

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

As the library is closed due to COVID-19, the public is invited to attend the meeting by logging into zoom.us/join or by calling 1-312-626-6799 and entering the meeting ID number: 838 7898 0949.

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 June 9, 2020 Minutes +
 - b. Acknowledgement of Bills Paid in June 2020 (6/2/20 - \$7,995; 6/16/20 - \$22,875.71) +
 - c. May 2020 Budget Status Report +
 - d. Q2 2020 Gifts and Grants Received +

Informational/Discussion (10 minutes)

5. Trustee Information Sharing I+
6. Wedding/Special Events Update I+

Decisional (60 minutes)

7. Library Events Task Force A+
8. 2021 Operating Budget A+
9. Library Reopening to Public A+

Reports (10 minutes)

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

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 Pm on Monday, July 13, 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
June 9, 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 7:10 PM.

AGENDA ITEM 2: Adoption of Agenda

Motion to adopt agenda. Carlsen moved. Hemer 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

Hemer thanked staff for setting up the jigsaw table in the parking lot. Collins commented that patrons have shared with him that the library has been a great resource during this time. Bell shared that there was damage to the East Lake branch of the Hennepin County Public Library. Community members on-site prevented further damage to the library.

Keliher shared a few Zoom tips and best practices with trustees:

- **Mute:** In general, the preferred option is to keep the microphones muted when you are not speaking. This helps prevent background noise from cutting into the audio. If you are speaking for a few seconds and want to temporarily unmute yourself, you can hold the space bar while speaking.
- **Viewing:** Users can switch between speaker view and gallery view. Speaker view shows smaller thumbnails with a larger picture of who is speaking. Gallery view shows a tiled approach of equal size with the speaker framed in yellow.
- **Pace:** With a Zoom meeting, the pace needs to be slowed down between discussion topics and switching between speakers to allow for the flow and smooth transition due to the lag of the online meeting.
- **Side Comments/Friendly Feedback:** Side comments and verbal acknowledgements can cause audio feedback. Using nonverbal gestures and communications may be more helpful in the Zoom meeting.

Lockyear suggested that the board do a round robin to make sure that all members have the opportunity to talk, especially with the weighty discussions on the agenda. Bell indicated that she will pause and take time to check in with all trustees before the vote.

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AGENDA ITEM 6: 2021 Operating Budget Planning

Troendle reported that the City Administrator asked that departments submit two separate budgets for 2021. One budget should be a flat transfer in from the general fund. The other budget should be a normal increase that would keep things fairly level. No specific increase amount was provided by the City.

Richie indicated that the Finance Committee members met with Troendle and Goeltl to plan for the 2021 budget request. The group looked at a flat transfer-in and a 5% increase in city funding. In either scenario, the library would need to make cuts to expenditures to balance the budget. Richie asked for trustee feedback on the scenarios and options presented in the board packet.

The trustees discussed that the library's budget is lean, with only two areas where the budget can be significantly reduced— materials and staffing. These are the biggest components of the library's budget with little wiggle room in other areas.

Materials/Collections: Trustees discussed that reductions to the materials budget would be hard to support. This is the key service provided by the library. Trustees have long been concerned about the size of the budget and have been working to bolster this budget line. Cutting at all is concerning, particularly at this time, when people may be relying on these materials more. Large decreases, such as reducing materials by 50% to meet a flat budget scenario, would be devastating and would have long-lasting implications.

Library Hours: Another way to reduce expenditures would be to reduce library hours and thus save money on substitute staffing. Trustees asked about library usage. When is the library least and most used? Troendle reported that the end of the week (Thursday and Friday) is less busy than the beginning of the week. Saturday morning is busy. Sunday is an important day to offer services. Tuesdays and Wednesdays are busy, especially as the library offers regular weekly programming those mornings. Trustees discussed several options for reducing library hours, including closing earlier in the evenings, opening later in the mornings, closing the library for one day per weekday, closing or shortening hours on a weekend. Trustees noted that an earlier closure on weekdays could affect the many community groups that use the library's space to meet. Trustees also discussed the importance of consistency in hours and the opportunity for patrons to access library materials and services and have a safe place to be. While closing the library for a day was not popular among trustees, it was noted that this does demonstrate the library's funding needs. On the other hand, having great materials to use but not being able to access the library is a concern. There are people who can only get to the library on evenings and weekends. While large cuts in materials may be painful, access is important.

AGENDA ITEM 7: Special Events Task Force

In previous meetings, trustees had suggested establishing a task force to look at the use of the space. Bell asked for trustee input on the creation of a task force and referenced the questions found in the board packet.

Trustees discussed and agreed that it would be better to begin task force discussions now rather than later.

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Hemer suggested including other individuals in task force discussions (not just the trustees). Keliher suggested that board have a discussion about what goal the task force is setting off to solve? Is the terrace to be resource to the community that is more open and accessible than a traditional private venue? Is the goal to supplement library revenue? Richie noted that hours have been spent by staff and trustees on events, and this has taken a lot of time and energy away from our mission. Decisions about special events should enhance our mission. Cox agreed that holding special events needs to support mission to make sense in the long-term.

Bell asked trustees to contact her if interested in serving on task force.

AGENDA ITEM 8: Library Reopening to Public and for Private Events

Bell discussed that there are two interrelated items for this agenda item: 1) keeping library closed at least through July 31, and 2) handling private events beginning on August 1. Talking points are included in the board packet.

Board first discussed keeping the library closed through July 31. Trustees noted that safety is a top priority, but also discussed the importance of making the library accessible to the community as much as possible. Plexiglas and other safety/sanitation supplies will likely not be in place before July 31. Troendle reported that from the staff perspective, he is hearing that staff do miss working with the public in-person; however, the longer that the library can stay closed to in-person visits, the more comfortable staff will be. Many staff fall into one of the higher risk categories. Board discussed that curbside was an important service for providing materials to patrons and inquired if additional services that could be offered while the library remained closed. Troendle reported that staff are looking at ways to provide computer access without having the public in the building. The library has laptops typically used for in-person programming that could be lent to the public. The library could also look at adding hotspots (wireless Wi-Fi connections) to the collection for patrons to check out. The trustees also noted that they not only need to think about reopening, but also what do if someone has COVID at the library.

Motion to keep the library closed to public visits until at least July 31, 2020. Hollatz moved. Lockyear second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Lockyear, Keliher, Richie; No: None.

Board then discussed hosting previously booked weddings at the library. The next event scheduled at the library is Saturday, August 1, with a list of all upcoming weddings/special events in August and beyond included in the packet. The library cancelled all weddings scheduled prior to August in alignment with the city's decision to cancel special events through July 31. No decisions have been made by council for events in August and beyond. Park reservations are being honored. The city's Rec Center is honoring previously scheduled ice times.

Troendle reported that the August 1 has an invitation list of 225. The terrace's capacity is 500, and the group would meet both the current 50% outdoor capacity restrictions and the 250 maximum gathering size limit. The Margaret Rivers room capacity of 110 people would not accommodate that size group pre-COVID, and especially with any indoor capacity restrictions that may be in place in August. If weddings cannot be held at the library, clients should be informed within about 6 weeks of their event

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date. Across their venues, One23 has been working with clients to make decisions about the event at about the 6-week timeframe.

Board discussed that the government keeps updating guidelines and restrictions for social gatherings. Occupancy and group-size recommendations may be at a different place in August. Board acknowledged the multiple vendors booked and coordinated by wedding parties for their event and expressed preference for letting groups know sooner rather than later about the status of their event at the library. Board expressed interest in honoring the commitments but noted the practical difficulties in doing so. Board discussed concerns about management of a large group and adherence to social distancing, size, and capacity guidelines, especially in case of inclement weather, and the management of potential exposure to staff and public if groups interacted. Board discussed specific need for wedding parties to have a tent in case of inclement weather. If no tent, then parties need a backup plan that meets all indoor guidelines. Protocols would also be needed to sanitize the library and make it safe once the wedding group leaves.

Motion to honoring existing events scheduled from August 1, 2020, through October 2020, in compliance with state and city guidelines and library stipulations as determined by director and staff, including the development of contingency plans for inclement weather that meet guidelines and stipulations. Motion needs review and approval from city attorney. Carlsen moved. Hemer second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Lockyear, Keliher, Richie; No: None.

AGENDA ITEM 9: Venue Coordinator Contract

One23 is requesting a fee of \$500 for each scheduled remaining event in 2020 and 2021. It is very similar to how events were managed in 2019. The one difference is that library would provide the service of setting up and taking down tables and chairs.

Move to contract with One23 to manage remaining private events previously scheduled at a fee of \$500 per event for all events that are currently booked. Keliher moved. Cox second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Lockyear, Keliher, Richie; No: None.

AGENDA ITEM 10: COVID-19 Capital Expenditures

Troendle reported that two potential purchases have been identified for when the library reopens to the public to help mitigate the spread of COVID-19 – an electrostatic sprayer and barriers at public service points. The electrostatic sprayer is between \$1,800 and \$2,000 and can be funded with the existing custodial equipment capital line item. The barriers are for the public service desk, self-checks, internet stations and other service points throughout the library. An estimate was received by Troendle today, but the Facilities Committee has not had time to discuss the proposal. Fabrication or lead time was not included on estimate, but conversations with vendor indicated that this would depend on availability of panels and company workload. There are not existing capital funds for this project. This may be reimbursed through state COVID-19 funds, grant opportunities could be researched and pursued, or Kilty funds could be used.

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Motion to approve capital expenditure on electrostatic sprayer. Cox moved. Hollatz second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Lockyear, Keliher, Richie; No: None.

Motion to give Facilities Committee the authority to make decision on barriers, if contract and ordering needs to occur before July board meeting. Lockyear moved. Carlsen second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Lockyear, Keliher, Richie; No: None.

REPORTS

AGENDA ITEM 11: Director and Other Staff Reports

Troendle noted that the board could find his monthly report and staff reports in the packet.

AGENDA ITEM 12: Foundation and Friends Reports

Minutes from April meeting are included in the packet. Friends are not meeting.

AGENDA ITEM 13: Board Committee Reports

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

AGENDA ITEM 14: Public Commentary and Communications

None.

AGENDA ITEM 15: Adjournment

Adjourned at 9:52 PM.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgement of Bills Paid in June 2020				
OWNER: Goeltl, Business & Communications Manager		PRESENTER: Troendle, Director		
REQUESTED AGENDA TYPE (A, I, D): A		IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:		
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of June 2020 bills paid				
BACKGROUND/CONTEXT: Following is a bills report summary for the month of June:				
June 2020 (2020 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 14,604.73	\$ 2,060.81	\$ 1,003.17	\$ 17,668.71
Capital Expenditures	\$ 13,202.00	\$ -	\$ -	\$ 13,202.00
Total	\$ 27,806.73	\$ 2,060.81	\$ 1,003.17	\$ 30,870.71
<p>Explanations of large or out of the ordinary payments are listed below: <i>Bill Resolution: June 2, 2020</i></p> <ul style="list-style-type: none"> • \$579.42 to Otis Elevator for quarterly maintenance contract. <p><i>Bill Resolution: June 16, 2020</i></p> <ul style="list-style-type: none"> • \$13,202.00 paid to Blueline Coatings for upper level ceiling repair project. • \$1,375.00 paid to Mobile Beacon for circulating hotspots. Funded by Foundation. • \$430.54 paid to Uline and \$283.16 paid to Better Containers Manufacturing for curbside pick-up supplies, coded to COVID-19. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 6/2/2020 Bill Resolution – 2020 Bills 6/16/2020 Bill Resolution – 2020 Bills				
PREVIOUS ACTION ON ITEM:				
REVIEWED BY COMMITTEE?:				

2020 Bill Resolutions

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

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
6022020	6/2/2020	Brodart Co	Materials - Juv	\$ 1,734.49	230-4230-2400-0000	Childrens Books
6022020	6/2/2020	Brodart Co	Materials - Adult Fiction	\$ 227.61	230-4230-2401-0000	Adult Books - Fiction
6022020	6/2/2020	Brodart Co	Materials - Adult Nonfiction	\$ 402.25	230-4230-2405-0000	Adult Books - Non Fiction
6022020	6/2/2020	Brodart Co	Materials - YA	\$ 400.22	230-4230-2406-0000	Teen Books
6022020	6/2/2020	Brodart Co	Materials - Processing	\$ 82.55	230-4230-3404-0000	Processing Fee
4050384968	5/13/2020	Cintas Corporation	Towels & Rugs	\$ 63.84	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
5282020	5/28/2020	Country Messenger	Materials - Newspaper Subscription	\$ 26.00	230-4230-2403-0000	Periodicals
6800120	5/15/2020	Demco Inc.	Processing Supplies	\$ 8.32	230-4230-3404-0000	Processing Fee
6800120	5/15/2020	Demco Inc.	Programs - JUV - SRP (Friends)	\$ 69.82	229-4229-2407-0000	Friends - Programs
2007347	5/13/2020	Ebsco Publishing	Materials - Periodicals (SPLF DR Heuer)	\$ 170.81	232-4232-2113-0000	SPLF - Materials
3172020	3/17/2020	Krefting Wayne	Programs - JUV SRP (SPLF)	\$ 175.00	232-4232-2407-0000	SPLF - Programs
72927	4/24/2020	Menards	Janitorial Supplies	\$ 73.97	230-4231-2102-0000	Janitorial Supplies
73215	4/29/2020	Menards	Janitorial Supplies	\$ 4.99	230-4231-2102-0000	Janitorial Supplies
73215	4/29/2020	Menards	Bird Deterrence	\$ 30.98	230-4231-2202-0000	Building Repair Supplies
73883	4/29/2020	Menards	Janitorial Supplies	\$ 35.90	230-4231-2102-0000	Janitorial Supplies
73939	5/13/2020	Menards	Janitorial Supplies	\$ 15.98	230-4231-2102-0000	Janitorial Supplies
74070	5/15/2020	Menards	Janitorial Supplies	\$ 6.47	230-4231-2102-0000	Janitorial Supplies
W20040593	5/14/2020	Office of MN IT Services	Phone - April 2020	\$ 143.70	230-4231-3101-0000	Telephone
CL65064620	5/20/2020	Otis Elevator Company	Maint Contract	\$ 579.42	230-4231-3707-0000	Maintenance Agreements - Lib Plant
6910228	5/13/2020	Quill Corporation	Supplies	\$ 39.99	230-4230-2101-0000	General Supplies
6039	5/20/2020	Snake Discovery LLC	Programs - JUV (SPLF)	\$ 180.00	232-4232-2407-0000	SPLF - Programs
119976130	5/14/2020	Uline Inc	Programs JUV SRP (Friends)	\$ 124.81	229-4229-2407-0000	Friends - Programs
119976130	5/14/2020	Uline Inc	Janitorial Supplies	\$ 64.80	230-4231-2102-0000	Janitorial Supplies
		INVOICES SUBTOTAL		\$ 4,661.92		
CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		\$ -		
SPECIAL BILL PAYOUTS						
686126742	5/26/2020	Xcel Energy	Gas	\$ 537.06	230-4231-3601-0000	Natural Gas
686126742	5/26/2020	Xcel Energy	Electric	\$ 2,796.02	230-4231-3600-0000	Electricity
		SPECIAL BILL PAYOUT SUBTOTAL		\$ 3,333.08		
GRAND TOTAL				\$ 7,995.00		

