

**STILLWATER PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**Meeting Agenda**  
**Tuesday, August 4, 2020**  
**7:00 PM**  
**Conference Room**

The regularly scheduled August meeting of the Board of Trustees was moved to Tuesday, August 4, 2020, at 7:00 pm. The original meeting date of August 11, 2020, is an election day. As the library is closed due to COVID-19, the public is invited to attend the meeting by logging into [zoom.us/join](https://zoom.us/join) or by calling 1-312-626-6799 and entering the meeting ID number: 812 9188 4616.

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 July 14, 2020 Minutes +
  - b. Acknowledgement of Bills Paid in July 2020 (7/7/2020: \$10,084.57; 7/21/2020: \$26,957.66) +
  - c. June 2020 Budget Status Report +

Informational/Discussion (10 minutes)

5. Trustee Information Sharing I+
6. Wedding/Special Events Update I+
7. Library Events Task Force I+
8. Director Performance Evaluation: September Annual Review I+
9. 4<sup>th</sup> Street Landscaping D+

Decisional (60 minutes)

10. Library Reopening to Public A+
11. 2020 Capital Reallocations & Grant Requests A+

Reports (10 minutes)

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

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
July 14, 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 7:00 PM.

**AGENDA ITEM 2: Adoption of Agenda**

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

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

None.

**AGENDA ITEM 4: Consent Calendar**

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

**AGENDA ITEM 5: Trustee Information Sharing**

Carlsen appreciated receiving video about the Hudson Library opening. He suggested that this be sent to the full board. Lockyear agreed and commented that it was a nice tutorial for patrons on what to expect when visiting the library.

**AGENDA ITEM 6: Wedding and Special Events Update**

Troendle referred trustees to the cover sheet in the board packet. He noted that the library is still waiting for One23 to sign the amendment that the city attorney drafted. The library is also waiting for One23 to return the liability waiver both from One23 (one waiver for all remaining events) and waivers from the wedding parties. To date, payment has not been received from One23 for the library's share of bookings made in 2021.

**AGENDA ITEM 7: Library Events Task Force**

At the June meeting, the board discussed the next steps in determining how to proceed with events at the library. As the next step, the Executive Committee drafted a charge for the Library Events Task Force. Bell asked for the Board's reaction to the charge document included in the packet.

Hemer felt that the draft's charge was comprehensive, but she asked about the inclusion of community members. The proposed charge appears to specify a task force of just 3 board members, where consultation would be sought from community members but they would not sit on the committee. Hemer would prefer the inclusion of community members as members of the task force that bring the final recommendations to the board.

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**July 14, 2020**  
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Bell explained that the Executive Committee included the opportunity for the Task Force to gather community input, but thought that the trustees may better understand the broader context of special events at the library. Hollatz agreed that trustees have the overall picture of the library budget, finances, and mission that community members may not have.

Lockyear suggested to the charter to include that the Task Force “shall form” a resource group and gather community input. She suggested a task force of five, consisting of three trustees and 2 community members. Lockyear also recommended that even if community members sit on the task force, input from other community groups and members should still be obtained.

Keliher recommended that the charge may be to provide fodder for full board discussion. The board should be kept updated on the work of the task force, discuss and provide feedback. Lockyear noted that this could take place through the quarterly updates.

Motion to approve the charge of the Library Events Task Force, with the amendment that the task force consists of three trustees and two community members, with input sought from additional community members. *Hemer moved. Carlsen second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Lockyear, Keliher, Richie; No: None.*

**AGENDA ITEM 8: 2021 Operating Budget**

Richie reported that the city asked the library to provide two budget requests for 2021 – a 0% increase from the 2020 tax levy and a 3% increase from the 2020 tax levy. Richie referred trustees to the documents in the board packet and highlighted that the committee worked to share the potential cost-cutting burden across materials, hours and personnel. Richie outlined the possible budgetary adjustments for the 3% and 0% scenarios and explained that final decisions about where adjustments should be made do not need to be determined at this time. The library just needs to hit a bottom-line number at this point in the process.

Keliher inquired about the use of the library’s fund balance. Carlsen agreed and asked if the fund balance could be included with the supplemental fund balances to show all of the library’s possible funding options. Troendle reported that the 2019 year-end fund balance total was approximately \$250,000. Troendle explained that the balance total fluctuates as the library adds to or depletes the fund depending on how the year ends, and as the auditors and city adjust the balance to account for compensated absences for employees with payable sick leave balances.

*Motion made to approve the presentation from the Finance Committee and the budget documents included in the board packet. Hollatz moved. Keliher second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Lockyear, Keliher, Richie; No: None.*

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**AGENDA ITEM 9: Library Reopening to Public**

Bell reported that libraries throughout the country are reporting various reopening plans, many reopening with limited services. The Executive Committee discussed reopening strategies and asked Troendle to prepare a conceptual reopening plan for board discussion.

Troendle directed trustees to the reopening documents included in the board packet. Troendle proposed a limited reopening with short patron visits to browse the collection, pick up materials, and use a public computer for a limited period of time. As physical barriers and PPE equipment are not in place, Troendle asked to postpone the decision on reopening until the board meeting on August 4, 2020, with no reopening before Tuesday, August 11.

Lockyear discussed the delays experienced in ordering barriers and indicated that it was unlikely that the barriers could be up in less than three weeks. She would prefer to delay a vote on the opening date until the August 4 board meeting when more is known about barriers.

Trustees discussed having targets and parameters in place for ordering and receiving supplies to move the library towards the goal of reopening. Trustees also discussed the surge in COVID cases and keeping this in mind. Carlsen advocated for internally prepping for an August 10 or 11 reopen date if all supplies and procedures are in place.

Trustees also provided guidance on the reopening concept. Trustees discussed the possibility of curbside service when the library reopens, limited days and hours, having breaks in service hours for cleaning, specific hours for those most vulnerable to COVID, cleaning/sanitation practices, capacity management, and Wi-Fi access. Board agreed that face masks should be required.

*Motion made to defer a decision on a library reopening date until at least the August 4, 2020, board meeting. Hemer moved. Hollatz second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Lockyear, Keliher, Richie; No: None.*

**REPORTS**

**AGENDA ITEM 10: Director and Other Staff Reports**

Troendle directed trustees to the reports in the board packet.

**AGENDA ITEM 12: Foundation and Friends Reports**

Troendle reported that Rich Sommer, a Hollywood actor, SAHS graduate and supporter of the library, recently did a video for the Stillwater Public Library Foundation. The video can be found on the Foundation's Facebook page and was shared on the library's Facebook page.

<https://www.facebook.com/SPLFoundationMN/videos/3115320778544158>

Troendle reported that the Friends are the "Round Up" recipient for River Market Co-op.

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**AGENDA ITEM 13: Board Committee Reports**

- a) Board Governance Committee: Keliher reported that a meeting is scheduled next week. Committee members are Bell, Howe and Keliher.
- b) Executive Committee: Report included in packet.
- c) Facilities Committee: Report included in packet. Thanks to the committee members and families for their help with the landscaping work on the 4<sup>th</sup> St lawn.
- d) Finance: Report included in packet.
- e) Board Self-Assessment Task Force: Howe reviewed the task force's work in collecting trustee feedback on the role of the board and in evaluating self-assessment tools from corporate and nonprofit perspectives. Committee is currently reviewing a short and simple self-assessment tool to help improve the functionality and effectiveness of board. Howe noted that an assessment tools will also help provide a longitudinal look at the board as progress is assessed year-to-year. Once the committee has fully reviewed tool, they will bring recommendations to board for discussion.

**AGENDA ITEM 14: Public Commentary and Communications**

None.

**AGENDA ITEM 15: Adjournment**

Adjourned at 8:47 PM.

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Acknowledgement of Bills Paid in July 2020</b>				
OWNER: <b>Goeltl, Business &amp; Communications Manager</b>		PRESENTER: <b>Troendle, Director</b>		
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>		IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:		
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Approval of July 2020 bills paid</b>				
BACKGROUND/CONTEXT: <b>Following is a bills report summary for the month of July:</b>				
<b>July 2020 (2020 Fiscal Year)</b>				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
<b>Operating Expenditures</b>	\$ 18,128.20	\$ 761.03	\$ 2,533.48	<b>\$ 21,422.71</b>
<b>Capital Expenditures</b>	\$ 7,829.00		\$ 7,790.52	<b>\$ 15,619.52</b>
<b>Total</b>	<b>\$ 25,957.20</b>	<b>\$ 761.03</b>	<b>\$ 10,324.00</b>	<b>\$ 37,042.23</b>
<p>Explanations of large or out of the ordinary payments are listed below:</p> <p><i>Bill Resolution: July 7, 2020</i></p> <ul style="list-style-type: none"> <li>• COVID-19 supply purchases of \$166.24 paid to Amazon, \$482.50 to Primary Products, and \$357.59 to Uline for gloves, curbside bags, hand sanitizer and dispensers. Items charged to COVID-19 account 230-4230-4093-0000. Finance subsequently requested that all library COVID purchases be charged to 281-4282-4093-0230 and transferred to this account.</li> <li>• \$188.88 paid to Amazon for protective cases and accessories to be used in the public circulation of hotspots.</li> <li>• \$169.91 paid to Amazon for protective cases and accessories to be used in the public circulation of laptops.</li> </ul> <p><i>Bill Resolution: July 21, 2020</i></p> <ul style="list-style-type: none"> <li>• \$488.24 paid to Amazon in COVID-19 supply purchases for disposable face masks.</li> <li>• \$7829.00 paid to Bibliotheca for the upgrade of 3 selfchecks to Windows 10. This was a budgeted 2020 capital project.</li> <li>• \$1270.19 paid to Minnesota Unemployment Insurance fund for Q2 unemployment claims from substitute positions.</li> <li>• \$7790.52 paid to shopPOPdisplays for the purchase of protective barriers for public service points.</li> </ul>				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>7/7/2020 Bill Resolution – 2020 Bills</b> <b>7/21/2020 Bill Resolution – 2020 Bills</b>				
PREVIOUS ACTION ON ITEM:				
REVIEWED BY COMMITTEE?:				

**2020 Bill Resolutions**

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

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
<b>INVOICES PAYABLE</b>						
3798_214737	6/29/2020	Ace Hardware	Janitorial Supplies	\$ 6.99	230-4231-2102-0000	Janitorial Supplies
1XQLMF7JPFY4	4/2/2020	Amazon Business	Credit Memo - Bird Deterrence	\$ (266.85)	230-4231-2202-0000	Building Repair Supplies
1YGYNXFGKY6V	4/2/2020	Amazon Business	Bird Deterrence	\$ 89.30	230-4231-2202-0000	Building Repair Supplies
1CYGPWQQL79D	6/25/2020	Amazon Business	COVID-19 Supplies	\$ 166.24	230-4230-4093-0000	COVID-19
1CYGPWQQL79D	6/25/2020	Amazon Business	Materials - Hotspots (SPLF)	\$ 188.88	232-4232-2113-0000	SPLF - Materials
1CYGPWQQL79D	6/25/2020	Amazon Business	Laptop Cases	\$ 169.91	230-4230-2101-0000	General Supplies
7072020	7/7/2020	Brodart Co	Materials - Juv	\$ 760.53	230-4230-2400-0000	Childrens Books
7072020	7/7/2020	Brodart Co	Materials - Adult Fiction	\$ 229.31	230-4230-2401-0000	Adult Books - Fiction
7072020	7/7/2020	Brodart Co	Materials - Adult Nonfiction	\$ 281.56	230-4230-2405-0000	Adult Books - Non Fiction
7072020	7/7/2020	Brodart Co	Materials - YA	\$ 76.97	230-4230-2406-0000	Teen Books
7072020	7/7/2020	Brodart Co	Materials - Processing	\$ 50.70	230-4230-3404-0000	Processing Fee
33455294	6/23/2020	Loffler Companies	Printer/Coper Contract	\$ 609.41	230-4230-3707-0000	Maintenance Agreements
75622	6/10/2020	Menards	Janitorial Supplies	\$ 24.99	230-4231-2102-0000	Janitorial Supplies
76385	6/22/2020	Menards	Janitorial Supplies	\$ 4.98	230-4231-2102-0000	Janitorial Supplies
7072020	7/7/2020	Midwest Tape	Materials - Audio	\$ 498.25	230-4230-2402-0000	Audio
7072020	7/7/2020	Midwest Tape	Materials - Video	\$ 1,449.03	230-4230-2408-0000	Film/Video
7072020	7/7/2020	Midwest Tape	Materials - Processing	\$ 329.55	230-4230-3404-0000	Processing Fee
W20050590	6/12/2020	Office of MN IT Services	Phone - May 2020	\$ 143.70	230-4231-3101-0000	Telephone
70605	6/26/2020	Primary Products Co.	Hand Sanitizer & Dispensers (COVID-19)	\$ 482.50	230-4230-4093-0000	COVID-19
7897810	6/18/2020	Quill Corporation	Supplies	\$ 73.42	230-4230-2101-0000	General Supplies
76667278	6/25/2020	Recorded Books Inc	Materials - eAudio Juv	\$ 729.16	230-4230-2402-0000	Audio
22911722	6/18/2020	Scholastic Inc	Programs - Juv SRP Reward Books	\$ 65.02	229-4229-2407-0000	Friends - Programs
121405358	6/25/2020	Uline Inc	COVID Supplies	\$ 357.59	230-4230-4093-0000	COVID-19
		<b>INVOICES SUBTOTAL</b>		<b>\$ 6,521.14</b>		
<b>CREDIT CARD</b>						
None						
		<b>CREDIT CARD SUBTOTAL</b>		<b>\$ -</b>		
<b>SPECIAL BILL PAYOUTS</b>						
690230052	6/25/2020	Xcel Energy	Gas	\$ 223.50	230-4231-3601-0000	Natural Gas
690230052	6/25/2020	Xcel Energy	Electric	\$ 3,339.93	230-4231-3600-0000	Electricity
		<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		<b>\$ 3,563.43</b>		
<b>GRAND TOTAL</b>				<b>\$ 10,084.57</b>		

