

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, March 10, 2020
7:30 PM**

**(Note: Start Time of 7:30 PM; Stillwater Township Meeting at 7:00 PM)
Conference Room**

Introductory Business (5 minutes)

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

Regular Business (10 minutes)

4. Consent Calendar
 - a. Adoption of the February 11, 2020 Minutes +
 - b. Acknowledgement of Bills Paid in February 2020 (2019 Bills: 2/4/20: \$5,074.67 and 2/18/20: \$2,812.25; 2020 Bills: 2/4/20: \$13,006.95 and 2/18/20: \$5,733.12)
 - c. 2019 Budget Status Report (Through February 2020) +
 - d. January 2020 Budget Status Report +
 - e. 2020 Capital Outlay Request+

Informational (10 minutes)

5. Trustee Information Sharing I+
6. Library Legislative Day I+
7. Venue Coordinator I+

Decisional (10 minutes)

8. Grant Request A+

Reports (15 minutes)

9. Director and Other Staff Reports +
10. Foundation and Friends Report +
11. Board Committee Reports +
 - a. Board Governance
 - b. Executive
 - c. Facilities
 - d. Finance
 - e. Board Self-Evaluation Task Force
12. Public Commentary and Communications

Closed Session (60 minutes)

13. Director Performance Evaluation: Six-Month Progress Check D+
(Confidential docs sent separately)

14. Adjournment

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 Pm on Monday, March 9, 2020.

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

**STILLWATER PUBLIC LIBRARY
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**

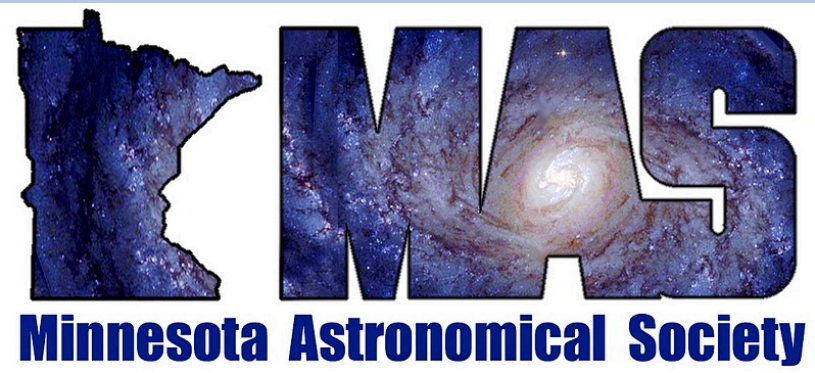
Minutes

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

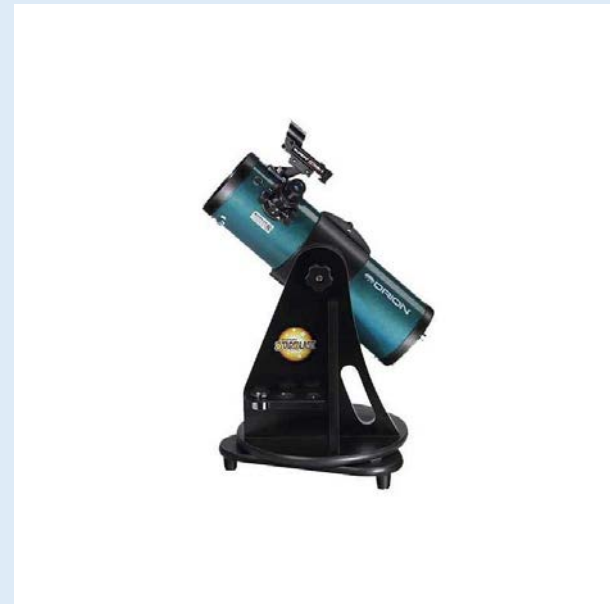
Library Telescope Program – What is it?

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
- 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!



Agenda Items Details

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

Bill Resolution: February 18, 2020

- \$627.75 paid to Master Mechanicals 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.

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

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
INVOICES PAYABLE						
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
			INVOICES SUBTOTAL	\$ 3,230.24		
CREDIT CARD						
None						
			CREDIT CARD SUBTOTAL	\$ -		
SPECIAL BILL PAYOUTS						
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
			SPECIAL BILL PAYOUT SUBTOTAL	\$ 1,844.43		
			GRAND TOTAL	\$ 5,074.67		

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
INVOICES PAYABLE						
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
		INVOICES SUBTOTAL		\$ 1,308.12		
CREDIT CARD						
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
		CREDIT CARD SUBTOTAL		\$ 1,055.38		
SPECIAL BILL PAYOUTS						
27541	1/28/2020	Heritage Printing	Winter 2019 City Newsletter - ShelfLife Insert	\$ 448.75	230-4230-3400-0000	Printing and Publishing
		SPECIAL BILL PAYOUT SUBTOTAL		\$ 448.75		
		GRAND TOTAL		\$ 2,812.25		

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
INVOICES PAYABLE						
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
		INVOICES SUBTOTAL		\$ 10,027.49		
CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		\$ -		
SPECIAL BILL PAYOUTS						
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
		SPECIAL BILL PAYOUT SUBTOTAL		\$ 2,979.46		
GRAND TOTAL				\$ 13,006.95		

Submitted for payment

Mark Troendle, Library Director

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2019 Budget Status Report (Through February 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 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>Attached is a budget status report for the period from January 1–December 31, 2019. This report includes bill resolutions through February 2020 for 2019 purchases. Additional journal entries, expenses and deposits for 2019 are pending.</p> <p><u>120 Funds – Capital Projects:</u></p> <ul style="list-style-type: none"> • C/O & 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. • 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. <p><u>230 Funds – Revenues:</u></p> <ul style="list-style-type: none"> • 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. • Copier/Printer Sales, Gallery Fees and Book & Other Enterprises were \$1,371.21 under budget for the year. • 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. • Library Card Fees, Lost Materials and Processing Fees came in at \$2,131.13 under budget for 2019. • Overall, library-generated revenues were \$24,253.88 under budgeted revenue. This revenue total excludes the in-kind donations which were not originally included in 230 budget projections. <p><u>230 Funds – Expenditures:</u></p> <p>Operating - Personnel Services: Personnel expenditures totaled \$925,556.08 through December and includes December payroll expenses paid in 2020. This total also includes a journal entry expense of \$32,012.00 recorded in part-time salaries to reflect the in-kind expense of the Foundation-funded Volunteer Coordinator and Venue Coordinator. Journal entries are still pending for severance compensation and health/dental costs from the 223 staff service grant.</p> <ul style="list-style-type: none"> • <i>Pending Journal Entry:</i> \$13,286.11 was paid in severance compensation to two retiring staff. At the close of 2019, City Finance will transfer additional monies from the general fund to offset this expense. • <i>Pending Journal Entry:</i> \$290.94 of Hospital/Medical, Dental and Life Insurance expenses charged to 223 Staff Service grant account for Sunday hours should be transferred into 230 line items for payroll. These expenses are budgeted for under the library’s regular operating funds. <p>Overall, personnel service expenditures are projected to be about \$894,000, excluding the in-kind expense. This is about \$57,500 under budget.</p> <p>Operating - Supplies & Materials:</p> <ul style="list-style-type: none"> • Supplies & 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. 	

