

**STILLWATER PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**Meeting Agenda**  
**Tuesday, June 9, 2020**  
**7:00 PM**  
**Conference Room**

As the library is closed due to COVID-19, the public is invited to attend the meeting by logging into [zoom.us/join](https://zoom.us/join) or by calling 1-312-626-6799 and entering the meeting ID number: 861 9539 0591.

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 May 12, 2020 Minutes +
  - b. Acknowledgement of Bills Paid in May 2020 (5/5/20 - \$12,689.93; 5/19/20 - \$5,561.33) +
  - c. April 2020 Budget Status Report +

Informational/Discussion (40 minutes)

5. Trustee Information Sharing I+
6. 2021 Operating Budget Planning D+
7. Special Events Task Force D+

Decisional (60 minutes)

8. Library Reopening to Public and for Private Events A+
9. Venue Coordinator Contract A+
10. COVID-19 Capital Expenditures A+

Reports (10 minutes)

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

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 Pm on Monday, June 8, 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  
May 12, 2020  
Minutes**

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

**ABSENT:**

**STAFF:** Goeltl, Troendle

**AGENDA ITEM 1: Call to Order**

Bell called meeting to order at 7:07 PM.

**AGENDA ITEM 2: Adoption of Agenda**

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

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

None.

**AGENDA ITEM 4: Consent Calendar**

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

**AGENDA ITEM 5: Trustee Information Sharing**

Hollatz reported that Director Troendle did a Zoom presentation last Thursday to the noon Rotary Club. Troendle discussed library services and programming offered during COVID-19 and shared pictures of the library renovations.

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

Troendle discussed the Workplace of Tomorrow Team, a new city team that is working on the needed steps for the library and other city departments to reopen to the public. The library's rough draft of a reopening plan is due to the City Administrator by May 26. Troendle noted that the library faces unique challenges in reopening. It is not like other city departments, retail shops or grocery stores where customers come in for short periods of times to make a transaction or purchase. The library will likely need to reopen in phases. Washington County Library's (WCL) reopening plans are unknown at this time. Troendle will reach out to the WCL director for an update.

**AGENDA ITEM 7: Facilities & Capital Budget Review**

Lockyear referred trustees to the proposed capital improvement plan (CIP) for 2021-2025 as outlined in the board packet. The Facilities Committee tried to identify a major facilities project for each year. IT-related projects were identified by City IT Manager Rose Holman.

Cox reviewed the 2020 capital budget adjustments included in the board packet. Due to these adjustments, the 2021-2025 plan now includes some of the 2020 items that were removed due to the potential budgetary impacts of COVID-19.

**STILLWATER PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**May 12, 2020**  
**Minutes**

The Facilities Committee asked for the trustees' discussion and input on the proposed CIP, in terms of the following questions:

- Are there library areas/spaces you feel need attention as seen from the view of a patron?
  - Trustees discussed 4<sup>th</sup> Street project and connection to the strategic plan objectives and community use. Carlsen and Lockyear discussed that the goal in 2021 is to replace the 4<sup>th</sup> Street plantings and hire a firm to develop a longer-term plan for 4<sup>th</sup> Street use. The implementation of the longer-term plan may lend itself well to a fundraising effort for trees, benches, etc. Bell wondered if there may be internship possibilities for landscaping design with a local college. Hemer noted that Century has a horticulture program.
  
- In your role as a trustee what do you think of the plan?
  - Hemer liked the organization of the capital items. She assumes that priority going forward would continue to be maintenance of capital items and safety of staff.
  - With upgrades to the Margaret Rivers Room, coffee shop/gallery area, and terrace seating on the CIP, Keliher wondered if would be helpful for the board to have high-level, strategic conversations about the future of large scale events. Decisions about space use would impact furniture and capital needs. Bell noted the board's discussion in April to form a special events task force after the COVID-19 situation resolves a bit.
  
- Are areas or projects missing?
  - Bell commented that furniture replacement was noted for the Margaret Rivers Room, coffee shop area and potentially the terrace. She wondered if there were needs in other areas. Troendle reported that the children's room furniture would be replaced as part of the children's area upgrade, currently planned for 2023. Other furniture does not need replacing in the near-term but should be looked at after 2025.
  
- In addition to City funding, what are the best ways to fund needed improvements?
  - Richie suggested that a grant request be submitted to the Margaret Rivers Fund for the Margaret Rivers Room upgrade.
  
- What are trustees' thoughts about the 2025 projects?
  - Carlsen discussed the Maker Space concept, basically providing a space and tools for patrons to make things. The space may be equipped with a variety of possible equipment, such as 3D printers, sewing machines, or video equipment.
  - Bell asked about the Sci-Fi room remodel as an enclosed conference room. Bell wonders how people will use the meeting rooms when we reopen. This may be contingent upon a new world. Troendle raised a concern about ventilation in that room.
  - Keliher would like to frame the possible projects under 2025 as a good hopper for ideas and priorities that may be relevant in the future. However, as we get closer to 2025, ideas and facility needs will significantly change.

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
May 12, 2020  
Minutes**

**AGENDA ITEM 8: Venue Coordinator**

Troendle reported that conversations have been held with One23. The discussions have been very professional, and the library is working on a transition plan with One23. If a wedding is held at the library, will One23 manage it? If so, is there a cost? Is there any revenue sharing going forward? These details are being discussed, and a new contract would need to be created if One23 continues to provide service.

Events scheduled for May through July have been rescheduled. There are 11 events booked for August through October, with the first event on August 1. One23 has been instructing clients to wait 6 weeks prior to their event date before making a decision on whether to hold event or reschedule. There are 4 events scheduled in 2021. Two of the events were rescheduled from 2020.

Carlsen wondered what would be the simplest wedding the library could offer. Could the library limit the size or the number of caterers? Could the library provide a scaled back service only? Keliher discussed the possibility of doing ceremonies only as the easiest approach. Hemer asked about forming a task force. Bell reported that the Executive Committee thought it would be best to wait to form a task force until after life settles from the pandemic. These ideas can be kept for when the task force is formed.

**AGENDA ITEM 9: Masonry Repair Allocations**

The board discussed the masonry repair allocations presented in the May board packet. The proposal from BRC includes fairly significant work on the 3<sup>rd</sup> street entrance, including repairing the water infiltration behind the bricks of the entrance. BRC will need to use a crane to lift the capstone, stop the issue, and replace capstones.

*Motion to direct any residual funds from the \$27,200 in Library Building Infrastructure capital funds to the cost of the exterior masonry project. Hemer moved. Richie second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Lockyear, Keliher, Richie; No: None.*

*Motion to use supplemental Kilty funds of up to \$5,000 to pay contractor for exterior masonry repairs if needed. Hollatz moved. Lockyear second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Lockyear, Keliher, Richie; No: None.*

**REPORTS**

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

Troendle referred trustees to the reports in the board packet. On behalf of all the staff, Troendle thanked Hemer for her face masks. He asked if there were questions.

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

Treondle reported that the Friends are not meeting during this time. The minutes from the Foundation's meeting begin on page 48 of the board packet. Light a Spark, the Foundation's annual 4<sup>th</sup> of July fundraising event, is canceled.

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
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**AGENDA ITEM 11: Board Committee Reports**

- a) **Board Governance Committee:** None.
- b) **Executive Committee:** Report in packet. The Committee discussed whether the presentations on the annual board calendar should continue. Yes, if possible.
- c) **Facilities Committee:** Report included in packet.
- d) **Finance:** None.
- e) **Board Self-Assessment Task Force:** None.

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

**AGENDA ITEM 18: Adjournment**

Adjourned at 8:36 PM.

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Acknowledgement of Bills Paid in May 2020</b>				
OWNER: <b>Goeltl, Business &amp; Communications Manager</b>		PRESENTER: <b>Troendle, Director</b>		
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>		IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:		
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Approval of May 2020 bills paid</b>				
BACKGROUND/CONTEXT: <b>Following is a bills report summary for the month of May:</b>				
<b>May 2020 (2020 Fiscal Year)</b>				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
<b>Operating Expenditures</b>	\$ 13,474.87	\$ 1,160.43	\$ 3,615.96	\$ 18,251.26
<b>Capital Expenditures</b>	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 13,474.87</b>	<b>\$ 1,160.43</b>	<b>\$ 3,615.96</b>	<b>\$ 18,251.26</b>
<p>Explanations of large or out of the ordinary payments are listed below:</p> <p><i>Bill Resolution: May 5, 2020</i></p> <ul style="list-style-type: none"> <li>• \$2,608.59 paid to Washington County Library for the purchase of e-materials and subscriptions to online databases.</li> <li>• \$2569.09 paid to 4Imprint for journals for the summer reading program. Funded by Friends.</li> </ul> <p><i>Bill Resolution: May 19, 2020</i></p> <ul style="list-style-type: none"> <li>• \$795.00 paid to Stillwater Printing for the COVID-19 print mailer delivered to approximately 15,000 households. Funded by Foundation.</li> <li>• \$1,286.60 paid in legal fees to city attorney for consultation on One23 agreement and on social media policy.</li> </ul>				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>5/5/2020 Bill Resolution – 2020 Bills</b> <b>5/19/2020 Bill Resolution – 2020 Bills</b>				
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
<b>INVOICES PAYABLE</b>						
16KG-RQ9P-1GF4	4/21/2020	Amazon Business	Janitorial Supplies	\$ 8.00	230-4231-2202-0000	Building Repair Supplies
1QR9-9M3I-KJML	4/24/2020	Amazon Business	General Supplies	\$ 19.98	230-4230-2101-0000	General Supplies
1N7H-7PXY-4LLY	4/29/2020	Amazon Business	Face Masks	\$ 199.55	230-4230-4093-0000	COVID-19
5052020	5/5/2020	Brodart Co	Materials - Adult (Lawson)	\$ 39.47	224-4224-2404-0000	Helen Lawson Fund - Other Books
5052020	5/5/2020	Brodart Co	Materials - Juv	\$ 636.66	230-4230-2400-0000	Childrens Books
5052020	5/5/2020	Brodart Co	Materials - Adult Fiction	\$ 474.12	230-4230-2401-0000	Adult Books - Fiction
5052020	5/5/2020	Brodart Co	Materials - Adult Nonfiction	\$ 654.93	230-4230-2405-0000	Adult Books - Non Fiction
5052020	5/5/2020	Brodart Co	Materials - YA	\$ 27.04	230-4230-2406-0000	Teen Books
5052020	5/5/2020	Brodart Co	Materials - Processing	\$ 231.22	230-4230-3404-0000	Processing Fee
5052020	5/5/2020	Brodart Co	Materials - Adult Nonfiction (Athena)	\$ 79.61	235-4235-2101-0000	Library Donations Materials
5052020	5/5/2020	Brodart Co	Materials - Juv (Kraske)	\$ 19.53	235-4235-2101-0000	Library Donations Materials
4292020	4/29/2020	Dosdall Grace	STEM Video (SPLF Programs)	\$ 345.00	232-4232-2407-0000	SPLF - Programs
12574	4/14/2020	Grain Studio Inc	Programs- JUV SRP Logbook (Friends)	\$ 562.50	229-4229-2407-0000	Friends - Programs
72852	4/30/2020	Menards	Bird Deterrence	\$ 77.45	230-4231-2202-0000	Building Repair Supplies
72805	4/30/2020	Menards	Janitorial Supplies	\$ 7.97	230-4231-2102-0000	Janitorial Supplies
71978	4/7/2020	Menards	Bird Deterrence	\$ 145.86	230-4231-2202-0000	Building Repair Supplies
72531	4/16/2020	Menards	Janitorial Supplies	\$ 9.05	230-4231-2102-0000	Janitorial Supplies
W20030587	4/17/2020	Office of MN IT Services	Phone - March 2020	\$ 143.70	230-4231-3101-0000	Telephone
ORD26880	3/31/2020	NADA Used Car Guide	Materials - Reference	\$ 171.40	230-4230-2113-0000	Reference
1356853	4/25/2020	Floyd Total Security	Monitoring May - Aug 2020	\$ 178.20	230-4231-3707-0000	Maintenance Agreements - Lib Plant
17014	4/24/2020	Washington County Library	Materials - Databases (ST Share-Small Eng Rep)	\$ 864.00	230-4230-2114-0000	Data Base Searching
17014	4/24/2020	Washington County Library	Materials - Databases (ST Share- Price It)	\$ 423.65	230-4230-2114-0000	Data Base Searching
17014	4/24/2020	Washington County Library	Materials - EMagazines (ST Share-RB Digital)	\$ 269.62	230-4230-2409-0000	Electronic Materials
17014	4/24/2020	Washington County Library	Materials - EBooks (OD-SJUV)	\$ 1,051.32	230-4230-2409-0000	Electronic Materials
		<b>INVOICES SUBTOTAL</b>		<b>\$ 6,639.83</b>		
<b>CREDIT CARD</b>						
None						
		<b>CREDIT CARD SUBTOTAL</b>		<b>\$ -</b>		
<b>SPECIAL BILL PAYOUTS</b>						
682391319	4/27/2020	Xcel Energy	Gas	\$ 958.80	230-4231-3601-0000	Natural Gas
682391319	4/27/2020	Xcel Energy	Electric	\$ 2,522.21	230-4231-3600-0000	Electricity
19800187	5/4/2020	4Imprint	Programs - Juv SRP Journals (Friends)	\$ 2,569.09	229-4229-2407-0000	Friends - Programs
		<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		<b>\$ 6,050.10</b>		
<b>GRAND TOTAL</b>				<b>\$ 12,689.93</b>		

