

Chatfield Public Library Board of Trustees Meeting Agenda
July 6, 2023
7:00pm at the Chatfield Public Library

- I. Call to Order
- II. Welcome new Library Board members Dave Frank and Pastor Deb Collum
- III. Approval of April Meeting Minutes (No meeting in May, no quorum in June)
- IV. Budget Review
- V. New Business
 - a. Election of Vice President of Library Board
 - b. 2024 Budget Proposal and Goals
 - c. Valerie's step increase
 - d. Christy's step increase
 - e. Monica's review
- VI. Old Business
 - a. New children's shelving unit: next step
- VII. Director's Report
 - a. Groundskeeper position
 - b. Patio Umbrella update
 - c. Summer Reading Program
 - d. Removal of Sneeze-guard from Circ desk
 - e. Willow Gentile Painting awarded at Band Shell July 20
 - f. SELCO Merger
- VIII. Roundtable
- IX. Adjourn
- X. Upcoming Meetings:
 - a. Library Board, August 3, 2023 at 7:00pm

Just some notes from this unofficial meeting (no quorum)
Chatfield Public Library Board of Trustees Meeting Agenda
June 1, 2023
7:00pm at the Chatfield Public Library

- I. Call to Order
- II. Welcome new Library Board members Dave Frank and Pastor Deb Collum
- III. Approval of April Meeting Minutes (No meeting in May)
- IV. Budget Review
 - a. Report of CD activity (per our request) [reviewed](#)
- V. New Business
 - a. Election of Vice President of Library Board [still needed](#)
 - b. Removal of Sneeze-guard from Circ desk [all said this was okay](#)
- VI. Old Business
- VII. Director's Report
 - a. Groundskeeper position filled [by Erik Seha \(son of Charles Seha\)](#)
 - b. Patio Umbrella update [Brian Burkholder & guys working on broken one](#)
 - c. Lorna Landvik program report [attendance of 26, good program](#)
 - d. Summer Reading Program
 - [shared handout of events,](#)
 - [2 workshops already full,](#)
 - [Center for the Arts as back-up venue in case of rain,](#)
 - [Mike is willing to set up a microphone and sound if needed for a program,](#)
 - [Russ Smith and Todd Johnson are on Tech Committee for CCA and suggested to Monica for advice on mic and sound equipment to purchase](#)
- VIII. Roundtable [Monica: nice donations in memory of Joanne Gillespie](#)
- IX. Adjourn
- X. Upcoming Meetings:
 - a. Library Board, July 6, 2023 at 7:00pm

Department Public Library

2024 Departmental Goals

- We will support grounds maintenance to improve the appearance of landscaped features in order to build aesthetically pleasing extensions of our patrons' indoor experience into the outdoors. Grounds maintenance will boost curbside appeal to attract community interest, provide welcoming, free, inclusive physical spaces, and preserve pride in this historically significant property.
- We will continue to increase the number of programs and workshops we provide for adults to support lifelong learning. These events will help meet the cultural, recreational, and educational needs of the adults, as well as help establish our library as a community hub.
- We will acquire and circulate even more nontraditional library items to meet the needs of a variety of community members (e.g. Adventure Kits, STEAM Kits, etc.). These unique collections will help enrich and make library patrons' day-to-day lives easier by providing access to items that they might not be able to purchase due to financial reasons, space restrictions, or simple practicality.
- We will work to meet the goals generated through Library Strategic Planning scheduled to take place with SELCO's assistance in the Fall of 2023.

Are there any expense lines or programs where the department experienced costs savings due to either a planned or unplanned change? (i.e. Snow Removal Modification, Planning & Zoning Administration)

- E 211-45500-414 Automated Operations: SELCO pulled out basic tech fees to try to more closely figure out what it costs to serve each library and we came out owing \$1,000 less in ILS fees due to this!

Please identify the items in your budget that have cost drivers that are beyond our control and quantify that percent or amount if you are aware of the amount (i.e. Property / Casualty Insurance, Workers Compensation Insurance, Health Insurance, Managed IT)

- E 211-45500-136 Employer Paid H.S.A.: Christy will choose family coverage when she gets married. 33% increase needed
- E 211-45500-140 Unemployment Comp (GENERAL): Stab in the dark.

