

**CITY OF HOUSTON REGULAR COUNCIL MEETING
AGENDA**

**6:00 P.M., MONDAY, MARCH 10, 2025
HOUSTON CITY HALL, COUNCIL CHAMBERS
105 West Maple Street**

Pledge of Allegiance

Regular Meeting

Public Comment Period

Section 1. Business before the Council

- A. Andrew Forliti/Smith Schafer – 2024 Audit Recap**
- B. Bolton & Menk – Resolution Authorizing Application to the MPFA Clean Water**
 - a. – Resolution Authorizing Application to the MPFA Drinking Water**
- C. Parking Stall Striping Request – Chase Street**
- D. City Credit Card Authorization**
- E. Arbor Day Proclamation**
- F. Ambulance 60th Celebration Update (discussion only)**

Section 2. Action Items:

- A. Minutes from February 10, 2025, 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



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ENGINEERING MEMORANDUM for the 3/10/25 COUNCIL MEETING

Date: March 6, 2025
To: Honorable Mayor and City Council Members
From: Derek Olinger, P.E. – Project Manager
Subject: Spruce Street Project Funding
City of Houston

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

As we've discussed previously, PFA funding is planned for use on the upcoming project. We were previously planning to fund and complete this project over the summer of 2025; however, the state did not have sufficient funding for our project. As such, the project is now delayed until 2026.

In the meantime, we still need to take all necessary steps to make the project "shovel ready". This month, we need to submit PFA loan applications for the Clean Water Revolving Fund (used for Wastewater/Sewer System) and Drinking Water Revolving Fund (used for Water System). These loan applications are not tied to any of grant funding we're pursuing for lead service line replacements on this project.

To move forward, we are requesting approval of two resolutions for each respective sources of funding. Signed resolutions will allow staff to submit the loan applications by the end of the month.

We acknowledge the fact that we are still hoping for grant dollars, depending on the availability of future state funding. Submittal of the loan applications keeps the City in line for both loan and grant. Please also note that these are loan applications alone; we are not requesting approval for a final loan agreement, which would lock the city into any financial commitments.

Please reach out to Derek at 507-525-2685 with any questions. Thank you.

Resolution 2025-__

Resolution of Application to the Minnesota Public Facilities Authority

Clean Water Revolving Fund Program

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF HOUSTON, MINNESOTA that the City of Houston is hereby applying to the Minnesota Public Facilities Authority for a loan from the Clean Water Revolving Fund for improvements to its municipal wastewater system as described in the loan application.

BE IT FURTHER RESOLVED that the City of Houston estimates the loan amount to be \$483,300 or the as-bid cost of the project.

BE IT FURTHER RESOLVED that the City of Houston has the legal authority to apply for the loan, and the financial, technical, and managerial capacity to repay the loan and ensure proper construction, operation, and maintenance of the project for its design life.

BE IT FURTHER RESOLVED the City of Houston hereby expresses its official intent to use proceeds of this loan to reimburse construction expenditures made prior to the issuance of its general obligation bond to the Public Facilities Authority.

Adopted by the council this ____ day of _____, 2025.

Scott Wallace, Mayor

Michelle Quinn, City Administrator

Resolution 2025-__

Resolution of Application to the Minnesota Public Facilities Authority

Drinking Water Revolving Fund Program

BE IT RESOLVED that the City of Houston is hereby applying to the Minnesota Public Facilities Authority for a loan from the Drinking Water Revolving Fund for improvements to its Drinking Water System as described in the loan application.

BE IT FURTHER RESOLVED that the City of Houston estimates the loan amount to be \$703,000 or the as-bid cost of the project.

BE IT FURTHER RESOLVED that the City of Houston has the legal authority to apply for the loan, and the financial, technical, and managerial capacity to repay the loan and ensure proper construction, operation, and maintenance of the project for its design life.

BE IT FURTHER RESOLVED the City of Houston hereby expresses its official intent to use proceeds of this loan to reimburse construction expenditures made prior to the issuance of its general obligation bond to the Public Facilities Authority.

