

**CITY OF HOUSTON REGULAR COUNCIL MEETING
AGENDA**

**6:00 P.M., MONDAY, APRIL 8, 2024
HOUSTON CITY HALL, COUNCIL CHAMBERS
105 West Maple Street**

Pledge of Allegiance

Regular Meeting

Public Comment Period

Section 1. Business before the Council

- A. CIPP Project- approve payment for work completed
 - a. Authorize transfer of ARPA funds between funds for appropriate tracking****
- B. County 13/Spruce Street Project - nominate council representative(s) to attend planning meetings**
- C. Consider and accept quote for seal coating**
- D. Personnel Item/Police Department**
- E. Staff Development Request**

Section 2. Action Items

- A. Minutes from March 11, 2024, meeting**
- B. Bills**

Section 3. Consent Agenda Items to Be Placed on File

- A. Library minutes, reports, statistics, and policies**

Section 4. Department Reports

Adjournment



Real People. Real Solutions.

2900 43rd Street NW
Suite 100
Rochester, MN 55901

Ph: (507) 208-4332
Bolton-Menk.com

ENGINEERING MEMORANDUM for the 4/8/24 COUNCIL MEETING

Date: April 4, 2024
To: Honorable Mayor and City Council Members
From: Bolton & Menk
Subject: Current Project Update & Miscellaneous Business
City of Houston

Cedar Street (TH 16) CIPP Project Update (Project No. 0H1.130641)

All sewer lining work has been completed. We have reviewed their televising videos and agree with the quantity totals provided in the attached invoice. Our opinion is that the contractor did very nice job.

There is some remaining punchlist work that staff has coordinated with the contractor. This work will take place in the 100 block of East Cedar Street. We are recommending holding \$10,000 in retainage which will be released after the punchlist work is complete.

The total project cost will be very close to the original bid amount.

Staff Recommendation – Pay Application No. 1: Staff recommends approving Pay Application No. 1 in the amount of \$94,716.33. A total retainage of \$10,000.00 (5% + an allowance for punchlist work) has been withheld. Please refer to the invoice in your packet for details.

Action Required – Pay Application No. 1: Motion to approve Pay Application No. 1.

CSAH 13 Improvements / 2025 Street & Utility Improvements (Project No. 0H1.132714)

We have been working on the feasibility study and developing the body of the report, quantity and cost estimate, proposed schedule, and preliminary assessments. We've been communicating with Houston County to coordinate work sharing and further establish expectations.

The next steps in the development of the feasibility study would be to hold a work session (with staff and 1 or 2 council representatives) then a more formal coordination meeting with Houston County.

The intention is to present the feasibility study to the council at the May meeting. This schedule is tentative assuming the work session and County coordination meeting can be held in advance of the May council meeting. I will coordinate this with Michelle as we approach the May council meeting.




Hydro-Klean, LLC
 333 NW 49th Place
 Des Moines, IA, 50313
 Phone: 515-283-0500

INVOICE

Reference No.: 087882
 Date: 22-Mar-2024
 Due Date: 21-Apr-2024
 Customer ID: 100414
 Terms: Net 30 Days
 Customer PO: VERBAL

BILL TO:	SHIP TO:
City of Houston, MN Po Box 667 Houston MN 55943 United States of America	City of Houston, MN Houston MN 55943 United States of America

RESC. QTY.	ITEM	QTY.	UOM	UNIT PRICE	DISC%	EXTENDED PRICE
Perform CIPP lining. This invoice includes quantities from invoice 087797 and contains all completed-to-date quantities.						
	Mobilization	1.00	EACH	11,221.5300		11,221.53
	8" CIPP Lining	1,820.00	FOOT	33.7000		61,334.00
	10" CIPP Lining	762.00	FOOT	38.4000		29,260.80
	Reinstatements	55.00	EACH	50.0000		2,750.00
	Taps	2.00	EACH	75.0000		150.00

Recommended for Payment 4/4/24: 

Sales Total:	104,716.33
Tax Total:	0.00
Total (USD):	104,716.33
*FINANCE CHARGE: 1 ½ % PER MONTH (ANNUAL RATE OF 18%) ON PAST DUE BALANCES.	
Held Retainage = \$10,000	

Total Pay Application No. 1 = **\$94,716.33**

MEMORANDUM FOR HOUSTON CITY COUNCIL

Council Date: April 8, 2024
Agenda Item: ARPA Funds
From: Michelle Quinn

The city was granted ARPA funding in the following amounts:

\$51,056.72 received July 2021

\$1,671.97 received November 2021

\$52,728.67 received July 2022

The total amount of funding have been held (restricted/designated) in the general fund. Now that the CIPP project has been largely completed, it is appropriate to transfer those to the sewer enterprise fund to cover the cost of the project.

