

AGENDA

**Library Board of Trustees-Verona Public Library
500 Silent Street Verona, WI 53593
608-845-7180**

**Wednesday, June 3, 2020, 6:30 p.m.
Library Community Room**

Call to order

- Approval of the Regular Meeting Minutes of 5/6/20
- Review and approval of May 2020 invoices
- City Council Liaison's report
- Library Director's report
- Old Business
 1. Discussion and possible action regarding library closure and curbside pick-up service due to COVID-19
- New Business
 1. Discussion and possible action regarding library re-opening plan.
 2. Discussion and possible action regarding the Epidemic & Library Health Emergency Policy
 3. Discussion and possible action regarding 2020 library hours
 4. Discussion and possible action regarding the 2021 Capital Budget request

VPL Board Meeting Minutes
Library Board of Trustees-Verona Public Library
500 Silent Street Verona, WI 53593

Wednesday, May 6, 2020, 6:30 p.m.
Virtual Meeting

Present: Conwell, Huemmer, Sohail, Ryan, Hopp, Cronin, Kurth, Burkart

Call to order:

Hopp called the meeting to order at 6:42p.m.

Approval of Minutes:

A motion was made by Kurth, seconded by Huemmer to approve the Regular Meeting Minutes of 03/04/2020. Motion carried.

Review and Approval of Invoices:

A motion was made by Huemmer, seconded by Conwell to approve the March and April 2020 invoices. Motion carried.

Public Comments:

None

City Council Liaison Report:

Cronin updated the board regarding the finalization on two candidates for fire chief post. She also shared about the great response received from the small business community regarding the small business grants that are being given by the city. There have been about 70 applicants for the grants. The city council will be making the decisions regarding the candidates that meet the criteria set by the city. She also reported that the city has received 6 proposals for Sugar Creek site. She further added that the city has created COVID-based leaves for the essential city workers. Cronin also shared about a large number of votes were casted via absentee ballots during the Spring elections.

Library Director's Report:

Burkart reported that the response for online Storytime has been great. The teen and adult online programs are showing less participation as compared to the usual attendance. The library staff are working on ideas to increase the participation. Apart from 7 library staff, all the employees are working in some capacity for the library. She also shared a great response for curbside pickups and the response for the virtual 5K run.

Old Business:

None

New Business:

1. Discussion and possible action regarding the 2020 Adjacent County Reimbursement Requests: A motion was made by Sohail, seconded by Huemmer to approve the 2020 Adjacent County Reimbursement Requests. Motion carried. The agreement will be signed by president Hopp.

2. Discussion of library closure and curbside pick-up service due to COVID-19: Burkart shared about the great response for curbside pickups that started after “Safer-at-Home” part II order was

issued. She added that half of the library employees are scheduled for the curbside pickups in 2 shifts (8am – 1pm and 1pm – 6pm). The patrons are given 10 minutes slots each for the books pickup that they have requested earlier. Burkart further discussed with the board the reopening scenarios, the measures needed to keep the library staff and the patrons safe and the possible virtual summer programs.

3. Discussion and possible action regarding OverDrive Advantage: A motion was made by Huemmer, seconded by Conwell to approve the allocation of \$5,000 to the general SCLS OneDrive Advantage service. Motion carried.

4. Discussion and possible action regarding temporary assignments of library

Employees: The director and the board discussed the city LTE jobs offered for outdoor public works. These jobs are offered for the city employees who are unable to get their fulltime hours as a temporary assignment. The library employees who are interested in these LTE assignments will be paid through the library budget and will be able to keep their employment at the library.

Adjournment: Meeting adjourned at 7:36 p.m.

VERONA PUBLIC LIBRARY
DIRECTOR'S REPORT
May 2020

Covid-19 closure and curbside pick-up update:

Due to Covid-19, the library is still currently closed to the public. During the closure, we have continued to serve patrons in the following ways:

- Limited library staff is in the building M-F to answer phones/return messages and take care of basic building issues. Staff observe social distancing and the cleaners disinfected staff areas daily.
- Library staff created library cards or fix problems with library accounts by phone, email, or via an online form on the library website.
- With a library card, patrons have free access to ebooks and eaudiobooks through OverDrive and Libby. There are over 3000 emagazines available through RBDigital. Ancestry.com is now available from home (was previously in library only).
- Due dates for all materials were first extended to May 1, and now are extended until July 1. All library holds were also extended and will be available to patrons when we reopen if they do not choose to do curbside pick-up.
- The Youth Services staff is presenting several virtual story times a week and as well as book clubs, D&D club, Pokemon Club, virtual escape rooms, and other programs online.
- Some adult programs are also offered online.
- The library wifi remains on and can be accessed from outside the building but does not extend into the parking lot.
- As of May 26, library employees were expected to return to work in the building but professional staff continues to do a combination of work from home and work onsite to decrease the amount of staff in the building.
- Following the guidelines set out in the Governor's Safer at Home extension order, on Monday, April 27 the library began offering curbside pick-up of library materials. Curbside pick-up is available by appointment M-F from 9 - 6pm and Saturdays 10-2pm. We began with pick-up appointments scheduled every 10 minutes and due to high demand began scheduling pick-ups every 5 minutes. Library staff are working one person to a room and doing no-contact pick-ups with patrons at the curb. Patron response has been overwhelmingly positive. In the 23 working days since we have started curbside pick-up we have had 1462 pick-up appointments, averaging 61 appointments per day. We have checked out 9100 items from the library collection so far.

I. Collection Development

Books have been ordered per our ordinary schedule to keep up with demand once we reopen.

Newspaper delivery has been suspended until July 1.

Number of items added and deleted in April 2020:

Item Type	Added	Deleted
Books	577	563
Audio	0	366
Software	1	0
Video/DVD	55	1
Other (kits, etc.)	2	2
Magazines	135	10
TOTAL	770	942
YTD	3547	2587

II. Circulation

April 2020 Statistics: Closed due to COVID-19

Self-check-outs	N/A
Total check-outs	2,021
Self-check-outs vs. desk	N/A
Apr. 2019 vs. Apr. 2020	-95.63%
Check-ins	194
Library cards added	9
Holds placed	5,645

III. Reference

Statistics:

Reference: 116 transactions (online)
Proctoring: n/a
Outer Library Loans: n/a
One-on-One Instruction: 3
Personal Archiving Lab Sessions: n/a

Social Media Engagement:

Facebook: 3,338 followers, 92 posts/events
Twitter: 1,728 followers, 51 tweets
Instagram: 1,162 followers, 10 posts
Events Newsletter: 12,031 recipients

Youth Services staff developed a Librarian's Choice online form, which enables patrons, including adults, to request books based on their interests without having specific titles in mind. All ages have submitted forms, which was promoted starting May 6.

Total requests filled: 125

IV. Personnel and Staff Development

Library staff who worked at home all or part of this month participated in a variety of professional development trainings.

Youth Services staff have continued to read books for staff discussions as well as professional journals, participated in professional zoom meetings, and viewed webinars and videos. Preparing for the summer and staffing the youth services desk during curbside service has been the focus of the department this month.

During Safer at Home, several of the Library Pages have opted in to working from home options. These have included Ryan Dowd webinars, reading professional development books, and helping Theresa update the Tech Services assistant training manual. Connie has continued to catalog books and magazines from home. Several pages have also worked in the library, assisting with curbside pick-up.

V. Equipment and Physical Facilities

The library's shelving order arrived on May 19 and will be installed by early June.

The new slipcovers for 8 chairs in the center of the library have arrived and will be installed soon.

VI. Administration and Internal Operations

Since we have been closed to the public, Stacey and the library managers have been focused on developing virtual programming, shifting staff to remote work, and implementing a curbside delivery service and planning for the future re-opening of the facility.

VII. Marketing and Public Relations

Tonja created 27 event slides & updated the Books 'N Booze webpage.

Luke created 48 graphics for events and resources.

Emma made a brief video tutorial on using LINKcat's Available on Shelf feature.

VIII. System and Interagency Cooperation

Emma attended the WPLC meeting on April 24, in addition to two Mobile App Work Group meetings (April 30 & May 20), and a Discovery Interface Subcommittee meeting on May 20.

IX. Fundraising

The Virtual Word on the Street 5K Run/Walk and Kids' Run fundraiser was held on Saturday, May 2. 150 people registered and the fundraiser generated about \$8500 in revenue for the endowment fund.

