

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, May 12, 2020
7:00 PM
Conference Room

As the library is closed due to COVID-19, the public is invited to attend the meeting by logging into zoom.us/join or by calling 1-312-626-6799 and entering the meeting ID number: 867 1426 2356.

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 April 14, 2020 Minutes +
 - b. Acknowledgement of Bills Paid in April 2020 (4/7/20: \$24,101.40; 4/21/20: \$27,816.71)+
 - c. March 2020 Budget Status Report +

Informational (15 minutes)

5. Trustee Information Sharing I+
6. Library's Response to COVID-19 I+
7. Facilities & Capital Budget Review I+
8. Venue Coordinator I+

Decisional (60 minutes)

9. Masonry Repair Allocations A+

Reports (15 minutes)

10. Director and Other Staff Reports +
11. Foundation and Friends Report +
12. Board Committee Reports +
 - a. Board Governance
 - b. Executive
 - c. Facilities
 - d. Finance
 - e. Board Self-Evaluation Task Force
13. Public Commentary and Communications
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, May 11, 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
April 14, 2020
Minutes**

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

ABSENT:

STAFF: Goeltl, Troendle

AGENDA ITEM 1: Call to Order

Bell called meeting to order at 7:00 PM.

AGENDA ITEM 2: Adoption of Agenda

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

AGENDA ITEM 3: In-Person Public Commentary

None.

AGENDA ITEM 4: Consent Calendar

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

AGENDA ITEM 5: Trustee Information Sharing

Hemer encouraged trustees to listen to the two-part documentary from the Humankind series, "Libraries Reimagined." This was aired on Minnesota Public Radio.

AGENDA ITEM 6: Library's Response to COVID-19

Troendle highlighted the library's key actions as outlined on the cover sheet.

Carlsen inquired about curbside pick-ups. Troendle reported that curbside pick-up service of holds will be available on Tuesdays, Thursdays and Saturdays from 10 AM – 2 PM. The library will do a soft launch for the first two pick-up dates to manage the holds already on the shelves and then will begin marketing this service to the community.

Keliher asked about possible long-term consequences of COVID-19 on the library. Troendle reported that he is concerned about both the capital and operating budgets. Troendle anticipated that the longer that the pandemic and the shut-down lasts, the more detrimental to state and local budgets. This, in turn, will affect the library's budget. Troendle is also concerned about steps for reopening the library. Can the library operate with the same number of open hours and maintain the appropriate levels of cleaning and disinfection given the current custodial schedule and budget? Another unknown is in-person programming at the library. When the library reopens, Troendle doesn't foresee being able to hold a large group gathering initially. Troendle and staff are also looking at what services can be provided differently to help ensure a safe environment.

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
April 14, 2020
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Bell asked about staff. Troendle reported on staff morale and safety precautions taken with PPE, separated work spaces, and the quarantine of returned materials for 72 hours.

AGENDA ITEM 7: Capital Update & Request

As noted in the cover sheet, the library's current closure provides a window of opportunity to complete an upper level ceiling repair that will be less disruptive and more economical than when the library would be open to the public. The Facilities Committee hired Encompass to analyze and report on the repair work needed. Carlsen reported that Encompass found that the upper level plaster keys and structure were sound and no additional work was needed other than repairing the spots. The Facilities Committee has interviewed three contractors about the repair work and has scheduled two more for tomorrow. Two of the contractors interviewed to date have indicated that the work could be done promptly and would take between 8-10 days.

Motion to authorize the Facilities Committee to approve a bid for the repair of the plaster cracks in the Fiction room, the Dome and the Mystery room. Motion to authorize the Facilities Committee to approve the release of the necessary Capital Improvement or other funds to cover any down payment required by the selected contractor. Motion made to Carlsen moved and Lockyear second. Yes: Bell, Carlsen, Cox, Hemer, Howe, Hollatz, Lockyear, Keliher, Richie; No: None.

Due to COVID-19, the City has asked the library to look at the 2020 capital budget and determine if any adjustments may be made or projects delayed to a following year. Rose Holman, City IT Manager, reviewed and prioritized all IT projects across the city. The Facilities Committee reviewed and prioritized non-IT projects on behalf of the library. The prioritization may be found on the cover sheet. The asterisk for library building infrastructure and custodial equipment indicates that the library may spend some but not all of these funds.

Motion to authorize the Facilities Committee to make adjustments to the 2020 Capital Budget if the City requires decisions to be made before the Library Board reconvenes. Hemer moved. Hollatz second. Yes: Bell, Carlsen, Cox, Hemer, Howe, Hollatz, Lockyear, Keliher, Richie; No: None.

AGENDA ITEM 8: Grant Requests and Fund Allocations

Troendle reported that the request that was submitted last month (but not voted on due to lack of a quorum) has been modified due to COVID-19. The total collections request is the same. The programming request is substantially less at this time as the library adjusts to pandemic restrictions on in-person programming and moves to online program delivery.

The library requests \$21,100 in supplemental funding to better align our collection with patron use. The library would like to request a grant of \$7,500 from the Foundation, \$4,200 from the Friends and an allocation of \$9,400 from the Lawson Funds. For programming, the library requests an allocation of \$1,000 from the 235 Gift Funds.

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Motion to approve grant requests for materials of up to \$7,500 from the Stillwater Public Library and \$4,200 from the Friends. Keliher moved. Lockyear second. Yes: Bell, Carlsen, Cox, Hemer, Howe, Hollatz, Lockyear, Keliher, Richie; No: None.

Motion to approve allocation requests of existing funds of \$9,400 from the Helen Lawson Library Fund for materials and \$1,000 from the Account 235 Gift Funds for programming. Cox moved. Hemer second. Yes: Bell, Carlsen, Cox, Hemer, Howe, Hollatz, Lockyear, Keliher, Richie; No: None.

AGENDA ITEM 9: Venue Coordinator – Management Services Agreement

Bell reported that 13 total events are scheduled at the library for 2020, with 2 additional events scheduled in 2021. Per One23, inquiries for future bookings across all of their venues have been slow since the pandemic. Events have been rescheduled at The Loft and JX, but no events have been rescheduled at the library yet.

Bell noted that wedding interest and event reservations have been slow at the library over the past year. The pandemic adds to this trend and not only affects the library's immediate ability to hold larger events but also prospective clients' longer term interest in holding gatherings at the library, particularly in a public space. With the current reservations and pace of new bookings, costs have been exceeding revenues and are projected to continue to exceed revenues.

Board discussed invoking a 90-day Early Termination Without Cause provision in the Management Services Agreement between the Library and One23 Events. Board discussed possibilities for the management of events already booked at the library, the use of the space for weddings and special events post-pandemic, and the work and energy of event management in relation to the mission of the library. Keliher raised concerns that a business decision regarding a relationship with One23 should not presume a decision about holding future events and of what types at the library in the future. Lockyear suggested a task force be formed in the future to look events and event types at the library going forward. Recovery from the pandemic may take time and will give trustees time to evaluate how to best use the terrace space.

Motion to terminate the Management Services Agreement between Stillwater Public Library and One23 Events by invoking the 90-day Early Termination Without Cause provision. Hemer moved. Lockyear second. Yes: Bell, Carlsen, Hemer, Howe, Hollatz, Lockyear, Richie; No: Cox, Keliher. Motion passed.

AGENDA 10: Minnesota Public Library Annual Report 2019

Troendle referred trustees to the cover sheet and the report in the May Board packet.

Motion to approve the revised 2019 Minnesota Public Library Annual Report submitted to the State. Hollatz moved. Lockyear second. Yes: Bell, Carlsen, Cox, Hemer, Howe, Hollatz, Lockyear, Keliher, Richie; No: None.

AGENDA 11: Director Six-Month Progress Report

Motion to approve policy exception canceling the director's six-month progress report. Carlsen moved. Hemer second. Yes: Bell, Carlsen, Cox, Hemer, Howe, Hollatz, Lockyear, Keliher, Richie; No: None.

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REPORTS

AGENDA ITEM 12: Director and Other Staff Reports

Troendle referred board members to the updates in the director and staff reports. He shared that patrons have informed staff that they are very happy that curbside holds pick-up has been reinstated.

AGENDA ITEM 13: Foundation and Friends Reports

Troendle reported that the Friends are not holding their monthly meetings and that the Friends Spring Book Sale was canceled. The Foundation are still holding their regularly monthly meetings but are conducting them online. A decision has not been made about Light a Spark.

AGENDA ITEM 14: Board Committee Reports

- a) **Board Governance Committee:** None.
- b) **Executive Committee:** Reports from two meetings are included in packet.
- c) **Facilities Committee:** Report included in packet.
- d) **Finance:** None.
- e) **Board Self-Assessment Task Force:** None.

AGENDA ITEM 15: Public Commentary and Communications

Bell informed the board that the trustees received a comment from a patron about the curbside pick-up. The patron was concerned that this service encouraged people to leave their homes and come to the library. The patron has a family member with an autoimmune disease and is particularly vulnerable to COVID-19. Bell received the concern via email and responded to the patron.

AGENDA ITEM 16: Adjournment

Adjourned at 8:18 PM.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgement of Bills Paid in April 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 April 2020 bills paid				
BACKGROUND/CONTEXT: Following is a bills report summary for the month of April:				
April 2020 (2020 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 35,168.41	\$ 5,462.89	\$ 1,118.81	\$ 41,750.11
Capital Expenditures	\$ 10,168.00	\$ -	\$ -	\$ 10,168.00
Total	\$ 45,336.41	\$ 5,462.89	\$ 1,118.81	\$ 51,918.11
<p>Explanations of large or out of the ordinary payments are listed below:</p> <p><i>Bill Resolution: April 7, 2020</i></p> <ul style="list-style-type: none"> • \$330.00 refund paid to Rachelle Davila, Aurora Staples Inn, for a canceled meeting reservation at the end of March due to COVID-19. • \$1,797.00 paid to Overhead Door Co for repairs to the parking ramp exit gate. • \$2,000.00 paid to One23 Events for March 2020 fee. Paid for from Foundation grant. • \$5,008.00 paid to Recorded Books for a standing order plan of audio books with titles received in both a CD format and an electronic format. <p><i>Bill Resolution: April 21, 2020</i></p> <ul style="list-style-type: none"> • \$426.50 paid for bird deterrence supplies from Amazon and Menards. Reduced use of the parking ramp has provided an opportunity for installation of spikes and other deterrents to prevent roosting and nesting. • \$2,500 paid to Encompass for an upper level ceiling analysis and report, part of the Library Building Infrastructure capital project. • \$10,500 paid to One23 Events for April – July 2020 pro-rated payment of administrative, planning and marketing fees. \$3,164 was paid for from the Foundation grant. The remainder was charged to Other Professional Services. • \$7,668 down payment to BlueLine Coatings for the upper level ceiling repair, part of the Library Building Infrastructure capital project. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 4/7/2020 Bill Resolution – 2020 Bills 4/21/2020 Bill Resolution – 2020 Bills				
PREVIOUS ACTION ON ITEM:				
REVIEWED BY COMMITTEE?:				