Submitted for payment

Mark Troendle, Library Director

2020 Bill Resolutions

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

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
114Q-K3XC-V614	6/4/2020	Amazon Business	Materials - Nature Backpacks (Friends)	\$ 152.70	235-4235-2101-0000	Library Donations Materials
17422	5/28/2020	The Bakken Museum	Programs - Juv (SPLF)	\$ 250.00	229-4229-2407-0000	Friends - Programs
3133	5/8/2020	Blueline Coatings LLC	UL Ceiling Repair (Capital Project 20-4231-959)	\$ 13,202.00	120-4230-5200-0000	C/O & Improvements
6162020	6/16/2020	Brodart Co	Materials - Adult (Lawson)	\$ 30.24	224-4224-2404-0000	Helen Lawson Fund - Other Books
6162020	6/16/2020	Brodart Co	Materials - Juv	\$ 127.43	230-4230-2400-0000	Childrens Books
6162020	6/16/2020	Brodart Co	Materials - Adult Fiction	\$ 1,196.18	230-4230-2401-0000	Adult Books - Fiction
6162020	6/16/2020	Brodart Co	Materials - Adult Nonfiction	\$ 878.99	230-4230-2405-0000	Adult Books - Non Fiction
6162020	6/16/2020	Brodart Co	Materials - YA	\$ 20.50	230-4230-2406-0000	Teen Books
6162020	6/16/2020	Brodart Co	Materials - Processing	\$ 411.25	230-4230-3404-0000	Processing Fee
6162020	6/16/2020	Brodart Co	Materials - Adult Nonfiction (Athena)	\$ 145.91	235-4235-2101-0000	Library Donations Materials
102443527	6/1/2020	Comcast	Internet - June	\$ 188.06	230-4230-3098-0000	Technology Support
306-02444792-3	5/31/2020	Culligan of Stillwater	Water	\$ 39.25	230-4230-4099-0000	Miscellaneous Charges
6102020	6/10/2020	Faurot Kimberly	Equipment - Storage Bins (Staff Reimbursement)	\$ 101.61	230-4230-2302-0000	Other Minor Equipment
6102020	6/10/2020	Faurot Kimberly	Programming - Friends (Staff Reimbursement)	\$ 229.69	229-4229-2407-0000	Friends - Programs
5192020	5/19/2020	Kaericher Jodi	Programs - Adult (SPLF)	\$ 60.00	232-4232-2407-0000	SPLF - Programs
958-2020	6/5/2020	Legacy Exteriors	Roof Repair	\$ 2,965.00	230-4231-3703-0000	Building Repair Charges
7988017	6/9/2020	Minnesota UI Fund	Unemployment Insurance	\$ 17.25	230-4230-4099-0000	Miscellaneous Charges
5292020	5/29/2020	Washington County Master Gardeners	Programs - Adult (SPLF)	\$ 100.00	232-4232-2407-0000	SPLF - Programs
MB115640	6/11/2020	Mobile Beacon	Materials - Circulating Hotspots (SPLF)	\$ 1,375.00	232-4232-2113-0000	SPLF - Materials
7559434	6/8/2020	Quill Corporation	Supplies	\$ 35.52	230-4230-2101-0000	General Supplies
7538692	6/5/2020	Quill Corporation	Supplies	\$ 137.45	230-4230-2101-0000	General Supplies
123495888	5/29/2020	Uline Inc	Curbside Pick-up Supplies (COVID -19)	\$ 430.54	230-4230-4093-0000	COVID-19
		INVOICES SUBTOTAL		\$ 22,094.57		
CREDIT CARD						
233936	4/14/2020	Better Containers Manufacturing	COVID - Curbside Pick-up Bags	\$ 283.16	230-4230-4093-0000	COVID-19
412175	4/15/2020	Decorative Films	Restroom Windows & Repair Supplies	\$ 299.25	230-4231-2202-0000	Building Repair Supplies
W951986105	4/23/2020	Home Depot	Janitorial Supplies	\$ 9.75	230-4231-2102-0000	Janitorial Supplies
2070497	4/13/2020	Love Your Melon	COVID - Face Masks	\$ 61.02	230-4230-4093-0000	COVID-19
400043816	4/15/2020	Robert Brooke & Associates	Restroom Stall Repair Supplies	\$ 111.90	230-4231-2202-0000	Building Repair Supplies
17696578	4/28/2020	Zoom Video Communications	Recurring Monthly Charge	\$ 16.06	230-4230-3098-0000	Technology Support
		CREDIT CARD SUBTOTAL		\$ 781.14		
SPECIAL BILL PAYOUTS						
None						
		SPECIAL BILL PAYOUT SUBTOTAL		\$ -		
GRAND TOTAL				\$ 22,875.71		

Submitted for payment

Mark Troendle, Library Director

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: May 2020 Budget Status Report	
OWNER: Troendle, Library Director Goeltl, Business & Communications Manager	PRESENTER: Troendle, Library Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: Attached is a budget status report for the period from January 1 – May 31, 2020.</p> <p><u>120 Funds – Capital Projects:</u></p> <ul style="list-style-type: none"> The capital budget report shows the library’s originally approved budget of \$95,000. Due to budgetary implications of COVID-19, the city recommended that the City Council reduce the overall CIP from \$15.9M to \$9.4M. This included a reduction in library capital budget to \$56,200 in 2020. \$10,618 was expended in C/O & Improvements through May. 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. \$8,644 was expended in MIS Computer Equipment capital funds through April. This was for the replacement of the children’s self-check machine. <p><u>230 Funds – Revenues:</u> The budget for library-generated revenues in 2020 was approved at \$132,620.</p> <ul style="list-style-type: none"> Rental Fees: Through February, \$685 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. Other Revenue Lines: Due to the impact of the pandemic on library operations, many of the revenue line items are projected to be lower than budgeted. Libraries have extended due dates and waived fees. Our gallery has been closed to the public. Print/copy services have not been available. <p><u>230 Funds – Expenditures:</u></p> <p>Operating – Personnel Services: Personnel expenditures total \$333,346.57 through May. Expenditures are running under the budgeted pace of \$374,697. Journal entries related to 2019 year-end compensation and health insurance pre-payments have been made.</p> <p>Operating – Supplies & Materials: \$26,991.82 in material invoices were paid through April, which is 24.7% 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. Journal entries related to December 2019 prepayments for 2020 invoices have been made.</p> <p>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.</p> <p>Plant – Personnel Services: Personnel expenditures total \$43,129.82 through May. Expenditures are running slightly under budgeted pace. Journal entries related to 2019 year-end compensation and health insurance pre-payments have been made.</p>	

Agenda Item Cover Sheet

BOARD MEETING DATE:
July 14, 2020
Agenda Item: **4c**

Plant – Supplies: Plant supply expenditures total \$3,472.64, which is 44.5% 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 May, which is 33% of the \$25,000 budget.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:
2020 May Budget Status Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

General Ledger

Budget Status

User: kgoeltl
 Printed: 7/8/2020 - 12:18 PM
 Period: 1 to 5, 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
120-4230-5210-0000	C/O & Improvements - COVID 19	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-4230-5300-0000	C/O Machinery & Equipment	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
120-4230-5310-0000	C/O MIS Computer Equipment	33,300.00	8,644.00	8,644.00	24,656.00	0.00	24,656.00	74.04
120-4230-5320-0000	C/O Mach & Equip - COVID 19	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	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: 7/8/2020 - 2:10 PM
 Period: 1 to 5, 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	685.00	685.00	112,315.00	0.00	112,315.00	99.39
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	2,532.24	2,532.24	117,667.76	0.00	117,667.76	97.89
R40	MISCELLANEOUS							
230-0000-3810-0200	Interest Earnings-Investments	1,000.00	163.12	163.12	836.88	0.00	836.88	83.69
230-0000-3820-0100	Gifts	1,500.00	530.84	530.84	969.16	0.00	969.16	64.61
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	1,160.81	1,160.81	1,839.19	0.00	1,839.19	61.31
230-0000-3880-0040	Processing Fees	6,000.00	1,042.19	1,042.19	4,957.81	0.00	4,957.81	82.63
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	3,000.39	3,000.39	9,419.61	0.00	9,419.61	75.84
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,353,200.00	563,833.35	563,833.35	789,366.65	0.00	789,366.65	58.33
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	563,833.35	563,833.35	789,366.65	0.00	789,366.65	58.33
	Revenue Sub Totals:	1,485,820.00	569,365.98	569,365.98	916,454.02	0.00	916,454.02	61.68
	Dept 0000 Sub Totals:	-1,485,820.00	-569,365.98	-569,365.98	-916,454.02	0.00		
Dept 230-4230 E05	LIBRARY OPERATIONS PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	415,990.56	56,901.06	56,901.06	359,089.50	0.00	359,089.50	86.32
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	11,026.03	11,026.03	-11,026.03	0.00	-11,026.03	0.00
230-4230-1113-0000	Vacation Pay	0.00	8,599.02	8,599.02	-8,599.02	0.00	-8,599.02	0.00
230-4230-1200-0000	Part Time Salaries	350,945.44	185,155.46	185,155.46	165,789.98	0.00	165,789.98	47.24
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	18,629.56	18,629.56	38,890.64	0.00	38,890.64	67.61
230-4230-1420-0000	FICA/Medicare	58,108.36	19,844.65	19,844.65	38,263.71	0.00	38,263.71	65.85
230-4230-1500-0000	Hospital / Medical	88,359.48	31,248.02	31,248.02	57,111.46	0.00	57,111.46	64.64
230-4230-1520-0000	Dental Insurance	2,684.40	1,676.82	1,676.82	1,007.58	0.00	1,007.58	37.53
230-4230-1540-0000	Life Insurance	622.68	186.57	186.57	436.11	0.00	436.11	70.04
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	333,346.57	333,346.57	640,884.55	0.00	640,884.55	65.78
E10	SUPPLIES							
230-4230-2000-0000	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-2101-0000	General Supplies	4,500.00	2,399.81	2,399.81	2,100.19	0.00	2,100.19	46.67
230-4230-2113-0000	Reference	2,500.00	1,274.40	1,274.40	1,225.60	0.00	1,225.60	49.02
230-4230-2114-0000	Data Base Searching	2,000.00	1,287.65	1,287.65	712.35	0.00	712.35	35.62
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	2,571.75	2,571.75	18,438.25	0.00	18,438.25	87.76
230-4230-2401-0000	Adult Books - Fiction	21,450.00	3,738.27	3,738.27	17,711.73	0.00	17,711.73	82.57
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	3,911.73	3,911.73	988.27	0.00	988.27	20.17
230-4230-2405-0000	Adult Books - Non Fiction	20,350.00	6,068.62	6,068.62	14,281.38	0.00	14,281.38	70.18
230-4230-2406-0000	Teen Books - Materials	5,500.00	695.34	695.34	4,804.66	0.00	4,804.66	87.36
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	1,229.61	1,229.61	7,020.39	0.00	7,020.39	85.10
230-4230-2409-0000	Electronic Materials	4,500.00	1,729.53	1,729.53	2,770.47	0.00	2,770.47	61.57
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	29,391.64	29,391.64	86,018.36	0.00	86,018.36	74.53
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	10,700.00	2,189.82	2,189.82	8,510.18	0.00	8,510.18	79.53

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	8,622.50	8,622.50	44,645.50	0.00	44,645.50	83.81
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	2,255.98	2,255.98	11,744.02	0.00	11,744.02	83.89
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	35,453.78	35,453.78	87,043.34	0.00	87,043.34	71.06
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	618.48	618.48	6.52	0.00	6.52	1.04
230-4230-4093-0000	COVID-19	0.00	1,160.93	1,160.93	-1,160.93	0.00	-1,160.93	0.00
230-4230-4099-0000	Miscellaneous Charges	3,000.00	213.66	213.66	2,786.34	0.00	2,786.34	92.88
	E20 Sub Totals:	4,825.00	2,293.07	2,293.07	2,531.93	0.00	2,531.93	52.48
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	400,485.06	400,485.06	816,478.18	0.00	816,478.18	67.09
	Dept 4230 Sub Totals:	1,216,963.24	400,485.06	400,485.06	816,478.18	0.00		
Dept 230-4231	LIBRARY PLANT							
E05	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	83,851.58	13,595.77	13,595.77	70,255.81	0.00	70,255.81	83.79
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	1,407.59	1,407.59	-1,407.59	0.00	-1,407.59	0.00
230-4231-1113-0000	Vacation Pay	0.00	3,023.96	3,023.96	-3,023.96	0.00	-3,023.96	0.00
230-4231-1200-0000	Part Time Salaries	14,937.00	12,031.76	12,031.76	2,905.24	0.00	2,905.24	19.45
230-4231-1410-0000	PERA	7,089.49	2,140.16	2,140.16	4,949.33	0.00	4,949.33	69.81
230-4231-1420-0000	FICA/Medicare	7,557.33	2,216.16	2,216.16	5,341.17	0.00	5,341.17	70.68
230-4231-1500-0000	Hospital / Medical	13,077.00	8,177.39	8,177.39	4,899.61	0.00	4,899.61	37.47
230-4231-1520-0000	Dental Insurance	757.80	499.54	499.54	258.26	0.00	258.26	34.08

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4231-1540-0000	Life Insurance	87.00	37.49	37.49	49.51	0.00	49.51	56.91
230-4231-1990-0000	Grant Pass Thru	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E05 Sub Totals:	127,357.20	43,129.82	43,129.82	84,227.38	0.00	84,227.38	66.13
E10	SUPPLIES							
230-4231-2101-0000	General Supplies	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
230-4231-2102-0000	Janitorial Supplies	4,500.00	1,120.15	1,120.15	3,379.85	0.00	3,379.85	75.11
230-4231-2202-0000	Building Repair Supplies	1,500.00	2,352.49	2,352.49	-852.49	0.00	-852.49	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
	E10 Sub Totals:	7,800.00	3,472.64	3,472.64	4,327.36	0.00	4,327.36	55.48
E15	SERVICES AND CHARGES							
230-4231-3002-0000	Contractual	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-3099-0000	Other Professional Services	4,000.00	0.00	0.00	4,000.00	0.00	4,000.00	100.00
230-4231-3101-0000	Telephone	1,700.00	287.40	287.40	1,412.60	0.00	1,412.60	83.09
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	9,421.45	9,421.45	36,778.55	0.00	36,778.55	79.61
230-4231-3601-0000	Natural Gas	13,200.00	5,845.66	5,845.66	7,354.34	0.00	7,354.34	55.71
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	6,016.26	6,016.26	4,483.74	0.00	4,483.74	42.70
230-4231-3713-0000	Computer Maint Agreements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 Sub Totals:	132,600.00	29,929.92	29,929.92	102,670.08	0.00	102,670.08	77.43
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	302.96	302.96	797.04	0.00	797.04	72.46
	E20 Sub Totals:	1,100.00	302.96	302.96	797.04	0.00	797.04	72.46
E40	OTHER FINANCING USES							
230-4231-9490-0000	Transfer Out-Cap Proj Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E40 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	268,857.20	76,835.34	76,835.34	192,021.86	0.00	192,021.86	71.42
	Dept 4231 Sub Totals:	268,857.20	76,835.34	76,835.34	192,021.86	0.00		
Dept 230-4900	IMPROVEMENT PROJECTS							
E15	SERVICES AND CHARGES							
230-4900-3099-0000	Other Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E25	CAPITAL OUTLAY							
230-4900-5200-0000	C/O & Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Dept 4900 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
	Fund Revenue Sub Totals:	1,485,820.00	569,365.98	569,365.98	916,454.02	0.00	916,454.02	61.68
	Fund Expense Sub Totals:	1,485,820.44	477,320.40	477,320.40	1,008,500.04	0.00	1,008,500.04	67.87
	Fund 230 Sub Totals:	0.44	-92,045.58	-92,045.58	92,046.02	0.00		

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Supplemental Funds: Gifts and Grants Received	
OWNER: Goeltl, Business and Communications Manager	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of the following supplemental gifts and grants received by the library in Quarter 2 of 2020.	
BACKGROUND/CONTEXT: Attached is a list of the supplemental gifts and grants received by the library from January 1, 2020 – June 30, 2020. Official acceptance of the gifts and grants received report is requested.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Library Supplemental Funds: 2020 Gifts & Grants Received Through 6/30/2020	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

LIBRARY SUPPLEMENTAL FUNDS: 2020 GIFTS & GRANTS RECEIVED (January 1 - June 30, 2020)