Adopted by the council this ____ day of _____, 2025.

Scott Wallace, Mayor

Michelle Quinn, City Administrator

MEMORANDUM FOR HOUSTON CITY COUNCIL

Council Date: March 10, 2025

Agenda Item: Parking Stall Striping Request

From: Michelle Quinn

City Hall received a request for striping of parking spaces in front of the Cross of Christ Church/Chase Street. Details related to the striping have been discussed previously. City staff engaged the city engineer to ensure thoughtful and comprehensive consideration.

The request from Cross of Christ along with the City Engineer's recommendation are following.

Action requested: Provide direction related to the request.

February 18, 2025

Houston City Council:

I am Chuck Halvorson. I am representing Cross of Christ Lutheran Church as their grounds director.

The east side of Chase St. is currently marked at the wrong angle for oncoming traffic. The lines barely visible and need to be redone. I was not involved in the project the last time this work was done, but I am hoping to help correct the error now.

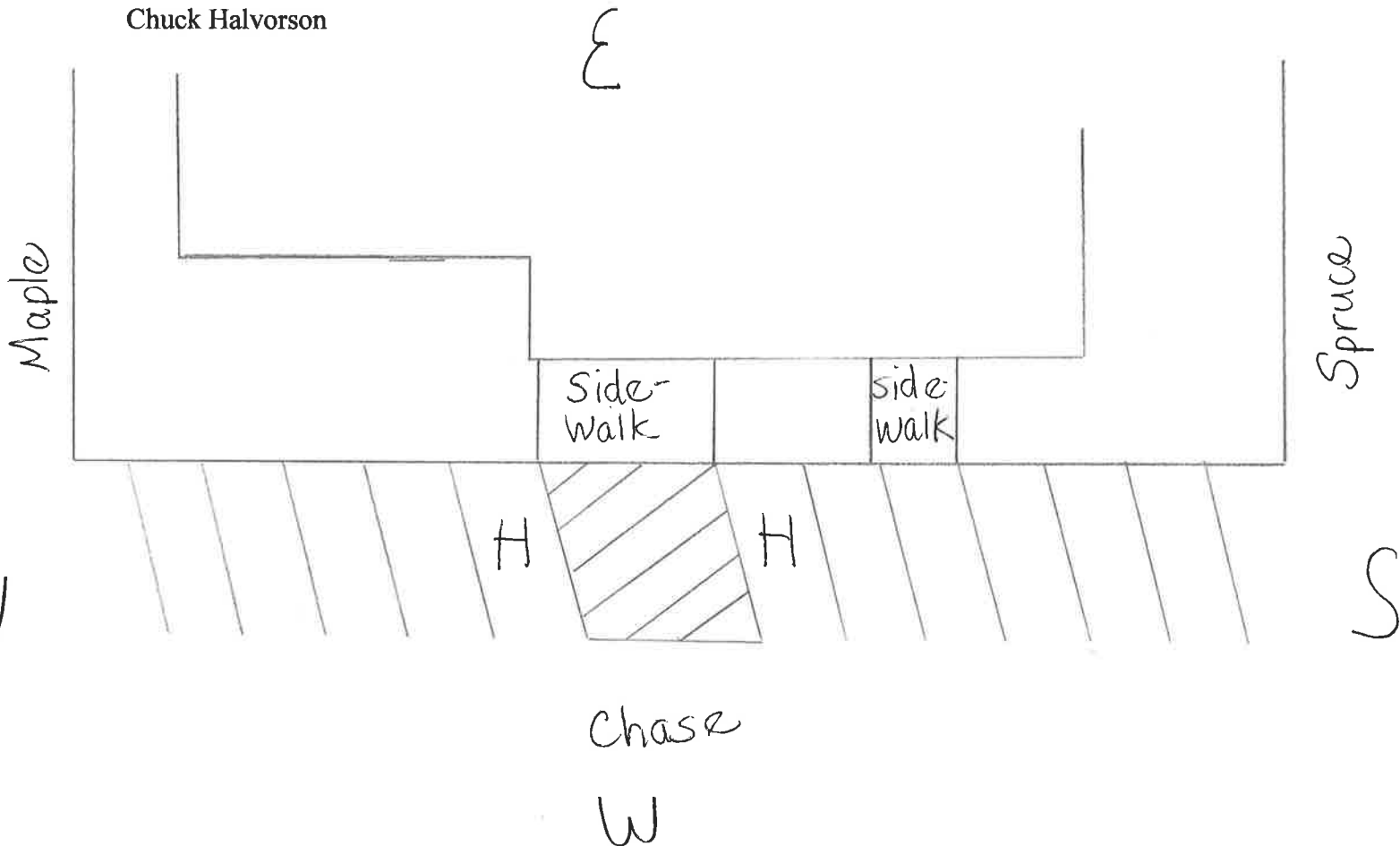
Since this is a city street, we are asking the city to redo the parking lines to make them face the correct way and be marked at the proper angle. This would be consistent with the parking spots in front of the library, owl center, dentist office, and Bluff Country. Due to liability issues, we feel that qualified city employees should be responsible to mark the parking stalls correctly.