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						
11QG-G4P1-MNY7	3/19/2020	Amazon Business	Materials - Video (S.AV)	\$ 27.98	230-4230-2408-0000	Film/Video
1KVL-Y7JD-FHKT	3/26/2020	Amazon Business	Processing Supplies	\$ 96.90	230-4230-3404-0000	Processing Fee
4072020	4/7/2020	Brodart Co	Materials - Adult (Lawson)	\$ 14.57	224-4224-2404-0000	Helen Lawson Fund - Other Books
4072020	4/7/2020	Brodart Co	Materials - Juv	\$ 1,316.24	230-4230-2400-0000	Childrens Books
4072020	4/7/2020	Brodart Co	Materials - Adult Fiction	\$ 1,448.90	230-4230-2401-0000	Adult Books - Fiction
4072020	4/7/2020	Brodart Co	Materials - Audio (S.JAB)	\$ 79.59	230-4230-2402-0000	Audio
4072020	4/7/2020	Brodart Co	Materials - Adult Nonfiction	\$ 2,302.94	230-4230-2405-0000	Adult Books - Non Fiction
4072020	4/7/2020	Brodart Co	Materials - YA	\$ 627.84	230-4230-2406-0000	Teen Books
4072020	4/7/2020	Brodart Co	Materials - Processing	\$ 573.39	230-4230-3404-0000	Processing Fee
4072020	4/7/2020	Brodart Co	Materials - Juv (Kraske Tribute)	\$ 157.06	235-4235-2101-0000	Library Donations Materials
68619	3/18/2020	Card Source	Library Cards	\$ 530.45	230-4230-2101-0000	General Supplies
4045710376	3/18/2020	Cintas Corporation	Towels & Rugs	\$ 75.04	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
9806585	3/12/2020	Cole Papers	Janitorial Supplies	\$ 131.74	230-4231-2102-0000	Janitorial Supplies
4012020	4/1/2020	Davila Rachelle	Mtg. Refund - COVID Cancellation	\$ 330.00	230-4230-4093-0000	COVID-19
4012020	4/1/2020	Friends of the Stillwater Public Library	Friends Reimbursement - March Sales	\$ 114.00	228-4228-1990-0000	Friends of Library Pass Thru
9468871091	3/9/2020	Grainger	Toilet Repair Supplies	\$ 83.75	230-4231-2202-0000	Building Repair Supplies
9471442500	3/11/2020	Grainger	Toilet Repair Supplies	\$ 404.74	230-4231-2202-0000	Building Repair Supplies
3388947	3/19/2020	Loffler Companies	Printer/Copier Contract	\$ 639.64	230-4230-3707-0000	Maintenance Agreements
70330	3/10/2020	Menards	Bldg Repairs - Birds	\$ 31.96	230-4231-2202-0000	Building Repair Supplies
69898	3/3/2020	Menards	Janitorial Supplies	\$ 11.74	230-4231-2102-0000	Janitorial Supplies
4072020	4/7/2020	Midwest Tape	Materials - Video	\$ 533.75	230-4230-2408-0000	Film/Video
4072020	4/7/2020	Midwest Tape	Materials - Processing	\$ 56.77	230-4230-3404-0000	Processing Fee
W20020591	3/16/2020	Office of MN IT Services	Phone - Feb 2020	\$ 143.70	230-4231-3101-0000	Telephone
115818	3/17/2020	Overhead Door Co	Building Repairs - Parking Ramp Exit Gate	\$ 1,797.00	230-4231-3703-0000	Building Repair Charges
3262020	3/26/2020	Petrie Angela	PLA Conference - Petrie	\$ 979.14	230-4230-3201-0000	Seminar/Conference Fees
4012020	4/1/2020	One23 Events LLC	March 2020 Monthly Fee	\$ 2,000.00	232-4232-4099-0000	SPLF - Miscellaneous Charges
65495	12/5/2019	Textile Center	Programs - Adult (235 Anon)	\$ 325.00	235-4236-4099-0000	Library Donations Programs
118214372	3/19/2020	Uline Inc	Nitrile Gloves (COVID-19)	\$ 72.89	230-4230-4093-0000	COVID-19
		INVOICES SUBTOTAL		\$ 14,906.72		
CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		\$ -		
SPECIAL BILL PAYOUTS						
3122020	3/12/2020	Recorded Books, Inc.	Materials - Audio (Friends S.AAB)	\$ 622.18	235-4235-2101-0000	Library Donations Materials
3122020	3/12/2020	Recorded Books, Inc.	Materials - Audio (S.AAB)	\$ 4,082.00	230-4230-2402-0000	Audio
3122020	3/12/2020	Recorded Books, Inc.	Materials - eAudio (S.AAB)	\$ 383.82	230-4230-2409-0000	Electronic Materials
678180255	3/25/2020	Xcel Energy	Gas	\$ 1,569.10	230-4231-3601-0000	Natural Gas
678180255	3/25/2020	Xcel Energy	Electric	\$ 2,537.58	230-4231-3600-0000	Electricity
		SPECIAL BILL PAYOUT SUBTOTAL		\$ 9,194.68		
GRAND TOTAL				\$ 24,101.40		

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						
3798212401	3/9/2020	Ace Hardware	Custodial Supplies (SPLF 2019-10 Cust)	\$ 199.99	232-4232-2302-0000	SPLF - Minor Equipment
3798-212401	3/17/2020	Ace Hardware	Nitrile Gloves	\$ 16.99	230-4230-4093-0000	COVID-19
3798-212787	3/31/2020	Ace Hardware	Janitorial Supplies	\$ 22.97	230-4231-2102-0000	Janitorial Supplies
3798-212690	3/25/2020	Ace Hardware	Janitorial Supplies	\$ 10.50	230-4231-2102-0000	Janitorial Supplies
1FRY-9CGF-7W3N	4/2/2020	Amazon Business	Bird Deterrence	\$ 555.96	230-4231-2202-0000	Building Repair Supplies
1436-VWPN-7WX3	4/3/2020	Amazon Business	Bird Deterrence (Credit Memo - Out of Stock)	\$ (222.40)	230-4231-2202-0000	Building Repair Supplies
4048099616	4/15/2020	Cintas Corporation	Towels & Rugs	\$ 77.84	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
99069290	4/1/2020	Comcast	Internet/Wi-Fi April 2020	\$ 188.06	230-4230-3098-0000	Technology Support
306-02444792-3	3/31/2020	Culligan of Stillwater	Water	\$ 27.25	230-4230-4099-0000	Miscellaneous Charges
1000124338-1	4/16/2020	Ebsco Publishing	Library Aware 04/20-3/21	\$ 1,008.00	230-4230-3098-0000	Technology Support
4162020	4/16/2020	Encompass Inc	UL Ceiling Repair (Capital Project 20-4231-959 Lib	\$ 2,500.00	120-4230-5200-0000	C/O & Improvements
106948	2/4/2020	Greater Stillwater Chamber of Commerce	Chamber Membership	\$ 220.00	230-4230-4000-0000	Memberships and Dues
71706	4/2/2020	Menards	Janitorial Supplies	\$ 44.73	230-4231-2102-0000	Janitorial Supplies
71409	3/27/2020	Menards	Bird Deterrence	\$ 61.96	230-4231-2202-0000	Building Repair Supplies
71567	3/30/2020	Menards	Bird Deterrence	\$ 30.98	230-4231-2202-0000	Building Repair Supplies
170737	4/1/2020	NAC Mechanical and Electrical Services	Annual Alterton System Maintenance	\$ 1,882.00	230-4231-3707-0000	Maintenance Agreements - Lib Plant
171286	4/15/2020	NAC Mechanical and Electrical Services	Thermostat Controls	\$ 1,672.00	230-4231-3703-0000	Building Repair Charges
4212020	4/21/2020	One23 Events	Event Management Fees	\$ 3,164.00	232-4232-4099-0000	SPLF - Miscellaneous Charges
4212020	4/21/2020	One23 Events	Event Management Fees	\$ 7,336.00	230-4230-3099-0000	Other Professional Services
76632614	3/27/2020	Recorded Books Inc	Materials - E Audio (SAAB)	\$ 94.99	230-4230-2402-0000	Audio
118851342	4/9/2020	Uline Inc	Nitrile Gloves	\$ 197.32	230-4230-4093-0000	COVID-19
173762	4/10/2020	Washington County Library	Q1 Lost/Damaged	\$ 68.47	230-0000-3880-0030	Lost/Damaged Fees
173762	4/10/2020	Washington County Library	Q1 Lost/Overdue	\$ 68.48	230-0000-3880-0040	Lost/Overdue Processing Fees
173554	4/8/2020	Washington County Library	Q1 Overdue Notices	\$ 100.98	230-4230-3102-0000	Postage
		INVOICES SUBTOTAL		\$ 19,327.07		
CREDIT CARD						
46_514610	2/4/2020	Community Thread	Community Thread Volunteer Membership	\$ 80.00	230-4230-4000-0000	Memberships and Dues
07-04538-80756	2/13/2020	Ebay	Repair Parts - Parking Ramp Doors	\$ 642.74	230-4231-2202-0000	Building Repair Supplies
5878	2/13/2020	Zogics	Cleaning Station (SPLF Custodial Grant)	\$ 98.90	232-4232-4099-0000	SPLF - Miscellaneous Charges
		CREDIT CARD SUBTOTAL		\$ 821.64		
SPECIAL BILL PAYOUTS						
4262016	4/16/2016	Blueline Coatings, LLC	UL Ceiling Repair (Capital Project 20-4231-959 Lib	\$ 7,668.00	120-4230-5200-0000	C/O & Improvements
		SPECIAL BILL PAYOUT SUBTOTAL		\$ 7,668.00		
GRAND TOTAL				\$ 27,816.71		

Submitted for payment

Mark Troendle, Library Director

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: March 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 – March 31, 2020.</p> <p><u>120 Funds – Capital Projects:</u></p> <ul style="list-style-type: none"> The capital budget report shows the library’s originally approved budget of \$95,000. Due to budgetary implications of COVID-19, the city recommended that the City Council reduce the overall CIP from \$15.9M to \$9.4M. This included a reduction in library capital budget to \$56,200 in 2020. \$8,644.00 expended in capital funds through March. This was for the replacement of the children’s self-check machine. <p><u>230 Funds – Revenues:</u> The budget for library-generated revenues in 2020 was approved at \$132,620.</p> <ul style="list-style-type: none"> Rental Fees: Through February, \$510 was received in rental fees for meetings scheduled at the library. \$3,500 is anticipated from One23 Events for the library’s share of three deposits made in February and one made in March for 2020 events. No revenue from new bookings is expected. Projected library revenues for events already scheduled in 2020 are still being determined as the library needs to work through event cancelations, rescheduling, and transition plans with One23. Other Revenue Lines: Due to the impact of the pandemic on library operations, many of the revenue line items are projected to be lower than budgeted. Libraries have extended due dates and waived fees. Our gallery has been closed to the public. Print/copy services have not been available. <p><u>230 Funds – Expenditures:</u> Operating – Personnel Services: Personnel expenditures total \$215,988.14 through March.</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: \$8,356.25 in material invoices were paid through March, which is 7.6% of the \$109,260 collection budget. This includes a large standing order purchase of audio books for 2020. Collection ordering with our major vendors began in mid-February and continues on a fairly regular pace; however, vendors are experiencing lag times in receiving anticipated titles from publishers and in shipping materials to libraries.</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 Value Line for 2020 reference materials. This charge needs to be transferred to the 230-4230-2113-0000 reference account. 	