Prepared 7/9/2020

2020 Gifts							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
G1	1/7/2020	\$150 Tribute Gift in memory of Ernie Beaudet	\$150	Book Purchases - Birds, Handyman, Engineering	235-0000-3820-0100	Expend in 2020	Board Approved 4/14/20
G2	1/7/2020	\$150 Tribute Gift in memory of Ernie Beaudet	\$150	Book Purchases - Birds, Handyman, Engineering	235-0000-3820-0100	Expend in 2020	Board Approved 4/14/20
G3	1/7/2020	\$150 Tribute Gift in memory of Ernie Beaudet	\$150	Book Purchases - Birds, Handyman, Engineering	235-0000-3820-0100	Expend in 2020	Board Approved 4/14/20
G4	1/7/2020	\$50 Tribute Gift in memory of Dave Magnuson & \$50 Tribute in memory of Judy Wilson	\$100	Book Purchase	230-0000-3820-0100	Expend in 2020	Board Approved 4/14/20
G5	1/7/2020	\$600 Tribute Gift in memory of Robert Kraske (50% specified for children's fiction and 50% for children's nonfiction)	\$600	Book Purchase	235-0000-3820-0100	Expend in 2020	Board Approved 4/14/20
G6	1/7/2020	\$1000 Unrestricted Donation	\$1,000	None	235-0000-3820-0100	Allocate to programming for expenditure in 2020	Board Approved 4/14/20
G7	1/9/2020	In-Kind Donation of hand-crafted oak and cherry sign holders and a white-board	In-Kind	N/A	N/A	N/A	Board Approved 4/14/20
G8	1/14/2020	\$250 Tribute in memory of Ernie Beaudet	\$250	Book Purchases - Birds, Handyman, Engineering	235-0000-3820-0100	Expend in 2020	Board Approved 4/14/20
G9	1/14/2020	\$35 Tribute in memory of Ernie Beaudet	\$35	Book Purchases - Birds, Handyman, Engineering	235-0000-3820-0100	Expend in 2020	Board Approved 4/14/20
G10	2/11/2020	\$2,500 Tribute Gift in memory of Bob Kraske	\$2,500	None	235-0000-3820-0100	TBD	Board Approved 4/14/20
G11	2/11/2020	\$2,500 Kraske Bequest	\$2,500	None	235-0000-3820-0100	TBD	Board Approved 4/14/20
G12	3/5/2020	\$30 Tribute in memory of Helen Falde	\$30	Book Purchase	230-0000-3820-0100	Expend in 2020	Board Approved 4/14/20
G13	3/5/2020	\$50 Tribute in memory of Dean Mattson	\$50	None	230-0000-3820-0100	Use for General Operating	Board Approved 4/14/20
G14	3/6/2020	\$100 Unrestricted Donation	\$100	None	230-0000-3820-0100	Use for General Operating	Board Approved 4/14/20
G15	3/10/2020	In-Kind Donation of subscription to Air & Space magazine	In-Kind	N/A	N/A	N/A	Board Approved 4/14/20
G16	3/11/2020	\$30 Tribute in memory of AnnaLisa Bilodeau	\$30	Book Purchase	230-0000-3820-0100	Expend in 2020	Board Approved 4/14/20
G17	3/17/2020	\$5,000 Unrestricted Gift from Stillwater Township	\$5,000	None	227-0000-3820-0100	TBD	Board Approved 4/14/20
G18	4/24/2020	\$25 Tribute in Memory of Betty Riemenschneider	\$25	Book Purchase	230-0000-3820-0100	Expend in 2020	For Board Review & Approval 7/14/20
G19	4/24/2020	\$20 Tribute in Memory of Nancy Broderick	\$20	Book Purchase	230-0000-3820-0100	Expend in 2020	For Board Review & Approval 7/14/20
G20	4/24/2020	\$500 Unrestricted Gift	\$500	None	235-0000-3820-0100	TBD	For Board Review & Approval 7/14/20
G21	5/15/2020	\$50 Gift: \$25 Tribute in Memory of Nancy Broderick and \$25 Tribute in Memory of Phyllis Seim	\$50	Book Purchase	230-0000-3820-0100	Expend in 2020	For Board Review & Approval 7/14/20
G22	5/15/2020	\$100 Unrestricted Donation	\$100	None	230-0000-3820-0100	Use for General Operating	For Board Review & Approval 7/14/20
G23	6/9/2020	\$100 Unrestricted Donation	\$100	None	230-0000-3820-0100	Use for General Operating	For Board Review & Approval 7/14/20
G24	6/9/2020	\$275 Tribute in Memory of Nancy Broderick	\$275	Book Purchase	230-0000-3820-0100	Expend in 2020	For Board Review & Approval 7/14/20
G25	6/19/2020	\$80 Donation for SciFi Books	\$80	Book Purchase	230-0000-3820-0100	Expend in 2020	For Board Review & Approval 7/14/20
G26	6/19/2020	\$35 Tribute in memory of Warren Bovee	\$35	Book Purchase	230-0000-3820-0100	Expend in 2020	For Board Review & Approval 7/14/20
G27	6/19/2020	\$500 Donation for Telescopes from MN Astronomical Society, forwarded on from Stillwater Sunrise Rotary	\$500	Telescope Purchase	235-3235-3820-0100	Expend in 2020	For Board Review & Approval 7/14/20
			\$14,330				
2020: FRIENDS OF STILLWATER PUBLIC LIBRARY GIFTS							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
F1	2/11/2020	\$300 Donor-Designated Gift to Juv Materials	\$300	Juv Materials	229-0000-3810-0100	Expend in 2020	For Board Review & Approval 4/14/20
			\$300				
2020: FOUNDATION GRANTS (This is a list of the grants awarded. We do not receive the funds in a single payment. Instead, the SPLF reimburses for expenditures against the grant.)							
ID	Date	Description	Award	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	Requested Board Action
SPLF1	2/7/2020	\$20.43 Tribute in memory of Meinke	\$20.43	Book Purchase	232-0000-3820-0100	Expend in 2020	Board Approved 4/14/20
SPLF2	3/30/2020	Funding for promotional mailer of library services during COVID	\$795	Marketing	232-4232-4099-0000	Expend in 2020	For Board Review & Approval 7/14/20
SPLF3	4/24/2020	\$500 Telescopes, \$3000 Lucky Day, \$1000 YA, \$1872 Adult Nonfiction; \$1065 Video (\$63 Residual)	\$7,500	Materials	232-0000-3820-0100	Expend in 2020	For Board Review & Approval 7/14/20
SPLF4	6/26/2020	Contingent Grant: Barriers for public service points, public computer workstations and other points throughout library; <i>Funding will be provided if city cannot fund through CARES Act.</i>	\$19,000	Barriers	232-0000-4093-0000	Expend in 2020	For Board Review & Approval 7/14/20
SPLF5	6/26/2020	Circulating WI-Fi connections for patrons	\$1,750	Hotspots	232-0000-3820-0100	Expend in 2020	For Board Review & Approval 7/14/20

LIBRARY SUPPLEMENTAL FUNDS: 2020 GIFTS & GRANTS RECEIVED (January 1 - June 30, 2020)

Prepared 7/8/2020

				\$29,065			
2020: FOUNDATION IN-KIND DONATIONS TO LIBRARY (This is a list of in-kind donations provided by the Foundation to the library)							
ID	Date	Description	Amount	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	
SPLF In Kind 1	1/25/2020	Volunteer Coordinator Contract	\$1,668	N/A	N/A	N/A	Board Approved 4/14/20
SPLF In Kind 2	2/25/2020	Volunteer Coordinator Contract	\$1,668	N/A	N/A	N/A	Board Approved 4/14/20
SPLF In Kind 3	3/25/2020	Volunteer Coordinator Contract	\$1,668	N/A	N/A	N/A	Board Approved 4/14/20
SPLF In Kind 4	4/21/2020	Volunteer Coordinator Contract	\$1,668	N/A	N/A	N/A	For Board Review & Approval 7/14/20
SPLF In Kind 5	5/22/2020	Volunteer Coordinator Contract	\$833	N/A	N/A	N/A	For Board Review & Approval 7/14/20
SPLF In Kind 6	6/21/2020	Volunteer Coordinator Contract	\$833	N/A	N/A	N/A	For Board Review & Approval 7/14/20
			\$8,337				

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Trustee Information Sharing	
OWNER: Trustees	PRESENTER: Trustees
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: This standing agenda item allows trustees to share information with each other. Informational updates could include reports on workshops or programs attended, observations from visits to other libraries, and reviews of library-related news.</p> <p>Reminder: The August board meeting is scheduled for Tuesday, August 4, 2020. This is a week early as Tuesday, August 11, 2020, is an election day.</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: Weddings/Special Events Update	
OWNER: Troendle, Director	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>Troendle updated One23 about the board decision to honor previously scheduled wedding bookings beginning on August 1, 2020, if the events can be held in compliance with state and city guidelines and library stipulations as determined by director and staff, including the development of contingency plans for inclement weather that meet guidelines and stipulations. Troendle provided One23 with a contract agreement amendment outlining the division of responsibilities between One23 and the library for remaining events and a waiver form for One23 and renters to sign (both drafted by the City Attorney’s office). The library also provided revised guidelines for wedding parties and One23 to adhere to, incorporating public health guidelines imposed due to the pandemic. One23 is reviewing documents and determining how to best work with parties on the waivers and guidelines. They are concerned about pushback from clients and potential increased liability for One23.</p> <p>One23 reported that there are now 3 events scheduled for August, with 1 event to be rescheduled to a later date: August 1: Ceremony (originally a reception was planned too), guest count estimated at 150 August 8: Ceremony & Reception, guest count TBD August 14: Ceremony, guest count estimated at 150 August 16: Ceremony canceled, group looking at rescheduling</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Events Task Force	
OWNER: Executive Committee	PRESENTER: Bell, President
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of the Charge of the Library Events Task Force	
BACKGROUND/CONTEXT: <p>At the June board meeting, the trustees discussed the formation of a Library Events Task Force to look at the future of private and community events on the terrace and in the meeting room wing. The trustees agreed that it would be best for the task force to be formed now rather than at some time in the future.</p> <p>The Executive Committee reviewed and revised the charge of the Library Events Task Force. The revised charge is following for trustee review and discussion.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS Library Events Task Force	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?: Executive Committee	

Library Events Task Force 2020

Charge

1. Review and recommend for board consideration at least two options on the purpose and rationale for providing space for events, both public and private, at the Stillwater Public Library.
2. Assure that recommended options align with the library's goals, mission, and strategic plan.
3. Identify policies that may need to be developed, as opposed to developing the policy at this point.

(Note: Concerns about budget, large group gatherings, staff capacity, and cancellation of the One23 contract prompt this review. While the board voted to terminate the One23 contract, it has not addressed the question of if/how to provide library space for events.)

Considerations

- Study and define the purpose of providing library space for events.
- Is the intention to raise revenue? To provide a community service? To be revenue neutral?
- Assess benefits and risks of providing space for events.
- Should the library provide space for both private and public events?
- Limit use of library space to non-profit community groups only?
- Provide space for weddings and other private events?

Consider:

- Event policies of other public libraries and nonprofit organizations.
- Community input, including from the library's neighbors.
- Relationship of events to the SUP granted by the city to the library.
- Costs of managing event space, especially in a period of budget restrictions.
- Staff capacity.
- Custodial needs, COVID concerns, wear and tear on the building.
- Fee structure.

Timeline

Complete work with a final presentation within 12 months. Provide brief quarterly interim updates.

Members

Three trustees TBD. If desired, the Task Force may form a resource group to gather community input.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2021 Operating Budget			
OWNER: Finance Committee Mark Troendle, Director Keri Goeltl, Business & Communications Manager		PRESENTER: Finance Committee	
REQUESTED AGENDA TYPE (A, I, D): A		IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:	
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Action is requested to approve the 2021 operating budget request.			
BACKGROUND/CONTEXT: The Finance Committee and library staff met on June 26 and July 7, 2020, to develop the 2021 operating budget request. Based on guidelines from the city, two proposed requests were drafted – one for no increase in the property tax levy from 2020 and a second request not to exceed a 3% increase (\$40,596) in the property tax levy from 2020. The first phase in the budget’s development was updating personnel costs to reflect increases on the class compensation grid, wage adjustments, and increases in insurance rates. Changes were made to meeting room/event rental revenue and professional services fees to reflect the termination of the contract with One23 and the discontinuation of special event bookings at the library. Other budgetary line items were reviewed and adjusted for a net savings of \$20,534. The total of these initial adjustments result in a \$107,544 deficit for the flat budget scenario and \$66,948 deficit for the 3% increase scenario. The second phase in crafting the budget was reviewing different cost-cutting scenarios to offset the projected deficit. Based on the feedback received during the June board meeting, the committee reviewed usage statistics and trend-line information for visits, circulation, and meeting room bookings (see attached). The committee considered multiple budget scenarios to determine the most appropriate balance between trustee preferences to avoid devastating cuts to the collection budget, to preserve patron access to the collection via open hours, and to support staff and the 2020-2021 Labor Agreement. The proposed operating budgets, as presented in the board packet for approval, include the following:			
Proposed Budget Request: 0% Increase Savings Needed: \$107,544		Proposed Budget Request: 3% Increase Savings Needed: \$66,948	
Materials:		Materials:	
Reduce materials budget by 30%	\$31,878	Reduce materials budget by 25%	\$26,565
Hours*:		Hours*:	
Ask Foundation to fund all Sundays (currently 50% funded by city)	\$7,537	Ask Foundation to fund all Sundays (currently 50% funded by city)	\$7,537
Close on Fridays	\$30,646	Close on Fridays	\$30,646
Add custodial staffing for library open 6 days	(\$1,639)	Add custodial staffing for library open 6 days	(\$1,639)
Close at 7 PM on M-Th during summer	\$4,136		
Personnel:		Personnel:	
Reduce Event Prep by 200 hours	\$3,059	Reduce Event Prep by 200 hours	\$3,059
Implement one or a combination of the following: - Freeze supervisor/director wages - Furlough staff 1 day - Postpone hiring of open Office Specialist position between 9 months (April 2021) – 16 months (November 2021)	\$32,000		
Total:	\$107,617	Total:	\$66,168

*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. Our four largest annual funding partners are:

- *Stillwater Public Library Foundation:* Stillwater Public Library Foundation provides both in-kind and direct funding to the library. The Foundation has provided total funding of \$85,000-\$120,000 annually in 2016-2019. The Foundation has typically funded the Volunteer Coordinator position, the Youth Services Programming Assistant position, a collection weeding grant, half of Sunday Hours, programming expenses, and additional collection purchases. 2021 projections for funding the Volunteer Coordinator position, the YS Programming Assistant and all of Sunday Hours are \$49,000.
- *Friends of the Stillwater Public Library:* The Friends have provided total funding of \$4,300-\$8,500 in 2016-2018 with a larger gift of \$12,000 in 2019. Friends' contributions have traditionally supported the general operating budget, collections or programming. While the Friends do have a healthy fund balance, the Friends raise a majority of their funds from their spring and fall book sales. The spring book sale was canceled and the status of a fall book sale is unknown.
- *Helen Lawson Library Fund of the St. Croix Valley Foundation:* The library currently has \$29,264.15 available in unallocated funds. An annual distribution would be expected from the SCVF in the fall of 2020 and 2021. The distribution has historically been around \$9,500, but this does fluctuate based on investment returns.
- *Stillwater Township:* The library had \$6,937.22 available in funds from the township at the start of 2020. An additional gift of \$5,000 was received this spring. The board has discussed potentially using these funds for various capital and operating projects, but an official allocation has not been made from the board. The ability of Stillwater Township to provide a gift in 2021 is unknown.

In addition, the library also has the Kilty Fund, a bequest made to support the upkeep of the library. Approximately \$43,700 remain in this fund. A portion of these dollars have already been allocated for potential use in funding any additional expenses related to the upper level ceiling project, masonry and roof repairs.

The library has relied heavily on our typical funding partners to supplement the tax dollars during a typical budget year and will likely experience increased need for funding in 2021. However, these organizations and their donors 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.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

2021 Operating Budget Request
 Library Usage Snapshots by Month, Day, Hour

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?: Finance Committee

General Ledger

2021 Budget

User: smagureanu
 Printed: 06/12/20 - 09:15AM
 Fiscal Year: 2021



2018 Actual	2019 Actual	2020 Adopted	2020 YTD	Account	Description	FTE	2021 Request 0%	2021 Request 3%
				230	LIBRARY FUND			
				R25	CHARGES FOR SERVICES			
86,761.85	54,420.15	113,000.00	685.00	3500-0100	Meeting Room Rental Fees	0.00	500.00	500.00
5,839.18	5,697.09	6,500.00	1,536.24	3520-0100	Copier/Printer Sales	0.00	5,000.00	5,000.00
643.60	0.00	500.00	250.00	3880-0200	Gallery Fees	0.00	500.00	500.00
112.00	131.70	200.00	61.00	3880-0500	Book & Other Enterprise Sales	0.00	200.00	200.00
93,356.63	60,248.94	120,200.00	2,532.24		CHARGES FOR SERVICES Totals:	0.00	6,200.00	6,200.00
				R40	MISCELLANEOUS			
2,784.37	5,898.34	1,000.00	163.12	3810-0200	Interest Earnings-Investments	0.00	1,000.00	1,000.00
47,109.55	32,843.01	1,500.00	530.84	3820-0100	Gifts	0.00	1,500.00	1,500.00
				3820-0110	In Kind Gifts	0.00	16,666.66	16,666.66
107.36	0.00	0.00	0.00	3830-0100	Sale of Property	0.00	0.00	0.00
0.00	0.00	0.00	0.00	3860-0100	Lease/Rentals	0.00	0.00	0.00
0.00	0.00	0.00	0.00	3860-0200	Parking Rental	0.00	0.00	0.00
963.00	215.98	500.00	0.00	3870-0100	Refunds and Reimbursements	0.00	500.00	500.00
930.72	1,030.93	420.00	117.14	3880-0020	Library Card Fees	0.00	420.00	420.00
3,633.41	3,346.78	3,000.00	1,160.81	3880-0030	Lost Materials	0.00	3,000.00	3,000.00
7,565.88	4,661.14	6,000.00	1,042.19	3880-0040	Processing Fees	0.00	5,000.00	5,000.00
0.00	0.00	0.00	0.00	3880-0050	Registration	0.00	0.00	0.00
(0.90)	(8.57)	0.00	(2.45)	3880-0100	Miscellaneous Income	0.00	0.00	0.00
63,093.39	47,987.61	12,420.00	3,011.65		MISCELLANEOUS Totals:	0.00	28,086.66	28,086.66
				R45	OTHER FINANCING SOURCES			
1,222,353.31	1,310,539.56	1,353,200.00	676,600.02	3910-0100	Transfer In-General Fund	0.00	1,353,200.00	1,393,796.00
0.00	0.00	0.00	0.00	3910-0232	Transfer In-Library Fundraiser	0.00	0.00	0.00
0.00	0.00	0.00	0.00	3910-0404	Transfer In-Co Bonds 2004	0.00	0.00	0.00
0.00	0.00	0.00	0.00	3910-0405	Transfer In-GO CO Bonds 2005	0.00	0.00	0.00