- E 211-45500-151 Worker s Comp Insurance Prem: we're guessing 5% increase of 3 year average, but really have no idea.
- E 211-45500-321 Telephone: Telephone use is necessary and almost everyone is long distance now that most have cell phones. We seem to always be running over budget, so increased about 4.8%.
- E 211-45500-360 Insurance (GENERAL): Cost in 2023 increased by 17.15% from 2022. Increased by 130.31% 2021 to 2022! According to online research: reasons property taxes are increasing: inflation, cost of materials and labor have increased, climate change (risk of catastrophic weather damage increased), Covid led to increased insurance claims, unsustainable loss ratios. Most online articles predict prices will continue to rise, perhaps by 25%. We decided we should budget about a 20% increase of what has already been charged this year
- E 211-45500-380 Utility Services (GENERAL): seem to be trending over budget this year, online sources predict that utility costs will continue to rise even if inflation decreases. We went with a 5% increase here.
- E 211-45500-401 Repairs/Maint Buildings: the age of our building is resulting in more repairs, maintenance, or upgrades required. We doubled the amount budgeted here from last year, but that is because we moved Elevator Maintenance (approx. \$2,000) to this budget line from the Equipment Maintenance budget line.
- E 211-45500-404 Repairs/Maint Equipment: Equipment is required to run the library and we don't have control of those costs, especially as equipment ages. We actually decreased this line by \$2,000 for next year, but that amount was simply moved to Repairs/Main. of Buildings, so is still in the total.