I would be happy to work with city employees in the layout planning process. We would need to include both handicap and regular parking spots.

Thank you for this consideration.

Chuck Halvorson

Chuck Halvorson





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ENGINEERING MEMORANDUM for the 3/10/24 COUNCIL MEETING

Date: March 6, 2025
To: Honorable Mayor and City Council Members
From: Matt Mohs, P.E., City Engineer
Subject: Cross of Christ Lutheran Church Parking Stall Striping
City of Houston

Parking Stall Striping Request

City staff received a request from the Cross of Christ Lutheran Church to re-stripe the parking stalls on Chase Street. The parking stalls are angled but striped in the wrong direction. The current orientation requires south bound traffic to cross north bound traffic to park creating a safety issue. The safety issue is also in place when a car leaves the stall.

The request was justified by noting that this is a city street, the city striped parking stalls in the business district, and that qualified city employees should be doing the striping to eliminate liability for incorrect striping.

Recommendation: I recommend that the City require the stalls be restriped as soon as weather permits to decrease the safety concern from needing to cross on-coming traffic to park.

It is my opinion that the restriping for the church used parking stalls should be the responsibility of the church. The area in the front of the church along Chase Street is an extension of the rear parking lot and intended for church parishioners.

Further, delineating street parking with striping outside of a business district is not common unless there is a specific or deliberate need as in this case.

There are striping contractors that could be hired to perform the work. They are familiar with striping dimensions and standards plus can offer a variety of paint types (ranging in durability or longevity based on cost) and colors. There is one company in Rochester that stripes most to all of the Rochester School District's parking lots.

MEMORANDUM FOR HOUSTON CITY COUNCIL

Council Date: March 10, 2025

Agenda Item: City Credit Card

From: Michelle Quinn

The city has had a corporate credit card for many years pre-dating current administrative staff. As part of the migration from Bremer accounts to Rushford State Bank accounts, discussion took place regarding the corporate credit card.

City staff are requesting authorization to close the Bremer credit card and replace it with a credit card sponsored by Rushford State Bank.

The council adopts a resolution annually naming the mayor, clerk/administrator and finance director to open deposit accounts and sign checks; however, this resolution does not extend to opening a "credit account."

Action Requested: Adopt a resolution authorizing administrative and finance staff to request said City of Houston credit card.

RESOLUTION 2025-

Resolved, that the City of Houston apply for and obtain VISA accounts.

Further Resolved, that each account obtained be issued one VISA card embossed with City of Houston and their name of a designated employee that sales drafts, and other instruments for charges, be signed by the designated employee shall be valid and binding upon the City of Houston.

