Chatfield Public Library Board of Trustees Meeting Agenda
April 7, 2022   7:00pm

   I.   Chatfield Public Library Board of Trustees – April 7, 2022 – 7:00pm – Public Library

  II.   Call to Order

 III.   Approval of February Meeting Minutes (no meeting in March)

 IV.   Budget Review

  V.   New Business
  - a. Elect Officers
  - b. Update on Free Covid Tests
  - c. Chromebook Partnership with Rochester Public Library

 VI.   Old Business
  - a. Library By-Laws
  - b. ARPA Mini-grant update

 VII.   Roundtable

VIII.   Adjourn

 IX.   Upcoming Meetings:
  - a. Library Board, May 5, 2022 at 7:00pm

Chatfield Public Library Board of Trustees Meeting Agenda
Feb. 3, 2022   7:00pm
Virtual Meeting

Present: Kathryn Snodgrass, Ann Halloran, Angie Grant, Karen Greenslade, Todd Johnson, Mike Speck (entered at 7:20), Sandy Sullivan, Kathy Kamnetz, and (Librarian) Monica Erickson

Absent: Pam Bluhm

I.Call to Order

- Monica called the meeting to order at 7:03 P.M.

II.   Welcome Sandy Sullivan and Kathy Kamnetz!

III.   Approval of Meeting Minutes (none: no quorum in Dec. and no meeting in Jan.)

IV.   Budget Review
- 2021 total revenue was 106% with budget at 100%.
  - Todd Johnson entered a motion to approve, seconded by Angie Grant
  - Ayes: Kathryn Snodgrass, Ann Halloran, Karen Greenslade, Sandy Sullivan, Kathy Kamnetz,
  - Nays: None
  - Absent: Mike Speck, Pam Bluhm
  - Motion carried.

V.   New Business
    1. Elect Officers:
        - Board President: Angie nominated and accepted
            - Todd Johnson entered a motion, seconded by Ann Halloran
            - Ayes: Kathryn Snodgrass, Angie Grant, Karen Greenslade, Sandy Sullivan, and Kathy Kamnetz
            - Nays: None
            - Absent: Mike Speck, and Pam Bluhm
            - Motion carried.
        - Vice President: Mike Speck nominated and accepted
            - Todd Johnson entered a motion to approve, seconded by Ann Halloran

- Ayes: Kathryn Snodgrass, Angie Grant, Karen Greenslade, Mike Speck, Sandy Sullivan, and Kathy Kamnetz
- Nays: None
- Absent: Pam Bluhm
- Motion carried.
- Secretary: Kathryn Snodgrass volunteered
  - Todd Johnson motioned to approve and Karen Greenslade seconded
  - Ayes: Kathryn Snodgrass, Ann Halloran, Angie Grant, Mike Speck, Sandy Sullivan, and Kathy Kamnetz
  - Nays: None
  - Absent: Pam Bluhm
  - Motion carried.
- Treasurer: Todd Johnson nominated and accepted
  - Karen Greenslade entered a motion to approve, and seconded by Angie Grant
  - Ayes: Kathryn Snodgrass, Ann Halloran, Todd Johnson, Mike Speck, Sandy Sullivan, and Kathy Kamnetz
  - Nays: None
  - Absent: Pam Bluhm
  - Motion carried.

2. Update on Free Covid Tests:
- Fillmore County gave the library 60 tests to distribute: 10 went to the food shelf, 10 to Lakewood apartments, 40 remain at the library to distribute to the public
- In January, SELCO said the MN Dept. of Health wondered if there was any interest among the regional library systems in either handing out COVID rapid tests and/or hosting a vaccine/booster clinic in libraries. We have heard nothing more about this.

3. Chromebook Partnership with Rochester Public Library:
- Rochester offering to provide Chromebooks (with built-in internet) to other libraries to lend to their patrons. Rochester checks it out to a patron who fills out an application request for a Chromebook and then sends it to Chatfield Library. We then distribute it to the patron. It is meant to be used for educational purposes. There are no age requirements, however, a parent signature is required if under 18. Patrons can borrow until the end of June.

VI. Old Business
1. Library By-Laws:
- Mike Speck suggested adding language stating that board meetings are allowed to be virtual. Monica reported that MN Open Meeting Law does allow for virtual meetings.

- Article 9 says that amendments to bylaws are required to be "mailed" 10 days before the meeting. Todd Johnson suggested that this may need to be revised to 'provided prior to the meeting'; excluding a timeline and the need for mailing. Mike Speck suggested we should include a concrete day to limit manipulation of the generalized bylaw. Discussion to be tabled for the next meeting.

ARPA Mini-grant update:

- $500 mini grant; all SELCO libraries eligible. It is due February 28. Christy and Monica are looking into family kits for outdoor activities, specifically due to the indoor limitations of Covid. Researching activities that do not require additional materials that are needed in order to limit the cost for the families.

VII.   Roundtable
1. Monica reported on Chill Fest activities. These will include playing in the snow: using molds to build forts, snowballs, shapes, and snow painting. Patrons can warm up inside with hot cocoa, coffee, and cookies. There will also be board games, coloring and activity sheets located both upstairs and downstairs.

VIII.   Adjourn:
- Mike Speck entered a motion to adjourn, seconded by Todd Johnson
- Ayes: Kathryn Snodgrass, Ann Halloran, Angie Grant, Karen Greenslade, Sandy Sullivan, and Kathy Kamnetz
- Nays: None
- Absent: Pam Bluhm
- Motion carried.
- Meeting Adjourned at 7:53 P.M.

IX.   Upcoming Meetings:
1. Library Board, March 3, 2022 at 7:00pm

Chatfield
MINNESOTA
THE CHOSEN VALLEY

25%

Current Period: March 2022

		2022 YTD Budget	2022 YTD Amt	March MTD Amt	2022 YTD Balance	% of Budget
Fund 211 LIBRARY						
	Revenues	$275,991.00	$48,575.09	$15,957.12	$227,415.91	17.60%
	Expenditures	$276,839.17	$78,166.16	$35,773.52	$198,673.01	28.24%
	Gain/(Loss)	($848.17)	($29,591.07)	($19,816.40)	$28,742.90	3488.81%
Dept 45500 Libraries (GENERAL)						
Active	R 211-45500-33600 County Contrac	$84,692.00	$43,911.45	$13,562.45	$40,780.55	51.85%
Active	R 211-45500-34000 Charges for Ser	$700.00	$190.00	$70.00	$510.00	27.14%
Active	R 211-45500-35103 Library Fines	$500.00	$17.00	$17.00	$483.00	3.40%
Active	R 211-45500-36200 Miscellaneous	$0.00	$0.00	$0.00	$0.00	0.00%
Active	R 211-45500-36201 Sale Of Mercha	$350.00	$60.00	$30.00	$290.00	17.14%
Active	R 211-45500-36202 Nontax-Sale of	$0.00	$1,782.34	$668.37	($1,782.34)	0.00%
Active	R 211-45500-36210 Interest Earning	$1,300.00	$0.00	$0.00	$1,300.00	0.00%
Active	R 211-45500-36230 Donations	$700.00	$2,605.00	$1,600.00	($1,905.00)	372.14%
Active	R 211-45500-36260 Insurance Divid	$200.00	$0.00	$0.00	$200.00	0.00%
Active	R 211-45500-39201 Transfer In	$187,509.00	$0.00	$0.00	$187,509.00	0.00%
Active	R 211-45500-39225 T.I. - Library En	$0.00	$0.00	$0.00	$0.00	0.00%
Active	R 211-45500-39550 Refunds | Reba	$40.00	$9.30	$9.30	$30.70	23.25%
PL Type Revenue		$275,991.00	$48,575.09	$15,957.12	$227,415.91	17.60%
Active	E 211-45500-101 Full-Time Employ	$127,940.00	$32,968.85	$14,198.22	$94,971.15	25.77%
Active	E 211-45500-103 Part-Time Employ	$24,774.00	$5,150.51	$2,202.50	$19,623.49	20.79%
Active	E 211-45500-121 PERA	$11,453.55	$2,851.61	$1,230.05	$8,601.94	24.90%
Active	E 211-45500-122 FICA	$9,468.27	$2,225.70	$970.96	$7,242.57	23.51%
Active	E 211-45500-125 Medicare	$2,214.35	$520.51	$227.05	$1,693.84	23.51%
Active	E 211-45500-131 Employer Paid He	$18,800.00	$4,652.13	$1,550.71	$14,147.87	24.75%
Active	E 211-45500-134 Employer Paid Lif	$64.00	$15.36	$5.12	$48.64	24.00%
Active	E 211-45500-136 Employer Paid H.	$9,270.00	$2,250.00	$750.00	$7,020.00	24.27%
Active	E 211-45500-140 Unemployment Co	$0.00	$0.00	$0.00	$0.00	0.00%
Active	E 211-45500-151 Worker s Comp In	$1,350.00	$943.28	$0.00	$406.72	69.87% No Control
Active	E 211-45500-200 Office Supplies (G	$1,800.00	$414.12	$38.64	$1,385.88	23.01%
Active	E 211-45500-211 Program Expense	$3,000.00	$2,241.13	$2,241.13	$758.87	74.70% Kwik Trip Cards
Active	E 211-45500-240 Small Tools and	$500.00	$0.00	$0.00	$500.00	0.00%
Active	E 211-45500-304 Legal Fees	$0.00	$0.00	$0.00	$0.00	0.00%
Active	E 211-45500-321 Telephone	$3,000.00	$790.48	$263.45	$2,209.52	26.35%
Active	E 211-45500-322 Postage	$150.00	$18.63	$0.00	$131.37	12.42%
Active	E 211-45500-331 Travel Expenses	$645.00	$0.00	$0.00	$645.00	0.00%
Active	E 211-45500-332 Continuing Educat	$1,000.00	$0.00	$0.00	$1,000.00	0.00%
Active	E 211-45500-350 Print/Binding (GE	$0.00	$0.00	$0.00	$0.00	0.00%
Active	E 211-45500-360 Insurance (GENE	$4,500.00	$9,040.00	$9,040.00	($4,540.00)	200.89%
Active	E 211-45500-380 Utility Services (G	$6,700.00	$1,814.97	$911.31	$4,885.03	27.09%
Active	E 211-45500-401 Repairs/Maint Buil	$1,800.00	$0.00	$0.00	$1,800.00	0.00%
Active	E 211-45500-404 Repairs/Maint Equ	$11,430.00	$5,382.80	$475.08	$6,047.20	47.09% one time PC lease
Active	E 211-45500-414 Automated Operat	$12,220.00	$3,663.54	$921.11	$8,556.46	29.98% one time Overdrive Pymt.
Active	E 211-45500-416 Cleaning Service	$1,000.00	$57.21	$0.00	$942.79	5.72%
Active	E 211-45500-430 Miscellaneous (G	$100.00	$0.00	$0.00	$100.00	0.00%
Active	E 211-45500-433 Dues and Subscri	$900.00	$0.00	$0.00	$900.00	0.00%
Active	E 211-45500-437 Sales Tax - Purch	$60.00	$98.00	$0.00	($38.00)	163.33% For last year's taxable sales
Active	E 211-45500-438 Internet Expenses	$700.00	$0.00	$0.00	$700.00	0.00%
Active	E 211-45500-560 Cap. Outlay-Furn.	$3,000.00	$0.00	$0.00	$3,000.00	0.00%
Active	E 211-45500-590 Cap. Outlay-Book	$12,000.00	$1,819.09	$452.82	$10,180.91	15.16%
Active	E 211-45500-591 Cap. Outlay-Maga	$1,000.00	$222.39	$36.43	$777.61	22.24%