Submitted for payment

Mark Troendle, Library Director

**2020 Bill Resolutions**

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

Mary Richie, Secretary/Treasurer, Board of Trustees

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
<b>INVOICES PAYABLE</b>						
19NY-7Q7Y-H637	5/14/2020	Amazon Business	Janitorial Supplies	\$ 13.99	230-4231-2102-0000	Janitorial Supplies
19NY-7Q7Y-H637	5/14/2020	Amazon Business	General Supplies	\$ 14.59	230-4230-2101-0000	General Supplies
1NHM-NVPG-HK9F	5/14/2020	Amazon Business	Programming Supplies - Juv (Friends)	\$ 19.89	229-4229-2407-0000	Friends - Programs
1NHM-NVPG-HK9F	5/5/2020	Amazon Business	General Supplies	\$ 14.59	230-4230-2101-0000	General Supplies
5192020	5/19/2020	Brodart Co	Materials - Juv	\$ 348.24	230-4230-2400-0000	Childrens Books
5192020	5/19/2020	Brodart Co	Materials - Adult Fiction	\$ 435.90	230-4230-2401-0000	Adult Books - Fiction
5192020	5/19/2020	Brodart Co	Materials - Adult Nonfiction	\$ 1,545.02	230-4230-2405-0000	Adult Books - Non Fiction
5192020	5/19/2020	Brodart Co	Materials - YA	\$ 40.46	230-4230-2406-0000	Teen Books
5192020	5/19/2020	Brodart Co	Materials - Processing	\$ 475.48	230-4230-3404-0000	Processing Fee
5192020	5/19/2020	Brodart Co	Materials - Adult Nonfiction (Tribute Meinke SPLF)	\$ 20.43	232-4232-2113-0000	SPLF - Materials
5192020	5/19/2020	Brodart Co	Materials - Adult Nonfiction (Athena)	\$ 250.60	235-4235-2101-0000	Library Donations Materials
5192020	5/19/2020	Brodart Co	Materials - Adult Fiction (SciFi Wooley)	\$ 75.27	235-4235-2101-0000	Library Donations Materials
100748309	5/1/2020	Comcast	Internet - May	\$ 188.06	230-4230-3098-0000	Technology Support
306-0244792-3	4/30/2020	Culligan of Stillwater	Water	\$ 21.25	230-4230-4099-0000	Miscellaneous Charges
191075	5/7/2020	Stillwater Printing Co.	COVID Mailer (SPLF)	\$ 795.00	232-4232-4099-0000	SPLF - Miscellaneous Charges
		<b>INVOICES SUBTOTAL</b>		<b>\$ 4,258.77</b>		
<b>CREDIT CARD</b>						
13184097	3/27/2020	Zoom Video Communications	Zoom Monthly Fee	\$ 16.06	230-4230-3098-0000	Technology Support
		<b>CREDIT CARD SUBTOTAL</b>		<b>\$ 16.06</b>		
<b>SPECIAL BILL PAYOUTS</b>						
37000-2011E	4/30/2020	LeVander, Gillen & Miller, P.A.	Legal Fees	\$ 1,286.50	230-4230-3099-0000	Other Professional Services
		<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		<b>\$ 1,286.50</b>		
<b>GRAND TOTAL</b>				<b>\$ 5,561.33</b>		

Submitted for payment

Mark Troendle, Library Director



**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: April 2020 Budget Status Report	
OWNER: Troendle, Library Director Goeltl, Business & Communications Manager	PRESENTER: Troendle, Library Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b> Attached is a budget status report for the period from January 1 – April 30, 2020.</p> <p><u>120 Funds – Capital Projects:</u></p> <ul style="list-style-type: none"> <li>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.</li> <li>\$10,168 expended in C/O &amp; Improvements through April. Payments were made in April to Encompass for the assessment of the upper level ceiling repair and to BlueLine as a down payment for the ceiling work.</li> <li>\$8,644.00 expended in MIS Computer Equipment capital funds through April. This was for the replacement of the children’s self-check machine.</li> </ul> <p><u>230 Funds – Revenues:</u> The budget for library-generated revenues in 2020 was approved at \$132,620.</p> <ul style="list-style-type: none"> <li>Rental Fees: Through February, \$510 was received in rental fees for meetings scheduled at the library. \$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 unknown as the library needs to work through event cancelations, rescheduling, and transition plans with One23.</li> <li>Other Revenue Lines: Due to the impact of the pandemic on library operations, many of the revenue line items are projected to be lower than budgeted. Libraries have extended due dates and waived fees. Our gallery has been closed to the public. Print/copy services have not been available.</li> </ul> <p><u>230 Funds – Expenditures:</u> Operating – Personnel Services: Personnel expenditures total \$283,821.57 through April. Expenditures are running under the budgeted pace of \$300,000.</p> <ul style="list-style-type: none"> <li><i>Pending Journal Entry:</i> Due to the fiscal year change, Finance will need to make journal entry corrections to remove compensation for days worked in 2019 but paid in 2020 (~\$20,000). They will also add in health insurance pre-payments made in 2019 for the 2020 fiscal year (~\$5,500).</li> </ul> <p>Operating – Supplies &amp; Materials: \$14,788.48 in material invoices were paid through April, which is 13.5% of the \$109,260 collection budget. This includes a large standing order purchase of audio books for 2020. Vendors are experiencing lag times in receiving anticipated titles from publishers and in shipping materials to libraries.</p> <ul style="list-style-type: none"> <li><i>Pending Journal Entry:</i> \$6,140.15 was pre-paid in December 2019 to Ebsco Publishing for the purchase of 2020 magazine and newspaper subscriptions from the 230-000-1410-1000 prepaid account. \$3,658.79 of this charge needs to be transferred to the 230-4230-2403-0000 periodicals account. \$1,862.88 was funded by a Foundation grant and needs to be transferred to the Foundation account 232-4232-2113-0000. \$618.48 of this charge was for library professional subscriptions and needs to be transferred to the 230-4230-4001-0000 subscriptions account.</li> <li><i>Pending Journal Entry:</i> \$499.20 was pre-paid in December 2019 to Recorded Books for the 2020 standing order plan for foreign films. This charge needs to be transferred to the 230-4230-2408-0000 film/video account.</li> </ul>	

- *Pending Journal Entry:* \$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 \$21,095.95. \$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 \$36,617.97 through April. Expenditures are running slightly under budgeted pace.

- *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 \$2,789.42, which is 36% 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: \$8,359.15.15 has been paid for building repair charges through April, which is 33% of the \$25,000 budget.

- *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 April Budget Status Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

# General Ledger

## Budget Status

User: kgoeltd  
 Printed: 6/4/2020 - 11:22 AM  
 Period: 1 to 4, 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	10,168.00	10,168.00	46,532.00	0.00	46,532.00	82.07
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	18,812.00	18,812.00	76,188.00	0.00	76,188.00	80.20
	Expense Sub Totals:	95,000.00	18,812.00	18,812.00	76,188.00	0.00	76,188.00	80.20
	Dept 4230 Sub Totals:	95,000.00	18,812.00	18,812.00	76,188.00	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	18,812.00	18,812.00	76,188.00	0.00	76,188.00	80.20
	Fund 120 Sub Totals:	95,000.00	18,812.00	18,812.00	76,188.00	0.00		
	Revenue Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Totals:	95,000.00	18,812.00	18,812.00	76,188.00	0.00	76,188.00	80.20
	Report Totals:	95,000.00	18,812.00	18,812.00	76,188.00	0.00		

# General Ledger

## Budget Status

User: kgoeltd  
 Printed: 6/4/2020 - 11:17 AM  
 Period: 1 to 4, 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	380.84	380.84	1,119.16	0.00	1,119.16	74.61
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	495.50	495.50	2,504.50	0.00	2,504.50	83.48
230-0000-3880-0040	Processing Fees	6,000.00	376.89	376.89	5,623.11	0.00	5,623.11	93.72
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	1,356.66	1,356.66	11,063.34	0.00	11,063.34	89.08
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,353,200.00	451,066.68	451,066.68	902,133.32	0.00	902,133.32	66.67
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	451,066.68	451,066.68	902,133.32	0.00	902,133.32	66.67
	Revenue Sub Totals:	1,485,820.00	454,780.58	454,780.58	1,031,039.42	0.00	1,031,039.42	69.39
	Dept 0000 Sub Totals:	-1,485,820.00	-454,780.58	-454,780.58	-1,031,039.42	0.00		
Dept 230-4230 E05	LIBRARY OPERATIONS PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	415,990.56	53,267.50	53,267.50	362,723.06	0.00	362,723.06	87.20
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	8,906.49	8,906.49	-8,906.49	0.00	-8,906.49	0.00
230-4230-1113-0000	Vacation Pay	0.00	11,308.80	11,308.80	-11,308.80	0.00	-11,308.80	0.00
230-4230-1200-0000	Part Time Salaries	350,945.44	154,733.49	154,733.49	196,211.95	0.00	196,211.95	55.91
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	15,952.64	15,952.64	41,567.56	0.00	41,567.56	72.27
230-4230-1420-0000	FICA/Medicare	58,108.36	17,320.59	17,320.59	40,787.77	0.00	40,787.77	70.19
230-4230-1500-0000	Hospital / Medical	88,359.48	20,991.32	20,991.32	67,368.16	0.00	67,368.16	76.24
230-4230-1520-0000	Dental Insurance	2,684.40	1,111.86	1,111.86	1,572.54	0.00	1,572.54	58.58
230-4230-1540-0000	Life Insurance	622.68	149.50	149.50	473.18	0.00	473.18	75.99
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	283,821.57	283,821.57	690,409.55	0.00	690,409.55	70.87
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	2,350.65	2,350.65	2,149.35	0.00	2,149.35	47.76
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	1,586.85	1,586.85	19,423.15	0.00	19,423.15	92.45
230-4230-2401-0000	Adult Books - Fiction	21,450.00	2,828.25	2,828.25	18,621.75	0.00	18,621.75	86.81
230-4230-2402-0000	Audio	15,400.00	4,409.93	4,409.93	10,990.07	0.00	10,990.07	71.36
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	3,868.67	3,868.67	16,481.33	0.00	16,481.33	80.99
230-4230-2406-0000	Teen Books - Materials	5,500.00	627.84	627.84	4,872.16	0.00	4,872.16	88.58
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	730.41	730.41	7,519.59	0.00	7,519.59	91.15
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	17,139.13	17,139.13	98,270.87	0.00	98,270.87	85.15
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	10,700.00	1,985.70	1,985.70	8,714.30	0.00	8,714.30	81.44

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	7,336.00	7,336.00	45,932.00	0.00	45,932.00	86.23
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	122.33	122.33	1,377.67	0.00	1,377.67	91.84
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	1,023.72	1,023.72	6,776.28	0.00	6,776.28	86.88
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	1,549.28	1,549.28	12,450.72	0.00	12,450.72	88.93
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	21,095.95	21,095.95	2,404.05	0.00	2,404.05	10.23
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	73.48	73.48	326.52	0.00	326.52	81.63
	E15 Sub Totals:	122,497.12	33,256.46	33,256.46	89,240.66	0.00	89,240.66	72.85
E20	MISCELLANEOUS							
230-4230-4000-0000	Memberships and Dues	1,200.00	300.00	300.00	900.00	0.00	900.00	75.00
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	617.20	617.20	-617.20	0.00	-617.20	0.00
230-4230-4099-0000	Miscellaneous Charges	3,000.00	192.41	192.41	2,807.59	0.00	2,807.59	93.59
	E20 Sub Totals:	4,825.00	1,109.61	1,109.61	3,715.39	0.00	3,715.39	77.00
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	335,326.77	335,326.77	881,636.47	0.00	881,636.47	72.45
	Dept 4230 Sub Totals:	1,216,963.24	335,326.77	335,326.77	881,636.47	0.00		
Dept 230-4231	LIBRARY PLANT							
E05	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	83,851.58	15,527.05	15,527.05	68,324.53	0.00	68,324.53	81.48
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	1,141.53	1,141.53	-1,141.53	0.00	-1,141.53	0.00
230-4231-1113-0000	Vacation Pay	0.00	2,646.34	2,646.34	-2,646.34	0.00	-2,646.34	0.00
230-4231-1200-0000	Part Time Salaries	14,937.00	7,532.39	7,532.39	7,404.61	0.00	7,404.61	49.57
230-4231-1410-0000	PERA	7,089.49	1,851.64	1,851.64	5,237.85	0.00	5,237.85	73.88
230-4231-1420-0000	FICA/Medicare	7,557.33	1,992.93	1,992.93	5,564.40	0.00	5,564.40	73.63
230-4231-1500-0000	Hospital / Medical	13,077.00	5,522.54	5,522.54	7,554.46	0.00	7,554.46	57.77
230-4231-1520-0000	Dental Insurance	757.80	373.26	373.26	384.54	0.00	384.54	50.74

