

**STILLWATER PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**Meeting Agenda**  
**Tuesday, April 14, 2020**  
**7:00 PM**  
**Conference Room**

As the library is closed due to COVID-19, the public is invited to attend the meeting by logging into [zoom.us/join](https://zoom.us/join) or by calling 1-312-626-6799 and entering the meeting ID number: 335 549 051.

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 February 11, 2020 Minutes +
  - b. Adoption of the March 10, 2020 Minutes +
  - c. Acknowledgement of Bills Paid in February and March 2020 (2019 Bills: 2/4/20: \$5,074.67; 2/18/20: \$2,812.25; 2020 Bills: 2/4/20: \$13,006.95; 2/18/20: \$5,733.12; 3/17/2020: \$25,158.01) +
  - d. 2019 Budget Status Report (Through March 2020) +
  - e. February 2020 Budget Status Report +
  - f. Q1 2020 Gifts and Grants Received +

Informational (15 minutes)

5. Trustee Information Sharing I+
6. Library's Response to COVID-19 I+

Decisional (60 minutes)

7. Capital Update & Request A+
8. Grant Requests & Fund Allocations A+
9. Venue Coordinator – Management Services Agreement A+
10. 2019 Annual State Report A+
11. Director Six-Month Progress Report A+

Reports (15 minutes)

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

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
February 11, 2020**

**Minutes**

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

**ABSENT:** Bell, Hemer, Keliher

**STAFF:** Goeltl, Troendle

**AGENDA ITEM 1: Call to Order**

Meeting called to order at 6:59 PM by Lockyear.

**AGENDA ITEM 2: Adoption of Agenda**

*Motion to adopt agenda. Yes: Carlsen, Cox, Hollatz, Howe, Lockyear, Richie; No: None.*

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

None.

**REGULAR BUSINESS**

**AGENDA ITEM 4: Consent Calendar**

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

**DECISIONAL**

**AGENDA ITEM 5: Grant Request**

Troendle explained that the library is interested in developing a telescope loan program, based on a national model, to facilitate stargazing and provide resources to patrons in the areas of science and astronomy. The opportunity fits with the strategic goal to “evaluate the feasibility of developing a collection to circulate non-traditional material.”

Troendle introduced Jerry Jones, a retired educator, Stillwater resident, and member of the Minnesota Astronomical Society, to discuss the program and grant opportunities for funding the telescopes. Jones shared a PowerPoint presentation with the trustees on the Library Telescope Program (slides included as an attachment to the minutes). Jones discussed that the telescope would be packaged in a kit and would contain an Orion StarBlast telescope (4.5” aperture), two books, one user guide, star map, and red flashlight. A telescope kit would cost between \$400 and \$500.

Jones noted that the telescopes are easy to use and is a family experience that parents/caregivers and children can do together. The Minnesota Astronomical Society provides in-person and website training for staff to assist with use of kits and performs maintenance of the telescopes. The Great River Regional Library implemented this program with 20 telescopes for loan over the past 14 months. There has been very minimal damage to the equipment, and any damage has been easily repaired. The wait time for the telescopes exceeds two months.

Troendle reported that Washington County Library is also exploring this program. Stillwater would coordinate with WCL on cataloging, loan periods, check-outs and returns so that the patron experience

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
February 11, 2020**

**Minutes**

would be consistent. At this time, WCL does not plan to allow the transport of telescopes through the delivery system. This means that a Stillwater telescope would be picked up in Stillwater and returned to Stillwater.

Jones has already been in contact with WCL regarding seeking grant funding for telescopes for the WCL system. Jones would like to pursue a district Rotary grant to help fund the telescope kits county-wide and has had conversations with Stillwater Sunrise Rotary about potentially funding a telescope for Stillwater Public Library.

Given the use at other libraries, Stillwater would like to start with three telescope kits available for circulation. Jones would like to pursue a grant request through Rotary for one telescope. Troendle would like to pursue a grant request to the Foundation or Friends for up to two additional telescope kits.

*Motion to approve the acquisition of one telescope contingent upon a successful grant request by Jerry Jones to a Rotary club, with the support of the Minnesota Astronomical Society. Cox moved. Carlsen second. Yes: Carlsen, Cox, Hollatz, Howe, Lockyear, Richie; No: None.*

*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. Hollatz moved. Cox second. Yes: Carlsen, Cox, Hollatz, Howe, Lockyear, Richie; No: None.*

**AGENDA ITEM 6: Health and Wellness Program**

Troendle asked for the board's consideration of approving paid attendance and up to one pro-rated day of paid time off for regularly scheduled, benefited staff as part of the city's health and wellness program. This proposal mirrors the plan approved last year and provides the library with the opportunity to support wellness activities on the employee-level and the city-level.

*Motion made to 1) approve paid attendance of up to 4 hours at city-sponsored 2020 wellness events for regularly scheduled, benefited staff; and 2) to approve up to one pro-rated day of paid time off in 2021 for successful completion of the City of Stillwater's 2020 Health & Wellness Program for regularly scheduled, benefited staff. Richie moved. Cox second. Yes: Carlsen, Cox, Hollatz, Howe, Lockyear, Richie; No: None.*

**INFORMATIONAL**

**AGENDA ITEM 7: Trustee Information Sharing**

Trustees thanked Howe for the article included in the board packet about proposed legislation in the Missouri House of Representatives to censor library materials: <https://bookriot.com/2020/01/15/new-proposedlegislation-in-mo-to-censor-public-library-materials/>.

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
February 11, 2020**

**Minutes**

Lockyear visited Denver's new public library and shared photos with the trustees. The interior photo on the left is a picture of the art gallery before entering into administrative offices. The picture on the right is the common area. There are multiple wings of the library, with one wing dedicated to genealogy.



Richie reminded trustees about the Stillwater Area Community Foundation's Great Ideas Competition. Applications are being accepted through April 1 for this grant opportunity for \$10,000 to enhance the local community (Stillwater, Bayport, Marine, etc.). Hollatz noted that Great Ideas grant competition was discussed at her Rotary meeting.

Carlsen reported that he visited the library with his grandchildren on Saturday for Snake, Rattle and Roll. Carlsen noted that there were patrons from two months old to eighty years or older in attendance. The highlight was the 8-foot boa constrictor.

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
February 11, 2020**

Minutes

**AGENDA ITEM 8: Board Self-Assessment Task Force**

At the last board meeting, Howe asked each trustee to prepare a personal reflection on his/her role as a trustee and submit a written copy to the task force at the February meeting.

Howe asked the trustees to verbally share their reflections. Howe noted that the Board Self-Assessment Task Force would compile the written reflections provided, including obtaining reflections from absent trustees. This information will be used as the task force crafts the self-evaluation tool.

Trustees shared and discussed reflections about their work on the board. Some common themes emerged during the discussion.

*Why did you apply to serve on the board?*

- Opportunity as a new member of the community to serve, learn and engage
- Opportunity to use experience to benefit library and community
- Opportunity to be visionary
- Opportunity to support the mission of the library and its importance to society

*What do you believe a trustee should do?*

- Be a library ambassador, advocate and champion
- Represent community and help ensure library sees what community needs
- Support work of Foundation and Friends
- Thank donors
- Oversee policies
- Hire and evaluate director
- Set strategic direction
- Provide fiscal oversight and supervision; do what community wants in a fiscally responsible way
- Provide honest, open and transparent guidance

*Surprises and Suggestions:*

- Work of trustee is more hands-off than expected; decision-making is at a different level
- It can take significant time to become comfortable as a trustee (i.e. a full three-year term)
- Align trustees' interests and experience with appropriate committees

**AGENDA ITEM 9: Board Governance Committee Charter**

Lockyear reported that the Executive Committee took comments from the last meeting regarding the Board Governance Committee Charter and incorporated the feedback in the charter document. The revised charter is included in the board packet.

**AGENDA ITEM 10: Library Legislative Day**

Troendle informed trustees that Library Legislative Day is Tuesday, March 31. He inquired as to the interest of trustees in attending the event. He noted that he is working with the Volunteer Coordinator to see if a teen would be available to participate. Attendees do need to be registered.

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
February 11, 2020**

**Minutes**

Troendle explained that no specific legislation is being put forward from libraries; however, it is an opportunity to connect with local legislators about the library. Richie reported that she attended last year and enjoyed the experience. The legislators that she met were enthusiastic and had positive things to say about Stillwater Public Library. Richie indicated that she would be interested in going again. Cox said that she would like to try to attend as well. Troendle asked other trustees to contact him if they were interested in attending.

**AGENDA ITEM 11: August 2020 Board Meeting**

Lockyear noted that as the regularly scheduled August meeting falls on an election day, the meeting cannot be held at the regular time. The Executive Committee opted to move the meeting to Tuesday, August 4. Collins noted that August 4 is Night to Unite. Lockyear commented that this was considered, but they were reluctant to postpone the meeting until the week following the election due to timing between the August and September meetings.

**AGENDA ITEM 12: Director Performance Evaluation: Six-Month Progress Check (March)**

Lockyear reported that the Director Performance Evaluation documents were included in the board packet as a reminder of the process and the trustee feedback needed in March. The confidential packet will be sent by Troendle prior to the March meeting and will include the 2019/2020 goals.

**AGENDA ITEM 13: Venue Coordinator**

Troendle reported that pending booking noted in the board packet was converted to a paying client. There are 11 events scheduled for 2020. A ticketed wedding expo held by One23 had approximately 140 attendees. Two attendees were strong prospects for booking at the library. One23 also created a retractable banner promoting weddings at the library. This banner is now on display in the gallery.

**REPORTS**

**AGENDA ITEM 14: Director and Other Staff Reports**

Troendle noted that the library is closed next Monday. He also reported that the March board meeting will start at 7:30 PM because he anticipates the library presenting at the annual Stillwater Township meeting at 7:00 PM that evening.

Lockyear commented on the nice note from patron on page 40 of the board packet.

Richie asked if there were any updates on the daytime warming space. Troendle reported that he heard that there were 12 visits last week. It is likely that the night-time space will be open on Wednesday and Thursday nights this week due to the colder temperatures.

**AGENDA ITEM 15: Foundation and Friends Reports**

Troendle noted that Alicia Gordon Macalus, Stillwater Public Library Foundation Manager, will attend the next month's board meeting during the in-person public commentary portion of the meeting.

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
February 11, 2020**

Minutes

**AGENDA ITEM 16: Board Committee Reports**

- **Board Governance Committee:** None.
- **Executive Committee:** Lockyear noted that a report is in the packet. The Executive Committee is discussing the trustees hosting a staff appreciation day, perhaps on April 21 during National Library Week. She commented that one challenge is that not all staff work on a given day. She asked for help and input from trustees on this event.
- **Facilities Committee:** Carlsen reported that last week he met with an experienced local contractor regarding the upper level ceiling. The contractor felt it was important to determine why the plaster is failing. It should be determined if this was caused by a structural shift or by failing plaster keys. Carlsen will write up a report of the visit for the committee.
- **Finance:** Richie asked if there has been any further discussion with One23 about the reduction of fees and charges. Troendle reported that he wanted to see if the lower rates resulted in increased bookings but that the fees should be discussed in the near future.
- **Board Self-Assessment Task Force:** None.

**AGENDA ITEM 17: Public Commentary and Communications**

Troendle shared a letter from a daughter and son-in-law of a regular library patron who recently passed away. The patron left the library a bequest in his will, and his daughter and son-in-law and other relatives have donated generously in his memory. The library made quite an impact on him. Troendle shared a few highlights from the letter:

Following are some highlights from the letter:

- “These scattered details added up to one thing in Dad: literacy and education would offer him the best security he could craft, not only financially, but as a highly intelligent man, to ensure a life away from the drudgery of factory work.”
- “Libraries and books, then, were paramount, and not only for himself but also for his loved ones. He had many nieces and nephews and Dad steadily supplied them with books for every birthday and Christmas...The library was within easy walking distance, and holds some of my favorite memories of walking there hand-in-hand with Dad. Going to the library with him made reading matter; it was special.”
- “As long as Dad could get books from a library, no matter how bad the day at work, there was hope it could be redeemed with a good read at the end of the day. Libraries also made the research he needed to write his books possible, obviously before the internet, but even afterwards when he needed books through interlibrary loan. And certainly, the personal attention he received from the Stillwater Library reference desk was invaluable. He wouldn't have succeeded so well with his books, or keeping him in touch with a wider world when he lived alone, were it not for the capable attention he received from the staff.”
- “Libraries for Dad were godsend, life blood, and soul food. I don't think it's an understatement to say that to be without a library would have been unbearable deprivation. In fact, when Dad was aging and my brother and I tried to get Dad to consider moving closer to one of us, the first question was: "Is there a good library?" Inferred was if the answer was no, it was a nonstarter.

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
February 11, 2020**

**Minutes**

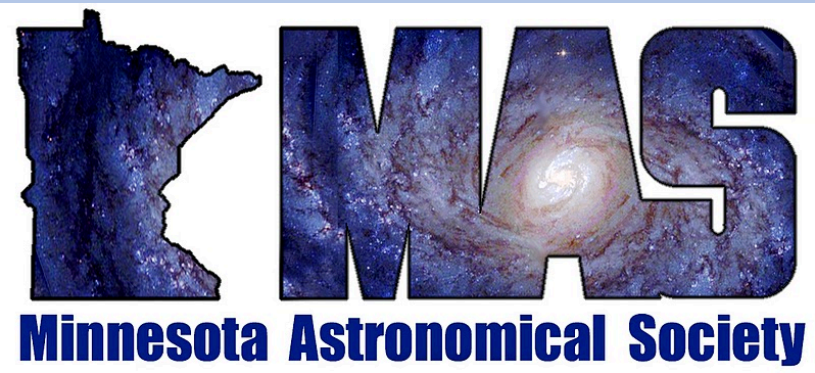
When he finally was leaning into the truth that driving was no longer going to be possible, the last hold-out to keep the car was how to get to the library. When the Stillwater library began its program to hand-deliver books to shut-ins, becoming one himself became doable.”

- “My brothers and I are deeply grateful for providing our dad with information, conversation, and community. I hope the staff never underestimates the importance and impact they play in people's lives.”

**AGENDA ITEM 18: Adjournment**

Adjourned at 8:23 PM.





# Stillwater Public Library Library Telescope Program

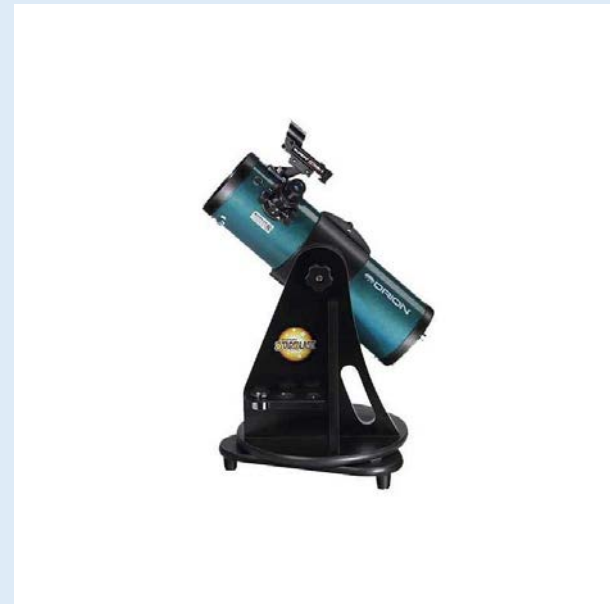
# Library Telescope Program – What is it?

National Movement, started in 2008 in New Hampshire

- Currently, over 300 libraries across the country involved

Opportunity to provide a workable telescope for loan.

- Orion Star-Blast 4.5” diameter mirror
- Includes a zoom eyepiece, red-dot finder
- Books, red flashlight and carrying case



# Why provide a loaning telescope?

Family Fun and Adventure

Provides a sense of wonder – makes the unattainable attainable!

Astronomy fits well into the STEM movement

Can become a doorway into Math, Physics,  
Chemistry, Engineering



# How does the process work?

Telescope kits cost between \$400-\$500 each

Funding! Initial contact with the Stillwater SunRise Rotary

Minnesota Astronomical Society provides training, maintenance

Stillwater Library provides the logistics

Opportunity to provide for 3 telescopes

Opportunity to provide for 10 telescopes



# Current Successes? Great River Regional:

14 months – 20 telescopes

VERY minimal damage – easily repaired

Wait time exceeds 2 months



# How do we start?

- Allow me to submit the Stillwater Sunrise Rotary grant
- Consider approaching the Friends and the Foundation
- Consider the Stillwater Library's involvement in the Washington County Library Initiative.



# Questions?

- Ask me! Jerry Jones - [jjones7777@aol.com](mailto:jjones7777@aol.com)
- Member of the MAS
- Stillwater resident (proud owner of a library card!)
- Intent on connecting with the Rotaries of Stillwater/Forest Lake to Fund the WCL Initiative



Thank you for your time!





**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
March 10, 2020**

**Minutes**

**PRESENT:** Bell, Hollatz, Keliher, Richie, Council Liaison Collins

**ABSENT:** Carlsen, Cox, Hemer, Howe, Lockyear

**STAFF:** Goeltl, Troendle

**AGENDA ITEM 1: Call to Order**

Bell noted that this March meeting of the Board of Trustees did not have a quorum. Therefore, the regular board meeting was not called to order. Bell called to order the gathering of four trustees at 7:30 PM.

**AGENDA ITEM 2: Adoption of Agenda**

As a quorum of the board was not present, the agenda was not adopted. Bell indicated that the proposed order of the agenda would be followed for discussion purposes but no board action would be taken.

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

Bell introduced Alicia Gordon Macalus, manager of Stillwater Public Library Foundation. Alicia explained that she was with the American Heart Association for over 10 years where she directed and grew the Go Red for Women campaign. Then, she went on to manage foundation activities for the Minneapolis Area Association of Realtors. Alicia shared that she is a Stillwater resident and is excited to be working in the community that she lives in and supporting the library and its many dedicated and passionate volunteers, donors, and board members. Alicia reported that Shawn Glaser is the new president of the Foundation's board and Summer Seidenkranz is the new vice-president. Alicia discussed fundraising efforts for the future and invited trustees to the upcoming event, Pi Day on March 14 at 3:14 PM.

