advance.~~
7. Meetings must not disrupt the use of the library by others. Persons attending meetings are subject to all library rules.
- ~~8. An application may be obtained from the circulation desk and must be completed for each booking. Applicants must agree to abide by all policies.~~
- ~~8. A \$30.00 deposit must be made when reserving the library meeting room.
The deposit will be returned provided the room is left in orderly condition and without damage. All or a portion of the deposit may be retained if these conditions are not met.

The deposit may be forfeited and retained by the City of St. Peter if the group does not cancel 24 hours in advance and does not show.~~
- ~~9. Cancellations - Groups must notify the library 24 hours in advance if they plan to cancel or forfeit their deposit. Allowances may be made for weather conditions.~~
10. Each group is responsible for setting up the room and for leaving it in an orderly condition.
11. Each group is responsible for any damage to the room or its contents.
12. Light refreshments may be served. **No red beverages are allowed.**
- ~~13. Meeting room fees/deposits are determined annually by the City Council and are subject to change.~~



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 8/28/14

FROM: Todd Prafke
City Administrator

RE: Enventis Corporation Merger

Action/Recommendation

For your information and discussion.

Background

Many of you may know that we have a franchise agreement with Hickory Tech (HT) dba Crystal Communications. This agreement relates to provision of what we have traditionally termed "Cable TV".

As a part of the agreement, any change such as the one proposed and announced by HT now Enventis, must be approved by the City Council. Enventis is making that request in a letter which is attached for your review. The letter expresses their perspective and should be considered their request.

While I have spent some time in review of this I have not engaged legal service nor done an audit or substantive financial review of the merger. If the Council wishes, that can be done. However, I do not believe it is needed.

Your consent to this merger should not be viewed as an opportunity to renegotiate the agreement in place rather it is more of a notification process but would allow you to take action if you believed that the merger would jeopardize service, which again, I do not believe to be the case.

If you would like to review the entire previously adopted agreement, (franchise) it is a part of you City ordinances and I will be happy to send you copies and the Enventis FCC filings on this matter.

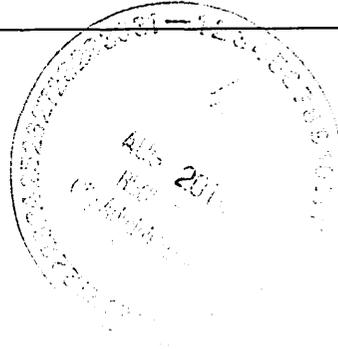
My goal for your meeting is to give you an opportunity to know that this is part of the regulatory process, be open your thoughts on spending resources in review (which I am not recommending), and be ready for action in the near future.

Please contact me if you have any questions or concerns.

TP/



July 30, 2014



City of St. Peter
227 South Front Street
St. Peter, MN 56082

Re: Enventis Corporation / Consolidated Communications Holdings, Inc. Transaction

Dear City of St. Peter:

As you may have read, Enventis Corporation ("Enventis"), the parent company of the entity (Crystal Communications, Inc.) holding a cable franchise in your community, has entered into a merger agreement ("Agreement") with Consolidated Communications Holdings, Inc. ("Consolidated") to merge Enventis into Consolidated. Pursuant to the Agreement, Consolidated will become the parent company of the entity Crystal Communications, Inc., and thus your cable franchisee, will become a wholly-owned subsidiary of Consolidated.

By this letter, the consent of Addressee ("City") to the Merger is requested. We have enclosed copies of the Federal Communications Commission's ("FCC") Form 394, other information, and a draft consent resolution to help facilitate the consent process. Please forward a copy of the executed resolution or other indication of consent to my attention at the address above.

- **FCC Form 394.** FCC Form 394 (required copies enclosed) is designed to provide you with the relevant information needed to assess the financial, legal, and technical qualifications of Consolidated to be the ultimate parent entity of your cable franchisee.
- **Timing.** According to the FCC's rules, if you decide consent is required, you have a maximum of 120 days from the date you receive this information to review all materials and act upon our request for consent to the transaction
- **Consent Resolution.** In accordance with Section 7 of the franchise, the City's approval is required and shall not be unreasonably withheld. Should you choose to affirmatively consent to the transaction, we have enclosed a draft consent resolution to be used to expedite the consent process. We would request that a consent resolution, if needed, be placed on your agenda for consideration at your earliest convenience. Please forward a copy of the executed resolution to my attention at the address above.

City of St. Peter
Page Two

All of us at Enventis and Consolidated are excited about the opportunity to continue digital tv service to your community. I invite you to visit <http://ir.consolidated.com/releasedetail.cfm?ReleaseID=856991> for additional information about the merger and Consolidated. If you have any questions about the FCC Form 394, the consent resolution, or any of the enclosed documents, please give me a call at 507-386-3667 or send an email to carrie.rice@enventis.com

Sincerely,



ENVENTIS

Carrie Rice
Regulatory Affairs Manager

cc:
Robert J.V. Vose, Esq.
Kennedy & Graven

Attachments and Enclosures



Unit Entry Elevation



Bunker Street Elevation



Unit Entry Elevation



Bunker Street Elevation