Current Period: March 2022

		2022 YTD Budget	2022 YTD Amt	March MTD Amt	2022 YTD Balance	% of Budget
Active	E 211-45500-593 Cap. Outlay-Non	$6,000.00	$1,025.85	$258.94	$4,974.15	17.10%
Active	E 211-45500-700 Transfers (GENE	$0.00	$0.00	$0.00	$0.00	0.00%
PL Type	**Expenditure**	$276,839.17	$78,166.16	$35,773.52	$198,673.01	28.24%
	Total Dept 45500 Libraries (GENERAL)	($848.17)	($29,591.07)	($19,816.40)	$28,742.90	3488.81%
	Total Fund 211 LIBRARY	($848.17)	($29,591.07)	($19,816.40)	$28,742.90	3488.81%
Fund 212 LIBRARY ENDOWMENT FUND						
	Revenues	$0.00	$339.00	$189.00	-$339.00	0.00%
	Expenditures	$0.00	$0.00	$0.00	$0.00	0.00%
	Gain/(Loss)	$0.00	$339.00	$189.00	($339.00)	0.00%
Dept 45500 Libraries (GENERAL)						
Active	R 212-45500-33140 Grants	$0.00	$0.00	$0.00	$0.00	0.00%
Active	R 212-45500-33414 Insurance Clai	$0.00	$0.00	$0.00	$0.00	0.00%
Active	R 212-45500-36210 Interest Earning	$0.00	$0.00	$0.00	$0.00	0.00%
Active	R 212-45500-36230 Donations	$0.00	$339.00	$189.00	($339.00)	0.00%
Active	R 212-45500-36290 Proceeds From	$0.00	$0.00	$0.00	$0.00	0.00%
Active	R 212-45500-39201 Transfer In	$0.00	$0.00	$0.00	$0.00	0.00%
PL Type	**Revenue**	$0.00	$339.00	$189.00	($339.00)	0.00%
Active	E 212-45500-211 Program Expense	$0.00	$0.00	$0.00	$0.00	0.00%
Active	E 212-45500-430 Miscellaneous (G	$0.00	$0.00	$0.00	$0.00	0.00%
Active	E 212-45500-490 Donations to Civic	$0.00	$0.00	$0.00	$0.00	0.00%
Active	E 212-45500-504 Cap. Outlay-Librar	$0.00	$0.00	$0.00	$0.00	0.00%
Active	E 212-45500-594 Cap. Outlay-Colle	$0.00	$0.00	$0.00	$0.00	0.00%
Active	E 212-45500-751 T.O. - Library Op	$0.00	$0.00	$0.00	$0.00	0.00%
Active	E 212-45500-801 Purchase Investm	$0.00	$0.00	$0.00	$0.00	0.00%
Active	E 212-45500-802 Maturity of Invest	$0.00	$0.00	$0.00	$0.00	0.00%
PL Type	**Expenditure**	$0.00	$0.00	$0.00	$0.00	0.00%
	Total Dept 45500 Libraries (GENERAL)	$0.00	$339.00	$189.00	($339.00)	0.00%
Total Fund 212 LIBRARY ENDOWMENT FUND		$0.00	$339.00	$189.00	($339.00)	0.00%
	Report Total	($848.17)	($29,252.07)	($19,627.40)	$28,403.90	3448.84%

INSTRUCTIONS

The survey is divided into sections, viewable from the left sidebar. You don't have to complete the sections in any particular order; LibPAS saves as you enter data. Select the chevron (>>) to open the navigation sidebar, or select Hide to close it and allow more room for data input. Use the left sidebar to skip from section to section. Use the section titles to display a particular section, or click the blue section heading to collapse or expand each section.

Key Terms:

Data Element - Each question on this survey is called a data element. To see a definition, click on the light blue number next to the data element name. You can see all data element definitions in the 2021 Guide to Data Elements.

Not Known - Check the "not known" box if your library doesn't collect data about a particular service that you offer. If you don't offer the service, enter zero (0).

Outlet - An outlet is a branch or central library, or bookmobile. Data elements for outlet-level information are indicated by an "m" in the name (as in P06m Visits).

Administrative Entity - The administrative entity is the library system or headquarters. A single-building library is both an administrative entity and an outlet. If you are completing the report for a single-location library, enter your information at the outlet level where possible, and it will be "rolled up" to the administrative entity level.

When you are finished entering data, click **Verify**. LibPAS will look for any discrepancies, and you can either correct them or add a note to resolve the error messages. When the error messages are resolved, click **Submit/Lock**.

For further instructions on using LibPAS, refer to 2021 Minnesota Public Library Annual Report Instructions.

CONTACT INFORMATION

G01)Library Name	Chatfield Public Library
G02)Regional System/Sequence Number	S0500
G03)Regional Public Library System	SELCO
G05)Location is a change from previous year	No
G04)Street Address	314 S Main Street
G06)City	Chatfield
G07)Zip Code	55923
G11)County	Fillmore
G08)Mailing Address	314 S Main Street
G09)City	Chatfield
G10)Zip Code	55923
G12)Phone	507-867-3480
G13)Library Web Address	http://www.chatfieldpubliclibrary.org

Director

G14)Director's Name

G15)Director's Phone

G17)Director's Email Address

Report Filer

G18)Report Filer Name	Monica Erickson
G19)Report Filer Phone	507-867-3480
G20)Report Filer Email Address	monica@selco.info

IMLS Administrative Entity Codes

G21)Interlibrary Relationship Code	Member of a Federation or Cooperative
G22)Legal Basis Code	Municipal Government (city, town or village)
G23)Administrative Structure Code	Administrative Entity with a Single Direct Service Outlet
G25)Geographic Code	Municipal Government (city, town or village) (exactly)
G26)Did the legal service area boundary change?	No

Contact Information: Outlet

Outlet Name and System

Location		G01m) Library Name	G02m) Regional System/Sequence Number	G03m) Regional Public Library System
CHATFIELD PUBLIC LIBRARY		Chatfield Public Library	S0500	SELCO

Street Address

Location		G05m) Change from previous year?	G04m) Street Address	G06m) City	G07m) ZIP	*G12m) Phone
CHATFIELD PUBLIC LIBRARY		No	314 S Main Street	Chatfield	55923	507-867-3480

Mailing Address

Location		G08m) Mailing Address	G09m) City	G10m) ZIP	G11m) County
CHATFIELD PUBLIC LIBRARY		314 S Main Street	Chatfield	55923	Fillmore

COVID-19 RESPONSE
The COVID-19 pandemic that began in early 2020 has continued to affect libraries and their communities throughout 2021. This series of Yes/No questions, added for the 2020 annual report, remains relevant for the 2021 report as a way of noting the direct effects and response to the pandemic.

Facilities During Pandemic

V01)In 2021, were any of the library's outlets physically closed to the public for any period of time due to the pandemic?	No

Wi-Fi Access

V02)In 2021, did the library add or increase the number of mobile hotspots for circulation?	No
V03)In 2021, did the library add or increase distribution of mobile hotspots?	No
V05)In 2021, did the library provide Wi-Fi Internet access to users outside the building at one or more outlets?	Yes
V06)In 2021, did the library increase access to Wi-Fi Internet outside the building at one or more outlets?	No

Services During Pandemic

V07)In 2021, did library staff continue to provide services to the public when the building was physically closed to the public due to the pandemic?	Building did not close
V08)In 2021, did the library provide reference service via the Internet or telephone when the building was physically closed to the public?	Building did not close
V09)In 2021, did the library provide 'outside' service for circulation of physical materials at one or more outlets?	Yes
V14)In 2021, did the library allow users to complete remote registration for library cards?	Yes

Staffing During Pandemic

V15)In 2021, did any library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the pandemic?	No
V16)Did any library staff work remotely in 2021 due to the pandemic?	No
V17)Were library staff placed on paid or administrative leave in 2021 due to the pandemic?	No
V18)Did any library staff work a reduced number of hours in 2021, whether by choice or by necessity, due to the pandemic?	No
V19)Were any library staff furloughed in 2021 due to the pandemic?	No
V20)Were any library staff laid off in 2021 due to the pandemic?	No
V21)Did any library staff quit or choose early retirement in 2021 due to the pandemic?	No
V22)Was a hiring freeze instituted at any time in 2021 due to the pandemic?	No
V23)Were any vacant library positions eliminated from the 2021 budget due to the pandemic?	No

Comments

What else would you like to report about how your library experienced or responded to the pandemic in 2021?