**AGENDA ITEM 4: Consent Calendar**

No motion was made regarding the consent calendar as a quorum was not present.

Bell asked for an update on Washington County Library and the telescope project. Troendle reported that Washington County Library is proceeding with telescopes but the quantity is still to be determined. Hollatz reported that Rotary typically funds these types of projects in April.

**AGENDA ITEM 5: Trustee Information Sharing**

Trustees discussed recent articles about libraries on the national level.

**AGENDA ITEM 6: Library Legislative Day**

Troendle referred trustees to the cover sheet. He reported that there is a meeting scheduled with library lobbyists at 9 AM and appointments with government representatives at 11:00 and 11:30 AM.

**AGENDA ITEM 7: Venue Coordinator**

Troendle referred trustees to the cover sheet for the status of bookings and events for 2020. Group discussed wedding and special event operations.

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
March 10, 2020**

**Minutes**

**AGENDA ITEM 8: Grant Request**

Troendle referred trustees to the grant request in the packet. No action was taken as a quorum was not present.

**REPORTS**

**AGENDA ITEM 9: Director and Other Staff Reports**

Troendle reported that there will be a February and March report from Youth Services in the April board packet.

Troendle provided the group with an update on actions taken by Seattle Public Library in response to COVID-19. Troendle reported on the library's actions to date, including additional work to clean and disinfect. Troendle noted that because of the square footage and complexity of the building, the library really does need more custodial hours. This will be under consideration again for the 2021 budget.

Bell was inspired by note on page 47 of the Information Services report detailing a staff interaction with a patron. Bell noted that this shows clearly how important staff are in setting the tone and appreciated the time that staff took with the young patron regarding his concern with a book in the library.

**AGENDA ITEM 10: Foundation and Friends Reports**

Troendle reiterated that the Foundation's Pi Day event is on March 14. He noted that the Friends Book Sale is scheduled for mid-April with the book drives on Saturday, March 28 and April 4.

**AGENDA ITEM 11: Board Committee Reports**

- a) **Board Governance Committee:** None.
- b) **Executive Committee:** Richie referred trustees to report in packet.
- c) **Facilities Committee:** Troendle referred trustees to report in packet.
- d) **Finance:** None.
- e) **Board Self-Assessment Task Force:** None.

**AGENDA ITEM 12: Public Commentary and Communications**

**AGENDA ITEM 13: Director Performance Evaluation: Six-Month Progress Check**

As a quorum of the board was not present, the director performance evaluation did not occur. Informal feedback from trustees was positive on the strategic plan dashboard presented in the confidential packet.

**AGENDA ITEM 14: Adjournment**

Adjourned at 8:23 PM.

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION:				
Acknowledgement of Bills Paid in February and March 2020				
OWNER: Goeltl, Business & Communications Manager		PRESENTER: Troendle, Director		
REQUESTED AGENDA TYPE (A, I, D): A		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:				
Approval of February and March 2020 bills paid				
BACKGROUND/CONTEXT:				
Following is a bills report summary for the 2019 fiscal year for the month of February 2020:				
<b>February 2020 (2019 Fiscal Year)</b>				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
<b>Operating Expenditures</b>	\$ 7,144.46		\$ 742.46	\$ 7,886.92
<b>Capital Expenditures</b>				\$ -
<b>Total</b>	<b>\$ 7,144.46</b>	<b>\$ -</b>	<b>\$ 742.46</b>	<b>\$ 7,886.92</b>
<p>Explanations of large or out of the ordinary payments are listed below:</p> <p><i>Bill Resolution: February 4, 2020</i></p> <ul style="list-style-type: none"> <li>• \$1,282.18 paid to Madden Galanter Hansen LLP for legal services.</li> </ul> <p><i>Bill Resolution: February 18, 2020</i></p> <ul style="list-style-type: none"> <li>• \$430.61 paid to KC Store Fixtures for display case and accessories for children’s materials.</li> <li>• \$480.00 paid to My Custom Puppet for children’s programming puppets.</li> <li>• \$448.75 paid to Heritage Printing for library’s share of printing and mailing the city newsletter.</li> </ul>				
Following is a bills report summary for the 2020 fiscal year for the month of February 2020:				
<b>February 2020 (2020 Fiscal Year)</b>				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
<b>Operating Expenditures</b>	\$ 6,352.27	\$ 2,977.90	\$ 765.90	\$ 10,096.07
<b>Capital Expenditures</b>	\$ 8,644.00			\$ 8,644.00
<b>Total</b>	<b>\$ 14,996.27</b>	<b>\$ 2,977.90</b>	<b>\$ 765.90</b>	<b>\$ 18,740.07</b>
<p>Explanations of large or out of the ordinary payments are listed below:</p> <p><i>Bill Resolution: February 4, 2020</i></p> <ul style="list-style-type: none"> <li>• \$8,644.00 paid to Bibliotheca for the replacement of the children’s selfcheck machine as allocated in the 2020 capital budget.</li> <li>• \$479.00 paid to Stillwater Printing for the Winter/Spring programming guide. Funded by the Friends.</li> </ul>				

*Bill Resolution: February 18, 2020*

- \$627.75 paid to Master Mechanical for building repairs to a VAV leak in serving kitchen.
- \$2,000.00 paid to One23 for January 2020 fee. Paid for from Foundation grant.
- \$857.90 paid to Zogics for two hand sanitizer/wipes stations and paid for from Foundation custodial grant.

<b>March 2020 (2020 Fiscal Year)</b>				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
<b>Operating Expenditures</b>	\$ 18,110.81	\$ 6,017.96	\$ 1,029.24	\$ 25,158.01
<b>Capital Expenditures</b>	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 18,110.81</b>	<b>\$ 6,017.96</b>	<b>\$ 1,029.24</b>	<b>\$ 25,158.01</b>

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

*Bill Resolution: March 17, 2020*

- \$3,200.00 paid to Bredemus for repairs to the power door operators on the entry doors to the library from the parking ramp.
- \$588.90 paid to Overhead Door Co. for service call and repairs on parking ramp exit gate.
- \$2,000.00 paid to One23 Events for February 2020 fee. Paid for from Foundation grant.
- \$534.22 paid for purchases from Brady Worldwide and SmartSign for labeling and signage as part of the Foundation's custodial grant.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

- 2/4/2020 Bill Resolution – 2019 Bills
- 2/18/2020 Bill Resolution – 2019 Bills
- 2/4/2020 Bill Resolution – 2020 Bills
- 2/18/2020 Bill Resolution – 2020 Bills
- 3/17/2020 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>						
2042020	2/4/2020	Brodart Co	Materials - Adult (Lawson)	\$ 147.92	224-4224-2404-0000	Helen Lawson Fund - Other Books
2042020	2/4/2020	Brodart Co	Materials - YA (Lawson)	\$ 17.79	224-4224-2404-0000	Helen Lawson Fund - Other Books
2042020	2/4/2020	Brodart Co	Materials - Juv (Lawson)	\$ 8.36	224-4224-2404-0000	Helen Lawson Fund - Other Books
2042020	2/4/2020	Brodart Co	Materials - Juv	\$ 99.90	230-4230-2400-0000	Childrens Books
2042020	2/4/2020	Brodart Co	Materials - Adult Nonfiction	\$ 79.16	230-4230-2405-0000	Adult Books - Non Fiction
2042020	2/4/2020	Brodart Co	Materials - Adult Fiction	\$ 276.69	230-4230-2401-0000	Adult Books - Fiction
2042020	2/4/2020	Brodart Co	Materials - YA	\$ 25.36	230-4230-2406-0000	Teen Books
2042020	2/4/2020	Brodart Co	Materials - Processing	\$ 92.76	230-4230-3404-0000	Processing Fee
1222019	1/22/2019	Madden Galanter Hansen LLP	Professional Services	\$ 1,282.18	230-4230-3099-0000	Other Professional Services
2042020	2/4/2020	Midwest Tape	Materials - Audio	\$ 254.63	230-4230-2402-0000	Audio
2042020	2/4/2020	Midwest Tape	Materials - Video	\$ 58.47	230-4230-2408-0000	Film/Video
2042020	2/4/2020	Midwest Tape	Materials - Processing	\$ 80.78	230-4230-3404-0000	Processing Fee
W19120590	1/15/2020	Office of MN IT Services	Phone - December	\$ 143.70	230-4231-3101-0000	Telephone
3458419	12/18/2019	Quill Corporation	Office Supplies	\$ 398.07	230-4230-2101-0000	General Supplies
76559173	1/29/2020	Recorded Books Inc	Materials - Audio ( Juv S.JAB)	\$ 60.00	230-4230-2402-0000	Audio
76596836	1/16/2020	Recorded Books Inc	Materials - Audio ( Juv S.JAB)	\$ 89.50	230-4230-2402-0000	Audio
76595177	1/13/2020	Recorded Books Inc	Materials - Audio ( Juv S.JAB)	\$ 25.00	230-4230-2402-0000	Audio
76595365	1/13/2020	Recorded Books Inc	Materials - Audio ( Juv S.JAB)	\$ 74.98	230-4230-2402-0000	Audio
76595716	1/13/2020	Recorded Books Inc	Materials - Audio ( Juv S.JAB)	\$ 14.99	230-4230-2402-0000	Audio
			<b>INVOICES SUBTOTAL</b>	<b>\$ 3,230.24</b>		
<b>CREDIT CARD</b>						
None						
			<b>CREDIT CARD SUBTOTAL</b>	<b>\$ -</b>		
<b>SPECIAL BILL PAYOUTS</b>						
670554298	1/27/2020	Xcel Energy	Gas	\$ 868.70	230-4231-3601-0000	Natural Gas
670554298	1/27/2020	Xcel Energy	Electric	\$ 975.73	230-4231-3600-0000	Electricity
			<b>SPECIAL BILL PAYOUT SUBTOTAL</b>	<b>\$ 1,844.43</b>		
			<b>GRAND TOTAL</b>	<b>\$ 5,074.67</b>		