<b>Account Number</b>	<b>Description</b>	<b>Budget Amount</b>	<b>Period Amount</b>	<b>YTD Amount</b>	<b>YTD Var</b>	<b>Encumbered Amount</b>	<b>Available</b>	<b>% Available</b>
230-4231-1540-0000	Life Insurance	87.00	30.29	30.29	56.71	0.00	56.71	65.18
230-4231-1990-0000	Grant Pass Thru	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>E05 Sub Totals:</b>	<b>127,357.20</b>	<b>36,617.97</b>	<b>36,617.97</b>	<b>90,739.23</b>	<b>0.00</b>	<b>90,739.23</b>	<b>71.25</b>
<b>E10</b>	<b>SUPPLIES</b>							
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	1,079.39	1,079.39	3,420.61	0.00	3,420.61	76.01
230-4231-2202-0000	Building Repair Supplies	1,500.00	1,710.03	1,710.03	-210.03	0.00	-210.03	0.00
230-4231-2203-0000	Furn/Air Cond Repair Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-2302-0000	Other Minor Equipment	800.00	0.00	0.00	800.00	0.00	800.00	100.00
	<b>E10 Sub Totals:</b>	<b>7,800.00</b>	<b>2,789.42</b>	<b>2,789.42</b>	<b>5,010.58</b>	<b>0.00</b>	<b>5,010.58</b>	<b>64.24</b>
<b>E15</b>	<b>SERVICES AND CHARGES</b>							
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	143.70	143.70	1,556.30	0.00	1,556.30	91.55
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	6,899.24	6,899.24	39,300.76	0.00	39,300.76	85.07
230-4231-3601-0000	Natural Gas	13,200.00	4,886.86	4,886.86	8,313.14	0.00	8,313.14	62.98
230-4231-3703-0000	Building Repair Charges	25,000.00	8,359.15	8,359.15	16,640.85	0.00	16,640.85	66.56
230-4231-3707-0000	Maintenance Agreements	10,500.00	5,451.78	5,451.78	5,048.22	0.00	5,048.22	48.08
230-4231-3713-0000	Computer Maint Agreements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>E15 Sub Totals:</b>	<b>132,600.00</b>	<b>25,740.73</b>	<b>25,740.73</b>	<b>106,859.27</b>	<b>0.00</b>	<b>106,859.27</b>	<b>80.59</b>
<b>E20</b>	<b>MISCELLANEOUS</b>							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	302.96	302.96	797.04	0.00	797.04	72.46
	<b>E20 Sub Totals:</b>	<b>1,100.00</b>	<b>302.96</b>	<b>302.96</b>	<b>797.04</b>	<b>0.00</b>	<b>797.04</b>	<b>72.46</b>
<b>E40</b>	<b>OTHER FINANCING USES</b>							
230-4231-9490-0000	Transfer Out-Cap Proj Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>E40 Sub Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Expense Sub Totals:</b>	<b>268,857.20</b>	<b>65,451.08</b>	<b>65,451.08</b>	<b>203,406.12</b>	<b>0.00</b>	<b>203,406.12</b>	<b>75.66</b>
	<b>Dept 4231 Sub Totals:</b>	<b>268,857.20</b>	<b>65,451.08</b>	<b>65,451.08</b>	<b>203,406.12</b>	<b>0.00</b>		
Dept 230-4900	<b>IMPROVEMENT PROJECTS</b>							
<b>E15</b>	<b>SERVICES AND CHARGES</b>							
230-4900-3099-0000	Other Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>E15 Sub Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>E25</b>	<b>CAPITAL OUTLAY</b>							
230-4900-5200-0000	C/O & Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>E25 Sub Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Expense Sub Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Account Number</b>	<b>Description</b>	<b>Budget Amount</b>	<b>Period Amount</b>	<b>YTD Amount</b>	<b>YTD Var</b>	<b>Encumbered Amount</b>	<b>Available</b>	<b>% Available</b>
	Dept 4900 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
	Fund Revenue Sub Totals:	1,485,820.00	454,780.58	454,780.58	1,031,039.42	0.00	1,031,039.42	69.39
	Fund Expense Sub Totals:	1,485,820.44	400,777.85	400,777.85	1,085,042.59	0.00	1,085,042.59	73.03
	Fund 230 Sub Totals:	0.44	-54,002.73	-54,002.73	54,003.17	0.00		



**Agenda Items Details**

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

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>2021 Operating Budget Planning</b>																																																	
OWNER: Finance Committee Mark Troendle, Director Keri Goeltl, Business & Communications Manager	PRESENTER: Finance Committee																																																
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:																																																
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<p>BACKGROUND/CONTEXT:</p> <p>The Finance Committee, Troendle and Goeltl met on June 2, 2020, regarding a preliminary plan for the 2021 operating budget request. Due to possible budgetary implications related to COVID-19, two budget scenarios were considered – a budget with a flat transfer-in from the city’s general fund and a budget with a 5% increase of \$67,600 from the general fund.</p> <p>As a starting point for both scenarios, the following budget adjustments were made:</p> <ul style="list-style-type: none"> <li>• Negotiated wage scales, wage adjustments and step increases from the 2020-2021 Labor Agreement were included.</li> <li>• Insurance costs were budgeted at a 15% increase for medical and a 5% increase for dental.</li> <li>• Both revenue and professional service expenditures from special events were projected at \$0.</li> <li>• All other budgetary line items were reviewed and adjusted for a net savings of \$13,750.</li> </ul> <p>The adjustments above would result in an \$114,000 deficit for the flat budget scenario and \$46,500 deficit for the 5% increase scenario. To balance the library’s 2021 city budget request, these amounts would need to be cut from expenditures and/or raised as revenue. The Finance Committee would like to obtain trustee feedback on the following possible cost-cutting options for consideration:</p>																																																	
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*Savings projected from reduced library hours would be from non-union shelver and substitute positions.																																																	
The use of supplemental funds may, to some extent, be able to offset possible cost-cutting measures. However, our typical funding partners will likely be affected by COVID-19 with reduced investment balances and canceled fundraising events. Budget impacts from COVID-19 to government, private, and non-profit entities are likely to extend beyond 2021.																																																	
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PREVIOUS ACTION ON ITEM:																																																	
REVIEWED BY COMMITTEE?: Finance Committee																																																	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Special Events Task Force</b>	
OWNER: <b>Executive Committee</b>	PRESENTER: <b>Bell, President</b>
REQUESTED AGENDA TYPE (A, I, D): <b>D</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: <p>The Executive Committee was consulted for guidance on how to handle two recent requests to use the terrace for private events other than weddings. These specific requests were then addressed. However, it resulted in a discussion by the Executive Committee that would benefit from input by the full board since requests to schedule community events on the terrace or in meeting rooms are likely to continue after the One23 contract ends.</p> <p>Discussion points may include:</p> <ul style="list-style-type: none"> <li>• Should a task force be formed now or later?</li> <li>• What instructions should be given to the task force? What is their charge?</li> <li>• What policy changes are needed?</li> <li>• What are the implications for staff?</li> <li>• What would be the fee structure?</li> </ul>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

<p>AGENDA ITEM NAME &amp; BRIEF DESCRIPTION: <b>Library Reopening to Public and for Private Events</b></p>	
<p>OWNER: <b>Executive Committee</b></p>	<p>PRESENTER: <b>Bell, President</b> <b>Troendle, Director</b></p>
<p>REQUESTED AGENDA TYPE (A, I, D): <b>A</b></p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1<sup>st</sup> READ, 2<sup>nd</sup> READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</p> <p>(A) Request approval for Stillwater Public Library to remain closed to in-person public visits through at least July 31, 2020.</p> <p>(B) Determine how to proceed with private events previously scheduled for August 1, 2020, through 2021.</p>	
<p>BACKGROUND/CONTEXT:</p> <p>Two distinct but intertwined actions are requested:</p> <p>(A) The Executive Committee recommends keeping the library closed to in-person public visits through at least July 31, 2020, for multiple reasons, including:</p> <ul style="list-style-type: none"> <li>• By doing so, we will reduce opportunities for transmission of the SARS-CoV-2 coronavirus during this public health emergency. The committee discussed continuing to make the library part of the solution, rather than an additional risk factor in the community.</li> <li>• The City has canceled all public events through July 31.</li> <li>• Reopening guidance specific to libraries is lacking. As this is a novel coronavirus, much remains unknown. Remaining closed means that we may benefit from additional guidance being formulated by experts in the field that is not yet available.</li> <li>• Certain cleaning and sanitizing supplies are already difficult to acquire in the quantities needed if the library were to reopen too soon, and with businesses reopening the availability of these supplies is further constrained.</li> <li>• Staff retention may be an issue if we reopen too soon. There are concerns that some patrons will not wear masks or abide by social distancing requests, placing others at potential risk, especially before we’ve even reached the pandemic’s projected peak.</li> <li>• The library is able to safely provide a variety of remote, virtual, and contactless services. And the library is exploring ways to expand such services.</li> <li>• The committee reviewed a list of “Things to Consider,” which is attached following this cover sheet as an informational item. Certain items require more time to work on, while others would benefit from professional guidance.</li> </ul> <p>The Executive Committee discussed an extended closure period, even beyond summer, as a way to protect staff and patrons, which would also allow staff to focus on providing enhanced remote, virtual, and contactless services and programs. Related to this discussion, when the library is prepared to move to its next phase of reopening, what level of service should be offered? The Executive Committee discussed a preference for not reopening to in-person visits until a more full library experience can be provided, beyond limited computer appointments. For planning purposes, it would be helpful for staff to have guidance from the board on the scope of services envisioned during the next phase.</p>	



Already implemented

- Masks for EEs
- Social distancing measures, including signage and relocating staff workstations
- Gloves and hand sanitizer were previously in place and continue to be used
- Signage, but it needs to be enhanced before reopening
- Repeated communication of CDC guidelines
- Staggered work shifts
- Remote working from home
- Virtual programs for the public
- Curbside pick-up of holds for the public; staff wait 30 minutes before entering ramp after the pick-up time concludes for the day
- Phone and email assistance for the public
- Online and phone library card registration for the public
- Returned collection materials are quarantined for 3 days before staff handle the materials
- Prior to closing, toys and other hard-to-clean objects were removed from public use and they will continue to be unavailable for public use for an indefinite period of time
- Meeting room reservations cannot be placed by the public as it's unknown when those spaces will be available again
- HVAC fresh air exchange rate increased

Before we reopen, need to consider the following:

1. PPE
  1. Will work with city to acquire future supplies, but they are limited, too
  2. Masks
  3. Wipes – need more
  4. Hand sanitizer – need more
  5. Gloves
  6. Barriers at Public Services desk, internet stations, welcome area, greeter desk, SCC room, urinals, etc.; discussions and consults underway.
  7. Face shields or eye shields – make available to staff working with public when not behind another barrier
  8. Other protective measures (e.g., gowns)?
2. Phased reopening – what does that look like? What will work for this library and community?
  1. Initially, no meeting rooms, in-person programming, outreach, or volunteers.
  2. When we reopen will be, among other things, contingent on state and local guidance, and our overall state of readiness to do so.
  3. When we reopen, do we:
    - i. Reduce hours of operation?
    - ii. Reduce access points from 3 to 2 (ramp and 3<sup>rd</sup> ST)?

- iii. Limit number of people in the building? How long may patrons stay if we do? How do we realistically track?
- iv. Reduce seating at tables. What do we do with extra chairs? Leave as is?
- v. Eliminate seating other than internet? Restrict or request patrons limit their time in the library to one hour and not linger?
- vi. Limit internet use? Define parameters. Clean after each use. Keyboard covers? Washable keyboards?
- vii. Move offline internet stations to other locations so they can also be used? Equip at least one study room with a computer? Put physical barriers between internet stations?
- viii. Check out laptops with hotspots instead of allowing patrons into building to use computers?
- ix. Do we help people at internet stations requiring assistance? Do we only help if we can remain at least 6' apart and the patron is wearing a mask? Do we only provide remote-in help (IT would need to provide software)? Do we need a movable, physical barrier if we are closer (discussed with Shain)? A laser pointer may be helpful in certain situations.
- x. Limit people to the gallery and/or MR for internet and/or holds pick-up before reopening more fully as an intermediate step? Do we have staff in the Conference Room or old coffee shop, protected by a Plexiglas barrier, be available for questions? No video camera in MR. More area to clean.
- xi. Consider locker option, either onsite or remote, for contactless pickup.
- xii. Limit elevator use to certain floors only?