V24)Comments on COVID Response	

VISITS, REFERENCE, USERS

Population

Enter the number of people who live in the geographic area that your library was established to serve and from which (or on behalf of which) it derives revenue. Include the population of any additional areas that are served under contract. Please use the Census 2020 redistricting data for the counties, cities, or townships that make up your library's service area. Total population numbers are found in the column labeled POPULATION_2020. These data are made available through the Minnesota State Demographic Center.

Population: Outlet

Location		
CHATFIELD PUBLIC LIBRARY		8,814

Population Totals

P01)Population of the Legal Service Area	8,814

Registered Users

A registered user is a library user who has applied for and received an identification number (e.g., barcode) or card from your library. Include registrations for temporary or electronic-only cards (for example, Overdrive Instant Digital cards).

P05)Year in Which Registered User Records Were Last Purged	2021

Registered Users: Outlet

Location		P02m) Registered Users - Residents	P03m) Registered Users - Reciprocal	*P04m) Total Registered Users
CHATFIELD PUBLIC LIBRARY		2,087	162	2,249

Registered User Totals

P02)Registered Users - Residents	2,087
P03)Registered Users - Reciprocal	162
P04)Total Registered Users	2,249

Visits and Reference

Visits and Reference: Outlet

Location		P06m) Visits	P07m) Reference Transactions	P59m) Contactless Visits
CHATFIELD PUBLIC LIBRARY		19,416	1,530	-1

Visits and Reference Totals

P06)Visits	19,416
P07)Reference Transactions	1,530
P59)Contactless Visits	-1

Reporting Methods

Does your library count actual visits and reference transactions, or do you use an estimate?

P60)Visits Reporting Method	Annual Count
P61)Reference Transactions Reporting Method	Annual Estimate Based on Typical Week(s)

Public Internet

Public Internet: Outlet

Location		P08m) Public Internet Computer Sessions	P09m) Public Internet Computer - Usage Type
CHATFIELD PUBLIC LIBRARY		1,305	P08m tallies other computer usage in addition to Internet

Public Internet Totals

P08)Public Internet Computer Sessions	1,305
P09)Public Internet Computer - Usage Type	P08 tallies other computer usage in addition to Internet
P62)Public Computer Sessions Reporting Method	Annual Count

Wireless Sessions

Wireless Sessions: Outlet

Location		*P10m) Wireless Sessions
CHATFIELD PUBLIC LIBRARY		1,912

Wireless Session Totals

P10)Wireless Sessions	1,912
P63)Wireless Sessions Reporting Method	Annual Count

Website Visits
Enter the number of visits to the library's website during the year. Usage of library social media accounts such as Facebook or Twitter should not be reported here.

If your library does not have a website, leave this field blank and choose "not applicable" from the drop-down to the right of the field.

If you do have a website, but did not count visits, please choose "not known" from the drop-down.

P32)Website Visits	131,851

CIRCULATION

Physical Circulation

Report the total annual circulation including renewals of all physical library materials of all types. Count all physical materials in all formats that are loaned for use outside the library. Include tools, cookware, sports equipment, realia, mobile devices, mobile hotspots and other physical items available for loan. Include interlibrary loan transactions if items were borrowed by library users.

Do not include interlibrary loan items loaned to another library, returns/check-ins, or tax forms.

Physical Item Circulation: Outlet

Location		P13m) Designated: Children	P14m) Designated: Adult	P15m) No Age Designated	P16m) Total
CHATFIELD PUBLIC LIBRARY		21,527	16,314	517	38,358

Physical Item Circulation Totals

P13)Children's Circulation	21,527
P14)Adult Circulation	16,314
P15)Physical Circulation - No Age Designation	517
P16)Total Physical Circulation	38,358

Physical Circulation - Not Print or Audiovisual

P69)Physical Circulation - Not Print or Audiovisual	189

Downloadable Circulation

Electronic materials are distributed digitally online and accessed by computer, the internet, or a portable device such as an e-book reader. Electronic materials include e-books and downloadable electronic audio and video files. Electronic materials packaged together as a unit and checked out as a unit are counted as one use, for example, a reading device loaded with multiple e-book titles. Include circulation only for items that require a user authentication and have a limited period of use (due date).

P17)Downloadable E-books and E-serials Circulation	1,603
P18)Downloadable Audio and Video Circulation	1,307
P19)Total Downloadable Circulation	2,910

Total Physical and Downloadable Circulation

P20)Total Circulation	41,268

Collection Use Including Electronic Collections

Information from electronic collections is the number of full-content units or descriptive records examined, downloaded, or otherwise supplied to users from online library resources that require user authentication but do not have a loan period. Examining documents is defined as having the full text of a digital document or electronic resource downloaded or fully displayed.

For more guidance, refer to Successful Retrieval of Information from Electronic Collections on the documentation page.

P29)Number of Information Retrievals from Electronic Collections	-1
P30)Electronic Content Use	2,910
P31)Total Collection Use	41,268

Interlibrary Loan

P11)ILL Provided to Other Libraries	4,698
P12)ILL Received from Other Libraries	5,202

PROGRAMS, RECORDINGS, ACTIVITIES

In 2021, the Public Library Survey, which is the subset of data elements that are asked of all public libraries is the U.S., introduced a major change to the way programs and their attendance are tracked. The section expands in two ways: in-person programs are divided into those that take place onsite versus offsite, and the categories for indicating the intended audience of the program are expanded to include an early learning category (ages 0 to 5) and an intergenerational, "all ages" category.

If your library did not offer these services, enter zero where needed. If you did offer these services but do not know the numbers requested, check the "not known" box.

Programs

A program is any planned event which introduces the group attending to any library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship; and book discussions.

If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Include all programs, whether held on or off site, which are sponsored or co-sponsored by the library. Do not include programs sponsored by other groups that use library facilities.

Note: Do not include library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities. One-on-one services provided by library staff may be counted as reference in P07/P07m.

In-Person Programs Offered (Onsite)

An in-person onsite program session is any planned event that includes an in-person attendance option and takes place at library facilities. Examples include, but are not limited to, a job skills class in the library or a nature program on the library grounds.

Include in-person program sessions that also have a virtual attendance option and count them as a single program session.

Location		P70m) Ages 0-5	P71m) Ages 6-11	P72m) Ages 12-18	P73m) Adult	P74m) All Ages	P75m) Total
CHATFIELD PUBLIC LIBRARY		8	1	0	1	4	14

In-Person Programs Offered (Offsite)

An in-person offsite program session is any planned event that includes an in-person attendance option and takes place somewhere other than the library or the library grounds. Examples include, but are not limited to, facilitating a book club at a local nursing home, hosting a storytime at a local farmer's market, or visiting a school to present about library services.

Location		P76m) Ages 0-5	P77m) Ages 6-11	P78m) Ages 12-18	P79m) Adult	P80m) All Ages	P81m) Total
CHATFIELD PUBLIC LIBRARY		0	0	0	0	2	2

In-Person Program Totals

P82)In-Person Programs for Ages 0-5	8
P83)In-Person Programs for Ages 6-11	1
P84)In-Person Programs for Young Adults	0
P85)In-Person Programs for Adults	1
P86)In-Person Programs for All Ages	6
P75)Total Onsite In-Person Programs	14
P81)Total Offsite In-Person Programs	2

AE Program stats retired in 2020

Live Virtual Programs
Enter the number of live, virtual programs during which a library staff member (or other party sponsored by the library) is presenting to or interacting with an audience in real-time. Count each instance of a virtual program as one program.

If your library creates a virtual program that is recorded (not live) and can be viewed at any time, do not count it as a live virtual program. Instead, report it under Recorded Programs.

If you hold a hybrid program that has a partial live in-person audience and a partial live online audience, count it as one in-person program in the target age range. Do count both the in-person attendance as well as the live virtual attendance.

P87)Live Virtual Programs Intended for Ages 0-5	0
P88)Live Virtual Programs Intended for Ages 6-11	0
P34)Live Virtual Programs Intended for Young Adults	0
P35)Live Virtual Programs Intended for Adults	0
P89)Live Virtual Programs Intended for All Ages	0
P36)Total Live Virtual Programs	0

Total Programs (In-Person and Live Virtual)

P90)Total Programs for Ages 0-5	8
P91)Total Programs for Ages 6-11	1
P52)Total Programs for Young Adults	0
P53)Total Programs for Adults	1
P92)Total Programs for All Ages	6
P54)Total Programs	16

Program Attendance

Report the total attendance at all programs held during the year, regardless of attendees' ages.

Include attendance any programs that are sponsored or co-sponsored by the library. Do not include attendance at programs sponsored by other groups that use library facilities.

Regardless of the number of formats (onsite, offsite, or virtual) in which a program session is offered, each attendee should only be counted once. Each attendee should be counted in the format category in which they attended the program session.

In-Person Program Attendance (Onsite)

Report in-person attendance at program sessions that take place at library facilities.

For in-person onsite programs that also have a virtual component, exclude virtual attendance; this should be counted under Live Virtual Views of Programs.