X. Events, Programs and Exhibits

Kid's Events and Programs:

The youth services department has continued to offer the virtual events that have received the best response from viewers. We will take a break from story times from May 26 – June 13 as we prepare for the summer reading program. Views and reach have been about half of what they were when we first started virtual story time, which we expected might happen.

Virtual Story Times

These story times have been modeled after our regular story times, with a combination of books, songs, puppets and fingerplays for about 20 minutes.

April 24 – Livestream baby story time with Christi – 274 views, 33 1-minute views, 974 reached

April 28 – Livestream story time with Mary – 361 views, 56 1-minute views, 974 reached

April 30 – Livestream story time with Leah – 377 views, 40 1-minute views, 785 reached

April 30 – Livestream pajama story time with Christi – 353 views, 25 1-minute views, 1225 reached

May 1 – Livestream baby story time with Christi – 226 views, 21 1-minute views, 990 reached

May 5 – Livestream story time with Marissa – 493 views, 73 1-minute views, 2017 reached

May 7 – Livestream story time with Julie – 319 views, 46 1-minute views, 932 reached

May 8 – Livestream baby story time with Christi – 177 views, 12 1-minute views, 861 reached

May 12 – Livestream story time with Mary – 488 views, 46 1-minute views, 1019 reached

May 14 – Livestream story time with Leah – 454 views, 55 1-minute views, 1095 reached

May 14 – Livestream pajama story time with Amy – 268 views, 21 1-minute views, 820 reached

May 15 – Livestream baby story time with Christi – 323 views, 22 1-minute views, 1074 reached

May 19 – Livestream story time with Marissa – 475 views, 60 1-minute views, 1537 reached

May 21 – Livestream story time with Julie – 285 views, 34 1-minute views, 823 reached

Individual Books and Songs

April 27 – Recorded book with Marissa on YouTube – 47 views, 695 reached

Mad Libs

This livestream allows participants to suggest words in the comments to fill in the blanks in mad libs, which are then read live.

April 27 – 238 views, 18 1-minute views, 987 reached

May 11 – 204 views, 14 1-minute views, 841 reached

Read-aloud chapter books with Mary

Mary read a few chapters per day of the chapter book *Tales of Beedle the Bard*.

April 24 – 344 views, 20 1-minute views, 886 reached

April 27 – 224 views, 10 1-minute views, 638 reached

April 29 – 246 views, 15 1-minute views, 719 reached

Tween Escape Room

This registered program for school-age kids uses breakout.edu for virtual escape rooms. The kids see clues on a shared screen, then use critical thinking skills to solve locks (word, number, directional and color) to break out as a team, with some guided help as needed.

May 5 – attendees 12

May 19 – attendees 6

Tween D&D

Kids ages 8 – 11 play D&D on the Roll20 platform (for now).

May 4 – attendees 6

May 13 - attendees 5

May 18 - attendees 5

Discord Hang out with Dusty and Mary

Mary played Portal on Discord. Dusty and Mary responded to participants who asked questions in Discord chat. Participants talked about what they were playing, watching, reading, and listening to.

April 30 - attendees 3
May 7 - attendees 4
May 14 - attendees 2
May 21 - attendees 3

Trivia (all ages)

Participants played virtually in a multi-question, multi-round trivia event about all things Star Wars through CrowdPurr.

May 4, Star Wars – 54 teams

May 18 Harry Potter – 89 teams

Upcoming Kids' Events:

Youth services staff are currently setting up the summer reading program in Beanstack. All youth ages levels (0-2, 3-11, teen) will have the same reading goals:

4 hours = grand prize ticket

8 hours = free book and grand prize ticket

12 hours = grand prize ticket

16 hours = completion – free book, coupons, and grand prize tickets

24 hours and 32 hours = another free prize book

We will likely hand out only the Culver's and Pizza Hut coupons when we hand out the completion prize books. Prize books will be available once the building safely opens.

Additionally, all ages can earn grand prize tickets by doing different activities based on their age level. Grand prizes include toys, pool parties, Beats headphones, a Nintendo Switch Lite, and a donation made in the winner's name to the Dane County COVID-19 Emergency and Recovery Fund.

The program will run June 15 – August 31. Promotion of the program through the schools will be done via the library media specialists.

Events will continue to be all virtual. We plan to distribute craft and STEAM kit materials and book group books in advance, so that kids and teens can participate via video with the needed supplies when the event happens.

