

**STILLWATER PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**Meeting Agenda**  
**Tuesday, February 11, 2020**  
**7:00 PM**

**Conference Room**

Introductory Business (5 minutes)

1. Call to Order
2. Adoption of the Agenda
3. In-Person Public Commentary  
*This portion of the meeting is an opportunity to address Trustees on subjects that are not part of the meeting agenda. The Board may take action or reply at the time of the statement or may give direction to staff based on the comments expressed. Please limit your comments to 5 minutes or less.*

Regular Business (10 minutes)

4. Consent Calendar
  - a. Adoption of the January 14, 2020 Minutes +
  - b. Acknowledgement of Bills Paid in January 2020 (2019: 1/7/2020 - \$44,069.46, 1/21/2020 - \$14,135.38; 2020: 1/7/2020 - \$19,661.31, 1/21/2020 - \$11,602.20)
  - c. December 2019 Budget Status Report +
  - d. 2020 Capital Outlay Request

Decisional (20 minutes)

5. Grant Request A+
6. Health and Wellness Program A+

Informational (35 minutes)

7. Trustee Information Sharing I+
8. Board Self-Assessment Task Force I+
9. Board Governance Committee Charter I+
10. Library Legislative Day I+
11. August 2020 Board Meeting I+
12. Director Performance Evaluation: Six-Month Progress Check (March) I+
13. Venue Coordinator

Reports (15 minutes)

14. Director and Other Staff Reports +
15. Foundation and Friends Report +
16. Board Committee Reports +
  - a. Board Governance
  - b. Executive
  - c. Facilities
  - d. Finance
  - e. Board Self-Evaluation Task Force
17. Public Commentary and Communications
18. Adjournment

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 Pm on Monday, February 10, 2020.

A=Action Item I=Information Item D=Discussion Item +=Document in Packet \*=Document to be Distributed Later  
#=Document Distributed Previously Attachments: 2020 Calendar, 2020 Board Roster

**STILLWATER PUBLIC LIBRARY  
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January 14, 2020**

**Minutes**

**PRESENT:** Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Keliher, Lockyear, Richie, Council Liaison Collins

**ABSENT:** None.

**STAFF:** Goeltl, Troendle

**AGENDA ITEM 1: Call to Order**

Meeting called to order at 7:00 pm by Bell.

**AGENDA ITEM 2: Adoption of Agenda**

*Motion to adopt agenda. Keliher moved. Carlsen second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Keliher, Lockyear, Richie; No: None.*

**AGENDA ITEM 3: In-Person Public Commentary**

None.

**REGULAR BUSINESS**

**AGENDA ITEM 4: Consent Calendar**

Lockyear asked about Agenda Item 4b, Acknowledgement of Bills Paid. Lockyear noted that funds were paid for the processing and addition of unique items to the collection. Lockyear asked what the unique items were. Troendle reported that unique items in this sense are materials where Stillwater owns the only copy and a bibliographic record does not already exist in the system. Items may be books, audiovisual materials, and even maps.

Bell asked if we heard any feedback about the bollards. Troendle reported that the he hasn't heard comments about the bollard post sleeves, but the library has received positive reviews about the installation of the column protectors.

*Motion to adopt consent calendar. Keliher moved. Hemer second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Lockyear, Richie; No: None.*

**INFORMATIONAL**

**AGENDA ITEM 5: Trustee Information Sharing**

Richie shared information about the Stillwater Area Community Foundation's Great Ideas Competition. The 2020 SACF Great Ideas Competition has begun and is accepting applications through April 1. This is a one-time grant opportunity to win up to \$10,000. It's open to individuals, groups and organizations. The great idea just needs to enhance our local community (Stillwater, Bayport, Marine, etc.). By design, the criteria is broad and the application form simple. For more information, trustees can visit [www.stillwaterareafoundation.org](http://www.stillwaterareafoundation.org). There is information under both programs and under news and events. In prior years, the grant funded Fairy Falls Restoration, the utility box mural project, Stillwater Dog Park, and the sculpture tour.

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Hollatz shared information about Rotarians work in Rwanda as part of an international effort to build libraries.

Bell discussed the link sent to trustees on January 2 and included in the board packet from The Atlantic at <https://www.theatlantic.com/notes/2019/12/looking-libraries/603646/>. The article offers a portrait of public libraries. Deborah and Jim Fallows traveled the country to write *Our Towns*, with an interest in the traits that makes a community thrive. When arriving to a new community, Deborah always started her search at the library.

Richie discussed the New York Public Library's list of the ten most checked-out books in NYPL history (<https://www.nytimes.com/2020/01/13/books/ny-public-library-top-books-history.html>, <https://www.npr.org/2020/01/13/795873639/the-new-york-public-library-has-calculated-its-most-checked-out-books-of-all-time>). Richie noted that A Snowy Day was #1 on the list. A number of children's titles were among the top ten, possibly because they are read faster and returned more quickly. Richie wondered if it would be possible to produce a similar list for Stillwater, perhaps for National Library Week.

Carlsen reported that he is involved as a volunteer for the emergency winter shelter that will be at Trinity Lutheran Church from February 2 through March 7. There will be daytime warming hours as well as nighttime accommodations if the temperature is 10 degrees below zero or colder. The emergency shelter is currently in Mahtomedi at St. Andrews Community Resource Center. Carlsen noted that at a recent organizational meeting at Trinity, there were 125 volunteers. Troendle reported that Roger Funk, a Foundation Board member, is involved in this effort and will be meeting with library staff to discuss the shelter.

**AGENDA ITEM 6: 2020-2021 Labor Agreement and Side Letters**

Bell reported that the signed labor agreement and side letters were included in the board packet. Lockyear requested that formally requesting health insurance information from the city be added as an action item for September on the annual calendar, as indicated in the side letter.

**AGENDA ITEM 7: Venue Coordinator**

Troendle reported that library staff recently met with One23 to discuss the trial price revision, progress on future bookings, and contract rates. Judd Sather, One23 requested that the board consider extending the trial pricing indefinitely. Sather believes that the original price point was the major factor behind the lagging bookings and recommends continuing the trial price revision. Since the trial pricing, there have been 10 inquiries about The Terrace. Sather discussed that they provide the same service and respond to terrace inquiries in the same way as their other venues. With his other venues, Sather can be responsive to the market and has made multiple price adjustments to determine the appropriate rates.

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Troendle noted that he also discussed the contract rate that the library paid One23 and the library's upcoming budget cycle. Sather indicated he was amenable to discussing rates and committed to making the arrangement between One23 and the library work.

Keliher asked if the trustees should consider if rate changes need to be a board action. Should the board consider giving flexibility to One23 and Director? Bell noted that currently rates are considered a decision to be reviewed and approved by the board.

Bell wondered when the trustees might consider and evaluate the success of the venue. As the library is committed to events on an 18-month rolling schedule, when is the proper time to review this?

*Motion to adopt the trial price revision as the new pricing option. Keliher moved. Cox second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Lockyear, Richie; No: None.*

**AGENDA ITEM 8: Director Performance Evaluation Process**

Bell directed trustees to the packet of forms for Agenda Item 8, pages 49-61 in the board packet. Bell noted that there are a few substantive changes:

- Performance Evaluation for Director document: Added language on open meeting laws that describes the provision of the open meeting laws that apply to personnel reviews for public bodies.
- Annual Review Form/Trustees document: Added a column for numerical ranking.
- Documents reflect a change to a six-month progress check and an annual review.
- Created each performance evaluation component as a stand-alone document instead of one large document. For the respective progress check and annual review, trustees will only receive the relevant forms needed, which should make the process clearer.

*Motion to adopt the changes to the Director's Performance Evaluation process. Hemer moved. Lockyear second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Lockyear, Richie; No: None.*

**AGENDA ITEM 9: Library Board of Trustees By-Laws**

Keliher recapped the history and process behind the review of the Trustees By-laws. The goal was to make sure that the refined by-laws emphasized the appropriate role of the trustees, with the document itself being a policy setting document and not incorporating operating elements such as charters and procedures that may require more frequent changes.

Keliher and Hemer reported that the key updates were:

- Update responsibilities for trustees
- Modifications to By-Laws to bring them in line with Robert's Rules of Orders
- Closing loop holes and clarifying items (such as Article 4, Section 5 and 7)
- Overall formatting and line edits

*Motion to approve revision to the By-Laws. Hollatz moved. Carlsen second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Lockyear, Richie; No: None.*

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**AGENDA ITEM 10: Committee Charters**

Bell reviewed the history of the committee charter. She noted that in January 2019, trustees attended a board retreat with Propel. From this meeting, a sample form for committee charters was provided. Over the past year, the committees completed the form and charters were drafted. The intent of the charters is to guide the work of the committees.

Attached are the charter forms for each committee. Three committees have been in existence and one is newly created – Board Governance. The Board Governance Committee grew out of the Nominating Committee, with the realization that there is ongoing work that needs to be done that is beyond the scope of a nominating committee. There may also be task forces from time to time to deal with a particular topic.

Hemer noted that there a few Nominating Committee responsibilities that are not included on the charter for the Board Governance Committee, such as determining interview questions, defining the interview process, developing an information packet for candidates before interviewing, interviewing candidates, and orienting new trustees. Keliher asked if the concept was that ad-hoc nominating committee would be created as openings occurred (i.e. conducting the actual interviews) but the Board Governance committee would do the foundational legwork (i.e. writing interview questions, defining process, etc).

Trustees discussed approving charters. The Executive Committee would then review and modify the Board Governance charter to account for some of the former nominating committee responsibilities.

Motion to approve charters of each of the Board’s four standing committees: Board Governance, Executive, Facilities and Finance. *Hemer moved. Lockyear second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Lockyear, Richie; No: None.*

**REPORTS**

**AGENDA ITEM 11: Director and Other Staff Reports**

In addition to the written report, Troendle noted the following:

- The winter/spring programming guide is now available.
- Memory minder kits are now available to check out! Designed for people experiencing memory loss and their caregivers, kits include a collection of materials and activities to trigger memories of life experiences. There are 39 unique kits available across Washington County.
- Troendle will attend community information meeting on January 16 about a predatory offender moving to the community.
- Library will be closed on Martin Luther King Jr. Day.

Richie asked about progress on the strategic workplan. Troendle reported that the initial target date was December, but he is now shooting for March.

Carlsen asked if the library accepted donations of books. Troendle reported that the library does accept used book donations. A volunteer, who is a former library director and a former Stillwater reference

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librarian, reviews donations and will set aside materials for the selectors to potentially add to the collection. It may be that we would like more copies of a specific item or that our copies are getting worn. If the item isn't needed by the library, then it goes to the Friends for the book sale.

Richie noted that there has been a lot of press about different metro libraries and their changing fee policies, most recently Ramsey County. Richie was surprised to read that WCL has never had daily fines. She is wondering if the library may be able to do good PR around this.

Lockyear gave kudos on 2019 accomplishments, especially the facilities work.

Carlsen noted that attendance at the children's programs. He asked about capacity and the possibility of adding programs. Troendle indicated that we are at capacity in both space and staffing.

Bell liked Petrie's notes about work with teens.

**AGENDA ITEM 12: Foundation and Friends Reports**

Troendle reported that neither group met in December.

**AGENDA ITEM 13: Board Committee Reports**

- **Executive Committee:** None
- **Facilities Committee:** None.
- **Finance:** None.
- **Nominating Committee:** None.
- **Board Self-Assessment Task Force:** Howe ask members of board to think about the following and bring to next meeting: Reflection of your role as a trustee in in context of why you applied serve on the board, the committee or role you play on the board, or what a trustee member should do. Howe requested just a couple of sentence on this. She would like to have trustees share these at the next meeting, verbally around the table with a written copy to provide to the task force. This will not be a lengthy discussion but will help jump start the task force. Howe requested that this be an agenda item for February.

**AGENDA ITEM 14: Public Commentary and Communications**

Troendle reported that the daughter of a long-time patron called. She shared her gratitude for the Doorstep Delivery program. She said that this service was a lifeline for her father and meant the world to him.

**AGENDA ITEM 15: Adjournment**

Adjourned at 8:01 PM.