Location		P93m) Ages 0-5	P94m) Ages 6-11	P95m) Ages 12-18	P96m) Adult	P97m) All Ages	P98m) Total
CHATFIELD PUBLIC LIBRARY		182	26	0	11	72	291

In-Person Program Attendance (Offsite)

Report in-person attendance at program sessions that take place somewhere other than the library.

Location		P99m) Ages 0-5	P100m) Ages 6-11	P101m) Ages 12-18	P102m) Adult	P103m) All Ages	P104m) Total
CHATFIELD PUBLIC LIBRARY		0	0	0	0	309	309

In-Person Program Attendance Totals

P105)Attendees at In-Person Programs for Ages 0-5	182
P106)Attendees at In-Person Programs for Ages 6-11	26
P107)Attendees at In-Person Programs for Young Adults	0
P108)Attendees at In-Person Programs for Adults	11
P109)Attendees at In-Person Programs for All Ages	381
P98)Total Onsite Attendance	291
P104)Total Offsite Attendance	309

AE Program Attendance stats retired in 2020

Live Virtual Attendance

To report attendance at live virtual programs, enter the number of unique views, or peak live views.

P110)Live Virtual Views of Programs for Ages 0-5	0
P111)Live Virtual Views of Programs for Ages 6-11	0
P38)Live Virtual Views of Programs for Young Adults	0
P39)Live Virtual Views of Programs for Adults	0
P112)Live Virtual Views of Programs for All Ages	0
P40)Total Attendance at Live Virtual Programs	0

Total Program Attendance (In-person and Live Virtual)

P113)Total Attendance at Programs for Ages 0-5	182
P114)Total Attendance at Programs for Ages 6-11	26
P56)Total Attendance at Programs for Young Adults	0
P57)Total Attendance at Programs for Adults	11
P115)Total Attendance at Programs for All Ages	381
P58)Total Program Attendance	600

Recorded Programs

This section includes video or audio recordings created by a library staff person (or other party sponsored by the library) and posted to a video or audio hosting platform for the audience to view or listen to on-demand. Do not include promotional or marketing content.

Recorded Programs

P116)Recorded Programs for Ages 0-5	0
P117)Recorded Programs for Ages 6-11	0
P42)Recorded Programs for Young Adults	0
P43)Recorded Programs for Adults	0
P118)Recorded Programs for All Ages	0
P44)Total Recorded Programs	0

Views of Recorded Programs

P119)On-Demand Views of Recorded Programs for Ages 0-5	0
P120)On-Demand Views of Recorded Programs for Ages 6-11	0
P121)On-Demand Views of Recorded Programs for Ages 12-18	0
P122)On-Demand Views of Recorded Programs for Adults	0
P123)On-Demand Views of Recorded Programs for All Ages	0
P124)Total On-Demand Views of Recorded Programs	0

Self-Directed Activities

Self-directed activities, like programs, may require staff resources to plan and prepare, design or distribute, and they make take place on or off-site. They differ from programs in that activities are unstructured and depend on the participation of the attendee to create the experience, rather than a structured presentation offered to a group at a set time.

Examples of self-directed activities include story walks, take-and-make activity kits, and online reading challenges.

Self-Directed Activities: Outlet

Location		P49m) Self-Directed Activities	P50m) Participation in Self-Directed Activities
CHATFIELD PUBLIC LIBRARY		2	-1

Self-Directed Activities Totals

P49)Self-Directed Activities Total	2
P50)Participation in Self-Directed Activities	0

SUMMER LEARNING PROGRAM

U01)What type(s) of summer learning programs did this library offer for youth?	Both reading and learning programs

Summer Learning Age Groups

If the library does offer a Summer Learning Program, provide the intended age-groups for the program. Select all that apply.

U02)Preschoolers, birth to 5 years old	Yes
U03)Children, 6 to 11 years old	Yes
U04)Young adults, 12 to 18 years old	Yes

STAFFING

Please report full time equivalent (FTE) figures as of the last day of the reporting period (December 31). Include all positions funded in the library's budget whether those positions are filled or not. For hours not listed below, divide hours worked by 40 and calculate to two decimal points. Note that data entered into library outlet fields automatically "roll up" into a total for the library administrative entity. The library administrative entity's field is locked.

Common FTE include

5 hours per 40-hour work week =.12 FTE

8 hours per 40-hour work week = .20 FTE

10 hours per 40-hour work week = .25 FTE

12 hours per 40-hour work week = .30 FTE

16 hours per 40-hour work week = .40 FTE

20 hours per 40-hour work week = .50 FTE

25 hours per 40-hour work week = .62 FTE

30 hours per 40-hour work week = .75 FTE

35 hours per 40-hour work week = .87 FTE

40 hours per 40-hour work week = 1.00 FTE

Staff Full-Time Equivalents

Full-Time Equivalents: Outlet

Location		S01m) ALA/MLS Librarian FTE	S02m) Other Librarian FTE	S03m) Total Librarian FTE	S04m) Other Staff FTE	S05m) Total Paid Employee FTE
CHATFIELD PUBLIC LIBRARY		0.00	1.00	1.00	1.60	2.60

Full-Time Equivalents Totals

S01)Total ALA/MLS Librarian FTE	0.00
S02)Total Other Librarian FTE	1.00
S03)Total Librarian FTE	1.00
S04)Total Other Staff FTE	1.60
S05)Total Paid Employee FTE	2.60

Selected Salary Schedule

Please provide the hourly pay range for all funded positions, including vacant positions. For example, if the pay rate at your library for an entry-level reference librarian is $15.20 per hour, and the rate for a reference librarian at the highest step is $21.00 per hour, enter $15.20 in the Low column of the Other Librarian row, and $21.00 in the High column.

If no salary schedule is available, list the current hourly pay rate in the Hourly Rate-High column and leave the Hourly Rate-Low column blank.

	Low	High
Regional Director		
Library Director	$26.20	$33.84
Assistant Director		
Branch Manager		
Central Library Manager		
Department Head		
Other Librarian	$19.16	$24.74
Technology Support		
Library Support Staff	$14.01	$18.09
Administrative Support Staff		
Shelver/page		

Union

Please indicate if there is one or more legally recognized organizations representing your employees for the purpose of collective bargaining.

S17)Do Any Library Staff Belong to a Union?	No

HOURS/WEEKS OF SERVICE

Building Closed

Building Closed: Outlet

Location		H13m Weeks Closed Due to COVID-19
CHATFIELD PUBLIC LIBRARY		0

Number of Weeks Open to the Public

Weeks Open to the Public: Outlet

Location		H15m) Weeks of Regular Service	*H14m Weeks of Limited Service	*H11m) Weeks Library was Open
CHATFIELD PUBLIC LIBRARY		52	0	52

Weekly Hours Open to the Public

Weekly Hours Open: Outlet

Location		H08m) Weekly Hours of Regular Service	H16m) Weekly Hours of Limited Service
CHATFIELD PUBLIC LIBRARY		41.00	0.00

Total Weekly Hours Open to the Public

H08)Weekly Hours of Regular Service	41
H16)Weekly Hours of Limited Service	0

Annual Hours Open to the Public

Annual Public Service Hours: Outlet

Location		*H12m) Annual Public Service Hours: Outlet
CHATFIELD PUBLIC LIBRARY		2,073

Annual Public Service Hours Totals

H12)Total Public Service Hours Per Year	2,073

Curbside Service

Use this section to report hours in which patrons visited the library premises to access the collection or printed items. Similar terms could include curbside, lobby, vestibule, or porch pickups, delivery (mail or drop-off), drive-thru windows, etc. - any contactless or minimal contact provision of items.

Include weeks and hours of this service was offered **regardless of whether the building was open or closed to the public.**

Curbside Service: Outlet

Location		H17m) Number of Weeks of Curbside Service	H18m) Weekly Hours of Curbside Service
CHATFIELD PUBLIC LIBRARY		52	41.00

Total Weekly Hours of Curbside Service

H18)Weekly Hours of Curbside Service	41

COLLECTIONS

Report items the library has acquired and catalogued as part of the collection that have been purchased, donated, leased, or licensed by the library, a consortium, the state library, a donor or other person or entity. Include items that are accessed with a library card or at a library location. Items do not have to be included in the catalog. Count items that have a loan period. Do not include items that are retained by the user and not returned to the library.

Count electronic materials at the administrative entity level; do not duplicate numbers at each branch. Do not include microforms, loose sheet music, maps, and pictures.

Physical Materials

Report the number of physical items such as books, CDs, DVDs, and tools or equipment in the library's collection. Count only those items that are available for public use. Include the number of volumes if available. Items which are packaged together as a unit such as two compact discs or two DVDs and intended to be checked out as a unit should be counted as one physical item. Please count items that include two formats such as a book/CD combination in only one category—Print, Audio or Multi-format. If your library is not able to distinguish the physical format of items, please enter the total number of items in C05/C05m) Other Physical Materials. Note that data entered into library outlet fields automatically "roll up" into a total for the library administrative entity. The library administrative entity's field is locked.

Note: Please do not include e-books, e-serials, and downloadable audio and video.

Physical Materials - Outlet

Location		C01m) Print Materials	C02m) Audio Materials, Physical	C03m) Video Materials, Physical	C04m) Multi-format Materials	C05m) Other Physical Materials	C06m) Total Physical Materials
CHATFIELD PUBLIC LIBRARY		24,972	1,129	2,786	77	3	28,967

Physical Materials Totals

C01)Print Materials	24,972
C02)Audio Materials, Physical	1,129
C03)Video Materials, Physical	2,786
C04)Multi-format Materials	77
C05)Other Physical Materials	3
C06)Total Physical Materials	28,967

Print Serial Subscriptions: Outlet

Location		C07m) Print Serial Subscriptions
CHATFIELD PUBLIC LIBRARY		25

Print Serial Subscriptions Total

C07)Print Serial Subscriptions	25

Electronic Materials

Electronic materials include downloadable materials distributed digitally and accessed via a computer, the internet or mobile device (e-readers, tablets, etc.). Types of electronic materials include e-books and electronic video and audio files. Electronic materials include only items that the library has selected as part of its collection. Items must have a loan period and require a library card or user authentication to download. Titles may be linked in a catalog but are not required to be in a catalog. Do not include electronic materials that are in the public domain or not copyrighted.