Submitted for payment

Mark Troendle, Library Director

**2020 Bill Resolutions**

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

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
<b>INVOICES PAYABLE</b>						
1MJWG7NY9KDY	7/2/2020	Amazon Business	Programs - Juv (SPLF Luckner)	\$ 72.15	232-4232-2407-0000	SPLF - Programs
1MJWG7NY9KDY	7/2/2020	Amazon Business	Materials - Juv Nature Backpacks (Friends)	\$ 55.07	235-4235-2101-0000	Library Donations Materials
1MJWG7NY9KDY	7/2/2020	Amazon Business	Supplies	\$ 9.98	230-4230-2101-0000	General Supplies
1Q37NF34FTLP	7/2/2020	Amazon Business	COVID Supplies - Masks	\$ 488.24	281-4281-4093-0230	COVID - Library
17Q3GKYG3KJC	7/12/2020	Amazon Business	Supplies	\$ 58.16	230-4230-2101-0000	General Supplies
INV-US32403	5/22/2020	Bibliotheca LLC	SelfCheck Upgrade (Capital Project #20-4230-039)	\$ 7,829.00	120-4230-5310-0000	C/O MIS Computer Equipment
7212020	7/21/2020	Brodart Co	Materials - Juv	\$ 260.17	230-4230-2400-0000	Childrens Books
7212020	7/21/2020	Brodart Co	Materials - Adult Fiction	\$ 2,878.50	230-4230-2401-0000	Adult Books - Fiction
7212020	7/21/2020	Brodart Co	Materials - Adult Nonfiction (230 Tributes)	\$ 225.49	230-4230-2405-0000	Adult Books - Non Fiction
7212020	7/21/2020	Brodart Co	Materials - Adult Nonfiction	\$ 2,526.92	230-4230-2405-0000	Adult Books - Non Fiction
7212020	7/21/2020	Brodart Co	Materials - Processing	\$ 1,051.56	230-4230-3404-0000	Processing Fee
7212020	7/21/2020	Brodart Co	Materials - Adult Nonfiction (Athena)	\$ 153.87	235-4235-2101-0000	Library Donations Materials
4055307250	7/8/2020	Cintas Corporation	Towels & Rugs	\$ 63.84	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
104154313	7/1/2020	Comcast	Internet - July	\$ 188.06	230-4230-3098-0000	Technology Support
306-02444792-3	6/30/2020	Culligan of Stillwater	Water	\$ 39.25	230-4230-4099-0000	Miscellaneous Charges
6815496	7/9/2020	Demco Inc.	Equipment - Media Rack	\$ 339.89	230-4230-2302-0000	Other Minor Equipment
6815496	7/9/2020	Demco Inc.	Processing Supplies	\$ 114.77	230-4230-3404-0000	Processing Fee
7032020	7/13/2020	Hedin Sue	Programs - Adult (Friends) Staff Reimbursement	\$ 34.18	229-4229-2407-0000	Friends - Programs
70794	3/17/2020	Menards	Supplies	\$ 73.70	230-4231-2102-0000	Janitorial Supplies
77432	7/9/2020	Menards	Supplies	\$ 9.44	230-4231-2102-0000	Janitorial Supplies
W20060597	7/15/2020	Office of MN IT Services	Phone - June 2020	\$ 143.70	230-4231-3101-0000	Telephone
7202020	7/20/2020	Postmaster	City Newsletter - July Postage	\$ 292.04	230-4230-3102-0000	Postage
4214	6/24/2020	Ramsey County Parks & Rec	Programs - Juv (Tamarack Nature Center - Friends)	\$ 125.00	229-4229-2407-0000	Friends - Programs
SWLIBR	6/30/2020	Rose Floral	Terrace Plantings	\$ 311.91	235-4238-4099-0000	Library Donations Miscellaneous
55007	6/25/2020	Tan Ni	Programs - Adult (SPLF)	\$ 300.00	232-4232-2407-0000	SPLF - Programs
7988017	7/8/2020	Minnesota UI Fund	Unemployment Insurance Q2 (COVID)	\$ 1,270.19	281-4281-4093-0230	COVID - Library
20070701	07/07/20	UnlimitedIO LLC	Programs - Adult (Pictures Over Stillwater - SPLF)	\$ 200.00	232-4232-2407-0000	SPLF - Programs
		<b>INVOICES SUBTOTAL</b>		<b>\$ 19,115.08</b>		
<b>CREDIT CARD</b>						
22607345	5/11/2020	Dream Host	Web hosting	\$ 6.00	230-4230-3098-0000	Technology Support
54554	5/2/2020	Rose Floral	Programs - Adult (Friends)	\$ 30.00	229-4229-2407-0000	Friends - Programs
22828384	5/27/2020	Zoom Video Communications	Zoom monthly fee	\$ 16.06	230-4230-3098-0000	Technology Support
		<b>CREDIT CARD SUBTOTAL</b>		<b>\$ 52.06</b>		
<b>SPECIAL BILL PAYOUTS</b>						
11/4/2319	7/16/2020	shopPOPdisplays	Barriers (COVID)	\$ 7,790.52	281-4281-4093-0230	COVID - Library
		<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		<b>\$ 7,790.52</b>		
<b>GRAND TOTAL</b>				<b>\$ 26,957.66</b>		

Submitted for payment

Mark Troendle, Library Director



**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: June 2020 Budget Status Report	
OWNER: Troendle, Library Director Goeltl, Business & Communications Manager	PRESENTER: Troendle, Library Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b> Attached is a budget status report for the period from January 1 – June 30, 2020.</p> <p><u>120 Funds – Capital Projects:</u></p> <ul style="list-style-type: none"> <li>The capital budget report shows the library’s originally approved budget of \$95,000. Due to budgetary implications of COVID-19, the city recommended that the City Council reduce the overall CIP from \$15.9M to \$9.4M. This included a reduction in library capital budget to \$56,200 in 2020.</li> <li>\$23,370 was expended in C/O &amp; Improvements through June. All payments were for the upper level ceiling repair work. One payment of \$1,530 is still pending for the project.</li> <li>\$8,644 was expended in MIS Computer Equipment capital funds through June. This was for the replacement of the children’s self-check machine.</li> </ul> <p><u>230 Funds – Revenues:</u> The budget for library-generated revenues in 2020 was approved at \$132,620.</p> <ul style="list-style-type: none"> <li>Rental Fees: Through February, \$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.</li> <li>Other Revenue Lines: Due to the impact of the pandemic on library operations, many of the revenue line items are projected to be lower than budgeted. Libraries have extended due dates and waived fees. Our gallery has been closed to the public. Print/copy services have not been available.</li> </ul> <p><u>230 Funds – Expenditures:</u></p> <ul style="list-style-type: none"> <li>Operating – Personnel Services: Personnel expenditures total \$399,862.02 through June. Expenditures are running under the budgeted pace of \$412,174.</li> <li>Operating – Supplies &amp; Materials: \$32,005.05 in material invoices were paid through June, which is 29.3% 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.</li> <li>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.</li> <li>Plant – Personnel Services: Personnel expenditures total \$51,377.88 through June. Expenditures are running slightly under budgeted pace.</li> <li>Plant – Supplies: Plant supply expenditures total \$3,705.73, which is 47.5% 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.</li> <li>Plant – Services and Charges: \$11,324.15 has been paid for building repair charges through June, which is 45% of the \$25,000 budget.</li> </ul>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2020 June Budget Status Report	
PREVIOUS ACTION ON ITEM:	

# General Ledger

## Budget Status

User: kgoeltd  
 Printed: 7/27/2020 - 10:29 AM  
 Period: 1 to 6, 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	23,370.00	23,370.00	33,330.00	0.00	33,330.00	58.78
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	32,014.00	32,014.00	62,986.00	0.00	62,986.00	66.30
	Expense Sub Totals:	95,000.00	32,014.00	32,014.00	62,986.00	0.00	62,986.00	66.30
	Dept 4230 Sub Totals:	95,000.00	32,014.00	32,014.00	62,986.00	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	32,014.00	32,014.00	62,986.00	0.00	62,986.00	66.30
	Fund 120 Sub Totals:	95,000.00	32,014.00	32,014.00	62,986.00	0.00		
	Revenue Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Totals:	95,000.00	32,014.00	32,014.00	62,986.00	0.00	62,986.00	66.30
	Report Totals:	95,000.00	32,014.00	32,014.00	62,986.00	0.00		

# General Ledger

## Budget Status



User: kgoeltl  
 Printed: 7/27/2020 - 10:16 AM  
 Period: 1 to 6, 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	1,020.84	1,020.84	479.16	0.00	479.16	31.94
230-0000-3820-0110	In Kind Gifts	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3830-0100	Sale of Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3860-0100	Lease/Rentals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3860-0200	Parking Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3870-0100	Refunds and Reimbursements	500.00	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	3,490.39	3,490.39	8,929.61	0.00	8,929.61	71.90
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,353,200.00	676,600.02	676,600.02	676,599.98	0.00	676,599.98	50.00
230-0000-3910-0232	Transfer In-Library Fundraiser	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0404	Transfer In-Co Bonds 2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0405	Transfer In-GO CO Bonds 2005	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0412	Transfer In-GO CO Bonds 2012	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0414	Transfer In-GO CO Bonds 2014	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0415	Transfer In-2015 GO CO Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0416	Transfer In-CO Bonds 2006	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0420	Transfer In-Co Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-0000-3910-0423	Transfer In-2001 C/O Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0424	Transfer In-Co Bonds 2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0426	Transfer In - CO Bonds 2016	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0427	Transfer In - CO Bonds 2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0490	Transfer In-Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R45 Sub Totals:	1,353,200.00	676,600.02	676,600.02	676,599.98	0.00	676,599.98	50.00
	Revenue Sub Totals:	1,485,820.00	682,622.65	682,622.65	803,197.35	0.00	803,197.35	54.06
	Dept 0000 Sub Totals:	-1,485,820.00	-682,622.65	-682,622.65	-803,197.35	0.00		
Dept 230-4230	LIBRARY OPERATIONS							
E05	PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	415,990.56	71,202.70	71,202.70	344,787.86	0.00	344,787.86	82.88
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	12,028.54	12,028.54	-12,028.54	0.00	-12,028.54	0.00
230-4230-1113-0000	Vacation Pay	0.00	9,396.06	9,396.06	-9,396.06	0.00	-9,396.06	0.00
230-4230-1200-0000	Part Time Salaries	350,945.44	222,313.31	222,313.31	128,632.13	0.00	128,632.13	36.65
230-4230-1210-0000	Part Time Salaries - In Kind	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-1300-0000	Overtime - Part Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-1410-0000	PERA	57,520.20	22,550.94	22,550.94	34,969.26	0.00	34,969.26	60.79
230-4230-1420-0000	FICA/Medicare	58,108.36	23,882.96	23,882.96	34,225.40	0.00	34,225.40	58.90
230-4230-1500-0000	Hospital / Medical	88,359.48	36,234.02	36,234.02	52,125.46	0.00	52,125.46	58.99
230-4230-1520-0000	Dental Insurance	2,684.40	1,950.48	1,950.48	733.92	0.00	733.92	27.34
230-4230-1540-0000	Life Insurance	622.68	223.63	223.63	399.05	0.00	399.05	64.09
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	399,862.02	399,862.02	574,369.10	0.00	574,369.10	58.96
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	2,612.77	2,612.77	1,887.23	0.00	1,887.23	41.94
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	101.61	101.61	2,898.39	0.00	2,898.39	96.61
230-4230-2400-0000	Childrens Books	21,010.00	4,433.67	4,433.67	16,576.33	0.00	16,576.33	78.90
230-4230-2401-0000	Adult Books - Fiction	21,450.00	5,162.06	5,162.06	16,287.94	0.00	16,287.94	75.93
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	3,937.73	3,937.73	962.27	0.00	962.27	19.64
230-4230-2405-0000	Adult Books - Non Fiction	20,350.00	7,349.86	7,349.86	13,000.14	0.00	13,000.14	63.88
230-4230-2406-0000	Teen Books - Materials	5,500.00	1,116.06	1,116.06	4,383.94	0.00	4,383.94	79.71
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	34,719.88	34,719.88	80,690.12	0.00	80,690.12	69.92