### 3. Cleaning/Disinfection

- 1. Frequency once open? High-touch areas will require extra attention.
- 2. Will we need to schedule more custodial hours? And budget for more custodial hours in 2021?
- 3. Equipment needed
  - i. Electrostatic sprayer and appropriate disinfectant?
- 4. Collection materials
  - i. When will IMLS come out with new recommendations for handling materials safely? IMLS is part of a public-private partnership developing science-based protocols.
  - ii. Accepting and sorting book sale donations?
- 5. Hygiene/handwashing stations – locations that would benefit, if fully open:
  - i. 4<sup>th</sup> ST entrance (gels & wipes)
  - ii. UL elevator by MR (gel)
  - iii. Mezzanine (gel)
  - iv. Main floor by recycling/selfcheck (gel & wipes)
  - v. Main floor selfcheck by Circ workroom (gel & wipes)
  - vi. Main floor teen computer area (gel and wipes)
  - vii. Ramp entrance (gel)
  - viii. 3<sup>rd</sup> ST entrance (gel)
  - ix. Staff entrance (gel)

4. Training
  1. Use of PPE for all staff? Video? In-person?
  2. Review new procedures with Substitute Custodians. Communicated how?
5. PR/Signage
  1. Website/social media/Library Corner
    - i. Updates and timelines when known
  2. Interior signage enhancements—floor and freestanding
    - i. Wash hands
    - ii. Social distancing
    - iii. When reopened, would it help to put “nametag signage” on staff workstations/phones at the Public Services desk so staff aren’t picking up a phone or using a keyboard someone else used before wiping it? Can’t be a shared workspace in the same sense as it was before.
6. Questions/Comments
  1. What if someone gets sick and exposed people here? Shut down for “x” days and deep clean? Contact tracing only? Privacy issues with contact tracing in terms of the public.
  2. How can the library go cashless, or move more towards that, when it eventually reopens? To do so, would need copier/printer station to be able to accept credit cards or contactless payment options. Also, other libraries are permitted to use a donation box for patrons who purchase items for sale by Friends of the Library. Here that is not permitted and staff have to handle and count those small sums. It would be helpful if these issues could be revisited by Finance or auditors in the future.
  3. Encourage vs. require patrons to wear masks? Enforcement if required? Prefer encouraging use of masks with education component. Do we sell masks or provide for free? Selling requires taking in money.
  4. May have new patron behavioral issues we will need to address and provide training for to staff.
  5. In restrooms, create more distancing by restricting access to every other stall? Example: UL men’s RR has 2 urinals and 2 stalls – should that be reduced to 1 urinal and 1 stall? Women’s UL RR has 6 stalls – reduce that to 3? Also, where we have 3 sinks together, do tape off the middle one to promote social distancing? Or is that causing more problems by funneling more people to fewer stalls and sinks?
  6. Should water fountains be turned off? Water bottle filling station?
  7. Temp scans for EEs and/or the public? We had approximately 144,000 visitors come to the library last year. Do we purchase thermal scanners for public access points? Procedure? Who monitors? Is patron required to leave if they have a high temp? Should staff who approach such a patron need to wear more PPE than other staff?
  8. Pick-up service for remote printing jobs being explored.
  9. What else can we do to keep staff and the public safe?
  10. Insurance compensation from lost wedding revenue? Research indicates not allowable with our policy parameters.
7. Current and Future Phases

Phase 1 – Current State of Operations:
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1. Curbside pick-up of holds
2. Remote assistance
3. Virtual programs
4. Exploring expanded services
5. No in-person visits

Phase 2 – Option 1 – Computer Appointments Only:
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1. Curbside continues, which means no parking in the ramp
2. In-person limited to computer appointments only
  - a. Computers stay where they are (with some turned off to provide necessary distance), though perhaps some could be moved to adjacent areas to allow more stations.
    - i. *Alternately, we could move computers to MR, but that is a lot of moving and reconfiguring for IT. Could consider using laptops instead, to avoid the data cabling question. No camera or line of sight to monitor and provide assistance, though, unless a staff member was stationed in or near area and/or a video camera installed. Where would staff be situated? Safety concerns?*
  - b. Time limit of 60 minutes with a 30-minute break between sessions to allow for staff cleaning of surfaces and time for patrons to exit/arrive to reduce overlap.
  - c. Limit to 3 or 6 patrons in building at one time?
  - d. Number of patrons limited to number of stations? What if they have children or another person to help them on the computer?
  - e. Those with appointments are let in at the locked 4<sup>th</sup> ST entrance.
  - f. Have one staff member in PPE at 4<sup>th</sup> ST to let patrons in, direct to elevator or stairs, and make sure door is secured after being opened.
  - g. Cordon off areas restricted from public access.
  - h. Move computers to allow more to be used? More area/equipment to clean. Line of sight needs to be taken into account.
  - i. Time buffer between sessions to allow cleaning. Who cleans? How?
  - j. Print/copy payment? Cashless options questions not yet answered. Offer free, limited printing?
  - k. Barriers at Public Services desk and b/t computers.
  - l. Staff assistance provided only if there is a physical barrier or the patron wears a mask and there is 6' of social distancing?
  - m. Have to staff for the level of assistance offered and number of patrons per session.
  - n. Face shields for staff (optional)
  - o. Remote-in software?
  - p. Hours/Days? Only during times when prep for curbside isn't occurring because that is a very busy time for staff. What if we expand curbside delivery?
3. Hygiene stations by 4<sup>th</sup> ST, computers, and on mezzanine level
4. Restrooms limited to mezzanine level for the public. Cleaning/sanitizing frequency?
5. Mezzanine water fountain access?
6. Virtual programs only
7. No browsing, meetings, or sitting (except at computers)

8. Public encouraged to wear face masks

**Phase 2 – Option 2 – More Than Computer Appointments & More Aligned With Executive Committee:**

1. Curbside goes away after extended closure; perhaps consider continuing with special exceptions if some patrons are uncomfortable coming inside
2. Parking ramp open and all public entrances/areas accessible
3. Patron access includes computer use (appropriately spaced), picking up and checking out holds, browsing shelves, circ/ref assistance, but with limited seating throughout library. Time limit on computer use? Building accessible, but we want to minimize lingering by any significant number of people. Questions around homework area, puppet theater, children's loft area, teen room.
4. Cashless option questions not answered.
5. Capacity limited to x%? May not need to measure given the following occupancy limits at full capacity and the fact there would be no in-person meetings or programming during this phase:
  - a. Upper level interior limit is 340
  - b. Lower level interior level, excluding ramp, is 386
  - c. Terrace occupancy limit is 500
6. Barriers at Public Services desk, between computers, etc.
7. Social distancing floor signage
8. Face shields for staff (optional)
9. Access to water fountains and bottle filling station?
10. Virtual programs continue
11. No in-person public meetings or programs
12. No volunteers at greeter desk
13. Cleaning/sanitizing frequency?
14. Public encouraged to wear face masks
15. When in areas with no barriers, only provide assistance to patrons who wear masks if 6' of distance can't be maintained?
16. Expanded deployment of hygiene stations
17. Hours may need to be limited to accommodate additional cleaning.

**Phase 3**

1. All of Phase 2 – Option 2, plus:
  - a. Expanded seating options
  - b. Smaller programs and meetings allowed if the group size conforms to the current public health guidelines at that time and social distancing maintained
2. Return of volunteers?
3. Hours?

**Phase 4**

1. Return to more traditional operations, with large in-person programs permissible, etc.



## EMPLOYER PREPAREDNESS PLAN REQUIREMENTS CHECKLIST

Before hosting groups over 10 people, faith-based communities, places of worship, funeral homes, and other venues that offer gathering space for wedding, funerals, and planned services such as worship, rituals, prayer meetings, scripture studies, must develop and implement a COVID-19 Preparedness Plan that addresses the following components. The Plan must be evaluated, monitored, executed, and updated under the supervision of a designated Plan Administrator within your organization or leadership structure (including a “church” as that term is used in the Internal Revenue Code).

The Plan must be posted on site in an easily accessible location that will allow for the Plan to be readily reviewed by all leadership, staff, and volunteers.

Please note: Occupancy must be reduced to accommodate for the required social distancing of at least six feet between people who do not live in the same household.  
**In indoor settings, occupancy must not exceed 25% of total occupancy, with a maximum of 250 people in a single self-contained space. In outdoor settings, gatherings must not exceed 250 people.**

Please note: This guidance is limited to weddings, funerals, and faith-based services as described above and does **not** apply to related celebrations or social gatherings. Such social gatherings continue to be limited to 10 people.

The consumption of food and beverages beyond what is necessary for a planned service or ritual is also prohibited. This includes gatherings after services to share food, drink and community both indoors and outdoors. Congregants should be encouraged to exit directly after services and return to their cars or other mode of transportation.

Faith Leaders, Staff, and Volunteers, including those responsible for using the facility for support groups or other activities, are all considered “Staff” in this document.

Large gatherings continue to present a risk for increasing the spread of COVID-19. All faith communities are encouraged to provide remote services and have the right to choose not to open or host large gatherings.

### KEY REQUIREMENTS:

- ▶ Develop and implement a COVID-19 Preparedness Plan
- ▶ In indoor settings, occupancy must not exceed 25% of total capacity, with a maximum of 250 people in a single self-contained space
- ▶ In outdoor settings, gatherings must not exceed 250 people
- ▶ Strongly encourage all persons to wear masks

## STAFF PROTECTIONS AND PROTOCOLS

### Ensure sick workers stay home

1. Establish health screening protocols for workers at the start of each shift (e.g. health screening survey, taking temperature). See the Minnesota Department of Health (MDH)'s Visitor and Employee Health Screening Checklist ([www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)). The checklist is also available in Hmong, Somali, and Spanish ([www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)).
2. Staff with COVID-19 symptoms should be sent home immediately. If they cannot be sent home immediately, isolate them in a closed room until they can be sent home. Staff who have been in close contact with a household member with COVID-19 should not be at work until their quarantine period is finished.
  - Symptoms of COVID-19 can include fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell. Other less common symptoms include gastrointestinal symptoms like nausea, vomiting, or diarrhea.
3. Establish communication protocols and steps to take when staff have been exposed to COVID-19 in the workplace.
4. Designate an individual to maintain communication with and gather information from staff who may be ill, as to ensure the privacy of staff is maintained.
5. Establish staff sickness reporting protocols.
6. Establish protocols for staff to return to work and follow MDH Guidance ([www.health.state.mn.us/diseases/coronavirus/returntowork.pdf](http://www.health.state.mn.us/diseases/coronavirus/returntowork.pdf)).
7. Establish a process to identify contact between infected staff and other staff who may have been exposed. (CDC Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020 ([www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html))).
8. Evaluate and adjust sick leave policies to reflect the need for isolation and incentivize workers who are sick to stay home.
9. Strongly urge all “at risk” staff and members of vulnerable populations to stay home and participate in services remotely. See Executive Order 20-55 ([www.leg.state.mn.us/archive/execorders/20-55.pdf](http://www.leg.state.mn.us/archive/execorders/20-55.pdf)); CDC's People Who are at Higher Risk for Severe Illness ([www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html](http://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html)) and Executive Order 20-55 ([www.leg.state.mn.us/archive/execorders/20-55.pdf](http://www.leg.state.mn.us/archive/execorders/20-55.pdf)). Vulnerable staff should be encouraged to self-identify, and employers should avoid making unnecessary medical inquiries. Employers should urge such workers to stay home whenever possible and take particular care to reduce these workers' risk of exposure.
10. Clearly communicate sick leave policies to all staff.

### Social distancing – Staff must be at least six-feet apart

1. Maximize remote-working: Staff who are able to work from home must work from home.
2. Stagger shifts and breaks; Extend work-hours and implement flexible scheduling to reduce number of staff in the same place at the same time.
3. Evaluate traffic patterns and “choke points” to reduce crowding at entrances, in hallways, elevators, waiting areas, break areas, common areas, etc.
4. Limit staff meetings to 10 people or less.
5. Limit the number of people in restrooms at the same time.
6. Ensure physical distancing in work areas, including at workstations, break rooms, shared projects requiring people to work together to adapt the physical space, event preparation, etc.
7. Maintain at least a 6-foot distance for any worker interaction.
8. Increase physical space between staff and the public to at least 6 feet whenever interacting.

### Staff hygiene and source controls

1. **Ensure staff regularly wash their hands.** Ensure handwashing and/or hand-sanitizer facilities are readily available and appropriately stocked.
2. Provide recommended protective supplies, such as non-medical cloth face coverings, gloves, disinfectant, shields, etc., appropriate to the task of the staff.
3. Post “hand-washing” and “cover your cough” signs. See: [www.health.state.mn.us/people/cyc/index.html](http://www.health.state.mn.us/people/cyc/index.html) and [www.health.state.mn.us/people/handhygiene/materials.html](http://www.health.state.mn.us/people/handhygiene/materials.html).