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Acknowledgement of Bills Paid in January 2020</b>				
OWNER: <b>Goeltl, Business &amp; Communications Manager</b>		PRESENTER: <b>Troendle, Director</b>		
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>		IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:		
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Approval of January 2020 bills paid</b>				
BACKGROUND/CONTEXT: <b>Following is a bills report summary for the 2019 fiscal year for the month of January 2020:</b>				
<b>January 2020 (2019 Fiscal Year)</b>				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
<b>Operating Expenditures</b>	\$ 40,974.42	\$ 10,438.61	\$ 3,351.05	\$ 54,764.08
<b>Capital Expenditures</b>	\$ 3,440.76	\$ -		\$ 3,440.76
<b>Total</b>	<b>\$ 44,415.18</b>	<b>\$ 10,438.61</b>	<b>\$ 3,351.05</b>	<b>\$ 58,204.84</b>
<p>Explanations of large or out of the ordinary payments are listed below:</p> <p><i>Bill Resolution: January 7, 2020</i></p> <ul style="list-style-type: none"> <li>• \$1,324.22 paid to vendors through Amazon for equipment for children’s programming.</li> <li>• \$430.95 paid to American Button machines for a button/pin maker for teen and children’s programming.</li> <li>• \$434.95 paid to Axtell Expressions for puppets for children’s programming.</li> <li>• \$3,440.76 paid to CDW Government Inc. for purchases for the Library IT project.</li> <li>• \$3,286.77 paid to Demco for book carts, children’s builder table, mobile hanging display rack, book ends, book easels, and other library equipment.</li> <li>• \$4,771.69 paid to Global Industrial for column protectors as part of the October 2019 custodial grant from the Foundation.</li> <li>• \$2,762.30 paid to Grainger for toilet repair supplies.</li> <li>• \$704.19 paid to Lakeshore Learning for children’s programming and children’s area equipment.</li> <li>• \$775.00 paid to Master Mechanical for work on RTU1 and the alarm relay.</li> <li>• \$2,000.00 paid to One23 Events for December monthly fee. Funded by Foundation.</li> <li>• \$1,210.60 paid to Johnson Controls Fire Protection for alarm repairs.</li> <li>• \$732.80 paid to SOS Office Furniture for task chairs for public services desk.</li> <li>• \$360.00 paid to TR Environmental Consulting LLC for asbestos testing of the upper level ceiling.</li> <li>• \$490.00 paid to Uline for custodial equipment funded by the Foundation custodial grant.</li> </ul> <p><i>Bill Resolution: January 21, 2020</i></p> <ul style="list-style-type: none"> <li>• \$496.54 reimbursement paid to Kim Faurot, Youth Services Librarian, for puppet purchases made for children’s programming.</li> <li>• \$6,202.24 paid to Washington County for Stillwater’s share of the annual fees for SirsiDynix Symphony, our integrated library system, and OCLC, a global cataloging and metadata service.</li> <li>• \$1,829.85 paid to Washington County for the e-book purchases. Funded by the Foundation.</li> </ul>				

Following is a bills report summary for the 2020 fiscal year for the month of January 2020:

<b>January 2020 (2020 Fiscal Year)</b>				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
<b>Operating Expenditures</b>	\$ 21,863.51	\$ 100.00		\$ 21,963.51
<b>Capital Expenditures</b>		\$ 9,300.00		\$ 9,300.00
<b>Total</b>	<b>\$ 21,863.51</b>	<b>\$ 9,400.00</b>	<b>\$ -</b>	<b>\$ 31,263.51</b>

Explanations of large or out of the ordinary payments are listed below:

*Bill Resolution: January 7, 2020*

- \$19,661.31 paid to Bibliotheca for the maintenance agreement for the sorters, selfchecks and RFID pads.

*Bill Resolution: January 21, 2020*

- \$9,300.00 paid to Bredemus Hardware Co. Inc. for the parking ramp doors. Project funded by the Foundation.
- \$1,685.66 paid to Johnson Controls Fire Protection for annual maintenance contract.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

- 1/7/2020 Bill Resolution – 2019 Bills
- 1/21/2020 Bill Resolution – 2019 Bills
- 1/7/2020 Bill Resolution – 2020 Bills
- 1/21/2020 Bill Resolution – 2020 Bills

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:



## 2019 Bill Resolutions

The following bills have been examined and are approved for payment.

Mary Richie, Secretary/Treasurer, Board of Trustees

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
<b>INVOICES PAYABLE</b>						
3798-210670	12/2/2019	Ace Hardware	Janitorial Supplies	\$ 79.96	230-4231-2102-0000	Janitorial Supplies
3798-210745	12/5/2019	Ace Hardware	Janitorial Supplies	\$ 10.77	230-4231-2102-0000	Janitorial Supplies
3798-210870	12/13/2019	Ace Hardware	Janitorial Supplies	\$ 79.90	230-4231-2102-0000	Janitorial Supplies
3798-210921	12/16/2019	Ace Hardware	Janitorial Supplies	\$ 79.90	230-4231-2102-0000	Janitorial Supplies
3798-210989	12/19/2019	Ace Hardware	Janitorial Supplies	\$ 18.17	230-4231-2102-0000	Janitorial Supplies
1TVN-4RDC-L1RJ	12/23/2019	Amazon.com	Supplies	\$ 488.69	230-4230-2101-0000	General Supplies
1JFR-PJCV-GNJP	12/23/2019	Amazon.com	Supplies	\$ 90.43	230-4230-2101-0000	General Supplies
1JFR-PJCV-GNJP	12/23/2019	Amazon.com	Janitorial Supplies	\$ 19.80	230-4231-2102-0000	Janitorial Supplies
1JFR-PJCV-GNJP	12/23/2019	Amazon.com	Equip - Juv	\$ 49.98	230-4230-2302-0000	Other Minor Equipment
1JFR-PJCV-VLPF	12/24/2019	Amazon.com	Equip - Circuit Breaker Kit	\$ 149.33	230-4231-2302-0000	Other Minor Equipment - Lib Plant
1JFR-PJCV-VLPF	12/24/2019	Amazon.com	Equip-General Library	\$ 417.97	230-4230-2302-0000	Other Minor Equipment
1L7P-T7WF-TYDG	12/24/2019	Amazon.com	Supplies	\$ 180.33	230-4230-2101-0000	General Supplies
1L7P-T7WF-TYDG	12/24/2019	Amazon.com	Equip - Juv	\$ 502.19	230-4230-2302-0000	Other Minor Equipment
1D99-6XGK-NKLR	12/26/2019	Amazon.com	Equip - Juv	\$ 146.77	230-4230-2302-0000	Other Minor Equipment
1DJT-V7XP-FDKM	12/28/2019	Amazon.com	Supplies	\$ 297.43	230-4230-2101-0000	General Supplies
1DJT-V7XP-FDKM	12/28/2019	Amazon.com	Equip - Juv	\$ 210.55	230-4230-2302-0000	Other Minor Equipment
1DJT-V7XP-FDKM	12/28/2019	Amazon.com	Materials - Juv	\$ 6.51	230-4230-2400-0000	Childrens Books
1DJT-V7XP-FDKM	12/28/2019	Amazon.com	Janitorial Supplies	\$ 61.89	230-4231-2102-0000	Janitorial Supplies
143L-1WFO-HTYJ	12/31/2019	Amazon.com	Supplies	\$ 72.65	230-4230-2101-0000	General Supplies
143L-1WFO-HTYJ	12/31/2019	Amazon.com	Equip - Juv	\$ 414.73	230-4230-2302-0000	Other Minor Equipment
181500	12/17/2019	American Button Machines	Equip - Juv/YA	\$ 430.95	230-4230-2302-0000	Other Minor Equipment
2019-1224	12/18/2019	Axtell Expressions Inc	Equip - Juv	\$ 434.95	230-4230-2302-0000	Other Minor Equipment
1072020	1/7/2020	Brodart Co	Materials - Adult (Lawson)	\$ 200.80	224-4224-2404-0000	Helen Lawson Fund - Other Books
1072020	1/7/2020	Brodart Co	Materials - Juv (Lawson)	\$ 2,135.17	224-4224-2404-0000	Helen Lawson Fund - Other Books
1072020	1/7/2020	Brodart Co	Materials - YA (Lawson)	\$ 565.08	224-4224-2404-0000	Helen Lawson Fund - Other Books
1072020	1/7/2020	Brodart Co	Materials - Juv	\$ 56.18	230-4230-2400-0000	Childrens Books
1072020	1/7/2020	Brodart Co	Materials - Juv (230 Kraske Tribute)	\$ 13.49	230-4230-2400-0000	Childrens Books
1072020	1/7/2020	Brodart Co	Materials - Adult Fiction	\$ 1,538.72	230-4230-2401-0000	Adult Books - Fiction
1072020	1/7/2020	Brodart Co	Materials - Adult Nonfiction (230 Cross Tribute)	\$ 30.24	230-4230-2405-0000	Adult Books - Non Fiction
1072020	1/7/2020	Brodart Co	Materials - Adult Nonfiction (230 Kraske Tribute)	\$ 47.49	230-4230-2405-0000	Adult Books - Non Fiction
1072020	1/7/2020	Brodart Co	Materials - Adult Nonfiction	\$ 1,826.29	230-4230-2405-0000	Adult Books - Non Fiction
1072020	1/7/2020	Brodart Co	Materials - Processing	\$ 753.72	230-4230-3404-0000	Processing Fee
1072020	1/7/2020	Brodart Co	Materials - Adult Nonfiction (SPLF PopUp BC)	\$ 85.34	232-4232-2113-0000	SPLF - Materials
1072020	1/7/2020	Brodart Co	Materials - Juv (Friends EZ)	\$ 72.82	235-4235-2101-0000	Library Donations Materials
546818	12/17/2019	Brodart Co	Equip - General Library	\$ 614.64	230-4230-2302-0000	Other Minor Equipment
WCT1908	12/13/2019	CDW Government Inc.	Library IT Project (Cap Reserve)	\$ 899.28	120-4230-5310-0000	C/O MIS Computer Equipment
WCP6225	12/13/2019	CDW Government Inc.	Library IT Project (Cap Reserve)	\$ 100.74	120-4230-5310-0000	C/O MIS Computer Equipment
WCT9128	12/14/2019	CDW Government Inc.	Library IT Project (Cap Reserve)	\$ 1,717.08	120-4230-5310-0000	C/O MIS Computer Equipment
WFK3985	12/20/2019	CDW Government Inc.	Library IT Project (Cap Reserve)	\$ 260.26	120-4230-5310-0000	C/O MIS Computer Equipment
WFR2758	12/23/2019	CDW Government Inc.	Library IT Project (Cap Reserve)	\$ 463.40	120-4230-5310-0000	C/O MIS Computer Equipment
4038286823	12/24/2019	Cintas Corporation	Misc - Lib Plant	\$ 72.24	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
9616534	12/14/2019	Cole Papers	Janitorial Supplies	\$ 93.65	230-4231-2102-0000	Janitorial Supplies
6742068	12/19/2019	Demco Inc.	Processing Supplies	\$ 157.95	230-4230-3404-0000	Processing Fee
6742218	12/20/2019	Demco Inc.	Equip - General Library	\$ 3,286.77	230-4230-2302-0000	Other Minor Equipment
6742218	12/20/2019	Demco Inc.	Supplies	\$ 271.63	230-4230-2101-0000	General Supplies
1638445	12/17/2019	Folkmanis Inc	Equip - Juv	\$ 233.45	230-4230-2302-0000	Other Minor Equipment
1022020	1/2/2020	Friends of the Stillwater Public Library	Friends Reimbursement - Dec Sales	\$ 350.00	228-4228-1990-0000	Friends of Library Pass Thru
115318636	12/18/2019	Global Industrial	Custodial Supplies	\$ 4,771.69	232-4232-2302-0000	SPLF - Minor Equipment
9389275067	12/18/2019	Grainger	Repair Supplies	\$ 2,762.30	230-4231-2202-0000	Building Repair Supplies
1150811219	12/16/2019	Lakeshore Learning Materials	Equipment - Juv	\$ 704.19	230-4230-2302-0000	Other Minor Equipment
119684	12/26/2019	Live Oak Media	Materials - Audio (Juv)	\$ 340.25	230-4230-2402-0000	Audio
3303653	12/18/2019	Loffler Companies	Copy/Print Service: 9/26/19-12/25/19	\$ 534.18	230-4230-3707-0000	Maintenance Agreements
55655	12/30/2019	Master Mechanical Inc.	RTU1 Alarm/Relay	\$ 775.00	230-4231-3703-0000	Building Repair Charges
64141	11/27/2019	Menards	Janitorial Supplies	\$ 21.78	230-4231-2102-0000	Janitorial Supplies
64537	12/3/2019	Menards	Janitorial Supplies	\$ 44.82	230-4231-2102-0000	Janitorial Supplies
1072020	1/7/2020	Midwest Tape	Materials - Audio	\$ 68.20	230-4230-2402-0000	Audio
1072020	1/7/2020	Midwest Tape	Materials - Video	\$ 296.86	230-4230-2408-0000	Film/Video
1072020	1/7/2020	Midwest Tape	Materials - Processing	\$ 63.21	230-4230-3404-0000	Processing Fee
99685	12/17/2019	Minitex	RFID Tags	\$ 1,205.00	230-4230-3404-0000	Processing Fee
W19110590	12/18/2019	Office of MN IT Services	Phone - November	\$ 143.70	230-4231-3101-0000	Telephone
107504	1/2/2020	Paper Roll Products	Supplies	\$ 188.26	230-4230-2101-0000	General Supplies
12172019	12/17/2019	Petrie Angela	PLA Conference - Angie Petrie (Staff Reimbursement)	\$ 491.60	230-4230-3201-0000	Seminar/Conference Fees
76590523	12/20/2019	Recorded Books Inc	Materials - Audio (Juv S.JAB)	\$ 256.00	230-4230-2402-0000	Audio
76589997	12/19/2019	Recorded Books Inc	Materials - Audio (Juv S.JAB)	\$ 69.97	230-4230-2402-0000	Audio
1022020	1/2/2020	One23 Events LLC	December 2019 Monthly Fee (SPLF)	\$ 2,000.00	232-4232-4099-0000	SPLF - Miscellaneous Charges
20790575	12/27/2019	Scholastic Inc	Materials - Audio (Juv S.JAB)	\$ 461.62	230-4230-2402-0000	Audio
3960	12/17/2019	Shelf Wiz Gary Frank	Equipment - Library	\$ 236.50	230-4230-2302-0000	Other Minor Equipment
86437005	12/23/2019	Johnson Controls Fire Protection LP	Alarm Repairs	\$ 1,210.60	230-4231-3703-0000	Building Repair Charges
19906	12/16/2019	SOS Office Furniture	Task Chairs	\$ 723.80	230-4230-2302-0000	Other Minor Equipment
TR19-746	12/24/2019	TR Environmental Consulting LLC	Asbestos Testing	\$ 360.00	230-4231-3099-0000	Other Professional Services - Lib Plant
115396438	12/18/2019	Uline Inc	Custodial Supplies (SPLF 2019-10)	\$ 490.00	232-4232-2302-0000	SPLF - Minor Equipment
115396438	12/18/2019	Uline Inc	Janitorial Supplies	\$ 626.97	230-4231-2102-0000	Janitorial Supplies
168730	12/30/2019	Washington County Library	Q4 Overdue Notices	\$ 102.16	230-4230-3102-0000	Postage
		<b>INVOICES SUBTOTAL</b>		<b>\$ 39,038.94</b>		