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	10,700.00	2,377.88	2,377.88	8,322.12	0.00	8,322.12	77.78
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	134.83	134.83	1,365.17	0.00	1,365.17	91.01
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	2,758.10	2,758.10	11,241.90	0.00	11,241.90	80.30
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	36,156.46	36,156.46	86,340.66	0.00	86,340.66	70.48
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	1,591.47	1,591.47	-1,591.47	0.00	-1,591.47	0.00
230-4230-4099-0000	Miscellaneous Charges	3,000.00	270.16	270.16	2,729.84	0.00	2,729.84	90.99
	E20 Sub Totals:	4,825.00	2,780.11	2,780.11	2,044.89	0.00	2,044.89	42.38
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	473,518.47	473,518.47	743,444.77	0.00	743,444.77	61.09
	Dept 4230 Sub Totals:	1,216,963.24	473,518.47	473,518.47	743,444.77	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	1,501.18	1,501.18	-1,501.18	0.00	-1,501.18	0.00
230-4231-1113-0000	Vacation Pay	0.00	3,821.54	3,821.54	-3,821.54	0.00	-3,821.54	0.00
230-4231-1200-0000	Part Time Salaries	14,937.00	17,104.13	17,104.13	-2,167.13	0.00	-2,167.13	0.00
230-4231-1410-0000	PERA	7,089.49	2,589.40	2,589.40	4,500.09	0.00	4,500.09	63.48
230-4231-1420-0000	FICA/Medicare	7,557.33	2,656.18	2,656.18	4,901.15	0.00	4,901.15	64.85

<b>Account Number</b>	<b>Description</b>	<b>Budget Amount</b>	<b>Period Amount</b>	<b>YTD Amount</b>	<b>YTD Var</b>	<b>Encumbered Amount</b>	<b>Available</b>	<b>% Available</b>
230-4231-1500-0000	Hospital / Medical	13,077.00	9,502.31	9,502.31	3,574.69	0.00	3,574.69	27.34
230-4231-1520-0000	Dental Insurance	757.80	562.68	562.68	195.12	0.00	195.12	25.75
230-4231-1540-0000	Life Insurance	87.00	44.69	44.69	42.31	0.00	42.31	48.63
230-4231-1990-0000	Grant Pass Thru	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>E05 Sub Totals:</b>	<b>127,357.20</b>	<b>51,377.88</b>	<b>51,377.88</b>	<b>75,979.32</b>	<b>0.00</b>	<b>75,979.32</b>	<b>59.66</b>
E10	<b>SUPPLIES</b>							
230-4231-2101-0000	General Supplies	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
230-4231-2102-0000	Janitorial Supplies	4,500.00	1,322.26	1,322.26	3,177.74	0.00	3,177.74	70.62
230-4231-2202-0000	Building Repair Supplies	1,500.00	2,383.47	2,383.47	-883.47	0.00	-883.47	0.00
230-4231-2203-0000	Furn/Air Cond Repair Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-2302-0000	Other Minor Equipment	800.00	0.00	0.00	800.00	0.00	800.00	100.00
	<b>E10 Sub Totals:</b>	<b>7,800.00</b>	<b>3,705.73</b>	<b>3,705.73</b>	<b>4,094.27</b>	<b>0.00</b>	<b>4,094.27</b>	<b>52.49</b>
E15	<b>SERVICES AND CHARGES</b>							
230-4231-3002-0000	Contractual	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-3099-0000	Other Professional Services	4,000.00	0.00	0.00	4,000.00	0.00	4,000.00	100.00
230-4231-3101-0000	Telephone	1,700.00	431.10	431.10	1,268.90	0.00	1,268.90	74.64
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	12,217.47	12,217.47	33,982.53	0.00	33,982.53	73.56
230-4231-3601-0000	Natural Gas	13,200.00	6,382.72	6,382.72	6,817.28	0.00	6,817.28	51.65
230-4231-3703-0000	Building Repair Charges	25,000.00	11,324.15	11,324.15	13,675.85	0.00	13,675.85	54.70
230-4231-3707-0000	Maintenance Agreements	10,500.00	6,595.68	6,595.68	3,904.32	0.00	3,904.32	37.18
230-4231-3713-0000	Computer Maint Agreements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>E15 Sub Totals:</b>	<b>132,600.00</b>	<b>36,951.12</b>	<b>36,951.12</b>	<b>95,648.88</b>	<b>0.00</b>	<b>95,648.88</b>	<b>72.13</b>
E20	<b>MISCELLANEOUS</b>							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	366.80	366.80	733.20	0.00	733.20	66.65
	<b>E20 Sub Totals:</b>	<b>1,100.00</b>	<b>366.80</b>	<b>366.80</b>	<b>733.20</b>	<b>0.00</b>	<b>733.20</b>	<b>66.65</b>
E40	<b>OTHER FINANCING USES</b>							
230-4231-9490-0000	Transfer Out-Cap Proj Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>E40 Sub Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Expense Sub Totals:</b>	<b>268,857.20</b>	<b>92,401.53</b>	<b>92,401.53</b>	<b>176,455.67</b>	<b>0.00</b>	<b>176,455.67</b>	<b>65.63</b>
	<b>Dept 4231 Sub Totals:</b>	<b>268,857.20</b>	<b>92,401.53</b>	<b>92,401.53</b>	<b>176,455.67</b>	<b>0.00</b>		
Dept 230-4900	<b>IMPROVEMENT PROJECTS</b>							
E15	<b>SERVICES AND CHARGES</b>							
230-4900-3099-0000	Other Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>E15 Sub Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
E25	<b>CAPITAL OUTLAY</b>							
230-4900-5200-0000	C/O & Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>E25 Sub Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Account Number</b>	<b>Description</b>	<b>Budget Amount</b>	<b>Period Amount</b>	<b>YTD Amount</b>	<b>YTD Var</b>	<b>Encumbered Amount</b>	<b>Available</b>	<b>% Available</b>
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 4900 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
	Fund Revenue Sub Totals:	1,485,820.00	682,622.65	682,622.65	803,197.35	0.00	803,197.35	54.06
	Fund Expense Sub Totals:	1,485,820.44	565,920.00	565,920.00	919,900.44	0.00	919,900.44	61.91
	Fund 230 Sub Totals:	0.44	-116,702.65	-116,702.65	116,703.09	0.00		

**Agenda Items Details**

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



**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Weddings/Special Events Update</b>	
OWNER: <b>Troendle, Director</b>	PRESENTER: <b>Troendle, Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: Staff time has been required to communicate and coordinate with One23 Events in preparation for the August 1 ceremony, as well as help make ready spaces, signage and other details.  One23 reports there are now 2 events scheduled for August, with 1 event to be rescheduled later: August 1: Ceremony (originally a reception was planned, too), guest count estimated at 100 <del>August 8: Ceremony &amp; Reception, guest count TBD canceled</del> August 14: Ceremony, guest count estimated at 150 August 16: Ceremony canceled, group looking at rescheduling	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Library Events Task Force</b>	
OWNER: <b>Bell, President</b>	PRESENTER: <b>Bell, President</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: At the July board meeting, the trustees reviewed and approved the charge of the Library Events Task Force with an amendment regarding including two community members on the task force.  The task force members are: Pat Lockyear Paula Hemer Keri Goeltl Community members to be determined	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

<p>AGENDA ITEM NAME &amp; BRIEF DESCRIPTION:  <b>Director Evaluation – September Annual Review</b></p>	
<p>OWNER:  <b>Bell, President</b></p>	<p>PRESENTER:  <b>Bell, President</b></p>
<p>REQUESTED AGENDA TYPE (A, I, D):  <b>I</b></p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?           IF YES, NOTE STATUS – 1<sup>st</sup> READ, 2<sup>nd</sup> READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</p>	
<p>BACKGROUND/CONTEXT:          At the September meeting, the board will conduct an annual review of the library director. The director will inform the board of the issues, barriers and progress toward goals. An Annual Review Form, completed by the director, will be provided in the September board packet for trustees to review prior to the meeting. Items for the trustees to consider in preparation for the discussion are outlined on the Annual Review Form page of the attached library director evaluation documents. The Director and Trustees will also work through the Goal Development Worksheet for the year ahead.           The annual review may or may not be a closed session to be decided at the discretion of the board and director. If the board elects to have a closed meeting, the board will comply with the Minnesota Open Meeting Law.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:  <b>Library Director Evaluation Process Documents</b></p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

## Performance Evaluation for the Director

Date last reviewed by board: January 14, 2020

One of the most important roles the Board of Trustees has is to work with the Director to ensure that performance goals are achieved and consistently well met. The board's bylaws specify that the board is to evaluate the library director on a regular basis. Annual step movement is subject to a satisfactory performance review using the process established by the Board of Trustees.

The Minnesota Open Meeting Law requires that meetings of governmental bodies generally be open to the public. However, a public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the public body shall verbally summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting.

The evaluation process will begin and end with an annual review. Additionally, one progress report will be presented six months after the performance review.

During the annual review two tasks will be accomplished: review of current year goal progress and development of goals for the coming year. The annual review is meant to include the full board and the director to review and discuss goal accomplishment during the year and goal development for the coming year. The Annual Review Form and Goal Development Worksheet are designed to facilitate discussion and provide documentation of the annual review which may occur during a closed session.

The progress report is meant to update the board on progress toward goals during the year. The Progress Report Form is designed to allow the board to keep abreast of progress and to facilitate an ongoing conversation with the director about progress. Should progress be insufficient to accomplish the annual goals, the Director and Trustees shall discuss barriers and take corrective action to improve progress to facilitate accomplishing goals.

### List of Related Documents

1. Performance Evaluation Instructions
2. Annual Review Form/ Director
3. Annual Review Form / Trustees
4. S.M.A.R.T. Goal Definition
5. Goal Development Worksheet
6. Progress Report Form/Director
7. Progress Report Form/Trustees
8. Library Director Position Description

## **Performance Evaluation Instructions**

Approved by board: January 14, 2020

### **Annual Review Form**

The annual review is completed jointly by the Board of Trustees and the Director during the month marking the Director's anniversary date.

Each year, the Director and Library Board President are required to review and sign off on the Library Director Position Description and, if needed, note changes that may be required.

### **Director**

1. The Director will complete the Annual Review Form/Director which will be submitted confidentially to the trustees in the month in which the annual review occurs.
2. The report will list the annual S.M.A.R.T. goals and a description of the accomplishment/outcome/product of each goal.
3. In addition, the Director will provide written responses to the questions listed on the report form.

