CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING

Regular Meeting of the Saint Peter Public Library Advisory Board
Tuesday, September 15, 2020
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. **REPORT OF THE LIBRARY SUPERVISOR**
   A. Introduction of New Library Supervisor
   B. COVID-19 Impact
   C. Summer Reading Recap
   D. Activity Report

V. **OLD BUSINESS**
   A. Friends of the Library Update
   B. School/City Partnership

VI. **NEW BUSINESS**
   A. TDS Strategic Plan
   B. Library Goals/Objectives
   C. Supervisor Plans/Goals

VII. **OTHER BUSINESS**

VIII. **ADJOURN**

As provided for in M.S. 13D.21, Library Board meetings may be conducted by telephone or other electronic means. The Tuesday, May 12, 2020 meeting will 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 May 12th regular meeting electronically:

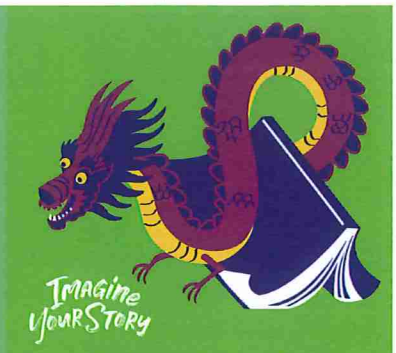
From your computer, tablet or smartphone: https://global.gotomeeting.com/join/776898933
From your phone: (Toll Free): 1 866 899 4679 – One-touch: tel: +18668994679,,591790045#
Access Code: 776-898-933

New to GoToMeeting? Get the app now and be ready when your first meeting starts:
https://global.gotomeeting.com/install/776898933

Director of Recreation & Leisure Services
Joey Schugel

2020 Summer Reimagined

Monday, Jun. 1 – Friday, Aug. 7



Reading incentives and programs were funded by grants from the Friends of the St. Peter Library as well as local financial institutions and McDonalds

ONLINE READING TRACKING

READsquared

177 Signed Up
1,809 Books Read
737 Badges Earned
239 Games Played
200+ Books and Prizes Given Away

PROGRAMS

- **17** for Lunch Bunch Book Club, 2 Teens for Great Stories Book Club
- **19** 'Paws'ed for Books with Coco the Therapy Dog
- **20** Participants in an online author event
- **23** Battle of the Books participants
- **42** Solved the Breakout Box Escape Rooms
- **55** 'Your Next Stack' Book Subscription Services filled

OUTREACH

- **60** bookmobile visits at 6 different parks this summer with the ExporeRec Trailer
- **3** August Bookmobile visits at the Farmers Market and will continue weekly through September
- **3** Library Book Tables at Jazz in the Park Events
- **200+** FREE BOOKS given away

VIRTUAL ENGAGEMENT

- **10** weeks of Virtual Storytime guests (continued through August)
- **92** Facebook Gnorman the Gnome participants. 35 READsquared participants for the Gnorman Quiz.
- **109** Fairy Tale Lego Challenges were submitted. 10 five-minute fairy tales were posted to accompany each challenge.
- **404** Imagineer Take & Make Kits were picked up (20 different kits were offered). Continuing through fall.

Saint Peter Public Library

LEARN MORE AT SAINTPETERMN.GOV/LIBRARY

Saint Peter Recreation and Leisure Services Monthly Activity Report

July 2020

Recreation Programming

The month of July was a very busy with both virtual programming and an increased amount of in-person programming. Numerous safety measures were put in place for in person programming with reduced capacities but numbers for programs were strong. Microstars, a pre-school sports and games program, for ages 3-6 years old had two sessions with 22 participants total. Sports Sampler a program that focuses on some more unique sports and adaptation of sports had 14 participants. T-ball was offered for the month of July and with reduced capacities was maxed out with participants. We had 70 children participate in our four different session offerings. Squirts baseball had 16 participants, Horse Camp with Pinewood stables was very popular with 20 participants, Princess/Prince Dance Camp had 7 registrations, and the NEY Nature Center Kayaking program was full with 8 participants. July was also the start to our adult athletic leagues. Leagues have seen solid numbers with 8 teams in each league including Men's Softball, Co-ed Softball, and Co-ed Sand Volleyball. Exploration Recreation served 100 participants for the month slightly down from last month, some of this was due to the hot and humid weather for the month of July. However for 4th of July week Exploration Recreation delivered 82 goodie bags to registered participants throughout Saint Peter. Virtual Camps were again very popular for the month of July and a very nice addition to the summer offerings, we had 49 participants in Camp in a Box and 32 in Tote for a Tot.