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
<b>CREDIT CARD</b>						
None						
		<b>CREDIT CARD SUBTOTAL</b>		\$ -		
<b>SPECIAL BILL PAYOUTS</b>						
3524980	11/18/2019	Dalco	Custodial Equipment (SPLF Grant)	\$ 861.75	232-4232-2302-0000	SPLF - Minor Equipment
666727815	12/26/2019	Xcel Energy	Gas	\$ 1,769.40	230-4231-3601-0000	Natural Gas
666727815	12/26/2019	Xcel Energy	Electric	\$ 2,399.37	230-4231-3600-0000	Electricity
		<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		\$ 5,030.52		
<b>GRAND TOTAL</b>				\$ 44,069.46		

Submitted for payment

Mark Troendle, Library Director

**2019 Bill Resolutions**

The following bills have been examined and are approved for payment.  
 Mary Richie, Secretary/Treasurer, Board of Trustees

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
<b>INVOICES PAYABLE</b>						
1212020	1/21/2020	Brodart Co	Materials - Adult (Lawson)	\$ 215.71	224-4224-2404-0000	Helen Lawson Fund - Other Books
1212020	1/21/2020	Brodart Co	Materials - Juv (Lawson)	\$ 131.81	224-4224-2404-0000	Helen Lawson Fund - Other Books
1212020	1/21/2020	Brodart Co	Materials - YA (Lawson)	\$ 20.78	224-4224-2404-0000	Helen Lawson Fund - Other Books
1212020	1/21/2020	Brodart Co	Materials - Juv	\$ 225.27	230-4230-2400-0000	Childrens Books
1212020	1/21/2020	Brodart Co	Materials - Adult Fiction	\$ 913.16	230-4230-2401-0000	Adult Books - Fiction
1212020	1/21/2020	Brodart Co	Materials - Adult Nonfiction	\$ 1,064.52	230-4230-2405-0000	Adult Books - Non Fiction
1212020	1/21/2020	Brodart Co	Materials - YA	\$ 29.13	230-4230-2406-0000	Teen Books
1212020	1/21/2020	Brodart Co	Materials - Processing	\$ 307.29	230-4230-3404-0000	Processing Fee
1212020	1/21/2020	Brodart Co	Materials - Juv (Friends EZ)	\$ 8.88	235-4235-2101-0000	Library Donations Materials
306-02444792-3	12/31/2019	Culligan of Stillwater	Water	\$ 33.60	230-4230-4099-0000	Miscellaneous Charges
12262019	12/26/2019	Faurot Kimberly	Equipment - Puppetry Programs ( Staff Reimbursemen	\$ 496.54	230-4230-2302-0000	Other Minor Equipment
115325480	12/19/2019	Global Industrial	Janitorial Supplies	\$ 68.90	230-4231-2102-0000	Janitorial Supplies
65450	12/18/2019	Menards	Janitorial Supplies	\$ 64.93	230-4231-2102-0000	Janitorial Supplies
1212020	1/21/2020	Midwest Tape	Materials - Audio	\$ 475.12	230-4230-2402-0000	Audio
1212020	1/21/2020	Midwest Tape	Materials - Video	\$ 715.91	230-4230-2408-0000	Film/Video
1212020	1/21/2020	Midwest Tape	Materials - Processing	\$ 238.35	230-4230-3404-0000	Processing Fee
W19120590	1/15/2020	Office of MN IT Services	Phone - Dec 2019	\$ 143.70	230-4231-3101-0000	Telephone
76592920	1/8/2020	Recorded Books Inc	Materials - Juv Audio (S.JAB)	\$ 102.14	230-4230-2402-0000	Audio
76592909	1/9/2020	Recorded Books Inc	Materials - Juv Audio (S.JAB)	\$ 30.00	230-4230-2402-0000	Audio
76594738	1/10/2020	Recorded Books Inc	Materials - Juv Audio (S.JAB)	\$ 92.97	230-4230-2402-0000	Audio
168464	12/27/2019	Washington County Library	Sirsi/OCLC 2019	\$ 6,202.24	230-4230-3098-0000	Technology Support
168464	12/27/2019	Washington County Library	Materials - eMaterials ( SPLF Huelsmann)	\$ 1,829.85	232-4232-2113-0000	SPLF - Materials
		<b>INVOICES SUBTOTAL</b>		<b>\$ 13,410.80</b>		
<b>CREDIT CARD</b>						
1087457	11/27/2019	Amazon.com	Supplies	39.89	230-4230-2101-0000	General Supplies
7273817	11/14/2019	Amazon.com	Custodial Equipment (SPLF)	399.98	232-4232-2302-0000	SPLF - Minor Equipment
5400251	11/14/2019	Amazon.com	Janitorial Supplies	17.83	230-4231-2102-0000	Janitorial Supplies
5400251	11/14/2019	Amazon.com	General Supplies	23.10	230-4230-2101-0000	General Supplies
5400251	11/14/2019	Amazon.com	Materials- Adult Non-Fiction(230 Colombo)	17.74	230-4230-2405-0000	Adult Books - Non Fiction
52004	11/29/2019	Lakeshore Learning Materials	Equipment - Juv Programming	171.04	230-4230-2302-0000	Other Minor Equipment
2612620	11/1/2019	TechSoup	Adobe Acrobat Pro for Windows	55.00	230-4230-3098-0000	Technology Support
		<b>CREDIT CARD SUBTOTAL</b>		<b>\$ 724.58</b>		
<b>SPECIAL BILL PAYOUTS</b>						
None						
		<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		<b>\$ -</b>		
		<b>GRAND TOTAL</b>		<b>\$ 14,135.38</b>		

Submitted for payment

Mark Troendle, Library Director

**2020 Bill Resolutions**

The following bills have been examined and are approved for payment.  
 Mary Richie, Secretary/Treasurer, Board of Trustees

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
<b>INVOICES PAYABLE</b>						
INV-US27637	12/22/2019	Bibliotheca LLC	2020 Sorter/Selfcheck Service Agreement	\$ 19,661.31	230-4230-3707-0000	Maintenance Agreements
		<b>INVOICES SUBTOTAL</b>		<b>\$ 19,661.31</b>		
<b>CREDIT CARD</b>						
None						
		<b>CREDIT CARD SUBTOTAL</b>		<b>\$ -</b>		
<b>SPECIAL BILL PAYOUTS</b>						
None						
		<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		<b>\$ -</b>		
		<b>GRAND TOTAL</b>		<b>\$ 19,661.31</b>		

Submitted for payment

Mark Troendle, Library Director

**2020 Bill Resolutions**

The following bills have been examined and are approved for payment.  
 Mary Richie, Secretary/Treasurer, Board of Trustees

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
<b>INVOICES PAYABLE</b>						
258170	1/14/2020	Bredemus Hardware Co. Inc.	Parking Ramp Doors (SPLF 2019 -10 Grant)	\$ 9,300.00	232-4900-5200-0000	SPLF - Improvement Projects - C/O & Imprc
94135153	1/1/2020	Comcast	Internet	\$ 188.06	230-4230-3098-0000	Technology Support
306024447923	12/31/2019	Culligan of Stillwater	Water	\$ 14.85	230-4230-4099-0000	Miscellaneous Charges
1593551	1/15/2020	Ebsco Publishing	Materials - Periodicals ( 2020 Rate Increases)	\$ 231.47	230-4230-2403-0000	Periodicals
66492	1/7/2020	Menards	Janitorial Supplies	\$ 64.74	230-4231-2102-0000	Janitorial Supplies
66670	1/10/2020	Menards	Janitorial Supplies	\$ 17.42	230-4231-2102-0000	Janitorial Supplies
21401742	1/1/2020	Johnson Controls Fire Protection LP	Maintenance Contract (Feb. 2020 - Jan. 2021)	\$ 1,685.66	230-4231-3707-0000	Maintenance Agreements - Lib Plant
1162020	1/16/2020	Soukup Lori	Programs - Adult (SPLF 2019 - 04) Reimbursement	\$ 100.00	232-4232-2407-0000	SPLF - Programs
		<b>INVOICES SUBTOTAL</b>		<b>\$ 11,602.20</b>		
<b>CREDIT CARD</b>						
None						
		<b>CREDIT CARD SUBTOTAL</b>		<b>\$ -</b>		
<b>SPECIAL BILL PAYOUTS</b>						
None						#N/A
		<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		<b>\$ -</b>		
		<b>GRAND TOTAL</b>		<b>\$ 11,602.20</b>		

Submitted for payment

Mark Troendle, Library Director

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2019 December Budget Status Report	
OWNER: Troendle, Library Director Goeltl, Business & Communications Manager	PRESENTER: Troendle, Library Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b></p> <p>Attached is a budget status report for the period from January 1–December 31, 2019. This report includes bill resolutions through January 2020 for 2019 purchases. Additional invoices for 2019 may be received and paid through February.</p> <p><u>120 Funds – Capital Projects:</u></p> <ul style="list-style-type: none"> <li>• C/O &amp; Improvements totaled \$58,080.85. This consisted of \$33,725.06 for the pergola, \$11,680.85 for LED conversion, and \$12,674.94 for the structural work on the upper level ceiling.</li> <li>• C/O MIS Computer Equipment capital expenditures totaled \$69,279.45. All expenditures were for the WCL/City IT Transition. The initial capital budget for IT-related projects was \$41,100 with an additional \$36,075 allocated from the capital reserve for a total budget of \$77,175.</li> </ul> <p><u>230 Funds – Revenues:</u></p> <ul style="list-style-type: none"> <li>• Meeting Room Rental Fees were budgeted at \$75,000 for 2019. \$54,420.15 in rental fees were received in 2019, which was \$20,579.85 under budget for the year.</li> <li>• Copier/Printer Sales, Gallery Fees and Book &amp; Other Enterprises were \$1,371.21 under budget for the year.</li> <li>• General gifts were budgeted at \$1,500 for 2019. \$835.00 was received in gift funds deposited to 230-0000-3820-0100. In addition, City Finance also made a journal entry of \$32,012.00 to record the in-kind gifts received from the Foundation for the funding of the Volunteer Coordinator and Venue Coordinator.</li> <li>• Library Card Fees, Lost Materials and Processing Fees came in at \$2,036.13 under budget for 2019.</li> <li>• Overall, library-generated revenues were \$24,158.89 under budgeted revenue. This revenue total excludes the in-kind donations which were not originally included in 230 budget projections.</li> </ul> <p><u>230 Funds – Expenditures:</u></p> <p>Operating - Personnel Services: Personnel expenditures totaled \$925,556.08 through December and includes December payroll expenses paid in 2020. This total also includes a journal entry expense of \$32,012.00 recorded in part-time salaries to reflect the in-kind expense of the Foundation-funded Volunteer Coordinator and Venue Coordinator. Journal entries are still pending for severance compensation and health/dental costs from the 223 staff service grant.</p> <ul style="list-style-type: none"> <li>• <i>Pending Journal Entry:</i> \$13,286.11 was paid in severance compensation to two retiring staff. At the close of 2019, City Finance will transfer additional monies from the general fund to offset this expense.</li> <li>• <i>Pending Journal Entry:</i> \$290.94 of Hospital/Medical, Dental and Life Insurance expenses charged to 223 Staff Service grant account for Sunday hours should be transferred into 230 line items for payroll. These expenses are budgeted for under the library’s regular operating funds.</li> </ul> <p>Overall, personnel service expenditures are projected to be about \$894,000, excluding the in-kind expense. This is about \$57,500 under budget.</p> <p>Operating - Supplies &amp; Materials:</p> <ul style="list-style-type: none"> <li>• Supplies &amp; Equipment - Operating: General operating supplies and equipment expenditures total \$5,601.69, which is \$8,101.69 over the budget of \$7,500. As the library had cost savings in other areas, additional supply and equipment purchases were made at year-end.</li> </ul>	

- **Materials:** Collection expenditures for books, audio, video, databases, periodicals, and e-materials are at \$94,258.32, below the budgeted amount of \$97,900. Invoices for 2019 orders continue to be charged to 2019 through February.
- **Programs:** \$1,939 was expensed to the city program line item budgeted at \$1,459.00.

**Operating – Services and Charges:**

- **Technology Support:** \$17,122 was budgeted for tech support. \$11,133.19 was spent in 2019, resulting in \$5,988.81 under budget.
- **Other Professional Services:** \$11,250 was budgeted for professional services. 7,923.18 was spent, resulting in \$3,326.86 under budget.
- **Maintenance Agreements:** Charges totaled \$23,694.23 for the year, over the total budget of \$22,500 by \$1,194.23.
- **General Insurance:** General Insurance charges have yet to be transferred to the library’s accounts. \$2,196 was budgeted in 2019.
- Overall, services and charges are projected to end the year at about \$66,000 or about \$8,000 under budget.

**Plant – Personnel Services:** Personnel expenditures totaled \$123,694.32 through December and includes December payroll expenses paid in 2020. Due to staff retirements and position changes, personnel expenditures will end under budget in 2019.