### **Trustees**

1. The Trustees will prepare for the review by considering the discussion points and questions listed on the Annual Review Form/Trustees.
2. During discussion, the Vice-President will note key points which will be included in a summary to be written by the President, shared with the Director, appended to the review, and included in the Director's personnel file.
3. After discussion, Trustees will assign and vote to approve a numerical ranking to reflect the accomplishment/outcome/product of each of the annual S.M.A.R.T. goals.

### **Director and Trustees**

After discussion of the current year's goals is concluded, the Director and Trustees will use the Goal Development Worksheet to determine goals and performance measures for the coming year.

### **Goal Development Worksheet**

The Goal Development Worksheet is completed jointly by the Director and Board of Trustees. Trustees are encouraged to submit suggestions for S.M.A.R.T. goals by sending them to the Executive Committee for consideration. Suggestions should be submitted two months in advance of the month in which the annual review occurs.

### **Progress Report Form**

The progress report is completed jointly by the Board of Trustees and the Director during the sixth month following the annual review.

# Stillwater

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## Public Library

### **Director**

The Director will complete the Progress Report Form/Director which will be submitted confidentially to the trustees in the sixth month following the annual review.

The Director will complete the Progress Report Form/Director on the current year's S.M.A.R.T. goals and progress in obtaining them. The report will include a brief description of progress toward each goal, including specific measurable milestones in achieving the annual goals.

### **Trustees**

The Trustees will prepare for the report by considering the discussion points and questions listed on the Progress Report Form/Trustees.

The completed Progress Report Form will be included in the Director's personnel file. Board minutes will note that a progress report occurred.

**Annual Review Form/Director**

Date last reviewed by board: January 14, 2020

**Director**

Describe the accomplishment/outcome/product of each S.M.A.R.T. goal:

Goal #1

Goal #2

Goal #3

Respond to the following questions:

1. What goal or accomplishment has been the most satisfying for you?
2. What is going well with the job and accomplishment of goals and why?
3. What areas are/were particularly challenging and why?
4. How might the board have been more supportive in the successful achievement of goals?

**Annual Review Form/Trustees**

Date last reviewed by board: January 14, 2020

**Trustees**

Prepare for discussion using the following discussion points and questions as guides:

1. How did the outcome of the goals move the library closer to the objectives of the strategic plan? If there is a significant lack of progress, identify what action can be taken to correct the situation.
  
2. How did the outcome of the goals demonstrate the following areas of competence?
  - Relationship building - professional/peers, staff, management and board
  - Financial responsibility and oversight
  - Community Relations
  - Facilities management
  - Accomplishment of objectives outlined in the strategic plan
  
3. What areas are/were particularly challenging and why?

Annual SMART Goal	Please comment on the accomplishment/outcome/product of the goal.	Rating
Goal #1		
Goal #2		
Goal #3		

Rating Scale: 5=Excellent 4=Good 3=Satisfactory 2=Fair 1=Poor

**This performance evaluation has been discussed with the board and the director. The director understands an addendum may be added should the director choose to do so.**

Director's Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

Board President's Signature:

\_\_\_\_\_ Date: \_\_\_\_\_



## **S.M.A.R.T. Goal Definition**

Date last reviewed by board: January 14, 2020

**S.M.A.R.T.** goals are defined as specific, measurable & meaningful, achievable, results-focused, and time-bound.

**Specific:** Goals should be simplistically written and clearly define what you are going to do.

**Measurable:** Goals should be measurable so that you have tangible evidence that you have accomplished the goal. Usually, the entire goal statement is a measure for the project, but there are usually several short-term or smaller measurements built into the goal. Additionally, goals should have meaning and value for the Director.

**Achievable:** Goals should be achievable; they should stretch you slightly so you feel challenged but be defined well enough so that you can achieve them. You must possess the appropriate knowledge, skills, and abilities needed to achieve the goal.

**Results-focused:** Goals should measure outcomes, not activities.

**Time-bound:** Goals should be linked to a timeframe that creates a practical sense of urgency, or results in tension between the current reality and the vision of the goal. Without such tension, the goal is unlikely to produce a relevant outcome.

**S.M.A.R.T.** Goals should demonstrate the following areas of competence:

- Relationship building - professional/peers, staff, management and board
- Financial responsibility and oversight
- Community Relations
- Facilities management
- Accomplishment of objectives outlined in library strategic plan

**Goal Development Worksheet**

Date last reviewed by board: January 14, 2020

<b>Director's SMART GOAL Proposal</b>	<b>Trustee comments/suggestions /ideas</b>	<b>Goal to be used in Performance Evaluation</b>

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Facilities Committee Report</b>	
OWNER: <b>Facilities Committee</b>	PRESENTER: <b>Facilities Committee</b>
REQUESTED AGENDA TYPE (A, I, D): <b>D</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: The Facilities Committee has discussed possible ways in which the 4 <sup>th</sup> Street lawn area might be enhanced in the future; however, the committee also desires and seeks input from the full board to supplement those ideas, which will be discussed with landscape architects.  The initial wish list includes concepts such as: <ul style="list-style-type: none"> <li>• Seating Area</li> <li>• Fairy Garden</li> <li>• Keep historical integrity to complement Beaux Art architecture of building</li> <li>• Increase useable shade areas</li> <li>• Keep maintenance needs to minimum</li> <li>• Rain garden and or pollinator friendly garden/plants</li> </ul>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Library Reopening to Public</b>	
OWNER: <b>Executive Committee</b>	PRESENTER: <b>Bell, President Troendle, Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Request direction on how to proceed with a phased reopening plan, including the use of proposed metrics as a threshold for determining service levels and mask requirements.</b>	
BACKGROUND/CONTEXT: <p>The Executive Committee asked the director to draft a conceptual reopening plan for board consideration, which was discussed at the July board meeting. A revised version of that document is attached for further discussion.</p> <p>As before, the preferred next phase would emphasize short visits, allowing patrons broader access to resources. Overall reduced hours of operation (compared to pre-pandemic hours) would also help to limit potential exposure to the virus and permit enhanced cleaning. The tagline for publicizing this phase would likely incorporate the word “express”.</p> <p>The revised plan includes a significant new component: Consideration of using objective metrics to determine when the library moves from one phase of service to another. The attached draft provides more information on the following risk assessment tool -- <a href="https://globalepidemics.org/key-metrics-for-covid-suppression/">https://globalepidemics.org/key-metrics-for-covid-suppression/</a>. Other criteria that need to be met has also been updated since the board last met.</p> <p>When the library is ready for a limited reopening, revised hours are proposed based on the discussion at the July board meeting, and they are noted in the plan. It’s proposed that curbside pick-up would be available on the same days/hours the library would be open for in-person visits, but the number of reservations would be limited to a more manageable 15 slots per day.</p> <p>Also, when the library is ready to invite patrons back in, the preference of supervisors in relation to face coverings is that masks be mandatory for patrons over the age of 5 and that patrons who are unable to wear masks should be directed to avail themselves of contactless services instead of being allowed to enter the library. The library will provide masks to those who need one. Emergency Executive Order 20-81 directs businesses to provide accommodations when possible or provide service options that do not require a customer to enter the business. Are the library’s contactless services sufficiently robust? Supervisors would like to start out more restrictive initially and ease up as conditions warrant, but they understand a more restrictive approach may result in non-compliance issues that would need to be addressed.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>Phased Reopening Concept Path to Zero Press Release Emergency Executive Order 20-81</b>	
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

**This document is meant to serve as a springboard for discussion rather than a full-fledged plan.**

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 Path to Zero Convergence Group (Harvard Global Health Institute, CIDRAP et al.), Centers for Disease Control (CDC), Minnesota Department of Health, City of Stillwater, and other public libraries, the following is a revised conceptual plan to help Stillwater Public Library (SPL) plan for the future.

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.

The directors of the Stillwater and Bayport libraries have been discussing the possibility of aligning more closely with respect to having an objective, scientific threshold for determining when to move to a different phase of service. The Path to Zero Convergence Group is a collaborative effort between the Harvard Global Health Institute, CIDRAP, and other organizations that could help achieve this goal through the metrics they have developed, and their COVID Risk Levels Dashboard is viewable at <https://globalepidemics.org/key-metrics-for-covid-suppression/>. Their framework assigns a risk level (one of four categories) to a state—or individual counties within a state—based on the number of new daily cases of COVID-19. Washington County is currently classified as being at “COVID Risk Level: Orange”, which is also called “Accelerated Spread.” (Bayport Public Library is planning to revert back to curbside-only service effective August 3 due to the number of COVID cases in the county.) **The basic proposal is that we would monitor the pandemic’s activity level in Washington County using the COVID Risk Levels mapping tool, and we’d need to experience at least two weeks of Washington County being in a lower risk category than what we’re currently at before SPL moves to a different phase with a less restrictive service model. However, if the risk level is increasing, we could scale back services more quickly, if needed.** Stillwater and Bayport would have some differences tailored to our communities, but the thresholds would align and the concepts are more alike than different.

Below are five reopening phases and what each could mean in terms of services provided by SPL:

- A. Clear (new category name devised by SPL) – Vaccine or herd immunity achieved; programs and meeting and study room usage resume; service levels return to normal
- B. Green – less than 1 case per 100,000 – 50% or higher capacity; limited interior seating offered; hours expanded; visits of an hour or less still encouraged; curbside pick-up service will be evaluated; limited in-person programming and meeting room options could be evaluated
- C. Yellow – 1-9 cases per 100,000 people – referred to as the Walkthrough or Express phase; 25% limited capacity; open 5 days per week for six hours per day; limited curbside continues; virtual programming continues

- D. Orange – 10 -24 cases per 100,000 people – this is our present phase; curbside service; virtual programs; remote and contactless services offered
- E. Red – 25 + cases per 100,000 people – Curbside service would be evaluated to determine if it could continue as before or if modifications were needed; laptop lending may need to cease; remote working may increase depending on the risk

After two weeks of Washington County being at “COVID Risk Level: Yellow”, an Express reopening phase could begin and 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/Sat 10 a.m. – 4 p.m.
  - Tues & Thurs 1 p.m. – 7 p.m.
- **Limit occupancy.** State of Minnesota requirements (for Indoor Events and Entertainment settings) 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 12-foot grid distribution model that factors in people being in motion, a patron capacity of 49 is feasible. 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
- **Wear a face covering.** Staff will be required to wear face coverings 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 microfilm viewing seating in the St. Croix Collection room; tables and chairs on the terrace would remain. 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., laptops) can be sanitized more quickly. Donations of book sale items will not be accepted.
- **Continue to offer limited curbside pick-up.** Up to 15 reservation slots will be available on the same days/times the library is open to in-person visits.
- **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 covering.** A face covering is required upon entry and must be worn for the duration of your library visits for all patrons over the age of 5. Those who are at least 2 are encouraged to wear a face covering if they can do so in compliance with CDC guidance on How to Wear Cloth Face Coverings, available at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-gettingsick/how-to-wear-cloth-face-coverings.html> (i.e., without frequently touching or removing the covering). If you need a face covering, the library will provide one. If you are unable to wear a face covering, the library offers alternative remote, virtual and contactless services instead.
- **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.
- **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, at Self-Check machines, or by check or money order via mail.** The library is not accepting cash money at this time.
- **Use Self-Check machines to check out materials.** Staff will be available to assist if needed.
- **Return materials to designated locations only.** Unless otherwise noted, these areas include the outdoor book drop near by the library's parking ramp exit, the internal book return at the 4<sup>th</sup> Street entrance, and a book return inside on the lower level. In order to quarantine materials, items will not be accepted through the automated return slot inside the library.