Operating – Services and Charges: Maintenance agreement expenditures total \$20,456.31. \$19,661.31 was the Bibliotheca payment for the annual maintenance of the sorter, selfchecks and RFID pads in January 2020.

Plant – Personnel Services: Personnel expenditures total \$28,336.96 through March.

- *Pending Journal Entry:* Due to a coding error, full-time salary expenses were being charged to part-time salary expenses. \$14,709.94 in payroll will be reclassified from part-time to full-time.
- *Pending Journal Entry:* Due to the fiscal year change, Finance will need to make journal entry corrections to remove compensation for days worked in 2019 but paid in 2020 (~\$3,000). They will also add in health insurance pre-payments made in 2019 for the 2020 fiscal year (~\$1,400).

Plant – Supplies: Plant supply expenditures total \$1,620.79, which is 21% of the \$7,800 budget. Increased janitorial and building repair supply expenditures are projected during the library closure as maintenance staff have had the opportunity to tackle repair projects.

Plant – Services and Charges: \$4,890.15 has been paid for building repair charges through March. \$3,326 were March repairs to the automated entry switch for the parking ramp door.

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

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

2020 March Budget Status Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

General Ledger

Budget Status

User: kgoeltl
 Printed: 5/6/2020 - 1:56 PM
 Period: 1 to 3, 2020



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	56,700.00	0.00	0.00	56,700.00	0.00	56,700.00	100.00
120-4230-5300-0000	C/O Machinery & Equipment	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
120-4230-5310-0000	C/O MIS Computer Equipment	33,300.00	8,644.00	8,644.00	24,656.00	0.00	24,656.00	74.04
	E25 Sub Totals:	95,000.00	8,644.00	8,644.00	86,356.00	0.00	86,356.00	90.90
	Expense Sub Totals:	95,000.00	8,644.00	8,644.00	86,356.00	0.00	86,356.00	90.90
	Dept 4230 Sub Totals:	95,000.00	8,644.00	8,644.00	86,356.00	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:	95,000.00	8,644.00	8,644.00	86,356.00	0.00	86,356.00	90.90
	Fund 120 Sub Totals:	95,000.00	8,644.00	8,644.00	86,356.00	0.00		
	Revenue Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Totals:	95,000.00	8,644.00	8,644.00	86,356.00	0.00	86,356.00	90.90
	Report Totals:	95,000.00	8,644.00	8,644.00	86,356.00	0.00		

General Ledger

Budget Status



User: kgoeltd
 Printed: 5/6/2020 - 1:52 PM
 Period: 1 to 3, 2020

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	113,000.00	510.00	510.00	112,490.00	0.00	112,490.00	99.55
230-0000-3520-0100	Copier/Printer Sales	6,500.00	1,536.24	1,536.24	4,963.76	0.00	4,963.76	76.37
230-0000-3880-0200	Gallery Fees	500.00	250.00	250.00	250.00	0.00	250.00	50.00
230-0000-3880-0500	Book & Other Enterprise Sales	200.00	61.00	61.00	139.00	0.00	139.00	69.50
	R25 Sub Totals:	120,200.00	2,357.24	2,357.24	117,842.76	0.00	117,842.76	98.04
R40	MISCELLANEOUS							
230-0000-3810-0200	Interest Earnings-Investments	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
230-0000-3820-0100	Gifts	1,500.00	308.84	308.84	1,191.16	0.00	1,191.16	79.41
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	0.00	0.00	500.00	0.00	500.00	100.00
230-0000-3880-0020	Library Card Fees	420.00	117.14	117.14	302.86	0.00	302.86	72.11
230-0000-3880-0030	Lost Materials	3,000.00	565.44	565.44	2,434.56	0.00	2,434.56	81.15
230-0000-3880-0040	Processing Fees	6,000.00	450.92	450.92	5,549.08	0.00	5,549.08	92.48
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	-2.45	-2.45	2.45	0.00	2.45	0.00
230-0000-3880-0300	Cash Short/Over	0.00	-11.26	-11.26	11.26	0.00	11.26	0.00
	R40 Sub Totals:	12,420.00	1,428.63	1,428.63	10,991.37	0.00	10,991.37	88.50
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,353,200.00	338,300.01	338,300.01	1,014,899.99	0.00	1,014,899.99	75.00
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

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-0000-3910-0424	Transfer In-Co Bonds 2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0426	Transfer In - CO Bonds 2016	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0427	Transfer In - CO Bonds 2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0490	Transfer In-Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R45 Sub Totals:	1,353,200.00	338,300.01	338,300.01	1,014,899.99	0.00	1,014,899.99	75.00
	Revenue Sub Totals:	1,485,820.00	342,085.88	342,085.88	1,143,734.12	0.00	1,143,734.12	76.98
	Dept 0000 Sub Totals:	-1,485,820.00	-342,085.88	-342,085.88	-1,143,734.12	0.00		
Dept 230-4230 E05	LIBRARY OPERATIONS PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	415,990.56	38,950.78	38,950.78	377,039.78	0.00	377,039.78	90.64
230-4230-1100-0000	Overtime - Full Time	0.00	79.38	79.38	-79.38	0.00	-79.38	0.00
230-4230-1111-0000	Severance Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-1112-0000	Sick Pay	0.00	4,517.92	4,517.92	-4,517.92	0.00	-4,517.92	0.00
230-4230-1113-0000	Vacation Pay	0.00	11,064.59	11,064.59	-11,064.59	0.00	-11,064.59	0.00
230-4230-1200-0000	Part Time Salaries	350,945.44	119,166.32	119,166.32	231,779.12	0.00	231,779.12	66.04
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	57,520.20	12,067.10	12,067.10	45,453.10	0.00	45,453.10	79.02
230-4230-1420-0000	FICA/Medicare	58,108.36	13,186.10	13,186.10	44,922.26	0.00	44,922.26	77.31
230-4230-1500-0000	Hospital / Medical	88,359.48	16,005.32	16,005.32	72,354.16	0.00	72,354.16	81.89
230-4230-1520-0000	Dental Insurance	2,684.40	838.20	838.20	1,846.20	0.00	1,846.20	68.78
230-4230-1540-0000	Life Insurance	622.68	112.43	112.43	510.25	0.00	510.25	81.94
230-4230-1990-0000	Grant Pass Thru	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E05 Sub Totals:	974,231.12	215,988.14	215,988.14	758,242.98	0.00	758,242.98	77.83
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	1,820.20	1,820.20	2,679.80	0.00	2,679.80	59.55
230-4230-2113-0000	Reference	2,500.00	0.00	0.00	2,500.00	0.00	2,500.00	100.00
230-4230-2114-0000	Data Base Searching	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
230-4230-2302-0000	Other Minor Equipment	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	100.00
230-4230-2400-0000	Childrens Books	21,010.00	270.61	270.61	20,739.39	0.00	20,739.39	98.71
230-4230-2401-0000	Adult Books - Fiction	21,450.00	1,379.35	1,379.35	20,070.65	0.00	20,070.65	93.57
230-4230-2402-0000	Audio	15,400.00	4,235.35	4,235.35	11,164.65	0.00	11,164.65	72.50
230-4230-2403-0000	Periodicals	4,900.00	252.94	252.94	4,647.06	0.00	4,647.06	94.84
230-4230-2405-0000	Adult Books - Non Fiction	20,350.00	1,565.73	1,565.73	18,784.27	0.00	18,784.27	92.31
230-4230-2406-0000	Teen Books - Materials	5,500.00	0.00	0.00	5,500.00	0.00	5,500.00	100.00
230-4230-2407-0000	Programs	1,650.00	0.00	0.00	1,650.00	0.00	1,650.00	100.00
230-4230-2408-0000	Film/Video	8,250.00	168.68	168.68	8,081.32	0.00	8,081.32	97.96
230-4230-2409-0000	Electronic Materials	4,500.00	408.59	408.59	4,091.41	0.00	4,091.41	90.92
230-4230-2499-0000	Collection Development	400.00	75.00	75.00	325.00	0.00	325.00	81.25
	E10 Sub Totals:	115,410.00	10,176.45	10,176.45	105,233.55	0.00	105,233.55	91.18
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	10,700.00	773.58	773.58	9,926.42	0.00	9,926.42	92.77

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4230-3099-0000	Other Professional Services	53,268.00	0.00	0.00	53,268.00	0.00	53,268.00	100.00
230-4230-3100-0000	Circulation System	6,129.12	0.00	0.00	6,129.12	0.00	6,129.12	100.00
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	21.35	21.35	1,478.65	0.00	1,478.65	98.58
230-4230-3200-0000	Mileage	400.00	0.00	0.00	400.00	0.00	400.00	100.00
230-4230-3201-0000	Seminar/Conference Fees	7,800.00	44.58	44.58	7,755.42	0.00	7,755.42	99.43
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	2,500.00	70.00	70.00	2,430.00	0.00	2,430.00	97.20
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	822.22	822.22	13,177.78	0.00	13,177.78	94.13
230-4230-3500-0000	General Insurance	2,300.00	0.00	0.00	2,300.00	0.00	2,300.00	100.00
230-4230-3707-0000	Maintenance Agreements	23,500.00	20,456.31	20,456.31	3,043.69	0.00	3,043.69	12.95
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	35.43	35.43	364.57	0.00	364.57	91.14
	E15 Sub Totals:	122,497.12	22,223.47	22,223.47	100,273.65	0.00	100,273.65	81.86
E20	MISCELLANEOUS							
230-4230-4000-0000	Memberships and Dues	1,200.00	80.00	80.00	1,120.00	0.00	1,120.00	93.33
230-4230-4001-0000	Subscriptions	625.00	0.00	0.00	625.00	0.00	625.00	100.00
230-4230-4093-0000	COVID-19	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-4099-0000	Miscellaneous Charges	3,000.00	131.71	131.71	2,868.29	0.00	2,868.29	95.61
	E20 Sub Totals:	4,825.00	211.71	211.71	4,613.29	0.00	4,613.29	95.61
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:	1,216,963.24	248,599.77	248,599.77	968,363.47	0.00	968,363.47	79.57
	Dept 4230 Sub Totals:	1,216,963.24	248,599.77	248,599.77	968,363.47	0.00		
Dept 230-4231	LIBRARY PLANT							
E05	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	83,851.58	817.11	817.11	83,034.47	0.00	83,034.47	99.03
230-4231-1100-0000	Overtime - Full Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-1111-0000	Severance Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-1112-0000	Sick Pay	0.00	500.10	500.10	-500.10	0.00	-500.10	0.00
230-4231-1113-0000	Vacation Pay	0.00	2,423.23	2,423.23	-2,423.23	0.00	-2,423.23	0.00
230-4231-1200-0000	Part Time Salaries	14,937.00	17,112.54	17,112.54	-2,175.54	0.00	-2,175.54	0.00
230-4231-1410-0000	PERA	7,089.49	1,402.06	1,402.06	5,687.43	0.00	5,687.43	80.22
230-4231-1420-0000	FICA/Medicare	7,557.33	1,561.11	1,561.11	5,996.22	0.00	5,996.22	79.34
230-4231-1500-0000	Hospital / Medical	13,077.00	4,187.60	4,187.60	8,889.40	0.00	8,889.40	67.98
230-4231-1520-0000	Dental Insurance	757.80	310.12	310.12	447.68	0.00	447.68	59.08