Dept	Account Descr	Object Source	*REFERENCE LinesMissing 2020 Amt	*REFERENCE LinesMissing 2021 Amt	*REFERENCE LinesMissing 2022 Amt	REFERENCE 3yrACT AVG	REFERENCE 3yrACTAVG +5%	2023YTD Amt JAN-APR 4MO	2023Budget	2024PRPSD (OrigDSSchd) BUDGET 1	Comment
BO	R 211-45500-33600 County Contracts	33600	\$ 74,668	\$ 84,693	\$ 84,599	\$ 81,320	\$ 85,386	\$ 47,143	\$ 92,894	\$ 95,316	
BO	R 211-45500-34000 Charges for Services	34000	\$ 812	\$ 1,122	\$ 1,338	\$ 1,091	\$ 1,145	\$ 374	\$ 700	\$ 1,200	
BO	R 211-45500-35103 Library Fines	35103	\$ 607	\$ 648	\$ 379	\$ 545	\$ 572	\$ 102	\$ 250	\$ 450	
BO	R 211-45500-36200 Miscellaneous Revenues	36200	\$ 33	\$ 97	\$ 102	\$ 77	\$ 81	\$ -	\$ -	\$ -	
BO	R 211-45500-36201 Sale Of Merchandise	36201	\$ 345	\$ 294	\$ 435	\$ 358	\$ 376	\$ 170	\$ 200	\$ 400	
BO	R 211-45500-36202 Nontax-Sale of Merch-Gift Card	36202	\$ 9,084	\$ 10,022	\$ 8,014	\$ 9,040	\$ 9,492	\$ 2,224	\$ 5,000	\$ 5,500	Kwik Trip Scrip Card Sales
BO	R 211-45500-36210 Interest Earnings	36210	\$ 1,959	\$ 1,556	\$ 1,654	\$ 1,723	\$ 1,809	\$ -	\$ 1,000	\$ 1,500	
BO	R 211-45500-36230 Donations	36230	\$ 1,286	\$ 2,427	\$ 4,171	\$ 2,628	\$ 2,760	\$ 1,788	\$ 1,000	\$ 1,500	Most go to 212-45500-36210
BO	R 211-45500-36260 Insurance Dividend	36260	\$ 332	\$ 914	\$ 1,214	\$ 820	\$ 861	\$ -	\$ 200	\$ 800	
BO	R 211-45500-39201 Transfer In	39201	\$ 174,737	\$ 176,604	\$ 187,509	\$ 179,617	\$ 188,598	\$ -	\$ 193,401	\$ 206,030	*FROM 100-41000-721
BO	R 211-45500-39225 T.I. - Library Endowment Fund	39225	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
BO	R 211-45500-39550 Refunds Rebates	39550	\$ 65	\$ 346	\$ 555	\$ 322	\$ 338	\$ 158	\$ 100	\$ 150	
BOPS		tal	\$ 263,928	\$ 278,723	\$ 289,970	\$ 277,540	\$ 291,417	\$ 51,960	\$ 294,745	\$ 312,846	
BO	E 211-45500-101 Full-Time Employees Regular	101	\$ 113,025	\$ 117,979	\$ 123,968	\$ 118,324	\$ 124,240	\$ 45,269	\$ 132,418	\$ 138,980	4% increase budgeted
BO	E 211-45500-103 Part-Time Employees	103	\$ 17,512	\$ 19,997	\$ 21,000	\$ 19,503	\$ 20,478	\$ 5,377	\$ 25,894	\$ 27,400	4% increase budgeted
BO	E 211-45500-121 PERA	121	\$ 9,686	\$ 10,348	\$ 10,785	\$ 10,273	\$ 10,787	\$ 3,782	\$ 11,873	\$ 12,478.50	*(FT+PT)*0.075
BO	E 211-45500-122 FICA	122	\$ 7,654	\$ 8,015	\$ 8,416	\$ 8,029	\$ 8,430	\$ 2,944	\$ 9,815	\$ 10,315.56	*(FT+PT)*0.062
BO	E 211-45500-125 Medicare	125	\$ 1,790	\$ 1,875	\$ 1,968	\$ 1,878	\$ 1,971	\$ 689	\$ 2,296	\$ 2,412.51	*(FT+PT)*0.0145
BO	E 211-45500-131 Employer Paid Health	131	\$ 16,493	\$ 18,016	\$ 19,269	\$ 17,926	\$ 18,822	\$ 6,580	\$ 25,573	\$ 26,500	
BO	E 211-45500-134 Employer Paid Life	134	\$ 59	\$ 61	\$ 61	\$ 61	\$ 64	\$ 20	\$ 62	\$ 64	
BO	E 211-45500-136 Employer Paid H.S.A.	136	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,450	\$ 3,000	\$ 9,000	\$ 12,000	Will increase when Christy gets family insurance coverage
BO	E 211-45500-140 Unemployment Comp (GENERAL)	140	\$ 31	\$ -	\$ 426	\$ 153	\$ 160	\$ 731	\$ -	\$ 160	
BO	E 211-45500-151 Worker s Comp Insurance Prem	151	\$ 1,340	\$ 1,000	\$ 1,018	\$ 1,119	\$ 1,175	\$ 1,143	\$ 1,000	\$ 1,175	
BO	E 211-45500-200 Office Supplies (GENERAL)	200	\$ 1,625	\$ 1,043	\$ 1,148	\$ 1,272	\$ 1,335	\$ 749	\$ 2,000	\$ 2,000	
BO	E 211-45500-211 Program Expenses	211	\$ 9,645	\$ 14,056	\$ 8,188	\$ 10,630	\$ 11,161	\$ 3,818	\$ 3,000	\$ 3,300	continue to increase programming for adults
BO	E 211-45500-240 Small Tools and Minor Equip	240	\$ 991	\$ 924	\$ 119	\$ 678	\$ 712	\$ -	\$ 1,500	\$ 1,500	need better sound equipment for programs
BO	E 211-45500-321 Telephone	321	\$ 3,025	\$ 3,143	\$ 3,259	\$ 3,143	\$ 3,300	\$ 1,122	\$ 3,150	\$ 3,300	increasing
BO	E 211-45500-322 Postage	322	\$ 138	\$ 71	\$ 106	\$ 105	\$ 110	\$ 43	\$ 150	\$ 150	
BO	E 211-45500-331 Travel Expenses	331	\$ -	\$ -	\$ 625	\$ 208	\$ 219	\$ -	\$ 650	\$ 650	
BO	E 211-45500-332 Continuing Education	332	\$ 55	\$ 49	\$ 1,202	\$ 435	\$ 457	\$ -	\$ 1,750	\$ 1,750	
BO	E 211-45500-350 Print/Binding (GENERAL)	350	\$ -	\$ -	\$ 40	\$ 13	\$ 14	\$ -	\$ -	\$ -	
BO	E 211-45500-360 Insurance (GENERAL)	360	\$ 3,851	\$ 3,925	\$ 9,040	\$ 5,605	\$ 5,886	\$ 10,590	\$ 9,944	\$ 12,800	increases predicted to continue to rise, up to 25%
BO	E 211-45500-380 Utility Services (GENERAL)	380	\$ 6,012	\$ 6,850	\$ 8,056	\$ 6,972	\$ 7,321	\$ 2,690	\$ 7,000	\$ 7,350	trending about 5% over this year
BO	E 211-45500-401 Repairs/Maint Buildings	401	\$ 2,178	\$ 1,159	\$ 2,681	\$ 2,006	\$ 2,106	\$ 1,314	\$ 1,400	\$ 2,800	elevator main. moved to this line
BO	E 211-45500-404 Repairs/Maint Equipment	404	\$ 10,838	\$ 11,793	\$ 8,234	\$ 10,288	\$ 10,803	\$ 4,907	\$ 9,500	\$ 7,500	elevator main. moved to Repair/Main Bldg
BO	E 211-45500-414 Automated Operations	414	\$ 11,980	\$ 11,987	\$ 11,714	\$ 11,894	\$ 12,489	\$ 3,169	\$ 12,000	\$ 11,000	change in ILS Basic Fee
BO	E 211-45500-416 Cleaning Service	416	\$ 1,490	\$ 984	\$ 957	\$ 1,144	\$ 1,201	\$ 786	\$ 1,000	\$ 1,200	
BO	E 211-45500-430 Miscellaneous (GENERAL)	430	\$ 36	\$ -	\$ 104	\$ 47	\$ 49	\$ -	\$ 100	\$ 100	
BO	E 211-45500-433 Dues and Subscriptions	433	\$ 523	\$ 557	\$ 837	\$ 639	\$ 671	\$ 609	\$ 1,020	\$ 1,050	Movie lic, Amazon Prime, MLA, Canva Pro, website listing
BO	E 211-45500-437 Sales Tax - Purchases	437	\$ -	\$ 95	\$ 98	\$ 64	\$ 68	\$ 139	\$ 100	\$ 150	