4. Staff should wear face masks when working in shared office space or when working on projects with others for extended periods of time.
5. Doors to multi-stall restrooms should be able to be opened and closed without touching the handles, opening-devices, or powered door-operators with the hand, whenever possible. If the door cannot be opened without touching the handle or door-operator, place trash-receptacle by the door to ensure a paper towel can be readily disposed of when operating the door. The location and positioning of waste-receptacles should not interfere with Life Safety requirements (e.g. egress, evacuation, emergency equipment) or any reasonable accommodations provided under the Americans with Disabilities Act.
6. Community drinking stations and water-fountains should not be available/used. Touchless water-filling stations may still be provided
7. Food should not be shared communally.
8. Provide tissues for proper cough/sneeze etiquette and no-touch disposal bins.

### Building and ventilation protocols

**General Building Conditions:** Buildings must be assessed to determine the status and capacities of the utility-systems within the building (e.g. ventilation, water-supply, sewer, gas), as well as potential issues associated with vermin, molds, and mildew, prior to putting the building into an operational status.

1. Follow established protocols for starting mechanical, electrical, plumbing, life-safety, and other systems after non-use according to the Authorities Having Jurisdiction.
2. Assess the building for indications of pest and vermin infestation, and consult a pest-control professional as appropriate.
3. See CDC’s Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation ([www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html](http://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html)).
4. Windows, fans, and air conditioning: CDC recommends working with facility management to determine how often to change air filters and to improve ventilation and exchanges for air from outside to the extent possible.

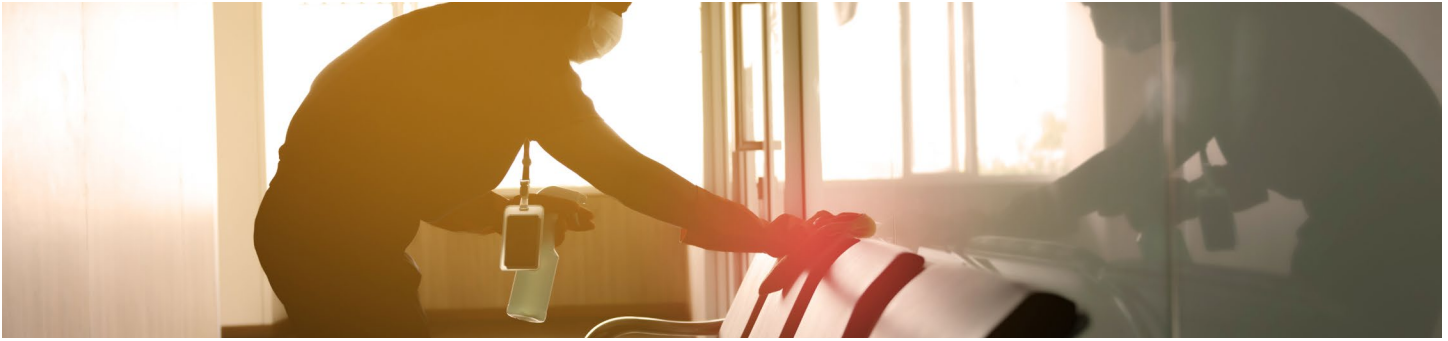
**Day-To-Day Operations:** Once systems are in a safe operational status, ensure the following practices and protocols are maintained:

1. Continuously maximize fresh-air into the work and communal spaces. Eliminate air recirculation.
2. Minimize air-flow from blowing across people.
3. If your facility has air conditioning:
  - Supplement ventilation-system with the use of portable HEPA filter units whenever possible.
  - Keep systems running longer hours (24/7 if possible) to enhance the ability to filter contaminants out of the air.
4. If you have the capacity to do so, the following is also recommended:
  - Maintain relative humidity levels of RH 40-60%
  - Add a flush cycle to the controls of the HVAC system, and run HVAC systems for 2-hours before and after occupancy if your system allows for this.
  - Check and rebalance the HVAC system to provide negative air-pressure whenever possible.
5. Consult an HVAC professional or the American Society of Heating, Refrigerating and Air-Conditioning Engineers to ensure proper ventilation is provided, and ventilation-systems are properly maintained. See ASHRAE’s COVID-19 Preparedness Resources ([www.ashrae.org/technical-resources/resources](http://www.ashrae.org/technical-resources/resources)).

### Drop-off, pick-up, and delivery practices and protocols

1. Receive deliveries via a contactless method whenever you can.
2. Provide for contactless deliveries that promote delivery at a doorstep, where persons maintain a distance at least 6-feet away while verifying receipt of the delivery between the staff and the delivery person. Whenever possible, attempt to do everything electronically (e.g. app, phone) to eliminate the need for close contact between staff and delivery personnel.
3. Staff must maintain a distance 6-feet or greater from others during interactions while receiving or exchanging deliveries.
4. Staff must minimize the unnecessary exchanging or sharing of scanners, pens, or other tools with delivery personnel.





## Work and gathering space cleaning and disinfection protocols

1. Establish a documented sanitation schedule and checklist, identifying surfaces/equipment to be sanitized, the agent to be used, and the frequency at which sanitation occurs.
2. Routinely clean and disinfect all areas, such as offices, restrooms, common areas, shared electronic equipment, instruments, tools, controls, etc.
3. Electronic devices (e.g. light-switches, circuit-breakers) should not be sanitized with a liquid agent. Consider covering switches/devices with a poly-covering that allows the user to manipulate the device without touching the switch, and change out the poly-covering frequently. Electronic devices must be sanitized only when disconnected from the power-source, and sanitized in accordance with the listing/labeling requirements.
4. Personal equipment, items used in rituals or services, microphones, and phones should not be shared or, if shared, should be disinfected after each use.
5. Frequently clean all high-touch items, such as doorknobs, countertops, barriers, railings, handles, ends of pews, tops of chairs, and other surfaces.
6. Implement immediate cleaning and disinfecting of the work and gathering space if a staff, member, or visitor becomes ill with COVID-19. See CDC's Cleaning and Disinfecting Your Facility ([www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)).
7. Select appropriate and ensure the needed supply of disinfectants – consider effectiveness and safety. The U.S. Environmental Protection Agency's (EPA) **List N** has identified a list of products that meet EPA's criteria for use against SARS-CoV-2. See EPA's List N: Disinfectants for Use Against SARS-CoV-2 ([www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)).
8. Review product labels and Safety Data Sheets, follow manufacturer specifications, and use required personal protective equipment for the product.
9. Hymnals and religious texts should be removed as they cannot be effectively cleaned. Consider the following options:
  - Use projectors to guide participants through the order, prayers, and texts of the service.
  - Distribute paper copies in a way that minimizes contact by anyone but the service participant, and do not reuse.
  - Provide electronic copies of text used for services to participants to access on their personal devices prior to the service.

## Communications and training practices and protocol

1. All leadership and staff must be trained regarding COVID-19 exposure, as well as applicable policies, procedures, practices, and protocols.
2. Organizations and facilities must ensure the COVID-19 Preparedness Plan is posted in easily accessible locations and is shared with and reviewed by all staff.
3. Organizations and facilities must ensure the necessary or required rules and practices are communicated to members and renters or other users of their space (e.g. community groups, support groups, etc.), and adequately enforce their provisions.
4. Staff must ensure they comply with and follow established rules and practices.
5. Communication to educate members and participants about the steps being taken for their protection to mitigate the spread of COVID-19 is encouraged. Protective measures should be communicated to members and participants prior to, and at the start of, the event or gathering to both educate and inform them of their role in protecting themselves and others.

## What organizations and facilities can do to minimize possible transmission

1. Participants should conduct a self-check and stay home if they have symptoms of COVID-19.
  - Symptoms can include fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell. Other less common symptoms include gastrointestinal symptoms like nausea, vomiting, or diarrhea.
2. Facilities and organizations should ask visitors and participants to review a screening survey addressing close contacts with confirmed cases and quarantined cases, and recent out of continent travel. The questions should be the same as those completed by staff, and visitors and participants should be advised to stay home if they have had a significant exposure. MDH's Visitor and Employee Health Screening Checklist: ([www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)).
3. Persons who may be at higher risk for severe illness are strongly encouraged to stay home (See [www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html](http://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html)).
4. Post signage and develop messaging that if members or visitors do not feel well or have any symptoms compatible with COVID-19, they should stay home. See the Minnesota Department of Health (MDH)'s Visitor and Employee Health Screening Checklist: ([www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)). The checklist is also available in Hmong, Somali, and Spanish: ([www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)).
5. People should also stay home if they have a household member experiencing symptoms compatible with COVID-19. Refer to CDC's What to Do if You are Sick or Caring for Someone Who is Sick ([www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html)).
6. If a participant begins to feel unwell while in the facility, they should leave immediately and isolate themselves at home. See CDC's Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020 ([www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)).
7. Encourage participants to regularly wash and/or sanitize their hands.
8. Limit the equipment, products, or items touched by participants while in the building.
9. Strongly encourage all participants to wear a face covering or mask when they are able. Have extra masks available for people who do not arrive with one. Cloth face coverings are NOT a substitute for maintaining a physical distance of 6-feet from other people. Refer to CDC guidance on cloth face coverings ([www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html)).
10. Singing is a higher-risk activity as it more forcefully expels respiratory droplets than speaking. And the act of singing may contribute to transmission of COVID-19, possibly through emission of aerosols. Congregations should refrain from singing. Congregations are strongly encouraged to offer pre-recorded music or only one cantor singing at a distance of at least 12 feet from anyone else during the service, while wearing a face mask.
11. Processionals and recessionals should only be done in a manner that maintains at least 6 feet of distance between people from different households.
12. Adapt your practices during services and ceremonies to avoid physical contact or passing objects between individuals (e.g. greetings, collection baskets, sharing of ceremonial objects).
13. Communion for some faiths is a critical part of their ritual. Faith communities that cannot make communion a touch-free encounter should follow these guidelines:
  - Communion should be distributed hand-to-hand, not hand-to-mouth.
  - Both the distributor and the receiver of communion should wear face coverings.
  - 6 feet of distance (two arm's length) distance should be maintained between the communion distributor and the receiver. This would require both parties extending their arms as comfortably as possible.
  - The distributor of communion should use hand sanitizer prior to initiation, and repeated after touching their face, coughing, or sneezing, or significant touching of another person or object in the process of distributing communion.
  - Hand sanitizer should be used before touching a mask to take it down for communion, and after touching a mask to put it back on. Note: hand sanitizer must be applied thoroughly and allowed to dry to be effective.

14. Maintain a distance of at least 6 feet (2 meters) from people not in the same household at all times. This includes establishing this distance with people next to you and in front and behind you. Remove or block off seating, clearly mark entrances and exits and space within the facility to ensure adequate spacing of participants.
15. Consider implementing usher directed entering and exiting of the seating area to maintain proper social distancing.

### Other important considerations

As organizations and facilities consider further opening of gathering spaces worship, rituals, prayer meetings, scripture studies, weddings, or funerals, it is important to consider the unique characteristics of your community members and your shared spaces.

1. Some of your staff and members may be at higher risk for COVID-19; these persons are strongly urged to stay at home and not participate in any group gatherings involving people outside of their immediate household.
2. Continue virtual services, phone contact, and other outreach to vulnerable community members, even as other members begin to engage in person. Some of your members may not feel comfortable resuming in-person contact for a longer period of time. It is important to respect their decisions while continuing to remain connected in other ways.
3. Remember that as restrictions are lifted on a state-wide level, your community has the choice to continue the practices put in place during the stay-at-home orders and delay in-person gatherings. Faith communities need to take steps to ensure that members who choose not to attend in-person services will not experience negative consequences from those communities because of their decision.
4. These Requirements are being implemented universally across sectors with similar gathering spaces for various sectors of our communities. Consideration is given to space size, flow of movement, duration of time in designated shared space, and the nature of the COVID-19 virus to easily spread in large group gatherings no matter how much planned social distancing is implemented.

### Occupancy Limits

1. Facilities must reduce occupancy to accommodate for the required social distancing of at least six feet between people who do not live in the same household.
2. In indoor settings, occupancy must not exceed 25% of total occupancy, with a maximum of 250 people in a single self-contained space. Outdoors gatherings must not exceed 250 people.
3. Large gatherings should utilize different entrances, staggered arrival and departure times, and other mechanisms to avoid congestion at entry and exit points.
4. This includes leadership, staff, and participants for all planned services, weddings and funerals.
5. These limits may change as the data indicates declining number of cases and deaths, or surges in those numbers over time.
6. For drive-in services, see: [www.health.state.mn.us/diseases/coronavirus/guidfaithpark.pdf](http://www.health.state.mn.us/diseases/coronavirus/guidfaithpark.pdf)

### Additional protections and protocol for managing occupancy

1. Publicize your protocols so that current and potential members or visitors are aware of expectations.
2. Advise members and visitors of the added COVID-19 precautions that will be taken prior to arrival at the site. Use websites, social media, pre-appointment phone calls and other outlets to educate members on the steps being taken for their protection and the protection of workers.
3. Consider sending an email or text of a screening survey prior to a service or ceremony and request that anyone with symptoms stay home.
4. Post signage at the entrances and exits outlining established protocols.
5. Limit the number of persons trying to enter the building at the same time. Consider planning ways to ask participants to arrive at staggered times (e.g. alphabetically or by electronic sign-up).
6. Determine how your community will address arrivals after you have reached maximum capacity. Pre-plan as much as possible to avoid this situation and prepare a plan for if it occurs.