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>						
Fall2019	1/29/2020	AAUW St. Croix Valley MN Branch	Programs - Adult	\$ 150.00	230-4230-2407-0000	Programs
2182020	2/18/2020	Brodart Co	Materials - Lawson (Adult)	\$ 536.78	224-4224-2404-0000	Helen Lawson Fund - Other Books
2182020	2/18/2020	Brodart Co	Materials - Lawson (Juv)	\$ 31.61	224-4224-2404-0000	Helen Lawson Fund - Other Books
2182020	2/18/2020	Brodart Co	Materials - Juv	\$ 23.73	230-4230-2400-0000	Childrens Books
2182020	2/18/2020	Brodart Co	Materials - Adult Fiction	\$ 37.11	230-4230-2401-0000	Adult Books - Fiction
2182020	2/18/2020	Brodart Co	Materials - Adult Nonfiction	\$ 79.26	230-4230-2405-0000	Adult Books - Non Fiction
2182020	2/18/2020	Brodart Co	Materials - Processing	\$ 116.46	230-4230-3404-0000	Processing Fee
2182020	2/18/2020	Midwest Tape	Materials - Audio	\$ 68.49	230-4230-2402-0000	Audio
2182020	2/18/2020	Midwest Tape	Materials - Video	\$ 22.49	230-4230-2408-0000	Film/Video
2182020	2/18/2020	Midwest Tape	Materials - Processing	\$ 22.20	230-4230-3404-0000	Processing Fee
550280	1/30/2020	Washington County Library	Lost/Damaged	\$ 54.99	230-0000-3880-0030	Lost/Damaged Fees
550280	1/30/2020	Washington County Library	Processing	\$ 40.00	230-0000-3880-0040	Lost/Overdue Processing Fees
1844	2/3/2020	Waters Sara L	Programs - JUV	\$ 125.00	230-4230-2407-0000	Programs
		<b>INVOICES SUBTOTAL</b>		<b>\$ 1,308.12</b>		
<b>CREDIT CARD</b>						
5353822	12/28/2019	KC Store Fixtures	Equipment - Juv	430.61	230-4230-2302-0000	Other Minor Equipment
OW085773	12/17/2019	Merrithew	Equipment - Juv Programs	115.24	230-4230-2302-0000	Other Minor Equipment
28452	12/30/2019	My Custom Puppet	Equipment - Juv Programs	480.00	230-4230-2302-0000	Other Minor Equipment
700522298	12/18/2019	Oriental Trading Company	Supplies - Juv Programs	29.53	230-4230-2101-0000	General Supplies
		<b>CREDIT CARD SUBTOTAL</b>		<b>\$ 1,055.38</b>		
<b>SPECIAL BILL PAYOUTS</b>						
27541	1/28/2020	Heritage Printing	Winter 2019 City Newsletter - ShelfLife Insert	\$ 448.75	230-4230-3400-0000	Printing and Publishing
		<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		<b>\$ 448.75</b>		
		<b>GRAND TOTAL</b>		<b>\$ 2,812.25</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>						
1RWL-GD91-VJQV	1/29/2020	Amazon Business	Supplies	\$ 30.32	230-4230-2101-0000	General Supplies
1XNQ-MCDL-LCNV	1/19/2020	Amazon Business	Supplies	\$ 4.19	230-4230-2101-0000	General Supplies
1282020	1/28/2020	Art Reach St. Croix	Programs - Juv (SPLF 2019 - 03)	\$ 120.00	232-4232-2407-0000	SPLF - Programs
658	1/11/2020	Baringer Family Farm	Programs - Juv (Friends 2019-03 )	\$ 200.00	229-4229-2407-0000	Friends - Programs
INV-US28763	1/24/2020	Bibliotheca LLC	Capital - ShelfCheck upgrade (20-4230-039)	\$ 8,644.00	120-4230-5310-0000	C/O MIS Computer Equipment
4040695646	1/22/2020	Cintas Corporation	Towels & Rugs	\$ 72.24	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
1594278	1/17/2020	Ebsco Publishing	Materials - Periodicals	\$ 21.47	230-4230-2403-0000	Periodicals
2642710	1/14/2020	Gaylord Bros Inc.	Supplies	\$ 68.49	230-4230-2101-0000	General Supplies
67480	1/29/2020	Menards	Janitorial Supplies	\$ 89.85	230-4231-2102-0000	Janitorial Supplies
67535	1/24/2020	Menards	Janitorial Supplies	\$ 19.77	230-4231-2102-0000	Janitorial Supplies
4217438	1/22/2020	Quill Corporation	Supplies	\$ 99.96	230-4230-2101-0000	General Supplies
1342384	1/25/2020	Floyd Total Security	Security Monitoring Feb-May 2020	\$ 178.20	230-4231-3707-0000	Maintenance Agreements - Lib Plant
189770	1/24/2020	Stillwater Printing Co.	Programs - Guide (Friends 2019 - 03)	\$ 479.00	229-4229-2407-0000	Friends - Programs
		<b>INVOICES SUBTOTAL</b>		<b>\$ 10,027.49</b>		
<b>CREDIT CARD</b>						
None						
		<b>CREDIT CARD SUBTOTAL</b>		<b>\$ -</b>		
<b>SPECIAL BILL PAYOUTS</b>						
670554298	1/27/2020	Xcel Energy	Gas	\$ 1,403.29	230-4231-3601-0000	Natural Gas
670554298	1/27/2020	Xcel Energy	Electric	\$ 1,576.17	230-4231-3600-0000	Electricity
		<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		<b>\$ 2,979.46</b>		
<b>GRAND TOTAL</b>				<b>\$ 13,006.95</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>						
3798-211393	1/14/2020	Ace Hardware	Janitorial Supplies	\$ 72.73	230-4231-2102-0000	Janitorial Supplies
1CQR-KG1R-4XPX	1/30/2020	Amazon Business	Janitorial Supplies	\$ 39.12	230-4231-2102-0000	Janitorial Supplies
1N9Q-VJX3-T3JM	1/31/2020	Amazon Business	Materials - Adult Nonfiction	\$ 75.00	230-4230-2405-0000	Adult Books - Non Fiction
1N9Q-VJX3-T3JM	1/31/2020	Amazon Business	Materials - SCC	\$ 75.00	230-4230-2499-0000	Collection Development
14VH-XW19-P4YH	2/8/2020	Amazon Business	Materials - Book Club Kits (Johnson 2019)	\$ 86.90	235-4235-2101-0000	Library Donations Materials
9631377	1/31/2020	Cole Papers	Janitorial Supplies	\$ 145.92	230-4231-2102-0000	Janitorial Supplies
95761983	2/1/2020	Comcast	Internet/WiFi - Feb 2020	\$ 188.06	230-4230-3098-0000	Technology Support
306-02444792-3	1/31/2020	Culligan of Stillwater	Water	\$ 48.45	230-4230-4099-0000	Miscellaneous Charges
6760181	12/28/2020	Demco Inc.	Supplies - JUV	\$ 295.53	230-4230-2101-0000	General Supplies
2122020	2/12/2020	Friends of the Stillwater Public Library	Reimbursement for Friends - January 2020	\$ 302.50	228-4228-1990-0000	Friends of Library Pass Thru
55923	1/30/2020	Master Mechanical Inc.	Bldg Repairs - VAV Leak Kitchen	\$ 627.75	230-4231-3703-0000	Building Repair Charges
747626	1/31/2020	Mid-America Business Systems	SCC Scanpro 3/20 - 3/21	\$ 795.00	230-4230-3707-0000	Maintenance Agreements
2082020	2/8/2020	Petrie Angela	Staff Training - YS	\$ 44.58	230-4230-3201-0000	Seminar/Conference Fees
2102020	2/10/2020	Petrie Angela	Supplies - JUV/YA	\$ 78.68	230-4230-2101-0000	General Supplies
2122020	2/12/2020	One23 Events LLC	January 2020 Monthly Fee	\$ 2,000.00	232-4232-4099-0000	SPLF - Miscellaneous Charges
126740	1/30/2020	Zogics	Cleaning Stations (SPLF Custodial Grant)	\$ 857.90	232-4232-2302-0000	SPLF - Minor Equipment
			<b>INVOICES SUBTOTAL</b>	<b>\$ 5,733.12</b>		
<b>CREDIT CARD</b>						
None						
			<b>CREDIT CARD SUBTOTAL</b>	<b>\$0</b>		
<b>SPECIAL BILL PAYOUTS</b>						
None						
			<b>SPECIAL BILL PAYOUT SUBTOTAL</b>	<b>\$0</b>		
			<b>GRAND TOTAL</b>	<b>\$ 5,733.12</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>						
1YH6-YL6L-KDJL	03/23/20	Amazon Business	Supplies	\$ 697.05	230-4230-2101-0000	General Supplies
19MQ-RRYT-H97J	02/23/20	Amazon Business	Programs - JUV (SPLF - Luck)	\$ 15.00	232-4232-2407-0000	SPLF - Programs
13PY-33HD-1TMG	03/06/20	Amazon Business	Janitorial Supplies	\$ 82.50	230-4231-2102-0000	Janitorial Supplies
258323	03/03/20	Bredemus Hardware Co. Inc.	Repairs - Parking Ramp Door Power Operator	\$ 3,200.00	230-4231-3703-0000	Building Repair Charges
3172020	03/17/20	Brodart Co	Materials - Adult (Lawson)	\$ 235.75	224-4224-2404-0000	Helen Lawson Fund - Other Books
3172020	03/17/20	Brodart Co	Materials - YA (Lawson)	\$ 13.34	224-4224-2404-0000	Helen Lawson Fund - Other Books
3172020	03/17/20	Brodart Co	Materials - Juv	\$ 261.44	230-4230-2400-0000	Childrens Books
3172020	03/17/20	Brodart Co	Materials - Adult Fiction	\$ 1,320.72	230-4230-2401-0000	Adult Books - Fiction
3172020	03/17/20	Brodart Co	Materials - Audio (Juv Audio Kits)	\$ 43.38	230-4230-2402-0000	Audio
3172020	03/17/20	Brodart Co	Materials - Adult Nonfiction	\$ 1,490.73	230-4230-2405-0000	Adult Books - Non Fiction
3172020	03/17/20	Brodart Co	Materials - Processing	\$ 459.94	230-4230-3404-0000	Processing Fee
3172020	03/17/20	Brodart Co	Materials - Juv (Tribute - Kraske)	\$ 314.22	235-4235-2101-0000	Library Donations Materials
4043131050	02/19/20	Cintas Corporation	Towels & Rugs	\$ 77.84	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
97406298	03/01/20	Comcast	Internet/WiFi - Mar 2020	\$ 188.06	230-4230-3098-0000	Technology Support
306-02444792-3	02/29/20	Culligan of Stillwater	Water	\$ 33.25	230-4230-4099-0000	Miscellaneous Charges
3062020	03/06/20	Friends of the Stillwater Public Library	Reimbursement for Friends- February 2020	\$ 347.00	228-4228-1990-0000	Friends of Library Pass Thru
9463254020	03/04/20	Grainger	Repair Supplies ( Bird Det)	\$ 72.68	230-4231-2202-0000	Building Repair Supplies
2262020	02/26/20	Hedin Sue	Programs - Adult (Friends)	\$ 91.96	229-4229-2407-0000	Friends - Programs
WREG-1412919	12/02/19	Mad Science of MN	Programs - JUV (SPLF)	\$ 199.00	232-4232-2407-0000	SPLF - Programs
3062020	03/06/20	Koegel Christian M	Processing	\$ 343.00	230-4230-3404-0000	Processing Fee
12432	03/04/20	Mercury Electric	Repairs - Parking Ramp Door Power Operator	\$ 126.00	230-4231-3703-0000	Building Repair Charges
56158	02/11/20	Master Mechanical Inc.	Preventative Maintenance	\$ 1,126.50	230-4231-3707-0000	Maintenance Agreements - Lib Plant
68186	03/12/20	Menards	Janitorial Supplies	\$ 37.74	230-4231-2102-0000	Janitorial Supplies
69546	02/26/20	Menards	Janitorial Supplies	\$ 32.89	230-4231-2102-0000	Janitorial Supplies
69674	02/28/20	Menards	Janitorial Supplies	\$ 29.55	230-4231-2102-0000	Janitorial Supplies
98664578	02/25/20	Midwest Tape	Materials - Video	\$ 168.68	230-4230-2408-0000	Film/Video
98664578	02/25/20	Midwest Tape	Materials - Processing	\$ 19.28	230-4230-3404-0000	Processing Fee
W20010587	02/14/20	Office of MN IT Services	Phone - Jan 2020	\$ 143.70	230-4231-3101-0000	Telephone
CL65064320	02/20/20	Otis Elevator Company	Maint Contract 3/20 - 5/20	\$ 579.42	230-4231-3707-0000	Maintenance Agreements - Lib Plant
CL18092001	02/06/20	Otis Elevator Company	Building Repairs - Elevator A	\$ 347.50	230-4231-3703-0000	Building Repair Charges
115520	02/24/20	Overhead Door Co	Building Repairs - Parking Ramp Exit Gate	\$ 588.90	230-4231-3703-0000	Building Repair Charges
10067454	02/24/20	Pioneer Press St. Paul	Materials - Newspaper (SPLF)	\$ 1,005.56	232-4232-2113-0000	SPLF - Materials
5200829	03/03/20	Quill Corporation	Janitorial Supplies	\$ 55.96	230-4231-2102-0000	Janitorial Supplies
11911126	01/21/20	Recorded Books Inc	Materials - EAudio Credit	\$ (9.00)	230-4230-2409-0000	Electronic Materials
76609696	02/10/20	Recorded Books Inc	Materials -Materials - Audio (SIAB)	\$ 29.99	230-4230-2402-0000	Audio
76616125	02/21/20	Recorded Books Inc	Materials -Materials - Audio (SIAB)	\$ 39.99	230-4230-2402-0000	Audio
76617122	02/25/20	Recorded Books Inc	Materials -Materials - EAudio (SPLF Huels)	\$ 2,212.20	232-4232-2113-0000	SPLF - Materials
76617122	02/25/20	Recorded Books Inc	Materials -Materials - EAudio	\$ 33.77	230-4230-2409-0000	Electronic Materials
76618191	02/26/20	Recorded Books Inc	Materials -Materials - EAudio (SAAB)	\$ 39.99	230-4230-2402-0000	Audio
3122020	03/12/20	One23 Events LLC	February 2020 Monthly Fee	\$ 2,000.00	232-4232-4099-0000	SPLF - Miscellaneous Charges
190481	03/29/20	Stillwater Printing Co.	Printing - Drivers Manual	\$ 70.00	230-4230-3400-0000	Printing and Publishing
189606	01/10/20	Stillwater Printing Co.	Supplies	\$ 275.00	230-4230-2101-0000	General Supplies
66680	02/13/20	Textile Center	Programs - Adult (235 An)	\$ 325.00	235-4236-4099-0000	Library Donations Programs
POC#31552849	03/12/20	US Postal Service	Newsletter	\$ 292.04	230-4230-3102-0000	Postage
			<b>INVOICES SUBTOTAL</b>	<b>\$ 19,057.52</b>		
<b>CREDIT CARD</b>						
69505	1/13/2020	AccuCut Systems	Supplies - Juv	\$ 225.00	230-4230-2101-0000	General Supplies
9342143898	1/27/2020	Brady Worldwide	Custodial Supplies (SPLF 2019-10 Cust)	\$ 417.94	232-4232-2302-0000	SPLF - Minor Equipment
21847591	1/11/2020	Dream Host	Web Hosting	\$ 209.40	230-4230-3098-0000	Technology Support
SMT-290995	1/27/2020	SmartSign	Signage (SPLF 2019-10 Cust)	\$ 63.18	232-4232-2302-0000	SPLF - Minor Equipment
MPS-497072	1/27/2020	SmartSign	Signage (SPLF 2019-10 Cust)	\$ 53.10	232-4232-2302-0000	SPLF - Minor Equipment
			<b>CREDIT CARD SUBTOTAL</b>	<b>\$ 968.62</b>		
<b>SPECIAL BILL PAYOUTS</b>						
1M17-LPL9-CHXF	2/12/2020	Amazon Business	Materials - Adult Fiction	58.63	230-4230-2401-0000	Adult Books - Fiction
1CKK-LJUV-CQNG	2/14/2020	Amazon Business	Janitorial Supplies	27.5	230-4231-2102-0000	Janitorial Supplies
1JVH-KGDW-14XM	2/19/2020	Amazon Business	Programs - YA (Friends 2019-03)	48.97	229-4229-2407-0000	Friends - Programs
14FH-Y7V1-73D3	2/12/2020	Amazon Business	Materials - JUV	9.17	230-4230-2400-0000	Childrens Books
1W7G-JCF1-N3TN	2/17/2020	Amazon Business	Supplies	38.99	230-4230-2101-0000	General Supplies
14FH-Y7V1-73D3	2/12/2020	Amazon Business	Supplies	6.99	230-4230-2101-0000	General Supplies
14FH-Y7V1-73D3	2/12/2020	Amazon Business	Equipment - JUV (WB)	51.98	232-4232-2302-0000	SPLF - Minor Equipment
3565859	2/14/2020	Dalco	Janitorial Supplies	142.02	230-4231-2102-0000	Janitorial Supplies
9441725075	2/12/2020	Grainger	Bldg Repair Supplies	47.66	230-4231-2202-0000	Building Repair Supplies
3042020	3/4/2020	Xcel Energy	Energy	1914.47	230-4231-3601-0000	Natural Gas
3042020	3/4/2020	Xcel Energy	Energy	2785.49	230-4231-3600-0000	Electricity
			<b>SPECIAL BILL PAYOUT SUBTOTAL</b>	<b>\$ 5,131.87</b>		
			<b>GRAND TOTAL</b>	<b>\$ 25,158.01</b>		

Submitted for payment

Mark Troendle, Library Director

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2019 Budget Status Report (Through March 2020)	
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 March 2020 for 2019 purchases. Additional journal entries, expenses and deposits for 2020 are pending.</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 \$1,461.15 under budget for 2019.</li> <li>• Overall, library-generated revenues were \$19,318.38 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 \$925,154.33 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. Excluding the in-kind coordinator expense which was not counted in the adopted budget, personnel service expenditures were \$893,142.33 or \$58,444.67 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 \$16,652.26, which is \$9,152.26 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> <li>• Materials: Collection expenditures for books, audio, video, databases, periodicals, and e-materials totaled \$94,489.40, about \$3,410.60 under budget. With the exception of audio, expenditures were at or over budget as allowed (due to savings in other areas). Audio expenditures were \$6,682.62 under budget due to transition in the WCL/SPL acquisitions and cataloging processes, changes in standing order plans, and changing use of the collection. Staff are reviewing the audio collection for 2020 and adjusting acquisitions to align with library and patron needs.</li> <li>• Programs: \$2,214.00 was expensed to programs. This city line item was budgeted at \$1,459.00.</li> </ul>	

**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: \$865.00 in general insurance was charged to the library. This number will not be finalized until the audit is complete. \$2,196 was budgeted in 2019.
- Overall, services and charges were \$64,687.76 or about \$9,700 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 ended \$8,096.68 under budget in 2019.

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: \$31,541.00 in general insurance was charged to the library. This number will not be finalized until the audit is complete. \$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 were \$134,134.09 or about \$16,000 over budget.

**ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:**

**2019 Budget Status Report (Through March 2020)**

**PREVIOUS ACTION ON ITEM:**

**REVIEWED BY COMMITTEE?**

# General Ledger

## Budget Status

User: kgoeltl  
 Printed: 4/7/2020 - 2:52 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: kgoeltl  
 Printed: 4/7/2020 - 2:42 PM  
 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	6,061.46	6,061.46	-5,061.46	0.00	-5,061.46	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	3,346.78	3,346.78	-846.78	0.00	-846.78	0.00
230-0000-3880-0040	Processing Fees	6,000.00	4,661.14	4,661.14	1,338.86	0.00	1,338.86	22.31
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	48,144.68	48,144.68	-34,644.68	0.00	-34,644.68	0.00
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,288,770.00	1,310,539.56	1,310,539.56	-21,769.56	0.00	-21,769.56	0.00
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
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	1,310,539.56	1,310,539.56	-10,897.56	0.00	-10,897.56	0.00
	Revenue Sub Totals:	1,395,342.00	1,418,933.18	1,418,933.18	-23,591.18	0.00	-23,591.18	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Dept 0000 Sub Totals:	-1,395,342.00	-1,418,933.18	-1,418,933.18	23,591.18	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	519,788.11	519,788.11	-166,152.11	0.00	-166,152.11	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	50,226.29	50,226.29	4,990.71	0.00	4,990.71	9.04
230-4230-1420-0000	FICA/Medicare	56,321.00	55,057.38	55,057.38	1,263.62	0.00	1,263.62	2.24
230-4230-1500-0000	Hospital / Medical	100,192.00	47,177.91	47,177.91	53,014.09	0.00	53,014.09	52.91
230-4230-1520-0000	Dental Insurance	3,011.00	3,699.17	3,699.17	-688.17	0.00	-688.17	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	925,154.33	925,154.33	26,432.67	0.00	26,432.67	2.78
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	5,637.68	5,637.68	-1,137.68	0.00	-1,137.68	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	11,014.58	11,014.58	-8,014.58	0.00	-8,014.58	0.00
230-4230-2400-0000	Childrens Books	19,100.00	19,099.30	19,099.30	0.70	0.00	0.70	0.00
230-4230-2401-0000	Adult Books - Fiction	19,500.00	21,275.70	21,275.70	-1,775.70	0.00	-1,775.70	0.00
230-4230-2402-0000	Audio	14,000.00	7,317.38	7,317.38	6,682.62	0.00	6,682.62	47.73
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	21,161.40	21,161.40	-2,661.40	0.00	-2,661.40	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	2,214.00	2,214.00	-755.00	0.00	-755.00	0.00
230-4230-2408-0000	Film/Video	7,500.00	7,764.34	7,764.34	-264.34	0.00	-264.34	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
	E10 Sub Totals:	106,859.00	113,355.66	113,355.66	-6,496.66	0.00	-6,496.66	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	13,948.14	13,948.14	51.86	0.00	51.86	0.37
230-4230-3500-0000	General Insurance	2,196.00	865.00	865.00	1,331.00	0.00	1,331.00	60.61
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	434.32	434.32	-34.32	0.00	-34.32	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	E15 Sub Totals:	74,368.00	64,687.76	64,687.76	9,680.24	0.00	9,680.24	13.02
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	1,106,976.99	1,106,976.99	29,662.01	0.00	29,662.01	2.61
	Dept 4230 Sub Totals:	1,136,639.00	1,106,976.99	1,106,976.99	29,662.01	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
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	31,541.00	31,541.00	70.00	0.00	70.00	0.22
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	134,134.09	134,134.09	-15,623.09	0.00	-15,623.09	0.00
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	955.52	955.52	144.48	0.00	144.48	13.13

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E40	E20 Sub Totals:	1,100.00	955.52	955.52	144.48	0.00	144.48	13.13
230-4231-9490-0000	OTHER FINANCING USES							
	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	268,541.90	268,541.90	-10,339.90	0.00	-10,339.90	0.00
	Dept 4231 Sub Totals:	258,202.00	268,541.90	268,541.90	-10,339.90	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
	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	1,418,933.18	1,418,933.18	-23,591.18	0.00	-23,591.18	0.00
	Fund Expense Sub Totals:	1,394,841.00	1,375,518.89	1,375,518.89	19,322.11	0.00	19,322.11	1.39
	Fund 230 Sub Totals:	-501.00	-43,414.29	-43,414.29	42,913.29	0.00		



**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: February 2020 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> Attached is a budget status report for the period from January 1 – February 29, 2020.</p> <p><u>120 Funds – Capital Projects:</u></p> <ul style="list-style-type: none"> <li>• \$8,644.00 paid to Bibliotheca for the replacement of the children’s self-check machine as allocated in the 2020 capital budget.</li> </ul> <p><u>230 Funds – Revenues:</u> The budget for library-generated revenues in 2020 was approved at \$132,620.</p> <ul style="list-style-type: none"> <li>• Rental Fees: Through February, \$510 was received in rental fees for meetings scheduled at the library. \$2,500 is anticipated from One23 Events for the library’s share of three deposits made in February for 2020 events. While no wedding cancellations have occurred due to COVID-19, future cancellations or postponements are a real possibility which would reduce revenue generation for 2020. In addition, 2021 inquiries have slowed with the onset of the pandemic.</li> <li>• Other Revenue Lines: Due to the impact of the pandemic on library operations, many of the revenue line items are projected to be lower than budgeted. Libraries have extended due dates and waived fees. Our gallery has been closed to the public. Print/copy services have not been available.</li> </ul> <p><u>230 Funds – Expenditures:</u> Operating – Personnel Services: Personnel expenditures total \$144,931.82 through February.</p> <ul style="list-style-type: none"> <li>• <i>Pending Journal Entry:</i> Due to the fiscal year change, Finance will need to make journal entry corrections to remove compensation for days worked in 2019 but paid in 2020 (~\$20,000). They will also add in health insurance pre-payments made in 2019 for the 2020 fiscal year (~\$5,500).</li> </ul> <p>Operating – Supplies &amp; Materials: 2020 collection ordering with our major vendors did not begin until mid-February due to the year-end close out of the acquisitions process and the roll-over to a new fiscal year.</p> <ul style="list-style-type: none"> <li>• <i>Pending Journal Entry:</i> \$6,140.15 was pre-paid in December 2019 to Ebsco Publishing for the purchase of 2020 magazine and newspaper subscriptions from the 230-000-1410-1000 prepaid account. \$3,658.79 of this charge needs to be transferred to the 230-4230-2403-0000 periodicals account. \$1,862.88 was funded by a Foundation grant and needs to be transferred to the Foundation account 232-4232-2113-0000. \$618.48 of this charge was for library professional subscriptions and needs to be transferred to the 230-4230-4001-0000 subscriptions account.</li> <li>• <i>Pending Journal Entry:</i> \$499.20 was pre-paid in December 2019 to Recorded Books for the 2020 standing order plan for foreign films. This charge needs to be transferred to the 230-4230-2408-0000 film/video account.</li> <li>• <i>Pending Journal Entry:</i> \$1103.00 was pre-paid in December 2019 to ValueLine for 2020 reference materials. This charge needs to be transferred to the 230-4230-2113-0000 reference account.</li> </ul> <p>Operating – Services and Charges: Maintenance agreement expenditures total \$20,456.31. \$19,661.31 was the Bibliotheca payment for the annual maintenance of the sorter, selfchecks and RFID pads in January 2020.</p> <p>Plant – Personnel Services: Personnel expenditures total \$20,003.69 through February.</p>	

## Agenda Item Cover Sheet

- *Pending Journal Entry:* Due to the fiscal year change, Finance will need to make journal entry corrections to remove compensation for days worked in 2019 but paid in 2020 (~\$3,000). They will also add in health insurance pre-payments made in 2019 for the 2020 fiscal year (~\$1,400).