2018	2019	2020	2020	Account	Description	FTE	2021 Request	2021 Request
Actual	Actual	Adopted	YTD				0%	3%
0.00	0.00	0.00	0.00	3910-0412	Transfer In-GO CO Bonds 2012	0.00	0.00	0.00
0.00	0.00	0.00	0.00	3910-0414	Transfer In-GO CO Bonds 2014	0.00	0.00	0.00
0.00	0.00	0.00	0.00	3910-0415	Transfer In-2015 GO CO Bonds	0.00	0.00	0.00
0.00	0.00	0.00	0.00	3910-0416	Transfer In-CO Bonds 2006	0.00	0.00	0.00
0.00	0.00	0.00	0.00	3910-0420	Transfer In-Co Bonds	0.00	0.00	0.00
0.00	0.00	0.00	0.00	3910-0423	Transfer In-2001 C/O Bonds	0.00	0.00	0.00
0.00	0.00	0.00	0.00	3910-0424	Transfer In-Co Bonds 2000	0.00	0.00	0.00
0.00	0.00	0.00	0.00	3910-0426	Transfer In - CO Bonds 2016	0.00	0.00	0.00
9,411.27	0.00	0.00	0.00	3910-0427	Transfer In - CO Bonds 2017	0.00	0.00	0.00
0.00	9,952.24	0.00	0.00	3910-0490	Transfer In-Capital Projects	0.00	0.00	0.00
1,231,764.58	1,320,491.80	1,353,200.00	676,600.02		OTHER FINANCING SOURCES Totals:	0.00	1,353,200.00	1,393,796.00
				4230	LIBRARY OPERATIONS			
				E05	PERSONNEL SERVICES			
150,883.83	182,655.19	415,990.56	64,066.76	1000-0000	Full Time Salaries	5.00	422,152.30	422,152.30
0.00	145.89	0.00	79.38	1100-0000	Overtime - Full Time	0.00	0.00	0.00
502,789.49	519,788.11	350,945.44	204,003.07	1200-0000	Part Time Salaries	7.21	307,806.34	343,942.34
				1210-0000	Part Time In Kind	0.38	16,666.66	16,666.66
0.00	0.00	0.00	0.00	1300-0000	Overtime - Part Time	0.00	0.00	0.00
46,217.27	50,226.29	57,520.20	20,587.66	1410-0000	PERA	0.00	60,320.82	60,320.82
49,251.54	55,057.38	58,108.36	21,856.37	1420-0000	FICA/Medicare	0.00	61,527.34	61,527.34
79,288.89	47,177.91	88,359.48	33,741.02	1500-0000	Hospital / Medical	0.00	101,761.44	101,761.44
3,066.27	3,699.17	2,684.40	1,813.65	1520-0000	Dental Insurance	0.00	4,073.70	4,073.70
529.46	446.02	622.68	205.12	1540-0000	Life Insurance	0.00	767.68	767.68
832,026.75	859,195.96	974,231.12	346,353.03		PERSONNEL SERVICES Totals:	12.59	975,076.28	1,011,212.28
				E10	SUPPLIES			
293.03	0.00	0.00	0.00	2000-0000	Office Supplies	0.00	0.00	0.00
8,942.95	5,637.68	4,500.00	2,439.80	2101-0000	General Supplies	0.00	4,500.00	4,500.00
3,241.05	2,530.00	2,500.00	(2,794.48)	2113-0000	Reference	0.00	1,750.00	1,875.00
1,752.07	1,811.69	2,000.00	1,287.65	2114-0000	Data Base Searching	0.00	1,400.00	1,500.00
2,998.74	11,014.58	3,000.00	0.00	2302-0000	Other Minor Equipment	0.00	3,000.00	3,000.00
16,194.20	19,099.30	21,010.00	4,306.24	2400-0000	Childrens Books	0.00	14,707.00	15,757.50
21,279.34	21,275.70	21,450.00	3,965.88	2401-0000	Adult Books - Fiction	0.00	15,015.00	16,087.50
14,266.47	7,317.38	15,400.00	4,409.93	2402-0000	Audio	0.00	10,780.00	11,550.00
3,975.48	4,057.57	4,900.00	(3,379.85)	2403-0000	Periodicals	0.00	3,430.00	3,675.00
19,334.58	21,161.40	20,350.00	6,470.87	2405-0000	Adult Books - Non Fiction	0.00	14,245.00	15,262.50
4,745.72	4,876.07	5,500.00	1,095.56	2406-0000	Teen Books - Materials	0.00	3,850.00	4,125.00

2018	2019	2020	2020	Account	Description	FTE	2021 Request	2021 Request
Actual	Actual	Adopted	YTD				0%	3%
0.00	2,214.00	1,650.00	0.00	2407-0000	Programs	0.00	1,650.00	1,650.00
9,460.78	7,764.34	8,250.00	231.21	2408-0000	Film/Video	0.00	5,775.00	6,187.50
4,500.00	4,504.89	4,500.00	1,729.53	2409-0000	Electronic Materials	0.00	3,150.00	3,375.00
383.50	91.06	400.00	75.00	2499-0000	Collection Development	0.00	280.00	300.00
111,367.91	113,355.66	115,410.00	19,837.34		SUPPLIES Totals:	0.00	83,532.00	88,845.00
				E15	SERVICES AND CHARGES			
5,786.36	11,133.19	10,700.00	2,173.76	3098-0000	Technology Support	0.00	10,700.00	10,700.00
10,945.75	7,923.18	53,268.00	8,622.50	3099-0000	Other Professional Services	0.00	5,000.00	5,000.00
0.00	0.00	6,129.12	0.00	3100-0000	Circulation System	0.00	6,129.12	6,129.12
0.00	0.00	0.00	0.00	3101-0000	Telecommunications	0.00	0.00	0.00
1,414.01	2,221.20	1,500.00	122.33	3102-0000	Postage	0.00	1,500.00	1,500.00
28.34	293.48	400.00	0.00	3200-0000	Mileage	0.00	400.00	400.00
1,695.56	1,597.77	7,800.00	1,023.72	3201-0000	Seminar/Conference Fees	0.00	0.00	0.00
0.00	0.00	0.00	0.00	3202-0000	Meals	0.00	0.00	0.00
0.00	0.00	0.00	0.00	3203-0000	Housing	0.00	0.00	0.00
1,543.33	2,577.25	2,500.00	70.00	3400-0000	Printing and Publishing	0.00	2,500.00	2,500.00
0.00	0.00	0.00	0.00	3401-0000	Binding	0.00	0.00	0.00
12,087.02	13,948.14	14,000.00	2,346.85	3404-0000	Processing Fee	0.00	14,000.00	14,000.00
1,646.00	1,172.00	2,300.00	0.00	3500-0000	General Insurance	0.00	1,518.00	1,518.00
2,641.23	23,694.23	23,500.00	21,095.95	3707-0000	Maintenance Agreements	0.00	25,000.00	25,000.00
0.00	0.00	0.00	0.00	3713-0000	Computer Maint Agreements	0.00	0.00	0.00
0.00	0.00	0.00	0.00	3803-0000	Data Base Maintenance	0.00	0.00	0.00
0.00	0.00	0.00	0.00	3804-0000	Equipment Rental	0.00	0.00	0.00
368.73	434.32	400.00	73.48	3900-0000	Sales Tax	0.00	400.00	400.00
38,156.33	64,994.76	122,497.12	35,528.59		SERVICES AND CHARGES Totals:	0.00	67,147.12	67,147.12
				E20	MISCELLANEOUS			
400.00	895.00	1,200.00	300.00	4000-0000	Memberships and Dues	0.00	1,272.74	419.74
655.23	497.54	625.00	(618.48)	4001-0000	Subscriptions	0.00	625.00	625.00
0.00	0.00	0.00	816.75	4093-0000	COVID-19	0.00	0.00	0.00
3,296.35	2,386.70	3,000.00	213.66	4099-0000	Miscellaneous Charges	0.00	3,000.00	3,000.00
4,351.58	3,779.24	4,825.00	711.93		MISCELLANEOUS Totals:	0.00	4,897.74	4,044.74
				4231	LIBRARY PLANT			
				E05	PERSONNEL SERVICES			
56,859.02	34,918.35	83,851.58	13,595.77	1000-0000	Full Time Salaries	1.00	62,832.24	62,832.24

2018	2019	2020	2020				2021 Request	2021 Request
Actual	Actual	Adopted	YTD	Account	Description	FTE	0%	3%
85.86	81.23	0.00	0.00	1100-0000	Overtime - Full Time	0.00	0.00	0.00
24,083.34	38,875.03	14,937.00	14,580.46	1200-0000	Part Time Salaries	0.88	34,928.42	34,928.42
5,803.12	5,569.66	7,089.49	2,364.78	1410-0000	PERA	0.00	7,118.85	7,118.85
6,287.19	5,720.49	7,557.33	2,436.17	1420-0000	FICA/Medicare	0.00	7,587.35	7,587.35
16,589.77	20,571.00	13,077.00	8,839.85	1500-0000	Hospital / Medical	0.00	17,701.86	17,701.86
631.50	711.69	757.80	531.11	1520-0000	Dental Insurance	0.00	757.80	757.80
92.98	85.73	87.00	41.09	1540-0000	Life Insurance	0.00	116.00	116.00
110,432.78	106,533.18	127,357.20	42,389.23		PERSONNEL SERVICES Totals:	1.88	131,042.52	131,042.52
				E10	SUPPLIES			
488.13	129.13	1,000.00	0.00	2101-0000	General Supplies	0.00	450.00	450.00
4,309.68	5,641.51	4,500.00	1,312.51	2102-0000	Janitorial Supplies	0.00	4,500.00	4,500.00
5,865.61	2,831.05	1,500.00	1,972.32	2202-0000	Building Repair Supplies	0.00	1,500.00	1,500.00
0.00	0.00	0.00	0.00	2203-0000	Furn/Air Cond Repair Supplies	0.00	0.00	0.00
3,784.90	1,156.28	800.00	0.00	2302-0000	Other Minor Equipment	0.00	800.00	800.00
14,448.32	9,757.97	7,800.00	3,284.83		SUPPLIES Totals:	0.00	7,250.00	7,250.00
				E15	SERVICES AND CHARGES			
0.00	0.00	0.00	0.00	3002-0000	Contractual	0.00	0.00	0.00
21,029.46	2,155.80	4,000.00	0.00	3099-0000	Other Professional Services	0.00	4,000.00	4,000.00
1,662.00	1,836.90	1,700.00	431.10	3101-0000	Telephone	0.00	1,700.00	1,700.00
30,610.00	31,585.00	32,000.00	0.00	3500-0000	General Insurance	0.00	26,241.00	26,241.00
40,292.01	38,555.11	46,200.00	12,217.47	3600-0000	Electricity	0.00	42,000.00	42,000.00
11,964.84	13,649.67	13,200.00	6,382.72	3601-0000	Natural Gas	0.00	14,000.00	14,000.00
20,598.24	37,737.78	25,000.00	8,359.15	3703-0000	Building Repair Charges	0.00	20,000.00	20,000.00
10,378.79	8,657.83	10,500.00	5,823.12	3707-0000	Maintenance Agreements	0.00	9,500.00	9,500.00
0.00	0.00	0.00	0.00	3713-0000	Computer Maint Agreements	0.00	0.00	0.00
136,535.34	134,178.09	132,600.00	33,213.56		SERVICES AND CHARGES Totals:	0.00	117,441.00	117,441.00
				E20	MISCELLANEOUS			
1,002.12	955.52	1,100.00	366.80	4099-0000	Miscellaneous Charges	0.00	1,100.00	1,100.00
1,002.12	955.52	1,100.00	366.80		MISCELLANEOUS Totals:	0.00	1,100.00	1,100.00
				4900	IMPROVEMENT PROJECTS			
0.00	0.00	0.00	0.00	E15	SERVICES AND CHARGES			
				3099-0000	Other Professional Services	0.00	0.00	0.00

2018 Actual	2019 Actual	2020 Adopted	2020 YTD	Account	Description	FTE	2021 Request 0%	2021 Request 3%
0.00	0.00	0.00	0.00		SERVICES AND CHARGES Totals:	0.00	0.00	0.00
					Fund Revenue Sub Totals:		1,387,486.66	1,428,082.66
					Fund Expense Sub Totals:	14.47	1,387,486.66	1,428,082.66
					Fund 230 Sub Totals:		0.00	0.00



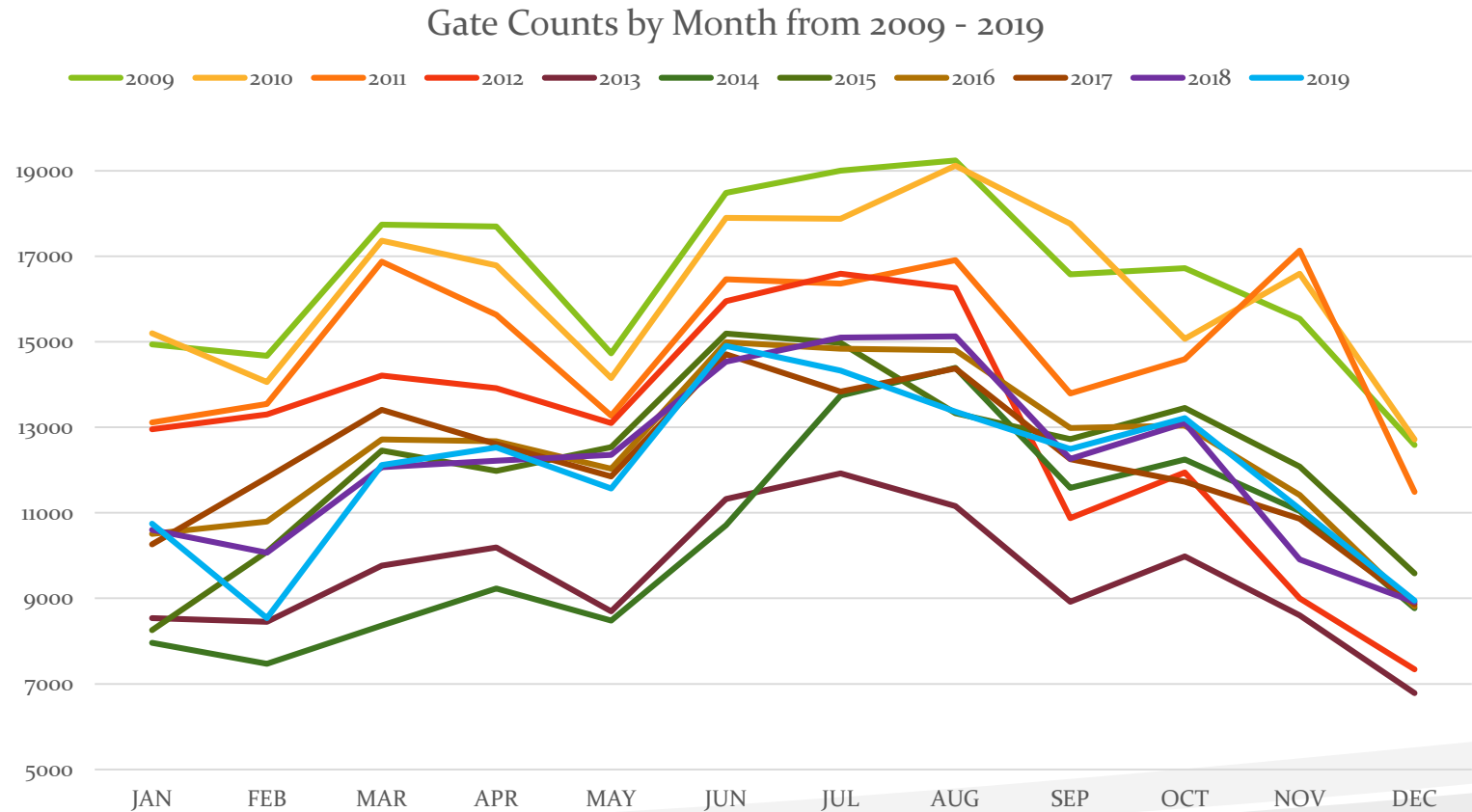
Library Usage Snapshots by Month, Day, Hour

Updated 6/26/2020

Historical Gate Counts

The months with the lowest gate counts historically:

- December
- February
- November
- January
- May

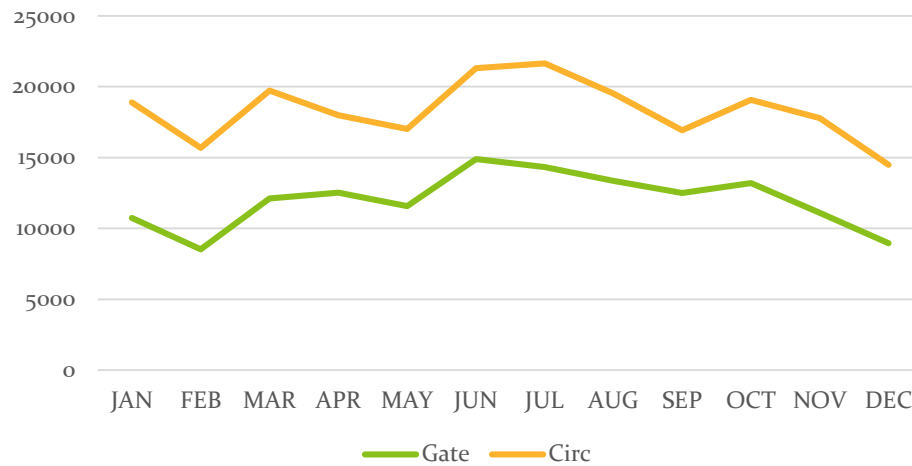




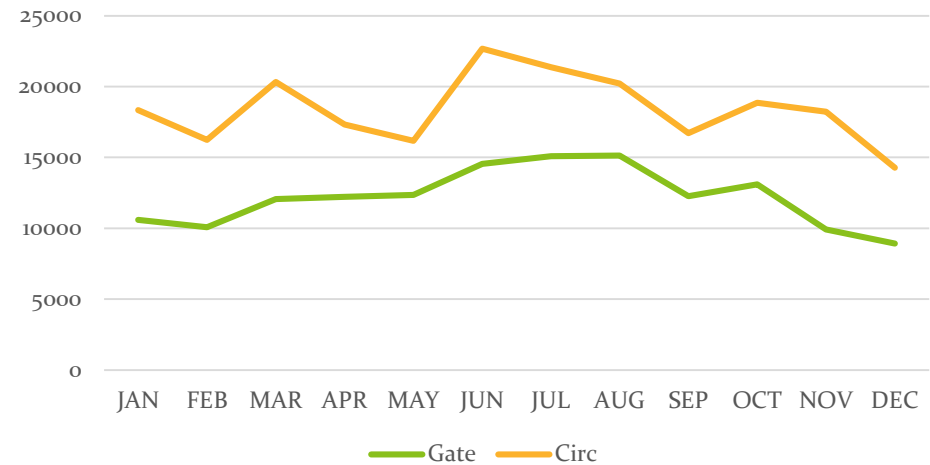
Gate and Circulation Comparison

Gate and overall circulation trends similarly with some variations over summer and September.