Further Resolved, that Clerk/Administrator Michelle Quinn or Finance Director Suzanne Peterson of the City of Houston are empowered to authorize the TCM Bank, N.A. to issue VISA cards to other designated employees.

Further Resolved, that Michelle Quinn be issued a VISA card at this time.

Further Resolved, that a certified copy of the forgoing resolution made by the City of Houston under its seal be sent to TCM Bank, N.A., and that TCM Bank, N.A. may rely thereon until advised to the contrary in writing.

******CERTIFICATION******

State of Minnesota
County of Houston

I, Michelle Quinn, Clerk/Administrator for the City of Houston, do hereby certify that the above is a true and correct copy of a resolution adopted by the City of Houston at the City Council Meeting on March 10, 2025.

WITNESS my hand and the seal of my office this 10th day of March 2025.

Michelle Quinn, Clerk/Administrator

SEAL

MEMORANDUM FOR HOUSTON CITY COUNCIL

Council Date: March 10, 2025

Agenda Item: Arbor Day Proclamation

From: Tree Board/Karen Todd

The Tree Board reactivated and have been taking action to improve the urban canopy across the city. They have planted trees within the city park and are or have completed a tree inventory. They worked with Houston County COT and City Engineer Bolton & Menk on the CSAH 13/Spruce Street project to develop a replacement plan for trees impacted by the construction. The Tree Board is also working towards making an application to be named Tree City USA. One requirement of said designation is to show that the community supports and engages in projects to promote the urban canopy. One requirement of the application is to show that the city has made a proclamation supporting Arbor Day and initiatives related to its celebration.

Action Requested: Adopt a proclamation related to Arbor Day observance and action.



TREE CITY USA
An Arbor Day Foundation Program

*** **OFFICIAL PROCLAMATION** ***

WHEREAS in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees, *and*

WHEREAS this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, *and*

WHEREAS Arbor Day is now observed throughout the nation and the world, *and*

WHEREAS trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, *and*

WHEREAS trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, *and*

WHEREAS trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, *and*

WHEREAS trees — wherever they are planted — are a source of joy and spiritual renewal.

NOW, THEREFORE, I, _____, Mayor of the City of _____, do hereby proclaim _____ as **ARBOR DAY** In the City of _____, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, *and*

FURTHER, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

DATED THIS _____ day of _____, _____
Mayor _____

MEMORANDUM FOR HOUSTON CITY COUNCIL

Council Date: March 10, 2025
Agenda Item: Ambulance Update
From: Anna Frauenkron

60 Years of the Houston Ambulance Celebration

The Houston Lions have made a generous financial donation in addition to providing staffing assistance for the celebration to serve food so that ambulance members may enjoy themselves and be present to speak with community members. They are also coordinating a silent auction which proceeds will benefit the ambulance training center.

A pulled pork meal is being prepared by River Valley Convenience/Brady and Tracy Auger.

Rushford State Bank is sponsoring the food for the event. Food will come from local vendors.

Carlson Roasting will offer coffee drinks with proceeds benefiting the ambulance service.

Balloons by Kevin will be on hand for family entertainment.

Houston Public Schools will display themed art projects commemorating the event.

The Houston Area Museum will be hosting a display of Ambulance memorabilia.

Ambulance Personnel will offer blood pressure monitoring and a recording booklet to guests.

This is not an all-inclusive listing of the event activities as planning remains ongoing.

We hope members of the community have their calendars marked to join us in celebrating 60 years of the Houston Ambulance on Saturday, April 26th between 11 am and 2 pm at the Houston Community Center.

Mayor Scott Wallace called the City Council meeting to order at 6:00 p.m. February 10, 2025, with the Pledge of Allegiance. Council present: Mayor Scott Wallace, Zeb Baumann, Emily Krage, Danny Todd, and Steve Westby. Staff present: Michelle Quinn, Curtis Chapel, Josh Hongerholt, Brett Hurley, and Randy Thesing. A list of public members present is on file.