Plant – Services and Charges:

- *Pending Journal Entry:* \$386.28 was pre-paid in December 2019 for January and February 2020 elevator maintenance agreement. This charge needs to be transferred to 230-4231-3707-0000 Maintenance Agreements – Library Plant.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

2020 February Budget Status Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

# General Ledger

## Budget Status

User: kgoeltl  
 Printed: 4/7/2020 - 3:00 PM  
 Period: 1 to 2, 2020



Account Number		Description	Budget Amount	Period Amount	YTD Amount
Fund	120	CAPITAL OUTLAY			
Dept	120-4230	LIBRARY			
E25		CAPITAL OUTLAY			
	120-4230-5200-0000	C/O & Improvements	56,700.00	0.00	0.00
	120-4230-5300-0000	C/O Machinery & Equipment	5,000.00	0.00	0.00
	120-4230-5310-0000	C/O MIS Computer Equipment	33,300.00	8,644.00	0.00
		E25 Sub Totals:	95,000.00	8,644.00	0.00
		Expense Sub Totals:	95,000.00	8,644.00	0.00
		Dept 4230 Sub Totals:	95,000.00	8,644.00	0.00
Dept	120-4231	LIBRARY PLANT			
E25		CAPITAL OUTLAY			
	120-4231-5200-0000	C/O & Improvements	0.00	0.00	0.00
	120-4231-5300-0000	C/O Machinery & Equipment	0.00	0.00	0.00
		E25 Sub Totals:	0.00	0.00	0.00
		Expense Sub Totals:	0.00	0.00	0.00
		Dept 4231 Sub Totals:	0.00	0.00	0.00

# General Ledger

## Budget Status

User: kgoetl  
 Printed: 4/7/2020 - 2:38 PM  
 Period: 1 to 2, 2020



Account Number	Description	Budget Amount	Period Amount	YTD Amount
Fund 230	LIBRARY FUND			
Dept 230-0000				
R05	TAXES			
230-0000-3010-0100	Current Property Taxes	0.00	0.00	0.00
	R05 Sub Totals:	0.00	0.00	0.00
R25	CHARGES FOR SERVICES			
230-0000-3500-0100	Meeting Room Rental Fees	113,000.00	510.00	-510.00
230-0000-3520-0100	Copier/Printer Sales	6,500.00	964.88	-964.88
230-0000-3880-0200	Gallery Fees	500.00	250.00	-250.00
230-0000-3880-0500	Book & Other Enterprise Sales	200.00	57.00	-57.00
	R25 Sub Totals:	120,200.00	1,781.88	-1,781.88
R40	MISCELLANEOUS			
230-0000-3810-0200	Interest Earnings-Investments	1,000.00	0.00	0.00
230-0000-3820-0100	Gifts	1,500.00	98.84	-98.84
230-0000-3830-0100	Sale of Property	0.00	0.00	0.00
230-0000-3860-0100	Lease/Rentals	0.00	0.00	0.00
230-0000-3860-0200	Parking Rental	0.00	0.00	0.00
230-0000-3870-0100	Refunds and Reimbursements	500.00	0.00	0.00
230-0000-3880-0020	Library Card Fees	420.00	120.00	-120.00
230-0000-3880-0030	Lost Materials	3,000.00	353.75	-353.75
230-0000-3880-0040	Processing Fees	6,000.00	262.07	-262.07
230-0000-3880-0050	Registration	0.00	0.00	0.00
230-0000-3880-0100	Miscellaneous Income	0.00	-2.45	2.45
230-0000-3880-0300	Cash Short/Over	0.00	-12.29	12.29
	R40 Sub Totals:	12,420.00	819.92	-819.92

# General Ledger

## Budget Status

User: kgoeltl  
 Printed: 4/7/2020 - 2:38 PM  
 Period: 1 to 2, 2020



Account Number	Description	Budget Amount	Period Amount	YTD Amount
R45	OTHER FINANCING SOURCES			
230-0000-3910-0100	Transfer In-General Fund	1,353,200.00	0.00	0.00
230-0000-3910-0232	Transfer In-Library Fundraiser	0.00	0.00	0.00
230-0000-3910-0404	Transfer In-Co Bonds 2004	0.00	0.00	0.00
230-0000-3910-0405	Transfer In-GO CO Bonds 2005	0.00	0.00	0.00
230-0000-3910-0412	Transfer In-GO CO Bonds 2012	0.00	0.00	0.00
230-0000-3910-0414	Transfer In-GO CO Bonds 2014	0.00	0.00	0.00
230-0000-3910-0415	Transfer In-2015 GO CO Bonds	0.00	0.00	0.00
230-0000-3910-0416	Transfer In-CO Bonds 2006	0.00	0.00	0.00
230-0000-3910-0420	Transfer In-Co Bonds	0.00	0.00	0.00
230-0000-3910-0423	Transfer In-2001 C/O Bonds	0.00	0.00	0.00
230-0000-3910-0424	Transfer In-Co Bonds 2000	0.00	0.00	0.00
230-0000-3910-0426	Transfer In - CO Bonds 2016	0.00	0.00	0.00
230-0000-3910-0427	Transfer In - CO Bonds 2017	0.00	0.00	0.00
230-0000-3910-0490	Transfer In-Capital Projects	0.00	0.00	0.00
	R45 Sub Totals:	1,353,200.00	0.00	0.00
	Revenue Sub Totals:	1,485,820.00	2,601.80	-2,601.80
	Dept 0000 Sub Totals:	-1,485,820.00	-2,601.80	2,601.80
Dept 230-4230	LIBRARY OPERATIONS			
E05	PERSONNEL SERVICES			
230-4230-1000-0000	Full Time Salaries	415,990.56	25,894.94	25,894.94
230-4230-1100-0000	Overtime - Full Time	0.00	63.86	63.86
230-4230-1111-0000	Severance Pay	0.00	0.00	0.00
230-4230-1112-0000	Sick Pay	0.00	2,175.85	2,175.85
230-4230-1113-0000	Vacation Pay	0.00	9,166.86	9,166.86
230-4230-1200-0000	Part Time Salaries	350,945.44	79,025.99	79,025.99

# General Ledger

## Budget Status

User: kgoeltl  
 Printed: 4/7/2020 - 2:38 PM  
 Period: 1 to 2, 2020



Account Number	Description	Budget Amount	Period Amount	YTD Amount
230-4230-1300-0000	Overtime - Part Time	0.00	0.00	0.00
230-4230-1410-0000	PERA	57,520.20	8,117.99	8,117.99
230-4230-1420-0000	FICA/Medicare	58,108.36	8,827.09	8,827.09
230-4230-1500-0000	Hospital / Medical	88,359.48	11,019.32	11,019.32
230-4230-1520-0000	Dental Insurance	2,684.40	564.54	564.54
230-4230-1540-0000	Life Insurance	622.68	75.38	75.38
230-4230-1990-0000	Grant Pass Thru	0.00	0.00	0.00
	<b>E05 Sub Totals:</b>	<b>974,231.12</b>	<b>144,931.82</b>	<b>144,931.82</b>
<b>E10</b>	<b>SUPPLIES</b>			
230-4230-2000-0000	Office Supplies	0.00	0.00	0.00
230-4230-2101-0000	General Supplies	4,500.00	802.17	802.17
230-4230-2113-0000	Reference	2,500.00	0.00	0.00
230-4230-2114-0000	Data Base Searching	2,000.00	0.00	0.00
230-4230-2302-0000	Other Minor Equipment	3,000.00	0.00	0.00
230-4230-2400-0000	Childrens Books	21,010.00	0.00	0.00
230-4230-2401-0000	Adult Books - Fiction	21,450.00	0.00	0.00
230-4230-2402-0000	Audio	15,400.00	0.00	0.00
230-4230-2403-0000	Periodicals	4,900.00	252.94	252.94
230-4230-2405-0000	Adult Books - Non Fiction	20,350.00	75.00	75.00
230-4230-2406-0000	Teen Books - Materials	5,500.00	0.00	0.00
230-4230-2407-0000	Programs	1,650.00	0.00	0.00
230-4230-2408-0000	Film/Video	8,250.00	0.00	0.00
230-4230-2409-0000	Electronic Materials	4,500.00	0.00	0.00
230-4230-2499-0000	Collection Development	400.00	75.00	75.00
	<b>E10 Sub Totals:</b>	<b>115,410.00</b>	<b>1,205.11</b>	<b>1,205.11</b>
<b>E15</b>	<b>SERVICES AND CHARGES</b>			
230-4230-3098-0000	Technology Support	10,700.00	585.52	585.52
230-4230-3099-0000	Other Professional Services	53,268.00	0.00	0.00

# General Ledger

## Budget Status

User: kgoeltl  
 Printed: 4/7/2020 - 2:38 PM  
 Period: 1 to 2, 2020



Account Number	Description	Budget Amount	Period Amount	YTD Amount
230-4230-3100-0000	Circulation System	6,129.12	0.00	0.00
230-4230-3101-0000	Telecommunications	0.00	0.00	0.00
230-4230-3102-0000	Postage	1,500.00	0.00	0.00
230-4230-3200-0000	Mileage	400.00	0.00	0.00
230-4230-3201-0000	Seminar/Conference Fees	7,800.00	44.58	44.58
230-4230-3202-0000	Meals	0.00	0.00	0.00
230-4230-3203-0000	Housing	0.00	0.00	0.00
230-4230-3400-0000	Printing and Publishing	2,500.00	0.00	0.00
230-4230-3401-0000	Binding	0.00	0.00	0.00
230-4230-3404-0000	Processing Fee	14,000.00	0.00	0.00
230-4230-3500-0000	General Insurance	2,300.00	0.00	0.00
230-4230-3707-0000	Maintenance Agreements	23,500.00	20,456.31	20,456.31
230-4230-3713-0000	Computer Maintenance Agreements	0.00	0.00	0.00
230-4230-3803-0000	Data Base Maintenance	0.00	0.00	0.00
230-4230-3804-0000	Equipment Rental	0.00	0.00	0.00
230-4230-3900-0000	Sales Tax	400.00	0.00	0.00
	E15 Sub Totals:	122,497.12	21,086.41	21,086.41
E20	MISCELLANEOUS			
230-4230-4000-0000	Memberships and Dues	1,200.00	0.00	0.00
230-4230-4001-0000	Subscriptions	625.00	0.00	0.00
230-4230-4093-0000	COVID-19	0.00	0.00	0.00
230-4230-4099-0000	Miscellaneous Charges	3,000.00	98.46	98.46
	E20 Sub Totals:	4,825.00	98.46	98.46
E35	DEPRECIATION			
230-4230-7010-0000	Depreciation-Purchased	0.00	0.00	0.00
230-4230-7020-0000	Depreciation-Contributed	0.00	0.00	0.00
	E35 Sub Totals:	0.00	0.00	0.00

# General Ledger

## Budget Status

User: kgoeltl  
 Printed: 4/7/2020 - 2:38 PM  
 Period: 1 to 2, 2020



Account Number	Description	Budget Amount	Period Amount	YTD Amount
	Expense Sub Totals:	1,216,963.24	167,321.80	167,321.80
	Dept 4230 Sub Totals:	1,216,963.24	167,321.80	167,321.80
Dept 230-4231	LIBRARY PLANT			
E05	PERSONNEL SERVICES			
230-4231-1000-0000	Full Time Salaries	83,851.58	817.11	817.11
230-4231-1100-0000	Overtime - Full Time	0.00	0.00	0.00
230-4231-1111-0000	Severance Pay	0.00	0.00	0.00
230-4231-1112-0000	Sick Pay	0.00	360.66	360.66
230-4231-1113-0000	Vacation Pay	0.00	2,339.57	2,339.57
230-4231-1200-0000	Part Time Salaries	14,937.00	11,292.45	11,292.45
230-4231-1410-0000	PERA	7,089.49	952.82	952.82
230-4231-1420-0000	FICA/Medicare	7,557.33	1,125.55	1,125.55
230-4231-1500-0000	Hospital / Medical	13,077.00	2,852.66	2,852.66
230-4231-1520-0000	Dental Insurance	757.80	246.98	246.98
230-4231-1540-0000	Life Insurance	87.00	15.89	15.89
230-4231-1990-0000	Grant Pass Thru	0.00	0.00	0.00
	E05 Sub Totals:	127,357.20	20,003.69	20,003.69
E10	SUPPLIES			
230-4231-2101-0000	General Supplies	1,000.00	0.00	0.00
230-4231-2102-0000	Janitorial Supplies	4,500.00	449.55	449.55
230-4231-2202-0000	Building Repair Supplies	1,500.00	0.00	0.00
230-4231-2203-0000	Furn/Air Cond Repair Supplies	0.00	0.00	0.00
230-4231-2302-0000	Other Minor Equipment	800.00	0.00	0.00
	E10 Sub Totals:	7,800.00	449.55	449.55
E15	SERVICES AND CHARGES			
230-4231-3002-0000	Contractual	0.00	0.00	0.00



# General Ledger

## Budget Status

User: kgoeltl  
 Printed: 4/7/2020 - 2:38 PM  
 Period: 1 to 2, 2020



Account Number	Description	Budget Amount	Period Amount	YTD Amount
230-4231-3099-0000	Other Professional Services	4,000.00	0.00	0.00
230-4231-3101-0000	Telephone	1,700.00	0.00	0.00
230-4231-3500-0000	General Insurance	32,000.00	0.00	0.00
230-4231-3600-0000	Electricity	46,200.00	1,576.17	1,576.17
230-4231-3601-0000	Natural Gas	13,200.00	1,403.29	1,403.29
230-4231-3703-0000	Building Repair Charges	25,000.00	627.75	627.75
230-4231-3707-0000	Maintenance Agreements	10,500.00	1,863.86	1,863.86
230-4231-3713-0000	Compt Maintenance Agreements	0.00	0.00	0.00
	E15 Sub Totals:	132,600.00	5,471.07	5,471.07
E20	MISCELLANEOUS			
230-4231-4099-0000	Miscellaneous Charges	1,100.00	72.24	72.24
	E20 Sub Totals:	1,100.00	72.24	72.24
E40	OTHER FINANCING USES			
230-4231-9490-0000	Transfer Out-Cap Proj Fund	0.00	0.00	0.00
	E40 Sub Totals:	0.00	0.00	0.00
	Expense Sub Totals:	268,857.20	25,996.55	25,996.55
	Dept 4231 Sub Totals:	268,857.20	25,996.55	25,996.55
Dept 230-4900	IMPROVEMENT PROJECTS			
E15	SERVICES AND CHARGES			
230-4900-3099-0000	Other Professional Services	0.00	0.00	0.00
	E15 Sub Totals:	0.00	0.00	0.00
E25	CAPITAL OUTLAY			
230-4900-5200-0000	C/O & Improvements	0.00	0.00	0.00

# General Ledger

## Budget Status

User: kgoeltl  
Printed: 4/7/2020 - 2:38 PM  
Period: 1 to 2, 2020



<b>Account Number</b>	<b>Description</b>	<b>Budget Amount</b>	<b>Period Amount</b>	<b>YTD Amount</b>
	E25 Sub Totals:	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00
	Dept 4900 Sub Totals:	0.00	0.00	0.00
	Fund Revenue Sub Totals:	1,485,820.00	2,601.80	2,601.80
	Fund Expense Sub Totals:	1,485,820.44	193,318.35	193,318.35
	Fund 230 Sub Totals:	0.44	190,716.55	190,716.55

**Agenda Items Details**

<p>AGENDA ITEM NAME &amp; BRIEF DESCRIPTION:  <b>Library Supplemental Funds: Gifts and Grants Received</b></p>	
<p>OWNER:  <b>Goeltl, Business and Communications Manager</b></p>	<p>PRESENTER:  <b>Troendle, Director</b></p>
<p>REQUESTED AGENDA TYPE (A, I, D):  <b>A</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:  <b>Approval of the following supplemental gifts and grants received by the library in Quarter 1 of 2020.</b></p>	
<p>BACKGROUND/CONTEXT:  <b>Attached is a list of the supplemental gifts and grants received by the library from January 1, 2020 – March 31, 2019.</b>   <b>Official acceptance of the gifts and grants received report is requested.</b></p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:  <b>Library Supplemental Funds: 2020 Gifts &amp; Grants Received Through 3/31/2020</b></p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