Gate and Circ by Month 2019



Gate and Circ by Month 2018





Checkouts by Month

The months with the lowest checkouts in 2018 & 2019:

- December
- February
- May
- September

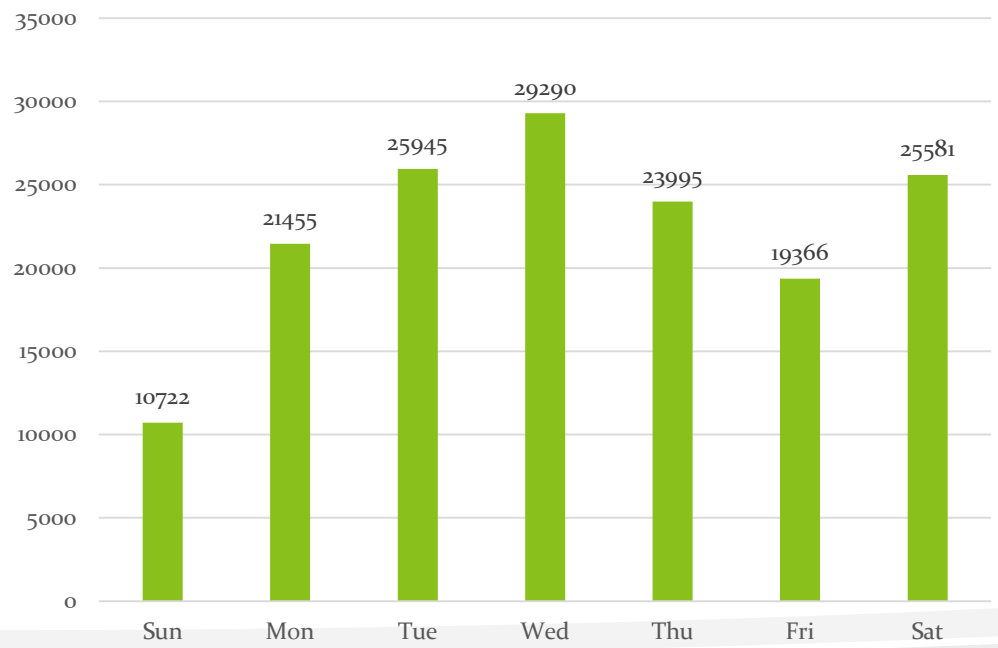




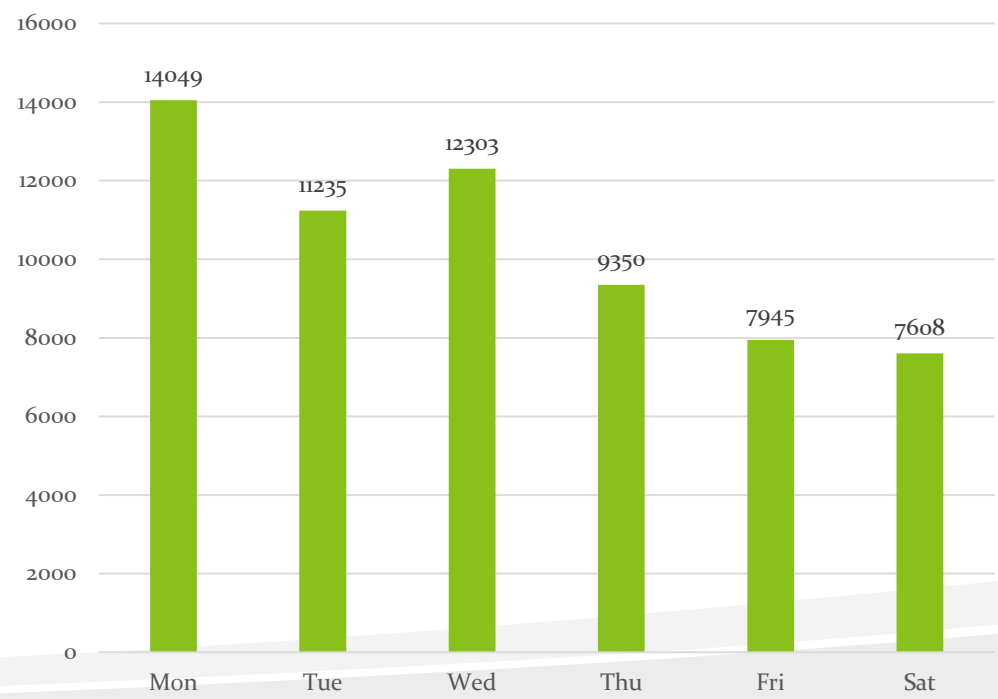
Checkouts by Day

Checkouts relatively steady across days of week. Wednesday is highest checkout day during school year followed by Tuesday and Saturday. Monday is the highest checkout day during the summer followed by Wednesday and Tuesday.

Total Checkouts by Day for 2018-19 School Year
(Open Sundays)



Total Checkouts by Day for Summer 2019

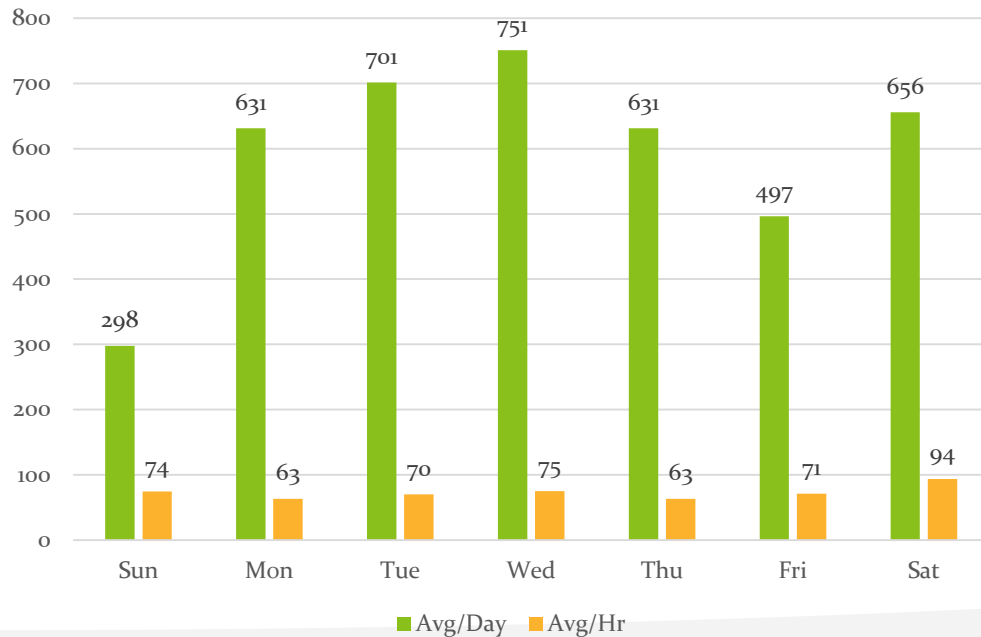


Hours Open Per Day: Sun - 4, M-Th - 10, F-Sat - 7

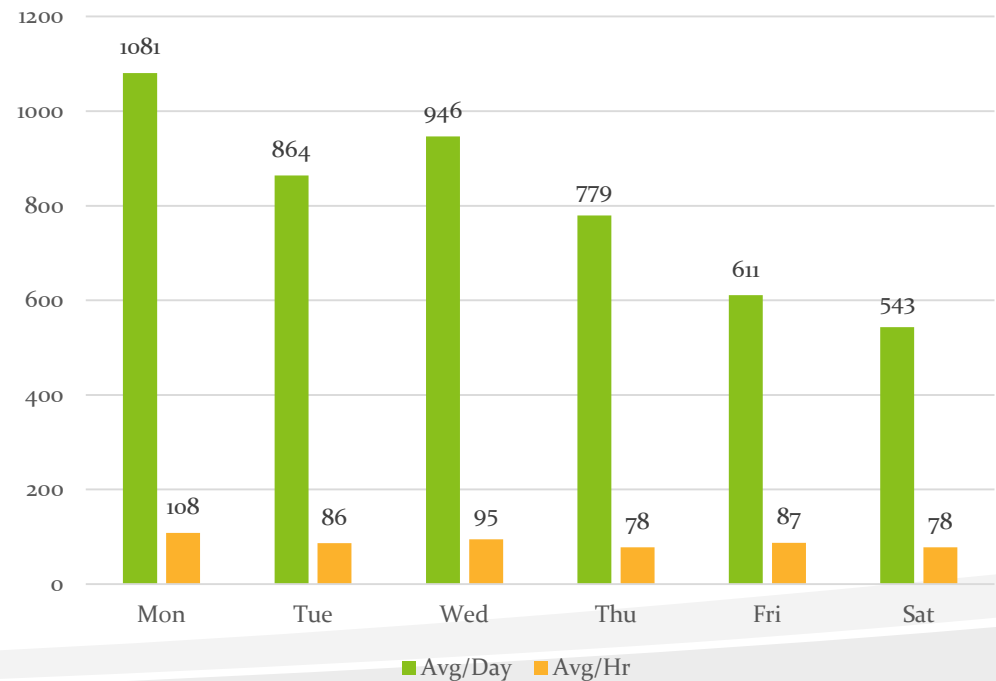
Average Checkouts by Day

While Wednesdays during the school year have the highest checkouts per day, Saturdays have the highest checkouts per hour followed by Wednesdays and Sundays. During the summer, Mondays have the highest checkouts per hour followed by Wednesdays. Saturdays and Thursdays have the lowest checkouts per hour.

Average Checkouts for 2018-19 School Year
(Open Sundays)



Average Checkouts for Summer 2019



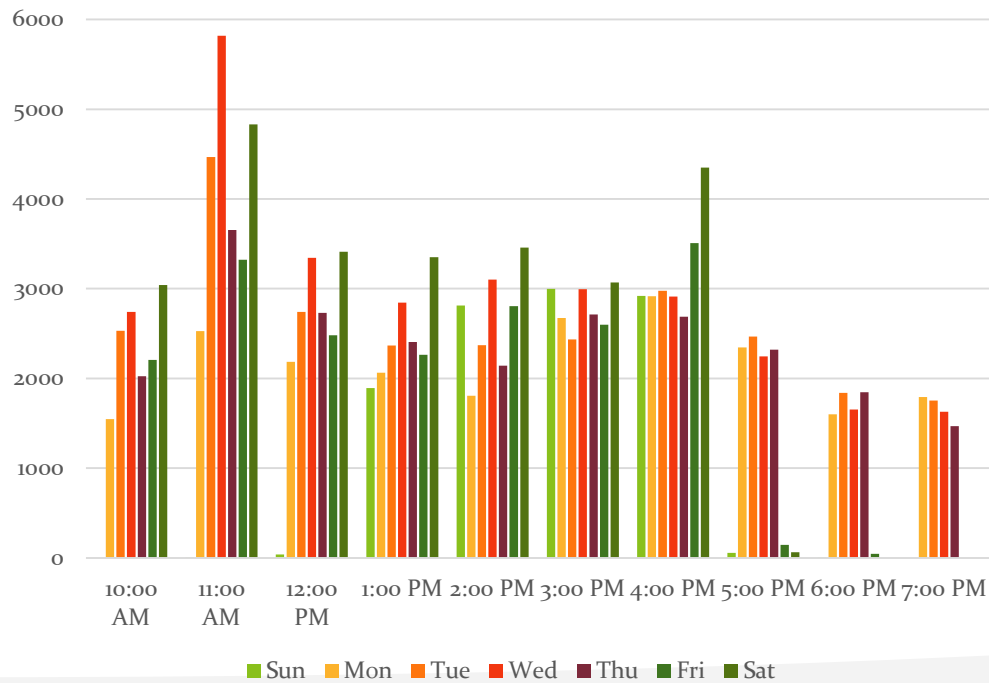
Hours Open Per Day: Sun - 4, M-Th - 10, F-Sat - 7



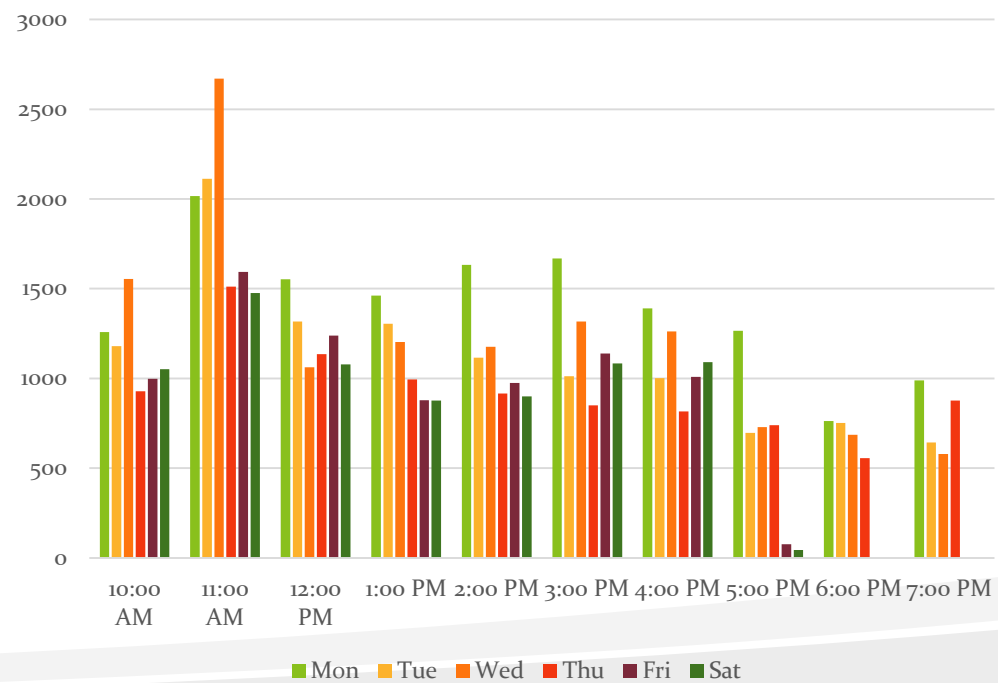
Checkouts by Hour

Checkouts are also relatively steady across hours of the day with a spike at 11:00 AM on Tuesdays, Wednesdays and Saturdays and before closing at 4:00 PM on Fridays and Saturdays. Checkouts are lowest between 6:00 – 8:00 PM.