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4231-1540-0000	Life Insurance	87.00	23.09	23.09	63.91	0.00	63.91	73.46
230-4231-1990-0000	Grant Pass Thru	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E05 Sub Totals:	127,357.20	28,336.96	28,336.96	99,020.24	0.00	99,020.24	77.75
E10	SUPPLIES							
230-4231-2101-0000	General Supplies	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
230-4231-2102-0000	Janitorial Supplies	4,500.00	857.71	857.71	3,642.29	0.00	3,642.29	80.94
230-4231-2202-0000	Building Repair Supplies	1,500.00	763.08	763.08	736.92	0.00	736.92	49.13
230-4231-2203-0000	Furn/Air Cond Repair Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-2302-0000	Other Minor Equipment	800.00	0.00	0.00	800.00	0.00	800.00	100.00
	E10 Sub Totals:	7,800.00	1,620.79	1,620.79	6,179.21	0.00	6,179.21	79.22
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	4,000.00	0.00	0.00	4,000.00	0.00	4,000.00	100.00
230-4231-3101-0000	Telephone	1,700.00	0.00	0.00	1,700.00	0.00	1,700.00	100.00
230-4231-3500-0000	General Insurance	32,000.00	0.00	0.00	32,000.00	0.00	32,000.00	100.00
230-4231-3600-0000	Electricity	46,200.00	4,361.66	4,361.66	41,838.34	0.00	41,838.34	90.56
230-4231-3601-0000	Natural Gas	13,200.00	3,317.76	3,317.76	9,882.24	0.00	9,882.24	74.87
230-4231-3703-0000	Building Repair Charges	25,000.00	4,890.15	4,890.15	20,109.85	0.00	20,109.85	80.44
230-4231-3707-0000	Maintenance Agreements	10,500.00	3,569.78	3,569.78	6,930.22	0.00	6,930.22	66.00
230-4231-3713-0000	Computer Maint Agreements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 Sub Totals:	132,600.00	16,139.35	16,139.35	116,460.65	0.00	116,460.65	87.83
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	150.08	150.08	949.92	0.00	949.92	86.36
	E20 Sub Totals:	1,100.00	150.08	150.08	949.92	0.00	949.92	86.36
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:	268,857.20	46,247.18	46,247.18	222,610.02	0.00	222,610.02	82.80
	Dept 4231 Sub Totals:	268,857.20	46,247.18	46,247.18	222,610.02	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

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Dept 4900 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
	Fund Revenue Sub Totals:	1,485,820.00	342,085.88	342,085.88	1,143,734.12	0.00	1,143,734.12	76.98
	Fund Expense Sub Totals:	1,485,820.44	294,846.95	294,846.95	1,190,973.49	0.00	1,190,973.49	80.16
	Fund 230 Sub Totals:	0.44	-47,238.93	-47,238.93	47,239.37	0.00		

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's Response to COVID-19	
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:	
<p>BACKGROUND/CONTEXT:</p> <p>In terms of collections and services, curbside pick-up of holds resumed on April 14, after a two-week hiatus due to the initial Stay at Home order issued by Governor Walz. When it resumed, revised hours and new or modified procedures were implemented, including asking patrons picking up materials to wear a face covering while retrieving their bagged items. A percentage of collection funds was redirected from print to digital content. Hours for actively monitoring telephones and email expanded from three days per week in March to six days per week in April.</p> <p>Virtual programming ramped up as well. On April 1, our storytime offering was pre-recorded rather than livestreamed, a process which has continued for efficiency and technical reasons. A weekly audio-only program for babies and toddlers was added beginning April 14. Our first Zoom program aired on April 4, with Washington County Gardener Susan Young leading a seed starting class. Library staff collaborated with ArtReach to host two virtual book clubs. Online challenge activities were posted. Lists spotlighting eBook and eAudiobook titles were created. Significant time was also spent crafting and communicating messages to the public through various channels to keep them apprised of how the library could be of help. This is not an exhaustive list as supervisors have provided more information in their board reports included within this packet.</p> <p>In addition, City IT moved various staff workstations to new locations to enhance social distancing measures. Wearing face coverings when in groups of two or more became the norm. Projects such as the plaster ceiling repair and replacement of pavers and scratched window coverings in upper level restrooms commenced, as these could be accomplished with less disruption while being closed to the public. Library directors, including Mark, were surveyed by Director of State Library Services Jennifer Nelson, on behalf of Governor Walz, to learn more about the services being provided, particularly to students and migrant families. Library supervisors continued to meet weekly. Mark also continued meeting weekly with other City department heads to review our responses to the pandemic and ask questions. A new City team was also in the process of being formed to determine what it will take to reopen safely.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Facilities & Capital Budget Review	
OWNER: Facilities Committee	PRESENTER: Facilities Committee
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: <p>The following graphics explain a proposed CIP 2021-2025. The Facilities Committee has tried to identify a major project with each year to give a focus to the many projects that could improve the library building and grounds.</p> <p>The board approved a CIP through 2024 in September 2019. Due to potential budgetary impacts of COVID-19, the City Council adjusted 2020 CIP budgets across departments on May 5, 2020. Those amounts are shown in the attached CIP document and in the preceding graphic document, which are followed by an update from the City Administrator presented at the most recent City Council meeting.</p> <p>The committee would appreciate your thoughts on the proposed Five Year CIP 2021-2025 especially in terms of the following questions:</p> <ul style="list-style-type: none"> • Are there library areas/spaces you feel need attention as seen from the view of a patron? • In your role as a trustee what do you think of the plan? • Are areas or projects missing? • In addition to City funding, what are the best ways to fund needed improvements? 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: CIP Graphics Revised 2020 Capital Budget COS Update on Potential Financial/Budgetary Impacts due to COVID-19 Response	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Approved 2020 Capital Improvement Budget - \$95,000

2020 - Upper Level Ceiling Repair

\$27,200.00 requested to cover

- Consult on plaster damage
- Plaster repair
- Repainting of repaired areas
- Staff laptops, security cameras, RFID pads

Additional projects:

- 2nd phase of roof masonry repair (\$20,000 Huelsmann grant)
- \$3,000.00 additional needed to complete masonry repair to 3rd St Entrance
- **LED Light Conversion - \$6,500**
- **New Custodial Equipment - \$5,000**
- **Sorter - \$10,000**



- Building Improvement
- Computer/Communication Equipment
- Furniture & Equipment
- Machinery & Equipment

Revised 2020 Capital Improvement Budget - \$56,200

2020 - Upper Level Ceiling Repair

\$24,200.00 to cover

- Consult on plaster damage
- Plaster repair
- Repainting of repaired areas

Additional projects:

- **Self-checks upgrade**
- 2nd phase of roof masonry repair (\$20,000 Huelsmann grant)
- \$3,000.00 additional needed to complete masonry repair to 3rd St Entrance
- **New Custodial Equipment - \$2,000**
- **Sorter Windows 10 upgrade- \$10,000**

Unknowns:

- Additional COVID expenses



- Building Improvement
- Computer/Communication Equipment
- Furniture & Equipment
- Machinery & Equipment

5 Year Capital Improvement Plan – Annual Focus of Building Improvement Projects

2021 - Exterior Improvements

- Redesign & replace 4th St. plantings \$15,000
- Complete roof repair \$16,000
- 3rd phase of roof masonry repair \$20,000
- Staff laptops, security cameras, RFID pads, Fob doors, mobile laptop lab (prioritized by City IT)

Additional projects:

- COVID related expenses \$5,000
- Custodial equipment/floor scrubber \$3,000
- Complete LED conversion \$6,500

TOTAL \$79,900

Total approved by board in 2019: \$97,400

Unknowns:

- Additional COVID expenses
- Energy savings changes to equipment due to City sponsored engineering analysis (Ameresco)
- Tuck pointing with City project



- Building Improvement
- Computer/Communication Equipment
- Furniture & Equipment
- Machinery & Equipment

2022 - Margaret Rivers Room Upgrade

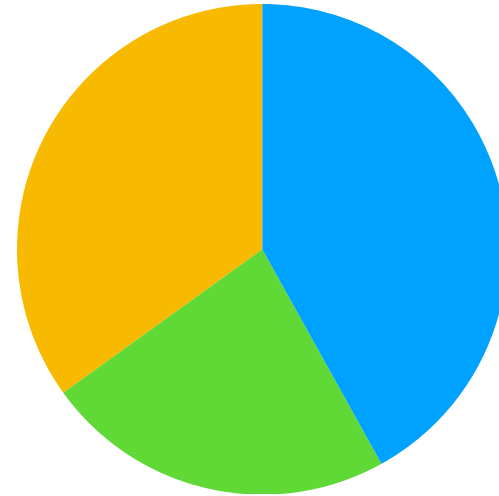
- Replace tables & chairs \$50,000
- Install sound abatement divider \$20,000
- Replace carpeting \$20,000
- Staff laptops, security cameras, software licenses, RFID pads, Fob doors (prioritized by City IT)
- 4th phase of roof masonry repair \$20,000

TOTAL \$143,100

Total approved by board in 2019: \$79,100

Unknowns:

- Energy savings changes to equipment due to City sponsored engineering analysis (Ameresco)
- Tuck pointing with City project



2023 - Children's Area Upgrade

- Replace shelving \$5,000
- Replace carpet \$30,000
- Install sound abatement structure \$10,000
- 5th phase of roof masonry repair \$20,000
- Staff laptops, public computers, RFID pads, switches (prioritized by City IT)

TOTAL \$98,150

Total approved by board in 2019: \$83,150



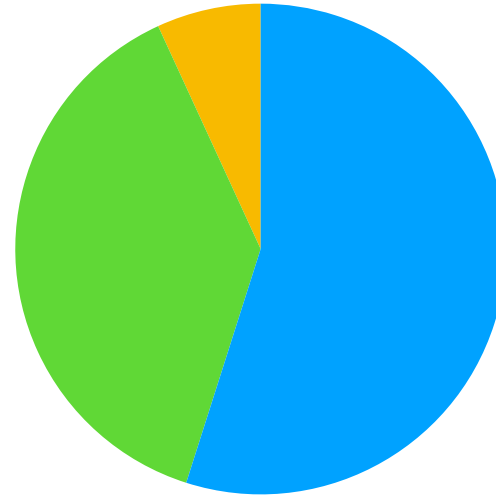
- Building Improvement
- Computer/Communication Equipment
- Furniture & Equipment
- Machinery & Equipment