**What has occurred since the July 14 meeting:**

1. Face coverings mandated by Emergency Executive Order 20-81
2. The majority of Plexiglas barriers needed have arrived
3. Hand sanitizing stations arrived and assembled
4. Electrostatic sprayer arrived, assembled, tested and in use
5. Floor signage decals ordered
6. Wi-fi hotspots purchased, processed and made available for check out
7. Wi-fi benches built and delivered
8. Laptops reconfigured and nearly ready to lend
9. Water fountains turned off

**What needs to occur before SPL reopens to in-person visits:**

1. If there's consensus on metrics, two weeks of Washington County being in a lower risk category than it is now using the COVID Risk Levels Dashboard
2. Assemble and install Plexiglas barriers
3. Reconfigure computer stations by IT staff
4. Deploy enhanced signage plan
5. Ready public communication plan
6. Provide additional staff training
7. Remove or cordon off remaining designated furniture

**What would be helpful but not required to occur before reopening to in-person visits:**

1. Devise better barrier solution for two access points at the Public Services desk
2. Reliable supplies of disinfectant wipes
3. Develop handout for patrons unable to wear a face covering that will describe alternate services
4. Tape off selected stalls in the ramp to assist in limiting capacity
5. Finalize details related to a limited curbside pick-up option
6. Develop more comprehensive contingency plans
7. Remove scaffolding from the fiction area on the upper level

**Considerations/comments/questions include:**

1. Hours of operation, both days and times? A revised proposal is suggested.
2. Use of metrics at <https://globalepidemics.org/key-metrics-for-covid-suppression/> to determine service levels? Is the proposal practical and reasonable?
3. How restrictive should the library be on the use of face coverings? From Emergency Executive Order 20-81:
  - a. When possible, businesses must provide accommodations to persons, including their workers and customers, who state they have a medical condition, mental health



condition, or disability that makes it unreasonable for the person to maintain a face covering, such as permitting use of an alternate form of face covering (e.g., face shield) or providing service options that do not require a customer to enter the business.

4. Supervisors do not recommend having or encouraging dedicated hours for higher-risk groups because it adds more complexity to communicate and manage, and alternate service options will be available.
5. 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.
6. 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.

## The Path to Zero: Researchers and Public Health Experts unite to bring clarity to key metrics guiding coronavirus response

Harvard Global Health Institute, Harvard’s Edmond J. Safra Center for Ethics, Rockefeller Foundation, CovidActNow, Covid-Local, CIDRAP and many others join forces, launch new COVID Risk Level map and COVID suppression guidance for policy makers and the public.

Cambridge, July 1, 2020 -- Uncertainty is the currency of pandemics. As evidence on the new coronavirus, how it spreads and who falls ill from it emerges slowly, policy makers and the public have to base their decisions on the best information available. Experts help interpret the evidence, but they may differ on details that can be confusing for non-experts -- and filtering out what matters from a rising sea of misinformation has become a daunting task.

To help cut through the noise and sometimes conflicting advice, a network of research, policy and public health experts convened by Harvard’s Global Health Institute and Edmond J. Safra Center for Ethics today launches a Key Metrics For COVID Suppression framework that provides clear, accessible guidance to policy makers and the public on how to target and suppress COVID-19 more effectively across the nation.

“The public needs clear and consistent information about COVID risk levels in different jurisdictions for personal decision-making, and policy-makers need clear and consistent visibility that permits differentiating policy across jurisdictions”, explains Danielle Allen, director of the Edmond J. Safra Center for Ethics at Harvard University. “We also collectively need to keep focused on what should be our main target: a path to near zero case incidence.”

The new framework brings clarity to metrics that help communities determine the severity of the outbreak they are responding to. A new COVID Risk Level map shows if a county or state is on the green, yellow, orange or red risk level, based on the number of new daily cases. The framework then delivers broad guidance on the intensity of control efforts needed based on these COVID risk levels. It offers key performance indicators for testing and contact tracing across all risk levels, as a backbone for suppression efforts.

The framework also allows for a breadth of options for what to do beyond TTSI (testing, tracing and supported isolation) when jurisdictions are at yellow and orange levels. Public officials need to make strategic decisions suitable to their context. Once a community reaches the red risk level, stay-at-home orders become necessary again. The framework also draws attention to the need to focus on suppression at every risk level.

Covid Risk Level	Case Incidence	
<b>Red</b>	<b>&gt;25</b>	daily new cases per 100,000 people
<b>Orange</b>	<b>10&lt;25</b>	daily new cases per 100,000 people
<b>Yellow</b>	<b>1&lt;10</b>	daily new cases per 100,000 people
<b>Green</b>	<b>&lt;1</b>	daily new case per 100,000 people

“Local leaders need and deserve a unified approach for suppressing COVID-19, with common metrics so that they can begin to anticipate and get ahead of the virus, rather than reacting to uncontrolled community spread”, says Beth Cameron, Vice President for Global Biological Policy and Programs at the Nuclear Threat Initiative and a member of the COVID-Local.org team. “Unless and until there is a whole of government response, with measurable progress communicated similarly and regularly across every state and locality, U.S. leaders will be left to react to the chaos of the virus - rather than being able to more effectively target interventions to suppress it.”

“Robust TTSI programs are key on the pathway to suppression. We need to consistently apply data-driven testing of hotspots, combined with contact tracing based testing, especially in states where case numbers are rising rapidly,” says Ashish K. Jha, director of the Harvard Global Health Institute. “It is what we need to get the virus level so low that we don’t have large numbers of people getting sick and dying and that we can open up our economy.”

“The metrics are now clear: we can reopen and keep open our workplaces and our communities,” observed Jonathan D. Quick, managing director for Pandemic Response, Preparedness, and Prevention, The Rockefeller Foundation. “But achieving this will require a dramatic expansion of testing and tracing to again flatten the curve and eventually suppress the pandemic to near zero new cases.”

## Links and Resources

### Key Metrics for Suppression

### TTSI Policy Briefing

## About the Convergence Group

These institutions and individuals have signed on to the Key Metrics for COVID Suppression Framework:

### Institutional

Edmond J. Safra Center for Ethics at Harvard University -- Danielle Allen - Director

CovidActNow -- Max Henderson - Founder/CEO

COVID-local -- Beth Cameron and Jessica Bell (NTI), Rebecca Katz (Georgetown GHSS), Jeremy Konyndyk (CGD), Ellie Graeden (Talus Analytics)

Nuclear Threat Initiative -- Beth Cameron - VP for Global Biological Policy and Programs, Jessica Bell - Senior Program Officer, Global Biological Policy and Program

Talus Analytics -- Ellie Graeden - Founder/CEO

The Rockefeller Foundation -- Jonathan D. Quick - Managing Director, Pandemic Response and Prevention

Georgetown GHSS - Rebecca Katz, Professor and Director

The Center for Infectious Disease Research and Policy (CIDRAP) -- Michael T. Osterholm, Director, CIDRAP, University of Minnesota

### Personal

Divya Siddarth - Research Fellow, Microsoft Research

Sham Kakade - Washington Research Foundation Data Science Chair, University of Washington

Dean Foster - Marie and Joseph Melone Professor Emeritus of Statistics, University of Pennsylvania

Joshua Cohen - Faculty, Apple University; Distinguished Senior Fellow, UC Berkeley

Beth Cameron - Vice President for Global Biological Policy and Programs, NTI

Jessica Bell - Senior Program Officer, Global Biological Policy and Programs, NTI

Ofir Reich - Google Research

John Langford - Partner Research Manager, Microsoft Research

Ellie Graeden - Founder, CEO, Talus Analytics

Rebecca Katz - Professor and Director, Georgetown GHSS

Ben Linville-Engler - MA M-ERT and Director, MIT System Design and Management

Tod Woolf, Ph.D - Executive Director, Technology Ventures Office, Beth Israel Deaconess Medical Center

Crystal Watson, DrPH - Senior Scholar, Johns Hopkins Center for Health Security, Assistant Professor, JHSPH

## ABOUT the COVID Risk Levels Map

The COVID Risk level map is an interactive dashboard based on the Metrics For COVID Suppression Framework. The dashboard was developed by Microsoft AI for Health, with maps provided by Mapbox.

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# STATE OF MINNESOTA

Executive Department



## Governor Tim Walz

### Emergency Executive Order 20-81

#### **Requiring Minnesotans to Wear a Face Covering in Certain Settings to Prevent the Spread of COVID-19**

**I, Tim Walz, Governor of the State of Minnesota**, by the authority vested in me by the Constitution and applicable statutes, issue the following Executive Order:

The COVID-19 pandemic continues to present an unprecedented and rapidly evolving challenge to our State. Since the World Health Organization characterized the COVID-19 outbreak as a pandemic on March 11, 2020, confirmed cases of COVID-19 in Minnesota have rapidly increased. On March 15, 2020, Minnesota detected the first confirmed cases caused by “community spread”—infections not epidemiologically linked to overseas travel. By March 17, 2020, all fifty states had reported a confirmed case of COVID-19, and on March 21, 2020, the Minnesota Department of Health (“MDH”) announced the first confirmed fatality due to COVID-19 in Minnesota.

The President declared a national emergency related to COVID-19 on March 13, 2020. Since then, and for the first time in history, the President has approved major disaster declarations for all fifty states and the District of Columbia. In concert with these federal actions and the actions of states across the nation, Minnesota has taken proactive steps to ensure that we remain ahead of the curve. On March 13, 2020, I issued Executive Order 20-01 and declared a peacetime emergency because this pandemic, an act of nature, endangers the lives of Minnesotans, and local resources were—and continue to be—inadequate to address the threat. After notifying the Legislature, on April 13, 2020, May 13, 2020, June 12, 2020, and July 13, 2020, I issued Executive Orders extending the peacetime emergency declared in Executive Order 20-01.

The need to slow the spread of the virus while we ensured that Minnesota had the resources and capacity to address a large outbreak initially required the closure of certain non-critical businesses in our economy. In Executive Order 20-33, seeking to balance public health needs and economic considerations, we began planning to allow more Minnesota workers to safely return to work. We drafted and implemented guidelines and requirements for appropriate social distancing, hygiene, and public health best practices. Executive Order 20-38 expanded exemptions for outdoor recreational activities and facilities, and Executive Orders 20-40, 20-48,

20-56, 20-63, and 20-74 allowed for the gradual reopening of certain non-critical businesses that planned for and provided safe workplaces.

The experience of other states shows that a COVID-19 surge can occur with little warning and disastrous consequences. Indeed, several states have had to reinstate limitations on businesses, gatherings, and activities as they have faced summer surges in COVID-19 cases. Although Minnesota had experienced a brief period of stable or decreasing numbers in COVID-19 cases, in the past week we have seen our cases begin to increase, with the largest single-day increase in cases in seven weeks reported on July 20, 2020. As such, we must continue to approach our reopening carefully, as the number of cases throughout the United States has increased rapidly in recent weeks. To that end, we know that certain public settings and establishments continue to pose a public health risk. In particular, the opportunities for COVID-19 transmission are elevated in confined indoor spaces, health care and congregate care facilities, settings where people gather and linger or where movement is unpredictable, and places where social distancing measures are not always possible. As we carefully consider and provide opportunities for a variety of businesses and other venues to scale up their operations, safety in these settings is a key priority.

According to the Centers for Disease Control and Prevention (“CDC”), face coverings are effective in preventing the transmission of respiratory droplets that may spread COVID-19. Recognizing the utility of face coverings to prevent wearers who are asymptomatic or pre-symptomatic, the Federal Occupational Health and Safety Administration recommends that employers encourage workers to wear face coverings at work.

Ideally, face coverings should be worn in combination with other infection control measures, including social distancing, but face coverings are especially important in settings where social distancing is difficult to maintain. As the CDC has explained, face coverings are most effective when they are worn by all individuals in public settings when around others outside of their households because many people infected with COVID-19 do not show symptoms. Consistent with this guidance, Minnesota has strongly recommended widespread use of face coverings since April. An increasing number of states are now mandating face coverings in certain settings to control the spread of COVID-19. As of July 17, 2020, 28 states, Washington D.C., and Puerto Rico have implemented a face covering requirement. With this order, we do the same to protect Minnesota.

In Minnesota Statutes 2019, section 12.02, the Minnesota Legislature conferred upon the Governor emergency powers to “(1) ensure that preparations of this state will be adequate to deal with disasters, (2) generally protect the public peace, health, and safety, and (3) preserve the lives and property of the people of the state.” Pursuant to Minnesota Statutes 2019, section 12.21, subdivision 1, the Governor has general authority to control the state’s emergency management as well as carry out the provisions of Minnesota’s Emergency Management Act.

Minnesota Statutes 2019, section 12.21, subdivision 3(7), authorizes the Governor to cooperate with federal and state agencies in “matters pertaining to the emergency management of the state and nation.” This includes “the direction or control of . . . the conduct of persons in the state, including entrance or exit from any stricken or threatened public place, occupancy of facilities, and . . . public meetings or gatherings.” Pursuant to subdivision 3 of that same section, the Governor may “make, amend, and rescind the necessary orders and rules to carry out the

provisions” of Minnesota Statutes 2019, Chapter 12. When approved by the Executive Council and filed in the Office of the Secretary of State, such orders and rules have the force and effect of law during the peacetime emergency. Any inconsistent rules or ordinances of any agency or political subdivision of the state are suspended during the pendency of the emergency.