Teen Events:

Would You Rather? Craft

Teens worked on their own craft projects at home (drawing, coloring, painting, rug-making, etc.) while they debated "would you rather?" questions.

Attendees: 6

Teen Escape Rooms

Looking at a shared screen with clues, teens used critical thinking skills to solve puzzles and open locks. The first room focused on mapping and navigating a city, while the second focused on problem solving and literacy skills.

Tuesday, May 5, 2:00 – 2:45 p.m. Attendees: 5

Tuesday, May 19, 2:00 – 2:45 p.m. Attendees: 2

Teen Jackbox Gaming

Thursdays, 3:30 – 5:00 p.m.

Teens played virtual group games together involving trivia and creative writing/drawing.

May 7; Attendees: 3

May 14; Attendees: 2

May 21; Attendees: 3

Teen D&D (2 groups)

Wednesdays, 3:30 – 5:00 p.m.

Using a virtual platform, teens played a cooperative adventure game based on storytelling and dice rolling.

April 29; Attendees: 4

May 6; Attendees: 4

May 13; Attendees: 3

May 20; Attendees: 3

Upcoming Teen Events:

Teen D&D

Wednesdays, 3:30 – 5:00 p.m.

Teen Jackbox Gaming

Thursday, May 28, 3:30-5:00 p.m.

Teen Summer Reading Program

Begins June 15. Still deciding on events but will include Teen D&D, crafts, escape rooms, Jackbox games, and bi-weekly challenges teens can enter from home – like a poetry contest, scavenger hunt, movie-making challenge, etc.

Adult Classes & Events:

Open Book Club discussion - Virtual

Wednesday, May 20

Emma and Marissa led attendees in a virtual book group where no specific book was discussed. Instead, attendees discussed and recommended books they had read recently or planned to read soon.

Attendees: 3

Yoga and Meditation - Virtual

Saturday April 25, 6:00-7:00 pm

Prajakta Data, a certified yoga teacher, presented this class that included light to moderate yoga and breathing exercise followed by a guided mediation.

Attendees: 6

Your Garden Can Feed You All Year - Virtual

Tuesday, May 12, 6:30 pm

Megan Cain, author and creative gardener, taught how to have your earliest harvest ever in spring, keep the momentum going in summer through succession planting, and have a robust fall garden that feeds you all the way to holiday gatherings.

Attendees: 44

Strategies to Prevent Basement Flooding - Virtual

Wednesday, May 13, 6:30-8:00 pm

Project Home provided a pre-recorded YouTube video and handout that discussed simple rules, and some basic landscaping tools, that can avoid ending up with a basement full of water as the seasons change. Presented in partnership with Project Home. Sponsored by State bank of Cross Plains.

Attendees: 30

Upcoming Adult Classes and Events:

Distance Learning English Classes for Adults

Mondays, June 1-July 20, 6:00-8:00 pm

Participants will learn English communication skills. Students will receive free English textbooks, at their level, in the mail and text messages with YouTube videos, grammar videos, and listening practice. The teacher will also call students every week to help with homework and offer community resources. This class is presented in partnership with the Literacy Network.

Books 'n Booze

May 28 (via Zoom), Choose Your Own Book Discussion

Books 'N Booze is a book club for people who are interested in having a blast while discussing fun books and meeting new people.

9 Tips to Eliminate Clutter & Feel Better – Virtual

Wednesday, June 17

Learn simple strategies and find inspiration to start decluttering your space with confidence. Jill Annis, owner of Simply Organized, has been helping busy, overwhelmed people regain control of their homes since 2002. Her non-judgmental support and organizing expertise can help you reduce clutter and find peace. This program will be held online through a pre-recorded video. Please register in advance, so we can send you the link via email.

Virtual: Green Burial

Thursday, July 16, 6:30-7:30 pm

Shedd Farley, Director of the Linda and Gene Farley Center for Peace, Justice, and Sustainability, will explain the philosophy and practice behind natural burial, as well as the history of the center.

Exhibits:

***Wolves and Wild Lands in the 21st Century* Traveling Exhibition**

September 2 – October 28, 2020

Wolves and Wild Lands in the 21st Century is a timely exhibition about wolves and their closely related cousins, the red wolf and coyote. The story of wolves in North America takes us to many places, from the Arctic to the southwestern United States. And for every region where wolves thrive--struggle to survive--cultural and economic pressures continue to shape their existence. This exhibition provides a compelling, continental perspective on wolves today. Brought to you by the Verona Public Library Endowment Fund.