2024 - Coffee shop/art gallery Upgrade

- Replace ceiling in coffee shop \$20,000
- Repaint/replace wall covering \$20,000
- Improve seating area \$5,000
- Security cameras, public computers, RFID pads, data projector/AV (prioritized by City IT)

TOTAL \$72,850

Total approved by board in 2019: \$52,850



2025 - Catch up Year — Possible projects

- Complete delayed projects due to shifts in budget
- Remodel Sci-Fi room as enclosed conference room
- Improve accessibility in St Croix Collections room
- Create a Maker's Space
- Refresh restrooms, replace stall partitions
- Add furniture to terrace for additional seating
- Improve ADA accessibility to restrooms and terrace doors
- Replace gallery furniture with lighter weight chairs and tables
- Repaint catering ramp
- Energy savings measures due to City audit (Ameresco)
- Upgrade maintenance equipment



- Building Improvement
- Computer/Communication Equipment
- Furniture & Equipment
- Machinery & Equipment

Department/Capital Item	2020 Adopted in 2019	2020 Revised Due to COVID-19	Category
Library			
Upgrade Staff Computers, Laptops and Tablets	800		Computer/Computer Equipment
Upgrade/Add Security Cameras	4,000		Computer/Computer Equipment
SelfCheck Upgrade	17,000	17,000	Computer/Computer Equipment
RFID Pads	1,500		Computer/Computer Equipment
LED Light Conversion	6,500		Improvements
Sorter - Windows 10	10,000	10,000	Computer/Computer Equipment
Library Building Infrastructure	50,200	27,200	Improvements
Custodial Equipment	5,000	2,000	Machinery/Equipment
Library Total	95,000	56,200	



TO: Mayor & City Council

FROM: Tom McCarty, City Administrator
Sharon Provost, Finance Director

DATE: May 1, 2020

SUBJECT: **Update on Potential Financial/Budgetary Impacts due to COVID-19 Response**

BACKGROUND INFORMATION:

At the April 21, 2020 City Council meeting, staff presented a broad overview of possible fiscal risk areas to the City as a result of federal and state executive orders and guidelines issued in response to the COVID-19 pandemic. The report noted potential impacts to revenue sources within the operating budget and potential adjustments to the City capital improvement budget to reduce the reliance on general obligation bond borrowing during a time of some instability in the municipal bond market.

The attached power point slides review proposed adjustments to the 2020 capital improvement budget to: 1) reduce the capital budget by funding only high priority projects; 2) eliminate borrowing and use one time fund balance transfers to pay for those priority capital projects; 3) create levy capacity for the future.

The power point slides also address potential challenges to the 2020 operating budget. Subsequent slides identify areas for potential 2020 operating revenue loss as well as expenditure categories within the 2020 operating budget where reductions can assist in mitigating revenue losses. City departments have been directed to reduce all non-essential travel, training, conference expenses and review programmatic needs for seasonal staffing. Staff will continue to monitor revenue receipts and trends and manage operations to maintain a balanced budget. Staff will continue to provide budgetary impact updates for City Council.

REQUESTED COUNCIL ACTION:

Staff recommends that the City Council approve the adjustments to the 2020 capital improvement plan (CIP) projects budget and direct staff prepare appropriate resolutions authorizing fund balance transfers to fund the revised 2020 capital budget items that would have been funded through general obligation bond borrowing to be considered at the May 19, 2020 City Council meeting.

City of Stillwater

Update on Potential Financial/ Budgetary Impacts due to COVID-19 Response

Stillwater City Council
Tuesday, May 5, 2020



COVID-19 Responses

- Federal & State Executive Orders

- MN Stay at Home Orders – Extended to May 18, 2020
- Business Operations – State Slowly Reopening Certain Operations
- Social Distancing Guidelines

- Stillwater COVID-19 Responses

- Emergency Declaration; Close Facilities to Public; Cancel Events til July 19
 - Waiver of Utility Bill Late Fees; Waiver of Downtown Parking Permit Fees, Temp. Parking Provisions for Downtown Restaurants, Extend Lodging Tax payment deadline
 - Established COVID-19 Cost Tracking Systems
 - Planning for Reopening of Operations – Workplace of Tomorrow Team
- Activated Incident Command Structure (ICS)
- City Employees
 - Split Shift/Telework Operations – Policies & FAQ's
 - Federal Medical Leave (Families First Corona Virus Response Act)
 - Meeting Options w/ Technology
 - Social Distancing and Masks Required for 2 or more people

Possible Fiscal/Budgetary Risk Areas

Capital Improvement Program / Planned Borrowing

- Approved 2020 Budget = \$15.9M Total CIP
 - Included: \$2.9M G.O. Bond & \$500K Enterprise Fund Bond
- CIP Adjustments/Reductions – Initial Priority Analysis
 - GOALS:
 - Reduce or Eliminate Borrowing
 - Leverage collaborative/alternative funding sources
 - Create levy capacity for future year
- Results of 2020 CIP Budget Review = \$9.4M Total CIP
 - Revised: \$1.2M G.O. Bond & \$300K Enterprise Fund Bond

Possible Fiscal/Budgetary Risk Areas

Capital Improvement Program / Planned Borrowing

- RECOMMENDATION for 2020 CIP
 - 1) Reduce Total CIP to \$9.4 M
 - 2) Eliminate Borrowing => Save Levy Capacity (~\$400K) for Future
 - Fund Needed \$1.2M G.O. Bonding with Fund Balance Transfers (Requires Council Approval)
 - Fund Needed \$300K Enterprise Fund Bonding with Internal Interfund Loan (Requires Council Approval)
 - 3) Develop Resolutions for City Council Consideration at May 19, 2020 Meeting

Possible Fiscal/Budgetary Risk Areas

- 2020 Approved Operating Budget – Balanced Budget
Revenues (2020 Budget & Future Years)
 - State Aids: LGA, Transportation Aids, Police & Fire Aids (~9% of total)
 - Property Taxes: (62% of total)
 - Last down cycle, collections at ~97%
 - Recent County & State legislative actions
 - Fees, Licenses and Charges: (26% of total)
 - Building permit, inspection, plan review fees (Gen. Fund)
 - Event fees (Gen. Fund)
 - Ordinance violations (Gen. Fund)
 - Liquor Licenses (Gen. Fund)
 - Parking fees (Enterprise Fund)
 - Utility fees (Enterprise Fund)
 - Admin Charges (Enterprise Funds)
 - Park reservation fees (Spec Rev. Fund)
 - Rec Center contracts & fees (Special Rev. Fund)
 - Library fees & events (Special Rev. Fund)

Possible Fiscal/Budgetary Risk Areas

- 2020 Approved Operating Budget – Balanced Budget

Possible Expenditure Adjustments (2020 Budget)

GOAL = Manage operations to maintain balanced budget

- Travel, Training, Conference
- Office Supplies
- Fuel Costs
- Energy Costs
- Seasonal PT Employment
- Vacant Positions based on Program Priorities
- Program/Service Reductions

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: Notice to terminate the Management Services Agreement without cause and a pro-rated payment of fees for Planning and Marketing Services and Administrative costs was mailed to One23 Events on April 22, 2020. The termination date is effective on July 23, 2020. Communication with One23 has commenced and is cordial. Library staff will meet with One23 on May 11 to continue discussing details of the termination and determine a transition plan.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Masonry Repair Allocations	
OWNER: Facilities Committee	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: <ul style="list-style-type: none"> • After the ceiling repair project is complete, request approval to direct any residual funds from the \$27,200 in Library Building Infrastructure capital funds to the cost of the exterior masonry project that will exceed the \$20,000 grant. • Request approval to use supplemental Kilty funds of up to \$5,000 to pay contractor for exterior masonry repairs if needed. 	
BACKGROUND/CONTEXT: <p>In November 2019, the trustees approved a grant request through the Stillwater Public Library Foundation to the Huelsmann Foundation for funding of exterior masonry repairs to preserve the historic library. This grant request was funded in 2020 for \$20,000.</p> <p>The 2020 phase of the exterior masonry repair proposal came in at \$22,924. A minimum of \$2,924 in funds beyond the grant is needed to complete this portion of the project. The Facilities Committee is waiting for additional information from the masonry contractor to determine whether investing a little more money now will save money in the future due to the staging (e.g., use of a crane and scaffolding) required for this phase.</p> <p>The additional funds could come from unspent 2020 Library Building Infrastructure capital funds and the Kilty fund designated for library upkeep. While the plaster ceiling repair will cost slightly more than the original proposal due to repairs and painting that exceeded the initial scope, the cost will be less than \$27,200 allocated for the Library Building Infrastructure. Remaining unspent funds may be sufficient to cover the \$2,924 in masonry expenses beyond the grant, but we won't know for sure until the ceiling work is finished. Supplemental Kilty funds may be needed to fund any remaining balance on the masonry repair proposal or to offset potential increased work that could be achieved by using the staging already in place.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Report from the Library Director, Mark Troendle

Major Accomplishments

- In mid-April, the Library and Foundation were contacted by Stillwater Printing about a direct mail opportunity—they called it a COVID-19 Support Pack Mailing—designed to reach 15,000 homes in Stillwater. It was a great opportunity to promote library services, but we had to act fast as the original turnaround time was only two days. Business and Communications Manager Keri Goeltl designed the graphic and the Foundation agreed to cover the cost.
- In collaboration with the Facilities Committee, the library was successful in getting contractors onsite in a timely manner so that the scope of the ceiling and dome repair project could be viewed, questions answered, and proposals submitted. This has been a long process that gained momentum once the engineering consultant from Encompass provided an independent assessment of the ceiling's condition and contact information for several qualified companies who specialize in the type of repairs needed. Between the engineering assessment and the new and previously-submitted repair proposals, the committee had a wealth of information to make a well-informed decision on how to best restore the ceiling and dome at a reasonable cost.
- Public Works Director/City Engineer Shawn Sanders coordinated the brick paver replacement project off 4th Street, and the result is a much-needed improvement! Work began on April 20 to remove the old pavers, then the base was prepared and smoothed, followed by the laying of new pavers and filling of joints. The project was completed on April 27. Prior to the start, I asked Shawn if the contractor could use different colored pavers, instead of paint, to demarcate parking stall lines and crosshatch marks. The end result will be a mix of the two approaches, with the parking stall lines being identified with lighter pavers and the use of paint to stripe other zones; however, rather than precisely duplicating what was there previously, Shawn and I agreed to try new signage in two areas, reduce paint striping overall, and repaint a section of curb as the next step. If needed, Shawn assured me that more striping can be applied later.