- *Pending Journal Entry:* \$8,483.45 was paid in severance compensation to one retiring staff. At the close of 2019, City Finance will transfer additional monies from the general fund to offset this expense.

**Plant – Supplies:** Plant supplies and equipment expenditures total \$9,757.97, which is \$2,957.97 over the budget of \$6,800. As the library had cost savings in other areas, additional supply and equipment purchases were made at year-end.

**Plant – Services and Charges:**

- **Other Professional Services:** \$2,155.80 was paid for other professional services, which was \$1,155.80 over the 2019 budget of \$1,000.
- **General Insurance:** General Insurance charges have yet to be transferred to the library’s accounts. \$31,611 was budgeted in 2019.
- **Natural Gas & Electricity:** Electricity expenses were under budget for 2019, and natural gas was over budget for 2019. Energy expenses totaled out to be \$1,795.22 under budget.
- **Building Repairs:** Expenditures totaled \$37,737.78, with \$20,000 budgeted for the year.
- Overall, services and charges are projected to end the year at about \$134,500 or about \$16,000 over budget.

**ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:**

**2019 December Budget Status Report**

**PREVIOUS ACTION ON ITEM:**

**REVIEWED BY COMMITTEE?**

# General Ledger

## Budget Status

User: kgoeltd  
 Printed: 2/5/2020 - 1:18 PM  
 Period: 1 to 13, 2019



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 120	CAPITAL OUTLAY							
Dept 120-4230	LIBRARY							
E25	CAPITAL OUTLAY							
120-4230-5200-0000	C/O & Improvements	58,900.00	58,080.85	58,080.85	819.15	0.00	819.15	1.39
120-4230-5300-0000	C/O Machinery & Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-4230-5310-0000	C/O MIS Computer Equipment	41,100.00	69,279.45	69,279.45	-28,179.45	0.00	-28,179.45	0.00
	E25 Sub Totals:	100,000.00	127,360.30	127,360.30	-27,360.30	0.00	-27,360.30	0.00
	Expense Sub Totals:	100,000.00	127,360.30	127,360.30	-27,360.30	0.00	-27,360.30	0.00
	Dept 4230 Sub Totals:	100,000.00	127,360.30	127,360.30	-27,360.30	0.00		
Dept 120-4231	LIBRARY PLANT							
E25	CAPITAL OUTLAY							
120-4231-5200-0000	C/O & Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-4231-5300-0000	C/O Machinery & Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 4231 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
	Fund Revenue Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Fund Expense Sub Totals:	100,000.00	127,360.30	127,360.30	-27,360.30	0.00	-27,360.30	0.00
	Fund 120 Sub Totals:	100,000.00	127,360.30	127,360.30	-27,360.30	0.00		
	Revenue Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Totals:	100,000.00	127,360.30	127,360.30	-27,360.30	0.00	-27,360.30	0.00
	Report Totals:	100,000.00	127,360.30	127,360.30	-27,360.30	0.00		



# General Ledger

## Budget Status

User: kgoeltd  
 Printed: 2/5/2020 - 10:35 AM  
 Period: 1 to 13, 2019



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 230	LIBRARY FUND							
Dept 230-0000								
R05	TAXES							
230-0000-3010-0100	Current Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R05 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R25	CHARGES FOR SERVICES							
230-0000-3500-0100	Meeting Room Rental Fees	75,000.00	54,420.15	54,420.15	20,579.85	0.00	20,579.85	27.44
230-0000-3520-0100	Copier/Printer Sales	6,500.00	5,697.09	5,697.09	802.91	0.00	802.91	12.35
230-0000-3880-0200	Gallery Fees	500.00	0.00	0.00	500.00	0.00	500.00	100.00
230-0000-3880-0500	Book & Other Enterprise Sales	200.00	131.70	131.70	68.30	0.00	68.30	34.15
	R25 Sub Totals:	82,200.00	60,248.94	60,248.94	21,951.06	0.00	21,951.06	26.70
R40	MISCELLANEOUS							
230-0000-3810-0200	Interest Earnings-Investments	1,000.00	1,795.93	1,795.93	-795.93	0.00	-795.93	0.00
230-0000-3820-0100	Gifts	1,500.00	32,843.01	32,843.01	-31,343.01	0.00	-31,343.01	0.00
230-0000-3830-0100	Sale of Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3860-0100	Lease/Rentals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3860-0200	Parking Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3870-0100	Refunds and Reimbursements	500.00	215.98	215.98	284.02	0.00	284.02	56.80
230-0000-3880-0020	Library Card Fees	2,000.00	1,030.93	1,030.93	969.07	0.00	969.07	48.45
230-0000-3880-0030	Lost Materials	2,500.00	3,066.78	3,066.78	-566.78	0.00	-566.78	0.00
230-0000-3880-0040	Processing Fees	6,000.00	4,366.16	4,366.16	1,633.84	0.00	1,633.84	27.23
230-0000-3880-0050	Registration	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3880-0100	Miscellaneous Income	0.00	-8.57	-8.57	8.57	0.00	8.57	0.00
230-0000-3880-0300	Cash Short/Over	0.00	-6.05	-6.05	6.05	0.00	6.05	0.00
	R40 Sub Totals:	13,500.00	43,304.17	43,304.17	-29,804.17	0.00	-29,804.17	0.00
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,288,770.00	0.00	0.00	1,288,770.00	0.00	1,288,770.00	100.00
230-0000-3910-0232	Transfer In-Library Fundraiser	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0404	Transfer In-Co Bonds 2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0405	Transfer In-GO CO Bonds 2005	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0412	Transfer In-GO CO Bonds 2012	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0414	Transfer In-GO CO Bonds 2014	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0415	Transfer In-2015 GO CO Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0416	Transfer In-CO Bonds 2006	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-0000-3910-0420	Transfer In-Co Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0423	Transfer In-2001 C/O Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0424	Transfer In-Co Bonds 2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0426	Transfer In - CO Bonds 2016	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0427	Transfer In - CO Bonds 2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0490	Transfer In-Capital Projects	10,872.00	0.00	0.00	10,872.00	0.00	10,872.00	100.00
	R45 Sub Totals:	1,299,642.00	0.00	0.00	1,299,642.00	0.00	1,299,642.00	100.00
	Revenue Sub Totals:	1,395,342.00	103,553.11	103,553.11	1,291,788.89	0.00	1,291,788.89	92.58
	Dept 0000 Sub Totals:	-1,395,342.00	-103,553.11	-103,553.11	-1,291,788.89	0.00		
Dept 230-4230 E05	LIBRARY OPERATIONS PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	382,589.00	182,655.19	182,655.19	199,933.81	0.00	199,933.81	52.26
230-4230-1100-0000	Overtime - Full Time	0.00	145.89	145.89	-145.89	0.00	-145.89	0.00
230-4230-1111-0000	Severance Pay	0.00	13,286.11	13,286.11	-13,286.11	0.00	-13,286.11	0.00
230-4230-1112-0000	Sick Pay	0.00	9,426.29	9,426.29	-9,426.29	0.00	-9,426.29	0.00
230-4230-1113-0000	Vacation Pay	0.00	43,245.97	43,245.97	-43,245.97	0.00	-43,245.97	0.00
230-4230-1200-0000	Part Time Salaries	353,636.00	520,336.09	520,336.09	-166,700.09	0.00	-166,700.09	0.00
230-4230-1300-0000	Overtime - Part Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-1410-0000	PERA	55,217.00	50,245.57	50,245.57	4,971.43	0.00	4,971.43	9.00
230-4230-1420-0000	FICA/Medicare	56,321.00	55,099.30	55,099.30	1,221.70	0.00	1,221.70	2.17
230-4230-1500-0000	Hospital / Medical	100,192.00	46,980.04	46,980.04	53,211.96	0.00	53,211.96	53.11
230-4230-1520-0000	Dental Insurance	3,011.00	3,689.61	3,689.61	-678.61	0.00	-678.61	0.00
230-4230-1540-0000	Life Insurance	621.00	446.02	446.02	174.98	0.00	174.98	28.18
230-4230-1990-0000	Grant Pass Thru	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E05 Sub Totals:	951,587.00	925,556.08	925,556.08	26,030.92	0.00	26,030.92	2.74
E10	SUPPLIES							
230-4230-2000-0000	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-2101-0000	General Supplies	4,500.00	5,612.96	5,612.96	-1,112.96	0.00	-1,112.96	0.00
230-4230-2113-0000	Reference	2,500.00	2,530.00	2,530.00	-30.00	0.00	-30.00	0.00
230-4230-2114-0000	Data Base Searching	2,000.00	1,811.69	1,811.69	188.31	0.00	188.31	9.42
230-4230-2302-0000	Other Minor Equipment	3,000.00	9,988.73	9,988.73	-6,988.73	0.00	-6,988.73	0.00
230-4230-2400-0000	Childrens Books	19,100.00	19,075.57	19,075.57	24.43	0.00	24.43	0.13
230-4230-2401-0000	Adult Books - Fiction	19,500.00	21,238.59	21,238.59	-1,738.59	0.00	-1,738.59	0.00
230-4230-2402-0000	Audio	14,000.00	7,248.89	7,248.89	6,751.11	0.00	6,751.11	48.22
230-4230-2403-0000	Periodicals	4,900.00	4,057.57	4,057.57	842.43	0.00	842.43	17.19
230-4230-2405-0000	Adult Books - Non Fiction	18,500.00	21,082.14	21,082.14	-2,582.14	0.00	-2,582.14	0.00
230-4230-2406-0000	Teen Books - Materials	5,000.00	4,876.07	4,876.07	123.93	0.00	123.93	2.48
230-4230-2407-0000	Programs	1,459.00	1,939.00	1,939.00	-480.00	0.00	-480.00	0.00
230-4230-2408-0000	Film/Video	7,500.00	7,741.85	7,741.85	-241.85	0.00	-241.85	0.00
230-4230-2409-0000	Electronic Materials	4,500.00	4,504.89	4,504.89	-4.89	0.00	-4.89	0.00
230-4230-2499-0000	Collection Development	400.00	91.06	91.06	308.94	0.00	308.94	77.24

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	E10 Sub Totals:	106,859.00	111,799.01	111,799.01	-4,940.01	0.00	-4,940.01	0.00
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	17,122.00	11,133.19	11,133.19	5,988.81	0.00	5,988.81	34.98
230-4230-3099-0000	Other Professional Services	11,250.00	7,923.18	7,923.18	3,326.82	0.00	3,326.82	29.57
230-4230-3100-0000	Circulation System	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3101-0000	Telecommunications	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3102-0000	Postage	1,500.00	2,221.20	2,221.20	-721.20	0.00	-721.20	0.00
230-4230-3200-0000	Mileage	400.00	293.48	293.48	106.52	0.00	106.52	26.63
230-4230-3201-0000	Seminar/Conference Fees	3,000.00	1,597.77	1,597.77	1,402.23	0.00	1,402.23	46.74
230-4230-3202-0000	Meals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3203-0000	Housing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3400-0000	Printing and Publishing	2,000.00	2,577.25	2,577.25	-577.25	0.00	-577.25	0.00
230-4230-3401-0000	Binding	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3404-0000	Processing Fee	14,000.00	13,809.48	13,809.48	190.52	0.00	190.52	1.36
230-4230-3500-0000	General Insurance	2,196.00	0.00	0.00	2,196.00	0.00	2,196.00	100.00
230-4230-3707-0000	Maintenance Agreements	22,500.00	23,694.23	23,694.23	-1,194.23	0.00	-1,194.23	0.00
230-4230-3713-0000	Computer Maint Agreements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3803-0000	Data Base Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3804-0000	Equipment Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3900-0000	Sales Tax	400.00	401.35	401.35	-1.35	0.00	-1.35	0.00
	E15 Sub Totals:	74,368.00	63,651.13	63,651.13	10,716.87	0.00	10,716.87	14.41
E20	MISCELLANEOUS							
230-4230-4000-0000	Memberships and Dues	1,200.00	895.00	895.00	305.00	0.00	305.00	25.42
230-4230-4001-0000	Subscriptions	625.00	497.54	497.54	127.46	0.00	127.46	20.39
230-4230-4099-0000	Miscellaneous Charges	2,000.00	2,386.70	2,386.70	-386.70	0.00	-386.70	0.00
	E20 Sub Totals:	3,825.00	3,779.24	3,779.24	45.76	0.00	45.76	1.20
E35	DEPRECIATION							
230-4230-7010-0000	Depreciation-Purchased	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-7020-0000	Depreciation-Contributed	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E35 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	1,136,639.00	1,104,785.46	1,104,785.46	31,853.54	0.00	31,853.54	2.80
	Dept 4230 Sub Totals:	1,136,639.00	1,104,785.46	1,104,785.46	31,853.54	0.00		
Dept 230-4231	LIBRARY PLANT							
E05	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	59,653.00	34,918.35	34,918.35	24,734.65	0.00	24,734.65	41.46
230-4231-1100-0000	Overtime - Full Time	0.00	81.23	81.23	-81.23	0.00	-81.23	0.00
230-4231-1111-0000	Severance Pay	0.00	8,483.45	8,483.45	-8,483.45	0.00	-8,483.45	0.00
230-4231-1112-0000	Sick Pay	0.00	1,892.52	1,892.52	-1,892.52	0.00	-1,892.52	0.00
230-4231-1113-0000	Vacation Pay	0.00	6,785.17	6,785.17	-6,785.17	0.00	-6,785.17	0.00
230-4231-1200-0000	Part Time Salaries	33,655.00	38,875.03	38,875.03	-5,220.03	0.00	-5,220.03	0.00
230-4231-1410-0000	PERA	6,678.00	5,569.66	5,569.66	1,108.34	0.00	1,108.34	16.60