Checkouts by Hr and Day for 2018-19 School Year



Checkouts by Hour and Day for Summer 2019

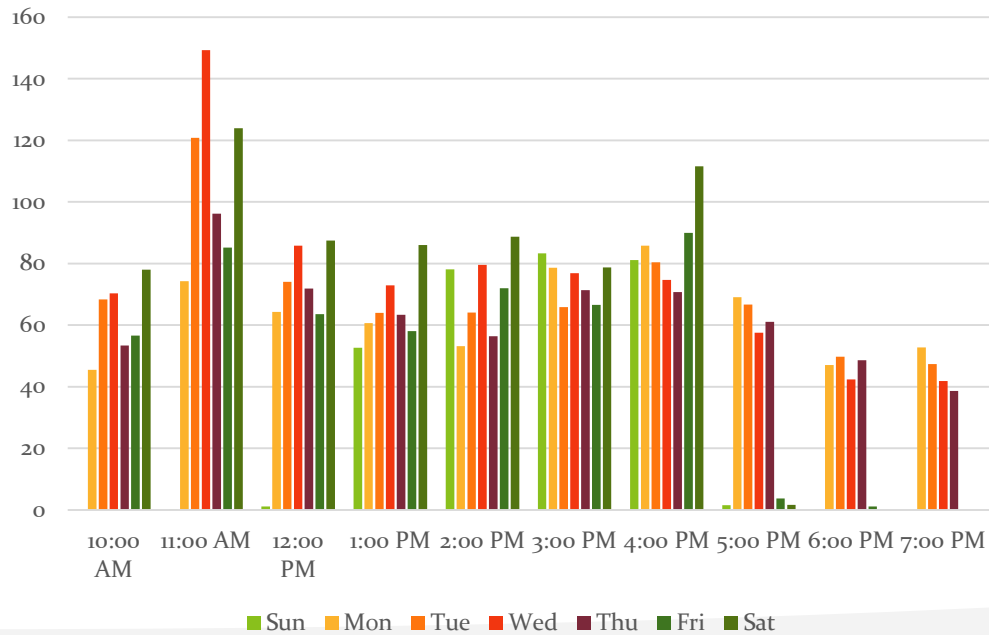




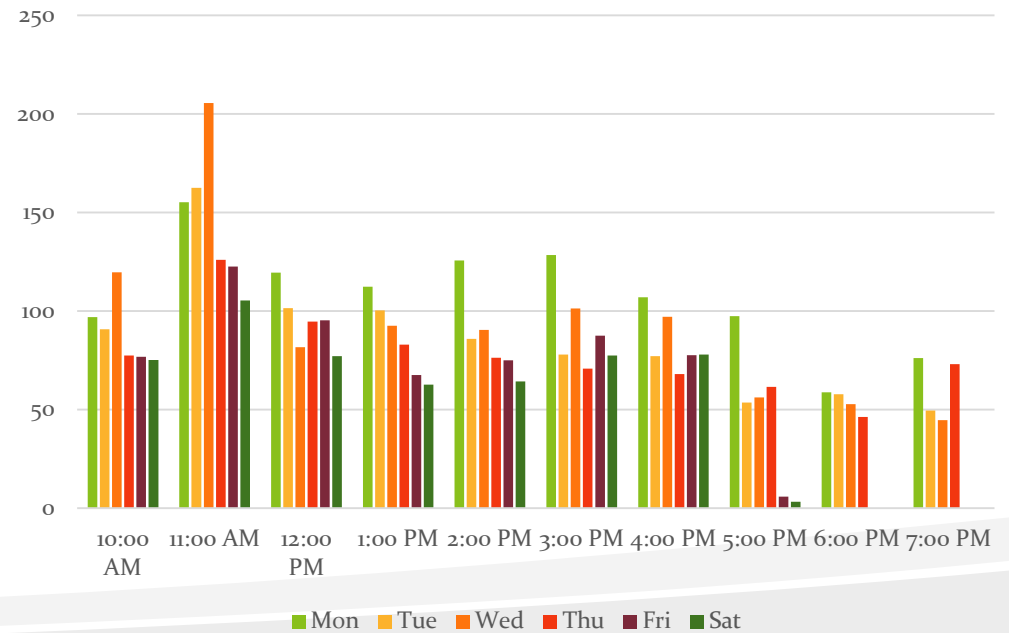
Average Checkouts by Hour

Average checkouts per hour mirror total checkout trends by hour.

Average Checkouts Per Hour
for 2018-19 School Year



Average Checkouts Per Hour
for Summer 2019

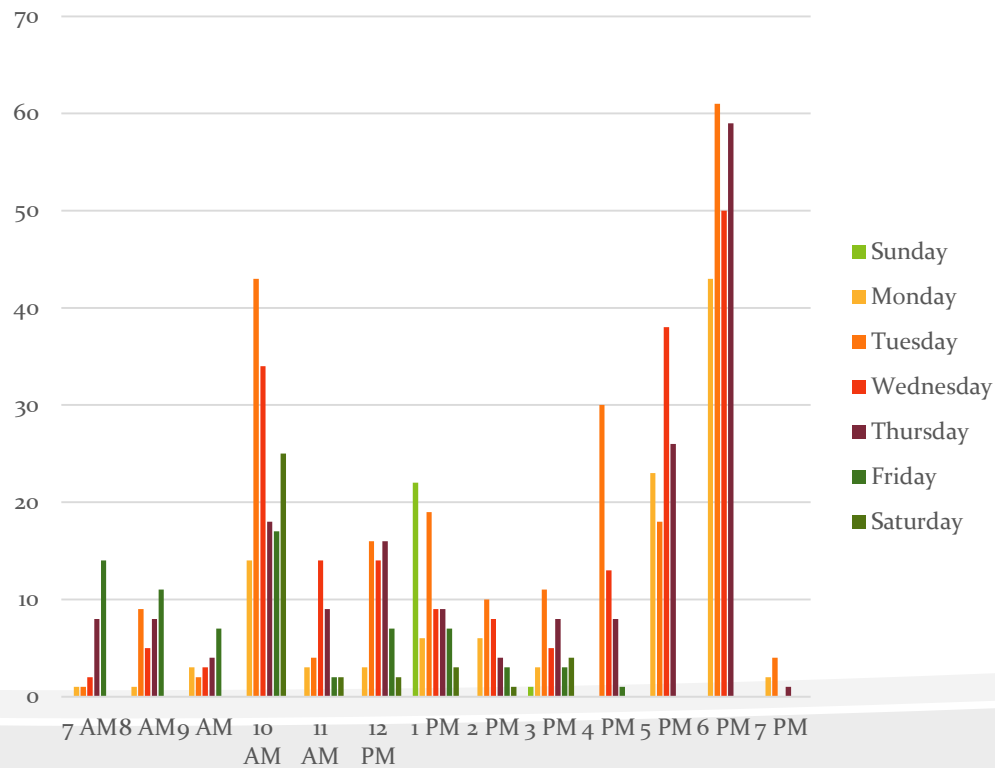




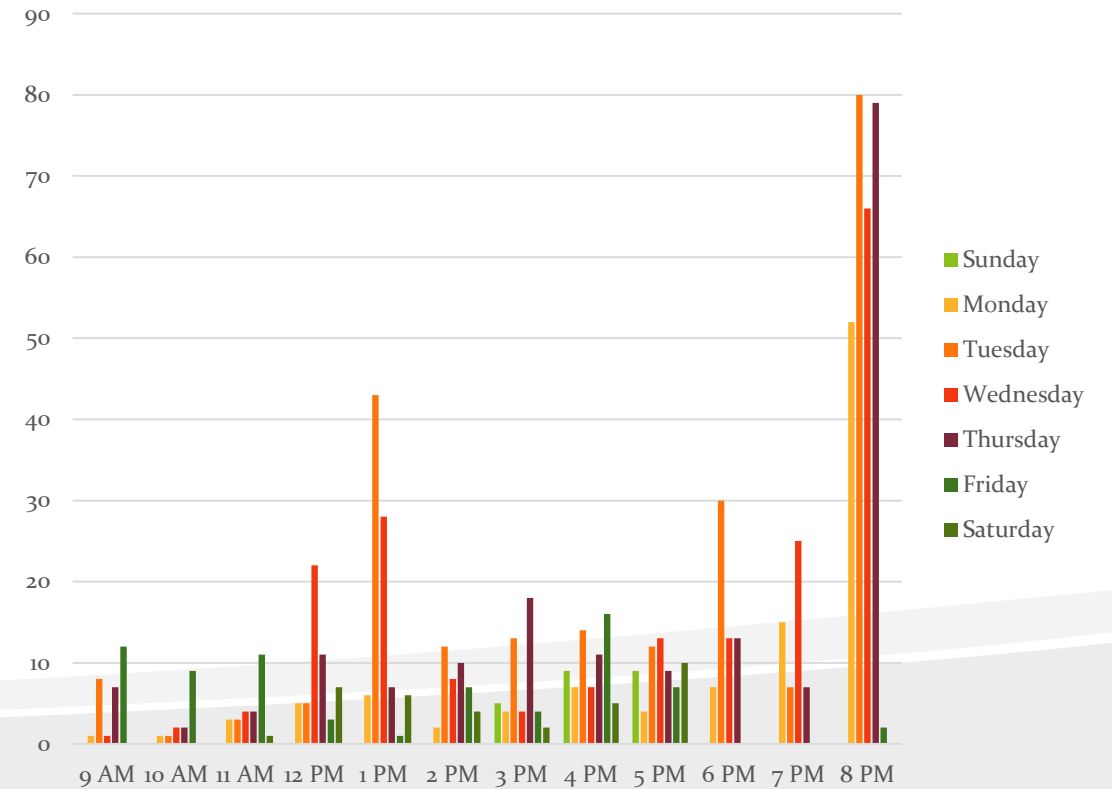
Meeting Room Use

Meeting rooms are most frequently booked for the mornings, beginning when the library opens at 10:00 AM, or in the evenings, with meetings ending at 8:00 PM. There is also an increase at noon and 1:00 PM.

Meeting Room Bookings By Starting Time
from January 2018 – March 2019



Meeting Room Bookings By Ending Time
from January 2018 – March 2019



Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Reopening to Public	
OWNER: Executive Committee	PRESENTER: Bell, President Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Request direction on how to proceed with a phased reopening plan, including an extension through which the library is closed until certain thresholds are met.	
BACKGROUND/CONTEXT: <p>The Executive Committee asked the director to draft a conceptual reopening plan for board consideration. A high-level overview of what that might resemble is attached.</p> <p>The preferred next phase would emphasize short visits, allowing patrons broader access to resources while overall reduced hours of operation (compared to pre-pandemic hours) would also help to limit potential exposure to the virus and permit enhanced cleaning. This option goes by various names including walkthrough, browse and go, grab and go, or an express model. The plan wording uses the term walkthrough as a placeholder.</p> <p>Before opening to even limited public visits, certain criteria must be met, including the installation of sneeze guard barriers, reconfiguring various computer stations, receipt of additional hygiene stations, and other items noted in the plan. Given that barriers cannot be installed by August 1, it would be helpful to postpone a decision on setting a reopening date until at least the August meeting.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Phased Reopening Concept	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Purple=board discussion/decisions. These particular points seems especially important, though general board comments about any aspect of the proposal are welcome, of course.

Phased Approach to Reopening Stillwater Public Library

While library services are important for the general well-being, mental health and educational and recreational opportunities for our community, the overall health and safety of everyone who enters through our doors takes precedence.

Based on “Reopening Under COVID-19: A Space Planning Approach”, an article from the May/June 2020 issue of Public Libraries, as well as guidance from the Centers for Disease Control (CDC), Minnesota Department of Health, City of Stillwater, and other public libraries, the following is a conceptual plan to help Stillwater Public Library (SPL) plan for the future.

Five potential phases of reopening include:

1. Staff reopening
2. Curbside reopening
3. Walkthrough reopening
4. Sit-down reopening
5. Full reopening

SPL is currently in Phase 2 and exploring how to move forward in a way that addresses concerns around safety and access as a public institution. SPL is faced with unique challenges during this pandemic due to the way in which the library traditionally serves the community—as a gathering spot designed to bring people together with a high-degree of interaction and assistance provided.

For the foreseeable future, SPL needs to not only continue what it has been doing in terms of curbside pick-up, remote services and virtual programming, but seek ways to broaden services whenever safely possible and within the limits of our resources. **This document is meant to serve as a springboard for discussion rather than a full-fledged plan.**

A limited reopening to in-person public visits should be based on public health recommendations and this library’s level of preparedness rather than an arbitrary date. We do not want to reopen and then have to shut down for an indeterminate period of time because staff were exposed to COVID-19.

The walkthrough model is appealing because it is designed to limit potential exposure while enhancing access. Based on what other libraries are implementing, how we control patron access is most realistically accomplished by some form of metering or by requiring patrons to make appointments to browse the collection and/or use computers.

A walkthrough reopening phase could include, based on research and staff input, the following ideas:

List patron services available during walkthrough phase. Emphasize *short* visits.

- Computer use
- Limited browsing of materials
- Checking out items
- Holds pickup (if curbside is discontinued or limited)
- Quick reference and reader’s advisory consultations with staff

To ensure the safety of patrons and provide a secure experience, library staff will:

- **Limit hours.** This would allow for more cleaning and less exposure. This option is supported by supervisory staff:
 - M/W/F/Sat 10 a.m. – 4 p.m.
 - Tues & Thurs 1 p.m. – 7 p.m.

- **Limit occupancy.** State of Minnesota requirements call for limiting occupancy capacity to no more than 25%, not to exceed 250 people, and ensure social distancing of a minimum of 6 feet between people. Using a state of Colorado social distancing space calculator <<https://covid19.colorado.gov/safer-at-home/social-distancing-calculator-for-indoor-and-outdoor-events>> that uses a 12-foot grid distribution model to factor in people moving around, a patron capacity of 49 people is possible; however, this number could be adjusted downward to further reduce capacity. Staff will lock doors if capacity is reached until patrons exit.
 - Upper level capacity of 10
 - Mezzanine capacity of 7
 - Lower level capacity of 32
 - (10 in Children’s)
 - (15 in area opposite Children’s)
 - (5 in tiled center walkway area)
 - (2 in Teen area)

- **Wear a face mask.** Staff will be required to wear masks while at work and in all common areas.

- **Increase sanitation measures.** High-traffic touchpoints will be cleaned at least twice per day.

- **Provide sneeze guard barriers in strategic locations.**

- **Limit computer access to allow for adequate spacing.** Technology will be arranged to provide adequate social distancing. Computer sessions will be limited to one 50-minute session per patron per day. To reduce money handling by staff, patrons will be allowed to print 10 pages per day without cost.

- **Limit physical access and remove seating.** Most seating will be removed or cordoned off, except for one chair per available internet station, and possibly the terrace. Upper level restrooms will not be accessible, and the gallery will be made as inaccessible as possible. Water fountains will be turned off. Up to half of the parking stalls in the ramp will be unavailable. Meeting rooms, study rooms, program rooms, and play areas will be unavailable. No in-person programming will be scheduled, with the possible exception of outdoor, socially-distanced activities.

- **Maintain social distancing.** Staff will remain 6 feet from patrons at all times. Limit staff assistance. A service desk will be available, but access to staff will be limited.

- **Provide helpful signage with expectations.** Examples include mask requirements, social distancing spacing, etc.

- **Quarantine returned materials.** All items returned to the library will sit for 72 hours before being placed back into circulation, unless specialized items (e.g., hotspots) can be sanitized more quickly. Donations of book sale items will not be accepted.
- **Continue to offer limited curbside pick-up during specified times.**
- **Remove toys and collaborative activities.** Puzzles, games and other toys will be unavailable.
- **Continue to monitor public health recommendations and adjust services as conditions warrant.**

To ensure the safety of staff and those visiting the library, patrons must:

- **Wear a face mask.** Effective ____, a mask will be **required** upon entry and must be worn the duration of your library visit. If you need a mask, the library will provide one. *(The alternative would be to strongly encourage, rather than require, a face covering.)*
- **Wash or sanitize hands as often as possible.** Hand sanitizer and disinfectant wipes will be available in multiple locations.
- **Maintain social distancing.** Keep 6 feet from between you and others at all times. Furniture may not be moved.
- **Stay home if you are feeling sick.** Those experiencing COVID-19 symptoms should not visit the library and should contact their healthcare provider. Patrons may be asked to leave if they are exhibiting symptoms.
- **Conduct your business quickly.** Treat your visit to the library as you would a trip to the grocery store. As hard as it is, we are not encouraging collaboration, conversation or lingering in the library at this time. Visits must not exceed 60 minutes.
- **Pay fines and fees online or at Self-Check machines.**
- **Use Self-Check machines to check out materials.** Staff will be available to assist if needed.
- **Return materials in the library's outdoor drop box or the 4th Street entrance only.** In order to quarantine materials, items will not be accepted through the automated return slot inside the library.

What needs to occur before SPL reopens:

1. Plexiglas barriers need to be installed. Vendor has stated this will not occur before August 1.
2. Reconfiguring of computer stations by IT staff.
3. Take delivery of additional hygiene stations.
4. Enhanced signage needs to be deployed.
5. Reliable supply of supplies, such as disinfectant wipes.
6. Take delivery of electrostatic sprayer.

7. Ready public communication plan.
8. Provide additional staff training.
9. Painting must be finished and scaffolding removed.

Considerations/comments/questions include:

1. Should masks be required or encouraged? It's possible Governor Walz may clarify this point in the near future.
2. Hours of operation, both days and times?
3. Should the next step be a walkthrough model with a form of metering where doors are locked once capacity is reached? Or should it be a more limited appointment-only model, in which patrons are required to pre-schedule visits? Supervisors prefer a metering model for various reasons, including because appointments for browsing are seen as presenting a barrier to access. However, reservations for computer use would be helpful.
4. If free printing of 10 pages/patron/day is offered, what is the process?
5. Should we have dedicated "shopping" hours for certain groups? Who? When? Required or requested?
6. Is a patron capacity of 49 too high, even though it falls within distancing parameters?
7. Require patrons under the age of 8 (or what age) to be accompanied by a guardian?
8. Should the cleaning/disinfection frequency be increased from more than twice per day? If so, how is this accommodated?
9. A reduced quarantine period for materials would be helpful, but the current recommendation remains 72 hours. This also means the automated material handling system cannot be used by patrons to return materials.
10. Cashless options (e.g., credit card and mobile payment) continue to be explored to give patrons more choices and reduce cash handling by staff, but this decision point resides with other City departments.