For these reasons, I order as follows:

1. Paragraph 3 of Executive Order 20-74 is rescinded as of Friday, July 24, 2020 at 11:59 p.m. All other provisions of Executive Order 20-74 remain in effect.
2. Beginning on Friday, July 24, 2020 at 11:59 p.m., Minnesotans must wear a face covering in indoor businesses and indoor public settings, as described in this order and the related industry guidance, available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>), as well as any other guidance referenced in this order. Workers must also wear face coverings outdoors when it is not possible to maintain social distancing. When leaving home, Minnesotans are strongly encouraged to have a face covering with them at all times to be prepared to comply with the requirements of this Executive Order.
3. **Definitions.** For purposes of this Executive Order, the following terms are defined as follows:
  - a. A “face covering” must be worn to cover the nose and mouth completely, and can include a paper or disposable face mask, a cloth face mask, a scarf, a bandanna, a neck gaiter, or a religious face covering. Minnesotans are encouraged to refer to CDC guidance on *How to Make Cloth Face Coverings*, available at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-make-cloth-face-covering.html>. Medical-grade masks and respirators are sufficient face coverings, but to preserve adequate supplies, their purchase and use is discouraged for Minnesotans who do not work in a health care setting or in other occupations that require medical-grade protective equipment (*e.g.*, certain construction occupations). Masks that incorporate a valve designed to facilitate easy exhaling, mesh masks, or masks with openings, holes, visible gaps in the design or material, or vents are **not** sufficient face coverings because they allow exhaled droplets to be released into the air.
  - b. “Business” and “businesses” are broadly defined to include entities that employ or engage workers, including private-sector entities, public-sector entities, non-profit entities, and state, county, and local governments.
  - c. “Worker” and “workers” are broadly defined to include owners, proprietors, employees, contractors, vendors, volunteers, and interns.
  - d. “Social distancing” means individuals keeping at least 6 feet of distance from other individuals who are not members of their household.
  - e. “Household” means a group of individuals who share the same living unit.

- f. “Living unit” or “living units” are broadly defined to include single family homes; mobile homes; shelters and similar facilities; family foster care homes; individual units of multi-unit dwellings; hotel or motel rooms; dormitory rooms; residential programs licensed under Minnesota Statutes 2019, Chapter 245D; and assigned units or rooms in a hospital, long-term care facility, residential treatment facility, or correctional facility. Additionally, a “living unit” or “living units” includes any other setting used as a residence and shared only with members of the same household.
  - g. “Higher education institution” means all post-secondary institutions, including but not limited to institutions licensed and registered with the Office of Higher Education, with a physical campus in the State.
- 4. **Federal activities.** Nothing in this Executive Order will be construed to limit, prohibit, or restrict in any way the operations of the federal government or the movement of federal officials in Minnesota while acting in their official capacity, including federal judicial, legislative, and executive staff and personnel.
- 5. **Legislative proceedings.** This Executive Order does not apply to Legislative proceedings and meetings.
- 6. **Judicial Branch.** This Executive Order does not apply to the Minnesota Judicial Branch. Requirements for face coverings in judicial branch facilities and at proceedings held by the judicial branch are subject to policies or orders of the Chief Justice.
- 7. **Tribal activities and lands.**
  - a. Activities by tribal members within the boundaries of their tribal reservations are exempt from the restrictions in this Executive Order but may be subject to restrictions by tribal authorities.
  - b. Activities within the boundaries of federal land held in trust for one of the 11 Minnesota Tribal Nations are exempt from the restrictions in this Executive Order but may be subject to restrictions by tribal authorities.
- 8. **Exempt individuals.** The following individuals are exempt from face covering requirements of this Executive Order:
  - a. Individuals with a medical condition, mental health condition, or disability that makes it unreasonable for the individual to maintain a face covering. This includes, but is not limited to, individuals who have a medical condition that compromises their ability to breathe, and individuals who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance. These individuals should consider using alternatives to face coverings, including clear face shields, and staying at home as much as possible.

- b. Children who are five years old and under. Those who are under two-years-old should never wear a face covering due to the risk of suffocation. Those who are at least two are encouraged to wear a face covering if they can do so in compliance with CDC guidance on *How to Wear Cloth Face Coverings*, available at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html> (*i.e.*, without frequently touching or removing the covering).
  - c. Individuals at their workplace when wearing a face covering would create a job hazard for the individual or others, as determined by local, state or federal regulators or workplace safety and health standards and guidelines.
9. **Situations where face coverings are mandatory.** Except for individuals who are exempt under paragraph 8 of this Executive Order, and except for the circumstances described in paragraphs 10 through 12, Minnesotans are required to wear a face covering:
- a. In an indoor business or public indoor space, including when waiting outdoors to enter an indoor business or public indoor space.
    - i. This requirement does not apply in living units except that (1) workers entering another person’s living unit for a business purpose are required to wear a face covering when doing so; and (2) visitors, patients, residents, or inmates of hospitals, shelters or drop-in centers, long-term care facilities, residential treatment facilities, residential programs licensed under Minnesota Statutes 2019, Chapter 245D, or correctional facilities must wear a face covering even when in a living unit if required by the facility.
    - ii. This requirement also does not apply in a private vehicle that is being used for private purposes.
  - b. When riding on public transportation, in a taxi, in a ride-sharing vehicle, or in a vehicle that is being used for business purposes.
  - c. In any other business, venue, or public space which has opted to require a face covering when it would not otherwise be required by this Executive Order.
  - d. For workers only, when working outdoors in situations where social distancing cannot be maintained.
  - e. When applicable industry guidance, available on the Stay Safe Minnesota website (<https://staysafe.mn.gov>) specifically requires face coverings. In some instances, face shields may be required in addition to or instead of face coverings or may be allowed as an alternative to face coverings.



**10. Circumstances where mandatory face coverings may be temporarily removed.**

Face coverings required under Paragraph 9 of this Executive Order may be temporarily removed under the following circumstances:

- a. When participating in organized sports in an indoor business or indoor public space while the level of exertion makes it difficult to wear a face covering.
- b. When exercising in an indoor business or public indoor space such as a gym or fitness center, while the level of exertion makes it difficult to wear a face covering, provided that social distancing is always maintained.
- c. When testifying, speaking, or performing in an indoor business or public indoor space, in situations or settings such as theaters, news conferences, legal proceedings, governmental meetings subject to the Open Meeting Law (Minnesota Statutes 2019, Chapter 13D), presentations, or lectures, provided that social distancing is always maintained. Face shields should be considered as an alternative in these situations.
- d. During practices or performances in an indoor business or indoor public space when a face covering cannot be used while playing a musical instrument, provided that social distancing is always maintained.
- e. During activities, such as swimming or showering, where the face covering will get wet.
- f. When eating or drinking in an indoor business or indoor public space, provided that at least 6 feet of physical distance is maintained between persons who are not members of the same party.
- g. When asked to remove a face covering to verify an identity for lawful purposes.
- h. While communicating with an individual who is deaf or hard of hearing or has a disability, medical condition, or mental health condition that makes communication with that individual while wearing a face covering difficult, provided that social distancing is maintained to the extent possible between persons who are not members of the same household.
- i. While receiving a service—including a dental examination or procedure, medical examination or procedure, or personal care service—that cannot be performed or would be difficult to perform when the individual receiving the service is wearing a face covering. Workers performing services for an individual who is allowed to temporarily remove their face covering under this provision must comply with face covering requirements in the applicable industry guidance, available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>).

- j. When an individual is alone, including when alone in an office, a room, a cubicle with walls that are higher than face level when social distancing is maintained, a vehicle, or the cab of heavy equipment or machinery, or an enclosed work area. In such situations, the individual should still carry a face covering to be prepared for person-to-person interactions and to be used when no longer alone.
- k. When a public safety worker is actively engaged in a public safety role, including but not limited to law enforcement, firefighters, or emergency medical personnel, in situations where wearing a face covering would seriously interfere in the performance of their public safety responsibilities.

**11. Situations where face coverings are strongly encouraged.** I strongly encourage Minnesotans to wear face coverings in the following situations:

- a. During indoor or outdoor private social gatherings (*e.g.*, when visiting at a private home with friends or relatives who do not reside in the same household), particularly in settings where it is difficult or impossible to maintain social distancing.
- b. When riding in a private vehicle with a person or persons who do not reside in the same household.
- c. Inside your home, if you are infected with COVID-19 or experiencing COVID-19 symptoms and reside with others who could be infected.
- d. When participating as an athlete in indoor or outdoor organized sporting events, to the extent possible, where social distancing is not being maintained.
- e. Except for workers required to wear face coverings under paragraph 9.d, in any outdoor business or public outdoor space when it is not possible to consistently maintain social distancing, such as when entering or exiting a business, being seated, moving around in a space with others present, using the restroom, ordering food, or waiting in line.

**12. Child care, preschool, kindergarten through grade 12 schools, and higher education institutions.** Child care settings and educational institutions have unique needs that do not always permit universal face coverings when indoors. Child care and schools also require additional flexibility surrounding the use of face shields, which increase visibility of facial expressions and lip movements to aid in speech perception and child development and learning. To provide for an effective developmental and educational environment, and to ensure safety for workers, students, and children, these businesses and institutions must comply with the following specific requirements on the use of face coverings and face shields. These specific requirements and recommendations apply only within the premises of the child care settings, preschool, kindergarten through grade 12 schools, and higher education institutions discussed in this paragraph 12. These specific requirements do not apply when school, child care, or higher education buildings are used for purposes

other than child care, preschool, kindergarten through grade 12 education, or higher education—in which case, they should be treated like any other indoor public space or indoor business for purposes of this Executive Order.

- a. **Child care, preschool, and pre-kindergarten.** Child care settings—defined as family and group day care homes (licensed under Minnesota Rules 2019, Chapter 9502); child care centers (licensed under Minnesota Rules 2019, Chapter 9503); certified centers (certified under Minnesota Statutes 2019, Chapter 245H); legal nonlicensed child care providers (defined under Minnesota Statutes 2019, section 119B.011, subdivision 16); certain license-exempt Head Start, public and private school programs (defined under Minnesota Statutes 2019, section 245A.03, subdivision 2(a)(5), (13), and (26)); and other Head Start, preschool and pre-kindergarten programs—serving children five-years-old and under are required to comply with face covering and face shield guidance available at <https://www.health.state.mn.us/diseases/coronavirus/schools/masks.html>.

Basic requirements for these settings are detailed below, but child care providers must consult the guidance for the full list of face covering and face shield requirements, recommendations, and exceptions. These requirements, recommendations, and exceptions should be clearly documented in COVID-19 Preparedness Plans and made available to families and staff.

- i. **Children five and under exempt.** Children five years old and under are not required to wear a face shield or face covering, and children under two should never wear a face covering due to the risk of suffocation. A child between the ages of two and five who can reliably wear a face covering or face shield in compliance with CDC guidance on *How to Wear Cloth Face Coverings* (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>) (*i.e.*, without frequently touching or removing the covering) may do so, except that children who are sleeping, unconscious, incapacitated, or otherwise unable to remove a face covering or face shield without assistance or who cannot tolerate a shield or covering due to a developmental, medical, or behavioral health condition should not wear a face covering or face shield.
- ii. **Workers exempt.** Workers meeting exemption criteria described in paragraph 8 of this Executive Order should not wear a face covering and should wear a face shield only if able to do so safely.
- iii. **Groupings.** To reduce the risk of exposure, child care settings should maintain consistent groups or cohorts of children and related workers and should take steps to avoid intermixing groups or cohorts of children and workers to the extent possible.