Upcoming Outreach Events

None scheduled at this time. Marissa continues to do online programming with the rest of the Youth Services team.

Verona Public Library
DRAFT - Epidemic & Library Health Emergency Policy

I: Purpose

To establish a protocol that will be used in the event of an epidemic or declared public health emergency. The library should plan for staff being unable to report to work in the event of a serious infectious disease outbreak. In addition, during an epidemic or health emergency organizations may be required to take measures to help slow the spread of illness such as closing by order of Dane County public health officials. It is important to ensure that core business activities of the library can be maintained with limited staff and reduced hours as determined by the Library Director.

II: Definitions

This plan differs from a general emergency preparedness policy or procedure. With an emergency preparedness policy, there is an assumption that staff will return to the building or begin recovery work almost immediately after the event or crisis (such as after a fire or storm). If there is a serious infectious disease outbreak, recovery may be slow and limited staff, services, and hours may be necessary for several weeks or more.

Epidemic – A disease affecting many persons in a specific locality at the same time, and spreading from person to person in a locality where the disease is not permanently prevalent.

Library health emergency – The state of affairs in which there are not enough healthy library staff to maintain normal hours of operation.

Employees and staffing level – Permanent part time and permanent full time library staff as defined in the City of Verona Personnel Policy. This does not include library volunteers.

III: Library Closure

The Verona Public Library may temporarily close because of an epidemic or library health emergency in the event that any of the following occur:

- A. The City of Verona facilities or offices close because of a health emergency.
- B. A mandate, order, or recommendation for closure is issued by Dane County public health or other government officials.
- C. The Verona Area School District (VASD) closes schools because of an epidemic.

At the discretion of the Library Director, the Verona Public Library may temporarily close, reduce its operating hours, or limit services in the event that there is insufficient staff to maintain basic service levels.

In the event of closure, due dates and holds pickup dates for library materials will be adjusted so that no lost charges are assessed and holds do not expire on dates in which the library is closed. The exterior book drop will be kept open and cleared periodically as long as possible.

The Library may reopen to the public even if VASD schools remain closed if cleared to do so by the Public Health Madison & Dane County and the City of Verona.

IV: Minimum Staffing Level to Remain Open

If Dane County public health officials allow public facilities to remain open during or reopen following a public health emergency, the Library must maintain a minimal level of staff in order to be open to the public. Minimum staffing level for a temporary period of time is defined as four healthy staff members available to be present at the library during all open hours with a maximum 8 hour workday and 40 hour workweek per employee. Thus, at least eight healthy desk staff must be available to keep the library open for its regular daily hours Monday – Friday, and at least four available for regular weekend hours.

An inability to maintain this temporary minimal level will result in reduced hours or closing the library. Also, the necessity to maintain this temporary minimal level for more than five consecutive days will also result in reduced hours or closing the library.

The absence of healthy library staff will determine the ability to carry out services and maintain open hours. At the library director's discretion, this may include:

1. Cancelling programs, special events, and meeting room reservations.
2. Reassigning employee duties and shifts.
3. Reducing open hours if the number of employees falls below minimum levels.
4. Closing the library for one or more days.

If the Library is open, employees are expected to report to work on time as scheduled, excluding any excused absences following the City of Verona's sick leave policy. In the event of sudden closure and healthy library employees are sent home from work, those employees shall work from home where possible. Staff may also be voluntarily temporarily reassigned to work in other city departments.

V: Communication

Any changes in the library's open hours to the public will be communicated via the library's website, social media accounts, and phone messages.

VI: Prioritization of Services

If reduced staffing, hours, or services are required, employees shall perform priority responsibilities that most directly impact patrons prior to any other work tasks.

Priority responsibilities shall follow this order, with safety being a priority:

1. Direct patron assistance, e.g. check out, issuing library cards, computer and information assistance.
2. Processing incoming holds, check in, incoming delivery returns, shelving.
3. Processing holds, shelf action lists, pick lists.
4. Submission of payroll, processing bills for payment, preparing for and holding Library Board meetings.