Note: Please do not include resources that are available for unlimited use or are kept by the user and not returned to the library. Those resources are counted in Electronic Collections.

Electronic Serial Subscriptions

E-serials are online content-based materials produced on a regular schedule that are readable on computers or other electronic devices. They may have comparable print versions or be available only in digital format. Items must have a loan period and require a library card or user authentication to download. Titles may be linked in a catalog but are not required to be in the catalog.

Note: Do not include e-serials that are not loaned or that users get to keep the issues rather than return them to the library such as Zinio. Zinio is considered an electronic collection rather than electronic material.

C08)Electronic Serial Subscriptions, Licensed Locally, Downloadable	0
C09)Electronic Serial Subscriptions, Licensed Regionally, Downloadable	3,971
C10)Total Electronic Serial Subscriptions	3,971

Electronic Books (e-books)

An e-book is a book-length publication in digital form that consists of text and/or images and is readable on computers or other electronic devices (e-readers, tablets, smartphones, etc.) Please include e-books that are stored locally or at a vendor site for which permanent or temporary access rights have been acquired. Items must have a loan period and require a library card or user authentication to download. Titles may be linked in a catalog but are not required to be in the catalog. E-books that are packaged together as a unit such as multiple titles on a single e-book reader and checked out as a unit are counted as one.

Note: Do not include e-books that are in the public domain or non-copyrighted e-books with unlimited availability or items available through content aggregators such as Freading. Freading is considered an electronic collection.

C11)Electronic Books Licensed Locally	0
C12)Electronic Books Licensed Regionally	47,368
C13)Electronic Books Licensed Statewide	9,071
C14)Total Electronic Books	56,439

Audio Downloadable Units

Downloadable audio are electronic files on which only sounds are stored (recorded) on a library or vendor server that are played back electronically. Audio files are downloaded on portable or electronic devices. Items must have a loan period and require a library card or user authentication to download. Titles may be linked in a catalog but are not required to be in the catalog. Include only items that the library has selected as part of its collection.

Note: Do not include audio files that are in the public domain or non-copyrighted audio files with unlimited availability or are not returned to the library such as Freegal. Freegal is considered an electronic collection.

C15)Audio - Downloadable Units, Licensed Locally	0
C16)Audio - Downloadable Units, Licensed Regionally	7,192
C17)Total Audio - Downloadable Units	7,192

Video Downloadable Units

Downloadable video are electronic files on which moving pictures are recorded, with or without sound, that are stored on a library or vendor's server. Electronic playback uses a television receiver, computer monitor or mobile device. Items must have a loan period and require a library card or user authentication to download. Titles may be linked in a catalog but are not required to be in the catalog. Include only items that the library has selected as part of its collection. Report the number of units the library has acquired, including duplicates. Content obtained through a vendor on a temporary basis is considered part of the collection.

Note: Please do not include video files that are in the public domain or non-copyrighted video files with unlimited availability.

C18)Video - Downloadable Units, Licensed Locally	0
C19)Video - Downloadable Units, Licensed Regionally	12
C20)Total Video - Downloadable Units	12

Electronic Collections

An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. Electronic collections do not have a circulation period, and search results may be retained by the user. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog. The library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Information databases are electronic collections. Platforms with downloadable media may or may not be an electronic collection. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State. Your library may have multiple electronic collections through one vendor interface. Count each electronic collection separately.

Note: Count each electronic collection individually even if it is available through more than one vendor. Do not include resources that are provided by third parties and freely linked to on the Internet.

C21)Electronic Collections Licensed Locally	0
C22)Electronic Collections Licensed Regionally	0
C24)Total Licensed Electronic Collections, Local/Regional/Other Cooperative Agreement	0
C25)Electronic Collections Licensed Statewide (State Govt or State Library Agency)	57
C26)Total Electronic Collections	57

FACILITIES

F01)Central Libraries	1
F02)Branch Libraries	0
F03)Bookmobiles	0
F04)Supplementary Services	0

Outlet Types

Location		F05m) Outlet Type Code	F06m) Number of Bookmobiles
CHATFIELD PUBLIC LIBRARY		Central Library	0

Buildings

Location		F07m) Facility Type	F08m) Square Feet	F09m) Year Built	F10m) Latest Year Remodeled	F11m) Previous Years Remodeled:
CHATFIELD PUBLIC LIBRARY		M	8,100	1915	2020	1998

Computers

Report the number of the library's Internet computers (desktops, laptops and mobile devices), whether purchased, leased or donated, used by the staff or public in the library.

Computers - Outlet

Location		F12m) Staff Internet Terminals	F13m) Public Internet Terminals	F14m) Mobile Internet Devices for On-site Use	F15m) Total Number of Public Internet Computers/Devices
CHATFIELD PUBLIC LIBRARY		3	4	0	4

Computer Totals

F12)Staff Internet Computers	3
F13)Public Internet Stationary Computers	4
F14)Public Internet Mobile Devices for On-site Use	0
F15)Total Public Internet Computers/Devices	4

Fiber Optic Connections

Location		F16m) Fiber Optic to Library Building	F17m) Category 6 or Better Wiring within Library
CHATFIELD PUBLIC LIBRARY		No	None of the above

Public Internet Speeds

An Internet speed test measures broadband connection parameters by sending a small file from the server and measuring the time it takes to download and then upload the file back to the server. Please test the upload and download speeds for your public computers using Ookla's Speedtest (www.speedtest.net/).

Test using a public computer when all or most of the library's Internet computers are in use.

Location		F19m) Typical Internet Download Speed for Public Computers	F21m) Typical Internet Upload Speed for Public Computers
CHATFIELD PUBLIC LIBRARY		50.1 Mbps - 100 Mbps	50.1 Mbps - 100 Mbps

Wi-Fi Availability

Wi-Fi is a wireless networking technology that allows public Internet access using mobile devices. Pre-filled with the number of outlets that offer public access Wi-Fi service—Please review and update as needed. Wi-Fi is a wireless networking technology that allows public Internet access using mobile devices.

Wi-Fi Availability - Outlet

Location		F22m) Wi-Fi Available to Public
CHATFIELD PUBLIC LIBRARY		Yes

Wi-Fi Availability Totals

F22)Outlets with Wi-Fi Available to Public	1

Meeting Rooms

A meeting room is a separate space in a library building set aside for meetings. The library may or may not charge a fee for the use of the room.

Meeting Rooms - Outlet

Location		F23m) Meeting Room Available for Public Use
CHATFIELD PUBLIC LIBRARY		Yes

Meeting Room Totals

F23)Outlets with a Meeting Room	1

Non-Library Events

Non-Library Events - Outlet

Location		F24m) Non-Library Sponsored Events
CHATFIELD PUBLIC LIBRARY		22

Non-Library Event Totals

F24)Non-Library Sponsored Events	22

POLICIES/PLANS

Libraries have written policies for service, collection, personnel and operations. Plans state the library's role, vision for the future, and services to be implemented or changed. Policies and plans set standards and guide staff members in making day-to-day decisions. The following are typical public library policies and plans. Enter the year, for example "2016", that your library most recently updated each policy or plan. Enter "NONE" if your library does not have a particular policy or plan.

D01)Strategic Plan	2013
D02)Disaster Plan	None
D03)Policy Manual	2012
D04)Records Retention Schedule	None
D05)Building Accessibility Plan	None
D06)Technology Plan	None
D07)Internet Acceptable Use Policy	2012

COMMUNITY ENGAGEMENT

Outreach Services

Report Yes if your library provides outreach services to organization types listed below. Outreach refers to library services provided to community groups or organizations or work with another agency to deliver services. Outreach may involve, but does not require, library staff visits to a location outside the library. If the pre-filled answer is incorrect, please correct.

Adult Basic Education	No
Adult Literacy Organization	No
Arts Organization	Yes
Correctional Facility	No
Cultural Communities	No
Disability Organization	No
Early Childhood Organization	Yes
Homeschool Organizations	Yes
School (K12)	Yes
Senior-Centered Organization	Yes
Social Services Organizations	Yes
Service to Homebound	Yes
Veterans Organization	No
Workforce Development	No
Youth Development Organization	No
Other	

Community Partnerships

Community engagement depends upon partnerships with diverse stakeholders from public and private spheres. The library establishes partnerships to enhance the library's capacity, impact and ability to address community needs such as homelessness, immigration, poverty, racial equity, public safety, economic development, public health, and environmental sustainability.

When two or more organizations create a partnership they can engage with one another to varying degrees. Partners communicate information by attending meetings, distributing promotional materials, setting up displays, making presentations, etc. in order to raise awareness of community needs. Partners provide mutual assistance in working toward a common goal by sponsoring activities or recruiting volunteers to address community needs. Partners work together to jointly develop and deliver a program or service by sharing staff, resources, and costs for the benefit of participants.

As partners, library staff members join community organizations and serve on boards, committees and work groups. They help design and implement programs in ways that engage community-members directly in the work of social change.

O12)Does this library partner with one or more community organizations or groups in order to address a community need?	Yes

Level of Engagement

If the library engages with multiple partners, select any or all of the degrees of engagement that the library has with any of its partners. Select Yes if the library engages with partners at this engagement level. Click on the data element code, e.g. O13a, to read the definition of that engagement level.