7. Train staff how to address a situation where a participant in a service or event appears to be sick or symptomatic and assist them in leaving.
8. Evaluate all points in the services that previously involved a face-to-face or interaction closer than six feet to determine how they can be done in an alternative way.
9. Provide hand sanitizer and tissues at the entrance, in each seating area section, and other prominent locations.
10. Entrances, exits, restrooms and other areas of congestion should be marked to provide for social distancing of at least six feet, including floor markers for distance, lane lines and signage in adjacent areas where people may be waiting for access.
11. Space, configuration and flow of the space should be evaluated to allow for physical distancing of six feet by every household at all times.
  - Only members of the same household can sit together and should maintain a distance of at least six feet from other households or individuals.
  - Participants from separate households should not interact from closer than six feet before, after, or during planned services, weddings or funerals.
12. In-person services and ceremonies should not resume if adequate protective measures cannot be implemented.

# Appendix A – Guidance for developing an Employer Preparedness Plan

## General

Centers for Disease Control and Prevention (CDC):  
Coronavirus (COVID-19) – [cdc.gov/coronavirus/2019-nCoV](https://cdc.gov/coronavirus/2019-nCoV)

Minnesota Department of Health (MDH): Coronavirus –  
[health.state.mn.us/diseases/coronavirus](https://health.state.mn.us/diseases/coronavirus)

State of Minnesota: COVID-19 response – [mn.gov/covid19](https://mn.gov/covid19)

## Faith-Based Communities

CDC: Resources for Community and Faith-based Leaders –  
[cdc.gov/coronavirus/2019-ncov/community/organizations/index.html](https://cdc.gov/coronavirus/2019-ncov/community/organizations/index.html)

CDC: Resources for Large Community Events & Mass Gatherings –  
[cdc.gov/coronavirus/2019-ncov/community/large-events/index.html](https://cdc.gov/coronavirus/2019-ncov/community/large-events/index.html)

MDH: Community and Faith-based Organizations Guidance –  
[health.state.mn.us/diseases/coronavirus/communities.html](https://health.state.mn.us/diseases/coronavirus/communities.html)

MDH: Guidance for Faith-Based Communities Considering In-Person  
Services – [health.state.mn.us/diseases/coronavirus/guidefaithserv.pdf](https://health.state.mn.us/diseases/coronavirus/guidefaithserv.pdf)

MDH: Guidance on Hosting Faith-Based Services in Parking Lots –  
[health.state.mn.us/diseases/coronavirus/guidefaithpark.pdf](https://health.state.mn.us/diseases/coronavirus/guidefaithpark.pdf)

MDH: Guidance for Visiting People at Home – [health.state.mn.us/diseases/coronavirus/visitingathome.pdf](https://health.state.mn.us/diseases/coronavirus/visitingathome.pdf)

MDH: Ramadan 2020 and COVID-19 – [health.state.mn.us/diseases/coronavirus/guideramadan.pdf](https://health.state.mn.us/diseases/coronavirus/guideramadan.pdf)

## Businesses

CDC: Resources for businesses and employers –  
[cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html](https://cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html)

CDC: General business frequently asked questions – [cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html](https://cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html)

CDC: Building/business ventilation – [cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](https://cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

MDH: Businesses and employers: COVID-19 – [health.state.mn.us/diseases/coronavirus/businesses.html](https://health.state.mn.us/diseases/coronavirus/businesses.html)

MDH: Health screening checklist – [health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](https://health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: Materials for businesses and employers – [health.state.mn.us/diseases/coronavirus/materials](https://health.state.mn.us/diseases/coronavirus/materials)

Minnesota Department of Employment and Economic Development  
(DEED): COVID-19 information and resources – [mn.gov/deed/newscenter/covid/](https://mn.gov/deed/newscenter/covid/)

Minnesota Department of Labor and Industry (DLI): Updates related  
to COVID-19 – [dli.mn.gov/updates](https://dli.mn.gov/updates)

Federal OSHA – [osha.gov](https://osha.gov)

AIHA Back to Work Safely – [www.backtoworksafely.org](https://www.backtoworksafely.org)

## Handwashing

MDH: Handwashing video translated into multiple languages –  
[youtube.com/watch?v=LdQuPGVcceg](https://youtube.com/watch?v=LdQuPGVcceg)

## Respiratory etiquette: Cover your cough or sneeze

CDC: [cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](https://cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

CDC: [cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](https://cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

MDH: [health.state.mn.us/diseases/coronavirus/prevention.html](https://health.state.mn.us/diseases/coronavirus/prevention.html)

## Social distancing

CDC: [cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](https://cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

MDH: [health.state.mn.us/diseases/coronavirus/businesses.html](https://health.state.mn.us/diseases/coronavirus/businesses.html)

## Housekeeping

CDC: [cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](https://cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

CDC: [cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](https://cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)

CDC: [cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](https://cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

Environmental Protection Agency (EPA): [epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](https://epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

## Employees exhibiting signs and symptoms of COVID-19

CDC: [cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](https://cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

MDH: [health.state.mn.us/diseases/coronavirus/basics.html](https://health.state.mn.us/diseases/coronavirus/basics.html)

MDH: [health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](https://health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: [health.state.mn.us/diseases/coronavirus/returntowork.pdf](https://health.state.mn.us/diseases/coronavirus/returntowork.pdf)

State of Minnesota – [mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp](https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp)

## Training

CDC: [cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](https://cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

Federal OSHA: [osha.gov/Publications/OSHA3990.pdf](https://osha.gov/Publications/OSHA3990.pdf)

MDH: [health.state.mn.us/diseases/coronavirus/about.pdf#participants](https://health.state.mn.us/diseases/coronavirus/about.pdf#participants)

[mn.gov/deed/guidance](https://mn.gov/deed/guidance)



**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Venue Coordinator</b>	
OWNER: <b>Executive Committee</b>	PRESENTER: <b>Troendle, Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <p>(A) Request to approve contracting with One23 Events to manage remaining private events previously scheduled for a fee of \$500.00 per event.</p> <p>(B) Determine whether this agreement should be in effect for:</p> <ul style="list-style-type: none"> <li>• All remaining events through 2021; or,</li> <li>• Only 2020 events; or,</li> <li>• At least 2020 events with an option that allows the library board to review and extend to 2021 events.</li> </ul>	
BACKGROUND/CONTEXT: <p>The current management services agreement with One23 Events will terminate on July 23, 2020. Currently, there are 11 previously scheduled events in 2020, plus 4 events next year. With a total of 15 events through 2021, there are about 95 hours of actual event rental time to cover, plus all the additional client communication and coordination prior to the actual event.</p> <p>The next scheduled event this year is a wedding ceremony and reception on August 1. If this and remaining events are permitted to occur, a decision must be made as to who will provide management services.</p> <p>One23 proposed a flat fee to manage the remaining events. The following guidelines would apply:</p> <ul style="list-style-type: none"> <li>• Event rental fees would continue to be split 50/50 between the library and One23.</li> <li>• For every paid event, the library would pay One23 Events \$500 (five hundred dollars) to staff the event, provide security, coordinate tents (if needed), coordinate with caterer and/or DJ, and coordinate communications with client and library.</li> <li>• The library would provide standard cleaning services.</li> <li>• The library would agree to set up and take down tables and chairs with specific details provided by One23 related to quantity, arrangement, and timeline details.</li> <li>• City Attorney Kori Land will draft an agreement outlining details after the board makes a decision.</li> </ul> <p>When One23 was asked if they would be agreeable to managing 2020 events and then pause to allow the board time to reevaluate whether One23 should continue on for the few remaining 2021 events, they indicated that might be fine but they want to be “careful on transitioning too many times with clients.” Therefore, another decision to be made is whether to contract with One23 for all remaining events, only 2020 events, or at least 2020 events with an option to review and extend to 2021 events.</p> <p>For all remaining 15 events, and taking into account the event rental fee split and the \$500 payment to One23 for management services, these events would generate a total of about \$4,669 in net revenue for the library; however, this figure doesn’t include event prep time or cleaning costs.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>COVID-19 Capital Expenditures</b>	
OWNER: <b>Troendle, Director</b>	PRESENTER: <b>Troendle, Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <ul style="list-style-type: none"> <li>Request to approve the COVID-19 capital expenditures of an electrostatic sprayer and barriers up to \$xx,000, or designate authority to do so to the Facilities Committee to make this decision. (A more specific figure may be available by June 9 so this is purposefully being written as an indeterminate number at this time.)</li> <li>Request approval to direct any remaining funds from the Library Building Infrastructure project to the cost of these COVID-19 purchases (if not reimbursed).</li> <li>Request approval to reserve up to \$x,000 in Kilty Funds to cover any remaining project expense. If these funds are needed, staff would go back to trustees to request formal allocation of these funds or determine alternate funding options.</li> </ul>	
BACKGROUND/CONTEXT: <p>As part of the Workplace of Tomorrow plan, two potential purchases have been identified for when the library reopens to help mitigate the spread of COVID-19:</p> <ul style="list-style-type: none"> <li>Electrostatic sprayer (\$1,800-\$2,000)</li> <li>Barriers at public service points, public computer workstations and other points throughout library. We are still receiving quotes on this, but expect the figure to be significant. We may have a better estimate by the June board meeting.</li> </ul> <p>City Finance advised the library that these purchases would fall within the definition of capital expenditures and should be tracked against a capital GL account for COVID-19. The city has not been provided with any firm direction regarding reimbursement for these expenses. The city is hopeful that it will be reimbursed for COVID-19 capital expenditures, but how, when and what that might look like is unknown at this point.</p> <p>If COVID-19 expenses are not reimbursed, \$906 of the funding could come from the remaining funds of the \$27,200 Library Building Infrastructure capital line item. \$23,370 has been received in invoices for the upper level ceiling repair, and no additional invoices are anticipated. The masonry repair proposal has been confirmed at \$22,924, with \$2,924 of this being funded by the Library Building infrastructure line item. This leaves \$906 of available capital funds. Additional funding for the COVID-19 purchases could come from the custodial equipment capital line item of \$2,000. The remaining cost of the project could be covered using a portion of the Kilty fund, grant requests to the Foundation or Friends, and/or using a combination of some the library’s undesignated gifts.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

## Report from the Library Director, Mark Troendle

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### Major Accomplishments

- Repairs to the upper level ceiling and dome are essentially complete. Photos following this written report show how one area has been restored. This project has resulted in a great improvement to the ceilings in the fiction and mystery rooms and to the dome. However, on June 3, a water leak from the roof dripped down through the faux skylight in the fiction area. The skylight frame had already been repainted as part of the ceiling project, but this new water damage will require it to be touched up. After the roof is patched, the painter will return and retouch necessary areas as a separate job.
- The Stillwater Noon Rotary Club invited Mark to talk about how the library is continuing to serve our community through virtual programming and contactless services. Updates on 2020 capital projects and planned future collection enhancements were provided as well. Later, after the meeting, Sharon Hollatz shared a wonderful surprise that this Rotary Club was interested in the telescope project and decided to fund three telescope kits!
- Mark continued to coordinate with the Executive Committee, Business and Communications Manager, and One23 Events on transition details and to get an outline of a proposal for managing remaining scheduled events ready in time for board consideration. The City Attorney has been apprised of the need for a new agreement should the board approve a limited-duration contract with One23 for event management services past July 23, 2020.
- Significant time continues to be spent on research and planning related to how to reopen safely. In addition to regular internal library and city meetings and research on various topics, Mark attended the following webinars in May:
  - Preparing Your Library for a Post-Covid Environment
  - Managing Customer Expectations as You Re-Open Your Physical Locations
  - Moving Beyond the Current Crisis: A Plan to Re-Open Our Communities
  - Working Differently in a Post-COVID-19 World
  - Working Together on Planning, Policy and Legal Issues for Reopening a Public Library

### Heads-Up

- The library and other city departments have experienced intermittent email issues, including delayed receipt of external emails, from late May through the first week of June. City IT upgraded to a new email exchange server earlier in May and needed a little time to work through the new technology, including making the email and voicemail servers work together seamlessly. We apologize for any inconvenience.
- The Workplace of Tomorrow team put together by the City needed more time to draft a general framework for reopening guidance across City departments. That document will help inform what individual departments need to consider as each department has very specific, unique needs that will require additional detail and time.
- The aforementioned roof repair that is needed due to a water leak is being addressed as expeditiously as possible. This section of roof is actually in an area scheduled for replacement in 2022, as outlined in the current 5-year CIP.