**LIBRARY SUPPLEMENTAL FUNDS: 2020 GIFTS & GRANTS RECEIVED (January 1 - March 31, 2020)**

Prepared 4/13/2020

2020 Gifts							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
G1	1/7/2020	\$150 Tribute Gift in memory of Ernie Beaudet	\$150	Book Purchases - Birds, Handyman, Engineering	235-0000-3820-0100	Expend in 2020	For Board Review & Approval 4/14/20
G2	1/7/2020	\$150 Tribute Gift in memory of Ernie Beaudet	\$150	Book Purchases - Birds, Handyman, Engineering	235-0000-3820-0100	Expend in 2020	For Board Review & Approval 4/14/20
G3	1/7/2020	\$150 Tribute Gift in memory of Ernie Beaudet	\$150	Book Purchases - Birds, Handyman, Engineering	235-0000-3820-0100	Expend in 2020	For Board Review & Approval 4/14/20
G4	1/7/2020	\$50 Tribute Gift in memory of Dave Magnuson & \$50 Tribute in memory of Judy Wilson	\$100	Book Purchase	230-0000-3820-0100	Expend in 2020	For Board Review & Approval 4/14/20
G5	1/7/2020	\$600 Tribute Gift in memory of Robert Kraske (50% specified for children's fiction and 50% for children's nonfiction)	\$600	Book Purchase	235-0000-3820-0100	Expend in 2020	For Board Review & Approval 4/14/20
G6	1/7/2020	\$1000 Unrestricted Donation	\$1,000	None	235-0000-3820-0100	Allocate to programming for expenditure in 2020	For Board Review & Approval 4/14/20
G7	1/9/2020	In-Kind Donation of hand-crafted oak and cherry sign holders and a white-board	In-Kind	N/A	N/A	N/A	For Board Review & Approval 4/14/20
G8	1/14/2020	\$250 Tribute in memory of Ernie Beaudet	\$250	Book Purchase	235-0000-3820-0100	Expend in 2020	For Board Review & Approval 4/14/20
G9	1/14/2020	\$35 Tribute in memory of Ernie Beaudet	\$35	Book Purchases - Birds, Handyman, Engineering	235-0000-3820-0100	Expend in 2020	For Board Review & Approval 4/14/20
G10	2/11/2020	\$2,500 Tribute Gift in memory of Bob Kraske	\$2,500	None	235-0000-3820-0100	TBD	For Board Review & Approval 4/14/20
G11	2/11/2020	\$2,500 Kraske Bequest	\$2,500	None	235-0000-3820-0100	TBD	For Board Review & Approval 4/14/20
G12	3/5/2020	\$30 Tribute in memory of Helen Falde	\$30	Book Purchases - Birds, Handyman, Engineering	230-0000-3820-0100	Expend in 2020	For Board Review & Approval 4/14/20
G13	3/5/2020	\$50 Tribute in memory of Dean Mattson	\$50	None	230-0000-3820-0100	Use for General Operating	For Board Review & Approval 4/14/20
G14	3/6/2020	\$100 Unrestricted Donation	\$100	None	230-0000-3820-0100	Use for General Operating	For Board Review & Approval 4/14/20
G15	3/10/2020	In-Kind Donation of subscription to Air & Space magazine	In-Kind	N/A	N/A	N/A	For Board Review & Approval 4/14/20
G16	3/11/2020	\$30 Tribute in memory of Anna Lisa Bilodeau	\$30	Book Purchase	230-0000-3820-0100	Expend in 2020	For Board Review & Approval 4/14/20
G17	3/17/2020	\$5,000 Unrestricted Gift from Stillwater Township	\$5,000	None	227-0000-3820-0100	TBD	For Board Review & Approval 4/14/20
			\$12,645				
<b>2020: FRIENDS OF STILLWATER PUBLIC LIBRARY GIFTS</b>							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
F1	2/11/2020	\$300 Donor-Designated Gift to Juv Materials	\$300	Juv Materials	229-0000-3810-0100	Expend in 2020	For Board Review & Approval 4/14/20
			\$300				
<b>2020: FOUNDATION GRANTS (This is a list of the grants awarded. We do not receive the funds in a single payment. Instead, the SPLF reimburses for expenditures against the grant.)</b>							
ID	Date	Description	Award	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	Requested Board Action
SPLF1	2/7/2020	\$20.43 Tribute in memory of Meinke	\$20	Book Purchase	232-0000-3820-0100	Expend in 2020	For Board Review & Approval 4/14/20
			\$20				
<b>2020: FOUNDATION IN-KIND DONATIONS TO LIBRARY (This is a list of in-kind donations provided by the Foundation to the library)</b>							
ID	Date	Description	Amount	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	Requested Board Action
SPLF In Kind 1	1/25/2020	Volunteer Coordinator Contract	\$1,668	N/A	N/A	N/A	For Board Review & Approval 4/14/20
SPLF In Kind 2	2/25/2020	Volunteer Coordinator Contract	\$1,668	N/A	N/A	N/A	For Board Review & Approval 4/14/20
SPLF In Kind 3	3/25/2020	Volunteer Coordinator Contract	\$1,668	N/A	N/A	N/A	For Board Review & Approval 4/14/20
			\$5,003				

**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><b>Trustees:</b> 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>Library's Response to COVID-19</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:	
<p><b>BACKGROUND/CONTEXT:</b></p> <p>Beginning in February and through mid-March, the library increasingly ramped up its response to the advance of COVID-19. Initially, custodial duties were reprioritized to focus even more on disinfection, long-planned hygiene stations and hand washing signage were deployed, and guidance from public health experts was sought and regularly communicated to staff. Hard-to-clean toys and objects were removed, and toys that remained were regularly washed in a bleach solution before eventually being withdrawn entirely. Then, returned collection materials were quarantined for two days and wiped with disinfectant cloths, board books and other juvenile materials that were in bins or on shelves were sanitized, spacing between internet stations was increased, and social distancing signage was on display. Next, all library programs were canceled through May 31, the Friends canceled their spring book sale, and the Library Foundation canceled its Pi Day donor appreciation event. As the threat from the virus grew and the aforementioned measures no longer seemed sufficient to slow the spread, the library itself closed to in-person visits by the general public. March 16 was the last day we were open as usual.</p> <p>Since then, we have been in a constant state of adjustment. Besides the strategic plan, our focus has been on the safety and well-being of staff and patrons, developing new routines for staff while maintaining flexibility, and developing and communicating alternate service delivery options to help restore some normalcy to patrons' lives during this unprecedented period of change.</p> <p>In the staff reports section of this packet, there is more specific information as to what staff is doing behind the scenes. Not being able to serve the public in traditional ways has been challenging, but we have a creative and dedicated staff that is transitioning as quickly as possible to the new public health environment we're living in.</p> <p>Libraries have a history of evolving to meet community needs. The speed with which this change has been imposed on us is new, but our ability to respond and adapt is a constant. We are here for our community and look forward to continuing to serve our patrons in a variety of ways, including through online programming, e-materials, phone and email assistance, and a revised curbside pick-up of holds service.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Capital Update and Request</b>																													
OWNER: <b>Facilities Committee</b>	PRESENTER: <b>Carlsen, Trustee</b> <b>Lockyear, Vice President</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:  <p>Motion to authorize the Facilities Committee to approve a bid for the repair of the plaster cracks in the Fiction room, the Dome, and the Mystery room including repainting and touch-up painting as necessary. This repair project is to be completed during the closure of the Library due to Covid-19.</p> <p>Motion to authorize the Facilities Committee to approve release of the necessary Capital Improvement or other funds to cover any down payment required by the selected contractor. This authorization is to allow the completion of the plaster repair project during the Library closure.</p> <p>Motion to authorize the Facilities Committee to make adjustments to the 2020 Capital Budget if the City requires decisions be made before the Library Board reconvenes.</p>																													
BACKGROUND/CONTEXT: <p>The library’s current closure provides a window of opportunity to complete needed upper level ceiling repairs in a manner that will be less disruptive and more economical than if we were open to the general public. Since we don’t know precisely how long the closure will last, the Facilities Committee would like to move as expeditiously and responsibly as possible. As of April 13, the Committee is still gathering proposals. Please refer to the Facilities Committee Report in this packet for more project background information.</p> <p>Additionally, the City Administrator and Finance Director requested all city departments conduct a review of their 2020 capital budgets and provide a preliminary assessment by noon, April 7, because of the economic uncertainty around COVID-19. The Facilities Committee met on April 6 to review the 2020 capital budget. The committee’s focus was on non-IT projects because Rose Holman, City IT Manager, indicated she would review and prioritize IT projects for all departments. Below are how 2020 library capital projects were prioritized using the city-provide scale: 1- Already done or purchased; 2 – Critical/needs to be done; and, 3 – Project/purchase can wait. The infrastructure and equipment projects have caveats attached that may result in additional savings this year.</p>																													
<table border="1"> <thead> <tr> <th>Projects</th> <th>Priority</th> <th>\$ Amount</th> </tr> </thead> <tbody> <tr> <td>Upgrade Staff Computers, Laptops and Tablets</td> <td>3</td> <td>800</td> </tr> <tr> <td>Upgrade/Add Security Cameras</td> <td>3</td> <td>4,000</td> </tr> <tr> <td>SelfCheck Upgrade</td> <td>2</td> <td>17,000</td> </tr> <tr> <td>RFID Pads</td> <td>3</td> <td>1,500</td> </tr> <tr> <td>LED Light Conversion</td> <td>3</td> <td>6,500</td> </tr> <tr> <td>Sorter - Windows 10</td> <td>2</td> <td>10,000</td> </tr> <tr> <td>Library Building Infrastructure</td> <td>2*</td> <td>50,200</td> </tr> <tr> <td>Custodial Equipment</td> <td>2*</td> <td>5,000</td> </tr> </tbody> </table>			Projects	Priority	\$ Amount	Upgrade Staff Computers, Laptops and Tablets	3	800	Upgrade/Add Security Cameras	3	4,000	SelfCheck Upgrade	2	17,000	RFID Pads	3	1,500	LED Light Conversion	3	6,500	Sorter - Windows 10	2	10,000	Library Building Infrastructure	2*	50,200	Custodial Equipment	2*	5,000
Projects	Priority	\$ Amount																											
Upgrade Staff Computers, Laptops and Tablets	3	800																											
Upgrade/Add Security Cameras	3	4,000																											
SelfCheck Upgrade	2	17,000																											
RFID Pads	3	1,500																											
LED Light Conversion	3	6,500																											
Sorter - Windows 10	2	10,000																											
Library Building Infrastructure	2*	50,200																											
Custodial Equipment	2*	5,000																											

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Grant Requests &amp; Fund Allocations</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: <p><b>Motion to approve grant requests to the following entities:</b></p> <ul style="list-style-type: none"> <li>• Stillwater Public Library Foundation for funding of up to \$7,500 for materials</li> <li>• Friends of the Stillwater Public Library for funding of up to \$4,200 for materials</li> </ul> <p><b>Motion to approve allocation requests of existing funds:</b></p> <ul style="list-style-type: none"> <li>• Helen Lawson Library Funds of \$9,400 for juvenile and adult materials</li> <li>• Account 235 Gift Funds of \$1,000 for programming</li> </ul>	
BACKGROUND/CONTEXT: <p>In the March 2020 packet, a grant and allocation request was submitted to the board. Following is a revised grant and allocation request adjusted for the impact of COVID-19.</p> <p><i>Collection:</i>            Within the city budget, we allocated \$106,260 to the collection with key areas receiving 10% increases from 2019. Staff have identified an additional \$21,100 in funding needed to better align our collection with patron use. The funds would help the library keep up with holds, replace well-loved copies of materials, and increase available digital materials. The funds would also allow the library to acquire materials for the Lucky Day Collection and the telescope project.</p> <p>To meet these collection objectives, the library would like to:</p> <ul style="list-style-type: none"> <li>• Request grant of \$7,500 from Foundation for materials, including the funding of Lucky Day (\$500 grant request for the purchase of a telescope is included in this total)</li> <li>• Request grant of \$4,200 from Friends for materials (\$500 grant request for the purchase of a telescope is included in this total)</li> <li>• Request allocation of \$9,400 from the Helen Lawson Library Fund for materials (account balance is \$38,664)</li> </ul> <p><i>Programming:</i>            Due to the impact of COVID-19 on in-person library programming, a comprehensive request for 2020 programming funds is on hold. In April and May, staff will implement virtual programming options funded, in part, by residual funds from prior-year programming grants. Staff will evaluate programming funding needs based on the evolving COVID-19 situation and return to the board for further programming requests once more is known. During this interim period, the library requests an allocation of \$1,000 from 235 gift funds to be used to supplement the prior-year funds.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	



**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Venue Coordinator – Management Services Agreement</b>	
OWNER: <b>Executive Committee</b>	PRESENTER: <b>Bell, 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>Motion to approve terminating the Management Services Agreement between Stillwater Public Library and One23 Events by invoking the 90-day Early Termination Without Cause provision.</b>	
BACKGROUND/CONTEXT: The total number of events scheduled at the Library for 2020 is 13. Total number of events scheduled for 2020 is 2.  One23 reported that inquiries have been slow across all of their venues. They have rescheduled events at The Loft and JX, but no events have been rescheduled at the Library yet.  In response to the volume of calls and emails received by One23 Events from clients due to the pandemic, One23 drafted a Rescheduling Policy, which was reviewed by the Executive Committee and staff. The Executive Committee also considered the long-term ramifications of the contractual relationship between Stillwater Public Library and One23 Events in light of how the pandemic is upending the wedding venue business model. Future bookings are already down from last year and COVID-19 restrictions on group gatherings will likely suppress bookings for an indeterminate period of time.  City Attorney Kori Land was contacted for help in answering contractual questions related to costs and legal advice on invoking the 90-day Early Termination Without Cause provision in the Management Services Agreement between the Library and One23 Events. Land confirmed that the Library Board would need to vote to approve terminating the agreement with One23 Events. The Executive Committee discussed that in this uncertain economic and public health climate, with costs exceeding revenues, the preferred course of action is to ask the Library Board to terminate the agreement.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: Minnesota Public Library Annual Report 2019	
OWNER: Troendle, Director	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	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: Motion to approve the revised 2019 Minnesota Public Library Annual Report submitted to the State on April 1, 2020.	
<p><b>BACKGROUND/CONTEXT:</b></p> <p>Minnesota Public Libraries are required by law (MN Statutes 134.13) to submit annual reports to the Minnesota Department of Education. The Department of Education is required by Law (Minnesota Statutes 134.31, Subd. 4) to collect statistics on the receipts, expenditures, services, and use of the regional public library systems and the public libraries of the state. Statistical information is used by public libraries and policymakers for a variety of purposes, including evaluating and comparing libraries; projections and planning related to developing strategic or technology plans, budgeting, or expansion projects; and historical research.</p> <p>This data is also submitted to the Institute of Museums and Library Services (IMLS) for the Public Libraries in the United States Survey. IMLS is authorized to collection this data under the federal Museum and Library Services Act of 2003. Statistics include input and output measures related to facilities, services, programs, collections, staffing, hours of operation, and income and expenditures. The data is public and is shared widely at local, state and national levels. This information is used by researchers, consultants, journalists and legislator to analyze and compare the nation’s public libraries.</p> <p>Please note:</p> <ul style="list-style-type: none"> <li>• Wireless Sessions: The number of wireless sessions is lower in 2018 due to a change in data reporting. The library is counting the number of unique wireless users per day instead of the number of wireless sessions.</li> <li>• Revised collection numbers have been submitted to the state. See report for the changed data.</li> <li>• As in past years, the financial segment of the report is based on unaudited data. The City of Stillwater is still reconciling fiscal year 2019, and final numbers are not yet available.</li> </ul>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2019 Annual Report	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?: Full report reviewed by Bell.	



**DEPARTMENT  
OF EDUCATION**  
**2019 Minnesota Public Library Annual Report**

This report reflects information for January 1 through December 31, 2019, unless otherwise specified. Financial data is reported for the fiscal year that ended December 31, 2019.

Please note that this document reflects the online submission data elements for both library administrative entities (headquarters) and library outlets (branches). There are some fields that request information at the administrative entity level only and some that request only library outlet information. Information entered at the outlet level 'rolls up' into a total for the administrative entity. In the case of a single-library location, the library is both the administrative entity and the library outlet, and data is reported within both.

### **GENERAL INFORMATION**

G01) Library Name
G02) Regional System/Sequence Number
G03) Regional Public Library System
G04) Street Address
G05) Location is a change from previous year
G06) City
G07) ZIP Code
G08) Mailing Address
G09) City
G10) ZIP Code
G11) County
G12) Phone
G13) Library Web Address
G14) Director's Name
G15) Director's Phone
G16) Director's Extension
G17) Director's E-mail Address

### **Report Filer**

G18) Name of Person Who Prepared the Public Library Report
G19) Phone
G20) E-mail

### **IMLS Administrative Entity Codes**

G21) Interlibrary Relationship Code
G22) Legal Basis Code
G23) Administrative Structure Code
G24) IMLS Public Library Definition
G25) Geographic Code
G26) Did the legal service area boundary change?

## PUBLIC SERVICES INFORMATION

Data Element	Current Year	Previous Year
P01) Population of the Legal Service Area		
P02) Registered Users – Residents		
P03) Registered Users – Reciprocal		
P04) Total Registered Users – Automatic Tally		
P05) Last year Registered User Records Were Purged		
P06) Visits		
P07) Reference Transactions		
P08) Annual Public Internet Computer Sessions		
P09) Public Internet Computer Other Uses		
P10) Wireless Sessions		
P11) ILL Provided to Other Libraries		
P12) ILL Received from Other Libraries		

### Circulation

Data Element	Current Year	Previous Year
P13) Children’s Circulation		
P14) Adult Circulation		
P15) Other Physical Media Circulation (No Audience Designation)		
P16) Total Physical Media Circulation		
P17) Downloadable E-books and E-serials Circulation		
P18) Downloadable Audio and Video Circulation		
P19) Total Downloadable Circulation		
P20) Total Circulation		

### Programs

Data Element	Current Year	Previous Year
P21) Children’s Programs		
P22) Young Adult Programs		
P23) Adult Programs		
P24) Total Programs		

### Program Attendance

Data Element	Current Year	Previous Year
P25) Children’s Program Attendance		
P26) Young Adult Program Attendance		
P27) Adult Program Attendance		
P28) Total Program Attendance		

### Successful Retrieval of Information from Electronic Collections

Data Element	Current Year	Previous Year
P29) Number of Information Retrievals from Electronic Collections		
P30) Electronic Content Use		
P31) Total Collection Use		

## Website Visits

Data Element	Current Year	Previous Year
P32 Website Visits		

## PUBLIC SERVICE HOURS

Data Element	Current Year	Previous Year
H08 Number of Public Service Hours in a Regular Week		
H09) Number of Public Service Hours in a Seasonal Week		
H10) Seasonal Dates		
H12) Total Public Service Hours per Year		

## FACILITIES

Data Element	Current Year	Previous Year
F01) Central Libraries		
F02) Branch Libraries		
F03) Bookmobiles		
F04) Supplementary Services		
F12) Staff Internet Computers		
F13) Public Internet Stationary Computers		
F14) Public Internet Mobile Devices for On-Site Use		
F15) Total Number of Public Internet Computers/Devices		
F22) Number of Outlets with Wi-Fi Available to Public		
F23) Number of Outlets with a Meeting Room		
F24) Non-Library Sponsored Events		

## STAFF INFORMATION

### Staff Full Time Equivalent

Data Element	Current Year	Previous Year
S01) Total ALA/MLS Librarians		
S02) Total Other Librarians		
S03) Total Librarians		
S04) Total Other Staff		
S05) Total Paid Employees		

### Selected Salary Schedule

Position	Low Salary	High Salary
S06) Regional Director		
S07) Library Director		
S08) Assistant Director		
S09) Branch Manager		
S10) Central Library Manager		
S11) Department Head		
S12) Other Librarian		
S13) Technology Support		
S14) Library Support Staff		
S15) Administrative Support Staff		
S16) Pages		
S17) Do Any Library Staff Belong to a Union?		