O13a)Communicative	Yes
O13b)Cooperative	Yes
O13c)Collaborative	Yes
O14)Does this library measure the impact on the community due to the partnership's efforts?	No

Volunteers

Volunteers are individuals who perform a service willingly and without pay. Volunteers can be any age but are usually 14 years of age or older. Volunteer tasks in the library include, but are not limited to, creating library displays, maintaining the condition of physical materials, assisting with annual book sales, making library customers' visits welcoming and successful, assisting with library programs, assisting customers with computer applications, and returning materials to library shelves. Do not include court-mandated community service or internships. You may use sampling to determine the number of volunteer hours.

Note: Please select "not known" if your library does not count the number of volunteers or volunteer hours. If your library does not track teen volunteers and hours separately, report the total number of volunteers and hours under the adult categories.

O15)Does this library have a volunteer program for individuals or groups to complete tasks willingly and without pay?	Yes

Volunteers--Outlet

Note: Please select "not known" if your library does not count the number of volunteers or volunteer hours. If your library does not track teen volunteers and hours separately, report the total number of volunteers and hours under the adult categories.

Location		O16m) Teen Volunteers	O17m) Adult Volunteers	O18m) Teen Volunteer Hours	O19m) Adult Volunteer Hours	O20m) Total Volunteers	O21m) Total Volunteer Hours
CHATFIELD PUBLIC LIBRARY		0	1	0	3	1	3

Volunteers--Total

O20)Total Number of Volunteers	1
O21)Total Number of Volunteer Hours	3

BOARD, FOUNDATION, FRIENDS

Board of Trustees

I01)Does this library have a board of trustees?	Yes
I02)Are this library's trustees appointed or elected officials?	Appointed
I03)Is this library's Board of Trustees the advisory or governing authority?	Governing

Library Foundation

A foundation is a non-profit organization with funds managed by its own trustees that provide a stable source of income for a library through investments of the principle.

I04)Does this library have a foundation?	Yes
I05)Foundation Name	SELCO Library Foundation

Friends Group

A Friends group is an organized group that supports a library through financial contributions for specific projects, volunteers and/or advocacy.

I06)Does this library have a Friends Group?	Yes
I07)Friends Group Name	Friends of the Chatfield Public Library

Friends Group - Outlet

Location		I06m) Does this library have a Friends Group?	I07m) Friends Group Name
CHATFIELD PUBLIC LIBRARY		Yes	Friends of the Chatfield Public Library

FINANCIAL DATA

This report collects detailed information on operating revenue and expenditures and capital revenue and expenditures. Financial information is categorized as direct, indirect and in-kind. Please report all operating revenue and expenditures in the first section, all capital revenue and expenditures in the following section, and in-kind contributions to the library in the last section. Reported revenue sources include but are not limited to state, federal, city and/or county governments. Round all entries to the nearest whole dollar.

If there is no amount for any category, enter "0" zero.

Note: See Operating Revenue Line Items to determine how to report specific financial information.

Operating Revenue

Report direct (funds received by your library) and indirect (expenses paid on behalf of your library) for operating purposes as operating revenue. Operating revenues pay for staff salaries/benefits, collections, building maintenance, some types of equipment, and other recurring costs needed to support the delivery of library services. Do not include revenue received for major capital expenditures, revenue passed through to another agency (e.g. fines), or funds unspent in the previous fiscal year (i.e. carryover).

Note: Funds transferred from one public library to another public library are only reported by one of the public libraries. Please contact State Library Services to determine if your library should report transferred funds.

Local Government Operating Revenue

Report all funds distributed by local government to the public library for operating expenses.

R01)Local Government Operating Revenue - City Direct	$176,604
R02)Local Government Operating Revenue - City Indirect	$0
R03)Local Government Operating Revenue - City Total	$176,604
R04)Local Government Operating Revenue - County Direct	$84,693
R05)Local Government Operating Revenue - County Indirect	$0
R06)Local Government Operating Revenue - County Total	$84,693
R07)Local Government Operating Revenue - Other Local Government Direct	$0
R08)Local Government Operating Revenue - Other Local Government Indirect	$0
R09)Local Government Operating Revenue - Other Local Government Total	$0
R10)Total Local Government Operating Revenue	$261,297

State Government Operating Revenue

Report all funds distributed by state government to a public library for operating expenses. Include funds from sources such as penal fines, license fees, mineral rights, and funds from consolidated taxes authorized by state legislation (revenue may be from multiple sources). Do not include federal funds passed through a state agency, grant fiscal agent, regional public library system, or multicounty, multitype library system.

R11)State Government Operating Revenue - Arts & Cultural Heritage Fund	$0
R12)State Government Operating Revenue - Regional Library Basic System Support	$0
R13)State Government Operating Revenue - Regional Library Telecommunications Aid	$0
R14)State Government Operating Revenue - State Other	$0
R15)Total State Government Operating Revenue	$0

Federal Government Operating Revenue

Report all funds distributed by the federal government to a public library for operating expenses. Include federal funds distributed by the state such as a Library Services and Technology Act (LSTA) grants.

Note: E-rate reimbursements and e-rate discounts are not federal funds. Report E-rate amounts in Other Operating Revenue.

R67)Did your library receive CARES or ARPA funding in 2021?	No
R16)Federal Operating Revenue-Federal Library Services & Technology Act	$0
R17)Federal Operating Revenue-Federal Direct	$0
R18)Federal Operating Revenue-Federal Indirect	$0
R19)Total Federal Operating Revenue	$0

Regional System Operating Revenue

Report all funds distributed by the regional public library system to the public library for operating expenses.

R20)Other Operating Revenue - Regional System Direct	$205
R21)Other Operating Revenue - Regional System Indirect	$22,518
R22)Other Operating Revenue - Regional System Total	$22,723

Multicounty, Multitype Operating Revenue

Report all funds distributed by the multitype, multicounty library system to the public library for operating expenses.

R23)Other Operating Revenue - Multicounty, Multitype Direct	$30
R24)Other Operating Revenue - Multicounty, Multitype Indirect	$306
R25)Other Operating Revenue - Multicounty, Multitype Total	$336

Other Operating Revenue

Report all funds distributed by any source other than the city, county, state, and federal government as well as the regional public library and multitype, multicounty library systems to the public library for operating expenses.

R26)Other Operating Revenue - Other Direct	$18,527
R27)Other Operating Revenue - Other Indirect	$1,660
R28)Other Operating Revenue - Other Total	$20,187
R29)Total All Other Operating Revenue	$43,246

Total Operating Revenue

R30)Total Operating Revenue	$304,543

Operating Expenditures

Operating expenditures are the costs of operating a library and providing library service on a day-to-day basis. Payments are made from direct revenue sources as well as indirect payments made on behalf of your library by other government agencies. Do not report estimated or in-kind payments.

Personnel Expenditures

Report the amount spent for library employees including salaries and benefits.

E01)Salaries & Wages	$137,975
E02)Employee Benefits	$48,315
E03)Total Personnel Costs	$186,290

Collection Expenditures

Report the amount spent for each collection format. If your library does not track expenses by format, enter the total expenditures for print books, audio, video, and other materials in a physical format in E10) Collection Expenditures - Other Materials - Other Physical Materials.

Print Materials Expenditures

| E04)Collection Expenditures - Print Materials | $13,300 |

Electronic Materials and Collections Expenditures

E05)Collection Expenditures - Electronic Materials - Electronic Books	$0
E06)Collection Expenditures - Electronic Collections	$0
E07)Collection Expenditures - Other Electronic Materials	$0

Other Materials Expenditures

E09)Collection Expenditures - Other Materials - Audio & Visual Physical Materials	$4,320
E10)Collection Expenditures - Other Materials - Other Physical Materials	$0
E11)Collection Expenditures - Other Materials	$4,320

Total Collection Expenditures

E16)Collection Expenditures - Physical Materials Total	$17,620
E08)Collection Expenditures - Electronic Materials Total	$0
E12)Total Collection Expenditures	$17,620

Other Operating Expenditures

Please include all expenditures not already reported as personnel or collection, such as expenses for supplies, repair or replacement of existing furnishings and equipment; and cost of computer hardware and software, broadband access, contracts for services, such as costs of operating and maintaining physical facilities, and fees paid to a consultant, auditor, architect, attorney, etc.

| E13)Other Operating Expenditures | $56,680 |

Total Operating Expenditures

E14)Total Operating Expenditures	$260,590
E15)Expenditures (E14) equal to or less than Income (R30)?	Yes

Capital Revenue

Report all revenue received for major capital expenses by source. Include funds received for construction projects (site acquisition, additions, renovations, new buildings); furnishings, equipment, and initial collections for new buildings, additions, or renovations; computer hardware and software; and vehicles. Do not include revenue received for replacement and repair of furnishings and equipment or investments for capital appreciation.

Note: Local accounting practices determine whether a specific item is a capital expense or an operating expense.

Local Government Capital Revenue

Report all funds distributed by a city, county or other government agency to the public library for capital expenses.

R31)Local Government Capital Revenue - City Direct	$0
R32)Local Government Capital Revenue - City Indirect	$0
R33)Local Government Capital Revenue - City Total	$0
R34)Local Government Capital Revenue - County Direct	$0
R35)Local Government Capital Revenue - County Indirect	$0
R36)Local Government Capital Revenue - County Total	$0
R37)Local Government Capital Revenue - Other Local Government Direct	$0
R38)Local Government Capital Revenue - Other Local Government Indirect	$0
R39)Local Government Capital Revenue - Other Local Government Total	$0
R40)Total Local Government Capital Revenue	$0

State Government Capital Revenue

Report all funds distributed by the state to the public library for capital expenses.

R41)State Government Capital Revenue - Library Construction Grants	$0
R42)State Government Capital Revenue - State Other	$0
R43)Total State Government Capital Revenue	$0

Federal Government Capital Revenue

Report all funds distributed by the federal government to the public library for capital expenses.