### Near-Term Future Focus

- Project management tasks related to 2020 capital projects.
- Coronavirus (COVID-19) planning elements.
- Transition planning with One23 Events.

Before: Visible crack runs across the ceiling from the skylight to below the vent grille on the right



After: New plaster and paint have restored this area; the vent grilles are not yet reattached



## Report from the Information Services Supervisor, Aurora Jacobsen

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### Public Services

#### Circulation, Adult Programming and Reference

#### May Programs:

- Virtual Book Club, May 11<sup>th</sup> had 13 attendees.
- Let them In, Backyard Landscape for Pollinators with the Saint Croix Valley Pollinators online, May 16<sup>th</sup> had 92 attendees.
- Virtual Cookbook Club, May 18<sup>th</sup> had one very enthusiastic attendee.

#### Circulation

- From Lori:
  - We have been supplying approximately 300 individuals and families with Curbside and home bound delivery each week. As a team, we have worked hard to streamline and perfect our system over the last few months.
  - Our high school shelvers are coming back this week and we welcome them back to join our shelving staff! They have been shifting collections of books to adjust shelving and accommodate our ceiling project, shelve many carts of returns and fill hundreds of holds every week.
  - Very exhausting and so rewarding!!.

#### Collection

- Print titles remain slow to arrive. It appears that many publication dates have been moved back to the Fall to the extent that publishers are now concerned about a flooded market of releases. <https://www.nytimes.com/2020/06/01/books/coronavirus-books-publishing-dates.html?smid=tw-share>

#### PR

- Staff have been actively creating book lists this month to complement the programming being offered or for further discussion of current events. Examples of some of the lists are at the end of this report.

#### Reference

- Book Bundles were rolled out this month. This service allows patrons to request a number of books in a genre. Answering these requests is a good opportunity for reference staff to utilize some of their reader's advisory skills in serving patrons. Offering this service remotely is more complicated without a longer, in-depth conversation about what everyone's been reading, but it is an opportunity for staff to familiarize themselves with some topics or genres we might not be as familiar with. Of course, the real benefit is still to the patron who doesn't have to spend as long looking up multiple titles and placing holds on them individually. Response so far has been from people we haven't heard from much in the past 6 weeks as well as people that are already using Curbside service regularly and just looking to supplement their holds with additional titles. Children's materials are the most popular request for this service.

## Programming

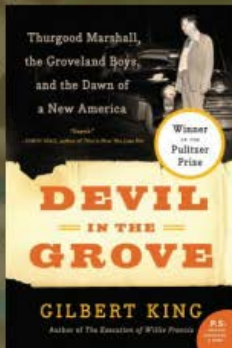
- Summer Reading was the focus for this month. The change in circumstances meant lots of brainstorming about the ways we could continue to offer a “normal” program while not seeing people in the building. Packets were prepared to go into the Curbside Pick-up bags and the logistics of various programs were thoroughly discussed. The Adult Program will remain individual submissions for gift-card drawings. Those submissions can be submitted through our website or through an envelope in the Book Return bin, which will give patrons 24/7 access to submit their entries.

## Upcoming in June:

- Virtual Book Club, June 8<sup>th</sup>.
- Make and Take Wrapped Branches June 4<sup>th</sup> and 6<sup>th</sup>.
  - (This is an informal program where patrons can pick up the supplies and instructions and create the craft on their own.)
- Be a Better Birder on June 11<sup>th</sup>
- Mindfulness Meditation on June 13<sup>th</sup>
- Be Bird Friendly on June 18<sup>th</sup>
- Drones for Recreation and Beyond on June 23<sup>rd</sup>

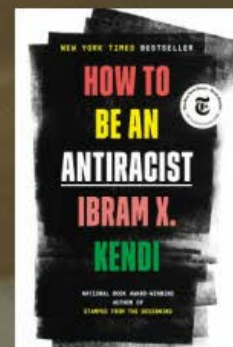
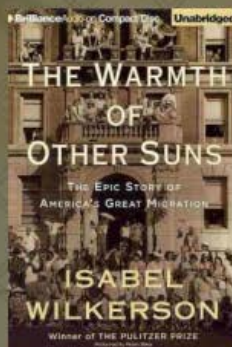
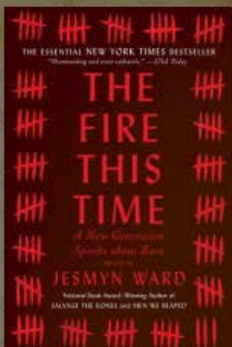
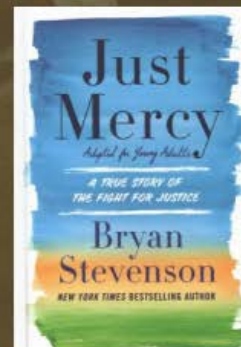
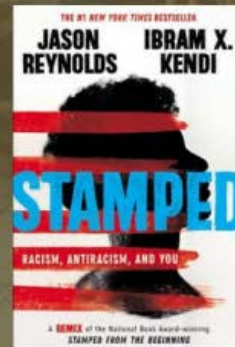
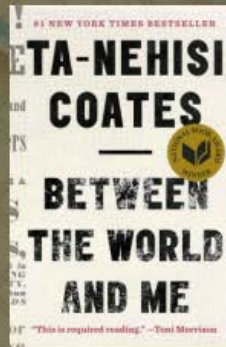
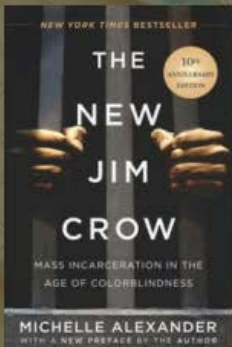
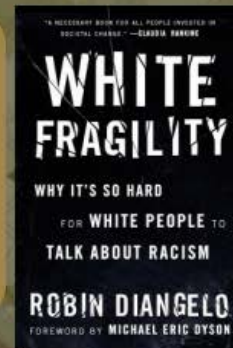


# Book recommendations from the anti-racism project



<https://www.antiracismproject.org>

"Not everything that is faced can be changed, but nothing can be changed until it is faced."  
James Baldwin



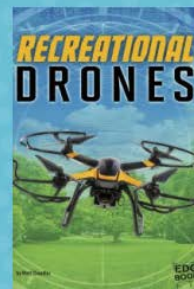
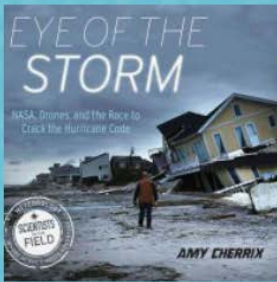
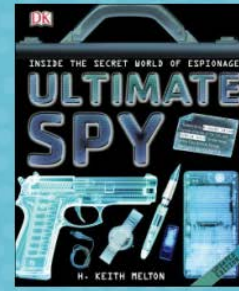
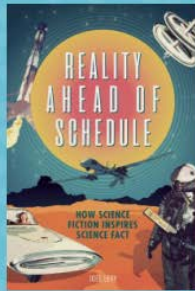
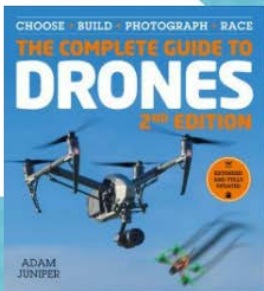
# Drones |

ADULT SUMMER  
READING PROGRAM

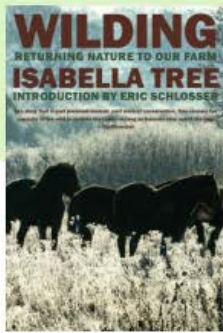
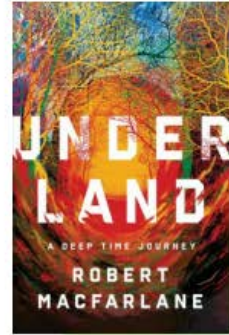
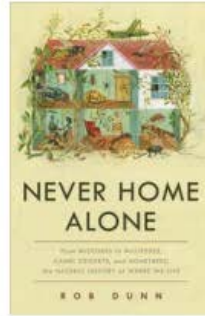
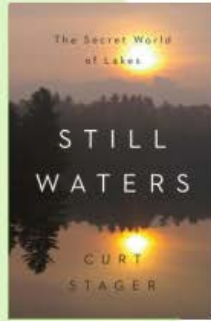
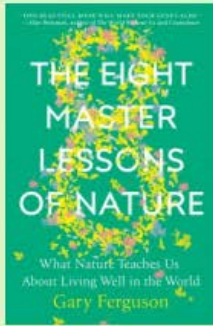
BE NOVEL  
BRANCH OUT



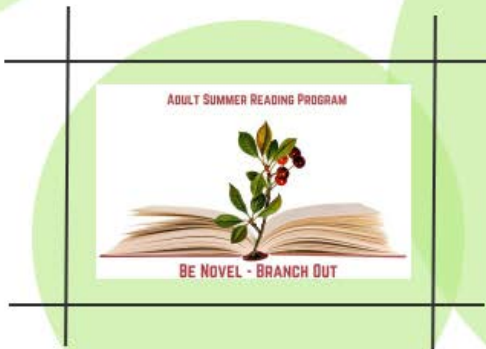
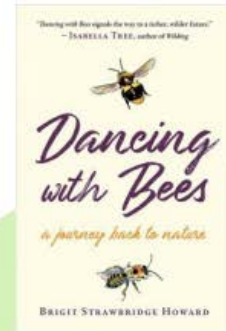
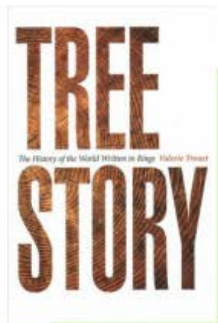
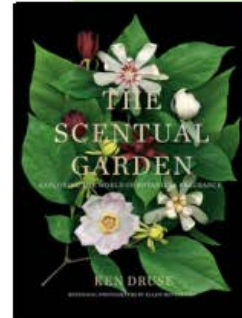
*Stretch your imagination into the sky  
by branching out with drones.*







# Nature Nonfiction



## Report from the Youth Services Supervisor, Angela Petrie

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### May Programs

- *Storytime in-person Sessions*
  - o *Due to Covid-19 we had to cancel:*
    - 1 baby/toddler Musical in-person sessions
    - 1 family/preschool Musical 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 4 baby/toddler virtual audio “Rhyme Time” sessions
    - o 4 family/preschool “Virtual Storytime” sessions
- *Storytime Alternative Break Month Sessions* – (planned to be presented by staff)
  - o *Due to Covid-19 we had to cancel:*
    - 1 baby/toddler Large Motor session
    - 1 family/preschool Large Motor session
    - 1 baby/toddler Dance Party
    - 1 family/preschool Dance Party
- *Drop-in Play Sessions* –
  - o *Due to Covid-19 we had to cancel:*
    - 2 baby/toddler in-person sessions
    - 2 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 5 Virtual sessions and posted pictures on Facebook
- *Vendor in-person programs* –
  - o *Due to Covid-19 we had to cancel:*
    - 1 Baby Yoga session
    - 1 Preschool Yoga session
    - 1 3M Visiting Wizard (*Innovation and Creativity*) session
    - 1 Book Launch Event: *I Will Dance / Nancy Bo Flood*
  - *Vendor Virtual programs* – 20 participants attended 1 Virtual session (Virtual Art for Kids: “Torn Paper Pandas” – see pic on next page)
- *Art Cart* –
  - o *Due to Covid-19 we had to cancel:*
    - 4 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 Scavenger Hunt
- *Virtual Scavenger Hunts*
  - None this month

From Grandma Karen Porras via Facebook: "Thank you so much for the kits, the boys had a blast with their project. Kayden, Axel, Zane and Lucas"



*Resources shared on Instagram-*

- Book list of Asian Pacific American Heritage Month
- Book list of Mother-Daughter Relationships

Screenshots from Instagram for "Stats" this month can be found on [this Google photo album](#)

Programming

- Storytime recording is still a major undertaking each week due to ever changing issues while trying to streamline the process
- This month staff finished preparation for the physical and online components of summer reading for youth and teens including the following tasks:
  - Designed a reading log and a teen book review form
  - Edited the online calendar to reflect new online programs as well as setting up Zoom meeting for each
  - Coordinated the details around curbside pick-up of summer materials (There were 70 children and teens signed up between May 15-31. Families will begin picking up materials June 2.)
  - Netanya has played a fun line-up of tween programs that she will offer including interactive DIY crafts and trivia testing a new-to-us platform used in the schools, *Kahoot!*
- MELSA has coordinated a line-up of seven (excellent) vendors to offer family content to each of the metro library systems. Each vendor's recording will be available for at least a week. All programs are on the events calendar. (Note: MELSA considers Stillwater and Bayport branches of Washington County; however, no portion of the Stillwater/Bayport MELSA allocation will be used to fund this effort. The larger systems are covering more of the cost through a formula decided upon by MELSA and system representatives.)
- The June and July online content has finally been finalized. There will be a programming break in August to allow YS staff time to refuel and plan for fall programming. Angie will soon begin preliminary talks with vendors about September-December.