## LIBRARY COLLECTION

Data Element	Current Year	Previous Year
C01) Print Materials (Books and Periodicals) Revised: 76,979		
C02) Audio Materials, Physical Revised: 6,545		
C03) Video Materials, Physical Revised: 4,971		
C04) Multi-format Materials		
C05) Other Physical Materials		
C06) Total Physical Materials Revised: 89,014		
C07) Print Serial Subscriptions		

Data Element	Current Year	Previous Year
C08) Electronic Serial Subscriptions, Licensed Locally, Downloadable		
C09) Electronic Serial Subscriptions, Licensed Regionally, Downloadable		
C10) Total Electronic Serial Subscriptions		
C11) Electronic Books Licensed Locally		
C12) Electronic Books Licensed Regionally		
C13) Electronic Books Licensed Statewide		
C14) Total Electronic Books		
C15) Audio Downloadable Units, Licensed Locally		
C16) Audio Downloadable Units, Licensed Regionally		
C17) Total Audio Downloadable Units		
C18) Video Downloadable Units, Licensed Locally		
C19) Video Downloadable Units, Licensed Regionally		
C20) Total Video Downloadable Units		
C21) Electronic Collections Licensed Locally		
C22) Electronic Collections Licensed Regionally		
C23) Electronic Collections Licensed via Other Cooperative Agreement		
C24) Total Licensed Electronic Collections Local/Regional/Other Cooperative Agreement		
C25) Electronic Collections Licensed Statewide		
C26) Total Licensed Electronic Collections		

## POLICIES/PLANS

Data Element	Current Year	Previous Year
D01) Strategic Plan		
D02) Disaster Plan		
D03) Policy Manual		
D04) Records Retention Schedule		
D05) Building Accessibility Plan		
D06) Technology Plan		
D07) Internet Acceptable Use Policy		

## Community Engagement

Data Element	Current Year	Previous Year
Adult Basic Education		
Adult Literacy Organization		
Early Childhood Organization		
Correctional Facility		
Cultural Communities		
Service to Homebound		
School (K12)		
Senior-Centered Organization		
Workforce Development		
Youth Development Organization		
Arts Organization		
Disability Organization		
Homeschool Organization		
Veterans Organization		
Social Services Organizations		
Other		

## Community Partnerships

Data Element	Current Year	Previous Year
O12) Does this library partner with one or more community organizations or groups in order to address a community need?		
O13a) Communicative:                      O13b) Cooperative:                      O13c) Collaborative:		
O14) If Yes, does this library measure the impact on the community due to the partnership's efforts?		

## Volunteers

Data Element	Current Year	Previous Year
O15) Does this library have a volunteer program for individuals or groups to complete tasks willingly and without pay?		
O16m) Number of Teen Volunteers		
17m) Number of Adult Volunteers		
O18m) Number of Teen Volunteer Hours		
O19m) Number of Adult Volunteer Hours		
O20) Total Number of Volunteers		
O21) Total Number of Volunteer Hours		

## Summer Learning Program

Type(s) of summer learning programs
Intended age-groups for the program



## BOARD, FOUNDATION, FRIENDS

### Library Board Of Trustees

I01) Does this library have a governing Board?
I02) Are this library's trustees elected or appointed officials?
I03) Is this library's Board of Trustees the governing authority or advisory?

### Library Foundation

I04) Does This Library Have a Foundation?
I05) Foundation Name

### Library Friends

I06) Does This Library Have a Friends Group?
I07) Friends Group Name

## FINANCIAL DATA

### Operating Revenue

Data Element	Current Year	Previous Year
<b>LOCAL GOVERNMENT</b>		
<b>City</b>		
R01) City Direct		
R02) City Indirect		
R03) City Operating Revenue Total		
<b>County</b>		
R04) County Direct		
R05) County Indirect		
R06) County Total		
<b>Other Local Government</b>		
R07) Other Local Government Direct		
R08) Other Local Government Indirect		
R09) Other Local Government Operating Revenue Total		
R10) Total Local Government Operating Revenue		
<b>STATE</b>		
R11) Arts & Cultural Heritage Fund		
R12) Regional Library Basic System Support		
R13) Regional Library Telecommunications Aid		
R14) Other State		
R15) Total State Government Operating Revenue		
<b>FEDERAL</b>		
R16) Federal Library Services and Technology Act		
R17) Federal Direct		
R18) Federal Indirect		

Data Element	Current Year	Previous Year
R19) Total Federal Operating Revenue		
<b>OTHER</b>		
<b>Regional System</b>		
R20) Regional System Direct		
R21) Regional System Indirect		
R22) Regional System Operating Revenue Total		
<b>Multicounty, Multitype</b>		
R23) Multicounty, Multitype Direct		
R24) Multicounty, Multitype Indirect		
R25) Multicounty, Multitype Operating Revenue Total		
R26) Other Operating Direct		
R27) Other Operating Indirect		
R28) Other Operating Total		
R29) Total Regional; Multicounty, Multitype and Other Operative Revenue		
R30) Total Operating Revenue		

## Operating Expenditures

### Personnel Expenditures

Data Element	Current Year	Previous Year
E01) Salaries & Wages		
E02) Employee Benefits		
E03) Total Personnel Costs		

### Collection Expenditures

Data Element	Current Year	Previous Year
E04) Collection Expenditures Print Materials		
E05) Collection Expenditures Electronic Materials Electronic Books (E-books)		
E06) Collection Expenditures Electronic Collections		
E07) Collection Expenditures Electronic Materials Other Electronic Materials		
E08) Collection Expenditures Electronic Materials Expenditures Total		
E09) Collection Expenditures Other Materials Audio & Video Physical Materials		
E10) Collection Expenditures Other Materials Other Physical Materials		
E11) Collection Expenditures Other Materials Expenditures Total		
Collection Expenditures Physical Materials Total		
E12) Total Collection Expenditures		

### Other

Data Element	Current Year	Previous Year
E13) Other Operating Expenditures		
E14) Total Operating Expenditures		
E15) Expenditures Equal To or Less than Income?		

## Capital Revenue – Direct and Indirect

Data Element	Current Year	Previous Year
<b>LOCAL</b>		
<b>City</b>		
R31) City Direct		
R32) City Indirect		
R33) City Capital Revenue Total		
<b>County</b>		
R34) County Direct		
R35) County Indirect		
R36) County Capital Revenue Total		
<b>Other Local Government</b>		
R37) Other Local Government Direct		
R38) Other Local Government Indirect		
R39) Other Local Government Capital Revenue Total		
R40) Total Local Government Capital Revenue		
<b>STATE</b>		
R41) Library Construction Grant		
R42) Other State Capital Revenue		
R43) Total State Government Capital Revenue		
<b>FEDERAL</b>		
R44) Federal Government Capital Revenue Library Services and Technology Act		
R45) Federal Capital Direct		
R46) Other Federal Indirect Capital Revenue		
R47) Total Federal Government Capital Revenue		
<b>OTHER</b>		
<b>Regional System</b>		
R48) Regional System Direct		
R49) Regional System Indirect		
R50) Regional System Capital Revenue Total		
<b>Multicounty, Multitype</b>		
R54) Other Capital Direct		
R55) Other Capital Indirect		
R56) Other Capital Revenue Total		
R57) Total Regional, Multicounty Multitype and Other Capital Revenue		
R58) Total Capital Revenue		

## Capital Expenditures

Data Element	Current Year	Previous Year
EC01) Total Capital Expenditures		

## In-Kind

### In-Kind Operating Contributions

Data Element	Current Year	Previous Year
R59) In-Kind Operating Contributions City		
R60) In-Kind Operating Contributions County		
R61) In-Kind Operating Contributions All Other		
R62) Total In-Kind Operating Contributions		

### In-Kind Contributions by Expenditure Area

Data Element	Current Year	Previous Year
EKA01) Personnel		
EKA02) Collection		
EKA03) All Other Operating Expenditures		
EKA04) Total In-Kind Operating Contributions		

### In-Kind Capital Contributions

Data Element	Current Year	Previous Year
R63) In-Kind Capital Contributions City		
R64) In-Kind Capital Contributions County		
R65) In-Kind Capital Contributions All Other		
R67) Total In-Kind Capital Contributions		



*Minnesota's public library annual report is made possible, in part, by funding from the Minnesota Department of Education through a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Services.*



## 2019 Minnesota Public Library Annual Report

This report reflects information for January 1 through December 31, 2019, unless otherwise specified. Financial data is reported for the fiscal year that ended December 31, 2019.

Please note that this section reflects the online submission data elements for one library outlet (branch). Information entered at the outlet level 'rolls up' into a total for the administrative entity (headquarters). In the case of a single-library location, the library is both the administrative entity and the library outlet, and data is reported within both.

### GENERAL INFORMATION

G01m) Library Name
G02m) Regional System/Sequence Number
G03m) Regional Public Library System
G04m) Street Address
G05m) Location is a change from previous year
G06m) City
G07m) ZIP Code
G08m) Mailing Address
G09m) City
G10m) ZIP Code
G11m) County
G12m) Phone
G13) Library Web Address

### PUBLIC SERVICES INFORMATION

Data Element	Current Year	Previous Year
P01m) Population of the Legal Service Area		
P02m) Registered Users – Residents		
P03m) Registered Users – Reciprocal		
P04m) Total Registered Users – Automatic Tally		
P06m) Visits		
P07m) Reference Transactions		
P08m) Annual Public Internet Computer Sessions		
P09m) Public Internet Computer Sessions Other Uses		
P10m) Wireless sessions		

**Circulation**

Data Element	Current Year	Previous Year
P13m) Children's Circulation		
P14m) Adult Circulation		
P15m) Other Physical Media Circulation (No Audience Designation)		
P16m) Total Physical Media Circulation		
P17m) Downloadable E-books and E-serials Circulation		
P18m) Downloadable Audio and Video Circulation		
P19m) Total Downloadable Circulation		
P20) Total Circulation		

**Programs**

Data Element	Current Year	Previous Year
P21m) Children's Programs		
P22m) Young Adult Programs		
P23m) Adult Programs		
P24m) Total Programs		

**Program Attendance**

Data Element	Current Year	Previous Year
P25m) Children's Program Attendance		
P26m) Young Adult Program Attendance		
P27m) Adult Program Attendance		
P28m) Total Program Attendance		

**PUBLIC SERVICE HOURS**

Data Element	Current Year	Previous Year
H01m) Monday Hours		
H02m) Tuesday Hours		
H03m) Wednesday Hours		
H04m) Thursday Hours		
H05m) Friday Hours		
H06m) Saturday Hours		
H07m) Sunday Hours		
H08m) Number of Public Service Hours in a Regular Week		
H09m) Number of Public Service Hours in a Seasonal Week		
H10m) Seasonal Dates		
H11m) Number of Weeks Library is Open		
H12m) Total Public Service Hours per Year		

**FACILITIES**

Data Element	Current Year	Previous Year
F05m) Outlet Type Code		
F06m) Number of Bookmobiles (outlet)		
F07m) Facility Type		
F08m) Square Feet		
F09m) Year Built		

Data Element	Current Year	Previous Year
F10m) Latest Year Remodeled		
F11m) Previous Year(s) Remodeled		
F12m) Staff Internet Computers		
F13m) Public Internet Stationary Computers		
F14m) Public Internet Mobile Devices for On-Site Use		
F15m) Total Number of Public Internet Computers/Devices		
F16m) Fiber Optic to Library Building		
F17m) Category 6 Wiring within Library?		
F18m) Optimum Internet Download Speed for Public Computers		
F19m) Typical Internet Download Speed for Public Computers		
F20m) Optimum Internet Upload Speed for Public Computers		
F21m) Typical Internet Upload Speed for Public Computers		
F22m) Number of Outlets with Wi-Fi Available to Public		
F23m) Meeting Room Available for Public Use		
F24m) Non-Library Sponsored Events		

## FULL TIME EQUIVALENT STAFF INFORMATION

Data Element	Current Year	Previous Year
S01m) Total ALA/MLS Librarians		
S02m) Total Other Librarians		
S03m) Total Librarians		
S04m) Total Other Staff		
S05m) Total Paid Employees		

## LIBRARY COLLECTION

Data Element	Current Year	Previous Year
C01m) Print Materials (Books and Periodicals) Revised: 76,979		
C02m) Audio Materials, Physical Revised: 6,545		
C03m) Video Materials, Physical Revised: 4,971		
C04m) Multi-format Materials		
C05m) Other Physical Materials		
C06m) Total Physical Materials Revised: 89,014		
C07m) Print Serial Subscriptions		

## LIBRARY FRIENDS

I06/I06m) Does This Library Have a Friends Group?
I07/I07m) Friends Group Name



Minnesota's public library annual report is made possible, in part, by funding from the Minnesota Department of Education through a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Services.





**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Director Six-Month Progress Report</b>	
OWNER: <b>Executive Committee</b>	PRESENTER: <b>Bell, President</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>Motion to approve a policy exception canceling the director’s six-month progress report.</b>	
BACKGROUND/CONTEXT:  Library policy includes a six-month progress report for the director. Originally scheduled for the March meeting, the progress report did not take place because of the lack of a quorum. The board will use Zoom for board meetings for the foreseeable future. This raises concerns about ensuring privacy of closed meetings as required by Minnesota’s open meeting law.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

## Report from the Library Director, Mark Troendle

---

Please note: The Youth Services Supervisor is reporting on both February and March activities in this board packet because the February report for the March packet was delayed for good cause.

### Major Accomplishments

- The presentation to Stillwater Township on March 10 was well received, and the Township generously donated \$5000 to the library shortly thereafter.
- A significant amount of staff time was spent completing the Minnesota Public Library Annual Report. Business and Communications Manager Keri Goeltl diligently compiled statistics and other information from a variety of people, including Information Services Supervisor Aurora Jacobsen, Youth Services Supervisor Angela Petrie, Volunteer Coordinator Susie Danielson, City IT and Finance staff, Washington County Library and Mark, in order to accurately fill out the required report.
- Mark and others viewed a CDC webinar geared toward library and museum staff titled “Mitigating COVID-19 When Managing Paper-Based, Circulating, and Other Types of Collections.” As there is much to learn about this virus, we need to know what best practices exist for safely handling materials. Based on this webinar, Stillwater Public Library has been exceeding recommended guidelines for handling collections.
- Mark has participated in statewide conference calls coordinated by State Librarian Jennifer Nelson and the Minnesota Department of Education to learn what other libraries are doing in response to COVID-19. Curbside pick-up of holds is one area that varied widely in terms of a service delivery option in March, with relatively few libraries offering it. Since April 1, more libraries throughout the state, though not all, have begun implementing some form of a contactless pick-up service. Stillwater’s approach is somewhat unique because we have the advantage of a covered parking ramp. Our pick-up service in the ramp was initially offered on March 23, 25 and 27 before being suspended for two weeks in response to Governor Walz’ Stay at Home Emergency Executive Order 20-20. It will resume in a modified form on April 14.
- Mark was part of an initial City department planning session to discuss real and potential impacts of COVID-19. Since then, Mark continues to meet weekly with other City department heads as a group to discuss how each department is responding to the pandemic and ask questions. In addition to the meetings, Mark is providing written updates to the City twice per week outlining our response, noting challenges, and describing any resource needs.
- Maintenance Worker Shain Henry and Custodian I Theresa Henning have been busy with various projects, including deep cleaning of restrooms, meeting rooms and other spaces. Shain has also been busy implementing solutions in the parking ramp designed to keep large numbers of sparrows from nesting on top of ductwork and lights, roosting on pipes, and from destroying insulation.

### Heads-Up

- Library Legislative Day in-person visits were canceled this year due to COVID-19 concerns. Mark was in touch with staff for the two representatives with whom we had appointments to thank them for their time and understanding.
- The Friends of the Library canceled their April meeting due to COVID-19 concerns.
- The Stillwater Public Library Foundation is meeting virtually via videoconferencing.

### Near-Term Future Focus

- Revising the library’s Public Relations and Media Policy.
- Project management tasks related to 2020 capital projects.
- Coronavirus (COVID-19) planning elements.
- Continuing to research and develop the community space concept.

## Report from the Information Services Supervisor, Aurora Jacobsen

---

### Public Services

#### Circulation, Adult Programming and Reference

#### March Programs:

- About half of March's programs happened before the social distancing rules went into effect.
- An additional Felted Acorn Craft Class was scheduled for Wednesday, March 4, with 14 attendees.
- The library hosted a traveling exhibit from the St. Croix Watershed Research Station's Art-on-Tour.
- Women in the FBI on Monday, March 9, had 47 attendees.