R44)Federal Government Capital Revenue - Federal Library Services & Technology Act	$0
R45)Federal Government Capital Revenue - Other Federal Direct	$0
R46)Federal Government Capital Revenue - Other Federal Indirect	$0
R47)Total Federal Government Capital Revenue	$0

Regional System Capital Revenue

Report all funds distributed by a regional library system to the public library for capital expenses.

R48)Other Capital Revenue - Regional System Direct	$0
R49)Other Capital Revenue - Regional System Indirect	$0
R50)Other Capital Revenue - Regional System Total	$0

Other Capital Revenue

Report all funds distributed by an agency other than a city, county, state, federal agency, or regional library system to the public library for capital expenses. Other agencies might include foundations, businesses or private donors.

R54)Other Capital Revenue - Other Direct	$7,332
R55)Other Capital Revenue - Other Indirect	$0
R56)Other Capital Revenue - Other Total	$7,332

Total Capital Revenue

R57)Total Regional System and Other Capital Revenue	$7,332
R58)Total Capital Revenue	$7,332

Capital Expenditures

Report all expenses paid for major capital projects including construction projects (site acquisition, additions, renovations, new buildings); furnishings, equipment, initial collections for new buildings, additions and renovations; computer hardware and software; and vehicles. Do not include expenses for replacement and repair of furnishings and equipment or investments for capital appreciation.

EC01)Total Capital Expenditures	$1,900

In-Kind Contributions

In-kind revenue is payment given in the form of goods or services rather than money. In-kind contributions include services or the value of any non-monetary gifts and donations. Examples are the value of volunteer hours, donated materials, when a grantor paid a program presenter directly, an artist donated a work of art, a book collector gave the library a set of books, or a library received coupons from a local business offering free merchandise or discounts for library reading program participants. Estimate the monetary value based on what the actual cost would be.

In-Kind Operating Contributions

R59)In-Kind Operating Contributions - City	$0
R60)In-Kind Operating Contributions - County	$0
R61)In-Kind Operating Contributions - All Other	$0
R62)Total In-Kind Operating Contributions	$0

In-Kind Contributions by Expenditure Area

Report the value of in-kind contributions for the following operating expenses. Estimate the monetary value based on what the actual cost would be.

EKA01)Personnel	$0
EKA02)Collection	$0
EKA03)All Other Operating Expenditures	$0
EKA04)Total In-Kind Operating Contributions	$0

In-Kind Capital Contributions

Report the estimated value of in-kind contributions for capital expenses by the source. Estimate the monetary value based on what the actual cost would be.

R63)In-Kind Capital Contributions - City	$0
R64)In-Kind Capital Contributions - County	$0
R65)In-Kind Capital Contributions - All Other	$0
R66)Total In-Kind Capital Contributions	$0

Deprecated -

Deprecated - Phone

Deprecated - Foundation Information

If answer to I04 is "Yes", provide the name of the Foundation.

Deprecated - Friends Group Information

If answer to I06 is "Yes", provide the name of the Friends Group.

Deprecated - Friends Group Name

If answer to I06m is "Yes", provide the name of the Friends Group.

# We need your help!

surveymonkey.com/r/NM7K3S5

Libraries across southeastern Minnesota are taking part in a broad-based community needs assessment. Among other data gathering, we are conducting an online survey touching on collections, services, and – above all – your aspirations for our community and its library over the years to come.

Please help us learn more about what you value, expect, and need from library service by completing this online Community Survey by May 13, 2022. Your thoughts are very important to us. Thank you!

https://www.surveymonkey.com/r/NM7K3S5

Paper copies of this survey will be available soon.
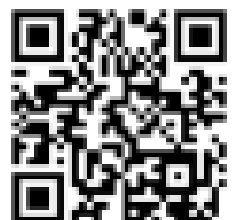
City of Chatfield:

Position Title: Student Commissioner
Department: Administration
Immediate Supervisor's Title: High School Principal and City Clerk.
Compensation: Volunteer, Civics Credit toward Graduation, Letter of Acknowledgement of Community Service.

Appointment Opportunities:
- Cable Television Access Board
    - The Board will use CCTV to educate, inform and entertain the community.
- City Charter Commission
    - The City Charter Commission is like a standing constitutional convention, which can propose amendments to the City Charter at any time. The City Charter should deal only with the fundamentals of the governmental organization of the city.
- Economic Development Authority
    - The primary work of the EDA includes retaining business in the community, attracting new business to the community and assisting those businesses as they grow.
- Heritage Preservation Commission
    - The HPC will safeguard the city's heritage by preserving sites and structures which reflect elements of the city's cultural, social, economic, political, visual or architectural history….
- Library Board of Trustees
    - The Board of Trustees is responsible for the governance of the library; establishing policy; setting goals and objectives; hiring and evaluating the director; establishing and monitoring the annual budget; signing necessary contracts; and exercising such other powers, consistent with the law to foster the effective use and management of the library.
- Mayor / City Council
- Planning & Zoning Commission
    - The Planning and Zoning commission is advisory to the City Council and shall handle the administration of the Comprehensive Plan, Subdivision and Zoning Ordinances and all related planning and zoning matters referred to it by the City Council. The Commission is facilitated by a professionally accredited Planner.

The Appointment Process:
- The Chatfield High School Principal or his/her designee will provide these volunteer opportunities to the students for their consideration.

- Each Student will submit a completed application form to the High School Principal by November 15th of each year.
- The Principal will make a preliminary determination that the students making application are reasonably fit for the various assignments, and will recommend those students to the mayor for her/his consideration. This recommendation will be submitted to the mayor no later than December 15th of each year.
- The mayor will review the student applications, meet with each student, and develop a recommendation to the city council or to the Chief Judge of the Third Judicial District, in regard to the City Charter Commission,.
- The City Council will ratify the appointments at the Annual Meeting of the City Council, which takes place on the second Monday of January.
- The appointments will take effect on the first day of February after the appointment is made. (This is consistent with the timing of appointments of the regular members to the Boards/Commissions and will allow the student to experience the same on-boarding experience as the regular members.)
- The appointments will be for a 16-month period, expiring on May 31st of the following year. Beginning the second year of this program, and for each year thereafter, there will be two students serving on each Board/Commission from February 1 – May 31, which is intended to help the newly appointed student feel more comfortable upon starting their service.
- These appointments serve continuously through the entire timeframe of the appointment term, including summer months.

Commissioners:
- Each Commissioner will become familiar with the meeting materials prior to attending each meeting.
- Commissioners are encouraged to contact staff in advance of the meeting for clarification or more information as needed.
- Commissioners are encouraged to become familiar with any sites or locations which might be the subject of discussion, prior to the meeting.
- Commissioners are encouraged to participate in training events as they become available.
- In the event that a conflict of interest is present, the Commissioner must publicly announce that conflict of interest and will abstain from participating in discussion on the matter and will not participate in any votes related to the matter.
- Student Commissioners will have all the rights and responsibilities of a regular Commissioner except the Student Commissioner will not have voting rights.

Attendance:
- Commissioners are expected to attend all meetings, if possible. If unable to attend a meeting, the commissioner is expected to contact staff as soon as possible, in advance.
- Meetings are generally held in the evenings (See each position description for the meeting dates of the various Boards/Commissions).

Open Meeting Law: All meetings, discussion and decisions of the Commissioners must comply with the Minnesota Open Meeting law. The Open Meeting Law requires that all deliberations and meetings take place in public, pursuant to public notice. Commissioners are prohibited from discussing matters in private and serial meetings between the Commissioners are also prohibited.

Required Knowledge, Skills and Abilities:
- An interest in public service.
- Ability to participate in discussions in a public setting.
- A commitment to continuous learning.

Working Conditions:
- Work is performed in public.

This simple statement could be used in our Bylaws to cover virtual meetings:

Section 7. Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with Minnesota Open Meeting Law.

Because this is what is spelled out in Minnesota Open Meeting Law:

Meetings may be held by interactive technology if specified conditions are met to ensure openness and accessibility for those who wish to attend.26

A state entity may hold meetings by telephone or interactive technology as long as specified conditions are met to ensure openness and accessibility for those who wish to attend. In addition, a meeting of any public body (state or local) may be conducted by telephone or interactive technology if a health pandemic or other emergency makes meeting in person impractical or imprudent and all of the same conditions as for other meetings held by telephone or interactive technology are met, unless unfeasible due to the pandemic or emergency.

In general, those conditions include the following:

♣ All members of the body can hear one another and can hear all discussion and testimony

♣ Members of the public at the regular meeting location can hear all discussion, testimony, and votes

♣ At least one member of the body (or, in the case of a health pandemic or other emergency, the chief legal counsel or chief administrative officer) is present at the regular meeting location.

If interactive technology under section 13D.02 is used, each location must also be open and accessible to the public. Up to three times a year, a member of a public body may participate by interactive technology from a location that is not open and accessible to the public if the member is serving in the military and is at a required drill, deployed, or on active duty or the member has been advised by a health care professional against being in a public place for personal or family medical reasons during a health pandemic or other emergency. 27 The meeting minutes must name each member participating by interactive technology and state the reason why the member is participating by that way.

♣ All votes are conducted by roll call.

♣ The public body must allow a person to monitor the meeting electronically from another location.

♣ The public body must give notice of the regular meeting location, of the fact that some members may participate by interactive technology, and of the right of the public to monitor the meeting from another location. In addition, the public body must post the notice on its website at least ten days before any regular meeting.

28 A member of a public body may participate in board meetings while out of state via interactive technology, pursuant to section 13D.02, as long as the above conditions of that section are met.29

25 Quast v. Knutson, 276 Minn. 340, 341, 150 N.W.2d 199, 200 (1967) (school board meeting held 20 miles outside the jurisdiction of the school board at a private office did not comply with open meeting law; consolidation proceedings were fatally defective because the resolution by which the proceedings were initiated was not adopted at a public meeting as required by law).