Public Comment: Hearing no public comment, the Mayor moved to the agenda items.

Vocational Rehabilitation Services (DEED)/Dan Scruggs: Dan Scruggs met with the council to share information related to vocational rehabilitation services. He assists students with disabilities with identifying areas of interest, job search, work experience to prepare them for the workforce. He has a student looking to gain such experience in landscaping and outdoor work. He has spoken with Nature Center Lead Langheinrich who is open to collaborating to provide such experiences for said student. Mr. Scruggs noted that wages and liability are the responsibility of DEED. He is asking the city to provide the work site. Typically, the work experience would last up to 120 hours over the summer season and additional hours could be requested. Motion by Todd, seconded Westby to approve the city collaborating with Vocational Rehabilitation Services/Deed. Motion carried unanimously. It was noted the contract should be reviewed to ensure there is no limiting language which would prevent the city from working with other supported employment entities.

Gambling Permit: Motion by Krage, seconded by Baumann to approve a gambling permit with no waiting period for Bluff Country Hidden Heroes for an event to be hosted at the Houston American Legion on April 5, 2025, and also a gambling permit with no waiting period for Houston Area Chamber of Commerce, Inc. for an event to be hosted at the Houston Fest Grounds on July 26, 2025. Motion carried unanimously.

Fire and Assistant Chief Annual Stipend: Discussion was held regarding increasing responsibility and changing demands of the position of Fire Chief. Information related to wages paid for positions within area departments was provided. It was noted these requests should come timely related to budgeting. The last time the stipend was increased was 2019, there are funds to cover the increase, and any increase is shared 50/50 with the Rural Fire Board. Due to the shared nature of funding, it is important to seek input from the Rural Fire Board in this regard. Motion Todd, seconded by Westby to approve an increase in the annual stipend for Fire Chief from \$500 to \$1,200 and for Assistant Fire Chief from \$250 to \$600 contingent upon the support of and mirror action by the Rural Fire Board for the same. Motion carried unanimously.

Ambulance Director Stipend: Discussion was held that the increasing responsibility and changing demands impact the Ambulance staff also. The annual stipend for the position of ambulance director has not been increased as far back as the city's electronic records go. It would be equitable to approve an increase for this position also. This was not a request from the director but rather from administration. It should be noted there are two individuals on the service who are critical to the training center and another of the maintenance of the rigs which should be considered for appropriate compensation in the during budgeting later this year. Motion by Baumann, seconded by Krage to approve an equally proportionate increase in the annual stipend for the position of Ambulance Director. Motion carried unanimously.

Youth Conservation Corp Lead Position Description: The Youth Conservation Corp is an eight-week program which operates for approximately 3 hours one day per week. It provides valuable work

experience for youth and is funded by the Friends of the Nature Center. Due to employment and liability issues, the city is the employer, and it is necessary to have position descriptions so the entities may collaborate to staff this program. Motion by Westby, seconded by Baumann to approve the position description for Youth Conservation Corp Lead and to authorize advertising. Motion carried unanimously.

Officer Resignation: Last year Joshua DeBoer accepted employment elsewhere and the council took action to change his Police Officer status to casual on call to allow for him to return to assist with Police Department needs during Houston Hoedown Days. It is appropriate to formally accept his resignation at this time. Motion by Baumann, seconded by Westby to accept the resignation of Joshua DeBoer and thank him for his dedicated service to the Houston Community. Motion carried unanimously.

Chief of Police Position Description: Chief Hurley recently reviewed the position descriptions for the Police Department as the Officer Trainee Position was being discussed. As a result, all position descriptions were reviewed and updated to ensure accurate reflection of the positions. He noted the greatest change was likely to experience required. It was revised to meet the needs of the city in a changing professional landscape. Motion by Krage, seconded by Baumann to adopt the revised position descriptions for both the position of Chief of Police and also Police Officer. Motion carried unanimously.