There really isn't a category for the main activities of this month. It has been a month of rapid change and addressing the needs of staff in an uncertain time. Staff has been remarkably flexible, adaptive, and cheerful in situation even when none of that could be reasonably expected.

#### **Before the cancellation of programs and the closing of the library on March 17:**

(While there is a great likelihood that some of the planning completed in early March won't come to fruition, it is still worth noting for future years.)

#### Circulation

- Circulation issued 55 new library cards from 3/1/20 until 3/16/20 when the library needed to close to the public. Washington County has been extremely helpful with online registrations, Curbside correspondence, delivery/holds and communication during this time.
- In what turned out to be fortuitous timing, the library resumed a standing order plan for Books on CD and downloadable audiobooks from Recorded Books/RBDigital.

#### PR

- Kaia, a reference sub, created a book list for the summer Zero Waste Event that Jodi had been working with Spike Carlsen to organize.

#### Programming/Outreach

- Other summer programming planning included scheduling a concert with a Sprig of That and a Cooking Demonstration from a local farm.
- Sue worked on an outreach event for a bird count at Washington Park.

#### Reference

- Washington County moved to an online subscription of Value Line that allows Stillwater residents access. If Stillwater patrons can transition from print, sharing Washington County's subscription would result in significant cost savings that could be allocated to other materials purchases.
- Public Services staff completed a Reference Survey Count of all the questions that came to the desk during a one-week period in March. Staff will complete that count three more times during the year to get a picture of the kind of service being offered at the desk and to complete the 2020 Annual Report.

- Kim Faurot worked with a patron when he offered to donate a 1960 city directory—one that wasn't yet in the SCC collection. It is great that members of the public see us as such a resource that they are willing to donate materials to supplement what isn't already available.
- Staff have noted a new type of technology question: patrons have been bringing in medical images that have been saved to a data CD. They then ask to pull up the images on library computers, but the file-type can only be opened after downloading specific software. This is another example of the kind of question that leaves staff wondering about how most patrons would access vital information without library staff assistance.

### After the library closed on March 17:

#### Circulation

- The circulation staff has been busy managing holds extensions, new Curbside pickup, and doorstep delivery. The Curbside pickup went very well during the week it was implemented, providing service to well over 150 families. Staff is well prepared to continue this much appreciated service for our patrons.
- We have been fortunate to hear so many positive comments and see the smiles out the window when our patrons receive their requests.

#### Collection

- Brodart, being based in Pennsylvania, needed to suspend order fulfillment for a time until they successfully petitioned their state to become an essential service supporting libraries. They accepted orders throughout the month, but the break meant that Technical Services got most items out of processing and into the collection.

#### PR

- Comment from Facebook: Thank you once again, Stillwater Library person. Have always appreciated your insightful and poetic take on things- never more so than now! Hope that you and those you love are well, and stay well.
- One of the winners of the Winter Reads program was pleased with her prize and made sure to tag us on Facebook as she modeled her winnings:



## Programming

- Jodi continued to work on virtual programming. The hope is that the planned April 4 Master Gardener program will be the first library program to be offered through Zoom. Additionally, staff is working with ArtReach to bring two virtual book discussions together in late April: one planned discussion about Lab Girl and an additional program revisiting Station Eleven, which seems topical in 2020.

## Reference

- Aurora compiled a document of the many library approaches to pandemics, including policies from other libraries, examples of curbside pick-ups, and lists of work that might be done in libraries both with a closed building and from remote locations.
- Aurora continued to work on Curbside pick-up, including the policies, web form, and schedule for the pick-up that best protected staff while providing a valuable service for patrons.
- Kaylin, an information services substitute, created lists of activities that could be done at home for adults. She also compiled a list of community resources for those whose needs have been increased by the pandemic.
- Ancestry reversed course and is allowing remote access for the time being. One of the biggest complaints about Ancestry has always been that it is an in-library-only database, so the change is welcome even if it is temporary.
- Karen worked to create booklists for the front page of the website that focused more on materials that could be accessed as eBooks or eAudiobooks.

## Report from the Youth Services Supervisor, Angela Petrie

---

### February Programs

- *Storytimes* – 593 people attended 10 sessions
  - 205 at 4 baby/toddler sessions
  - 312 at 4 family/preschool sessions
  - 58 at 1 Second Saturday session
  - 18 at 1 ECFE Monday evening session
- *Drop-in Play Sessions* – 298 people attended 8 sessions
  - 128 at 4 baby/toddler sessions
  - 170 at 4 family/preschool sessions
- *Lego Build* – 15 people attended 1 session
- *Vendor programs* –
  - *Snake Discovery* – 202 attended
  - *Art for Kids (Over & Under the Snow)* – 14 attended
  - *Art for Kids (Jumanji Handmade Board Game)* – 18 attended
  - *3M Visiting Wizard (Catapults)* – 20 attended
- *Art Cart* – 123 kids and caregivers attended 4 themed sessions
- *Scavenger Hunt* – 162 hunted for “My Heart is Like a Zoo” graphics
- Teen Writing Group – Zero people attended
- Preparing for College: Financial Aid – 5 attended
- Teen Drop-in DIY – 11 attended the pom-poms session
- Beta Book – Tween ARC Book Group – 4 people attended
- Teen Advisory Board – 1 person attended
- Legofy Yourself – 8 attended
- Teen Drop-in DIY – 9 attended the fuse beads session

### Programming

- Legacy programs for the summer and fall have been finalized and added to the Legacy dashboard.
- Vendor summer programs are nearly finalized and added to the online calendar in draft form.
- Staff summer programs for all youth are nearly finalized including STEM storytimes based on fairy tales.
- The summer reading program log book is in the process of being complete now that program dates are confirmed.
- Nature Storytimes with Jenny Hanlon have been coordinated.
- Angie and Jill are researching the online portion of the summer program through the vendor, ZooBean.
- Kim, Jill, and Angie have been practicing puppetry for next month’s summer promo videotaping with Valley Access.
- Work continued on the Month of Moo! program logistics.

### Outreach / Community Engagement Programs and Visits

- *Head Start* – 18 attended, at SPL
- *Saint Croix Catholic School K (2 classes together)* – 34 attended, at the school
- *Saint Croix Catholic School grade 1* – 26 attended, at the school
- *New Heights K/1* – 10 attended, at the school

- *Valley Friendship Club* – 23 attended, at SPL

#### Partnerships

- We hosted an ECFE Monday evening storytime on February 10. The presenter, Stillwater School District Family Educator Jenny Hanlon, definitely has a following and is excellent at building relationships with families.
- The Valley Friendship Club storytime was on Saturday February 22 at 10:30 a.m. with a relaxed playtime following until 12 noon. The 23 attendees were mostly Valley Friendship Club families, though Kim knew approximately 6 participants were not. One regular Baby/Toddler Storytime family came to use the library that morning and the oldest, who is in school, immediately came to tell Kim how she never gets to come to storytime because she is at school. She was able to tell the young girl that we would be having a special storytime that morning and they could come if her mom said it was okay. So that was 4 additional, and they LOVED it. They may come to Second Saturday Storytimes in the future! Kim made good connections with the Valley Friendship Club families, and the families made some good connections with each other. Kim hadn't seen any of the VFC families before with the exception of storytime attendees Murphy and his mom Jennie; it's a reminder of how deeply challenging it can be for caregivers to bring a child with special needs to a busy public place, even one as enticing as Stillwater Public Library. Murphy was extremely excited by the morning, and kept signing "More More More More More" as it was going on. It was a very relaxed and joyful morning. We will offer this opportunity again.
- Angie attended the MLA Public Library Division monthly Board Meeting.

#### Professional Development

Angie had the great opportunity to attend the 2020 PLA Conference in Nashville, TN and among others, attended the following sessions:

Opening Session with Stacey Abrams  
 Decreasing Barriers to Library Use  
 Adding Mindfulness to Your Storytime Checklist  
 Environmental Literacy for Children and Families  
 Library Space Designed by Library Staff  
 Leading from the Middle  
 Using Mirrors and Windows to Teach Cultural Literacy  
 The Internet is Dark and Full of Terrors  
 Crossover Appeal: Books that Work for Teens and Adults

Handouts that staff might find helpful in planning future programming have been shared.

#### Youth Spaces

Netanya created a display in the teen space of books with love stories to fit the Valentine's/February theme. She also updated the teen ARC books sticker and display so they appear consistent and different from the Tween Beta Books ARC program displayed in the children's area. These programs are garnering some interest from kids and parents.

#### Upcoming Single Date Programs

- Preschool Drive-in MOOvie – Thursday, March 5

- Spring Break with Mad Science: Dinosaurs for K-6 – Monday, March 9
- “The Office” Trivia Night for Teens – Thursday, March 12
- Torn Paper Pandas—Art for Kids – Saturday, March 21
- MOO-stery Month Celebration with *MOO!* picture book author David LaRoche and illustrator Mike Wohnoutka – Saturday, March 28
- “MOO” After-Show Party – Saturday, March 28
- 3M Visiting Wizard: Electricity & Circuits – Tuesday, March 24



*The NEW young child and teen who will appear in the summer reading promo video*



*A young engineer hard at work designing*



*A family working together to build a pirate ship*



*A partial group shot at Saturday Storytime with Ms. Kim in bunny ears.*



Over and Under the Snow Art Creations



Drop-in DIY pom pom making



## Report from the Youth Services Supervisor, Angela Petrie

---

### March Programs

- *Storytimes* – 259 people attended 4 in-person sessions
  - 107 at 2 baby/toddler sessions
  - 152 at 2 family/preschool sessions
  - An indeterminate number of viewers attended 1 Virtual Storytime session (946 “views” as of 3/31 at 10:50 a.m.)

*Due to Covid-19 we had to cancel:*

  - 1 Second Saturday session
  - 3 baby/toddler sessions
  - 1 family/preschool session (and converted 1 to Live Virtual)
- *Drop-in Play Sessions* – 138 people attended 4 sessions (We put out fewer toys than usual and limited them to toys that could be bleach-washed as we became more concerned about the encroaching coronavirus.)
  - 60 at 2 baby/toddler sessions
  - 78 at 2 family/preschool sessions

*Due to Covid-19 we had to cancel:*

  - 3 baby/toddler sessions
  - 2 family/preschool sessions
- *Lego Build* – attended by 32
- *Preschool Drive-in MOOvie* –attended by 22 (“Dad, I don’t know why you brought me here, but this is Amazing!”)
- *Vendor Programs*
  - *Spring Break with Mad Science (Dinosaurs, K-6)* – attended by 25

*Due to Covid-19 we had to cancel:*

  - Art for Kids (*Torn Paper Pandas*) – Saturday, March 21
  - 3M Visiting Wizard (*Electricity & Circuits*) – Tuesday, March 24
  - MOO-stery Month Celebration with *MOO!* picture book author David LaRochelle and illustrator Mike Wohnoutka – Saturday, March 28
  - “MOO” After-Show Party – Saturday, March 28
- *Art Cart* – 62 kids and caregivers attended 2 themed sessions

*Due to Covid-19 we had to cancel:*

  - 2 Art Cart sessions
- *Scavenger Hunt* – 155 hunted for creatively dressed, inflatable cows
- *Teen Writing Group* – 1
- Trivia Night: The Office – 13 Attendees
- *Beta Book* – *Tween ARC Book Group* – 2
- *Teen Drop-in DIY* – 7 Attendees for Rubber band Shooters (STEM)

*Due to Covid-19 we had to cancel:*

  - Teen Advisory Board
  - Teen Drop-in DIY

### Program Notes

- Second Saturday Storytime – We had two families come for this program even though it was canceled. We gushed over the children and gave them Scavenger Hunts to do, and took mini Polaroid photos (Instax) of them with Baby Bear for them to take home along with a Baby Bear sticker. We invited them to come back!
- Due to COVID-19, a significant amount of time was spent researching virtual programming.
- The MOO! book creators shared a special video to our families expressing regret that they weren’t able to visit in-person this time. The main character from the book, Cow, was in attendance. The video can be found on the library Facebook page and directly at: [https://youtu.be/LJV9z\\_wedKU](https://youtu.be/LJV9z_wedKU)

## Outreach / Community Engagement Programs and Visits

- *Head Start* – Their visit went well. The kids were very focused during the oral storytelling-with-props component.

*Due to Covid-19 we had to cancel:*

- ECFE Family Learning Program, at SPL

## Partnerships

- Videotaped Summer Explorer Program with Valley Access on March 13, 9:00 a.m. - 1:00 p.m. Puppeteer Wayne Krefting from Woodland Puppets was engaged to assist, and was a vital help to the project. Later the same day, all programming was canceled through April and later through May. This project has been halted as we expect significant changes to the way the summer reading program is delivered. The video heavily promoted scheduled programs.

## Professional Development

- Staff reviewed many early Virtual Storytime efforts and researched information on publisher permission requirements connected to sharing copyrighted content virtually.
- Many hours spent figuring out how best to deliver a weekly storytime virtually. Facebook Live was used for the first one. A lag in audio/video combined with the speed of home internet had us quickly changing to prerecorded.
- Staff are determining how best to approach virtual library programming in a way that will be consistent and sustainable now and for a potentially long time. This is especially tricky with our youngest library kiddos for whom screen time is strongly advised against. We're looking to experts in the field of child development, the American Pediatric Association, but weighing best practices with the current situation is tricky.
- Staff is turning to webinars, professional blogs, library Facebooks pages, colleague networks, etc., to learn as quickly as possible. We are watching webinars on remote delivery of service, offering STEM programming virtually. Staff have made lists of projects and webinars to keep our minds focused.

## Technology

- All Youth Services staff has the ability to work remotely. Thanks to City IT, supervisors have access to our work files on the server which makes working from home possible.
- We presented our first-ever Virtual Storytime on Wednesday, March 25 at 10:15 a.m. A few pics and comments are below. Seeing families' replies has been a morale booster.
- Kim got an upgrade in internet so that she could better upload videos (and also so she and her husband could work more efficiently from home) and tried out different devices and methods to create storytime content. Her tenacity has been great but not surprising.

## Youth Spaces

- All toys were removed that couldn't be adequately bleach-washed. Duplos and Magna-Tiles were left for a few days and washed, but were eventually removed.
- After the Library closed, we emptied the Storytime closet so that Shain could remove the large wooden cupboards in the room. We will work on installing shelving and organizing the space to give us more flexibility going forward.

## Upcoming Single Date Programs

*All April single date programming is on hiatus due to Covid-19.*

Get a Clue! Writing Mysteries (for children and their adults\*)

Llama Arpilleras - Art for Kids, Grades 3-5

3M Visiting Wizard: Simple Machines

## Virtual Programs

Storytime – Each Wednesday posted to Facebook at 10:15 a.m.

Adventures in Storyland – A travelogue of what our storytime puppet friends are up to in the library

More to come in April...things are developing and changing fast!

Brick Building Challenge – New challenges posted each Saturday  
 Art Cart Projects – New projects posted each Wednesday  
 Photo Challenges on Instagram (platform for teens but open to all)

Baby Bear Mail – Children are invited to send baby bear mail to which he will reply

Angie is working with vendors and monitoring MELSA to determine who might be willing and able to offer programming and how best to get program supplies to participants.

### Virtual Storytime

<https://www.facebook.com/stillwaterlibrary.org/videos/141719120594082/> (March 25, 2020)

Much library love was shared during the first virtual storytime. Here are some pictures and a few comments. Our library wide goal of providing comfort to our shared community was achieved. It was fun to also see many local authors, illustrators and children’s librarians. This video was viewed 999 times according to Facebook!



**Karen Ritz** · 0:02 So fab! Thanks, Kim! You brought so much joy to our mornings!



Kristin West Elliott watched!



**David LaRoche** · 40:42 Thank you, Miss Kim! You made my day!

Like · Reply · Message · 1w



**Erin McQuay** · 0:00 Thank you for doing this! Wonderful as always!



**Stephen Shaskan** · 40:39 Brilliant!

Love · Reply · Message · 1w



**Kristin Schneider** · 0:00 What a talent! Have always been a BIG fan of Kim! Thank you for all that you do!

Like · Reply · Message · 1w



**Laura Purdie Salas** · 39:24 Thank you, Miss Kim!

Like · Reply · Message · 1w



**Meryl Downing** · 0:15 Thank you so much Miss Kim! Your storytime was truly a bright spot in our week. You are a front liner, as important to our community as the doctors and nurses, the police and grocery store staff. We will be looking forward to it every week, and hopefully someday soon we'll be back to the library for real. We so so appreciate you and our amazing library! Sending much love---Meryl Will and Eve

Love · Reply · Message · 1w



**Laura Purdie Salas** · 24:07 This is so beautiful!

Love · Reply · Message · 1w



**Trisha Speed Shaskan** · 35:07 Miss Kim: You're Amazing! Thanks for sharing stories with us! ❤️

Love · Reply · Message · 1w



These photos and comments were posted on the Stillwater Playgroup Facebook page.



**Melissa Eastman** ▸ Stillwater Playgroup  
Admin · April 1 · 🌐

Hey Playgroup! Who tuned in for Storytime?! Let's see your pictures!!

Thank you Angie Petrie & The Stillwater Library for all the hard work!! Love!!!

👍❤️ 18

12 Comments



**LeAnn Szczech** We watched in our PJs. I'll take a picture next week. Ellie was very happy when Ms Kim showed up on the tv. "Ms Kim!! I miss Ms Kim oh."

Like · Reply · 6d



**Leslie Mills** Elliot shouted "I love you Miss Kim!" at the end of the song. ❤️

Like · Reply · 6d



**Meryl Downing** 🛡️ We loved it again!

Like · Reply · 5d



**Meryl Downing** 🛡️ We loved it!



Like · Reply · 4d



**Stillwater Public Library** was live.

about 2 weeks ago · 🌐

✓ Following



Stillwater (MN) Public Library Storytime - March 25, 2020

**1,837**  
People Reached

**586**  
Engagements

Boost Post

👍❤️😂 60

13 Shares 999 Views

Adventures in Storyland:



**Stillwater Public Library** Published by Angie Petrie [?] - March 19 -

What is Baby Bear doing while Stillwater Public Library is closed? He is washing his tiny paws very well with soap and water! Check back tomorrow morning for a surprise announcement from Baby Bear.