Senior Center

- **Senior Fitness**
  - Senior Fitness classes (formerly PALS) started back up in July with 22 individuals registered for class. As a safety precaution classes have been moved to the gym for additional opportunity to social distance.
- **Active Aging Week**
  - Grant received from Mankato Clinic Foundation for $750 to support Active Aging Week.
    - Activities October 5 -9 include Fun Run, Pickleball Clinic, Explore Rec, Craft Day, and Mini Expo
  - Grant received from Friends of the Saint Peter Library for $250 to support Craft Day during Active Aging Week.
- **Fall Music Program**
  - ACHF grant received for $1600 to pay for three musicians as part of fall programing.
    - Maud Hixson: Listening for Your Song
    - Woody Guthrie's Pastures of Plenty in His Own Words and Songs
    - Celtic Yuletide with Laura MacKenzie
      - This artist will be part of the annual FOL/Library Christmas party
- **Continuing Education and Online Learning**
  - Ongoing *Libraries Transforming Communities*: 4th Coaching Call and Module completed
    - Zoom meeting July 22, 2020
    -

- **Initiated New ALA Opportunity**
    - Resilient Communities: Libraries Respond to Climate Change

Library

7,681 checkouts during the month of July.

331 new St.Peter items added to the catalog

18 new St. Peter library card registrations.

St.Peter has 3,279 active library card users.

396 Overdrive eBook checkouts.

241 eAudiobooks checkouts

423 registered Mobile patrons (patrons have signed up for a mobile library card purely for ebook access)

MNLink has somewhat re-opened. They are borrowing out a 5 item max per patron currently. Some regions are not open for interlibrary loan yet.

781 holds were placed in Encore by St.Peter patrons.

323 Chromebox sessions were used. (This included card catalog and patron computers) Currently only 5 of our 10 patron stations are available for 30 minute sessions during COVID.

516 Wifi sessions were used.

The library was closed July 3 for the Independence Day Holiday.

The library is currently open 35 hours per week during COVID. Regular library hours would normally be 54 hours per week.

Youth Services

July 8 Escape Room for School Age Families: 22
July 8 Great Stories Book Club for Teens: 2
Lunch Bunch Read-Aloud Book Club (June/July): 17 participants, Attendance: 83 over 8 weeks
July 31 Escape Room for Tweens/Teens: 20

Mondays Five Minute Fairytales: 527 combined views
Lego Challenges: 34 submissions

Tuesday Storytimes on Facebook:
7/7 First National Bank: 135 views
7/14 Michel: 122 views
7/21 Brenda/Ben: 441 views

7/28 Dr. Christina Family Dental: 251 views

Take and Make Kits: 178 picked up

Saint Peter Outdoor Pool

- Pool attendance for the month of July was 2,268 swimmers. Our busiest day was July 24th with 86 patrons for afternoon open swim and 84 patrons for evening family swim. We are averaging about 35-50 swimmer per open swim session.

- Concession Sales for the month of July was $1,979.75.

- Daily Admissions for the month of July was $4,194.00.

- There were two Pool Rentals totaling $280.00.

- The pool has only been closed *Closed Early* three times the month of July (due to weather/low attendance/bodily fluids).

- Fourth of July we only had 64 patrons. No slip'n'slide in the park this year due to COVID-19.

- No pool passes this summer.

Program	Attendance
PM Lessons – Session 1 (max.54)	16
PM Lessons – Session 2 (max.54)	39
4th of July	64
No private lessons	
Total	119

Facility Use

Saint Peter Community Center room reservations

- Rec programs used Gymnasium 11 times.
- Senior program used 217 1 time, 219 2 times and Gym 3 times
- Tenant used the Gym 2 times
- City used 219 8 times
- Fee waived for room use 6 times
- Rental: 3
  217 1
  Gym 2

Park Shelters
MN Square: 10
Gault Park Shelter: 4
Gorman Park Shelter: 3

Field Use

- Soccer Club started practice at Gault soccer fields. They are scheduled to have 8 practice times a week. Games were only played on Gault Field 2.
- Girls Fast Pitch started practices they are using Jefferson and Stones with 1 practice on each field. Games were only scheduled at Jefferson.
- St Peter Baseball Association started practices. They are scheduled for multiple practices using Vets 1 and 2, Jefferson 4, Gault, and Ramsey. Games were only scheduled at Vets 1 and 2.
- Adult Softball used Jefferson fields on Mondays and Thursdays.
- Rec T-Ball and Squirts used Jefferson on Tuesday nights and Gorman on Friday mornings.