Action Requested: Approve the transfer of \$104,716.33 in ARPA funds to the sewer fund from the general fund.

\$741.03 in ARPA funds will remain in the general fund where engineering expenses were paid from for this project.

MEMORANDUM FOR HOUSTON CITY COUNCIL

Council Date: April 8, 2024
Agenda Item: Seal coating
From: Michelle Quinn

City staff and engineer have identified areas which should be seal coated as part of ongoing maintenance to achieve the longest useful life of city street surfaces. Recently, staff solicited quotes for sealcoating.

The 2024 budget includes \$40,000 for seal coat and an additional \$22,000 was included to grow the 403-infrastructure account for future infrastructure needs. These budgeted funds are adequate to cover the expense to approve seal coating all recommended streets being:

Single Chip Seal:

South Lincoln Street between Cedar Street and Elm Street

East Elm Street between Erickson Street and the Cul de sac

Stoddard Street stub from Cedar Street south to pavement end and E Elm Street north to pavement end

South Park Road between Grant Drive to the end of newer pavement.

Athletic Field Road from start of newer pavement south of Elm Street to the bus garage

Grant Drive newer pavement section terminating at the fire hydrant.

Double Chip Seal:

West Elm Street between Jefferson and Washington Streets

South Park Road end of newer pavement to fire hydrant/well

In accordance with state bidding law, the City of Houston requested quotations from two contractors.

1. Scott Construction, Inc. \$57,165, quote divided by road section, minimum \$35,000 contract for quoted pricing.
2. Fahrner Asphalt Sealers, LLC \$62,984.45, lump sum contract

Action Requested: Accept low quote submitted by Scott Construction, Inc. for seal coating and double chip sealing of all identified sections of city streets listed above and to add a 20 x 24-foot section where a culvert was replaced on S Grant Street near the driveway of Connery's. Estimated cost for additional section less than \$500.



HOUSTON POLICE DEPARTMENT

Community, Service, Integrity

Brett Hurley, Chief of Police

To: Honorable Mayor and City Council

Subject: Officer Josh DeBoer's Probationary Status

After a successful 1- year review and completion of his probation period, per City of Houston Personnel Policy Number 200.02 I am requesting that the Houston City Council remove Officer Josh DeBoer's probationary status.

If you have any questions or concerns, please feel free to contact me.

Respectfully,

A handwritten signature in blue ink, appearing to read "Brett Hurley".

Chief Brett Hurley

MEMORANDUM FOR HOUSTON CITY COUNCIL

Council Date: April 8, 2024
Agenda Item: Staff Development
From: Michelle Quinn

The League of Minnesota Cities is hosting a conference “Building a Better City” in Rochester, Minnesota June 26-28. I would appreciate the opportunity to attend the conference. Shortly after joining the city’s team, covid happened which significantly impacted in person career development, education, and networking opportunities. The early registration cost for the conference is \$275 plus \$65 for the pre-conference workshops. The only additional expenses would be mileage and parking.

Topics being covered during the breakout sessions include transportation, project financing, economic development, partnerships and collaboration, technology, recruitment, and retention etc.

The 2024 budget includes a modest training amount of \$500 and travel expenses of \$200, which would be adequate to cover this opportunity.

Action requested: Respectfully request approval to register and attend the Building a Better City Conference.

Mayor Scott Wallace called the City Council meeting to order at 6:00 p.m. March 11, 2024, with the Pledge of Allegiance. Council present: Mayor Scott Wallace, Zeb Baumann, Emily Krage, and Steve Westby. Staff present: Michelle Quinn, Brett Hurley, Josh DeBoer, Suzie Peterson, Randy Thesing, and Josh Hongerholt. A listing of public members present is on file.