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BO	E 211-45500-438 Internet Expenses	438	\$ -	\$ 42	\$ -	\$ 14	\$ 15	\$ -	\$ 50	\$ 660	SELCO hosting of our website
BO	E 211-45500-560 Cap. Outlay-Furn. & Fix	560	\$ 1,146	\$ -	\$ 1,168	\$ 771	\$ 810	\$ -	\$ 1,500	\$ 1,500	
BO	E 211-45500-590 Cap. Outlay-Books	590	\$ 12,059	\$ 12,216	\$ 12,949	\$ 12,408	\$ 13,028	\$ 3,720	\$ 12,000	\$ 12,600	
BO	E 211-45500-591 Cap. Outlay-Magazines	591	\$ 1,033	\$ 1,084	\$ 875	\$ 997	\$ 1,047	\$ 405	\$ 1,000	\$ 1,000	
BO	E 211-45500-593 Cap. Outlay-Non Print Mat	593	\$ 4,271	\$ 4,320	\$ 5,939	\$ 4,843	\$ 5,085	\$ 1,658	\$ 6,000	\$ 6,000	
BO	E 211-45500-700 Transfers (GENERAL)	700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 3,000	*To 212-39201 Save for capital costs like roof
BOPS	tal		\$ 247,485	\$ 260,590	\$ 273,252	\$ 260,442	\$ 273,464	\$ 105,254	\$ 294,745	\$ 312,846	

LIBOPS Count 36

36

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BEM R	212-45500-33140 Grants	33140	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
BEM R	212-45500-33414 Insurance Claims	33414	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
BEM R	212-45500-36210 Interest Earnings	36210	\$ 2,438	\$ 4,480	\$ 567	\$ 2,495	\$ 2,620	\$ -	\$ -		
BEM R	212-45500-36230 Donations	36230	\$ 6,562	\$ 1,100	\$ 8,017	\$ 5,226	\$ 5,488	\$ -	\$ -		
BEM R	212-45500-36290 Proceeds From Investment	36290	\$ 28,000	\$ (100)	\$ -	\$ 9,300	\$ 9,765	\$ -	\$ -		
BEM R	212-45500-39201 Transfer In	39201	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 3,000	*From 211-700
3END	tal		\$ 37,000	\$ 5,480	\$ 8,584	\$ 17,021	\$ 17,872	\$ -	\$ 2,000	\$ 3,000	
BEM E	212-45500-504 Cap. Outlay-Library Improve	504	\$ 222,448	\$ 1,900	\$ -	\$ 74,783	\$ 78,522	\$ -	\$ -		
BEM E	212-45500-751 T.O. - Library Op Fund	751	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
BEM E	212-45500-801 Purchase Investment	801	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
BEM E	212-45500-802 Maturity of Investment	802	\$ 28,000	\$ -	\$ -	\$ 9,333	\$ 9,800	\$ -	\$ -		
3END	tal		\$ 250,448	\$ 1,900	\$ -	\$ 84,116	\$ 88,322	\$ -	\$ -	\$ -	
LIBEND Count											10
											10

Director's Report

Groundskeeper position

Erik Seha was in the position from 5/6/23 to 6/2/23 and worked a total of 9 hours when he texted me to say he was “no longer capable of fulfilling the needs of the library.” He then thanked me for my time and for taking him on. I asked him if there was something I did or didn't do that led him to this decision and he said it had nothing to do with me or the job, but it had to do with some personal stuff. About 6 hours later he texted me again, wondering if it was too late for him to change his mind. I told him it was because I had already contacted another applicant for the job and she accepted the position.