Heads-Up

- The City has formed a “Workplace of Tomorrow” team with the charge to complete a professional, thoughtful and thorough review of options and timelines available to City departments and develop a plan for reopening operations, facilities, functions and programs/services in light of the COVID-19 pandemic issues. Primary goals of the final plan are to protect the health and safety of staff and community members. It is expected that plan elements will be consistent with CDC and MN Department of Health guidelines and any reopening guidelines that may be issued by the State of Minnesota, U.S. Government, and other professional organizations. Mark is representing the library, and he will consult with the board, its committees, and staff as needed. The research and planning needed for the library is very time consuming.
- At the City Council's April 21 meeting, all event permits through July 19 were canceled; this policy was extended through July 31 at the Council's May 5 meeting. The City has a different cancellation period for park registrations.
- The Friends of the Library canceled their May meeting due to COVID-19 concerns.
- The Stillwater Public Library Foundation will continue to hold virtual meetings for the foreseeable future. A decision was also made to cancel Light a Spark.

Near-Term Future Focus

- Project management tasks related to 2020 capital projects.
- Coronavirus (COVID-19) planning elements.
- Transition planning with One23 Events.
- Continuing to research and develop the community space concept.

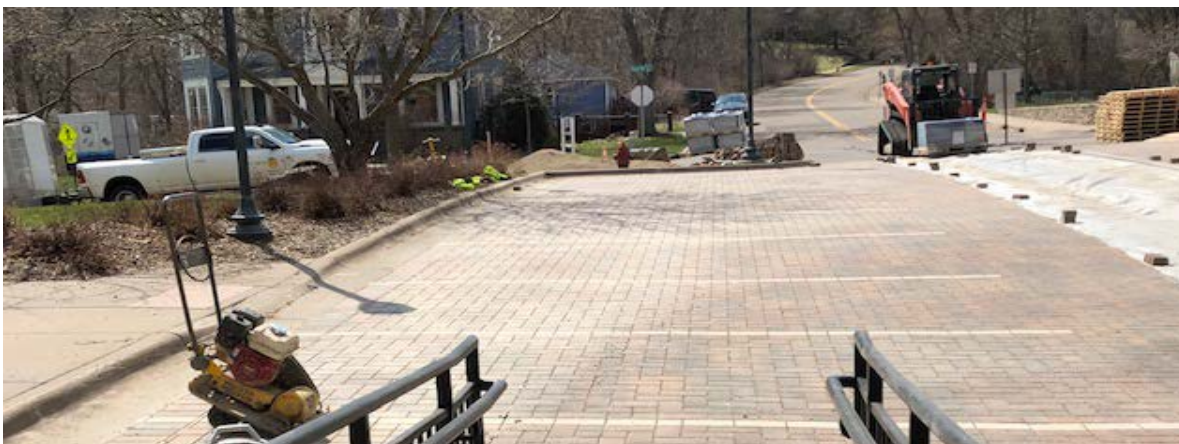
Crumbling pavers



Old pavers have been removed and the base layer is being prepared



Almost finished





STILLWATER PUBLIC LIBRARY
**SERVING YOU
 IN NEW WAYS**
 STILLWATERLIBRARY.ORG

**STILLWATER
 PUBLIC LIBRARY**

We're Here for You
 Although the library doors are temporarily closed, we are providing resources to help you stay in, stay healthy and stay connected.

Visit us at stillwaterlibrary.org and follow us on Facebook for the most current information about library services. To receive updates in your inbox, sign up for our e-newsletter at the bottom of the library's homepage.

224 Third Street North
 Stillwater, MN 55082
stillwaterlibrary.org
 651-275-4338

**STILLWATER
 PUBLIC LIBRARY
 FOUNDATION**
 Thank you to Stillwater Public Library Foundation for helping us share the news about library resources and services during COVID-19. To learn more about the Foundation, go to stillwaterlibraryfoundation.org or call 651-504-2350.

CURBSIDE PICK-UP

Do you need library materials? Contactless curbside pick-up is available at the library. Reserve materials online and pick up books, magazines, movies, music and more to enjoy at home.



VIRTUAL PROGRAMS



Stay connected with our virtual library programs. Submit an entry to our "Biggest Tree in Stillwater" competition. Join us for online storytimes, family art projects and building challenges.



HOMEWORK HELP

Bring school resources to your home with the library's online services, including tutoring, research assistance, daily lessons and practice tests. Study breaks are a part of the mix with links to videos to get kids moving.



LIBRARY CARDS

Access the broadest array of services with your free library card. Apply for a card online at stillwaterlibrary.org.

LIFELONG LEARNING

Learning never ends at the library. Research your ancestors, learn a new language, find small engine repair information or take an online class. All of these, and more, are available to you for free.



E-MATERIALS

Keep informed and entertained with free eBooks, eAudiobooks and eMagazines. Need help getting started? How-to videos and help guides are available on our website.



Report from the Information Services Supervisor, Aurora Jacobsen

Public Services

Circulation, Adult Programming and Reference

April Programs:

- Virtual Seed Starting Class had 12 attendees.
- Big Read Virtual Book Discussion: Lab Girl had 35 attendees.
- Big Read Virtual Book Discussion: Station Eleven had 28 attendees.

Collection

- Brodart items starting arriving again after pausing in early March. Their facility was shutdown for a few weeks for being “non-essential” then reopened at more limited capacity.
- Brodart also notified us that a number of orders will be delayed because production of anticipated books has been delayed as part of shut-downs.
- Staff pulled about 600 of the most recently checked out items that were owned only by Stillwater so that they were available for request during the plaster work. Some of them did get used, despite the fact that circulation has greatly declined.
- Staff added a puzzle table to the holds pick-up area, so that library users can borrow or lend puzzles as another option for entertainment.

Circulation

- From Lori:
 - April was perhaps the most challenging and rewarding month in my 40 years employed here. The statistics may not be impressive or indicative of the hard work required of the circulation staff and shelvees. Everyone has adapted and exceeded all expectations. Aurora and Keri have been so amazing assisting us to provide a successful Curbside service for our patrons. We are averaging 80 plus patrons 3 times a week to keep up with the demand at this time.
 - We are excited for the summer reading program to get started!
 - Mark’s leadership has helped all of us be proactive, informed and unified during this difficult time.
 - The gratitude expressed from the public during this time makes it all worthwhile. It has never been more apparent to me how valuable our library is to our community than during this time when our patrons cannot come inside our beautiful library and how much they miss being here and we need them.
 - P.S. Love the pavers!!! Thank you!
- Beginning Curbside Pick-up meant a chance to refine our practices. This month, we reconfigured workstations and the hold shelves to allow staff to work further apart, revised the letter given to new patrons and updated the timing and wording of holds notification that patrons receive.
- After a few tough days of customer service, we highlighted the work that Circulation does for curbside pick-up on Facebook. The public shared their love of the library and its staff, as shown in the comments below.



PR

- Reference staff have been trying to connect with our community when we can't see the public in person. Through Facebook, we've been adding pictures of staff with book recommendations, our personal shelves (digital and physical) and to-be-read piles. The plan is for a staff member to be highlighted each week.
- Karen has been rotating the recommended books on the front page of the website more frequently, since we can't do as much recommendation in person. She's also recommending a greater number of eBook titles in that space.

Reference

- Reference staff has returned to staffing hours in the building (in addition to the hours Aurora was already there). They have been assisting circulation in pulling items holds for curbside pick-up as well as taking more of the incoming phone calls. For ease of this work, IT has set up a combined phone number for that all Public Services staff can answer.
- Technical Assistance on eBooks has become the primary reference question that reference staff has answered during the limited services.
- Despite the more limited library services, local history questions are continuing to be submitted. The most interesting question this month was from Judy Brueghel from the Stillwater Fire Department. She is updating the book called "To the rescue: Stillwater Fire Department 1872-1997." In celebration of the department's upcoming 150th anniversary, she is working to add to this book by compiling history from 1998 to the present. The SCC volunteers have maintained a vertical file of newspaper clippings for this and all city departments, which made finding and sharing the articles quite easy.
- Aurora has been investigating how to continue our Reader's Advisory services by offering book bundles of pre-selected materials to patrons on request.

Programming

- With MELSA (the Metropolitan Library Service Association is the Regional Library System that oversees the 7 county region around the Twin Cities) taking the lead, more of our vendors are looking into online options for their programming. We hope to offer nearly a full complement of classes this summer that can all be offered virtually or completed more independently. Jodi has spearheaded the work on outside programming.

Upcoming in May:

- Virtual Book Club, May 11th.
- Let them In, Backyard Landscape for Pollinators with the Saint Croix Valley Pollinators online, May 16th.
- Virtual Cookbook Club, May 18th.

Report from the Youth Services Supervisor, Angie Petrie

APRIL Programs

- *Storytime in-person Sessions*
 - o *Due to Covid-19 we had to cancel:*
 - 4 baby/toddler in-person sessions
 - 5 family/preschool in-person sessions
 - 1 Second Saturday in-person session
 - 1 ECFE Monday evening in-person session
 - *Virtual Storytimes* – an indeterminate number of viewers/listeners attended 8 Virtual sessions
 - o 3 baby/toddler virtual audio “Rhyme Time” sessions
 - o 5 family/preschool “Virtual Storytime” sessions
 - *Drop-in Play Sessions* –
 - o *Due to Covid-19 we had to cancel:*
 - 4 baby/toddler in-person sessions
 - 5 family/preschool in-person sessions
 - *Lego Build/Brick Party* –
 - o *Due to Covid-19 we had to cancel:*
 - 1 in-person session
 - *Virtual Brick-Building Challenge* – an indeterminate number of participants attended 4 Virtual sessions and a few shared pictures of their creations on Instagram
 - *Vendor in-person programs* –
 - o *Due to Covid-19 we had to cancel:*
 - Writing Mysteries (Get a Clue! - Trisha Speed Shaskan) – Saturday, April 4
 - Tree-rific Trees with SciGirls – Saturday, April 18
 - Art for Kids (*Llama Arpilleras*) – Saturday, April 18
 - 3M Visiting Wizard (*Simple Machines*) – Tuesday, April 28
 - *Vendor Virtual programs* – an indeterminate number of participants attended 1 Virtual session
 - o Yoga Storytime with Learning Tree- Tuesday, April 11
 - *Art Cart* –
 - o *Due to Covid-19 we had to cancel:*
 - 5 Art Cart in-person sessions
 - *Virtual Family Art Project* – an indeterminate number of participants attended 4 Virtual themed sessions
 - *Scavenger Hunt* –
 - o *Due to Covid-19 we had to cancel:*
 - all-month in-Library Scaveger Hunt
 - *Virtual Scavenger Hunts*
 - *Backyard Scavenger Hunt (posted on Facebook)*
 - *Outdoor Scavenger Hunt (posted April 24 on Facebook)*
- Teen Programs-
- o *Due to Covid-19 we had to cancel:*
 - Teen Writing Group
 - Beta Books: Tween ARC Book Group
 - Teen Drop-in DIY
 - Teen Advisory Board

Passive/Online Programs –

- A Writing Prompt on Instagram (in place of ‘Teen Writing Group’ this month)
- “On My Shelf” – 14-Day Photo Challenge on Instagram
- Virtual Brick Building Challenges – Every Saturday on Facebook

Outreach / Community Engagement Programs and Visits

- *Due to Covid-19 we had to cancel:*
 - *Head Start visit, at SPL*
 - *ECFE Community Baby Shower participation*

Programming Details-

Youth Services Staff regrouped this month and spent a lot of time gathering ideas and examples from colleagues. Librarians are passionate about sharing so we quickly found ourselves with a long list of ideas. We decided to adapt and continue our weekly storytimes on Tuesdays and Wednesdays. We heard from many people in webinars and on social media that teens are swamped with learning and navigating online school right now. Similar to us as we begin to form a new narrative of life and work, they are doing the same. Netanya plans on trying interactive events this summer to build mentorship and offer fun light activities.