- **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.
- **Programs:** \$2,214.00 was expensed to programs. This city line item was budgeted at \$1,459.00.

Operating – Services and Charges:

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

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

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

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

Plant – Services and Charges:

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

A preliminary ballpark estimate for 2019 year-end is \$45,000 under budget. Additional journal entries, expenses and deposits for 2019 are pending which will change the overall year-end total.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

2019 Budget Status Report (Through February 2020)

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?

General Ledger

Budget Status

User: kgoeltd
 Printed: 3/5/2020 - 12:29 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: kgoetl
 Printed: 3/5/2020 - 12:26 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	1,795.93	1,795.93	-795.93	0.00	-795.93	0.00
230-0000-3820-0100	Gifts	1,500.00	32,843.01	32,843.01	-31,343.01	0.00	-31,343.01	0.00
230-0000-3830-0100	Sale of Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3860-0100	Lease/Rentals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3860-0200	Parking Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3870-0100	Refunds and Reimbursements	500.00	215.98	215.98	284.02	0.00	284.02	56.80
230-0000-3880-0020	Library Card Fees	2,000.00	1,030.93	1,030.93	969.07	0.00	969.07	48.45
230-0000-3880-0030	Lost Materials	2,500.00	3,011.79	3,011.79	-511.79	0.00	-511.79	0.00
230-0000-3880-0040	Processing Fees	6,000.00	4,326.16	4,326.16	1,673.84	0.00	1,673.84	27.90
230-0000-3880-0050	Registration	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3880-0100	Miscellaneous Income	0.00	-8.57	-8.57	8.57	0.00	8.57	0.00
230-0000-3880-0300	Cash Short/Over	0.00	-6.05	-6.05	6.05	0.00	6.05	0.00
	R40 Sub Totals:	13,500.00	43,209.18	43,209.18	-29,709.18	0.00	-29,709.18	0.00
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,288,770.00	0.00	0.00	1,288,770.00	0.00	1,288,770.00	100.00
230-0000-3910-0232	Transfer In-Library Fundraiser	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0404	Transfer In-Co Bonds 2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0405	Transfer In-GO CO Bonds 2005	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0412	Transfer In-GO CO Bonds 2012	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0414	Transfer In-GO CO Bonds 2014	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0415	Transfer In-2015 GO CO Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0416	Transfer In-CO Bonds 2006	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-0000-3910-0427	Transfer In - CO Bonds 2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0490	Transfer In-Capital Projects	10,872.00	0.00	0.00	10,872.00	0.00	10,872.00	100.00
	R45 Sub Totals:	1,299,642.00	0.00	0.00	1,299,642.00	0.00	1,299,642.00	100.00
	Revenue Sub Totals:	1,395,342.00	103,458.12	103,458.12	1,291,883.88	0.00	1,291,883.88	92.59
	Dept 0000 Sub Totals:	-1,395,342.00	-103,458.12	-103,458.12	-1,291,883.88	0.00		
Dept 230-4230 E05	LIBRARY OPERATIONS PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	382,589.00	182,655.19	182,655.19	199,933.81	0.00	199,933.81	52.26
230-4230-1100-0000	Overtime - Full Time	0.00	145.89	145.89	-145.89	0.00	-145.89	0.00
230-4230-1111-0000	Severance Pay	0.00	13,286.11	13,286.11	-13,286.11	0.00	-13,286.11	0.00
230-4230-1112-0000	Sick Pay	0.00	9,426.29	9,426.29	-9,426.29	0.00	-9,426.29	0.00
230-4230-1113-0000	Vacation Pay	0.00	43,245.97	43,245.97	-43,245.97	0.00	-43,245.97	0.00
230-4230-1200-0000	Part Time Salaries	353,636.00	520,336.09	520,336.09	-166,700.09	0.00	-166,700.09	0.00
230-4230-1300-0000	Overtime - Part Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-1410-0000	PERA	55,217.00	50,245.57	50,245.57	4,971.43	0.00	4,971.43	9.00
230-4230-1420-0000	FICA/Medicare	56,321.00	55,099.30	55,099.30	1,221.70	0.00	1,221.70	2.17
230-4230-1500-0000	Hospital / Medical	100,192.00	46,980.04	46,980.04	53,211.96	0.00	53,211.96	53.11
230-4230-1520-0000	Dental Insurance	3,011.00	3,689.61	3,689.61	-678.61	0.00	-678.61	0.00
230-4230-1540-0000	Life Insurance	621.00	446.02	446.02	174.98	0.00	174.98	28.18
230-4230-1990-0000	Grant Pass Thru	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E05 Sub Totals:	951,587.00	925,556.08	925,556.08	26,030.92	0.00	26,030.92	2.74
E10	SUPPLIES							
230-4230-2000-0000	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-2101-0000	General Supplies	4,500.00	5,637.68	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

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
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	0.00	0.00	2,196.00	0.00	2,196.00	100.00
230-4230-3707-0000	Maintenance Agreements	22,500.00	23,694.23	23,694.23	-1,194.23	0.00	-1,194.23	0.00
230-4230-3713-0000	Computer Maint Agreements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3803-0000	Data Base Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3804-0000	Equipment Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3900-0000	Sales Tax	400.00	434.32	434.32	-34.32	0.00	-34.32	0.00
	E15 Sub Totals:	74,368.00	63,822.76	63,822.76	10,545.24	0.00	10,545.24	14.18
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	1,106,513.74	1,106,513.74	30,125.26	0.00	30,125.26	2.65
	Dept 4230 Sub Totals:	1,136,639.00	1,106,513.74	1,106,513.74	30,125.26	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