Public Comment: None

CSAH 13/Spruce Street: Matt Mohs reported on the cooperative project with Houston County. Following past practice of the City of Houston, special assessment requires a feasibility study. He explained the process and coordination with the county. He shared details related to the project. Moving forward with a process like the one conducted for Lincoln Street, he expects involvement with the local tree board, and the inclusion of sidewalks. A report will be created and shared with the council, followed by an improvement hearing, and neighborhood meeting. This process will ensure everyone has access to project information and the front-end planning which will be taking place. The county is responsible for the road design. They have shared initial CAD design with Bolton & Menk who will be adding in city infrastructure detail. Project construction is planned for 2025. The city facility plan has been granted an extension by PFA to cover this project. The city intends to apply for PFA financing and grant. The details of the financing package will not be known until after the project is bid. Mayor Wallace questioned what amount may be grant eligible. Matt Mohs responded the formula for calculation is complex so a number is unavailable immediately however, he expressed confidence this will be a worthwhile financing option. He did state there will be some non PFA eligible expenses related to this project and a bond will be required. PFA requires some degree of cultural review, however, the scope of the review is unknown at this time. Councilperson Westby questioned whether there was funding for lead replacement for the five houses along the route known to have lead service lines. Mr. Mohs indicated this will be discussed as planning evolves.

Motion by Krage, seconded by Westby to adopt the following resolution. Motion carried unanimously.

RESOLUTION NO. 2024-08

Ordering Preparation of Report on Improvement 2025 Street & Utility Improvements

WHEREAS, it is proposed to improve the following streets:

Street	From	To
Grant Street (CSAH 13)	Cedar Street (TH 16)	Spruce Street (CSAH 13)
Spruce Street (CSAH 13)	Grant Street (CSAH 13)	Point Approx 200' East of Westgate St

By reconstruction or rehabilitation of streets, sidewalks, storm sewer, sanitary sewer, watermain, and other related infrastructure and to assess the benefitted property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF HOUSTON, MINNESOTA, That the proposed improvement, called the 2025 Street & Utility Improvements be referred to Bolton & Menk, Inc. for study and that they are instructed to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection some other improvement; the estimated

cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

Motion by Krage, seconded by Baumann to approve Work Order #1 Project: 2025 Street & Utility Improvements with Bolton & Menk, Inc. for professional services in the amount of \$57,410 and related to the CSAH 13/Spruces Street project. Motion carried unanimously.

CIPP: Matt Mohs reported the cleaning for the sewer lining project had been completed and a tentative installation schedule received. Outreach to business owners is taking place. Mr. Mohs stated both Randy Thesing and Michelle Quinn are active with the project and integral members within the project team.

Audit Recap: Andrew Forliti performed the annual audit of the City of Houston. He was present and provided an overview which included an unmodified “clean” opinion. The audit remains in draft form awaiting PERA data. Mr. Forliti expressed appreciation to staff for providing the requested information timely.

Library Board Appointment: Motion by Westby, seconded by Baumann to appoint Sarah Merchlewitz to her first three-year term on the library board which will expire December 31, 2026. Motion carried unanimously. Councilperson Baumann expressed appreciation for Anita Werner who served on the library board for 9 years.

USA Cycling Gravel National: Motion by Krage, seconded by Westby to approve the letter of support for the proposal to host the USA Cycling Gravel National submitted by Explore La Crosse. Motion carried unanimously.

Employee Assistance Program: Motion by Krage, seconded by Baumann to approve the Business Health Services Employee Assistance Program (EAP) Agreement to expire 12/31/2024 and to authorize the appropriate signature on the same. Motion carried unanimously.

Gambling Permit: Motion by Westby, seconded by Krage to approve a gambling permit with no waiting period for The Houston Area Chamber of Commerce, Inc. for an event to be hosted at the Houston Fest Grounds on July 28, 2024. Motion carried unanimously.

Owl Center Committee Update and Discussion: Motion by Krage, seconded by Westby to authorize staff to work with the city attorney to have a purchase agreement drafted. The agreement needs to include existing covenants, easements and restrictions and provide for a first right of refusal. Motion carried unanimously.

Summer Rec Staffing: Motion by Westby, seconded by Baumann to authorize advertising for Summer Rec Student Staffing. Motion carried unanimously.

Minutes and Bills: Motion by Krage, seconded by Baumann to approve the minutes of the February 12, 2024, regular meeting, and bills as presented. Motion carried unanimously.

Items to be Placed on File: Motion by Krage, seconded by Westby to place on file the following items. Motion carried unanimously.

Library minutes, reports, statistics, and policies
Correspondence from US Army Corps of Engineers following July 27, 2023, levee inspection

Department Head Updates:

Public Works: Randy Thesing stated the CIPP was the hot topic that Matt reported on. Taking advantage of low water and cleaning culverts contained in the levee system. Will update when summer maintenance staff comes on staff.