County Hazard Mitigation Plan: Houston County has been working to update the countywide Hazard Mitigation Plan through local government and public input. County Emergency Manager Mark Olson has requested the adoption of a memorializing resolution. Motion by Todd, seconded by Westby to adopt the following. Motion carried unanimously.

RESOLUTION 2025-05

WHEREAS, the city council of Houston, Minnesota recognizes the threat that natural hazards pose to people and property within the City of Houston; and

WHEREAS, Houston County has prepared a multi-hazard mitigation plan, hereby known as the Houston County 2024 Hazard Mitigation Plan in accordance with federal laws, including the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended; the National Flood Insurance Act of 1968, as amended; and the National Dam Safety Program Act, as amended; and

WHEREAS, the Houston County 2024 Hazard Mitigation Plan identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in the City of Houston from the impacts of future hazards and disasters; and

WHEREAS, adoption by the city council of Houston demonstrates its commitment to hazard mitigation and achieving the goals outlined in the Houston County 2024 Hazard Mitigation Plan.

THEREFORE, BE IT RESOLVED, the city council of Houston adopts the Houston County 2024 Hazard Mitigation Plan. While content related to the City of Houston may require revisions to meet the plan approval requirements, changes occurring after adoption will not require the City of Houston to re-adopt any further iterations of the plan. Subsequent plan updates following the approval period for this plan will require separate adoption resolutions.

Community Center Refrigerator: Historically, the American Legion provided bar service at the community center however, when the Community Center on Cedar Street was purchased, the American Legion began collaborating with JT's Corner Bar & Grill. They have worked together to alternate bar services for events. In addition, Barista's has provided coffee drinks the past two years for the Christmas Market. The refrigerator in the bar area was owned by the American Legion but is now being used by multiple local entities. The refrigerator needs replacement due to it no longer functioning. It was agreed that the city should provide a replacement. Motion by Todd, seconded by Krage, to accept the quote of Cox Hardware and Appliance for a white 18 cubic foot Crosley refrigerator in the amount of \$899 to be delivered by Saturday, February 15th and the old unit removed. Motion carried unanimously.

HNC Assistant: Following discussion, motion by Westby, seconded by Krage to advertise the position of Nature Center Assistant. Motion carried unanimously. This position will be advertised as every other weekend for up to 18 hours.

Minutes and Bills: Motion by Krage, seconded by Baumann to approve the minutes of January 13, 2025, regular meeting, and bills as presented. Motion carried unanimously.

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

Annual Police Report
Library Report and statistics
Correspondence from MMB/Pay Equity Compliance
Public Safety Mental Health Action Guide

Department Head Updates:

Police: Chief Hurley introduced Police Officer Trainee Curtis Chapel. Training is going well. Skills are busy and Mr. Chapel is picking up a lot of knowledge.

Fire: Chief Skifton reported the gun raffle is this weekend so there will be much activity at the Community Center beginning Saturday afternoon.

Public Works: Randy Thesing reported while it has been a quiet winter, there are projects being completed in the shop. The sander works well despite having used it a few times.

Clerk/Administrator: Work to complete the 2024 work is ongoing. The audit is going well. There continue to be annual reports coming due, which staff are completing timely.

Adjourn: Motion by Westby, seconded by Todd to adjourn the meeting at 6:43 p.m. Motion carried unanimously. The next regular meeting of the Council is scheduled for Monday, March 10, 2025.

By: _____
Scott Wallace, Mayor

Attest: _____
Michelle Quinn, Clerk/Administrator

Houston Public Library Board Meeting Agenda
Tuesday, January 14, 2025
6:30 P.M.