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4231-2302-0000	Other Minor Equipment	800.00	1,156.28	1,156.28	-356.28	0.00	-356.28	0.00
	E10 Sub Totals:	6,800.00	9,757.97	9,757.97	-2,957.97	0.00	-2,957.97	0.00
E15	SERVICES AND CHARGES							
230-4231-3002-0000	Contractual	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-3099-0000	Other Professional Services	1,000.00	2,155.80	2,155.80	-1,155.80	0.00	-1,155.80	0.00
230-4231-3101-0000	Telephone	1,700.00	1,836.90	1,836.90	-136.90	0.00	-136.90	0.00
230-4231-3500-0000	General Insurance	31,611.00	0.00	0.00	31,611.00	0.00	31,611.00	100.00
230-4231-3600-0000	Electricity	42,000.00	38,555.11	38,555.11	3,444.89	0.00	3,444.89	8.20
230-4231-3601-0000	Natural Gas	12,000.00	13,649.67	13,649.67	-1,649.67	0.00	-1,649.67	0.00
230-4231-3703-0000	Building Repair Charges	20,000.00	37,737.78	37,737.78	-17,737.78	0.00	-17,737.78	0.00
230-4231-3707-0000	Maintenance Agreements	10,200.00	8,657.83	8,657.83	1,542.17	0.00	1,542.17	15.12
230-4231-3713-0000	Computer Maint Agreements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 Sub Totals:	118,511.00	102,593.09	102,593.09	15,917.91	0.00	15,917.91	13.43
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	955.52	955.52	144.48	0.00	144.48	13.13
	E20 Sub Totals:	1,100.00	955.52	955.52	144.48	0.00	144.48	13.13
E40	OTHER FINANCING USES							
230-4231-9490-0000	Transfer Out-Cap Proj Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E40 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	258,202.00	237,000.90	237,000.90	21,201.10	0.00	21,201.10	8.21
	Dept 4231 Sub Totals:	258,202.00	237,000.90	237,000.90	21,201.10	0.00		
Dept 230-4900	IMPROVEMENT PROJECTS							
E15	SERVICES AND CHARGES							
230-4900-3099-0000	Other Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E25	CAPITAL OUTLAY							
230-4900-5200-0000	C/O & Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 4900 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
	Fund Revenue Sub Totals:	1,395,342.00	103,458.12	103,458.12	1,291,883.88	0.00	1,291,883.88	92.59
	Fund Expense Sub Totals:	1,394,841.00	1,343,514.64	1,343,514.64	51,326.36	0.00	51,326.36	3.68
	Fund 230 Sub Totals:	-501.00	1,240,056.52	1,240,056.52	-1,240,557.52	0.00		

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: January 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 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: Attached is a budget status report for the period from January 1 – January 31, 2020.</p> <p><u>120 Funds – Capital Projects:</u> There were no capital expenditures in January 2020.</p> <p><u>230 Funds – Expenditures:</u> Operating – Personnel Services: Personnel expenditures total \$72,142.98 through January.</p> <ul style="list-style-type: none"> <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). <p>Operating – Supplies & 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"> <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. <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. <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. <p>Operating – Services and Charges: Maintenance agreement expenditures total \$19,661.31, which was the Bibliotheca payment for the annual maintenance of the sorter, selfchecks and RFID pads in January 2020. \$3,838.69 remains in the maintenance agreement account.</p> <p>Plant – Personnel Services: Personnel expenditures total \$12,261.76 through January.</p> <ul style="list-style-type: none"> <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 (~\$3,000). They will also add in health insurance pre-payments made in 2019 for the 2020 fiscal year (~\$1,400). <p>Plant – Services and Charges:</p> <ul style="list-style-type: none"> <i>Pending Journal Entry:</i> \$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 January Budget Status Report	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

General Ledger

Budget Status

User: kgoetl
 Printed: 3/5/2020 - 12:31 PM
 Period: 1, 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	0.00	0.00
	E25 Sub Totals:	95,000.00	0.00	0.00
	Expense Sub Totals:	95,000.00	0.00	0.00
	Dept 4230 Sub Totals:	95,000.00	0.00	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: 3/5/2020 - 12:28 PM
 Period: 1, 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	330.00	330.00
230-0000-3520-0100	Copier/Printer Sales	6,500.00	443.38	443.38
230-0000-3880-0200	Gallery Fees	500.00	250.00	250.00
230-0000-3880-0500	Book & Other Enterprise Sales	200.00	33.00	33.00
	R25 Sub Totals:	120,200.00	1,056.38	1,056.38
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	0.00	0.00
230-0000-3880-0030	Lost Materials	3,000.00	251.93	251.93
230-0000-3880-0040	Processing Fees	6,000.00	118.07	118.07
230-0000-3880-0050	Registration	0.00	0.00	0.00
230-0000-3880-0100	Miscellaneous Income	0.00	0.00	0.00
230-0000-3880-0300	Cash Short/Over	0.00	-0.30	-0.30
	R40 Sub Totals:	12,420.00	468.54	468.54
R45	OTHER FINANCING SOURCES			

General Ledger

Budget Status

User: kgoeltl
 Printed: 3/5/2020 - 12:28 PM
 Period: 1, 2020



Account Number	Description	Budget Amount	Period Amount	YTD Amount
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	1,524.92	1,524.92
	Dept 0000 Sub Totals:	-1,485,820.00	-1,524.92	-1,524.92
Dept 230-4230	LIBRARY OPERATIONS			
E05	PERSONNEL SERVICES			
230-4230-1000-0000	Full Time Salaries	415,990.56	12,421.69	12,421.69
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	1,822.86	1,822.86
230-4230-1113-0000	Vacation Pay	0.00	4,655.90	4,655.90
230-4230-1200-0000	Part Time Salaries	350,945.44	38,409.79	38,409.79
230-4230-1300-0000	Overtime - Part Time	0.00	0.00	0.00
230-4230-1410-0000	PERA	57,520.20	4,053.13	4,053.13