Police: Chief Hurley reported on upcoming training he and his staff will be attending. Installation of the Axon Fleet Camera has been scheduled. Installation of the system is expected to take between 2 and 3 hours to complete. The Tasers will be delivered in June.

Clerk/Administrator: A written update is on file. It was noted staff will be meeting with a vendor to discuss options related to water meters. Staff are experiencing challenges, and the meter transmitters are nearing the end of their useful life.

Adjourn: Motion by Baumann, seconded by Krage to adjourn the meeting at 6:50 p.m. Motion carried unanimously. The next regular meeting of the Council is scheduled for Monday, April 8, 2024.

By: _____
Scott Wallace, Mayor

Attest: _____
Michelle Quinn, Clerk/Administrator

Houston Public Library Board Meeting
Tuesday, March 12, 2024

Called to order: 6:35 pm by President Krin Abraham

Members present: Beth Peterson-Lee, Denise Rostad, Lisa Skifton, Lee Wendel, Krin Abraham, Pat Keehner, Sarah Merchelwitz, Zeb Baumann

Members absent: Kate Baumann

Agenda

Approved. Motion made by Lisa, seconded by Lee.

Public comment: none

Minutes

Minutes were approved. Motion by Lisa, seconded by Sarah.

Policy Review and Strategic Planning

Disaster Plan: Beth presented a final draft of a Disaster Plan for specific library situations with two minor changes. A map of the library with exits and fire extinguishers was added, and the section on notification of families and media was deleted. Denise moved to accept the Disaster Plan, with a second by Zeb. Motion carried.

The Library of Things policy was tabled and will be presented at the April meeting. Beth's library report addressed many of the activities implemented after the strategic planning.

Library Report: See attached.

Old Business

Beth presented the annual library report which will be submitted to the state by April 1. Krin moved to approve the report with the stipulation that numbers could change if the city audit is completed by the end of the month. Lisa seconded. Motion carried, with thanks to Beth for her work in completing the report.

The chart of board members terms was presented with no additional changes.

New Business

Sue Fletcher has offered to maintain the green space this year if no one else is interested. The Friends of the Library will make a decision regarding green space care. High school students will be contacted to assist in spring clean-up. The April meeting will include the first reading of Library of Things policy and ideas for using the Twins tickets as a fundraiser.

Lee moved and Sarah seconded to adjourn the meeting. Motion carried, and meeting was adjourned at 6:57 pm.

The next meeting will be on April 9, 2024 at 6:30 pm.

Respectfully submitted by Denise Rostad, Secretary

March 2024

Library Report

1. The new streamlined settings in Horizon will go into effect on April 1st. The goal is to standardize practices in all of the libraries in SELCO, thereby minimizing confusion for patrons. There will be numerous changes for staff to implement, but the most noticeable change for our patrons will be the new loan period, which will be 21 days (instead of the current 14) with two renewals. This will be the standard checkout period for all the libraries in the region. One thing that could potentially cause confusion for patrons is the setting for new materials, which will have a 14 day loan period with no renewals. Most libraries in SELCO have eliminated overdue fines, with a few exceptions.
2. Our new computers, paid for with funds from Acentek, were ordered during the cooperative purchasing period. When everything arrives, technology staff from SELCO will travel here to install and set up the new equipment.
3. The Friends of the library quilt raffle was held on February 14th. Ticket sales totaled \$264, plus an anonymous donation of \$160 gave us a grand total of \$424.
4. The city is expected to receive a donation of Twins tickets from Bolton & Menk, which will go to the Friends of the library to be used for a fundraising raffle. As of now, the date is not known, but will likely be sometime in late summer. When that is known, plans will be made for a fundraiser.
5. We have submitted an application for an AED from the University of Minnesota Center for Resuscitation Medicine's AED Reuse/Recycle Program. We should know if our application is approved by the end of March.
6. Plans are in the works for a bench in memory of Tom Bayer to be purchased and installed on the south side of the library building along Cedar Street. This project will be funded by donations made to the Friends of the Library in Tom's memory, as well as contributions from the Bayer family.
7. The Minnesota Author tour will be in May. This is a legacy-funded program that allows libraries to host author visits from award-winning Minnesota-based writers. Our reservations have not been confirmed yet, but we will most likely get to host three authors this spring: Michael Hall, Kao Kalia Yang, and Teresa Wilhelm Waldof. Tentative plans are to host Michael Hall and Kao Kalia Yang at the elementary school, if school staff is able to accommodate us. The Friends of the Library have agreed to provide \$300 in order to purchase books by these authors to share with the students.
8. MPLAR: complete and ready for approval. The report must be submitted by April 1st.
9. The Android version of the SELCO app is now functional and available for use. The Apple version became available in February. Users are asked to report any problems they encounter with either app so that they can be addressed by the developer.