- iv. **Communal space.** Unless exempt, workers and children must wear a face covering or face shield in all indoor communal areas where groups intermix (*e.g.*, center or building hallways, lobbies, restrooms, breakrooms, etc.).
  - A. Non-exempt workers and children who are required to wear a face covering or shield may remove the covering or shield temporarily to engage in certain activities that make wearing a face shield difficult or impracticable (*e.g.*, when eating or drinking; when communicating with an individual who is deaf or hard of hearing or has a disability, medical condition, or mental health condition that makes communication with that individual while wearing a face covering difficult; when participating in certain physical activities or playing certain instruments, or when performing or presenting; during activities, such as swimming, where the face covering will get wet; or when receiving a service, such as nursing or medical service, that would be difficult or impossible to perform with a face covering), provided that social distancing is maintained to the extent possible.
  - B. Face coverings or face shields are strongly recommended outdoors for non-exempt workers and children when it is difficult or not possible to maintain social distancing.
- v. **Classrooms and in-home care.** A child care setting may allow non-exempt staff and workers to remove face coverings or face shields when in an indoor classroom or care setting (including family child care and in-home care providers) that is confined to one group or cohort. Non-exempt workers and children are strongly encouraged to wear coverings or shields in these settings to the extent possible, especially when social distancing cannot be maintained, unless wearing a covering or shield would interfere with child development.
- vi. **Optional exemption for children.** If a child care provider cares for children who are five and under, but also cares for children older than five, the business can exempt children older than five from face covering and face shield requirements only if the exemption is clearly communicated in writing with all enrolled families and included in the business's COVID-19 Preparedness Plan.
- vii. **More protective face covering policies permitted.** Nothing in this Executive Order should be construed as preventing a child care setting from developing a face covering policy that imposes more protective requirements, consistent with applicable law, than those in this Executive Order or applicable industry guidance.

- b. **Kindergarten through grade 12 schools.** Kindergarten through grade 12 schools must comply with face covering and face shield guidance available at <https://www.health.state.mn.us/diseases/coronavirus/schools/k12planguide.pdf>. The basic requirements for these settings are detailed below, but these schools must consult the guidance for the full list of face covering and face shield requirements, recommendations, and exceptions.
- i. In general, unless the individual is exempt under paragraph 8.a or .c of this Executive Order or is under the age of two, all students, staff, and other persons present indoors in school buildings and district offices or riding on school transportation vehicles are required to wear a face covering. This paragraph 12.b does not apply to child care, pre-kindergarten or preschool programs on school premises, which are subject to the requirements of paragraph 12.a.
  - ii. Face shields may be used as an alternative to face coverings in the following situations:
    - A. For students who are unable to tolerate a face covering due to a developmental, behavioral, or medical condition.
    - B. For teachers of all grades when a face covering would impede the educational process.
    - C. For staff providing direct support student services when a face covering would interfere with the services provided.
    - D. For students in kindergarten through grade 8 when wearing a face covering is otherwise problematic for the student.
  - iii. Staff may remove face coverings when working alone, including when alone in an office, classroom, vehicle, cubicle with walls at least face level when social distancing is maintained, or other enclosed work area.
  - iv. In addition, staff, students, and other persons present indoors in a school building or district office may temporarily remove face coverings in the following situations, provided that social distancing is maintained to the extent possible:
    - A. When engaged in physical activity (*e.g.*, during recess or physical education) or sporting events where the level of exertion makes wearing a face covering difficult or impracticable.
    - B. When eating or drinking.

- C. During practices or performances involving singing, acting, public speaking, or playing musical instruments that make wearing a face covering difficult or impracticable.
  - D. In response to requests to verify an identity for lawful purposes.
  - E. When communicating with an individual who is deaf or hard of hearing or has a disability, medical condition, or mental health condition that makes communication with that individual while wearing a face covering difficult.
  - F. During activities, such as swimming or showering, where the face covering will get wet.
  - G. While receiving a service—including nursing, medical, or personal care services—that cannot be performed or would be difficult to perform when the individual receiving the service is wearing a face covering. Workers performing a service for an individual who is allowed to temporarily remove their face covering under this provision must comply with the face covering requirements in the applicable Industry Guidance, available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>).
- v. Except for staff, children, or other persons who are exempt under paragraph 8.a or .c of this Executive Order or are under the age of two, face coverings (or, where applicable, face shields) are strongly recommended outdoors when it is not possible to maintain social distancing or where it will likely not be possible to maintain social distancing.
- c. **Higher education institutions.** Students and staff in higher education institutions must comply with the requirements of this Executive Order, except that students and faculty are permitted to wear face shields as an alternative to face coverings in the following situations:
- i. When faculty are teaching a class or giving a lecture, or when students are participating in classroom activities, where it is important for the face to be seen (for example, certain activities in language or communications classes).
  - ii. Where a face covering may pose a hazard due to the nature of the class or activity (for example, in a laboratory component of a class).
  - iii. When staff or faculty are providing direct support student services and a face covering impedes the service being provided.

- 13. Inclusion of face covering requirements in businesses' COVID-19 Preparedness Plans.** All businesses must update their COVID-19 Preparedness Plans to include the face covering requirements of this Executive Order, including those that have been incorporated into the Industry Guidance applicable to their business available on the Stay Safe Minnesota website (<https://staysafe.mn.gov>), inform their workers how their plan has been updated, and make the revised plan available to their workers. The Industry Guidance applicable to the business may include face covering requirements that are more protective than those of this Executive Order, consistent with applicable law.
- 14. Notice of face covering requirements.** Businesses must post one or more signs that are visible to all persons—including workers, customers, and visitors—instructing them to wear face coverings as required by this Executive Order.
- 15. Implementation of face covering requirements by businesses.**
- a. Businesses must require that all persons, including their workers, customers, and visitors, wear face coverings as required by this Executive Order.
  - b. When possible, businesses must provide accommodations to persons, including their workers and customers, who state they have a medical condition, mental health condition, or disability that makes it unreasonable for the person to maintain a face covering, such as permitting use of an alternate form of face covering (*e.g.*, face shield) or providing service options that do not require a customer to enter the business.
  - c. Businesses may not require customers to provide proof of a medical condition, mental health condition, or disability, or require customers to explain the nature of their conditions or disability.
  - d. Businesses must follow the requirements of other applicable laws with respect to whether a business may require a worker to provide documentation of a medical condition, mental health condition, or disability related to their inability to wear a face covering and what the business may ask regarding the condition or disability.
  - e. Nothing in this Executive Order requires businesses or their workers to enforce this requirement when it is unsafe to do so, or authorizes them to restrain, assault or physically remove workers or customers who refuse to comply with this Executive Order.
  - f. Nothing in this Executive Order authorizes businesses or their workers to violate other laws, including anti-discrimination laws.
- 16. More protective policies permitted.** Nothing in this Executive Order should be construed to prevent a business from developing a policy that imposes more protective requirements with respect to face coverings, consistent with applicable law, than those in this Executive Order or applicable industry guidance. This Executive

Order does not authorize landlords or property managers to require tenants and others to wear face coverings in tenants' living units. Landlords and property managers must provide a clear means for tenants and others to request a reasonable accommodation to face covering requirements in common areas.

17. **Safe work.** The protections noted in Executive Order 20-54 (Protecting Workers from Unsafe Working Conditions and Retaliation) remain in full force and effect. Businesses are responsible for the safety and health of their workplaces and must adhere to the requirements set out in the Industry Guidance applicable to the business, available on the Stay Safe Minnesota website (<https://staysafe.mn.gov>), Minnesota OSHA Standards, and MDH and CDC Guidelines, including the face covering requirements of this Executive Order. Under existing law and authority, DLI may issue citations, civil penalties, or closure orders to places of employment with unsafe or unhealthy conditions, and DLI may penalize businesses that retaliate against employees who raise safety and health concerns.
18. **Enhanced local measures permitted.** Nothing in this Executive Order or previous Executive Orders should be construed to prohibit or prevent political subdivisions from implementing, within their jurisdictions and pursuant to applicable law and authority, requirements beyond those contained in this Executive Order, as long as the additional requirements have a real or substantial relation to the public health crisis caused by COVID-19. Pursuant to Minnesota Statutes 2019, section 12.32, political subdivisions may not relax or reduce this Executive Order's requirements. In other words, to the extent that they have authority to do so, cities and other political subdivisions may take actions that are more protective of the public health, consistent with applicable law, but may not take actions that are less protective of the public health.
19. **Relationship with other law.** Wearing a face covering in compliance with this Executive Order or local ordinances, rules, or orders is not a violation of Minnesota Statutes 2019, section 609.735.
20. **Enforcement.** I urge all Minnesotans to voluntarily comply with this Executive Order.
  - a. **Individual violations.** Any individual who willfully violates this Executive Order is guilty of a petty misdemeanor and upon conviction must be punished by a fine not to exceed \$100. This does not apply to: (1) children younger than 14 years old; or (2) students 14 years old and older who are enrolled in a school or higher education institution identified in Paragraph 12 of this Executive Order, and who are on the premises of the school or institution for educational purposes.
  - b. **Business violations.**
    - i. **Business compliance with this Executive Order.** As provided in paragraphs 13 through 15 of this Executive Order, a business is



compliant with this Executive Order if (1) their workers are wearing face coverings as required by this Executive Order; (2) the business has updated their COVID-19 Preparedness Plan to address the face covering requirements of this Executive Order; (3) the business has posted one or more signs that are visible to all persons—including workers, customers, and visitors—instructing them to wear face coverings as required by this Executive Order; and (4) the business makes reasonable efforts to enforce this order with respect to customers and visitors. For additional information about the steps businesses can take to ensure compliance with this order, refer to the face covering guidance and FAQs available at the Facemasks and Personal Protective Equipment webpage (<https://www.health.state.mn.us/diseases/coronavirus.html#masks>). The guidance and FAQs may also be accessed at the following webpages:

<https://www.health.state.mn.us/diseases/coronavirus/facecover.html> (guidance document) and <https://www.health.state.mn.us/diseases/coronavirus/facecoverfaq.html> (FAQ document).

ii. **Penalties for non-compliance.** Any business owner, manager, or supervisor who fails to comply with this Executive Order is guilty of a misdemeanor and upon conviction must be punished by a fine not to exceed \$1,000, or by imprisonment for not more than 90 days. In addition to these criminal penalties, the Attorney General, as well as city and county attorneys, may seek any civil relief available pursuant to Minnesota Statutes 2019, section 8.31, for violations of this Executive Order, including civil penalties up to \$25,000 per occurrence from businesses and injunctive relief.

c. **Regulatory enforcement.** State and local licensing and regulatory entities that regulate businesses for compliance with statutes, rules, and codes to protect the public are encouraged to assess regulated businesses' compliance with this Executive Order and use existing enforcement tools to bring businesses into compliance.

d. **Individual rights.** Nothing in this Executive Order is intended to encourage or allow law enforcement to transgress individual constitutional rights.

Pursuant to Minnesota Statutes 2019, section 4.035, subdivision 2, and section 12.32, this Executive Order is effective immediately upon approval by the Executive Council. It remains in effect until the peacetime emergency declared in Executive Order 20-01 is terminated or until it is rescinded by proper authority.

A determination that any provision of this Executive Order is invalid will not affect the enforceability of any other provision of this Executive Order. Rather, the invalid provision will be modified to the extent necessary so that it is enforceable.

Signed on July 22, 2020.