General Ledger

Budget Status

User: kgoeltl
 Printed: 3/5/2020 - 12:28 PM
 Period: 1, 2020



Account Number	Description	Budget Amount	Period Amount	YTD Amount
230-4230-1420-0000	FICA/Medicare	58,108.36	4,353.21	4,353.21
230-4230-1500-0000	Hospital / Medical	88,359.48	6,033.32	6,033.32
230-4230-1520-0000	Dental Insurance	2,684.40	290.88	290.88
230-4230-1540-0000	Life Insurance	622.68	38.34	38.34
230-4230-1990-0000	Grant Pass Thru	0.00	0.00	0.00
	E05 Sub Totals:	974,231.12	72,142.98	72,142.98
E10	SUPPLIES			
230-4230-2000-0000	Office Supplies	0.00	0.00	0.00
230-4230-2101-0000	General Supplies	4,500.00	0.00	0.00
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	231.47	231.47
230-4230-2405-0000	Adult Books - Non Fiction	20,350.00	0.00	0.00
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	0.00	0.00
	E10 Sub Totals:	115,410.00	231.47	231.47
E15	SERVICES AND CHARGES			
230-4230-3098-0000	Technology Support	10,700.00	188.06	188.06
230-4230-3099-0000	Other Professional Services	53,268.00	0.00	0.00
230-4230-3100-0000	Circulation System	6,129.12	0.00	0.00
230-4230-3101-0000	Telecommunications	0.00	0.00	0.00

General Ledger

Budget Status

User: kgoetl
 Printed: 3/5/2020 - 12:28 PM
 Period: 1, 2020



Account Number	Description	Budget Amount	Period Amount	YTD Amount
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	0.00	0.00
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	19,661.31	19,661.31
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	19,849.37	19,849.37
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
230-4230-4099-0000	Miscellaneous Charges	3,000.00	14.85	14.85
	E20 Sub Totals:	4,825.00	14.85	14.85
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
	Expense Sub Totals:	1,216,963.24	92,238.67	92,238.67

General Ledger

Budget Status

User: kgoeltl
 Printed: 3/5/2020 - 12:28 PM
 Period: 1, 2020



Account Number	Description	Budget Amount	Period Amount	YTD Amount
Dept 230-4231	Dept 4230 Sub Totals:	1,216,963.24	92,238.67	92,238.67
E05	LIBRARY PLANT			
	PERSONNEL SERVICES			
230-4231-1000-0000	Full Time Salaries	83,851.58	6,222.03	6,222.03
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	0.00	0.00
230-4231-1113-0000	Vacation Pay	0.00	444.82	444.82
230-4231-1200-0000	Part Time Salaries	14,937.00	2,449.30	2,449.30
230-4231-1410-0000	PERA	7,089.49	662.36	662.36
230-4231-1420-0000	FICA/Medicare	7,557.33	617.61	617.61
230-4231-1500-0000	Hospital / Medical	13,077.00	1,795.30	1,795.30
230-4231-1520-0000	Dental Insurance	757.80	63.14	63.14
230-4231-1540-0000	Life Insurance	87.00	7.20	7.20
230-4231-1990-0000	Grant Pass Thru	0.00	0.00	0.00
	E05 Sub Totals:	127,357.20	12,261.76	12,261.76
E10	SUPPLIES			
230-4231-2101-0000	General Supplies	1,000.00	0.00	0.00
230-4231-2102-0000	Janitorial Supplies	4,500.00	82.16	82.16
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	82.16	82.16
E15	SERVICES AND CHARGES			
230-4231-3002-0000	Contractual	0.00	0.00	0.00
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

General Ledger

Budget Status

User: kgoeltl
 Printed: 3/5/2020 - 12:28 PM
 Period: 1, 2020



Account Number	Description	Budget Amount	Period Amount	YTD Amount
230-4231-3600-0000	Electricity	46,200.00	0.00	0.00
230-4231-3601-0000	Natural Gas	13,200.00	0.00	0.00
230-4231-3703-0000	Building Repair Charges	25,000.00	0.00	0.00
230-4231-3707-0000	Maintenance Agreements	10,500.00	1,685.66	1,685.66
230-4231-3713-0000	Compt Maintenance Agreements	0.00	0.00	0.00
	E15 Sub Totals:	132,600.00	1,685.66	1,685.66
E20	MISCELLANEOUS			
230-4231-4099-0000	Miscellaneous Charges	1,100.00	0.00	0.00
	E20 Sub Totals:	1,100.00	0.00	0.00
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	10,486.03	-10,486.03
	Dept 4231 Sub Totals:	268,857.20	10,486.03	-10,486.03
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
	E25 Sub Totals:	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00

General Ledger

Budget Status

User: kgoeltl
Printed: 3/5/2020 - 12:28 PM
Period: 1, 2020



Account Number	Description	Budget Amount	Period Amount	YTD Amount
	Dept 4900 Sub Totals:	0.00	0.00	0.00
	Fund Revenue Sub Totals:	1,485,820.00	1,524.92	-1,524.92
	Fund Expense Sub Totals:	1,485,820.44	102,724.70	-102,724.70
	Fund 230 Sub Totals:	0.44	101,199.78	-101,199.78

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2020 Capital Release Request	
OWNER: Troendle, Library Director	PRESENTER: Troendle, Library Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Release \$4,109.61 for the LED Light Conversion (project #20-4231-241).	
BACKGROUND/CONTEXT: The funds requested for release are for the LED light conversion project. The project was budgeted and approved at \$6,500 for 2020 as part of the 2020-2024 Capital Improvement Plan.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Trustee Information Sharing	
OWNER: Trustees	PRESENTER: Trustees
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: 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>Trustees: When visiting libraries, please consider picking up library calendars, program guides and other marketing pieces for the Business and Communications Manager. These materials help provide ideas and inspiration for staff.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Legislative Day	
OWNER: Executive Committee	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>Troendle has registered Bell, Richie, Cox, Hemer, and himself for Library Legislative Day on March 31. Bayport Library Director Jill Smith also plans to attend. Appointments with two of our three legislators have been secured. Transportation arrangements are being finalized.</p> <p>MLA’s webpage for 2020 Library Legislative Day (and Legislative Week) provides the most current information available: https://sites.google.com/view/minnesotalibraryadvocacy/library-legislative-day/2020-library-legislative-day</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Venue Coordinator	
OWNER: Troendle, Director	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: One23 Events reported the following activity in February: 37 inquiries, 2 tours, and 3 bookings. Total number of events scheduled for 2020 is 13.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Grant Request	
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 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <p>Motion to approve grant requests to the following entities:</p> <ul style="list-style-type: none"> • Stillwater Public Library Foundation for funding of up to \$20,000 for programming and materials • Friends of the Stillwater Public Library for funding of up to \$8,800 for programming and materials <p>Motion to approve allocation requests of existing funds:</p> <ul style="list-style-type: none"> • Helen Lawson Library Funds of \$9,400 for juvenile and adult materials • Stillwater Township Funds of \$1,400 for programming • Account 235 Gift Funds of \$2,500 for programming 	
BACKGROUND/CONTEXT: <p>The library is moving toward fewer but more comprehensive grant requests for collection and programming needs in 2020.</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, add new book club kits, and purchase updated travel titles. 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"> • 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) • Request grant of \$4,200 from Friends for materials (\$500 grant request for the purchase of a telescope is included in this total) • Request allocation of \$9,400 from the Helen Lawson Library Fund for materials (account balance is \$38,664) <p><i>Programming:</i> Programming costs (beyond regular staff hours) have been historically funded with supplemental dollars. In 2020, we allocated \$1,650 to programming in the city budget. In November 2019, we also secured funding from the Foundation for the YS Programming Assistant position at 12 hours per week. Staff is estimating that additional funding of \$20,500 is needed for programming in 2020. These funds would allow the library to regularly bring in professional vendors for programming, provide reward incentives for children, teen and adult participants in reading programs, build programming partnerships with community groups, and promote program opportunities. For example, gifts and grants fund STEM programs, writing workshops, art classes, and social issue exhibits.</p>	