10. Our computer and internet use policy was approved in February. The Emergency Action Plan is ready for approval or revision.

Recent programs:

- Hoff Funeral Homes: four attended; feedback was positive.
- Testify Exhibit: The exhibit was here for the month of February. Comments were sparse but wholly positive, there were no objections or complaints.
- Adult book club: Ten people attended the first discussion group.
- Owl story walk in the city park during Owl Fest: Several elementary classes took part, and neighbors around the park commented that it got "lots" of attention over the festival weekend.
- Second grade field trips for "Read Across America" week.

Ongoing programs:

- Builders Club: twice per month.
- Elementary book club: once per month.
- Ukulele informal group: drop-in group every Thursday evening.
- Saturday morning storytimes: every Saturday.
- Adult book club: once per month.

Upcoming programs:

- Sheep storytime March 16; Pig storytime March 23.
- Minnesota Pollution Control Agency "Save Your Food" exhibit starting March 18.
- We will have a booth at the ECFE Family Fun Fair on April 13.
- Friends' used book sale will be on April 27.
- "Squirrel is Alive" Thursday, May 2.
- Minnesota Author tour will be in May, probably three events, dates TBD.

Library Report

April 2024

1. The new streamlined settings took effect on April 1st. We now have a three-week checkout period instead of the two weeks we've had for the last several years. This change affects all libraries in SELCO, with the goal of reducing confusion and questions for patrons who use interlibrary loan. Other settings were also changed, but patrons will probably only notice the checkout period adjustment.
2. On Tuesday, April 30, MNLINK will be moving to a new software platform. Patrons will still be able to request items from libraries across the state, but regular users will notice that the website is different. While it will look a bit different, the service is still fundamentally the same. Patrons will continue to use their library barcode and PIN to log in and make requests. However, any requests made prior to the transition will not appear on the new system when a user logs in. Library staff will be working behind the scenes to fulfill those requests. In preparation for the move, we may temporarily limit the number of new requests. As with any software change, there may be bugs, and patience and patron instruction will be required.
3. As of April 2, the Resource Sharing Consultant position at SELCO has been eliminated in an effort to cut costs.
4. Our new staff and public computers are scheduled to be installed on April 4 in the morning. Chris and Mike from the technology department at SELCO will travel to Houston to get everything set up and ready for use. I have copied files currently on the staff computers' hard drive to an external hard drive, and have also converted our "important" files to cloud-based storage.
5. In addition to the funds we got from Acentek to purchase new computers, MiEnergy cooperative has also awarded us \$1,000 towards replacing outdated equipment. I have asked the Technology director at SELCO for advice on the best way to spend the unexpected funds. Our initial estimate was for the simplest, cheapest purchases we could make to stay functional ahead of the next Windows upgrade. With a little extra money we will also be able to replace keyboards, mice, and/or monitors. We will also have some cushion to cover any unexpected expenses that might arise upon installation. We are also considering purchasing a backup printer.
6. The completed Minnesota Public Library Annual Report was submitted on March 21.
7. Sue Fletcher has agreed to take care of the greenspace again this coming summer. She has already started cleaning up and tending to some early growth. Her wage is yet to be determined and will be paid by the Friends of the Library.
8. We have a temporary exhibit from the Minnesota Pollution Control Agency and State Library Services in our front lobby. The Save Your Food exhibit is an interactive display that teaches how

to properly store food and reduce waste. It will be here until mid-May. We will be getting a similar exhibit on pollinators in September and one on saving water in October.

9. Our Emergency Action Plan was approved at the March meeting. A draft of our Library of Things policy is attached.

10. Programs and events:

Recent/ongoing programs:

- a. Animal storytimes were very well attended. 32 people for sheep, 35 for pigs, 54 for rabbits.
- b. Kids book club: We had a bigger and younger group in March.
- c. Builders club: Attendance was up in March.
- d. Ukulele group: People who have expressed interest in the group all have the others' contact information and are encouraged to communicate with each other every week. So far it has been difficult to coordinate.
- e. Chess group: Still working on establishing something regular after a spontaneous gathering.
- f. Adult book club: Going well. The group is reading "Squirrel is Alive" in preparation for the program in early May.