Moving to a sit-down model in Phase 4 may require, at minimum, an occupancy capacity of 50% or higher as one mile marker. What public health experts learn about the virus lingering in the air will also be a factor in determining how and when the library should encourage people to stay longer and in larger numbers.

At present, a Phase 5 full reopening seems unattainable until there is a vaccine or herd immunity.

Report from the Library Director, Mark Troendle

Major Accomplishments

- As the trustees had previously expressed support for lending Wi-Fi hotspots, and due to the need to expedite a grant request to meet a vendor's deadline, Mark requested of the Stillwater Public Library Foundation (SPLF) funding of \$1,750 to purchase 11 Wi-Fi hotspots, one year of data, and accessories such as protective cases. This request was approved at the SPLF's June 26 meeting and hotspots should be available to lend before the end of July.
- The SPLF approved a request to fund the installation of Plexiglas barriers, if needed. However, the City will be the recipient of federal CARES Act funding and barriers seem to be an eligible expense.
- Coordination on previously scheduled private events continued between One23, the Executive Committee and the library. The City Attorney's office drafted both a contract amendment agreement outlining the division of responsibilities between One23 and the library for remaining events and a waiver (i.e., release of liability) form for One23 and renters to sign. The library also crafted revised guidelines for One23 to adhere to, which borrows from past documents but also incorporates the new reality of public health guidelines imposed due to the pandemic.
- Planning around a possible limited reopening in August continues to consume time and energy. An initial conceptual plan is included in this packet to foster discussion.
- The Facilities Committee and their family helpers, plus Paula Hemer, removed mulch and weeds from the 4th Street side of the library, replaced fabric cloth and put down new mulch. Their sweat equity and donations to the project made a huge improvement! Photos are on the next two pages.
- With coordination from Pat Lockyear, the Ivy Club returned to the library on June 23 to plant pots on the terrace as well as the large pot by the 4th Street door. The Ivy Club and library devised a process that will allow them the scheduling flexibility and access needed for taking care of plants on the terrace and provide the library with the necessary safety and security measures it needs.
- Following up on past discussions between Public Works and Mark, the City applied pavement markings to the surface lot to indicate no parking and handicap parking, installed one new no parking sign, and repainted a long stretch of curb yellow as the paint had faded significantly.

Heads-Up

- A recruitment process that was paused in mid-March to fill a vacant, part-time Library Assistant I position resumed during the second half of June and is ongoing.
- Staff continue to work on processes related to lending existing laptops that are part of the library's mobile lab, originally designed for in-house programming needs.

Near-Term Future Focus

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

New pavement markings and signage:



The ad hoc “Facilities and Mulch Reassignment Committee” spent several days in mid-June removing and replacing mulch. Special thanks to photographer Alice for the first photo below and job foreman William!



Before:



Halfway done; new landscape cloth is in place:



New mulch and no weeds:



Report from the Information Services Supervisor, Aurora Jacobsen

Public Services

Circulation, Adult Programming and Reference

June Programs:

- Virtual Book Club, June 8th had 3 attendees after 7 people signed up.
- Over 100 people took the craft for Make and Take Wrapped Branches.
- 53 people registered, and 43 zoom accounts logged into *Be a Better Birder* on June 11th.
- Mindfulness Meditation had 19 attendees on June 13th after 21 people signed up.
- 177 registered for Be Bird Friendly on June 18th, but about 93 people actually logged in. This can be accounted for in part that people register individually, but may attend the session as a family.
- Drones for Recreation and Beyond on June 23rd had 16 attendees. 29 people had registered.

Circulation

- From Lori:
 - We are staying very busy with Curbside hours extended to 4 days and 6:30 p.m. on Thursdays. The staff is working diligently to provide great customer service to our patrons while adhering to all safety measures.
 - All outstanding holds were updated with a 14 day hold period this month. Patrons were given a few weeks to pick up all outstanding hold before the item was sent back to the library that owns it or moved on to the next patron in line. Circulation staff checked in 200 items that had been on the Stillwater holds shelf and were happy to get them moved on to the next people waiting for the items.

Collection

- After only a trickle of new books had come in for most of the spring, Brodart sent a few large shipments of books in late June. Staff hopes increased shipments will help us continue to meet patron demand more efficiently.
- Midwest Tape also began shipping in June, which means that new movies and music are now available to patrons.
- The big news of the last month involves some old news. In December, the company that owns RBdigital purchased OverDrive. This month, we learned that they will be combining the two services and all of the audio material previously purchased through RBdigital will be available through the OverDrive platform.

Reference

- Book Bundles were incredibly popular in June. Staff gathered bundles for 62 requests. Each of these have 3-10 titles, so it is a good way to reduce the total number of holds and get books in people's hands efficiently.

Programming

- Summer Reading had 124 entries readers in June. This is fewer than we would usually have at this time, but not a bad number for a program that has usually gotten most of its marketing done in-house through a display or staff suggestion. So far, there have been 3 gift certificates awarded to readers through curbside pick-up.

Upcoming in July:

- Connect through Books, a Virtual Book Club, is being held on July 13th.
- Guided Drawing with oil pastels with Karen Tan is already full. The class will be held on July 16th.
- Seed Art with Jill Moe will be July 25th.

Report from the Youth Services Supervisor, Angela Petrie

The majority of the month was spent on managing the processes involved with virtual programming and summer reading materials via curbside pickup. This year a significant, and timely, undertaking for the Youth Services Department was the launch of “Summer Explorers”, a collaboration with Bayport Public Library, which introduced a virtual reading program tracking tool “Beanstack”. Alongside this effort, we designed a sustainable system for distributing physical “Summer Explorers” program materials to participants by name and age. We are now finalizing a plan to distribute reward books for each reader to celebrate their accomplishment. See below for a picture of the parking ramp set-up.

June Programs (all virtual)

- *Storytime* – 5 baby/toddler audio and 4 preschool sessions
- *Virtual Trivia Night* – 32+ attended this family trivia night using a new platform, *Kahoot!*
- [Vendor Virtual programs](#) - Provided by the [Metropolitan Library Service Agency \(MELSA\)](#) except where noted
 - *Virtual Snake Discovery*
 - *War of the Currents with The Bakken Museum* (non MELSA)
 - *Brodini Comedy Magic*
 - *Art for Kids: “Llama Arpilleras”* (Legacy)
 - *RADZoo: “Too Fast, Too Feisty, Too Much for the Library*
 - *Schiffelly Puppets “Jack and the Beanstalk”*
- *Family Art Cart* – 4 themed sessions with process video on Facebook
- (NEW) *“Friday Fun: At Home!” with Miss Angie* – Offering bite sized ideas for families to make, play and do together at home with accompanying book lists and links to printables
- *Virtual Scavenger Hunt* – “*Signs of Summer*”
- *Teen Drop-in DIY* – 2 sessions (*watercolor bookmarks and simple origami*)
- Passive/Online Programs
 - Instagram Posts
 - Promoting [Virtual Library Comic Convention \(VLCC\)](#) going on through August
 - Promoting Drop-in DIY and Family Trivia Night
 - 1 General library post with picture of the library entrance off of 4th street

Collection

- The nature back pack collection has been increased to include two additional general nature packs, which started circulating this month
- Coming soon: two birdwatching themed back packs
- Book Lists of titles celebrating Black voices were added to the website (and are included below)
- Book Lists to aid families are being added to book bundles
- Early Literacy resources including staff created video links and book lists supporting programs are being added to a new website page, [“Early Literacy”](#)
- Purchased 24 new e-audiobook titles for children and teens in response to increased usage

Upcoming Single Date Programs:

- Lalo’s Lunchbox (MELSA recorded program) – Saturday, July 4
- Virtual Art for Kids in grades K-5: Animal Paper Molas – Monday, July 13
- Teen Drop-in DIY on July 14 and 28
- Jolly Pops Summer Concert (MELSA recorded program) – Saturday, July 18
- A Bee’s Code with The Bakken Museum – Thursday, July 23
- Teen Trivia Night – Stranger Things on July 23
- Siama & Dallas Summer Concert (MELSA recorded program) – Friday, July 24
- Tamarack Nature Center – “Animal Superheroes: Owls are Amazing” Thursday, July 25
- Teen Take & Make: Create Your Own Pop Socket – as long as supplies last

Summer Explorers! Curbside materials pick-up



Program Feedback

Disney Villain Trivia:

What was your favorite thing about the program?

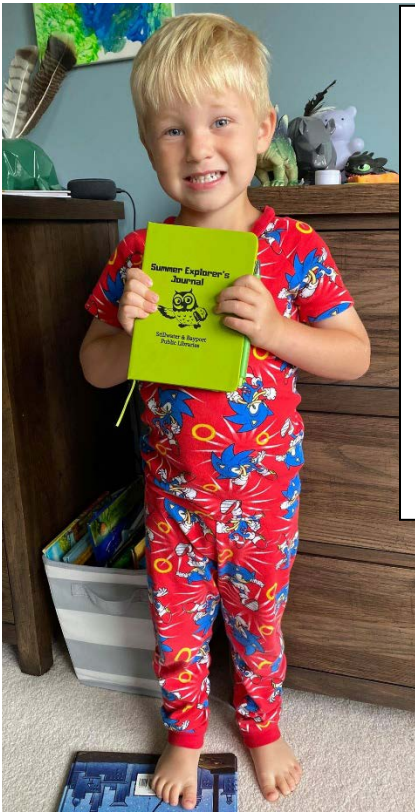
- It was a lot of fun
- The questions were a good mix of easy and hard
- Coming together as a family to have fun, work together as a team, and test our Disney villain knowledge!
- My whole family had a lot of fun. The host was great and it was a very enjoyable program.
- Friendly competition
- Interaction, contact
- Interesting questions

Is there anything else you want us to know?

- Please do more.
- Great job putting this together! We thoroughly enjoyed it.
- Thank you for putting it on
- We had fun, thank you very much.

Is there anything you would change about today's event? If so, what?

- Maybe more pics for the younger ones
- It was terrific!
- Nope, it was great!



Melissa E. "I've been meaning to share this pic of Sawyer...out of all the kids, he was the most excited about the nature journal! He writes in it often and even sleeps with it. LOL Thanks to you & Ms Kim for considering giving him one! Totally great idea. ♡ We appreciate you guys so much!!"



Summer Explorers – "Hello, thanks so much for doing this wonderful summer reading program, my kids are excited!"
Kristen deL

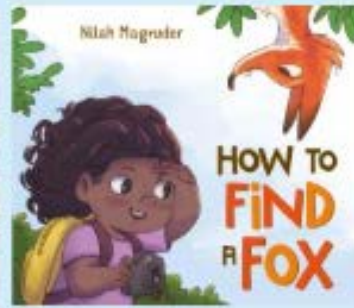
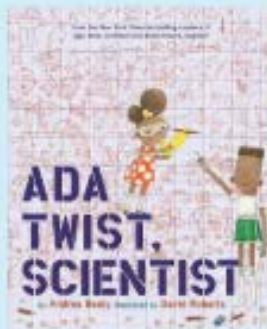
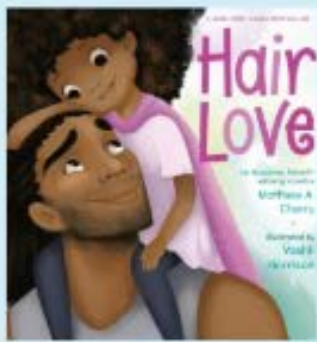
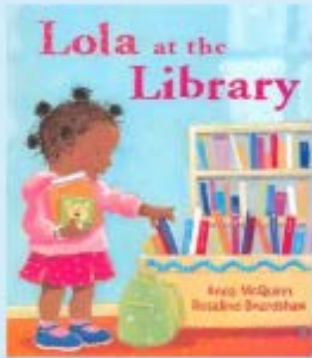
Llama Arpilleras – Art Class – "Thanks for the project. My kids had wonderful time." Gobi K.

Tamarack Nature Center- "My kids really enjoyed this! We loved seeing and learning about different amphibians and reptiles in Minnesota. Plus it was fun to try to draw the different critters;)" Aimie P

*Friday Family Fun:
Summer Scavenger Hunt*

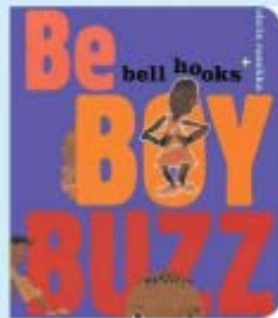
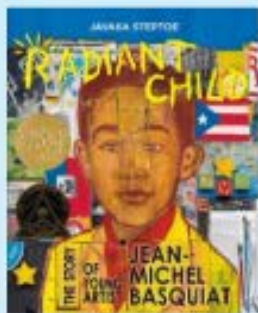
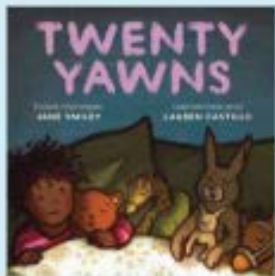
Books that tie in with things we've explored during our Friday morning family fun activities!
Click on the book covers to check for availability

Stillwater
Public Library

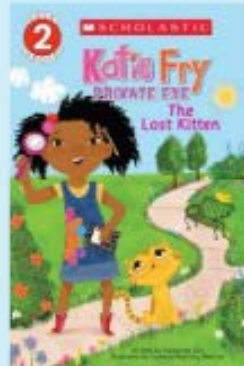
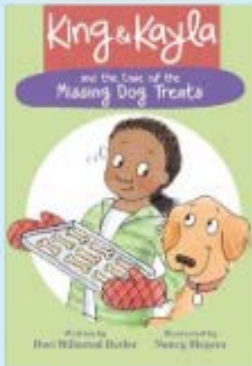
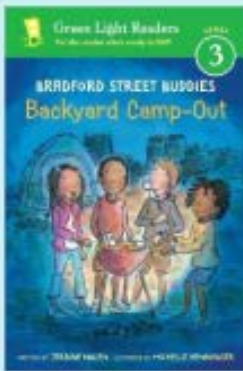


PICTURE BOOKS

#Blackjoy



STILLWATER
PUBLIC LIBRARY



EARLY READERS

#Blackjoy



...and
Some
starring
real
people,
too!

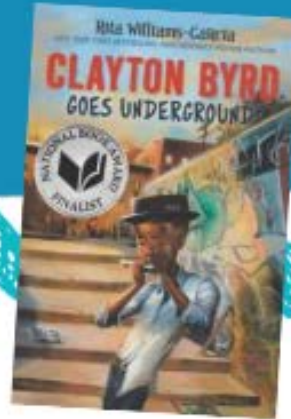


STILLWATER
PUBLIC LIBRARY

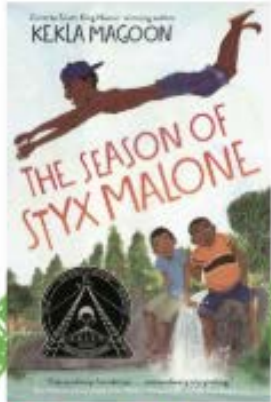
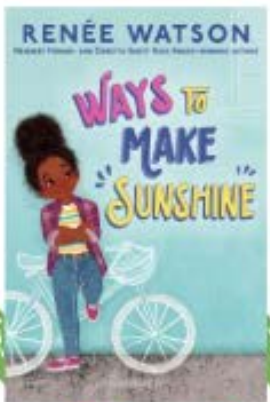
Celebrating Black Lives

Here is a list of books that are good reads all year round! This list also provides titles that feature #BlackJoy, Black characters just living their lives.

FOR AGES 9-12



STILLWATER
PUBLIC LIBRARY



STILLWATER PUBLIC LIBRARY FOUNDATION
Combined 2020 Annual Meeting & Monthly Board Meeting – May 22, 2020
Video Conference

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

(This was a combined 2020 Annual Meeting & Monthly May Board Meeting in which the information for the two meetings became integrated....Consequently, the minutes do not necessarily reflect the chronological order of the meeting, but, hopefully, include the full scope of the business that was conducted during the meeting. Text in red identify documents that can be read in full in the May Board Meeting Packet on the Google Drive.- Jean)

WELCOME– The on-line meeting was called to order by president, Shawn Glaser at 8:30 a.m. Members checked in sharing how they are doing with the current Covid-19 health crisis.

COMMITTEE REPORTS

EVENTS & MARKETING– Merilee, Summer, Alicia

Light a Spark –

In accordance with the Stillwater City Council, the event has been cancelled due to the Covid-19 Pandemic.

Letter to be sent to the 2019 LaS donors was reviewed – includes a “soft ask” for contributions.

Committees plan to focus on a virtual, social media outreach to create meaningful engagement with the public.

The recently developed “**Social Media Guidelines**,” document was discussed regarding its value for utilizing social media effectively. Social media posts should be easily scheduled to create a flow of articles that would provide interest and variety.

Rich Sommer has expressed an interest in donating his time/talent to promote the SPLF. We may accept his offer to create a video with a “soft ask” that could be shared on social media.

All events have been cancelled through the end of 2020.

The Event & Marketing Committees will focus the rest of this year on planning for 2021.

FINANCE – Dustin

April 30, 2020 Balance Sheet reflects a strong current financial position.

Profit & Loss YTD report identifies several 2019 expenses that were incurred last year that have not occurred in 2020. It is difficult to compare 2019 and 2020 due to recent donations.