To meet 2020 programming objective, the library would like to:

- Request grant of \$12,500 from Foundation
- Request grant of \$4,600 from Friends
- Request allocation of \$1,400 from Stillwater Township Funds
- Request allocation of \$2,500 from 235 Gift Funds

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Report from the Library Director, Mark Troendle

Please note: The Youth Services Supervisor's report of February activities is delayed for good cause and will be included in next month's board packet.

Major Accomplishments

- The Huelsmann Foundation approved the library's request of \$20,000 for masonry restoration assistance. Mark has been in contact with the contractor who completed last year's repairs.
- Two hygiene stations were placed in the library for public use, one in the gallery and the second on the lower level. Both feature hand sanitizing liquid and wipes, and the wipes may be used on skin or other surfaces. These purchases were planned before the coronavirus (COVID-19) outbreak.
- Mark and staff participated in city-sponsored safety training, led by Safe Assure. Subjects included bloodborne pathogens, fire extinguishers, ergonomics, safety data sheets, and emergency action plans. This is a good opportunity to learn, review procedures, and consider improvements.
- A second training opportunity was also completed by a number of staff, including Mark, called Security Awareness. The focus of this online session pertained to online security and best practices.
- Library Legislative Day appointments have been scheduled with Representative Michelle (Shelly) Christensen and Representative Robert (Bob) Dettmer.
- The strategic work plan document is now at a point where it can be discussed during the progress review portion of the March meeting.
- Mark met with the Bayport Public Library Director and Stillwater Public Library Foundation (SPLF) representatives to review the contract of the Venue Coordinator, who schedules and trains volunteers for both the Stillwater and Bayport libraries. This one position is funded by each library's foundation. A revised contract was brought to the SPLF board in February and approved.

Heads-Up

- Stillwater Township graciously invited the library to speak at its annual meeting on March 10, which is the reason for the late start to the library board's March meeting. President Bell and the Director will have an opportunity to speak during the early part of the meeting.
- Regarding the coronavirus (COVID-19) outbreak: The library is taking appropriate steps as a precautionary measure. Though the aforementioned hygiene stations were planned before COVID-19 emerged as a concern, they serve as one component of our response. The library looks to experts in the field of public health and infectious diseases for information, guidance and perspective – including the CDC and the Minnesota Department of Health (MDH). Preventive actions recommended by the CDC have been shared with staff. Steps toward reprioritizing custodial duties to focus even more on disinfection have been taken. Staff from the Minnesota Department of Education and MDH are working together on this development as well, and Jennifer Nelson, our state librarian, has recommended to this group that libraries can be an important communication channel for getting factual information to the public. Also, Mark will be part of a City department planning session to discuss items related to potential impacts of COVID-19. This upcoming session will delve into what-if scenario analysis such as protecting staff, supply chain interruptions, large public gatherings and other topics. We are approaching all of this calmly and prudently.

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.
- Preparing remarks for SPLF's Pi Day donor appreciation event and a Leadership in the Valley meeting.
- Continuing to research and develop the community space concept.

Report from the Information Services Supervisor, Aurora Jacobsen

Public Services

Circulation, Adult Programming and Reference

February Programs:

- Armchair Travel Book Talk on Wednesday, February 12th didn't have attendees.
- The Felted Acorn Craft Class on Thursday, February 20th had 10 attendees. This program is an example of why planning programs can make you want to tear your hair out. There were as many people on the waiting list as had signed up for the program, so staff scheduled an additional session of the class on March 4th. All attendees were contacted, so they knew it was full and could switch to the other session, if preferred. In the end, 5 people that had registered didn't show up.
- Pop-Up Book Club on Monday, February 24th had 13 readers.
- Mystery Book Club on Wednesday, February 26th had 11 attendees.
- Travel Adventures and Food also on Wednesday, February 26th had 8 attendees, and was a great first session of the library working with River Market Food Co-op.
- Winter Reads brought in 192 entries in 2020.

Collection

- The first orders of 2020 were submitted. After a wait of two months, there were a number of items that patrons had suggested that they will now be happy to checkout. There's also a number of books by popular authors that will quickly develop holds lists.
- Renee helped reference update our DMV manuals with the 2020 version.

Circulation

- Circulation issued 95 new library cards, and February was full of activity with storytime popularity. Several staff commented on how the popularity of the Youth Services' snake program affected traffic at the desk: lots of unusual questions, plus about 20 cards were issued around that program.
- The Lakes at Stillwater, a new retirement community in town, scheduled visits with the library for a few of their residents. Circulation issued library cards, and Karen provided a tour to help demonstrate all the library has to offer.