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**Tim Walz**  
Governor

Filed According to Law:



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**Steve Simon**  
Secretary of State

Approved by the Executive Council on July 22, 2020:



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**Alice Roberts-Davis**  
Secretary, Executive Council

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>2020 Capital Reallocations &amp; Grant Requests</b>	
OWNER: <b>Facilities Committee</b>	PRESENTER: <b>Troendle, Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Approvals are requested for the following items:</b>	
<ol style="list-style-type: none"> <li>1. Reallocate \$527 remaining from the selfcheck upgrade plus \$850.63 from custodial equipment to pay for the sorter upgrade project overage of \$1,377.63.</li> <li>2. Reallocate the remaining \$1,149.37 from custodial equipment and put toward masonry repairs.</li> <li>3. Request a grant through the Library Foundation to seek funding of \$6,326.63 to pay for additional masonry repair costs. If this is unsuccessful, request pre-approval from the board to use Kilty funds in the same amount to complete the project.</li> </ol>	
BACKGROUND/CONTEXT: The selfcheck upgrade came in under budget, so the remaining \$527 can be reallocated to offset the additional cost of the automated material handling system sorter upgrade. When the sorter upgrade project was originally budgeted, the vendor did not provide a written proposal so IT staff provided an estimate. The vendor’s quoted price for the work has now been received and is \$11,377.63, while our budgeted cost is \$10,000.  \$2,000 remains in the custodial equipment line item of the capital budget and was earmarked for an electrostatic sprayer; however, this sprayer is now eligible for CARES Act reimbursement. Therefore, this \$2,000 can be redirected to offset additional costs related to the sorter upgrade project and masonry repairs. Of that amount, \$850.63 is requested to go toward the sorter upgrade and \$1,149.37 would go toward masonry repairs.  With \$1,149.37 going toward additional needed masonry repairs, and \$2,300 remaining from the upper level ceiling repairs also going toward this same project as a previously-approved reallocation, that leaves \$6,326.63 in unfunded costs for the masonry project. Since Building Restoration Corporation uncovered more extensive damage after the project began, the scope of work expanded and the revised total cost now stands at \$29,776. Previously, the trustees approved withdrawing up to \$5,000 in Kilty supplemental funds for additional costs, but this is now insufficient. The revised request for board consideration is to approve a grant request of the Library Foundation for \$6,326.63 so that Kilty funds can be reserved for future needs. However, if the grant request is unsuccessful, we request a fallback option to use Kilty funds in the same amount of the grant request, but only if needed.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

## Report from the Library Director, Mark Troendle

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### Major Accomplishments

- A Building Restoration Corporation (BRC) representative and Mark met on July 1 to review brick samples and confirm which samples best matched the color palette, texture and size of existing bricks so that BRC could place an order with the supplier. Another meeting was held on July 14 to review the scope of planned work and logistical details with Mark and Maintenance Worker Shain Henry. Repairs began on July 16. Unforeseen issues were reported to Mark on July 21, resulting in discussions with the Facilities Committee as to how to proceed. The committee quickly reached consensus and a path forward was communicated to BRC later that same day.
- Mark wrote a quarterly progress report for the Huelsmann Foundation regarding masonry repairs.
- Business & Communications Manager Keri Goeltl crunched a lot of numbers and extrapolated a large volume of statistical data into helpful charts to provide the Director, Finance Committee and Library Board with a multi-angle look at a variety of options to assist with 2021 budgeting.
- Secretary/Treasurer Mary Richie and Mark met with City Administrator Tom McCarty and Finance Director Sharon Provos on July 22 to discuss the two budget scenarios requested and answer questions pertaining to both operating and capital requests.
- Information Services Supervisor Aurora Jacobsen and Mark conducted six interviews in July for a vacant Library Assistant I position. A job offer was made to one candidate, who accepted. Mark coordinated and completed all the necessary paperwork involved in a recruitment and hiring process.
- Painting on the upper level was completed on July 31.
- Details related to a large Plexiglas order were finalized and an order placed on July 16.
- Working with their contractor, the city coordinated with the library to have a broken section of concrete replaced on the top of the steps outside the 4<sup>th</sup> Street entrance at no cost to the library!

### Heads-Up

- Staff are finalizing details and procedures so that laptops may be checked out to patrons in the near future. These are existing laptops originally designed for in-house programming needs.

### Near-Term Future Focus

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

### New concrete strip poured outside the 4<sup>th</sup> ST entrance



Two Leopold benches, courtesy of Trustee Spike Carlsen



## Report from the Information Services Supervisor, Aurora Jacobsen

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### Public Services

#### Circulation, Adult Programming and Reference

#### July Programs:

- Connect through Books, a Virtual Book Club, had 7 attendees and was held on July 13<sup>th</sup>.
- Guided Drawing with oil pastels with Karen Tan had 12 attendees.
- Seed Art with Jill Moe on July 25<sup>th</sup> had 9 attendees. Some of the people that had signed up for the program picked up packets after the program and so the second week might have more participants.
- Book Page Envelopes had 135 participants.

#### Circulation

- Mark and Aurora held interviews for the 20-hour per week Circulation Library Assistant position. There were a number of qualified candidates and narrowing the number of interviews was challenging.
- In July, Circulation worked hard to meet the demand of 1665 curbside pick-ups. Staff is happy to provide the service, but it is much more labor intensive than if the patrons were picking up the items from the hold shelf directly.
- Another measure of how the library has improved its service to the public in the past few months is how many items we've managed to check out. The number of first time checkouts the library has had each month since the partial closure have been:

April	2753
May	4743
June	6549
July	6960

#### Collection

- The library started lending hotspots in July. Laptops will soon follow. Staff hope that this will help address the digital divide that exists in the community and help meet the needs of more patrons while the library remains partially open to the public.

#### Reference

- Washington County changed the catalog to make the e-resource discovery and check-out process more clear. The button that says, "Download" didn't download but did check out the eBook or eAudiobook. The button has been changed to say, "Check Out" which should help clear up any patron confusion about these services.
- Aurora met with City IT to talk about how public computing could be adapted to better fit with a more cautious opening model. Lots of questions remain but a number of questions, including how to limit making change for printing, have already been addressed to prepare for a partial opening.

## PR

- The 2021 Minnesota Digital Library calendar cover will include an image from the building permits that the Stillwater Public Library contributed to the MDL collection as a sort of typeface.

## Programming

- The Adult Summer Reading had 166 entries from readers in June.

## Upcoming in August:

- Connect through Books, a Virtual Book Club, is being held on August 10th.
- A book discussion about Lab Girl will be held on August 24<sup>th</sup> as part of the delayed NEA Big Read in the Saint Croix Valley.

## Report from the Youth Services Supervisor, Angela Petrie

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### July Programs (all virtual or through curbside)

- Storytimes – an indeterminate number of viewers/listeners attended 8 sessions
  - 5 baby/toddler audio “Rhyme Time” sessions
  - 4 family/preschool “Preschool Storytime” sessions
- Friday Fun – 5 “Friday Fun: At Home!” sessions with Miss Angie
- Vendor programs –
  - *Lalo’s Lunchbox* – (MELSA recorded program)
  - *Art for Kids in grades K-5: Animal Paper Molas*
  - *Jolly Pops Summer Concert* – (MELSA recorded program)
  - “A Bee’s Code” with *The Bakken Museum (STEM)*
  - *Siana & Dallas Summer Concert* – (MELSA recorded program)
  - *Animal Superheroes: Owls* – (Online Live, Tamarack Nature Center)
- Family Art Projects – an indeterminate number of participants attended 4 themed sessions; images and instructions are posted on Facebook weekly
- Passive Programming – available for ramp pickup; online Facebook
  - Book Bundle Activities / Friday Fun! extensions / Virtual Scavenger Hunts: MN Bugs Scavenger Hunt; Summer; Dinosaurs
- Teen Trivia Night – Stranger Things – 3 Attendees\*
- Teen Drop-in DIY– Coloring/Doodles – 0 Attendees\*
- Pop-up “Programs”
  - Teen Take and Make “Create Your Own Pop Sockets”

Programming Note - Youth Services Staff has produced 1-3 virtual programs weekly since the library closed in March and will take August to reflect on the past several months and continue discussing the next steps for programming and services to youth, family, and the community as a whole. Feedback from parents has been positive and they are grateful for the efforts made by everyone at the library. To continue producing virtual content, we are considering what equipment, tools, and platforms are best while also researching how to archive the content following publisher restrictions. Transitioning to a delivery method that does not involve being in the same space as children has been a significant challenge but one that we’ve come to accept for everyone’s safety.

\*As part of our discussions we decided that continuing virtual programs specifically targeted to teens that have a date and time isn’t a practical use of staff time especially under this new model. Programming Assistant, Netanya, will support efforts to provide Take-and-Make STEM projects, family trivia, manage the growing Nature Backpack collection, and continue communication support through LibCal and Website posts.

*Summer Explorers* continues until August 8. Not everyone is participating virtually but the 256 children and teens registered have read 57,522 minutes! Reward books will be distributed next month. Participants will be offered a book *menu* of select titles for their age group or they can choose *surprise me* to receive a librarian selected title. Kim and Angie homebrewed a short reminder video that it isn’t too late to participate:

[https://www.youtube.com/watch?v=GO8wdGUJIVI&feature=share&fbclid=IwAR2k-oHm\\_rzcxMQEkVaboUv7Cncgt1qz-aZwuDY3i8U9eUivGCEphsZjiRM](https://www.youtube.com/watch?v=GO8wdGUJIVI&feature=share&fbclid=IwAR2k-oHm_rzcxMQEkVaboUv7Cncgt1qz-aZwuDY3i8U9eUivGCEphsZjiRM)



Youth Spaces - Kim has taken advantage of the closure to continue working on improving our spaces which was long overdue and is much appreciated:

- Continued work on organizing the Storytime closet in an effort to increase organization and accessibility.
- Completed cleaning and organization work on the Youth Services storage room under the stair to increase accessibility.
- Inserted the puppet stage attachments so we can use the stage as a clean/non-busy backdrop for Virtual programming as desired.
- Decorated and covered the Storytime Room windows as per Angie. Our intention is to hide the extra furniture that will need to be stored in the room as well as reducing distractions during filming. Trees are painted on inside of glass, green foliage decoupage to outside of glass with Elmer's Art Paste from Wet Paint (recommended by The Eric Carle Museum for its non-toxic composition and easy clean-up). Sky paper inside glass will stay in place along with the painted tree trunk and limbs; green grass paper will change seasonally. Green foliage can be changed for fall and winter as needed.



#### Upcoming Single Date Programs

- *The Mike Wohnoutka and David LaRochelle Show* (MN Arts and Cultural Heritage Fund program) – Saturday, August 1
- *Virtual Art for Kids in grades K-5: Sea Otters on Water* – Monday, August 3
- *Take and Make with KidCreate Studio: Hatchimals* – Saturday, August 15
- *Family (Virtual) Trivia Night: Marvel Cinematic Universe* – Thursday, August 27

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Facilities Committee Report</b>	
OWNER: <b>Facilities Committee</b>	PRESENTER: <b>Lockyear, Vice President</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:  <b>SPL Facilities Committee</b>  <b>July 28, 2020, 9:00 a.m. via Zoom, Meeting Notes</b>  <b>Present: Carlsen, Cox, Lockyear, Troendle</b></p> <p>Committee discussed the following:</p> <p><u>COVID related issues:</u></p> <ul style="list-style-type: none"> <li>• Troendle provided brief update on arrival of protective barriers and actions taken in preparation for eventual opening of library to the public. He discussed add-ons to HVAC system to improve air quality which he is investigating, with bi-polar ionization being the most promising.</li> <li>• Troendle will pursue possibility of increasing Wi-Fi footprint around building if City staff have time and capability.</li> </ul> <p><u>Reallocation of Capital funds to make recommendation to Board at August meeting:</u></p> <ul style="list-style-type: none"> <li>• Reallocation of funds from self-check and custodial equipment to cover Sorter Upgrade overage of \$1,377.63</li> <li>• Plan A — Reallocation of ceiling repairs and remainder of custodial equipment plus request to SPL Foundation to approach Margaret Rivers Fund to cover balance of \$6,326.63 for masonry repairs overage</li> <li>• Plan B — Reallocated funds plus use of \$6,326.63 in Kilty funds in event Margaret Rivers request not granted.</li> </ul> <p><u>City Repair projects:</u></p> <ul style="list-style-type: none"> <li>• Troendle informed committee that City is planning to launch a flat roof repair project in 2022. Discussed the option for the Library to join in at that time to take advantage of the larger project bid. He will ask City and Library maintenance staff about advisability of waiting to complete flat roof work until 2022.</li> <li>• Also noted City is repairing 4<sup>th</sup> street steps at no cost to Library as part of their step repair project.</li> </ul> <p><u>Future Landscape Project for 4<sup>th</sup> street area:</u></p> <ul style="list-style-type: none"> <li>• Carlsen offered to contact 4 Landscape Architects to begin discussions on ways to improve 4<sup>th</sup> street area. He will obtain potential dates for meeting on the lawn in mid-August.</li> <li>• Committee discussed ideas and began wish list to bring to Landscape Architects. <ul style="list-style-type: none"> <li>• Seating Area</li> <li>• Fairy Garden</li> <li>• Keep historical integrity to compliment Beaux Art architecture of building</li> <li>• Increase useable shade areas</li> </ul> </li> </ul>	

## Agenda Item Cover Sheet

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

- Keep maintenance needs to minimum
- Rain garden and or pollinator friendly garden/plants
- Committee requested input from full board to supplement these ideas

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

# Stillwater Public Library 2020 Calendar

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

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

# Stillwater

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## Public Library

### 2020 LIBRARY BOARD

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

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

*2020 Committee Rosters:*

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

*2020 Task Forces:*

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