I had notified Raechel Murphy that the Groundskeeper position was already open again and did so quickly because I really felt we could not waste another minute in getting more work done on the landscaping. Christy and I both felt Raechel was well qualified when we initially interviewed and I struggled who to hire between her and Erik. She is from Rochester and working out well so far.

Patio Umbrella update

City Maintenance whittled down the end of the pole and cleaned out the wood that was left inside the metal collar that was at the bottom of the pole. They inserted the pole inside the metal collar and attached to the table in the patio. The pole on that umbrella is effectively shorter than the others now, but it really doesn't look bad.

Summer Reading Program

Our program is going very well! We are regularly getting crowds of almost 200 people in the park and lots of kids coming through every week to work on our Creative Challenges. Check out our albums of photos from each program on our facebook page to see what a great time everyone is having.

Removal of Sneeze-guard from Circ desk

Everyone on staff was willing to part with the sneeze guard that had been parked on our front desk since 2020, so we removed it and put it in storage in the basement. We have not missed it.

Willow Gentile Painting awarded at Band Shell July 20

Willow Gentile will be painting the library from the Park plein air on July 20th 4-8pm. We are hoping that she will be able to present the painting to a representative from the library at 8pm on the stage of Music in the Park that night. Would someone from the Board like to be the one to accept the painting on stage that night?

SELCO Merger

Basically, there hasn't been much movement toward a decision regarding the question of merging SELCO and SELS. Below are comments in a draft of the May 23 SELCO/SELS Board Meeting minutes. It is just a draft, so take that into consideration if you want to read through it.

Tonight's Hot Topic: A Closer Look at SELCO

Prior to the meeting Jeanne emailed materials to read in preparation for this discussion. She is concerned, if we decide to merge SELCO and SELS, that board members are appointed by the local library boards as opposed to counties or other entities, and also that we keep the non-profit status. A key feature of non-profit status is to have board oversight of an organization, and to do that board members should all be volunteers.

Comments during tonight's hot topic:

- Discussion of regional library systems that are similar to SELCO
- Librarians in Wabasha County are not in favor of a merger, Cheryl Key indicated
- Board size and composition is a different issue from whether SELCO and SELS merge
- Dan Munson indicated that three library directors told him they are not in favor of merging
- Would merging SELCO and SELS create more of a backlog of work for staff? If we merged, who would pay for the extra work to be completed?
 - No, this would not create any new workload on staff - we are already behaving as if we are merged
 - Some of the work would get easier if we merged because there would not be the need for duplication of effort: currently admin staff must keep one set of books for SELCO and one for SELS, two monthly closes, two audits, two sets of tax returns
 - SELS work will continue to be paid for by the SELS funding stream - we cannot use RLBSS funds, intended by the state to fund public library services, to support schools, academics or special libraries
- Nothing will change with public library services if we merge
- Krista is considering a companion presentation to What is SELCO that would compare how the two organizations operate now versus if they were merged
- Elizabeth suggested a comparative table for side-by-side comparison
- Jen suggested we use the Q&A doc, created by the Structure Study Task Force, showing no "deal breaker" issues and put that on the website
- Why would we lose nonprofit status if we merge?
 - Because of changes in the statute, regional systems must now all be governed by joint powers agreement - SELCO was created before that was in statute and has been grandfathered in
 - If we merge, that allowance will be removed and the new regional entity must be a joint powers agency
 - While the newly merged organization would no longer be nonprofit, we would not lose our tax exempt status, because units of government have that
- Is SELCO promoting merging or not merging? Krista said she just needs something to change and for there to be clarity
 - We need clarity between 1. How we behave, and 2. What we actually are
- Brad suggested we put a pause on the question of merging and focus instead on addressing the issues of clarity for the two organizations
- Teresa Waldof said we need to understand what it would take to become a joint powers agency



PLEIN AIR PAINTING

HISTORIC SE MN LIBRARIES

Willow Gentile

Live painting

Thursday, July 20th

4 - 8 pm

Chatfield Public Library

(across the street at City Park)

Look for the easel!



This activity is made possible through a grant from the Southeastern Minnesota Arts Council thanks to a legislative appropriation from the arts & cultural heritage fund.