PR

- Aurora and Keri requested information about some library-specific PR options through LibraryAware. Not only would it give us some pre-made graphic designs, it would also allow for improved book recommendation widgets on the library website, including a view options for widgets that will auto-generate their own content. Since this product is provided by NovelList, the popular book recommendation service that Sue recently highlighted in a Shelf Life column, the recommendations should be excellent.
- Lori attended Literature Lover's Night sponsored by Valley Bookseller. She represented the library well, including handing out information about the library's Winter Reads program. She also took this picture of the author (Kiley Reid) of one of 2020's biggest books so far this year, *Such a Fun Age*:



Reference

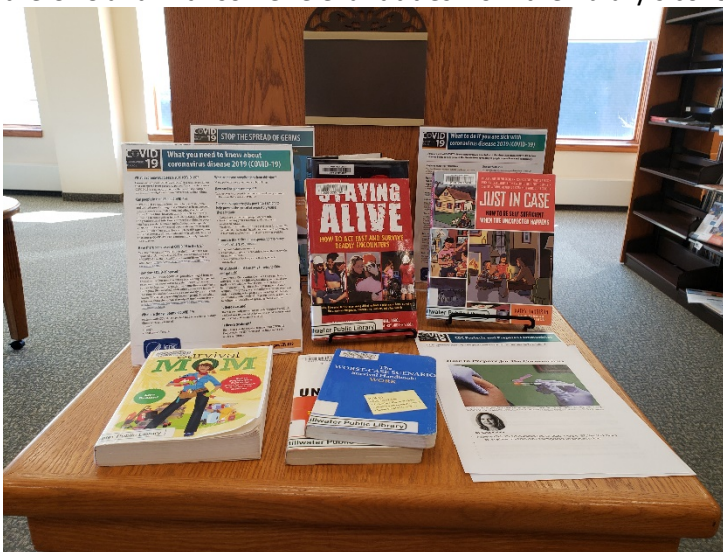
- Information Services staff attended a session about the upcoming census and created a display to inform patrons about what to expect for this year's big count.
- Karen had the following notes after a Saturday shift:
 - A patron thanked staff today saying, "thank you for your grace". I think that's one to remember. I recognized this patron as one of our weekend regulars who comes here from St. Paul. When she is here she's using one of our study rooms for the full day. We visited a bit later in the day and she mentioned that her mother would have conferred such a blessing and that it wouldn't be so unusual to hear it in the South. She comes here to work because she is calmed by our space, feels kindness here and is able to reflect as she needs to on her work.
 - I also had an encounter with a young patron today (I'd say about 11) who felt sad that we would have this title: *The truth about Muhammad: founder of the world's most intolerant religion*. He wanted me to take it out of the library because it wasn't true. We had at least a 10-minute conversation about the world's issues and difficulties and the library's stand on censorship, library collection principles and resilience. He identifies as Muslim and was almost in tears during our entire conversation. I don't think I've had such an emotional conversation about freedom in my whole career! I won't forget this kid and more, I think my real library education mattered in this case. It wasn't casual and off the cuff and he was a thoughtful kid looking for understanding.
 - Also just had a gentleman announce to us that we were in the "People's Palace". He told us that he had only been here 3 times and that he couldn't get over what a resource we were for the community. "And it's government," he said! He said something about old academics appreciating their libraries as he walked away!

Programming

- Sue proved she has a finger on the pulse of crafters, since she was the person who suggested the Felted Acorn class. The Textile Center hadn't offered that program yet, and clearly there was demand.
- Enjoy a picture of one of the patrons knitting in the designated Armchair for Winter Reads.



- Jodi created a display with information about the COVID-19 virus, including information from the CDC and with some relevant titles from the library's collection.



Upcoming in March:

- An Additional Felted Acorn Craft Class was scheduled for Wednesday, March 4th.
- The library will host a traveling exhibit from the St. Croix Watershed Research Station's Art-on-Tour including work from alumni of Artist at Pine Needles and former Research Station Fellow, Hailey Sauer, in support of the Big Read, from March 9th-16th.
- Women in the FBI on Monday, March 9th.
- Mystery Book Club on Wednesday, March 18th
- Japanese Zen Gardens with recycled material on Thursday, March 19th.
- Nonfiction Book Club on Sunday, March 29th.

Stillwater Public Library Foundation
Board Meeting - January 24, 2020

Members Present - Sandy Ellis, Roger Funk, Shawn Glaser, John Gray, Paige Hoyle, Dustin Moeller, Jean Morse, Merilee Read, Mark Troendle, Summer Seidenkranz, - Alicia Gordon-Macalus, Foundation Manager -- Kevin Sandstrom, Guest

- I. Welcome & Introductions - Secretary, Jean Morse, called the meeting to order at 8:35a.m.
 - Jean introduced guest, Kevin Sandstrom.
 - Board members introduced themselves.
- II. Election of Officers - Jean
 - The Executive Committee presented the following nominees for 2020:
 - President - Shawn Glaser
 - Vice President - Summer Seidenkranz
 - Nominations were requested from the floor. Hearing none, Merilee made a motion, seconded by Sandy, to cast a unanimous ballot for the nominees presented by the Executive Committee. Following no further discussion, Shawn and Summer were elected president and vice president, respectively, for the upcoming year.
 - Jean turned the meeting over to Shawn.
- III. Library Director's Report - Mark
 - The Winter/Spring 2020 "ShelfLife" program booklet is now available.
 - The parking ramp entry to the Library has been enhanced with new double doors and a handicap control button positioned for easy access.
 - Memory Minder Kits are now available for circulation.
 - A Click Share Button controller has been added to the technology system in Margaret Rivers Room B that will wirelessly transmit content from a laptop computer to the AV projection system.
 - Roger shared information about Trinity Lutheran Church's Emergency Winter Shelter program. He will share this information with the Library Board of Trustees in the near future.
- IV. Secretary's Report - Jean
 - The minutes for the November 22, 2019 meeting were approved as sent to members.
- V. Treasurer's Report - Dustin
 - In the "Profit and Loss YTD Comparison, January to December 2019," report, figures in the "Total Income" and "Awards and Grants" reflect that the Foundation had an increase in funds in 2019 as compared to 2018. This was a result of additional grants and a significant gift. The "Total Expense" comparison between 2019 and 2018 reflects the expenditure of some of the additional funds.
 - In the "Balance Sheet as of December 31," the FSB Checking balance reflects the recommendation of the Finance Committee to leave the full amount in the bank account rather than move funds to the Endowment Fund at this time.
 - The Finance Committee is working on an investment policy for Board consideration.

VI. Communication - Shawn

- Members shared their preferred communication methods and styles.