Tag Photo Add Location Edit

875 People Reached 164 Engagements [Boost Post](#)

58 5 Comment 3 Share

Like Comment Share



**Stillwater Public Library** - March 24 -

Adventures in Storyland: Hop-Hop Bunny is reading to other Baby/Toddler Storytime friends Puppy Pete, Birthday Bear and Webster! Maybe you can guess that Puppy Pete chose their story today—Snuggle Puppy by Sandra Boynton.

Vicki Palmquist, Gayle Ann Berg, Lou Marsden and 10 others like this.

1 Share

Stillwater Public Library Foundation  
Board Meeting - February 28, 2020

Members Present - Ann Brownlee, Amber Dailey-Hebert, Shawn Glaser, John Gray, Paige Hoyle, Dustin Moeller, Jean Morse, Sandy Nicholson, Merilee Read, Mark Troendle, Summer Seidenkranz, Carol Stabenow - Alicia Gordon- Macalus, Foundation Manager

1. Welcome and Ice Breaker -
  - President, Shawn Glaser, called the meeting to order at 8:30 a.m.
  - Members introduced themselves and briefly shared books they enjoyed reading.
2. Approval of January Board Meeting Minutes
  - The minutes were approved as presented.
3. Event Updates -
  - Pi Day - Merilee & Summer
    - Scheduled for March 14, 2020 - 3-4:30 p.m.
    - This is a donor thank-you event.
    - Event provides an opportunity for donors to meet new Foundation President and Manager.
    - The Foundation 2019 Impact Report will be distributed.
    - Event focuses on a variety of SPL programming with STEM emphasis.
    - Board members will host tables.
    - Signage will be created that can be used for future events.
    - Members of the Friends and Youth Volunteers will be included.
    - Todd School may cater the beverages and help with set-up.
    - Committee is working with local community for refreshments: Joseph's Restaurant and Sara's Topsy Pies and perhaps other local coffee vendors.
    - Marketing and Events Committees are working collaboratively on this event.
  - Light a Spark - Merilee
    - Progress is being made:
      - Inventory has been done.
      - Todd Scheel, caterer, will work on food options to guests' needs.
    - Committee meetings will start in late March.
  - For the Love of the Library - Merilee
    - Event is scheduled in the Fall
    - This will be a Donor Appreciation event with an ask for donations.
    - This year's theme is "Rare Orchids of Minnesota."
  - Additional Event - Discussion was held about hosting an author event in conjunction with the Valley Bookseller.
    - The discussion will be kept open for future consideration.

- Ann Wolff's Open House - Jean
  - The report for the event is in the Google Drive Committee folder.

#### 4. Reports

- President - Shawn
  - The Marketing and Events committees are collaborating effectively.
- Library Director - Mark
  - The Youth Services and Information Services reports for the February were included in the Board Packet - they contain excellent overviews of Library activities.
  - Grant money for the masonry restoration project has been received. The Library will begin circulating several telescopes to patrons - this is a Stillwater Rotary Organization-sponsored project.
  - Library Legislative Day is March 31 - several representatives from SPL will attend the event.
  - March is the "Month of Moo" for the children at the SPL -as part of the fun, there will be a petting zoo on the library lawn on March 28.
  - New hygiene stations have been installed in the library.
  - Mark shared moving excerpts from a letter written by an SPL patron in which she described the library's significant impact and value in her father's life as he was growing up. Portions of this letter could be used in library promotion material.
- Finance Committee - Dustin
  - Donor restricted donations continue to be spent.
  - The Foundation remains in a good financial position.
  - Signers for the Checking/Savings Account need to be updated:
    - Summer presented a motion to 1) remove Ann Wolff from those authorized to sign the SPLF Checking/Savings Account, 2) retain treasurer, Dustin Moeller, and 3) add president, Shawn Glaser to those authorized to be official signers. John seconded the motion and it was unanimously approved.
- Marketing - Summer
  - The committee has been working on a Donor Thank-you event and development of a bookmark to be distributed to donors that includes date of upcoming SPLF events.
  - Discussion was held regarding a Photo Release Form - two examples were available for evaluation. The SPL Board of Trustees also has a revision of this document under development. Two additional suggestions under consideration to expedite permission for individuals' photos were language concerning photos on event publicity and consent/decline opportunities at the time of an event.



- Governance - Jean

- The SPLF Conflict of Interest Policy Form was reviewed and distributed to members to sign and returned to fulfill the annual responsibility of each Board member. The complete 2020 forms will be file in the Foundation files in the SPL office.
- The 2020 Volunteer Coordinator contract with Susie Danielson was reviewed. In 2020, the Volunteer Coordinator will be employed by the Stillwater Public Library Foundation as an independent contractor to work at the Stillwater Public Library fifteen (15) hours per week for an annual salary of \$16,666.67. This amount that will be divided equally and paid monthly.

-Foundation Manager - Alicia

- We are awaiting further information regarding a significant donation recently bequeathed to the Foundation.
- The 2019 Impact Report is under development and will be ready for the Pi Day event.
- Light a Spark materials are in progress.
- Two policies need to be written: one for donor-restricted gifts exceeding a specific amount of money, and an in-kind donation guideline.
- It would be advantageous to develop specific sponsorship levels to present to potential sponsors and to create a plan for annual sponsorships rather than doing multiple asks of the same potential sponsors throughout the year.

5. Close -

- The meeting was adjourned at 10 a.m. following a motion made by John, seconded by Sandy N. and unanimously approved.


Respectfully submitted,

Jean Morse, Secretary


E-Mail Messages for February, 2020

DATE	SENDER	TITLE
1/28/20	Jean	January 2020 Meeting Minutes
2/24/20	Alicia	February Board Meeting Minutes
2/27/20	Jean	Conflict of Interest Policy


Documents on Google Drive - February, 2020

-  01 January Finance


---

-  Report - YS - February 2020.docx


---

-  Report - IS - February 2020.docx


---

-  Copy of SPLF 2020 Budget.xlsx


---

-  Copy of proof5 190091 StillwaterLibraryFoundation PIDay PC.pdf

---

-  Copy of Jan. 2020 Meeting Minutes.pdf

---

-  Copy of 190099 StillwaterLibraryFoundation\_ValentinesPC.pdf

---

(drive.google.com)



# Friends of the Stillwater Public Library

**February 10, 2020 | 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, Jan Kilkelly, Mary Glennon, Vik Wilson, Nancy Wilson

## Agenda

### Friends of the Stillwater Public Library Meeting:

**Monday, Feb. 10, 2020**

**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 absent* – Lyndon Lockrem stepped in
5. Other...Stored books removed from Friends Office. Mark, thank you for your help; Book Sale: Susie Danielson submitted our request to STS ; Susie contacted Teen Volunteers; I suggested we see if Caleb is available to help, and maybe one more? Several nice puzzles were donated.
6. Update...Mark
7. Adjourn Meeting...All

\*\*\*\*\*

- **Meeting called to order by Mary Ann Sandeen**
- **Secretary's report Tracy Salvati**
  - Jan 13th, 2020 Minutes approved
- **Treasurer's report Jan Kilkelly**
  - Balance:
    - Jan. 31, 2020 \$38,610.23
- **Membership report Gemma Lockrem**
  - 87 memberships

### Topics:

- **Susie Danielson: STS, Teen Volunteers**
  - Susie contacted the teen volunteers to recruit help

- **Puzzle donations**
  - We received a donation of beautiful puzzles
- **Book sale price sheets / book sale flyers / receipts were updated and distributed:**
  - Cash or check only
  - Scanner fee \$35.00
  - Coffee Table books \$5.00
  - Tracy updated the price list
    - Change Music CD to \$1.00
    - Change Book on CD to \$2.00
    - Change DVD to \$2.00
    - + Coffee Table books \$5.00
  - Jan updated Book Sale receipts
    - New receipt for donations
    - New receipt for scanner fees, people will also use this receipt as confirmation to re-enter the book sale
- **Spring sale dates:**
  - April 15-18
  - Book Collection dates March 28<sup>th</sup> and April 4<sup>th</sup>

**Update: Mark Troendle:**

- Mark passed out Feb. and March programming calendar
- Shelf Life to be published (Winter/Spring 2020)
  - Available on-line
- Da Vinci Fest at the Stillwater Area Public School was held on 1/25 – Library employees were handing out buttons
  - This is a community-wide educational fair open to the public
  - Very good publicity for the Stillwater Public Library (SPL)
- 3M visiting wizard – Stem visited the SPL
  - 3M Visiting Wizards encourage young people to become interested in science and technology and aim to raise interest in STEM.
  - Cryogenics (January 28): How matter behaves in the ultra-cold.
  - Catapults (February 25): How the nature of experimentation affects outcomes.
  - Electricity & Circuits (March 24): How to make circuits work and how we control them.
  - Simple Machines (April 28): Explore work, force, friction and gravity.
  - Innovation & Creativity (May 19, 3rd Tuesday): Bring your imagination and let's see what you can create.
- Gallop poll posted statistics regarding libraries
  - In U.S., Library Visits Outpaced Trips to Movies in 2019
  - "Visiting the library remains the most common cultural activity Americans engage in, by far. The average 10.5 trips to the library U.S. adults report taking in 2019 exceeds their participation in eight other common leisure activities."
- Click share technology is now in the Margaret River's Room
- Feb. 17 library closed for Presidents Day

**Meeting Adjourn: All**

- **Monday, March 9, 2020**

**Friends of the Stillwater Public Library  
2020 Financial Reports**

<b>Period:</b>	<u>2/1/2020 - 2/28/2020</u>	<u>Year-to-Date 2/28/2020</u>
Opening Balance	\$ 38,610.23	\$ 39,212.96
<b>Receipts:</b>		
Memberships	\$ 30.00	\$ 150.00
Donations	\$ 94.24	\$ 244.24
Ongoing Book Sales	\$ 302.50	\$ 652.50
Semi-Annual Book Sales		\$ -
Scanner Fees		\$ -
Book Bag Sales		\$ -
<b>Total Receipts</b>	<b>\$ 426.74</b>	<b>\$ 1,046.74</b>
<b>Disbursements:</b>		
Grants to Library		\$ 300.00
Sponsorships		\$ -
Memberships		\$ 25.00
Postage		\$ -
Printing & Supplies		\$ 42.73
Sales Tax		\$ 855.00
Fees		\$ -
Misc.		\$ -
<b>Total Disbursements</b>	<b>\$ -</b>	<b>\$ 1,222.73</b>
<b>Ending Balance</b>	<b>\$ 39,036.97</b>	<b>\$ 39,036.97</b>

*Outstanding Grants Due to Library:*

Book Sale Nov. 2018	\$137.07
Book Sale Nov. 2019	\$3,770.00
Book Sale Nov. 2020	-
	<hr/> \$3,907.07

*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	\$4,519.50
Book Sale Apr. 2020	-
	<hr/> \$15,036.35

(\$94.24 designated for children's program)

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Executive Committee Report</b>	
OWNER: <b>Executive Committee</b>	PRESENTER: <b>Bell 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>BACKGROUND/CONTEXT:</p> <p><b>SPL Executive Committee</b> <b>March 17, 2020, 10 a.m., Meeting Notes</b> <b>Present: Bell, Lockyear, Richie, Troendle</b></p> <p><b>Staff Party Plans</b> On hold until full staffing resumes.</p> <p><b>Venue Coordinator</b> Discussion about handling revenue shortfall and future contract considerations.</p> <p><b>Coronavirus</b> The crisis is at an early state, fluid situation, responses will evolve as the situation does. Look to CDC, MDH, MDE, MLA, MELSA for guidance. Stillwater has canceled all city events through May 31. Wide-ranging discussion of library response, including alternative service delivery, custodial services, facility issues, holds, public information and messaging, programs, staffing, volunteers.</p> <p><b>Other</b> Remind trustees of open meeting law and use of email.</p> <hr/> <p><b>SPL Executive Committee</b> <b>April 9, 2020, 8:30 a.m., Meeting Notes</b> <b>Present: Bell, Lockyear, Richie, Troendle</b></p> <p>The <b>April board meeting</b> will be held via Zoom.</p> <p>Mark reported that the library met the city’s 4/7 deadline for preliminary information on the 2020 <b>capital budget</b> request. The City Administrator and Finance Director requested each department review and preliminarily assess capital expenditures budgeted for 2020. The city will provide more specifics at a future date.</p> <p><b>Library’s Response to COVID-19</b> The committee discussed the library’s response in light of the extended Stay at Home order in effect until May 4.</p> <ul style="list-style-type: none"> <li>• Two events (a shower and a wedding) are scheduled at the library during May.</li> </ul>	

**Recommendation:** Because the city of Stillwater has canceled all events through May 31, cancel the two library events.

- The curbside holds pickup service, which was well received and well used, was suspended when the original Stay at Home order was issued. Meanwhile, fulfilled holds are stacking up at the library. Other metro area libraries currently offer curbside holds pickup. Patrons appreciate the service.

**Recommendation:** Resume curbside holds pickup as soon as staff can arrange it.

- In anticipation of safely reopening the library in the future, staff are having ongoing discussions about possible adjustments in programming, service delivery, and safe uses of physical space within the library.

#### One23 Draft Cancellation Policy/Venue Coordinator

- Reviewed a draft cancellation policy proposed by One23 Events in response to COVID-19.
- Discussed the Venue Coordinator contract as requested by the library board.
  - Costs continue to exceed revenue, straining the library's limited resources.
  - Future bookings for weddings are lower than anticipated.
  - COVID-19 restrictions on group gatherings likely will result in fewer bookings for weddings in the foreseeable future.
  - Providing space for weddings is an amenity, not a core library service.
- **Recommendation:** Consult with the city attorney for advice on invoking the 90-day cancellation provision in the contract.

#### Grant Requests to Friends, Foundation

- These requests were an action item on the March agenda; no action was taken because the meeting was not held. The immediate future of programming is uncertain because of COVID-19 restrictions on group gatherings.
- **Recommendation:** resubmit the grant requests with the following adjustments:
  - Submit the original request for \$21,000 in collection funds from the Foundation, Friends, and Helen Lawson Library Fund.
  - Suspend the Lucky Day collection until the library reopens to the public.
  - Defer the request for programming funds. Instead, request allocation of \$1,000 from 235 gift funds for programming needs.

#### Other

Library policy includes a **6-month progress report** for the director. Originally scheduled for the March meeting, the progress report did not take place because of the lack of a quorum. The board will use Zoom for board meetings for the foreseeable future. This raises concerns about ensuring privacy of closed meetings as required by Minnesota's open meeting law.

**Recommendation:** Approve a policy exception; cancel the director's 6-month progress report.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

**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>BACKGROUND/CONTEXT:  <b>SPL Facilities Committee</b>  <b>April 6, 2020, 4:30 p.m., Meeting Notes</b>  <b>Present via Zoom: Carlsen, Cox, Lockyear, Troendle</b></p> <p>The Committee discussed the City of Stillwater’s request to prioritize the 2020 CIP budget items in an effort to identify projects that could be put off until 2021. The prioritizing list is as follows: 1- Already done or purchased; 2 – Critical/needs to be done; and, 3 – Project/purchase can wait. The deadline of April 7 for all departments to respond was set by the City.</p> <p>Mark explained that Rose Holman is reviewing all City technology budgets in an effort to determine which purchases can safely be delayed into 2021. He identified the Sorter upgrade (\$10,000) as one purchase that is likely to be delayed if the vendor is unable to have a workable solution available until the end of the year.</p> <p>Committee members discussed Maintenance Equipment purchases, LED replacement work, Bird Deterrence efforts, and Building Infrastructure projects. They identified LED replacement \$6,500 and a reduction in Maintenance Equipment purchases by \$3,000 as budget items that can wait. The committee agreed to delay recommending a reduction in the Building Infrastructure amount (\$50,200) until all bids and decisions are made on the plaster repair project on the 4<sup>th</sup> Street level.</p> <hr/> <p><b>Consult with Encompass, Inc., structural engineers assessing condition of plaster keys</b>  <b>April 8, 2020, 1:30 p.m.</b>  <b>Present: Carlsen, Lockyear, Troendle</b></p> <p>Following examination of the plaster keys and lathe, Jim and Kent from Encompass, Mark, and committee members discussed their findings. Kent reported they were able to see about 75% of the plaster and lathe during their examination. They found the following:</p> <ul style="list-style-type: none"> <li>• 95% or more of plaster keys are strong and in good condition (less than 5% of keys in viewed areas are broken).</li> <li>• Wood lathe is secure and in good condition throughout most areas of the rooms examined.</li> <li>• Some damage to the lathe and keys was noted in places where foot traffic has occurred or where canister lighting was installed, especially in the Mystery section.</li> <li>• Dome area has no significant issues.</li> <li>• Most of the cracks in the Fiction room have been previously repaired and cracks reappeared.</li> </ul>	



- Cracks in the curved wall in the Fiction room are most likely due to previous shifting of foundation under columns, perhaps during construction of additions as those cracks mirror the cracks in the terrazzo flooring.
- Overall condition of the plaster is good considering age of building and the impact of the construction work during the two additions. No signs of structural issues with plaster/lathe was noted.
- The plaster trim around the skylight will need special attention due to cracks and the skill necessary to replicate the shape of the trim.

Encompass recommends repair of cracks using plaster similar to existing material such as Durabond. They feel this should be done by a contractor who specializes in old plaster repair using traditional methods\*\*. They recommended three contractors who are qualified and experienced in this type of plaster repair. Kent and Jim both felt the job could be accomplished in under two weeks, including repair of cracks and painting.

Committee members asked Mark to contact recommended contractors to arrange expedited bids on the repairs.

\*\* The traditional method as described by Kent is to remove all soft/damaged plaster in and around the crack down to the lathe. Installing new plaster with current products that will bond with old plaster and the lathe.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

# 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 check</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>04: SPL Board Meeting, 7:00 pm (Meeting is a week early as August 11 is an election day)</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

---

## 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
------------------------	--------------------

Updated: 1/27/2020