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4231-1420-0000	FICA/Medicare	7,138.00	5,720.49	5,720.49	1,417.51	0.00	1,417.51	19.86
230-4231-1500-0000	Hospital / Medical	23,793.00	20,571.00	20,571.00	3,222.00	0.00	3,222.00	13.54
230-4231-1520-0000	Dental Insurance	758.00	711.69	711.69	46.31	0.00	46.31	6.11
230-4231-1540-0000	Life Insurance	116.00	85.73	85.73	30.27	0.00	30.27	26.09
230-4231-1990-0000	Grant Pass Thru	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E05 Sub Totals:	131,791.00	123,694.32	123,694.32	8,096.68	0.00	8,096.68	6.14
E10	SUPPLIES							
230-4231-2101-0000	General Supplies	1,000.00	129.13	129.13	870.87	0.00	870.87	87.09
230-4231-2102-0000	Janitorial Supplies	3,500.00	5,641.51	5,641.51	-2,141.51	0.00	-2,141.51	0.00
230-4231-2202-0000	Building Repair Supplies	1,500.00	2,831.05	2,831.05	-1,331.05	0.00	-1,331.05	0.00
230-4231-2203-0000	Furn/Air Cond Repair Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-2302-0000	Other Minor Equipment	800.00	1,156.28	1,156.28	-356.28	0.00	-356.28	0.00
	E10 Sub Totals:	6,800.00	9,757.97	9,757.97	-2,957.97	0.00	-2,957.97	0.00
E15	SERVICES AND CHARGES							
230-4231-3002-0000	Contractual	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-3099-0000	Other Professional Services	1,000.00	2,155.80	2,155.80	-1,155.80	0.00	-1,155.80	0.00
230-4231-3101-0000	Telephone	1,700.00	1,836.90	1,836.90	-136.90	0.00	-136.90	0.00
230-4231-3500-0000	General Insurance	31,611.00	0.00	0.00	31,611.00	0.00	31,611.00	100.00
230-4231-3600-0000	Electricity	42,000.00	38,555.11	38,555.11	3,444.89	0.00	3,444.89	8.20
230-4231-3601-0000	Natural Gas	12,000.00	13,649.67	13,649.67	-1,649.67	0.00	-1,649.67	0.00
230-4231-3703-0000	Building Repair Charges	20,000.00	37,737.78	37,737.78	-17,737.78	0.00	-17,737.78	0.00
230-4231-3707-0000	Maintenance Agreements	10,200.00	8,657.83	8,657.83	1,542.17	0.00	1,542.17	15.12
230-4231-3713-0000	Computer Maint Agreements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 Sub Totals:	118,511.00	102,593.09	102,593.09	15,917.91	0.00	15,917.91	13.43
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	955.52	955.52	144.48	0.00	144.48	13.13
	E20 Sub Totals:	1,100.00	955.52	955.52	144.48	0.00	144.48	13.13
E40	OTHER FINANCING USES							
230-4231-9490-0000	Transfer Out-Cap Proj Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E40 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	258,202.00	237,000.90	237,000.90	21,201.10	0.00	21,201.10	8.21
	Dept 4231 Sub Totals:	258,202.00	237,000.90	237,000.90	21,201.10	0.00		
Dept 230-4900	IMPROVEMENT PROJECTS							
E15	SERVICES AND CHARGES							
230-4900-3099-0000	Other Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E25	CAPITAL OUTLAY							
230-4900-5200-0000	C/O & Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00

<b>Account Number</b>	<b>Description</b>	<b>Budget Amount</b>	<b>Period Amount</b>	<b>YTD Amount</b>	<b>YTD Var</b>	<b>Encumbered Amount</b>	<b>Available</b>	<b>% Available</b>
	E25 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 4900 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
	Fund Revenue Sub Totals:	1,395,342.00	103,553.11	103,553.11	1,291,788.89	0.00	1,291,788.89	92.58
	Fund Expense Sub Totals:	1,394,841.00	1,341,786.36	1,341,786.36	53,054.64	0.00	53,054.64	3.80
	Fund 230 Sub Totals:	-501.00	1,238,233.25	1,238,233.25	-1,238,734.25	0.00		

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Grant Request</b>	
OWNER: <b>Troendle, Director</b>	PRESENTER: <b>Troendle, Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <ol style="list-style-type: none"> <li>1. Contingent upon a successful grant request by Jerry Jones to a Rotary club, with the support of the Minnesota Astronomical Society, motion to approve the acquisition of one telescope kit.</li> <li>2. Motion to approve grant request of the Friends of the Stillwater Public Library and/or the Stillwater Public Library Foundation to purchase up to two additional telescope kits.</li> </ol>	
BACKGROUND/CONTEXT: <p>Stillwater Public Library is interested in developing a telescope loan program (based on a national model: <a href="https://www.librarytelescope.org/">https://www.librarytelescope.org/</a>) to facilitate stargazing and provide resources to patrons in the areas of science and astronomy. This opportunity fits with the strategic goal to “evaluate the feasibility of developing a collection to circulate non-traditional materials.” Each kit would come complete with all the materials necessary for a successful experience and be packaged in a transportable container. Specifically, it is envisioned that each kit would contain an Orion StarBlast telescope (4.5” aperture), two books, one user guide, star map, and red flashlight.</p> <p>Gerard (Jerry) Jones is a retired educator, Stillwater resident, and member of the Minnesota Astronomical Society. Jones and the library director have met to discuss the program, and Jones will be at the February 11 board meeting to make a short presentation. In the course of Minnesota Astronomical Society members exploring lending options, at least one local Rotary group expressed interest in possibly funding a telescope if Stillwater Public Library would accept the donation.</p> <p>Based on the popularity of telescope loan programs elsewhere and staff assessment, the library seeks to acquire up to three telescope kits: One from Rotary (Jerry Jones would facilitate the request), plus two more funded by either the Friends of the Stillwater Public Library and/or the Stillwater Public Library Foundation. Each telescope kit costs \$400 to \$500 apiece.</p> <p>Great River Regional Library and Rochester (MN) Public Library offer this program. On February 5, there were 66 requests on the 18 available telescopes through Great River, and 43 holds on the three kits at Rochester. Great River has experienced a fairly consistent request ratio of 7 holds per telescope. Washington County Library is also exploring this program.</p> <p>Stillwater Public Library and Washington County Library (WCL) would coordinate so that the patron experience of checking out and returning a telescope would be consistent. At this time, WCL does not plan to allow the transport of telescopes through the delivery system, which is another reason Stillwater would like to offer its own.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Health and Wellness Program</b>	
OWNER: <b>Troendle, Director</b>	PRESENTER: <b>Troendle, Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Consider an action to approve the following for regularly scheduled, benefited staff: <ul style="list-style-type: none"> <li>• paid attendance of up to 4 hours at city-sponsored 2020 wellness events.</li> <li>• up to one pro-rated day of paid time off in 2021 for successful completion of the City of Stillwater’s 2020 Health &amp; Wellness Program.</li> </ul>	
BACKGROUND/CONTEXT: The City of Stillwater’s Health and Wellness Program provides employees with the opportunity to participate in a variety of wellbeing activities throughout the year, including biometric screenings, wellness events, and multiple 4-6 week healthy lifestyle programs. To encourage participation and workplace wellness, the city: <ul style="list-style-type: none"> <li>• allows staff to use work time to participate in wellness events (generally a 1-hour program with an outside speaker).</li> <li>• provides up to one additional day of paid time off to each city benefited-employee that successfully completes six steps of the year-long program.</li> </ul> <p>In 2019, the library board aligned with the city’s health and wellness incentives. Regularly scheduled, benefited staff were eligible to use up to 4 hours of work time to participate in scheduled wellness events (typically for four 1-hour sessions) and were eligible to earn up to one pro-rated day of PTO upon successful completion of the city’s program.</p> <p>If the board would like to align with the city’s health and wellness incentives again in 2020, the projected costs are:</p> <ul style="list-style-type: none"> <li>• up to \$1,061 in 2020 substitute staff costs to cover attendance at up to four city-provided 1-hr wellness classes. If staff did not attend all sessions or did not need substitute coverage for all sessions, costs would decrease.</li> <li>• up to \$1,800 in 2021 substitute costs to cover 1 pro-rated day of PTO in 2021 for those that successfully complete the program. There are 16 staff eligible to participate in 2020. In 2019, two of the eligible staff fully completed all steps of the program.</li> </ul>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Trustee Information Sharing</b>	
OWNER: <b>Trustees</b>	PRESENTER: <b>Trustees</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b>  This standing agenda item allows trustees to share information with each other. Informational updates could include reports on workshops or programs attended, observations from visits to other libraries, and reviews of library-related news.</p> <p>Following is a link to a news article about proposed legislation in the Missouri House of Representatives to censor library materials: <a href="https://bookriot.com/2020/01/15/new-proposed-legislation-in-mo-to-censor-public-library-materials/">https://bookriot.com/2020/01/15/new-proposed-legislation-in-mo-to-censor-public-library-materials/</a>.</p> <p>Trustees: When visiting libraries, please consider picking up library calendars, program guides and other marketing pieces for the Business and Communications Manager. These materials help provide ideas and inspiration for staff.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	



**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Board Self-Assessment Task Force</b>	
OWNER: <b>Board Self-Assessment Task Force</b>	PRESENTER: <b>Lisa Howe</b>
REQUESTED AGENDA TYPE (A, I, D): <b>D</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:  As requested by the Board Self-Assessment Task Force last month, each trustee is asked to verbally share a personal reflection on his/her role as a trustee and to submit a written copy to the task force. The reflection should be a few sentences. Howe provided a few examples for the context of the reflection:</p> <ul style="list-style-type: none"> <li>• why you applied serve on the board</li> <li>• the committee or role you play on the board</li> <li>• beliefs about what a trustee should do</li> </ul>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Board Governance Committee Charter</b>	
OWNER: <b>Executive Committee</b>	PRESENTER: <b>Lockyear, Vice President</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<b>BACKGROUND/CONTEXT:</b> At the January board meeting, the Board Governance Committee Charter was reviewed and approved with the addition of the following duties listed under “document the procedure by which trustees are appointed/reappointed”: <ul style="list-style-type: none"> <li>▪ Provide guidance to the ad hoc committee interview committee</li> <li>▪ Develop a standard list of interview questions</li> <li>▪ Determine which library documents are presented to applicants before an interview</li> </ul> The revised Board Governance Committee Charter is attached.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>Board Governance Committee Charter</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?: <b>Executive Committee</b>	

## **Committee Charter Form**

**Committee: Board Governance**

Date approved by board: January 14, 2020

This standing committee is comprised of three Board trustees and the Library Director as an ex officio member. The trustees are appointed by the Board President. The committee chair is selected by its members and rotates annually. There are no term limits to committee membership other than the limits of an individual trustee's term on the Board.

### **Purpose**

Its overall purpose is to provide recommendations on board governance policies, practices, and procedures.

### **Major duties include:**

- Provide guidance for maintaining foundation documents related to the board, including
  - bylaws
  - trustee profile/job description
  - orientation process for new trustees
- Document the procedure by which trustees are appointed/reappointed
  - Provide guidance to the ad hoc committee interview committee
  - Develop a standard list of interview questions
  - Determine which library documents are presented to applicants before an interview
- Assist in the orientation of new trustees
- Recommend opportunities for board development
- Assist in conducting evaluations of the board (pending recommendation from Board Self-Evaluation Task Force)

The committee has authority to bring options forward and make recommendations to the full Board. Staff and the Library Director provide input and feedback to help inform appropriate decisions.

Committee reports are made to the full Board orally or in writing.

The committee meets as needed and decisions shall be made by majority vote of all members present.

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Library Legislative Day</b>	
OWNER: <b>Executive Committee</b>	PRESENTER: <b>Troendle, Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b>          Library Legislative Day this year is March 31. Details and registration information from the Minnesota Library Association (MLA) are not yet available; however, the Executive Committee would like to make trustees aware of this opportunity and gauge interest in trustee participation that day. If there is interest, the library director can work on scheduling appointments as a group.</p> <p>This is an opportunity to talk with legislators or their staff about libraries and the impact we make, raise our profile, promote the MLA legislative platform, and make connections.</p> <p>MLA’s webpage for 2020 Library Legislative Day (and Legislative Week) will provide the most current information available as details unfold:  <a href="https://sites.google.com/view/minnesotalibraryadvocacy/library-legislative-day/2020-library-legislative-day">https://sites.google.com/view/minnesotalibraryadvocacy/library-legislative-day/2020-library-legislative-day</a></p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>August 2020 Board Meeting</b>	
OWNER: <b>Executive Committee</b>	PRESENTER: <b>Lockyear, Vice President</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<b>BACKGROUND/CONTEXT:</b> <p>The second Tuesday in August this year is August 11. While this would normally be the date of the August library board meeting, it is also an election day in Minnesota and state statute (italicized below) imposes restrictions on meeting times for defined public bodies, which includes this library.</p> <p>City Clerk Beth Wolf stated that while we could have the board meeting that day if the start time was altered, “it is not a great practice” to meet after 8 p.m. because people could still be in line to vote.</p> <p>The Executive Committee discussed this and would like to propose changing the August library board meeting date to Tuesday, August 4, 2020, at 7 p.m.</p> <p><i>204C.03 PUBLIC MEETINGS PROHIBITED ON ELECTION DAY.</i>  <i>Subdivision 1.School districts; counties; municipalities; special taxing districts.</i></p> <p><i>No special taxing district governing body, school board, county board of commissioners, city council, or town board of supervisors shall conduct a meeting between 6:00 p.m. and 8:00 p.m. on the day that an election is held within the boundaries of the special taxing district, school district, county, city, or town. As used in this subdivision, "special taxing district" has the meaning given in section 275.066.</i></p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

<p>AGENDA ITEM NAME &amp; BRIEF DESCRIPTION:  <b>Director Performance Evaluation: 6-Month Progress Check (March)</b></p>	
<p>OWNER:  <b>Executive Committee</b></p>	<p>PRESENTER:  <b>Lockyear, Vice President</b></p>
<p>REQUESTED AGENDA TYPE (A, I, D):  <b>I</b></p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?           IF YES, NOTE STATUS – 1<sup>st</sup> READ, 2<sup>nd</sup> READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</p>	
<p>BACKGROUND/CONTEXT:          At the March meeting, the board will conduct a 6-month progress report with regard to the director’s 2019-2020 goals. At the meeting, the director will inform the board of the issues, barriers and progress toward goals. The director will complete a progress report which will be submitted confidentially to trustees prior to the March meeting.           In preparation for the progress report, attached are the performance evaluation instructions (with the progress report section highlighted), the director progress report form, and the trustee progress report form.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:  <b>Performance Evaluation Instructions</b>  <b>Progress Report Form/Director</b>  <b>Progress Report Form/Trustee</b></p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

## Performance Evaluation Instructions

Approved by board: January 14, 2020

### Annual Review Form

The annual review is completed jointly by the Board of Trustees and the Director during the month marking the Director's anniversary date.