Suggestions offered included:

- Communicate with e-mail messages to assure that communications have a written record
- Use bullet points
- Continue to use Google Drive folders for archived records and organized committee information
- Coordinate and schedule cross committee meetings when appropriate (especially for Events)
- Create a calendar for committee schedules/tasks
- Share meeting reports and updates
(Google Drive should be useful for this)

Actions to be taken in near future:

- Assure that everyone understands how to use Google Drive - plan to have a training session at the February meeting)
- Utilize an event planner/calendar to create a document to guide committee task/responsibilities. Alicia described a program designed for this purpose.)

VII. Foundation Manager Report - Alicia

- The final Fourth Quarter Report for the 2019 Huelsmann Grant was submitted.
The Huelsmann Foundation Grant request for 2020 includes \$15,000 for Light a Spark and \$20,000 for masonry repairs for the Library.
- A transition meeting with Ann Wolff was very helpful.
Doing all the thank-you letters to donors
Sees full circle of a donation to the thanks
- She is working on End of Year Letters, the annual report, and website updates.

VIII. Other

- Summer asked how this year's Annual Appeal response compared to that of other years' and how to keep willing donors engaged.
- Summer and the marketing committee are working with the Trustees and Friends on a branding image for the Library with the plan of implementing it in the parking ramp area and elevator.
- Members should continue to look for potential candidates for Board membership.

The meeting was adjourned at 9:50 a.m.

Respectfully submitted,

Jean Morse, Secretary

The next meeting will be on February 28th - 8:30 - 10:00 a.m.

E-Mail Messages for November '19

Date	From	Regarding
11/26/19	Ann W.	Thanks to Doug & Eric
11/30/19	Ann W.	Thanks to Doug & Eric
12/2/19	Ann W.	Tuesday Happy Hour
12/4/19	Jean	Nov. '19 Board Meeting Minutes
12/13/19	Alicia	Board Report for Ex. Comm. Meeting
12/30/19	Shawn	2020 Calendar
1/10/2020	Jean	Ann's Open House
1/14/2020	Jean	Ann's Open House
1/21/2020	Alicia	Jan. Board Meeting (Several messages)_

Documents on Google Drive for January, 2020

-  2019 11 22 Agenda.docx

-  2019 11 Events Committee Report to the Board

-  2019 11 Exec Comm Report to Board.docx

-  A12_CS_Grant Request (1).docx

-  A13b_Report - IS - Oct for November 2019.docx

-  A13c_Report - YS - Oct for November 2019.docx

-  Marketing committee report 11.docx

-  Oct. '19 Meeting Minutes.pdf

-  SPLF Oct 2019 BS.pdf

-  SPLF Oct 2019 Prev Yr Comp P_L.pdf

(drive.google.com)

Friends of the Stillwater Public Library



January 13, 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, Gemma Lockrem, Jan Kilkelly, Mary Glennon, Vik Wilson, Nancy Wilson, Susan Fremming

Agenda

**Friends of the Stillwater Public Library Meeting:
Monday, January 13, 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
5. Other...Door Code changes; Meeting with Susan Fremming; Chairs...All
6. Update...Mark Troendle
7. Adjourn Meeting...All

- **Meeting called to order by Mary Ann Sandeen**
- **Secretary's report Tracy Salvati**
 - Nov. 11, 2019 Minutes approved
- **Treasurer's report Jan Kilkelly**
 - Balance:
 - Nov. 30, 2019: \$38,006.96
 - Dec. 31, 2019: \$39,212.96
- **Membership report Gemma Lockrem**
 - 89 memberships

Topics:

- **Annual renewal to MLF will be mailed- \$25.00**
- **Library office door code changes:**
 - Code has been changed

- **Book sale price sheets / book sale flyers / receipts were updated:**
 - 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
 - Receipt for donations
 - Receipt for scanner fees, they will also use this confirmation to re-enter the book sale

- **Spring sale dates confirmed:**
 - April 15-18
 - Book Collection dates March 28th and April 4th

- **Meeting: Mary Ann Sandeen, Susan Fremming and Gemma Lockrem**
 - Books for sale at the entrance of the SPL, as a team we will continue to make books available to the public to purchase. Thanks to all that help keeping this area refreshed and updated.
 - Books will stay in genre order
 - Full team will help with the book sale area
 - Coffee table books \$5.00

- **CHAIRS**
 - Mark has additional chairs for the Friend's office. Thank you!

Update: Mark Troendle:

- Mark passed out Jan 2020 programing calendar
- Shelf Life to be published soon (Winter/Spring 2020)
 - Available on-line soon
 - Going to the printer this week
- Double doors have been replaced
- All columns in parking ramp will have wraps added
- Library board meets tomorrow – board members will remain the same
- There is an Open House for Ann Wolff, she is retiring
 - Friday, January 17, 2020
- Library is closed Monday, Jan 20, 2020 – Martin Luther King holiday
- 'Memory Minder Kits' available in the library - designed for people with memory loss
 - Book
 - Interactive game
 - CD

Meeting Adjourn: All

- **Monday, February 10, 2020**

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

Period:	1/1/2020 - 1/31/2020	Year-to-Date 1/31/2020
Opening Balance	\$ 39,212.96	\$ 39,212.96
Receipts:		
Memberships	\$ 120.00	\$ 120.00
Donations	\$ 150.00	\$ 150.00
Ongoing Book Sales	\$ 350.00	\$ 350.00
Semi-Annual Book Sales		
Scanner Fees		
Book Bag Sales		
Total Receipts	\$ 620.00	\$ 620.00
Disbursements:		
Grants to Library	\$ 300.00	\$ 300.00
Sponsorships		
Memberships	\$ 25.00	\$ 25.00
Postage		
Printing & Supplies	\$ 42.73	\$ 42.73
Sales Tax	\$ 855.00	\$ 855.00
Fees		
Misc.		
Total Disbursements	\$ 1,222.73	\$ 1,222.73
Ending Balance	\$ 38,610.23	\$ 38,610.23

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	\$4,519.60
Book Sale Apr. 2020	
	<hr/>
	\$15,036.45