Storytime notes below are from Kim who navigated technology and recorded all storytime sessions from her home. This is the plan until the library can have in-person programming. Because of the unique situation, we’ve included more information than usual to make accessing it easier for those interested.

- Baby/Toddler Storytime – *Canceled due to Covid-19.*
- Virtual Baby/Toddler audio “Rhyme Time -
 - Themes this month were: “Houses and Homes,” “Rain” and “Food.”
 - We began these audio “Rhyme Times” to offer an alternative screen-free option for families of our youngest Storytime participants.

Messaging has been: Hello, Dear Baby/Toddler Storytime Families!

All of us at the Stillwater Public Library miss seeing you so much, and look forward to when we can all be back together in person! Until then, Miss Angie and I are experimenting with offering a short weekly audio version “Rhyme Time” for you to explore with your little ones.

While there are many online video storytime options available for families while libraries are closed, based on the compelling research calling for limiting screen time for children under two years old we are trying this audio-only storytime tool for the youngest children to give you options. Our hope is that a familiar voice leading a few favorite and new songs and rhymes each week will help support your family’s early literacy work together at home. Alternately or additionally, there is a link available that has the printed words to each song or rhyme.

Parents, siblings and other primary caregivers are baby’s first and most important teachers, and we want to support you in that role in as many ways as we can. We look forward to your feedback as we explore this experimental method of sharing the joy and connectivity of songs, rhythm and rhymes together with our youngest children.

- April 14, 2020 Baby/Toddler Audio-only Rhyme Time: “Houses and Homes”
<https://www.facebook.com/stillwaterlibrary.org/videos/617136219015634/>
Pdf of rhymes and songs included: https://drive.google.com/file/d/1ZGUxEEylw-2-svzpxMcD_sGszlFdvXv8/view
- April 21, 2020 Baby/Toddler Audio-only Rhyme Time: “Rain”
<https://www.facebook.com/stillwaterlibrary.org/videos/688091748624517/>
Pdf of rhymes and songs included: <https://drive.google.com/file/d/1cjPITMiFNYGAEC3-AzrvYD7lVtIZvIaA/view?fbclid=IwAR0eDkAsohUJqu8U8LvbPpe2U2cOEWTtR7TtN78DGH1wl4LD20QDGpnUS-Q>



- April 28, 2020 Baby/Toddler Audio-only Rhyme Time: “Food”
- Family/Preschool Storytime – *Canceled due to Covid-19.*
- Virtual Storytime
 - Themes this month were: “Love,” “Frogs,” “Houses and Homes,” “Rain” and “Story Soup.” Themes and books were carefully selected to reflect current experiences or to comfort families.

Accessible through the Stillwater Public Library Facebook page
<https://www.facebook.com/stillwaterlibrary.org/>

Direct Virtual Storytime Video Links

- March 25, 2020 “Birds”
<https://www.facebook.com/stillwaterlibrary.org/videos/141719120594082/>
- April 1, 2020 “Love”
<https://www.facebook.com/stillwaterlibrary.org/videos/1136003940093372/>
- April 8, 2020 “Frogs”
<https://www.facebook.com/stillwaterlibrary.org/videos/220746899019736/>
- April 15, 2020 “Houses and Homes”
<https://www.facebook.com/stillwaterlibrary.org/videos/2588884318052741/>
- April 22, 2020 “Rain”
<https://www.facebook.com/stillwaterlibrary.org/videos/232003488024754/>
- April 29, 2020 “Story Soup”

- Drop-in Play sessions – Baby/Toddler – *Canceled due to Covid-19.*
- Drop-in Play sessions – Family/Preschool – *Canceled due to Covid-19.*
- Second Saturday Storytime – *Canceled due to Covid-19.*
- ECFE Storytime – *Canceled due to Covid-19; Jenny Hanlon communicated via email and planned to share our Virtual Storytime links with her families.*
- Scavenger Hunt(s) – *Canceled due to Covid-19.*
- Virtual Scavenger Hunts – *Created by Sue Hedin and posted to Facebook; nature inspired so they are not limiting.*
- Art Cart – *Canceled due to Covid-19.*
- Virtual Family Art Project – *Wonderful Art projects created by Sue Hedin, utilizing craft materials that many families likely have.*

Outreach

- *Virtual connections:*
 - *March 30 reached out to Cindy Sperr, lead teacher at Head Start with resource links including Virtual Storytimes*
 - *April 16 sent email “Stillwater Public Library update” to all K-2 teachers in our service area: Lily Lake, New Heights, Stonebridge, Rutherford, SCCS, St. Croix Prep, Stonebridge*

Partnerships

- Kim notified Jordan at Valley Access that we will have to delay the SRP video until next year. She asked him about the possibility of including some of our Virtual programming as part of their offerings. He seemed interested.
- Angie met with Jill Smith (Bayport) to collaborate on the virtual platform, Beanstack
- Angie attended MELSA Youth Services Meetings to be informed about the programming situation at the metro library systems. It seems likely that MELSA will negotiate virtual program offerings metro wide which is good for the libraries but will significantly decrease the income of performers and presenters, for some it will be devastating. More below and next month.

Technology

April was busy with learning new technology and adapting our programs to new platforms. Youth Services staff are using Facebook, Instagram, Zoom, Instragram and researching Kahoot, an educational platform, with plans to use it for interactive teen and family trivia this summer. Angie has been building the content for the new online summer reading platform, Beanstack in preperation of the QA testing before it can go live. We are exploring grouping all library videos on a YouTube account for easier access. Content gets buried easily on Facebook.

Professional Development

- Continued monitoring metro area Virtual Storytimes and other programming efforts to be informed.
- Continued collecting information on publisher permission requirements connected to sharing copyrighted content virtually.
- ALSC webinar: "Honoring Infancy: Growing the Garden - Nurturing a Play and Early Learning Space"
- Webinar / Videoconference – State Library Services - April 16 and 22
- Webjunction “Youth Programming Goes Virtual” – reviewed extensive helpful links
- Twin Cities Puppeteers’ Guild monthly meeting (via Zoom)

- Continuing to research topic of screen time and infants/young toddlers
- Staff have viewed various Beanstack webinars to prepare for summer

Upcoming Single Date Programs

Due to Covid-19 we had to cancel:

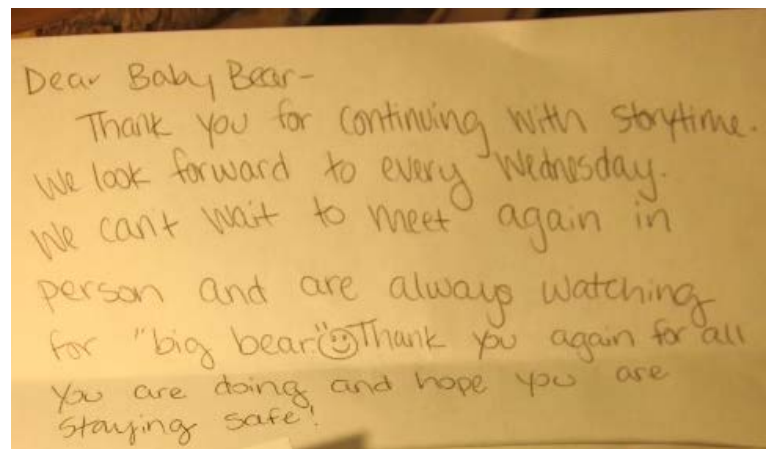
- 3M Visiting Wizard: Innovation and Creativity – Tuesday, May 19
- Book Launch Event: *I Will Dance* / Nancy Bo Flood – Thursday, May 28
- Storytime day alternate programs for “Music & Movement Month”:
 - Baby/Toddler Large Motor “Move Your Muscles” – Tuesday, May 5
 - Preschool Large Motor “Move Your Muscles” – Wednesday, May 6
 - Baby Yoga – Tuesday, May 12
 - Preschool Yoga – Wednesday, May 13
 - Baby/Toddler Musical Storytime – Tuesday, May 19
 - Preschool Musical Storytime – Wednesday, May 20
 - Baby/Toddler Dance Party – Tuesday, May 26
 - Family Dance Party – Wednesday, May 27
- Virtual Art for Kids: “Torn Paper Pandas” – Saturday, May 9

Highlights

“Baby Bear Loves Mail!” – An effort to comfort families and maintain connections. Baby Bear has received and sent out 17 letters so far. Each writer receives a letter in return! Baby Bear crayons a tiny drawing for each child, writing their name on it too, on a tiny size envelope. Kim write a short note as well, and there is a small size photo of Baby Bear included too.

<https://www.facebook.com/stillwaterlibrary.org/photos/a.10151592192986696/10157002044011696/?type=3&theater>

A picture of him wearing his mask to send mail followed by a few of the letters he has received:





2020 Summer Library Program for kids and teens

With COVID-19 summer reading plans are being altered to keep staff interaction limited to phone calls and emails. Pre-registration begins May 15 through the new online tool, Beanstack (through a partnership with Bayport Library). This is a virtual badge based system that may appeal to older kids. A paper tracker will still be available and distributed through curbside service. Readers can engage with either or both methods. However, we are encouraging all families to register their readers through Beanstack to more efficiently handle coordination of prizes, reading lists, and patron communication. Sidenote, Beanstack can be used year round for any reading challenges which we plan to explore come winter! Calls and emails regarding summer reading will be funneled to Youth Services to assist staff.

Those who register will receive an email with details about picking up an Explorer Bag containing a journal/pen set, paper tracker, step-by-step directions for Beanstack, bookmarks, and calendars.

We plan to provide program materials through curbside pickup. Our first coordinated effort happens next week in preparation for a May 9 program. Netanya is researching different types and processes for in-house created kits.

Angie is working with vendors to explore and coordinate virtual programming. A MELSA coordinated list of virtual program suppliers will likely mean each county will receive a weekly video from 6-8 providers. Angie has attended the MELSA Youth Services Meetings this month. Details are still being worked out.

Below is a list of single date or special mini-series of youth programs originally scheduled for June-August. Some will be offered virtually in some capacity. Others are postponed until we can safely gather.