Each year, the Director and Library Board President are required to review and sign off on the Library Director Position Description and, if needed, note changes that may be required.

### Director

1. The Director will complete the Annual Review Form/Director which will be submitted confidentially to the trustees in the month in which the annual review occurs.
2. The report will list the annual S.M.A.R.T. goals and a description of the accomplishment/outcome/product of each goal.
3. In addition, the Director will provide written responses to the questions listed on the report form.

### Trustees

1. The Trustees will prepare for the review by considering the discussion points and questions listed on the Annual Review Form/Trustees.
2. During discussion, the Vice-President will note key points which will be included in a summary to be written by the President, shared with the Director, appended to the review, and included in the Director's personnel file.
3. After discussion, Trustees will assign and vote to approve a numerical ranking to reflect the accomplishment/outcome/product of each of the annual S.M.A.R.T. goals.

### Director and Trustees

After discussion of the current year's goals is concluded, the Director and Trustees will use the Goal Development Worksheet to determine goals and performance measures for the coming year.

### Goal Development Worksheet

The Goal Development Worksheet is completed jointly by the Director and Board of Trustees. Trustees are encouraged to submit suggestions for S.M.A.R.T. goals by sending them to the Executive Committee for consideration. Suggestions should be submitted two months in advance of the month in which the annual review occurs.

### Progress Report Form

The progress report is completed jointly by the Board of Trustees and the Director during the sixth month following the annual review.

**Director**

The Director will complete the Progress Report Form/Director which will be submitted confidentially to the trustees in the sixth month following the annual review.

The Director will complete the Progress Report Form/Director on the current year's S.M.A.R.T. goals and progress in obtaining them. The report will include a brief description of progress toward each goal, including specific measurable milestones in achieving the annual goals.

**Trustees**

The Trustees will prepare for the report by considering the discussion points and questions listed on the Progress Report Form/Trustees.

The completed Progress Report Form will be included in the Director's personnel file. Board minutes will note that a progress report occurred.



**Progress Report Form/Director**

Approved by board: January 14, 2020

**Director**

Consider the current year's goals and provide a brief description of progress for each goal, including specific measurable milestones in achieving the annual goals.

Goal #1

Goal #2

Goal #3



**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Venue Coordinator</b>	
OWNER: <b>Troendle, Director</b>	PRESENTER: <b>Troendle, Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: One23 Events reported the following activity in January: 47 inquiries, 4 tours and 1 pending booking. Client accepted proposal, but One23 is waiting to receive the deposit. One23 will host Stillwater Wedding Experience on February 9, 2020 at JX.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

## Report from the Library Director, Mark Troendle

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### Major Accomplishments

- City IT installed a replacement self-checkout station in the children's area on January 29, which proved to be good timing as the old unit once again experienced glitches and became inoperable as of January 24. This project is part of the 2020 capital improvement plan.
- City IT enabled ClickShare in Margaret Rivers. Technical issues related to audio made it more challenging than the installation in the Conference Room, but those have been resolved and this service is now available publicly.
- The Winter/Spring 2020 programming guide, featuring library-sponsored events from January through May, was made available online and in print. Staff did a wonderful job bringing it to life.
- Maintenance Worker Shane Henry applied larger and revised lettering to the three public exterior entrances to the library. The intent is to make the wording easier to read from a distance and clarify summer hours. The graphics were created (during his off hours) and donated to the library by MIS Specialist Rich Bornt. Purchased separately is new ADA-compliant signage communicating information about the automatic doors.
- Mark drafted a letter in support of ArtReach St. Croix's proposal to the National Endowment for the Arts (NEA) as funding is sought for another Big Read event in 2021.
- HR and payroll paperwork was completed for a retired employee (Deb Schuelke) who is returning as a Substitute Aide on an on-call basis.

### Heads-Up

- Due to a voluntary resignation, the library was able to issue a recall notice for our laid off employee, and she exercised her eligibility to return to work in late January.
- At January's all-staff meeting, Roger Funk shared information about the warming space and temperature-dependent overnight shelter options available at Trinity Luther Church from February 2 through March 7, and Merilee Read shared information about the Community Kitchen's ongoing breakfast meals offered at Ascension Episcopal Church next door. Mark shared this information and posters (two are attached) with City Administrator Tom McCarty.
- Mark met with Gerard (Jerry) Jones to learn about an opportunity for the library to lend telescopes as part of a stargazing kit. More information is provided within this packet as part of grant request cover sheet.
- Mark attended the January 16 community notification meeting about a level 3 predatory offender moving to Stillwater. Representatives from the City, MN Department of Corrections, and Jacob Wetterling Resource Center provided reasoned, balanced information, which was condensed and shared with staff.
- Shawn Glaser is the Library Foundation's new President, and Summer Seidenkranz is the Foundation's new Vice President. Foundation Manager Alicia Gordon Macalus is planning to attend the Library Board's March meeting.
- Gallup updated a past survey with new polling data in a January 24 report titled "In U.S., Library Visits Outpaced Trips to Movies in 2019", available at <https://news.gallup.com/poll/284009/library-visits-outpaced-trips-movies-2019.aspx>. Data shows that visiting libraries was the most common cultural activity among Americans last year.

### Near-Term Future Focus

- Continued effort refining a work plan related to the strategic plan's goals and strategies;
- City Attorney Kori Land is reviewing the library's Public Relations and Media Policy. Kori and Mark are striving to have a revised draft ready for board consideration in March.
- Project management tasks related to 2020 capital projects.
- Reviewing 2020 Census support opportunities.

**Feb. 2 – March 7**



**Daytime Warming Space**

OPEN: daily from 10 a.m. to 3 p.m.

Lunch provided

**Overnight Winter Shelter**

OPEN: 5 p.m. to 9 a.m. when the actual temperature is predicted to be –10 degrees Fahrenheit or lower

Supper and breakfast provided

**LOCATION: Trinity Lutheran Church**  
115 4th St. N., Stillwater, MN 55082

Updated information regarding the Daytime Warming Space and Overnight Shelter hours of operation available at Tel.#763-219-6990 and Washington County's Website <https://www.co.washington.mn.us/>.



**TRINITY**

LUTHERAN CHURCH

115 4th St. N, Stillwater, MN 55082

• 651-439-7400

• [www.trinitylc.org](http://www.trinitylc.org)

*Join us for a healthy &  
delicious breakfast*



*Regardless of ability to pay*

**8 - 10 am**

**Tuesday & Thursday at Ascension Episcopal Church**

214 North Third Street, Stillwater



**Donations Always Appreciated**



## Report from the Information Services Supervisor, Aurora Jacobsen

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### Public Services

#### Circulation, Adult Programming and Reference

#### January Programs:

- The gallery reception for Recollections by Susan Strand-Penman & Jerilyn Strand had 40 attendees.
- Celebrating 100 Years of the Women's Vote: A Midwest Perspective brought in 90 people.
- Mystery Book Club had 14 readers come to talk about the book they read.
- Making Sense of Your Money & How You're Spending It had 2 attendees

#### Collection

- The end of the fiscal year meant a review of 2019 orders. Keri and Renee provided a list of the orders for selectors to review.
- Craig Blacklock donated a museum edition version of his *St. Croix & Namekagon Rivers* book that will be added to the Saint Croix Collection for posterity.



#### Circulation

- January was still a busy month – 156 new cards!
- Lori and Netanya represented the library at Da Vinci Fest at Stillwater High School on Saturday, January 25. There was a great turnout and it was fun to see so many of our patrons, plus 9 new people signed up for library cards. Netanya's button making station was a huge success!

#### PR

- The League of Women Voters had a 19<sup>th</sup> Amendment display to go along with their program in the area next to the new nonfiction. It included voter registration forms and the list of books that staff had compiled about the 19<sup>th</sup> Amendment.
- Between the League of Women Voters and the arrival of tax forms, Jodi created a display about romance gone wrong for February. When the tax forms arrived, staff found a small table to display the bad romance books as an endcap.

- The following review was provided on Google, giving staff a morale boost on a Friday.



Elizabeth Murray

★★★★★ 5 days ago

Fantastic library! The building itself is gorgeous. There's a great kids area and story time room. The rooftop patio area offers stunning views of the river and downtown area. You feel like you're somewhere in Germany overlooking the Rhine. As for programming, the library offers a rich assortment of events and groups, from book clubs to writing workshops to speakers on wide-ranging topics. As for story time, it doesn't get much better than this. We've been to a lot of library story times all across the cities, and Ms Kim is hands-down the best storyteller we've ever seen! She takes a genuine interest in the kids and (amazingly!) keeps them attentive and engaged the entire time. A wonderful library and community resource all around!

#### Reference

- The biggest reference news of January is that the 1040 tax instruction booklets arrived on January 31<sup>st</sup>. The library is still waiting on the forms and reproducibles, though. Tax forms will be in the welcome area this year, a change that hopefully will make them easier to find for patrons.

#### Technology

- If every challenge is an opportunity, staff got an opportunity to review policies about proper Internet use and examine again the procedures to enforce those policies.

#### Programming

- Karen met with a few patrons interested in beginning a Nonfiction Book Club to organize the details of the club. They have the start of a list of titles they might read, along with setting the first meeting for March.
- Winter Reads has begun with the theme Armchair Traveler. There are some nice displays throughout the library, including a chair for knitting, a globe light and reading chair behind the Public Services office, and some maps and globe paper lanterns across from the Children's area. This year, MELSA provided some themed socks that have proven popular in other library systems.
- The chairs are all decorated with a special antimacassar. Below find an example of at least one patron very much enjoying the themed decorations.





Upcoming in February:

- Armchair Travel Book Talk on Wednesday, February 12<sup>th</sup>.
- Felted Acorn Craft Class on Thursday, February 20<sup>th</sup>.
- Pop-Up Book Club on Monday, February 24<sup>th</sup>.
- Mystery Book Club on Wednesday, February 26<sup>th</sup>.
- Travel Adventures and Food also on Wednesday, February 26<sup>th</sup>.

## Report from the Youth Services Supervisor, Angela Petrie

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### January Programs

- *Storytimes* – 483 people attended 9 sessions
  - 186 at 4 baby/toddler sessions
  - 274 at 4 family/preschool sessions
  - 23 at 1 Second Saturday session
- *Drop-in Play Sessions* – 209 people attended 8 sessions
  - 131 at 4 baby/toddler sessions
  - 135 at 4 family/preschool sessions
- *Lego Build* – 12
- *Vendor programs*
  - *Art for Kids (Polar Bears)* – Attended by 22
  - *3M Visiting Wizard (Cryogenics)* – Attended by 18
- *Art Cart* – 104 kids and caregivers attended 4 themed sessions
- *Scavenger Hunt* – 174 hunted for “snow people” graphics
- *Teen Writing Group* – 0
- *Family Board Game night* – 3
- *Beta Book – Tween ARC Book Group* – 1
- *Teen Drop-in DIY* – 7 at the beaded bracelets session
- *Post-It Note Art* – 7
- *Teen Advisory Board* – 3
- *Teen Drop-in DIY* – 6 at the stained-glass jars session

### Programming

- Kim developed a plan for the month-long early literacy programming around the locally created picture book, *Moo!*, including a Drive-in MOOVie, Cow Storytimes theme x 4, March 28 MOO-day components and finalized details and contract for Walton’s Hollow petting zoo cow and sheep visit. There will be a scavenger hunt of mini costumed cows in the children’s space.
- Angie is coordinating summer programming with an April 1 deadline to allow time for the release of the next programming guide.

### Outreach / Community Engagement Programs and Visits

- *Head Start* – Attended by 18
- *Pop-Up Library @ Da Vinci Fest* – Netanya and Lori attended alongside Jill Smith (Bayport Library Director) promoting the library, offering on-the-spot card registrations and book check out, and button and book making activities. An estimated 250 kids made buttons and a steady stream of all ages visited the library tables during this popular community Arts and Science event at SAHS.

