



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

**Regular Meeting of the Saint Peter Public Library Advisory Board
Tuesday, January 12, 2021
5:30 p.m.**

****Virtual Meeting Only – See below for electronic access to meeting****

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF MINUTES**
- IV. OATH OF OFFICE**
- V. ELECTION OF OFFICERS**
- VI. REPORT OF THE LIBRARIAN**
 - A. Staff Updates
 - B. Activity Report
 - C. Upcoming Winter Programs
- VII. OLD BUSINESS**
 - A. Friends of the Library Update
 - B. School/City Partnership
- VIII. NEW BUSINESS**
 - A. Library Goals/Objectives: Focus on #1
- IX. OTHER BUSINESS**
- X. ADJOURN**

As provided for in M.S. 13D.21, Library Board meetings may be conducted by telephone or other electronic means. The Tuesday, January 12, 2021 meeting will be accessible electronically by GoToMeeting software available at no charge (link below) or by calling as indicated below. Here is the information necessary to access the January 12th regular meeting electronically:

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/552852845>

You can also dial in using your phone.

United States (Toll Free): [1 866 899 4679](tel:18668994679)

United States: [+1 \(571\) 317-3116](tel:+15713173116)

Access Code: 552-852-845

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Director of Recreation & Leisure Services
Joey Schugel



Saint Peter Recreation and Leisure Services Monthly Activity Report

November 2020

Recreation Programming

Programming

Adult indoor Pickleball was again very popular with 177 registrations for daytime and evening pickleball in November before play was paused on November 21. Parents Night In, which includes an activity box for participants to do activities at home had 7 registrations. Adult Fall Softball Leagues for the first time played into November and completed both a Men's and Co-Ed seasons. Jr. Jammers, youth basketball, concluded in November with 63 registrations as did Fencing with 7 registrations.

Senior Center

- **Fall Music Program:** Celtic Yuletide with Laura MacKenzie ACHF grant funded musical program; this concert was second of three in a series.
 - Virtual – 25
 - Final report to be submitted soon.

- **Senior Fitness (Virtual)**
 - Donna Haala agreed to teach the class virtually until the building reopens.
 - Average 13-15 patrons attending
 - Positive feedback

- **Meals on Wheels**
 - St. Peter Herald article generated a lot of good press about Meals on Wheels and we continue to see new volunteers.
 - Slots covered through middle of January.

- **Senior Goodie Boxes**
 - Items have been purchased for goodie boxes
 - Chicken noodle soup, Chap Stick, candy bar, cookies, Kleenex, batteries
 - Looking at additional items to round out boxes

- **Winter/Spring 2021 Brochure**
 - No programs planned for January
 - All free programs, no LIFE: Learning is ForEver programs
 - Applied for multiple grants to offset fees of speakers
 - Friends of the Library: Al Batt and David Jones (\$460)
 - ACHF: Eleanor Roosevelt and Armstrong Quintet (\$970)
 - April will be Lunch and Learn month with 3 different companies hosting Lunch and Learn catered learning sessions.

Program	Date	Attendance	Host/Cost
New Release Movie Monday	16-Nov	8	Free
Senior Fitness	Ongoing M-W-F	32 Registered	\$25 for 15 classes
Senior Fitness Virtual	100% Virtual	15	\$25 for 15 classes
Dementia Communication Program	17-Nov	9	Free

Library

- 7,208 checkouts
- 304 new items were added to the catalog.
- 38 new library cards were issued.
- St. Peter has 3,891 current, active library card users.
- 297 eBooks checkouts on Overdrive.
- 185 eAudiobook checkouts on Overdrive.
- 466 mobile patrons have library accounts exclusively for Overdrive eBook access.

St.Peter loaned 47 items to MN libraries. St.Peter borrowed 49 items from MNLink. Mmlink accesses materials throughout the entire state of MN. If we are unable to find an item within our TDS system, we request items via MNlink.

St.Peter patrons borrowed 712 items from neighboring TDS libraries through Encore (our patron card catalog)

287 Chromebox sessions were used. This include 5 patron computers and 2 card catalog exclusive Chrome computers within the library.

904 wifi sessions were accessed.

The library opened by appointment only Nov. 21

First week (three days): 37 appointments for browsing, 8 for computer time and study sessions

The library was closed Nov. 11 on Veteran's Day. Closed Nov. 26 & 27 for Thanksgiving.

Programming and Events

- **The Friends of the Library hosted their annual meeting and virtual author event on Nov. 17.** Around 15 people attended virtually.
- **Book Bunch - Read Aloud Book Club** finished the fall session November 23: 13 kids registered. November attendance: 41

Storytime on Facebook (reached 10 sec. minimum view)

Nov. 4: 51

Nov. 11: 57

Nov. 18: 43

Nov. 25: 88

Outreach

- Saints Overtime Visits: 99 in attendance
- Your Next Stack Subscription Service: 7
- Take and Make Kits Picked up: 138

Facility Use

Saint Peter Community Center room reservations

- Rec program Gym 2 Saturdays and 310A 3 Thursdays.
- Senior program used 219 3 times, 215 2 times, Library meeting room 2 times and Gym 29 times.
- Tenants used 102 2 times, 215 3 times, 219 2 times, Library meeting room 2 times and they have the gym reserved 41 times per week but only use it when it's cold or rainy.
- School used 219 2 times, and 217, 300, 310A and 310B 17 times, and the gym was reserved 17 times but they only use it on cold or rainy days.
- City used 219 5 times, 215 one time and Gym 2 times.
- Library used the Library meeting room 1 Saturday for a special Escape room.
- Fee waived for room use 15 times
- Rental: 1
Gym 1

Park Shelters

MN Square: 1 fee waived for groups that would normally meet inside.

Field Use

- Saint Peter Schools reserved CSP fields 2 and 5 for Football practices 10 times and 1 Football Game on CPS field 3.
- Soccer Club used Vets Soccer Turf for 3 practices

Maintenance

Community Center

1. Voting setup
2. Fix two boilers
3. Outside leave clean up
4. Boiler inspection
5. Inside window cleaning
6. Maintenance and cleaning

Library

1. Maintenance and cleaning
2. Replace heat pump
3. Boiler inspection
4. Inside window cleaning

Library Strategic Plan Goals

Goal One: Maintain & increase a multi-faceted funding stream to support the Library,s Mission & Goals

<i>Objective</i>	<i>Action Items/Plan</i>	<i>Comments</i>
Continue promoting library to funding organizations	<ul style="list-style-type: none"> - Work with building connections with County Commissioners 	From Michelle: I think this is a great action item; how does Todd view this, in terms of chain of command?
Grants	Develop a system or plan for giving/donations -Identify projects and link to potential foundations/non-profit funding sources (Michelle)	Question (from Michelle): Is the library an institutional member of ALA? Sometimes there are grants, traveling exhibits, etc. that only members are eligible for.
Explore community based fundraising? (Michelle)	"Fund-a-need" events, e.g. we are raising funds for this specific resource/tool; offer options for people to donate in person, at events, or via the website. Definitely have one of those thermometer images where we can indicate our progress towards the fundraising goal. :-) (Michelle)	