Coming soon:

- a. We will be participating in ECFE Family Fun Day at the high school on April 13. We'll be giving out information, early literacy activity kits, SMIF books, etc. We'll also have some craft projects and games/challenges for kids and families.
- b. The Friends of the Library Spring used book sale will be April 27, weather permitting.
- c. Two more animal storytimes are scheduled: April 20 and 27.
- d. "Squirrel is Alive" presentation is on Thursday, May 2.
- e. MN Author tour: Kao Kalia Yang is scheduled for Friday, May 3 at the elementary school and Michael Hall is scheduled for Friday, May 10 at the elementary school. Therese Wilhelm Waldof will be scheduled sometime this fall.
- f. The High school's spring clean-up day is scheduled for May 7. They will probably be weeding and cleaning in the greenspace and getting the container gardens ready for planting.
- g. Our Summer schedule is taking shape. We have every Wednesday scheduled and are working on adding some evening and weekend events to accommodate people who can't attend weekday events. More details will be shared soon.

Attached:

Circulation statistics

Draft of Library of Things policy

Emergency Action Plan

Houston Public Library

Library of Things Policy

1. General Information

Houston Public Library offers a Library of Things, which is a collection of circulating non-traditional items. Items in the Library of Things collection include household items, games, sporting goods, and kits. The items may be searched for in the online catalog using the keyword "library of things." The items in this collection are continuously expanding. They currently include but are not limited to:

- Kill-A-Watt energy audit device.
- Numerous board games for all ages.
- Puzzles for all ages.
- Play-a-way pre-loaded digital audiobooks.
- Assorted educational toys and activities.
- Nature exploration backpacks including binoculars, guidebooks, and other tools.
- Ten STEM kits including various tools, activities, and books.
- Various household items.
- Various sporting goods.

2. Rules and regulations:

The following rules apply to all of the items in our Library of Things collection:

- a. Borrowers must have a valid library card from the SELCO system.
- b. Library of Things items must be checked out from and returned to the circulation desk at the Houston Public Library. Do not attempt to return items in the outdoor bookdrop.
- c. Patrons who reside in another library district than Houston are welcome to check out items. However, they must check them out at the Houston Public Library. Items will not be transferred to another library via Interlibrary Loan. Delivery of items to patrons within the city limits of Houston will be at staff discretion.
- d. Library of things items can be placed on hold for seven days prior to checkout.
- e. Items circulate for 21 days with no renewals.
- f. Staff will inspect the item for contents and condition prior to checkout and upon return.
- g. All items must be returned clean, dry, and undamaged. All parts of a kit or set, including games, must be returned together in their original packaging. Items requiring batteries must be returned with batteries.
- h. Use judgment and care when handling a Library of Things item. The borrower is solely responsible for any injury, loss, or damage that may occur from the use of an item.
- i. The responsibility to protect against loss is the borrower's.

- j. The patron hereby releases, absolves, and agrees to hold harmless Houston Public Library from any claims arising from injury to anyone in using a Library of Things item.

3. Material Selection

- a. When selecting items, library staff will select materials based upon anticipated community demand.
- b. The quality and condition of the material will be taken into consideration.
- c. Library staff will also consider limitations pertaining to budget and space when determining materials to add to the collection.
- d. An effort will be made to avoid duplicating items that a business in the community already supplies.
- e. The responsibility for the selection of materials ultimately lies with the library director. All staff members of the library may assist the director in selecting items; however, it is the director's job to ensure that all materials added to the collection fall within the guidelines of the collection development policy.
- f. Donations: The Houston Public Library is happy to accept gifts and memorial donations from the community, as long as the donor places no restrictions on the use of the items. All donated materials will be evaluated for addition to the collection using the same evaluation criteria for purchased materials. For materials that are not added to the collection, the library reserves the right to either resell, donate, or discard the materials. Once materials have been received by the library, the material becomes the exclusive property of the library.
- g. By law, the Houston Public Library is not allowed to assign a monetary value to donated materials. However, the library will be able to provide a receipt that states the number of items donated and their physical condition, if requested by the donor.
- h. The Houston Public Library welcomes cash donations to the collection. While the library will take suggestions as to what part of the collection the money can be applied, the library will only use the donation to choose materials that are in accordance with the collection development policy.
- i. The Houston Public Library encourages the public to have an active interest in the library collection and will seriously consider any requests for specific materials to be added to the collection. However, the library is under no obligation to order requested materials. Requested materials will be subject to the same selection criteria as all other materials as outlined in the collection development policy.