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Executive Committee Report	
OWNER: Executive Committee	PRESENTER: Richie, Secretary/Treasurer
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: SPL Executive Committee February 18, 2020, 11 a.m. Notes Present: Lockyear, Richie, Troendle Library staff appreciation plan based on suggestions from a supervisory meeting: <ul style="list-style-type: none"> • Provide staff lunch room with a panini maker on April 21, at around 10:00 am. Include a variety of foods to make paninis throughout the week, thus allowing all staff to enjoy the treat on the day they are scheduled to work. • Include in the gift a bouquet of flowers for staff lunch room and a card. • Create a bulletin announcing Library Staff Appreciation Week to be posted throughout the library at strategic points. • Inquire about the feasibility of including such a notice on the library web page. • This plan will be discussed at the March Board meeting as part of the Executive Committee report and personal contributions for the purchases solicited. • Mary and Pat agreed to meet on April 20 in the afternoon to purchase items. Brief discussion of staffing issues and ways to address staffing issues. <ul style="list-style-type: none"> • Mark will look at a plan and numbers to present potential solutions at a future Executive Committee meeting. • Brief discussion of funds and ways to use funds appropriately to address personnel and facility needs. 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Facilities Committee Report	
OWNER: Facilities Committee	PRESENTER: Carlsen
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>Committee members and Director met on February 28 to discuss capital budget items and ways to approach the May Board meeting presentation of the 5 Year CIP.</p> <p>Troendle updated the committee on two equipment issues: the handicap automatic door operator for the parking ramp interior door has failed and must be replaced, and the parking ramp security grille on the exit side is periodically failing and needs parts replaced. We also discussed the inevitable need to replace the 3rd street entrance automatic door operator equipment in the near future as well as adding possible handicap access at the 4th Street level restrooms and/or one set of terrace doors.</p> <p>There is no new information regarding bids for the ceiling repair in the fiction area. History gathered by Goeltl was shared. Carlsen suggested another contractor to contact regarding assessing the quality and state of the plaster keys. Cox volunteered to contact community contacts in Wisconsin who may have other suggestions for experienced plaster contractors.</p> <p>Troendle informed committee of two capital/maintenance projects which may involve the library:</p> <ul style="list-style-type: none"> • Ameresco conducting a city building inspection program with intent to replace/upgrade aging equipment such as boilers to improve efficiency. • City initiated tuck pointing project on all city buildings. <p>A potential landscape improvement project was discussed with agreement that funding may need to come from sources outside of the capital budget. Carlsen suggested including a landscape architect at the March or April meeting to provide initial guidance in the planning process.</p> <p>Committee agreed to meet in late March to continue discussion of 5 Year CIP, board presentation and possible landscape improvement plans.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Director Performance Evaluation: Six-Month Progress Check (Closed Session)	
OWNER: Bell, President	PRESENTER: Bell, President
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: The March meeting will include the director performance evaluation: six-month progress check.</p> <p>In a separate confidential packet, the following documents will be provided to Trustees for the closed session. These documents should not be copied, shared, or discussed outside of the closed session.</p> <ul style="list-style-type: none"> • 2019-2020 Goal Development Worksheet (completed jointly by Director and Board in September 2019) • Progress Report Form/Director (completed by Troendle) • Progress Report Form/Trustees (blank – for trustees to complete) <p>The Trustees are to prepare for the evaluation by considering the discussion points and questions listed on the Progress Report Form/Trustees. This discussion will take place in a recorded closed session that includes trustees and the director. The completed Progress Report Form will be included in the Director’s personnel file. Board minutes will note that a progress report occurred.</p> <p>Request to Hold a Closed Meeting: Motion to close the meeting pursuant to Minn. Stat. Section 13D.05 to evaluate the performance of the library director who is subject to the board’s authority. At its next open meeting, the board shall summarize its conclusions regarding the evaluation.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Stillwater Public Library 2020 Calendar

<p>January 1: Library Closed, New Year's Day 13: Friends Meeting, 6:30 pm 14: SPL Board Meeting, 7:00 pm 20: Library Closed, MLK Day 24: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Begin Development of 5-Year Capital Forecast (2021-2025) • Board passes ratification of wages prepared by Director • Annual Meeting 	<p>February 10: Friends Meeting, 6:30 pm 11: SPL Board Meeting, 7:00 pm 17: Library Closed, Presidents' Day 28: SPLF Board Meeting, 8:30 am</p>	<p>March 9: Friends Meeting, 6:30 pm 10: Presentation at Stillwater Township, 7:00 pm (based on prior years) 10: SPL Board Meeting, 7:30 pm (as Director and President are presenting at Stillwater Township) 27: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Director evaluation: 6-month progress check
<p>April 1: Annual Report to State Due 12: Library Closed, Easter 13: Friends Meeting, 6:30 pm 14: SPL Board Meeting, 7:00 pm 15-18: Friends Used Book Sale 19-25: National Library Week 24: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Big Read in the St. Croix Valley: Lab Girl by Hope Jahren 	<p>May 11: Friends Meeting, 6:30 pm 12: SPL Board Meeting, 7:00 pm 22: SPLF Board Meeting, 8:30 am 17: Last Sunday Open Until Sept. 13 25: Library Closed, Memorial Day</p> <ul style="list-style-type: none"> • 2020 Capital Outlay Request and 2020-2024 CIP Plans Due • Begin operating budget prep 	<p>June 8: Friends Meeting, 6:30 pm 9: SPL Board Meeting, 7:00 pm 26: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Operating budget discussions
<p>July 4: Library Closed, Independence Day 4: SPLF Light A Spark, 7:00 pm 14: SPL Board Meeting, 7:00 pm 24: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Board adopts budget request 	<p>August 04: SPL Board Meeting, 7:00 pm (Meeting is a week early as August 11 is an election day) 28: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • City Council budget hearing 	<p>September 7: Library Closed, Labor Day 8: SPL Board Meeting, 7:00 pm 13: Sunday Hours Resume 14: Friends Meeting, 6:30 pm 25: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Levy adopted • Director evaluation: Annual review • Request 2021 health insurance info
<p>October 12: Friends Meeting, 6:30 pm 13: SPL Board Meeting, 7:00 pm 23: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Examine ending dates for Board Members, place on Board agenda • Adopt Holidays for succeeding year 	<p>November 9: Friends Meeting, 6:30 pm 10: SPL Board Meeting, 7:00 pm 26: Library Closed, Thanksgiving Day 27: SPLF Board Meeting, 8:30 am TBD: Fall Used Book Sale</p>	<p>December 8: SPL Board Meeting, 7:00 pm 24: Library Closed, Christmas Eve 25: Library Closed, Christmas Day 31: Library Closed, New Year's Eve 31: SPL Board Terms End 31: WCL/SPL Contract Ends</p> <ul style="list-style-type: none"> • Succeeding year budget adopted by Council • Negotiate new union contract before December 31 if needed

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