Individual responsibilities outside of those described shall be completed after prioritized tasks if time permits, performing those duties with a deadline or significant impact first. Employees should consult with the Director or designated administrative authority to determine staffing area assignment and which individual work tasks should take priority, or in the event that they feel a responsibility not listed here requires urgent attention.

VII: Employee Absences

The City of Verona's Personnel Policy outlines the sick leave policy. This policy shall continue to be followed in the event of an epidemic or library health emergency.

VIII: Responsibility for Library Operations

If, for any reason, the Library Director is unable or unavailable to perform the responsibilities and decisions outlined in this policy, administrative authority for this policy and all library operations shall fall to the Assistant Director.

DRAFT Plan for Partial Re-Open of the Verona Public Library

Once Dane County determines we have reached Phase 2 of the Forward Dane plan allowing for 50 people in an indoor gathering, excluding employees, the library will partially re-open to the public.

Collections:

The library stacks, including adult, teen, AV, and children's collections, will be closed to the public. Patrons can request materials be paged from the stacks by library staff in advance or in person.

The library will offer "Express Library" services which will include self pick-up of holds, a small browsing collection of new materials, and computer/internet access.

Returned library materials will be accepted in our drive-up book return. A bin will be placed in front of the indoor book return to collect items, the sorter will not be used. All returned materials will be quarantined for 72 hours before being checked in and reshelved.

Newspaper delivery is suspended.

Current issues of magazines can be checked out.

Computer/IT:

Six public computer workstations will be available with appropriate spacing between for social distancing. Three will be available at the computer lab and three workstations will be set up in the prow. Self-service printing will be available on at least three workstations.

Laptops & chromebooks will be available for in-library check out and disinfected after each use.

The copy machine will be available for public use.

Faxing service will be available.

Wifi will be available.

Seating:

Limited seating at tables and chairs will be available in the prow, following social distancing guidelines.

Curbside Pick-up:

The library will continue to provide curbside pick-up of library materials, this service will be headquartered in the community room and staff will use the side entrance between the story room and community room and not the main lobby entrance.

Cleaning and Safety:

Staff will wear face masks and have protective gloves available to them. Staff will wear gloves when handling library materials. Patrons are encouraged to wear masks while in the building. Hand sanitizer will be made available to the public if possible.

Staff will sanitize shared workstations between shifts/uses.

Plexi-glass dividers will be installed at the Service desk and Children's desk. The Reference desk will not be staffed during this phase or re-opening.

The building will be cleaned daily. High touch surfaces such as door pulls, computer workstations, self-check kiosks, etc. will be cleaned and disinfected on a regular schedule (tbd) by library staff.

Friends Book Sale:

Donations will not be accepted at this time.

The Friends Used Book Sale will be temporarily suspended.

Staffing:

Staff will observe social distancing from each other and the public.

The Youth Services, Technical Services, Reference, and administrative staff will work a combination of work from home and in library shifts to minimize the amount of people in staff offices and workspaces.

No library volunteers at this time.

Library Programs and Events:

No in-person library programs or events at this time. Virtual programs continue to be offered.

The library will not offer test proctoring or the Digital Archiving Lab during this phase of re-opening.

Phased re-opening following the Forward Dane plan

Phase 1 (10 people in the building, not including staff) or 25% capacity

- The library is closed to the public
- Continue to offer curbside pick-up of library materials by appointment
- Library programs and Summer Reading Program offered virtually

Phase 2 (50 people in the building, not including staff) or 50% capacity

- The library is partially open to the public
- Self pick-up holds and self-check kiosks are available
- Closed stacks, a small browsing collection of new books & materials is available
- Computers, laptops, printer, fax machine, copier, and wifi are available
- Limited seating
- No study room or meeting room use
- Continue curbside pick-up of library materials by appointment
- Library programs and Summer Reading Program offered virtually

Phase 3 (100 people in the building, not including staff) or 75% capacity

- The library is open to the public
- Self pick-up holds and self-check kiosks are available
- Open stacks
- Computers, laptops, printer, fax machine, copier, and wifi are available
- Limited seating
- No meeting room use
- Continue curbside pick-up of library materials by appointment
- Library programs and Summer Reading Program offered virtually

Phase 4

TBD

Library 5 year CIP

Capital Item	estimated life cycle	year purchased	replacement year	2021	2022	2023	2023	2024	2025	2026
Flooring	15	2006	2022		\$ 150,000					
Flat Roof Replacement						\$48,000				