6/4/2020	SRP Kick-Off with Lalo's Lunchbox
6/9/2020	Snake, Rattle, and Roll with Snake Discovery (vendor is sharing her online videos)
6/9/2020	Summer Tween Club
6/9/2020	Teen Drop-in DIY (Netanya is working on offering these virtually this summer)
6/11/2020	Beta Books: Tween ARC Book Group
6/11/2020	Nature Storytime (possible virtual offering to be determined)
6/13/2020	Magic Treehouse Inspired Art for kids 6-12
6/18/2020	Mad Science presents Radical Robots for K-6
6/20/2020	Post-it Note Art
6/23/2020	Summer Tween Club
6/25/2020	Tamarack Nature Center ((possible virtual offering to be determined)
7/9/2020	Beta Books: Tween ARC Book Group
7/9/2020	Nature Storytime
7/18/2020	Express Yourself - Sidewalk Chalk Art
7/23/2020	A Bee's Code with Bakken Museum
7/23/2020	Bitty Bees with Bakken Museum
7/23/2020	Trivia Night: Parks and Recreations
8/4/2020	Music & Movement Month : Baby & Toddler "Move Your Muscles"
8/5/2020	Music & Movement Month : Preschool "Move Your Muscles"
8/6/2020	Family Board Game Night
8/6/2020	The Science of Chemistry with Bakken Museum
8/11/2020	Baby & Toddler Musical Storytime
8/12/2020	Music & Movement Month : Preschool Musical Storytime
8/13/2020	Beta Books: Tween ARC Book Group
8/13/2020	Nature Storytime
8/18/2020	Music & Movement Month : Baby & Toddler Yoga
8/19/2020	Music & Movement Month : Preschool Yoga – (virtual offerings shared on Facebook)
8/25/2020	Music & Movement Month : Baby & Toddler Dance Party
8/26/2020	Music & Movement Month : Preschool Dance Party

Stillwater Public Library Foundation
Board Meeting - March 27, 2020
Video Conference

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

1. Welcome - Using the on-line meeting program, Go to Meeting President Shawn Glaser called the meeting to order at 8:30. Members shared how they are doing with the current Covid-19 health crisis.
2. Approval of the February Board Meeting Minutes - Summer moved that they be approved as presented. John seconded the motion which was unanimously approved.
3. Event Updates
 - a. Pi Day - Scheduled for March 14
 - Was cancelled due to the Covid-19 health crisis
 - Events & Marketing Committees planned very effectively together
 - Good donor response to invitation - 70+ registered
 - Josephs was able to cancel pie order, Sara's Topsy Pies were purchased by the committee and shared with staff
 - Expenses for printing, supplies, etc. totaled \$700 - \$350 of the expenses were recouped
 - Committee recommends planning for this event again next year
 - b. Light a Spark - Fourth of July celebration
 - Shawn encouraged the committee to keep moving forward on the event despite today's uncertainty
 - Merilee indicated that the inventory of supplies has been completed and the major people are in place: Scheel's catering service and Boy Scout volunteers
 - Major concern will be social-distancing
 - Alicia reported that two sponsorships were recently received
 - A committee meeting is scheduled for April 13
 - c. For the Love of the Library - Fall, 2020
 - Alicia will reach out to potential speakers
4. Reports
 - a. President
 - March Executive Committee meeting was held virtually utilizing Go-to-Meeting on March 20
 - Question is how to keep up-to-date under these circumstance
 - Alicia is keeping up to date with Mark and SPL

b. Library Director - Mark

- Decisions are being made day-to-day, hour-by-hour
- March 16 was the last day SPL was open to the public
- Staff is coming to the library to work or is working remotely
- In past weeks, Holds were available for patron pick-up at specific times in the parking ramp - This service will now be suspended until April 13 or 15
- Public needs to check SPL website for most current information
- Fewer staff in building - they are monitoring voicemail
 - Last week, Story Time was broadcast live on Facebook Live - it went well-but they need more technical staff - they are unsure if it will continue on-line
- SPL, Washington County Library, and Bayport Public Library are working together on a grant request to the State for WIFI hotspots for distance learning
- New issue of Shelf-Life will be available on-line - it will include remote, accessible services
- Money budgeted for physical resources is being redirected to on-line resources
- May 3rd programming may need reconsideration
- Income from weddings may be down this summer
- They are aiming to keep regularly scheduled employees working
- It is difficult to make progress on capital improvement projects that have been identified at this time

c. Finance - Dustin

- Balance Sheet review
 - No liabilities at the end of February
 - Working down restricted funds
 - Shows a good balance for this time of year
 - We should be able to “weather the storm”
- Profit & Loss Statement - January-February, 2020
 - Off to a good start this year
- Government has money available for non-profits
- There is incentive for donating to non-profits at this time
- Main goal is to try to stay where we are financially

d. Marketing - Summer

- There is good synergy between the marketing and events committees
- Recognition of two significant groups upcoming April 19-25:
 - National Library Week & National Volunteer Week
 - Send messages to donors & staff

e. Governance - Jean

- Volunteer Coordinator -
 - Motion made by Sandy, “To keep the Volunteer Coordinator on the payroll as long as the job is viable and she is working in a meaningful way,” was seconded by Roger and unanimously approved.
 - She will be responsible to check on volunteers and work on developing program manuals and other relevant materials

- Jean will inform her of this Board decision
- Conflict of Interest Forms - those still needing to sign this form for 2020 will do so and return it to Jean
- Impact Report - Alicia
 - Completed report is available on the Google Drive
 - One hundred copies of the report were printed for distribution at the Pi Day event - but are now in the office
 - Decision for distribution of them is yet to be determined
- By-laws/Handbook Revision - Committee continues work on them
- f. Foundation Manager - Alicia
 - Receiving donations by mail and online
 - Writing thank-you notes to donors (Question was raised about whether Board members should also write thank you notes to donors. Shawn indicated that he often contacts donors to extend appreciation to them.)
 - Updating website - is including a new list of partners
 - Requests that recommendations for website updates be sent to her
 - Picture of Paige will be added in the future
 - We need to reach out to vendors for up-coming events
 - Developing planning tools and sponsorships for Light a Spark
 - Was authorized to take deposits to the bank

5. Other Business

a. Calendar Review

- Impact Report - reviewed that it is on the Google Drive & had a small quantity printed

b. Future Meetings - April meeting will be a virtual one

6. Adjournment

- Motion for adjourned was made by Sandy E., seconded by Summer, and unanimously approved.
- The meeting was adjourned at 10:00 a.m.

Respectfully submitted,
Jean Morse, Secretary

The next regular meeting of the SPLF is scheduled for Friday, April 24, 8:30 - 10:00 a.m.

E-Mail Messages for March, 2020

Date	From	Regarding
3/6/2020	SPLF	Pi Day Donor Appreciation Event
3/10/2020	SPLF	Pi Day Donor Appreciation Event
3/12/2020	Jean	Minutes for the Feb. 2020 Board Meeting
3/13/2020	Alicia	Pi Day & Coronavirus Concerns
3/13/2020	Alicia	Pi Day
3/13/2020	Alicia	Pi Day Canceled
3/13/2020	Alicia	Pi Day Donor Appreciation Event
3/17/2020	Sandy & Carol	Library Closure
3/25/2020	Shawn	Test GoTo Meeting
2/26/2020	Shawn	GoTo Meeting Invitation for March Meeting (2 messages)

Documents on Google Drive for March, 2020 (drive.google.com)

-  SPLF BS Feb 2020

-  SPLF BS Feb 2020

-  SPLF BS Feb 2020

-  SPLF BS Feb 2020

-  SPLF BS Feb 2020

-  SPLF BS Feb 2020.pdf

-  SPLF P_L by class Feb 2020.pdf

-  SPLF P_L detail Feb 2020.pdf

-  SPLF Prev Yr comp P_L Feb 2020.pdf

-  SPLF Prev Yr one month comp P_L Feb 2020.pdf

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Executive Committee Report	
OWNER: Executive Committee	PRESENTER: Bell, President
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 April 21, 2020, 10 a.m., Meeting Notes Present: Bell, Lockyear, Richie, Troendle One23 Contract <ul style="list-style-type: none"> Reviewed the termination notice which was drafted by City Attorney Kori Land. The notice will be sent to One23 within a few days. Discussed the library’s remaining financial obligations to One23 and brainstormed possible options for covering the costs. Staff will continue to investigate, and the Finance Committee will be polled for comment. COVID-19 <ul style="list-style-type: none"> Reviewed staffing issues related to COVID-19 <ul style="list-style-type: none"> Curbside holds pickup is very popular with volume outpacing staff capacity. Substitutes may be needed to support the service. Webinars on safety issues are available for staff. Future planning <ul style="list-style-type: none"> Discussed various issues related to reopening the library when COVID-19 precautions ease. The custodial budget may need to increase to cover increased cleaning. Staff will continue to prepare plans for a phased reopening. Other <ul style="list-style-type: none"> Discussed the board’s recommendation to form a task force to consider library and community use of the terrace. Recommendation: Convene a task force after COVID-19 precautions end. Generally, presentations scheduled on the board’s annual calendar will continue as scheduled. When other issues and/or staff time take precedence, adjustments will be made as needed. Upcoming presentations: <ul style="list-style-type: none"> May-Facilities June-Operating budget 	
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: Lockyear, Vice President
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: SPL Facilities Committee April 28, 2020, 9:00 a.m., Meeting Notes Present via Zoom: Carlsen, Cox, Lockyear, Troendle</p> <p>Committee members and Mark discussed the following:</p> <p>Ceiling repair</p> <ul style="list-style-type: none"> • Mark reported that work is progressing and painting has begun. • Blueline Coating LLC has been easy to work with and good at communicating. • Dust abatement has been handled very effectively. • Committee members recommended having minor cracks in 4th street entryway repaired as long as contractor is available. • Additional cost due to unforeseen issues is currently estimated at \$1,200 for additional time and materials. <p>Masonry Proposal -Building Restoration Corporation</p> <ul style="list-style-type: none"> • Committee requested clarification from contractor on several issues: <ul style="list-style-type: none"> • Exact scope of repairs to east facade: Does bid include areas to south near the terrace or only east entrance? • Could contractor provide an overall plan to prioritize remaining areas of masonry needing repair/lead caulking? • Can Building Restoration Corp provide timeline for current project to be completed? • Committee agreed the project should get underway as soon as possible as the bulk of the funding is approved and the building is still closed to patrons. • Cost of \$22,924.00 requires request to board to approve additional \$2,924 not covered by approved funding from Huelsmann grant. <ul style="list-style-type: none"> • Committee agreed that additional funding should come from 2020 Capital budget building infrastructure. • Request to board for approval should include additional \$5,000 in case of unforeseen issues in repair work making total of \$8,000.00 requested for board approval at May meeting. <p>Five Year Capital Improvement Plan</p> <p>Committee and Mark agreed to include a presentation on five year CIP with intent to solicit input from board on areas of facility needing improvement/repair at the May meeting. Discussion included:</p>	

Agenda Item Cover Sheet

- How best to present CIP with no known timeline/specifics on adjustments to budgets as the City has not, as of this meeting date, provided Mark with any additional information.
- Projects/purchases that may be delayed in 2021 and beyond.
- Additional 2020 expenses due to Covid19 issues when library reopens and how to plan for future infrastructure needs re: safety of staff and patrons.

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
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Updated: 1/27/2020