Meeting called to order: 6:34

Members Present:

Krin, Lisa, Beth, Sarah, Lee, Heather

1. Agenda approval
 - a. Lee 1st
 - b. Lisa 2nd
2. Public Comment
 - a. None
3. Minutes of December Meeting
 - a. Sarah 1st
 - b. Lee 2nd
 - i. Approval- THANK YOU, DENISE
4. Policy Review
 - a. Up to date
 - b. Note: School relationship update within the next few months
 - c. Note: Strategic planning meeting for SELS (push to involve academic libraries)
5. Library Report
 - a. See below
6. Old Business
 - a. Annual report starts February 3 and needs to be done by April 1st **Must approve it during the March meeting** (preliminary approval pending city)
7. New Business
 - a. Welcome to Heather!
 - b. SELCO presentation
 - i. Krista Ross (Cindy Dunbar contacted Beth) What is SELCO? presentation for and library board members. Would need to be a day other than our typical Tuesday. Find another date in the future.
 1. Could she present the changes happening to SELS?
 2. Curious if there is a report we could run on how many SELCO books we check out vs. send
8. Adjourn
 - a. Lisa 1st
 - b. Lee 2nd
 - c. No discussion
 - d. Adjourn at 6:56 pm

January 2025
Library Report

1. The Houston American Legion donated \$500 to children's programming. This money will help with the costs of the 2025 Summer Reading Program.

2. We have a temporary interactive exhibit from State Library Services on climate-resilient communities on display. It will be here for about another week.

3. Houston County Contract: Our current three-year contract ends in December 2025. The five Houston County Library Directors, along with Krista Ross of SELCO, will be meeting on January 28 to begin planning negotiation strategies and priorities.

4. School Task Force: With schools transitioning out of their current relationship with SELS, a task

force has been formed with the intent of "creating a path forward for all SELS members to partake in sustainable borrowing via the SELCO ILS, with optional delivery, while building strong collaborations with their Public Libraries and local community." We had our first meeting of the committee via Zoom on January 8. Cindy Flatin and I will be meeting on Friday to discuss options

for Houston students.

5. New hours: We started our updated operating hours on January 2nd. With only one week to collect data, we can't make any conclusions yet, but there have been a few noticeable trends.

Fifteen patrons visited the library on the first Friday we were open. The school was still on winter break that day, making it difficult to judge what the after-school traffic will be like.

Fifteen visitors is comparable to a typical Wednesday in the winter. I stayed a bit late on the first Thursday and the first Saturday that we closed early, and no one came to the door either day.

On the first Wednesday we were open until 2, we had several patrons come in between 1 and 2. Informal conversations that we've had with patrons have been overwhelmingly positive.

6. Toniebox circulation: The Tonieboxes and accompanying Tonies that we acquired with the DEIA

grant from SELS have been available for circulation for about three weeks now. They have been well-received by children and their caregivers, with no technical difficulties reported so far.

7. The Friends of the Library have added a gift basket raffle fundraiser to their Quilt raffle. Several

Friends members each put together a basket containing books and accompanying items centered on a theme. Tickets are \$1 each for baskets and \$2 each for the quilt. Drawings for both raffles will be held on Valentine's Day.

8. Coming up:

a. Tom Diana will present a slideshow of astrophotography images on Tuesday, January 21 at 6:30

b. Backyard Bird Count with HPL and Friends of the Houston Nature Center will be on Sunday, February 17 at either 1 pm or 2 pm. Prior to that day, we'll be having a bird storytime for kids; providing take-home kits for kids, adults, and families to make bird feeders and

birdhouses; and offering instruction regarding using the Merlin Bird ID app. On the 17th, noted naturalist, author, and photographer Stan Tekiela will be giving a presentation on

Backyard Birds at the Nature Center. After the presentation, participants will be able to explore Trailhead Park in search of birds and submit reports via the Merlin app. We have two local volunteer birders who will be assisting participants with bird identification. Snowshoes will be available if the weather permits. The Friends of the Nature Center and the Friends of the Library are splitting the cost of the presenter; the cost of the materials for the bird feeders and houses will be covered with our "Do Something Awesome" grant.

- c. ECFE will be meeting at the library on Monday, February 3rd for "I Love to Read" Month and to give families an introduction to the public library.
- d. Friends of the Library quilt and basket raffle drawings will be on February 14.