Ann Whitcomb, the SPLF bookkeeper is a valuable asset to our organization.

Approval of the 2020 BUDGET

The 2020 Budget was developed in December and January and will be updated in the future as finances change with additional donations. The current budget has a total balance for annual expenses of approximately \$149,000. A motion to accept the 2020 budget as presented was made by Summer, seconded by Amber and unanimously approved.

GOVERNANCE– Jean

Committee continues to work on revising SPLF by-laws

APPROVAL OF MINUTES

2019 ANNUAL MEETING MINUTES

The minutes for the March 1, 2019 Annual Meeting were read. A correction was made to the minutes to change the date of the original Style Speaks Volumes event from 2013 (as recorded) to 2014. Following a motion made by Carol to approve the minutes as corrected and seconded by Sandy, the minutes were unanimously approved as amended.

APRIL 24, 2020 BOARD MEETING MINUTES

The minutes for the April, 2020 meeting were approved as distributed. M/S/A

LOOK-BACK ON 2019

2019 IN REVIEW

Officers: President - Ann Wolff

Vice President - Ann Brownlee

Secretary – Jean Morse

Treasurer – Dustin Moeller

Interim Executive Director (Elaine Weber Nelson)

- Guided completion of Strategic Plan

- Developed a new marketing plan

- Grant from Katherine B. Anderson Foundation funded position

Foundation Manager was hired (Alicia Gordon-Macalus)

New Board Members

- Summer Seidenkranz

- Sandy Ellis

- Paige Hoyle

Committees

- New Marketing Committee – in support of Marketing Plan to engage the community and raise awareness about the Foundation- adding social media, eBlasts and new mailing pieces

- Governance Committee -revised the SPLF” Board Member Expectations” and “Board Member Nomination & Membership Procedures”

- Events
 - Light a Spark
 - 350 attendees, 60% were sponsors –
 - 82 sponsors who donated \$46,389 compared to
 - 2018 - 89 sponsors who donated \$46,550
 - For the Love of the Library – 106 registered
 - Ann Wolff's Retirement Open House (Jan., 2020) – estimated 100 attendees

Revenue

- 2019 Total Direct Support = \$250,277
- 2018 Total Direct Support = \$156,228
- Nearly \$80,000 contributed to Endowment Fund

LIBRARY DIRECTOR'S REPORT FOR 2019

Mark presented a comprehensive list of SPL 2019 accomplishments - for example:

Projects:

- Reconfigured the science fiction room to accommodate additional seating and meeting space
- Structural repairs in several locations in the building
- Staff refined workflow processes and rebounded from previous loss of county cataloging services
- Implementation of many technological solutions
- 2021 labor agreement was ratified
- Completed the first full year in which the library staff operated as a team under a revised organizational model

Features:

- Hearing Loop added to story time room
- On-line meeting room reservation system was launched
- Initial Fall programming guide was published
- Mobile device charging stations were installed in the Gallery

Statistics:

- 143,844 visits
- 332,141 physical items checked out
- 40,342 digital items checked out
- 400 library programs offered with 12,921 attendees
- 708 meetings held by the general public

VOLUNTEER COORDINATOR REPORT 2019

Susie Danielson reported a very successful program for volunteers:

- 39 adults and 19 teens contributed a total of 2513 hours
- Annual Recognition Event on May Day
- Teen volunteers assisted with children's summer programming
- Trillium Garden Club assisted with plantings on the terrace and front lawn
- Participated in volunteer manager training
- Students from the Stillwater Area Schools Transition Program assisted with light cleaning and dusting

- When Bella, a certified therapy dog who participated in the Paws to Read Program with children passed away and library gifted a memorial stone for her family's garden
- Sentence to Serve assisted with heavy lifting for the Friends April and November book sales

OTHER REPORTS

PRESIDENT - Shawn

-Shawn and Mark visited with an individual about considering SPLF funding SPL participation in "Imagination Library". This is a program that is sponsored by Dolly Parton that provides books to children five years old and younger. Shawn will review the program further, but at this point is questioning whether or not it fits with the SPLF mission. He will report back to the Board.

LIBRARY DIRECTOR_- Mark

- Update Date for 2020 (Excerpts from **Mark's written report**)
 - Library closed on March 17 due to the Covid-19 pandemic, but staff have continued to serve public in remote and contactless ways
 - Focus has been on safety and well-being of staff and patrons
 - Continue to maintain flexibility to adjust to rapidly changing events
 - New services: curbside pick-up of holds, increased virtual programming that provides high-quality educational and recreational learning opportunities, online and telephone library card registration, and active monitoring and answering phone calls and emails from the public
 - Restoration and repair projects have continued
 - "Libraries have a history of evolving to meet community needs. The speed with which this change has been imposed on us is new, but our ability to respond and adapt is a constant. We are here for our community and look forward to continuing to safely serve our patrons in a variety of ways going forward."
- Additional current status items
 - Library has not set a date for reopening
 - Exploring more remote/contact-free services such as lending laptops and internet hotspot service
 - Adding book bundle options by category for patrons in near future
 - Planning for capital project - masonry repairs that are Huelsmann Grant - funded
 - Trustees are unwinding arrangement with One 2 3 Event Planner - working to resolve booked events, - no new reservations will be made

FOUNDATION MANAGER_- Alicia

- Donations - a number of contributions were made by both previous and new donors.
 - "Giving Tuesday Now" promotion garnered donations.
- Marketing/Events- in addition to details discussed during the Marketing/Events report, the committees are asking Board members to submit brief biographic articles that can be used in promoting the SPLF on social media. **A list of suggested questions** to answer for the articles is on the Google Drive.

- Other Items
 - Working from home at this time - Is at the Library one day per week
 - Writing donor thank-you letters
 - All phone calls to the Foundation are communicated through Google and received on the Manager's personal phone.
 - Reviewed **SPLF 2020 Calendar At-a-Glance updated 5/20/20.**
 - The Huelsmann Report is due on 7/15.
 - Will be developing a procedures handbook for Foundation

ADJOURNMENT

The meeting was adjourned at 10:05 a.m


Respectfully submitted,
Jean Morse, Secretary


The next regular meeting of the SPLF is scheduled for Friday, June 26, 8:30 - 10:00 a.m


E-Mail Messages for May, 2020


Date	From	Regarding
5/6/2020	Jean	April 2020 Meeting Minutes
5/19/2020	Shawn	May Board Packet
5/21/2020	Shawn	Board Meeting Tomorrow


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


-
-  04 April Finance


 -  Agenda


 -  April '20 Board Meeting Minutes .pdf


 -  Budget for Approval SPLF 2020.xlsx


 -  Example Questions for Bio


 -  For Approval 2020 LAS Sponsor Lette...


 -  For Approval SOCIAL MEDIA GUIDELI...


 -  Foundation Manager Report


 -  Library Director DirectMailPiece.docx


 -  Library Director Report - IS - May 202...


 -  Library Director Report - YS - May 202...

 -  Library Director Report SPLF 2020 An...

 -  Review - 2019

 -  Review - Annual Mtg Minutes 2019.do...

 -  Review Projection Calendar 2020 Cal...

 -  Volunteer Coordinator Update

STILLWATER PUBLIC LIBRARY FOUNDATION
ANNUAL MEETING
March 1, 2019
9:00 am – 10:30 am
Stillwater Public Library – Margaret Rivers Room

Corrected at the Annual Meeting, 5/22/20

Members Present: Doug Blanke, Sandy Nicholson, Dustin Moeller, Shawn Glaser, Mark Troendle, Ann Wolff, Amber Dailey-Hebert, John Gray, Eric White, Merilee Read, Carol Stabenow, Ann Brownlee, Interim Executive Director-Elaine Weber Nelson

WELCOME:

The meeting was called to order at 9:00 am. President, Ann Wolff presided.

SECRETARY'S REPORT:

Following a motion to approve the minutes of the April 13, 2018 Annual Meeting made by Amber and seconded by John, the secretary's report was unanimously approved.

FINANCIAL REPORT:

Dustin reviewed the year-end financial statements. There were no significant changes to the total incomes for the years 2017 and 2018.

The Profit and Loss statement for Light a Spark indicated a net income of \$41,285.55 from this event.

Ann acknowledge that 2018 was the last year Style Speaks Volumes would be held. This event has generated nearly \$53,000 since its beginning in ~~2013~~-2014. Elaine will email a P&L to the board. Ann W. thanked Carol for her work in creating and sustaining Style Speaks Volumes.

Ann W. reviewed the list of grants awarded to the Library in 2018.

Elaine prepared a historical comparison of Foundation appeals by year. This is important information for board members to review.

REPORT FROM CONTRACT EMPLOYEES:

Reports from Susie Danielson, Volunteer Coordinator, and Sandy Ellis, Venue Coordinator were reviewed. Ann W. acknowledged the good work of both women in supporting the Library.

APPROVAL OF 2019 BUDGET:

Board members reviewed the 2019 budget and proposed several changes to the document. A motion to accept the 2019 budget as amended was made by Shawn and seconded by Amber. The motion passed unanimously. The amended budget will be included in the board packet for the March 29, 2019 meeting.

The annual meeting was adjourned at 9:40 am.

Respectfully submitted,
Sandy Nicholson

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Executive Committee Report	
OWNER: Executive Committee	PRESENTER: Bell, President
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: SPL Executive Committee June 18, 2020, 2:30 p.m. via Zoom, Meeting Notes Present: Bell, Lockyear, Richie, Troendle</p> <p>Library Events Task Force</p> <ul style="list-style-type: none"> Reviewed task force draft charge and suggested edits which will be incorporated into the final version. Discussed task force membership which will be comprised of three trustees. Recommended that a resource group, including community members, be formed to advise the task force as needed. <p>Library Reopening Plan</p> <ul style="list-style-type: none"> Discussed ideas for a draft plan to reopen library for in-person services. Reviewed current guidance from CDC, MDH, City of Stillwater. Mark provided updates on plans to reopen the Bayport and Washington County libraries as well as Stillwater City Hall. Reviewed “Reopening Under COVID-19: A Space Planning Approach”, an article from the May/June 2020 issue of Public Libraries. Agreed that the article’s five-stage approach to reopening the library would provide a helpful framework for SPL. Mark will use the framework to draft a conceptual reopening plan and tentative reopening date for board consideration. <p>Other</p> <ul style="list-style-type: none"> Maureen will check in with the Board Self Evaluation Task Force and the Board Governance Committee for updates. 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Facilities Committee Report	
OWNER: Facilities Committee	PRESENTER: Lockyear, Vice President
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: SPL Facilities Committee June 16, 2020, 2:00 p.m. via Zoom, Meeting Notes Present: Carlsen, Cox, Lockyear, Troendle</p> <p>Committee discussed the following:</p> <p>Landscaping and issues with 4th street plantings</p> <ul style="list-style-type: none"> • Committee agreed to have area along west side of building cleaned up and mulch replaced with work being completed by volunteers and new mulch supplied by Buberl Dirt for estimated cost of under \$300. • It was suggested the committee have a big picture plan to be implemented in phases. • Committee agreed to interview potential landscape design firms in anticipation of next year’s project to improve the 4th street landscape. Spike provided three firms and Mark has one firm to contact. Members agreed to meeting in person on the lawn with contractors to get a sense of their vision and approach. <p>COVID plexiglass barriers</p> <ul style="list-style-type: none"> • Mark reported that Shain had found a firm online to provide off-the-shelf barriers for a total cost of \$14,000. A sample has been ordered to see what the plexiglass looks like. • Questions of stability, quality and overall appearance were discussed. Off-the-shelf products may not be as stable or look as good as custom but will be more portable and easier to store as they fold flat. • Various areas to be covered were discussed with possibility of not creating a barrier for the curb-side pick-up workspace now located in the carpeted area near the reference desk. Cost for this structure was estimated at \$1,600 in the North Bound bid and could be slightly more if off-the-shelf product is purchased. • Members agreed that timing is critical to have them in place by July 31. To that end, Mark will contact North Bound to get a firm timeline for custom work. If they cannot provide them by July 31, then the only option is to purchase off-the-shelf products which can be delivered in 1-2 weeks. • Committee will decide on final purchase once North Bound has provided a delivery date. • Committee recommended requesting a grant from the SPL Foundation as funding from city/state/federal government for COVID expenses is unknown. <p>5 Year CIP to be submitted to City on 6/17/2020</p> <ul style="list-style-type: none"> • The 5 year plan as presented to the full board was compared to a new CIP prepared by Mark for this meeting. 	

- Committee discussed using the plan developed for the board as the basis for each year with adjustments made to compensate for reductions in the 2019 budget.
- Amounts for 2025 were added with major projects focusing on ADA accessibility for terrace and restrooms, energy savings due to City audit and upgrading of maintenance equipment.
- The 2022 and 2023 budgets were switched to push work on Margaret Rivers room out to 2023 and shift the focus to the children’s area in 2022 given the change in focus on event scheduling.
- The City’s request for supplemental funds to be included in the CIP was discussed. It was decided to provide a general explanation of how supplemental funds are used to address shortfalls due to unexpected expenses and higher than expected costs for projects.
- Mark will put together a final draft of the CIP and send it via email for members to give final approval before it is sent to the City.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

City of Stillwater, Minnesota
Capital Improvement Plan

2021 thru 2025

LIBRARY

Submitted to City on 6/17/2020

Item	2021	2022	2023	2024	2025	Totals 2021-2025
Computer/Communications Equipment						
<i>Computers/Laptops/Tablets - Staff</i>	1,700	12,600	11,700		1,700	\$ 27,700
<i>Security Cameras</i>	4,000	4,000		2,400	4,000	\$ 14,400
<i>Software Licenses</i>		13,500				\$ 13,500
<i>Computers - Public</i>			13,950	13,950		\$ 27,900
<i>SelfChecks</i>						\$ -
<i>RFID Pads</i>	3,000	1,500	1,500	1,500	1,500	\$ 9,000
<i>Data Projector/AV</i>				10,000		\$ 10,000
<i>Fob Doors</i>		2,500	2,500	2,500		\$ 7,500
<i>Switches</i>			6,000			\$ 6,000
<i>Mobile Laptop Lab</i>	8,000			8,000		\$ 16,000
<i>Firewall</i>			3,500			\$ 3,500
<i>Copier</i>					6,000	\$ 6,000
Furniture & Equipment						
<i>Upgrade Furnishings</i>			50,000	20,000	5,000	\$ 75,000
Machinery & Equipment						
<i>LED Light Conversion - Interior</i>	6,500					\$ 6,500
<i>Custodial Equipment</i>	8,000				5,000	\$ 13,000
Buildings & Building Improvements						
<i>Roof</i>	16,000				25,000	\$ 41,000
<i>Building & Grounds</i>	45,000	30,000	40,000	40,000	45,000	\$ 200,000
<i>Children's Area</i>		35,000				\$ 35,000
<i>Sound Abatement</i>		10,000	20,000			\$ 30,000
Total	\$ 92,200	\$ 109,100	\$ 149,150	\$ 98,350	\$ 93,200	\$ 542,000

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Finance Committee Report	
OWNER: Finance Committee	PRESENTER: Richie, Secretary/Treasurer
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: SPL Finance Committee Report June 26, 2020, 11:00 AM Present via Zoom: Hemer, Hollatz, Richie, Troendle, Goeltl</p> <p>2021 Operating Budget Request</p> <ul style="list-style-type: none"> • Budget guidelines were received from the City. The City Administrator requested submission of two budgets – a budget with no increase from the tax levy and a budget with an increase no greater than 3% from the tax levy. • Committee reviewed statistics on library usage by month, date and hour. The general conclusion was that the data did not show an easy answer about hours or days to close, with circulation relatively steady throughout the week. Checkouts were also relatively steady throughout the day. Mornings started off strong with checkouts spiking at 11 AM and the lowest checkout rate between 6 – 8 PM. Meeting room use, however, was strongest during the evening timeframe. Friday appeared to be slower during the school year for checkouts and meeting room use. • Committee reviewed a menu of cost-cutting options, including the associated savings from reducing materials between 5% and 50%, reducing library hours between 1 and 10 hours/week and closing on specific days, and making adjustments to personnel expenditures including postponing the hiring of the Office Specialist for multiple months, freezing director and supervisor wages, and furloughing staff for a day. • Committee provided feedback to staff regarding options that shared balancing the cost-cutting across materials, hours and personnel and asked staff to come back with additional budget information. • Follow-up meeting scheduled for July 7, 2020 at 1:00 PM. <p>SPL Finance Committee Report July 7, 2020, 1:00 PM Present via Zoom: Hemer, Hollatz, Richie, Troendle, Goeltl</p> <p>2021 Operating Budget Request Committee reviewed updated menu of options based on discussions from the June 26th meeting. For the 0% increase scenario, committee expressed consensus for sharing the cost-cutting burden across materials, hours, and personnel with a goal of balancing these adjustments with as much equity as possible between the areas. Recommended adjustments and proposed budgets are presented in the July board packet for agenda item 8.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Stillwater Public Library 2020 Calendar

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

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

Stillwater

Public Library

2020 LIBRARY BOARD

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

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

2020 Committee Rosters:

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

2020 Task Forces:

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