

COUNCIL MEMO

Date: August 6, 2021

To: Mayor Steve Gander, Council President Mark Olstad, Council Vice-President Tim Riopelle, Council Members Clarence Vetter, Dale Helms, Tim Johnson, Marc DeMers, and Brian Larson.

Department Update:

Campbell Library – Charlotte Helgeson, Library Director

At the Library Board July meeting, we talked about budget, masks, open hours, the vacancies and new requirements for the state report.

1. After reviewing with HR and Finance, the budget presented to council included a **1.24% decrease** from last year. The proposed 2022 Budget includes currently full-time vacant positions with family insurance.
2. The Board discussed mask-wearing by staff. Summer Reading programs end this week. We'll look at what is happening in the community and determine if masks will still be required for vaccinated staff August 9th.
3. Our hours will remain the same with a minimum of 3 staff present each hour. Part-time staff's school attendance will limit hours available to work. We're planning and hoping for more programming flexibility this fall, knowing that we may have to pivot again. Virtual programming is draining on staff as they gain energy and immediate feedback from patrons who attend the events, especially the children.
4. There have been 22 applicants for Librarian and HR has started going through their qualifications. With that number there will be a test. That pushes the potential interview date to the beginning of September.
5. The State has implemented new requirements for the 2021 Library reporting. Due to Federal funding, more details by age and the counting of online, live, and recorded attendance have changed. This causes some confusion as it is already the end of July.