9. Ongoing/coming up:

- a. Kids Book Club: January 28
- b. Adult Book Club: January 22
- c. Builders Club: January 21, February 4.

10. We will be closed for Martin Luther King Jr. Day on Monday January 20.

11. Circulation statistics are attached.

Library Report

March 2025

1. The current Selco-Houston County Contract for Library Services ends on December 31, 2025. We will begin negotiating for a new contract at the County Board meeting on April 15.
2. Training: We have been doing extensive training in preparation for the new ILS, including attending several online webinars and practicing exercises. At the end of April, we will be completely offline for a few days. Patrons will not have access to the online catalog, the app, or their accounts. Staff will not be able to electronically check anything in or out or place holds or requests for patrons. We will remain open and functional during that time, just doing everything manually. The go-live date for the new ILS is May 1st.
3. The School task force is still working on ways to ensure services for Houston students in the next academic year, when schools will no longer be a part of SELS. Our next meeting is scheduled for March 12.
4. Annual Report: MPLAR is complete. The financial information is not audited values, those won't be available until after the report is due. It will be submitted pending board approval and is due on April 1st.
5. Friends quilt raffle and gift basket raffle: Ticket sales for the quilt raffle totaled \$526. The basket raffle made \$350. (Quilt tickets were \$2 each; basket tickets were \$1 each). For comparison, last year's quilt raffle made \$264.
6. Recent and ongoing programs:
 - a. Friends Quilt and Basket Raffle on February 14th: see above.
 - b. Backyard Bird Count with Friends of the Nature Center and presentation by Stan Tekiela on February 16th: 25 people attended the presentation. Attendees were encouraged to walk the grounds of Trailhead Park and participate in the citizen science portion of the day by using the Merlin App to submit their bird sightings. We had two volunteer birders assisting people with bird identification. Due to the extreme cold and wind that day, not many people participated and bird sightings were not plentiful. Feedback on the presentation was very positive.
 - c. First-grade visit for "I Love to Read" month on February 27.
 - d. Builders Club: consistently about 20 kids every other Tuesday.
 - e. Book club for kids: attendance varies but consistently takes place once per month.
 - f. Book Club for adults: consistently 8-11 participants every month.
7. Coming up:
 - a. Owl Fest story walk: will depend on the weather.
 - b. Breaker Space for kids on Thursday, March 13.
 - c. Make a fairy garden for all ages: Monday, March 24.
 - d. National Library Week: April 6-12 with an all-ages project on Thursday, April 10.
 - e. ECFE Family Fun Fair at the high school on Saturday, April 12.

- f. Volunteer Appreciation Week: April 20-26.
- g. Community-wide rummage sales and Friends of the Library Used Book sale:
Saturday, April 26.

Circulation Statistics: attached.

**HOUSTON
PUBLIC
LIBRARY**
2025 Circulation Statistics

GENERAL CIRCULATION (not including ebooks)

	CAL	HOK	HOU	LCR	SG	TOTAL
Jan	1,131	422	1,852	3,430	696	7,531
Feb	992	474	1,895	3,163	768	7,292
Mar						0
April						0
May						0
June						0
July						0
Aug						0
Sept						0
Oct						0
Nov						0
Dec						0
TOTAL	2,123	896	3,747	6,593	1,464	14,823
%	15.02%	5.60%	24.59%	45.55%	9.24%	100%

HOUSTON COUNTY RURAL USAGE

	CAL	HOK	HOU	LCR	SG	TOTAL
Jan:	519	171	1,055	906	243	2,894
Feb:	495	234	997	767	320	2,813
Mar:						0
April:						0
May:						0
June:						0
July						0
Aug:						0
Sept:						0
Oct:						0
Nov:						0
Dec:						0
TOTAL	1,014	405	2,052	1,673	563	5,707
%	17.93%	5.91%	36.45%	31.31%	8.40%	100.00%

February Overdrive: Ebook: 152; Audiobook: 180; Total=332