26 Minn. Stat. § 13D.02. See also Minn. Stat. § 471.59, subd. 2 (joint powers board for educational purposes). The term "interactive technology" replaced "interactive television" and "other electric means" throughout chapter 13D in Laws 2021, chapter 14, which contained technical updates to the open meeting law. It is defined under section 13D.001, subdivision 2, as "a device, software program, or other application that allows individuals in different physical locations to see and hear one another."

27 An exception was provided in Laws 2021, chapter 14, section 7, which allowed a member of a public body to participate from a location not open or accessible to the public more than three times during the first half of calendar year 2021 due to the COVID-19 health pandemic.

28 Minn. Stat. §§ 13D.015 (state entities); 13D.02; 13D.021 (state or local entities in the case of health pandemic, other emergency). Various statutes for specific public bodies also allow for meetings by interactive technology, telephone, or other electronic means: Minn. Stat. §§ 35.0661 (Board of Animal Health during restricted travel for animal health reasons) …

29 Minn. Dept. of Admin. Advisory Op. 18-019.

Another short and simple statement to address virtual meetings:

https://www.**friendsofthebudalibrary**.org/resources/Documents/FOBL%20BYLAWS-%20June%202020.pdf

Section 3: Regular in person or virtual meetings.

Regular in person or virtual meetings of the Board shall be held at such times and places as designated by the Board.

****

My revision of [Robert's Rules of Order](#) example follows. (None of their scenarios clearly fit our situation, so I basically took parts of 2 of their scenarios and created the following.) Do we want all the "Rules" that follow?

https://www.parliamentarians.org/wp-content/uploads/2020/04/Electronic-Meeting-Sample-Rules-Appendix-web.pdf

Section 4. Meetings Held Electronically.

Meetings of the Board may be conducted through use of Internet meeting services designated by the President that support anonymous voting and support visible displays identifying those participating, identifying those seeking recognition to speak, permitting the retrieval of the text of pending motions, and showing the results of votes. These electronic meetings of the Board shall be subject to all rules adopted by the Board to govern them. Any such rules adopted by the Board shall supersede any conflicting rules in the parliamentary authority, but may not otherwise conflict with or alter any rule or decision of the Society. An anonymous vote conducted through the designated Internet meeting service shall be deemed a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot.

RULES

1. Login information. The Library Director or Board President shall notify every member of the Board, approximately one week before each meeting, the time of the meeting, all information necessary to connect to the Internet meeting service, and, as an alternative and backup to the audio connection included within the Internet service, the phone number and any other information the member may need to participate aurally by telephone. The Library Director or Board President shall also include a copy of, or a link to, these rules.

2. Login time. The Library Director or Board President shall schedule Internet meeting service availability to begin at least 15 minutes before the start of each meeting.

3. Signing in and out. Members shall identify themselves as required to sign in to the Internet meeting service, and shall maintain Internet and audio access throughout the meeting whenever present, but shall sign out upon any departure before adjournment.

4. Quorum calls. The presence of a quorum shall be established by audible roll call at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members, unless any member demands a quorum count by audible roll call. Such a demand may be made following any vote for which the announced totals add to less than a quorum.

5. Technical requirements and malfunctions. Each member is responsible for his or her audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.

6. Forced disconnections. The President may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The President's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.

7. Voting. Votes shall be taken by the anonymous voting feature of the Internet meeting service, unless a different method is ordered by the Board or required by the rules. When required or ordered, other permissible methods of voting are by electronic roll call or by audible roll call. The chair's announcement of the voting result shall include the number of members voting on each side of the question and the number, if any, who explicitly respond to acknowledge their presence without casting a vote. Business may also be conducted by unanimous consent.

Here is some possible wording regarding voting electronically:

Berks County Public Libraries

https://www.berkslibraries.org/sites/default/files/inline-files/Bylaws%20revised%202019%20FINAL.pdf

Section 3.07 A vote by phone shall be acceptable via conference telephone call; in which case, the meeting must be conducted in such a way that all members participating can hear each other at the same time.

Section 3.08 A vote by e-mail shall be acceptable; to conduct an e-mail vote, a ballot is sent to the voting membership stating exactly what is to be voted on and containing at the beginning a clearly designated place for the member to mark a vote. The subject line (or equivalent) should contain the term "ballot." If a vote is to be counted, the ballot should clearly designate the choices. Here are is an example: I vote _____ (fill in "yes," "no," or leave blank)

Is this something to consider adding to make it a living document that rolls with the changes?

Section 3. Automatic Amendment. The Bylaws shall conform to the prevailing governing statutes. Amendments as a result of changes to a governing statute shall be automatic,

and the subsequent changes shall be given to the Trustees, in writing, as soon as possible.

Or this? Actually … I'm not sure what the following means!

ARTICLE IX: PARLIAMENTARY AUTHORITY Robert's Rules of Order, revised, latest edition may be invoked by majority vote of a quorum present at a Library Board meeting, or by the Chair.

Jefferson County Public Library

https://d4804za1f1gw.cloudfront.net/wp-content/uploads/sites/46/2021/03/24100537/04E_BYLAWS_Adopted_03-18-21.pdf

Section 1. Regular Meetings. Regular meetings of the Library Board shall be held at least once a month online and/or at a place within Jefferson County. The Library Board establishes its schedule of Regular meetings annually. The Regular meeting schedule, meeting notices and agendas will be posted on the Library's public website. The date, time and place of any Regular meeting of the Library Board may be set or changed by a majority vote of attending Trustees at a Regular meeting. The Library Board may cancel a Regular meeting if no pressing issues warrant a meeting, or in the event of an unforeseen circumstance.

CHATFIELD PUBLIC LIBRARY

BOARD OF TRUSTEES BYLAWS

Article I. Identification

This organization is the Board of Trustees of the Chatfield Public Library, located in Chatfield, Minnesota.

Article II. Membership

Section 1. Appointments and Terms of Office.

The board shall consist of 9 trustees who shall be appointed by the Mayor and shall serve for a term of 3 years. A trustee may serve 3 consecutive full terms.

Individuals interested in being considered for appointment to the Library Board of Trustees should contact the library director or library staff for the current application process.

The majority of the Trustees must be residents of the city. At least one member should be a resident of rural Fillmore County and at least one should be a resident of rural Olmsted County as long as the library receives funding from these counties.

Section 2. Meeting Attendance.

Trustees shall be expected to attend all meetings unless prevented by a valid reason.

Trustees are asked to notify the library director if unable to attend a meeting.

The Library Board will review lack of attendance by a member over a period of time.

A trustee who misses 3 consecutive regular meetings can be replaced at the discretion of the simple majority of the remaining trustees.

Article III. Officers

Section 1. The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed trustees at the annual meeting of the Board. A trustee shall be eligible to serve consecutive terms in the same office. Vacancies in office shall be filled by a majority vote at the next regular meeting of the Board after the vacancy occurs.

Section 2. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 3. The president shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, and generally perform all duties associated with the office of president.

Section 4. The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 5. The secretary shall keep true and accurate minutes of all meetings of the Board and shall perform such other duties as are generally associated with the office of secretary. The library director or a member of the staff may be designated by the Board to perform any or all of the above duties.

Section 6. The treasurer shall provide assistance as requested and review the library budget proposal developed by the library director each year before it is presented to the rest of the trustees.

Article IV. Meetings

Section 1. Regular Meetings. Regular meetings shall be held each month, as needed, at the discretion of the Library Director and Board President. The day and hour of regular meetings will be set by the Board at its annual meeting.

Section 2. Annual Meeting. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in February of each year.

Section 3. Agendas and Notices. Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

Section 4. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current board minutes shall be posted in a public place determined by the library director and board of trustees.

Section 5. Special Meetings. Special meetings may be called at the direction of the president for the transaction of business as stated in the call for the meeting.

Section 6. Quorum. A quorum for the transaction of business at any meeting shall consist of 5 members of the Board attending the meeting.

Section 7. Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with Minnesota Open Meeting Law.

Section 8. Parliamentary Authority. The rules contained in Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

Article V. Committees

Section 1. Ad Hoc Committees. Ad hoc committees for the study of special problems shall be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts.

Section 2. No committee shall have other than advisory powers.

Article VI. Duties of the Board of Trustees

Section 1. Legal responsibility for the operation of the Chatfield Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services.

Section 2. The Board shall select, appoint and supervise a properly certified and competent library director, and determine the duties and compensation of all library employees.

Section 3. The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget.

Section 4. The Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures.

Section 5. The Board shall supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

Section 6. The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

 Section 7. The Board shall cooperate with other public officials and boards and maintain vital public relations.

Section 8. The Board shall approve and submit the required annual report to the Minnesota Department of Education.

Article VII. Library Director

The library director shall be appointed by the Board of Trustees and shall be responsible to the Board. The library director shall be considered the executive officer of the library under the direction and review of the Board, and subject to the policies established by the Board. The director shall act as technical advisor to the Board. The director shall be invited to attend all Board meetings (but may be excused from closed sessions) and shall have no vote.

Article VIII. Conflict of Interest

Section 1. Trustees may not in their private capacity negotiate, bid for, or enter into a contract with the Chatfield Public Library in which they have a direct or indirect financial interest.

Section 2. Trustees shall withdraw from Board discussion, deliberation, and votes on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

Section 3. A board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

Article IX. Amending Bylaws

These bylaws may be amended at any regular meeting of the Board by 2/3 vote of all members of the Board, provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

These by-laws may be amended at any regular meetings of the board, by majority vote of the trustees, providing the proposed text of the amendment had been presented at the preceding meeting. (RPL)

Adopted by the Board of Trustees of the Chatfield Public Library on the _____ day of 2022.