Emergency Action Plan

A. Introduction

The Emergency Action Plan is designed to provide general guidelines for emergency situations, not an exact protocol. All situations are different and will require unique responses. Therefore, judgment should be used in formulating actions in individual situations. The goal of this plan is to protect the lives, health, and safety of employees, patrons, and the public.

B. The City of Houston Emergency Operations Plan Binder

Refer to the guidelines detailed in the binder for incidents described therein.

C. Pertinent Information

Phone numbers:

911 for emergencies

Houston Police department: 507-896-4033 ext. 4

Houston county dispatch 507-725-3379

Houston city hall 896-4033

Employees are encouraged to have a cell phone within reach whenever possible.

Safety Equipment locations (see map)

Exits (3)

Smoke detectors (3)

Fire extinguishers (3)

First Aid kit

Telephone

AED *pending*

D. Other situations

1. Medical Emergency

- A conscious adult patron or guardian of a patron will be able to dictate their wishes regarding assistance, and their agency and privacy shall be respected.
- In some instances (change in mental status, difficulty breathing, severe pain in chest or abdomen, others as reasonably assessed), call 911 and defer to the dispatcher's instruction.

2. Unattended Children

- Children under 8 years of age should be accompanied by an adult, unless they are in the library for a specific program.
- A child who cannot communicate their name and the name and location of their guardian will be considered unsupervised and may be reported to law enforcement.

3. Bomb threat

Refer to the Bomb Threat Procedures document provided by the Cybersecurity and Infrastructure Security Agency.

4. Threatening Situations

- In the case of a phoned-in or cyber threat from a person not in the building: Call 911 and lock the doors.
- Hostile or aggressive person: call 911
- Suspicious activity: call police department or county dispatch. Call 911 if escalates into an emergency. Examples are threats, surveillance, theft, stalking, vandalism, loitering, suspicious package, attempted forced entry, etc.
- Never try to physically remove an unruly person. If verbal de-escalation is not effective, call 911.

5. Active Shooter/Critical Threat

Appropriate actions will vary greatly and depend on the specific situation, but general guidelines are:

- a. When a violent situation occurs, immediately call 911. Attempt to provide your name, location, description of the perpetrator/suspect, type of weapon, number of people injured, etc.
- b. Course of action in response to an active shooter:
 - i. Run. The first and preferred option is to evacuate. Help others escape if possible. Leave belongings behind. Do not try to move wounded people. Prevent others from entering an area where the shooter may be located.
 - ii. Hide. If escape is not possible or feasible, find a place to hide. Lock the door and form a blockade if possible. Remain still and silent. Silence cell phones. Hide behind large items if possible.
 - iii. Fight. Fighting is a last resort. If you are not able to escape or hide, attempt to disarm or incapacitate the perpetrator, throw objects, improvise weapons, or yell. Call 911 and leave the line open so the dispatcher can listen.
- c. When law enforcement arrives:
 - Comply with instructions. Drop items and raise your hands.
 - Try to remember details about the incident and share information with law enforcement, if possible. (number and descriptions of perpetrators, number and location of victims, type and number of weapons, identify library staff, events that may have provoked the shooter.
 - Library staff will participate in law enforcement investigation to the best of their ability.