Maintenance

Community Center

1. Parking lot crack sealed and resurfaced.
2. Patio Paver Stone Replacement.
3. Continue enhanced cleaning and disinfecting protocols for Community Center/Library.

Traverse des Sioux Library Cooperative

STRATEGIC PLAN

2017-2020

GOALS

- Engage and communicate effectively with all member and potential member libraries
- Foster connections between libraries
- Encourage the use of TdS services, resources, and training opportunities
- Promote innovation in library services

- Support member libraries to increase awareness and understanding of services available to patrons and their communities
- Educate stakeholders about the value of library services
- Work to increase state and federal funding for library systems

- Demonstrate effective communication and leadership
- Administer sound, clear fiscal management
- Provide an organizational structure that best serves the needs of TdS

MISSION

The Traverse des Sioux Library Cooperative strengthens, improves, and promotes collaboration by providing support services and coordinating shared access to resources, programs, and technologies for member libraries.

VISION

The Traverse des Sioux Library Cooperative provides leadership and serves a consortium of member libraries enhancing lifelong learning in our communities.

Library Strategic Plan Goals

Goal One: Maintain & increase a diverse funding stream to support the Library's Mission & Goals

Objective	*Action Items/Plan*	*Comments*
Continue promoting library to funding organizations	- 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	Question (from Michelle): Is the library an institutional member of ALA? Sometimes there are grants, traveling exhibits, etc. that only members are eligible for.

Goal Two: Expand and enhance partnerships and collaborations that promote literacy.

Objective	*Action Items/Plan*	*Comments*
	Establish formal liaison relationships with Senior Center, Comm. Educ., schools, daycares, etc.?	Senior Center Partnerships - Library on the Go, Shared programming, program advertisement in Senior Newsletter Comm. Ed - Life Program, St. Peter Reads Schools - Pre-K story time once a month and check out books, High School Teen Great Stories Club, MVED comes once a week. Daycares - 7 storytimes a week between daycares and Headstart. Also get use of library during the day. Rec - Early Release Day Collaboration, Special Events Art Center - Early Release Days Famer's Market - Weekly Presence 1st year
	Library instruction sessions for SPHS classes? Gustavus library - courtesy cards for community members	

Goal Three: Increase awareness and participation of programs that respond to the diverse needs of patrons.

Objective	*Action Items/Plan*	*Comments*
Maintain/increase outreach services to patrons off-site	- Nursing homes/trailer parks/service area outside of St. Peter - Seek new ways to receive feedback from community	From Michelle: I thought the Exploration Recreation program was a great way to bring books, games, to the community. That works well in the summer; in the cooler months, without a bookmobile, how might we get creative about bringing the library to various parts of town?
Increasing programming and materials aimed at diverse groups in St. Peter	- Continued engagement with community and reaching out to new representatives/groups	From Michelle: I think this is such an important issue for the library. It would be great to invite community leaders from the Islamic Center, etc. to join us for a meeting (or, better yet, join the Library Board!).

Saint Peter Public Library

Organization and Restructure - September 2020

Collections and Acquisitions

Library Supervisor

1. Children's
2. Junior Fic
3. Juv. NF
4. Juvenile Audio

Assistant Library Supervisor

1. Young Adult (YA) Fic
2. YA Non-Fic
3. Periodicals (circ-staff also assists in processing)

Library Associate

1. Adult Fic and Large Print
2. Adult Non-Fic
3. Media
4. Audio

Programming

Library Supervisor

1. Preschool
2. Children

Assistant Library Supervisor

1. Children
2. Young Adult (YA)

Library Associate

1. Adult

Assistant Recreation Program Supervisor

1. Adult

Desk Shifts

Circulation Clerks (7)
All Staff as needed

Materials Processing and Collection Repair

Library Assistant