## Outreach / Community Engagement Programs and Visits

- *Due to Covid-19 we had to cancel:*
  - *Head Start monthly visit, at SPL*
  - *Head Start end-of-year celebration participation, at Head Start*
  - *Summer Reading promotion grades 2/3 outreach visits –*
    - *Lily Lake*
    - *New Heights*
    - *Rutherford*
    - *SCCS*
    - *Stonebridge*

## Partnerships

- Jenny Hanlon (Early Childhood/Family Educator) decided to not provide online content for the library nature programs this summer. We will continue to support each other's organizations. She offered to post summer information on the Stillwater ECFE Facebook page so we will accept that kind offer.
- Jordan Simkins with Valley Access Channels (VAC) has been contacted about a clip of the summer reading video he and his staff recorded in March along with more information about if/when Library Storytimes might be added to the VAC programming schedule.

## Professional Development (various YS staff)

- Training on Beanstack, the new online reading tool introduced this month
- Periodic monitoring of metro area Virtual Storytimes and other programming efforts to stay informed
- Completed "Cyber Essentials: Working Remotely" online City trainings as per IT department
  - - Restricted Intelligence Season 3: Ep 04 - It's Come To My Attention (Homeworking)
  - - Restricted Intelligence Season 4: Ep 06 - We Could Be Heroes (Public WiFi)
  - - Restricted Intelligence Season 7: Ep 01- Working From Home
- Continued collecting information on publisher permission requirements connected to sharing copyrighted content virtually
- ALSC webinar: "Honoring Infancy: Libraries Welcoming Babies"
- Facebook Live educator event "Laurie Berkner Presents: Music in the Classroom"
- ALSC webinar: "Honoring Infancy: Beyond Baby Storytime"
- Twin Cities Puppeteers' Guild monthly Sunday meeting
- Attended MLA Public Library Division Listening Session

## Highlights-

"Baby Bear Loves Mail!" – This effort to comfort families and maintain connections continues. Some of his correspondence during the month of May:



The left image was from the Eastman family. Melissa wrote in her note: “Miss Kim, Oh, how we miss you! We are so grateful for the virtual storytime! Thank you for being a shining light of JOY and hope in these wild and scary times! All of my kids Harper (8), Elliot (6), Sawyer (3) and Isla (now 10 months!) all enjoy watching each week!”

Meryl Downing and family via Facebook after they received their reply from Baby Bear: [Meryl Downing to Stillwater Public Library](#) We got mail from baby bear and the incredible staff at the library!! We are SO lucky to have such an amazing library, even if it's from a distance for now. Thank

you so much Miss [Angie Petrie](#) and Miss Kim, you made our day 🍌🍌🍌



#### Upcoming Single Date Online Programs

- Teen Trivia Night – “Parks and Recreation” on Thursday, June 4
- Snake Discovery – Tuesday, June 9
- T(w)een Drop-in DIY on June 9 and June 23
- Brodini (magic)– Saturday, June 13 – Friday, June 19 (MELSA)
- Art for Kids in grades K-5: Llama Arpilleras – Monday, June 15
- Jolly Pops (music) – Monday, June 15 – Monday, August 31 (MELSA)
- RAD Zoo – Saturday, June 20 – Friday, June 26 (MELSA)
- Tamarack Nature Center – Thursday, June 25
- Family Trivia Night – Disney Villains on Thursday, June 25
- Schiffelly Puppets – Saturday, June 27 – Friday, July 3 (MELSA)

Stillwater Public Library Foundation  
Board Meeting - April 24, 2020  
Video Conference

Members Present: Ann Brownlee, Amber Dailey-Hebert, Sandy Ellis, Roger Funk, Shawn Glaser, John Gray, Paige Hoyle, Dustin Moeller, Jean Morse, 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 8:40. Members checked in sharing how they are doing with the current Covid-19 health crisis.

2. Approval of the March Board Meeting Minutes - The minutes were approved as distributed.

3. Event Updates

a. Light a Spark - Fourth of July celebration - Merilee, Chair

- Shawn announced that at the Tuesday, April 24 City Council meeting that the announcement was made that the City had cancelled all community activities through July 19, consequently, the July 4 Light a Spark would be cancelled
- Merilee felt that the Mayor had left an opening for some other plan and said that she believed that this provided an opportunity to think deeper about the Foundation's relationship with donors and possibly broaden the base of support
- There was conversation about hosting an event later in the summer if possible
- Alicia suggested that we should make sure we could break even on expenses - there are a number of issues to consider
- Summer emphasized the importance of reaching out to the event sponsors and working on an alternative plan B - possibly a virtual event
- Merilee will contact the vendors who had been contacted for Light a Spark to let them know that we are still working on a plan
- Alicia suggested that a larger focus could be put on the September "Love of the Library" event - She recommended learning about what the City and Library would permit with regard to dates, sizes of groups, etc. to guide the planning

b. Event Committee Chair -

- Sandy suggested that the committee select the chair-person
- Alicia suggested that each event could have a lead person

4. Reports

a. President- Shawn - Executive Committee

- Light a Spark considerations were discussed
- The Payroll Protection Program (PPP) application was discussed and ultimately dismissed when it was learned that our employee's hours do not meet the criteria for the program



- b. Library Director - Mark
  - Library has some return to normalcy for patrons
    - Curbside materials delivery
    - Issuance of library cards
    - Varying modes for delivery of information
    - Virtually-delivered programming
  - Mark is a member of the City committee looking at options for re-opening
  - Capital projects are underway at the Library: ceiling repair to the upstairs dome and the City replacement of the parking lot/driveway pavers on the north side of the building
  - An initial payment has been received for a contribution being donated to the Foundation
- c. Finance - Dustin - Finance Committee
  - Balance Sheet -our checking account balance is in-line with previous years
  - MN Council of Non-profits recommends that organizations place fund-raising events on hold at this time if not in critical need
  - Profit & Loss YTD Comparison, January-March, 2020 - Compared with 2019 Total Income is in a comparable position
  - Alicia is reaching out to donors/sponsors regarding Light a Spark
  - Shawn and Alicia are personally thanking donors who contribute over \$250
- d. Marketing - Summer - Marketing Committee
  - Committee has discussed alternative ideas for Light a Spark - virtual as well as others
  - Increased Facebook posts are being used to boost communication
  - At the Executive Committee Meeting 4/17/20, the members unanimously approved a motion to fund an SPL promotion piece up to \$1,500 to be included in a Stillwater Printing Co. direct mass-mailing. The one-page flier would be created by the SPL, include the SPLF logo, and be printed and included in the "We're All in This Together" mass-mailing to Stillwater residents by mid-May
  - Keri created the flier that targeted ways to interact with the SPL at this time which showcased the Library nicely
  - The SPLF contributed \$800 to facilitate this project
  - Alicia has utilized parts of this flier in Facebook posts
  - Committee will contact all Light a Spark sponsors in an effort to stay connected with them
- e. Foundation Manager - Alicia
  - Contacting \$250.00+ donors personally
  - Learning more about Donor Snap, how to personalize individual entries under "attributes," and updating home page apps - expanding the usefulness of the program
  - Updating website - Eric is creating a test site on GoDaddy to enable updating actual website without causing it to crash
  - Distributed information regarding the cancellation of Light a Spark due to Covid 19 using Mail Chimp was found to be effective
  - Posted 2019 Annual Impact Report on the Stillwater Public Foundation website under "Reports"

- Working on creating a schedule for a social media plan to keep the SPLF Facebook page active highlighting SPLF Activities and our interactions with SPL activities- Requests that SPLF Board members send her their bios that can be used on the Facebook page
- Checking on various details such as the liquor license that had been issued for Light a Spark and the Budget for 2020

e. Governance - Jean

- Conflict of Interest Forms will be mailed to those who still need to sign the form
- The Annual Meeting should be scheduled in the near future
- The 2019 Impact Report
  - Completed report is available on the Google Drive and on the Foundation website
  - One hundred copies of the report were printed and are at Stillwater Printing - consider having them available for those who would like a copy

5. Other Business - Mark

- Grant request for \$7,500 for support for the materials collection for 2020: replace well-loved copies of materials, increase available digital materials, acquire materials for the Lucky Day Collection and the telescope project
- Sandy E. made a motion to approve the grant request for, \$7,500, John seconded the motion, and it was unanimously approved.

6. Adjournment - The meeting was adjourned at 10:10 a.m.

Respectfully submitted,  
Jean Morse, Secretary

The next regular meeting of the SPLF is scheduled for Friday, May 22, 8:30 - 10:00 a.m.  
The 2020 SPLF Annual Meeting will be conducted during this time, also.

## E-Mail Messages for April, 2020

<b>Date</b>	<b>From</b>	<b>Regarding</b>
3/31/2020	Jean	March 2020 Meeting Minutes
4/21/2020	Alicia	Updated invitation for Board Meeting
4/24/2020	Shawn	Foundation Meeting - Go to Meeting

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

 April Agenda

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 Finance SPLF BS Mar 2020.pdf

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 Finance SPLF March 2020 YTD P&L.pdf

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 Finance SPLF P&L by class March 20...

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 Finance SPLF P&L detail March 2020...

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 Finance SPLF Prev Yr one month com...


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 March 2020 Meeting Minutes.pdf

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 SPL Report A12b\_Report - IS - April 2...

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 SPL Report A12c\_Report - YS - Feb 20...

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 SPL Report A12c2\_Report - YS - Marc...

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 SPL SPLF Grant Request - 2020 April -...

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Executive Committee Report</b>	
OWNER: <b>Executive Committee</b>	PRESENTER: <b>Bell, President</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: <b>SPL Executive Committee</b> <b>May 19, 2020, 2 p.m., Meeting Notes</b> <b>Present via Zoom: Bell, Lockyear, Richie, Troendle</b>	
<p><b>One23 Contract Cancellation</b></p> <ul style="list-style-type: none"> <li>All weddings scheduled before August 1, 2020 have been rescheduled for later dates.</li> <li>One23 proposed a \$500 fee to manage each of 15 events already scheduled through 2021. These events will occur after the One23 contract ends on July 23, 2020.</li> <li>Generally, the proposal seems fine. However, a number of issues need clarification before the proposal is accepted. Mark will pursue these issues with One23 staff.</li> <li>Discussed options for managing events with SPL staff if that becomes necessary.</li> </ul>	
<p><b>Library Reopening Guidelines</b></p> <ul style="list-style-type: none"> <li>Reviewed a “Things to Consider” list which Mark developed in preparing a draft of the Workplace of Tomorrow (WOT) plan, requested by the city. A first draft is due on May 26, 2020.</li> <li>Discussed benchmarks (such as guidelines from CDC, MDH, and library organizations) to be met before opening.</li> <li>Discussed resources, staffing, and support (such as reliable sources for cleaning products) needed to sustain the library after reopening.</li> <li>This topic will be an agenda item for the June board meeting.</li> </ul>	
<p><b>Zoom Tweaks</b></p> <ul style="list-style-type: none"> <li>Discussed ideas for improving board meetings held via Zoom.</li> <li>Pat summarized an article noting that Zoom meetings require more effort to focus on listening and participating than in-person meetings. The effort can cause fatigue.</li> <li>Mike Keliher, who uses Zoom extensively for work, volunteered to provide tips from his experience.</li> </ul>	
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>Requests to schedule community events on the terrace or in meeting rooms are likely to continue after the One23 contract ends. How should these requests be handled? Perhaps the board task force proposed to consider policies on the community use of library spaces should be convened earlier rather than later?</li> </ul>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Finance Committee Report</b>	
OWNER: <b>Finance Committee</b>	PRESENTER: <b>Richie, Secretary/Treasurer</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: <b>SPL Finance Committee Report</b> <b>June 2, 2020, 1:00 PM</b> <b>Present via Zoom: Hemer, Hollatz, Richie, Troendle, Goeltl</b>  <b>2021 Operating Budget Planning</b> <ul style="list-style-type: none"> <li>• It is anticipated that the library’s budget request will be due to the city in July and will need approval by the trustees at the July meeting. At the June board meeting, committee will present a summary of the projected budget totals and seek trustee feedback and guidance on approaches to balance the budget request for 2021.</li> <li>• Due to potential budgetary implications from COVID-19 and general guidance from the City Administrator, the committee decided to plan for two scenarios – a 5% budget increase from the city general fund and a 0% increase from the city general fund.</li> <li>• Committee discussed the menu of possible cost-cutting options presented on the cover sheet for agenda item 7.</li> </ul>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

# Stillwater Public Library 2020 Calendar

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

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

# Stillwater

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## Public Library

### 2020 LIBRARY BOARD

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

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

*2020 Committee Rosters:*

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

*2020 Task Forces:*

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