### Partnerships

- Identified date and backup date for filming a summer promo video with Valley Access and possibly Cutaway Productions students. Valley Access confirmed there will be no cost to the Library.
- Angie and Jill continue to work on the summer program revamp including a design for a custom rubber stamp and the “Explorer Log” which will include learning and reading activities to last all summer long. We are researching pricing for adding an online component to make the program accessible for those unable to visit in person.
- A local 3M engineer presented the first in a monthly series of Visiting Wizard programs, Cryogenics. These STEM presentations, many with youth participation, will happen January through May and possibly beyond.

## Technology

- New self-check station in Youth Services area installed Wednesday January 29. Families thanked us for replacing the old one that would often jam. Kids enjoy checking out their materials at this lower height station and have certainly been noticing the new machine. Thank you to city IT for installing it.

## Youth Spaces

- Labeled and put out the new Folkmanis play puppets on the new puppet tree structure.
- Sue Hedin made gorgeous new puppet stage curtains with tie-backs for the play puppet stage.
- Labeled and added additional Melissa & Doug brand ice cream shop components – sprinkles, syrups, ice cream bin, etc.
- Bought additional plastic bins for the new toys so we can more easily identify, clean and separate Baby/Toddler and Preschool/Family Drop-in Play items.
- Bought large bins with back wheels and clasp covers to store large motor play components for special programming.
- Netanya created a new “books to movies” display in the teen area.
- Participants at a Post-It Note art program have added lots of colorful designs that staff and patrons are enjoying, (see pics below).
- In the children’s space there is a display of books for the Beta Books Tween ARC Book Club. These are identified by a sticker Netanya designed.

## Upcoming Single Date Programs

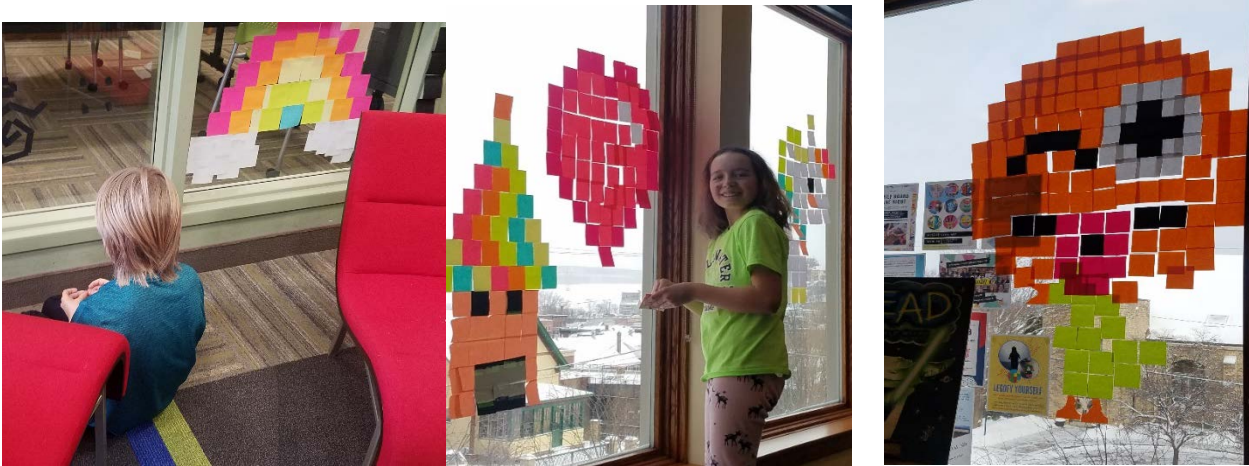
- Preparing for College: Financial Aid – Thursday, February 6
- Snake, Rattle and Roll with Snake Discovery – Saturday, February 8
- Over & Under the Snow Illustrations – Art for Kids – Saturday, February 8
- ECFE Family Storytime – Monday evening, February 10
- Jumanji Handmade Board Game – Art for Kids – Saturday, February 15
- Legofy Yourself – Create Your Own Minifigure – Saturday, February 22
- 3M Visiting Wizard: Catapults – Tuesday, February 25

## Picture Highlights



The new summer library mascot, Owliver, arrived this month and made an appearance at the All-Staff Meeting. He will star in a promotional video to be revealed in the spring. One young library patron was awestruck when she saw the owl at the desk. Her mom took some photos and said they would be at the library a lot this summer!

**Post-it Note Art – creations and the creators**



**Polar Bear Art – children practice blending colors using chalk**



**3M Visiting Wizard: *Cryogenics***

Kids gather to watch as a balloon re-expands after being shriveled up by liquid nitrogen



Da Vinci Fest!



Stillwater Public Library Foundation  
Board Meeting - November 22, 2019

Members Present - Doug Blanke, Ann Brownlee, Sandy Ellis, Roger Funk, Shawn Glaser, John Gray, Dustin Moeller, Jean Morse, Sandy Nicholson, Merilee Read, Mark Troendle, Summer Seidenkranz, Carol Stabenow, Ann Wolff- Alicia Macalus, Foundation Manager - Paige Hoyle, Guest

- I. Welcome & Introductions - President Ann Wolff called the meeting to order at 09:05.
  - Ann introduced guest and prospective board member Paige Hoyle.
  - Board members introduced the person sitting to their left to the group.
- .II. Secretary's Report - Jean
  - The report was approved as sent to members.
- .III. Treasurer's Report - Dustin
  - Donor restricted funds continue to be spent and the Foundation checking account balance will continue to be reduced to a more typical amount as we move to the end of the year.
  - The Profit & Loss YTD Comparison report shows a large difference in the Foundation's current net income compared to Jan-Oct.,2018 because we have received additional funds throughout the year. This profit will be reduced by the end of 2019.
  - The committee is working on the 2020 Budget which will be finalized in January, 2020.
- IV. Library Director's Report - Mark
  - Program reports written by the Youth Services and Information Services Supervisors were acknowledged.
  - Amy Steftenagel is the new director for the Washington County Library System.
  - SPL is collecting books for distribution at Christmas time.
  - The Friends November book sale was successful.
  - The City will be repairing the parking lot pavers next Spring.
  - The SPL Trustees have been working with One23 Events and have arrived at several new recommendations:
    - Decreased rates for new event bookings through Jan.13, 2020
    - Certain percentage in bookings to meet by designated date
  - The Library will be closed for Thanksgiving and will reopen on Friday.
  - Work is being done on a revised labor contract.
- V. Grant Requests - Mark
  - A motion to approve a grant request of up to \$20,000 from the Heulsmann Foundation for masonry repairs was made by Summer and seconded by Shawn. This motion was unanimously approved.
  - A motion to approve a three-part grant request from the Foundation for funding up to \$26,164 was made by Ann Brownlee and seconded by Sandy. The request includes:
    - \$15,000 to continue the YS Coordinator position for 2020 at 12 hours per week
    - \$ 2,000 to fund marketing/social media assistance
    - \$ 9,164 to fund One23 administrative services in 2020
  - This motion was approved unanimously.

- VI. Foundation Manager Report - Alicia  
Progress that is being made toward meeting Strategic Plan goals was reviewed:
- Building relationships with donors
    - communication with donors/thanks-yous
    - awareness-building
  - Fund raising, year-end fund-raising campaign
  - Marketing
  - Board structure & transition to next leadership
  - New Board member orientation
- VII. Executive Committee Report - AnnW.
- The Executive Committee met November 15.
  - The next meeting is scheduled for December 20.
    - The focus of this meeting will be a six-month performance evaluation with Foundation Manager, Alicia.
- VIII. Marketing Committee Report - Summer
- The November report was reviewed.
    - The committee is currently working on a Thanksgiving Postcard, the Annual Appeal, creating a bookmark and a branding image to be shared with the SPL, Friends, and SPLF.
- IX. Events Committee Report - Ann W.
- X. Governance Committee Report - Jean
- The following documents are now available in the Governance Folder on the Google Drive:
    - Board Member Nomination & Membership Procedures,
    - Board Member Expectations
    - Application for Foundation Board Membership
  - Work continues on officer job descriptions and by-laws.
- XI. Other
- Shawn reviewed time for the January meeting - 8:30 - 10:00 will be the new meeting time.
- XII. Board Candidates for 2020
- Candidate Paige Hoyle's was reviewed. The motion was made by John and seconded by Sandy to approve and invite her to join the Board.
  - Discussion was held regarding several other possible candidates to ask to consider Board membership in upcoming months.

The meeting was adjourned at 10:30 a.m.

Respectfully submitted,  
Jean Morse  
Secretary

NEXT SPLF BOARD MEETING IS SCHEDULED FOR  
FRIDAY, JANUARY 24, 2020  
**8:30 - 10:00 a.m.**

E-Mail Messages for November '19

<b>Date</b>	<b>From</b>	<b>Regarding</b>
<b>10/30/19</b>	Ann W.	Please Respond
<b>11/1/19</b>	Ann W.	Donor Information
<b>11/5/19</b>	Ann W.	Board Candidates
<b>11/5/19</b>	Jean	Oct. '19 Board Meeting Minutes
<b>11/5/19</b>	Jean	Corrected Sept. '19 Meeting Minutes
<b>11/15/19</b>	Ann W.	For All Board Members
<b>11/19/19</b>	Alicia	SPLF Board Meeting Reminder & Packet

Documents on Google Drive for November '19  
(drive.google.com)



Oct. '19 Meeting Minutes.pdf



List of Awards and Grants\_Oct2019...



A10c\_Report - YS - Sept for October...



A10b\_Report - IS - Sept for October ...



2019-10 Parking Ramp Entry\_mt ed...



2019 10 25 Board Packet.pdf



# Friends of the Stillwater Public Library



**November 11, 2019 | 6:30 pm CT | Meeting location:** Conference Room -Stillwater Public Library

Meeting Friends of the Library  
Meeting called by Mary Ann Sandeen  
Facilitator Mary Ann Sandeen  
Secretary Tracy Salvati

## Attendees:

Mary Ann Sandeen, Tracy Salvati, Mark Troendle, Lyndon Lockrem, Gemma Lockrem, Jan Kilkelly, Mary Glennon, Vik Wilson, Ed Fagerlund, Ruth Ranum, Nancy Wilson

## Agenda

### Friends of the Stillwater Public Library Meeting:

**Monday, Nov. 11, 2019**

**Location: Conference Room**

**Time: 6:30 p.m.**

### Friends of the Stillwater Public Library Agenda

\*\*\*\*\*

1. Call meeting to order: Mary Ann Sandeen
2. Secretary's Report: Tracy Salvati
3. Treasurer's Report: Jan Kilkelly
4. Membership Report: Gemma Lockrem
5. Other: Booksale - All
6. Update: Mark Troendle
7. Adjourn Meeting: All

\*\*\*\*\*

- **Meeting called to order by Mary Ann Sandeen**
- **Secretary's report Tracy Salvati**
  - Oct. 14, 2019 Minutes approved
- **Treasurer's report Jan Kilkelly**
  - Balance:
    - Oct. 2019 \$32,841.81
- **Membership report Gemma Lockrem**
  - 93 memberships

### Topics:

- **Book Sale – good turn out**
  - STS and all volunteers did a great job!

- **Library Staff was very helpful, thank you to all!**
- **Book sale price sheets / book sale flyers need to be updated with:**
  - Cash or check only
  - Scanner fee \$35.00
  - Tracy will update the price list
  - Gemma will add to the flyers and postcards
  
- **Spring sale dates offered from Keri**
  - April 8-11 Easter is the 12<sup>th</sup> – NO
  - **April 15-18 -YES**
  - **Book Collection dates March 28<sup>th</sup> and April 4th**

**Update: Mark Troendle:**

- Mark passed out November 2019 calendar
- Double doors from parking ramp to inside library – will be replaced soon
- Handicap button will be moved to a better location
- Parking ramp pillars will be wrapped with a special material to minimize car damage when trying to park
- Attic above fiction book area needs some fixing, there were some cracks – corrected with steel beams. Weight has been redistributed to stop the cracking.