E. This plan shall be revisited every three years, or as situations warrant.

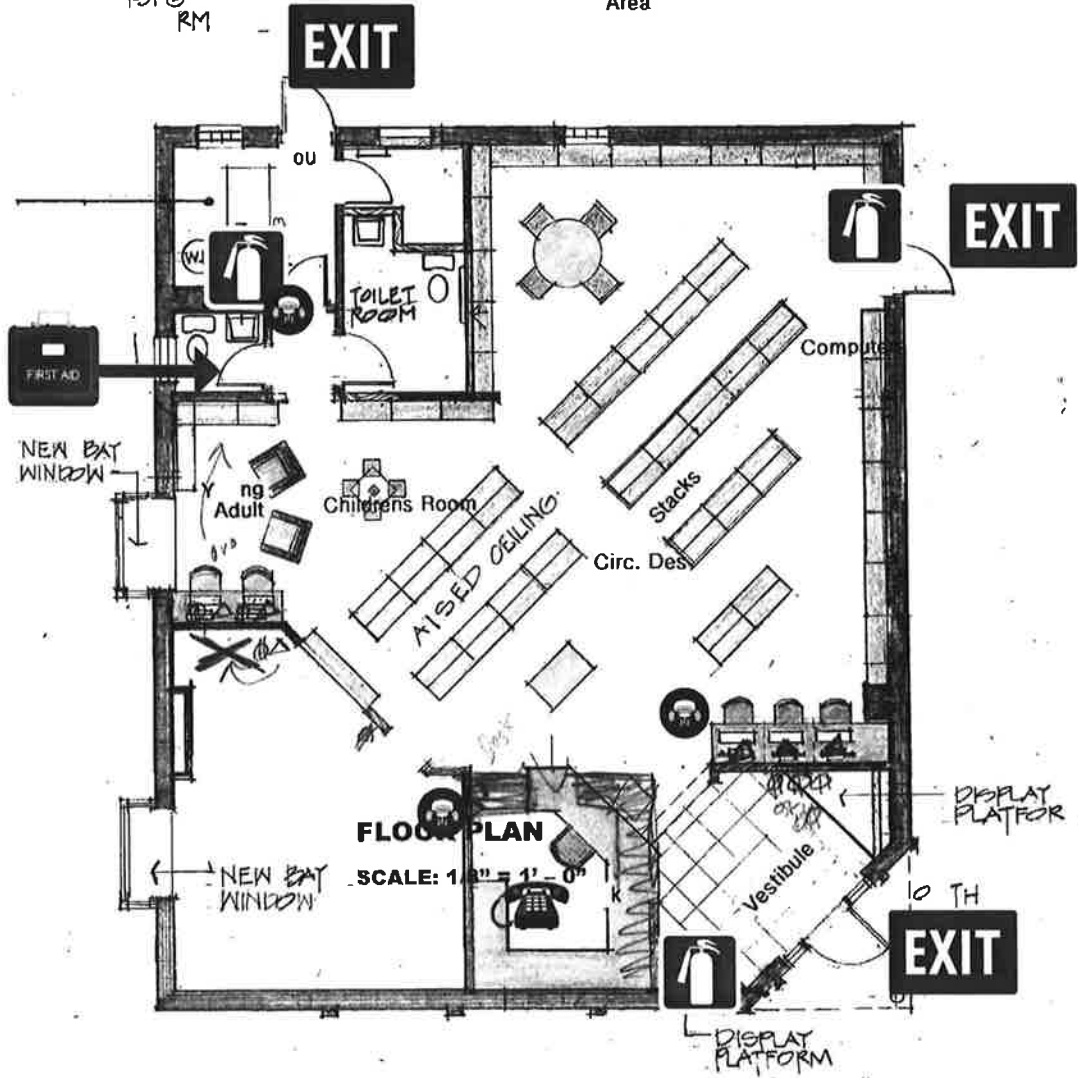
Adopted: Approved by Library Board on Marcy 12, 2024

MECH. RM.

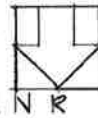
Keep a cover up
Hot This
AREA

1ST
RM

Study
Area



1



2024 Circulation Statistics

GENERAL CIRCULATION (not including ebooks)

	CAL	HOK	HOU	LCR	SG	TOTAL
Jan	1,026	594	1,611	3,144	1,034	7,409
Feb	1,046	531	1,529	3,179	881	7,166
Mar	1,217	560	1,661	3,433	861	7,732
April						0
May						0
June						0
July						0
Aug						0
Sept						0
Oct						0
Nov						0
Dec						0
TOTAL	3,289	1,685	4,801	9,756	2,776	22,307
%	16.15%	6.16%	20.41%	45.07%	12.21%	100%

HOUSTON COUNTY RURAL USAGE

	CAL	HOK	HOU	LCR	SG	TOTAL
Jan:	410	249	834	593	289	2,375
Feb:	373	245	806	596	289	2,309
Mar:	461	224	812	661	285	2,443
April:						0
May:						0
June:						0
July						0
Aug:						0
Sept:						0
Oct:						0
Nov:						0
Dec:						0
TOTAL	1,244	718	2,452	1,850	863	7,127
%	20.09%	8.10%	31.42%	29.35%	11.04%	100.00%