**Meeting Adjourn: All**

- **Monday, January 13, 2020**

**Friends of the Stillwater Public Library  
2019 Financial Reports**

<b>Period:</b>	<b>11/1/2019 - 11/30/2019</b>	<b>Year-to-Date 11/30/2019</b>
Opening Balance	\$32,841.81	\$ 31,831.86
<b>Receipts:</b>		
Memberships	\$950.00	\$ 2,945.00
Donations	\$60.00	\$ 4,089.49
Book Sales	\$4,018.50	\$ 12,422.85
Scanner Fees	\$140.00	\$ 280.00
Book Bags	\$15.00	\$ 195.00
T-Shirts		\$ -
Notes, Cards		\$ -
<b>Total Receipts</b>	<b>\$5,183.50</b>	<b>\$ 19,932.34</b>
<b>Disbursements:</b>		
Grants to Library		\$ 12,000.00
Sponsorships		\$ 500.00
Memberships		\$ 25.00
Postage		\$ 180.00
Printing & Supplies		\$ 373.89
Sales Tax	\$18.35	\$ 678.35
Fees		\$ -
Misc.		\$ -
<b>Total Disbursements</b>	<b>\$18.35</b>	<b>\$ 13,757.24</b>
<b>Ending Balance</b>	<b>\$38,006.96</b>	<b>\$ 38,006.96</b>

*Outstanding Grants Due to Library:*

Book Sale Nov. 2015	\$0.00
Book Sale Nov. 2016	\$0.00
Book Sale Nov. 2017	\$0.00
Book Sale Nov. 2018	\$137.07
Book Sale Nov. 2019	\$3,770.00
	<u>\$3,907.07</u>

*Other:*

Book Sale Apr. 2015	\$961.50
Book Sale Apr. 2016	\$2,982.50
Book Sale Apr. 2017	\$2,807.00
Book Sale Apr. 2018	\$3,765.85
Book Sale Apr. 2019	\$4,519.60
	<u>\$15,036.45</u>

**Friends of the Stillwater Public Library  
2019 Financial Reports**

Period:	12/1/2019 - <u>12/31/2019</u>	2019 <u>Totals</u>
Opening Balance	\$38,006.96	\$ 31,831.86
<b>Receipts:</b>		
Memberships	\$195.00	\$ 3,140.00
Donations	\$770.00	\$ 4,859.49
Book Sales	\$241.00	\$ 12,663.85
Scanner Fees		\$ 280.00
Book Bags		\$ 195.00
T-Shirts		\$ -
Notes, Cards		\$ -
<hr/>		
Total Receipts	\$1,206.00	\$ 21,138.34
<b>Disbursements:</b>		
Grants to Library		\$ 12,000.00
Sponsorships		\$ 500.00
Memberships		\$ 25.00
Postage		\$ 180.00
Printing & Supplies		\$ 373.89
Sales Tax		\$ 678.35
Fees		\$ -
Misc.		\$ -
<hr/>		
Total Disbursements	\$0.00	\$ 13,757.24
Ending Balance	\$39,212.96	\$ 39,212.96

*Outstanding Grants Due to Library:*

Book Sale Nov. 2015	\$0.00
Book Sale Nov. 2016	\$0.00
Book Sale Nov. 2017	\$0.00
Book Sale Nov. 2018	\$137.07
Book Sale Nov. 2019	\$137.07
	<hr/>
	\$137.07

*Other:*

Book Sale Apr. 2015	\$961.50
Book Sale Apr. 2016	\$2,982.50
Book Sale Apr. 2017	\$2,807.00
Book Sale Apr. 2018	\$3,765.85
Book Sale Apr. 2019	\$4,519.60
	<hr/>
	\$15,036.45

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Executive Committee Report</b>	
OWNER: <b>Executive Committee</b>	PRESENTER: <b>Lockyear, Vice President</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b></p> <p><b>2020 Board Calendar</b></p> <ul style="list-style-type: none"> <li>Reviewed and updated calendar</li> </ul> <p><b>Committee Charters</b></p> <p>Revised the Board Governance Committee charter with this language as suggested at the January board meeting:</p> <ul style="list-style-type: none"> <li>Document the procedure by which trustees are appointed/reappointed <ul style="list-style-type: none"> <li>Provide guidance to the ad hoc committee interview committee</li> <li>Develop a standard list of interview questions</li> <li>Determine which library documents are presented to applicants before an interview</li> </ul> </li> <li>The charters for each standing committee and the bylaws will be posted on the library’s webpage.</li> </ul> <p><b>2020 Executive Committee Workplan</b></p> <p>Advocacy</p> <ul style="list-style-type: none"> <li>Invite trustees to attend Library Legislative Day at the Capitol on March 31.</li> </ul> <p>Board Development Topics</p> <ul style="list-style-type: none"> <li>Schedule board development presentations:</li> <li>Facilities/Capital Budget Review for the May meeting</li> <li>Finance 101 Review at the August meeting</li> <li>Plan a joint meeting with the Bayport and Washington County Library boards to include a presentation on regional or state public library issues. Target date: September.</li> </ul> <p>Orientation Plan for New Trustees</p> <ul style="list-style-type: none"> <li>Refer to the Board Governance Committee for action.</li> </ul> <p>Board Meeting Focus and Structure</p> <ul style="list-style-type: none"> <li>Current agenda template is effective; no changes to recommend.</li> <li>Continue to concentrate on a strategic focus for board meetings.</li> <li>Incorporate updates on the strategic plan as appropriate.</li> </ul> <p>Long-Range Library Needs</p> <ul style="list-style-type: none"> <li>Staffing is the most critical need.</li> </ul> <p>Relationship with Friends, Foundation</p> <ul style="list-style-type: none"> <li>Invite Foundation Manager, Alicia Gordon Macalus, to a board meeting at a date convenient for her.</li> <li>Continue efforts to communicate with the Friends and Foundation.</li> <li>Support ongoing work to promote the library through joint marketing and branding.</li> </ul> <p>Plan and host an event to recognize and celebrate the staff for their kindness and outstanding service to the community.</p>	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Facilities Committee Report</b>	
OWNER: <b>Facilities Committee</b>	PRESENTER: <b>Lockyear, Vice President</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b></p> <p>The Facilities Committee met to discuss two bids for repairing plaster cracks in the Fiction area, Dome and Mystery area. The proposals from Braden and Gardner were very different in approach, extent and cost: Braden bid was \$16,600.00 to patch and tape cracks, repaint all large areas and touch up paint in Dome area. The Gardner bid for \$94,854.00 involved removing the plaster in the Fiction area and sheet rocking the ceiling. The Dome and Mystery areas were not included in that cost and would involve an additional \$22,392.00. Gardner’s main bid included moving the books and shelves for \$17,258.00.</p> <p>After some discussion, the committee agreed the differences were too extensive to seem like comparable bids and identified additional issues to clarify before moving ahead with any recommendations to the board.</p> <p>The committee would like clarification on whether the plaster keys holding the existing plaster in place are sufficiently secure to warrant repair of cracks. Rick from Braden has offered to have a subcontractor who specializes in stucco and plaster work consult with Mark on this issue.</p> <p>If the plaster keys are solid enough, then the committee would like to have bids on just crack repair and repainting in all areas, including specialty faux painting in the Dome area.</p> <p>If the plaster keys are not secure enough to warrant crack repair, we would like bids on sheet rocking over the existing plaster in the Fiction area, crack repair in the Dome and Mystery area coves and repainting, including specialty faux painting in the Dome area. This is how the North half of the Fiction area was repaired some years ago.</p> <p>Spike Carlsen offered to contact a third contractor who may be interested in providing a bid as well.</p> <p>The committee discussed book removal and the possibility of using volunteers to help move books to portable shelving. Mark will inquire about the cost of moveable shelves from Beltmann.</p> <p>Temporary location of books and timing were discussed with all agreeing November or December would most likely be the least disruptive time. The committee will support staff recommendation for temporary location of fiction and mystery books. The Margaret Rivers Room and the Art Gallery hallway are two possibilities. The SPL Friends book sale dates must be avoided regardless of where the books are stored.</p> <p>Finally, the committee discussed replacing carpeting in the affected areas and the Romance area as all the major book moving would be accomplished and the existing carpet is showing wear in many areas. Mark will look for contractors who can bid on carpet replacement.</p>	

# Stillwater Public Library 2020 Calendar

<p><b>January</b>  <b>1: Library Closed, New Year's Day</b>  <b>13: Friends Meeting, 6:30 pm</b>  <b>14: SPL Board Meeting, 7:00 pm</b>  <b>20: Library Closed, MLK Day</b>  <b>24: SPLF Board Meeting, 8:30 am</b></p> <ul style="list-style-type: none"> <li>• <b>Begin Development of 5-Year Capital Forecast (2021-2025)</b></li> <li>• Board passes ratification of wages prepared by Director</li> <li>• Annual Meeting</li> </ul>	<p><b>February</b>  <b>10: Friends Meeting, 6:30 pm</b>  <b>11: SPL Board Meeting, 7:00 pm</b>  <b>17: Library Closed, Presidents' Day</b>  <b>28: SPLF Board Meeting, 8:30 am</b></p>	<p><b>March</b>  <b>9: Friends Meeting, 6:30 pm</b>  <b>10: Presentation at Stillwater Township, 7:00 pm (based on prior years)</b>  <b>10: SPL Board Meeting, 7:30 pm (as Director and President are presenting at Stillwater Township)</b>  <b>27: SPLF Board Meeting, 8:30 am</b></p> <ul style="list-style-type: none"> <li>• Director evaluation: 6-month progress report</li> </ul>
<p><b>April</b>  <b>1: Annual Report to State Due</b>  <b>12: Library Closed, Easter</b>  <b>13: Friends Meeting, 6:30 pm</b>  <b>14: SPL Board Meeting, 7:00 pm</b>  <b>15-18: Friends Used Book Sale</b>  <b>19-25: National Library Week</b>  <b>24: SPLF Board Meeting, 8:30 am</b></p> <ul style="list-style-type: none"> <li>• Big Read in the St. Croix Valley: Lab Girl by Hope Jahren</li> </ul>	<p><b>May</b>  <b>11: Friends Meeting, 6:30 pm</b>  <b>12: SPL Board Meeting, 7:00 pm</b>  <b>22: SPLF Board Meeting, 8:30 am</b>  <b>17: Last Sunday Open Until Sept. 13</b>  <b>25: Library Closed, Memorial Day</b></p> <ul style="list-style-type: none"> <li>• <b>2020 Capital Outlay Request and 2020-2024 CIP Plans Due</b></li> <li>• <b>Begin operating budget prep</b></li> </ul>	<p><b>June</b>  <b>8: Friends Meeting, 6:30 pm</b>  <b>9: SPL Board Meeting, 7:00 pm</b>  <b>26: SPLF Board Meeting, 8:30 am</b></p> <ul style="list-style-type: none"> <li>• <b>Operating budget discussions</b></li> </ul>
<p><b>July</b>  <b>4: Library Closed, Independence Day</b>  <b>4: SPLF Light A Spark, 7:00 pm</b>  <b>14: SPL Board Meeting, 7:00 pm</b>  <b>24: SPLF Board Meeting, 8:30 am</b></p> <ul style="list-style-type: none"> <li>• <b>Board adopts budget request</b></li> </ul>	<p><b>August</b>  <b>XX: SPL Board Meeting, 7:00 pm</b>  <b>28: SPLF Board Meeting, 8:30 am</b></p> <ul style="list-style-type: none"> <li>• <b>City Council budget hearing</b></li> </ul>	<p><b>September</b>  <b>7: Library Closed, Labor Day</b>  <b>8: SPL Board Meeting, 7:00 pm</b>  <b>13: Sunday Hours Resume</b>  <b>14: Friends Meeting, 6:30 pm</b>  <b>25: SPLF Board Meeting, 8:30 am</b></p> <ul style="list-style-type: none"> <li>• <b>Levy adopted</b></li> <li>• Director evaluation: Annual review</li> <li>• Request 2021 health insurance info</li> </ul>
<p><b>October</b>  <b>12: Friends Meeting, 6:30 pm</b>  <b>13: SPL Board Meeting, 7:00 pm</b>  <b>23: SPLF Board Meeting, 8:30 am</b></p> <ul style="list-style-type: none"> <li>• Examine ending dates for Board Members, place on Board agenda</li> <li>• Adopt Holidays for succeeding year</li> </ul>	<p><b>November</b>  <b>9: Friends Meeting, 6:30 pm</b>  <b>10: SPL Board Meeting, 7:00 pm</b>  <b>26: Library Closed, Thanksgiving Day</b>  <b>27: SPLF Board Meeting, 8:30 am</b>  <b>TBD: Fall Used Book Sale</b></p>	<p><b>December</b>  <b>8: SPL Board Meeting, 7:00 pm</b>  <b>24: Library Closed, Christmas Eve</b>  <b>25: Library Closed, Christmas Day</b>  <b>31: Library Closed, New Year's Eve</b>  <b>31: SPL Board Terms End</b>  <b>31: WCL/SPL Contract Ends</b></p> <ul style="list-style-type: none"> <li>• <b>Succeeding year budget adopted by Council</b></li> <li>• Negotiate new union contract before December 31 if needed</li> </ul>

Black: Board • Orange: Budget • Purple: Friends • Blue: Foundation

# Stillwater

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## Public Library

### 2020 LIBRARY BOARD

The Library Board is organized by City of Stillwater Charter, Chapter 1, Article XIV. Its purpose is to operate and maintain the Stillwater Public Library and the expenditures of all library funds. The Board meets on the 2nd Tuesday of the month at 7:00 p.m. at the Stillwater Library, 224 3rd Street N. For a full list of city boards and commissions, visit <https://cityofstillwater.granicus.com/boards>.

Members	Term	Ward
Maureen Bell (President)	3rd Term: Jan 1, 2020 - Dec 31, 2022	4
Gregg "Spike" Carlsen	2nd Term: Jan 1, 2019 - Dec 31, 2021	2
Bethany Cox	1st Term: Jan 1, 2020 - Dec 31, 2022	3
Paula Hemer	1st Term: Jan 1, 2019 - Dec 31, 2021	3
Sharon Hollatz	Partial Term: Jul 17, 2018 - Dec 31, 2020	1
Lisa Howe	1st Term: Jan 2, 2018 - Dec 31, 2020	4
Mike Keliher	3rd Term: Jan 2, 2018 - Dec 31, 2020	1
Pat Lockyear (Vice-President)	1st Term: Jan 1, 2020 - Dec 31, 2022	2
Mary Richie (Secretary/Treasurer)	3rd Term: Jan 1, 2019 - Dec 31, 2021	2
<i>Council Liaison:</i> Ryan Collins		1
<i>Library Director:</i> Mark Troendle		

*2020 Committee Rosters:*

Board Governance:	Bell, Howe, Keliher, Troendle
Executive:	Bell, Lockyear, Richie, Troendle
Facilities:	Carlsen, Cox, Lockyear, Troendle
Finance:	Hemer, Hollatz, Richie, Troendle

*2020 Task Forces:*

Board Self-Assessment:	Cox, Hollatz, Howe
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Updated: 1/27/2020