

**STILLWATER PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**Meeting Agenda**  
**Tuesday, September 8, 2020**  
**7:00 PM**  
**Conference Room**

As the library is closed due to COVID-19, the public is invited to attend the meeting by logging into [zoom.us/join](https://zoom.us/join) or by calling 1-312-626-6799 and entering the meeting ID number: 856 0110 9698.

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 August 4, 2020 Minutes +
  - b. Acknowledgement of Bills Paid in August 2020 (8/4/20: \$9,656.33; 8/18/20: \$25,832.95)+
  - c. July 2020 Budget Status Report +

Informational/Discussion (10 minutes)

5. Trustee Information Sharing I+
6. Library Reopening Update I+
7. 2021 Budget Update

Decisional (60 minutes)

8. Special Events Update & Refund Requests A+
9. 2021 Health Insurance Opt-Out Program A+

Reports (10 minutes)

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

Closed Session – Performance Evaluation (60 minutes)

14. Director Evaluation: Annual Review D+
15. Director Step Movement A+

16. Adjournment

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 Pm on Monday, September 7, 2020.  
A=Action Item I=Information Item D=Discussion Item +=Document in Packet \*=Document to be Distributed Later  
#=Document Distributed Previously Attachments: 2020 Calendar, 2020 Board Roster

**STILLWATER PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**August 4, 2020**  
**Minutes**  
(Amended 9/8/2020)

**PRESENT:** Bell, Carlsen, Cox (arrived at 7:05 PM), Hemer\*, Hollatz, Lockyear, Keliher, Richie

\*Hemer's name was missing from original minutes in September board packet. Name added on 9/8/2020 when minutes were reviewed by trustees and approved with this change.

**ABSENT:** Howe, Council Liaison Collins

**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. Carlsen moved. Hemer second. Yes: Bell, Carlsen, Hemer, Hollatz, Lockyear, Keliher, Richie; No: None. Cox not present at this time.*

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

None.

**AGENDA ITEM 4: Consent Calendar**

*Motion to adopt consent calendar. Hemer moved. Hollatz second. Yes: Bell, Carlsen, Hemer, Hollatz, Lockyear, Keliher, Richie; No: None. Cox not present at this time.*

**AGENDA ITEM 5: Trustee Information Sharing**

Lockyear mentioned the recent article in the Star Tribune about St. Paul and Ramsey County allocating federal CARES Act money to their libraries for Career Labs, a program to help job seekers in-person, online and via phone. <https://www.startribune.com/st-paul-ramsey-county-use-cares-money-to-help-job-seekers/571998082/>

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

Troendle reported that the first wedding of the season was on August 1, 2020 with 100 guests. Guests wore face masks inside the library building and were compliant with safety guidelines. The ceremony and reception scheduled for August 8 was cancelled by the wedding party.

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

Bell reported that Hemer, Lockyear and Goeltl will be the board and staff members of the task force. There will be an organizational meeting on August 14 to discuss preferred qualifications of community members on the task force and to identify specific individuals to be asked. Bell asked trustees to contact her with any recommendations.

**AGENDA ITEM 8: Director Performance Evaluation: September Annual Review**

Bell noted that the documents for the annual review are included in the board packet. Troendle will send out a confidential evaluation report next month. The performance evaluation during the September meeting will occur in closed session.

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**AGENDA ITEM 9: 4<sup>th</sup> Street Landscaping**

Carlsen asked for trustees' ideas and feedback regarding opportunities for 4<sup>th</sup> Street Landscaping. Local businesses have been maximizing outdoor space to provide services during the pandemic, and the Facilities Committee would like to provide landscape architects with ideas to consider for the library space. For example, the library could provide guidance on parameters regarding seating for individuals or groups, request a fun and creative feature for kids, or encourage the firm to look at fairy gardens, butterfly gardens or labyrinths. Trustees could indicate that the historical integrity of the building be considered. Carlsen discussed that preliminary conversations have been held with different landscapers. The firms offer different approaches to both landscaping design and project billing. Future interviews will be helpful.

Trustee feedback included:

- Bell noted that she likes the addition of the Wi-Fi benches. She reported her positive experience with an outdoor program with a pony at the library.
- Hemer recommended adding shady spots with trees along with sidewalk. Hemer noted that volunteer groups may be recruited to maintain a fairy garden (which would require a higher level of maintenance) or a butterfly garden. With regards to butterfly gardens, there is a large and active local pollinator organization that may be a good place to start.
- Richie suggested industrial umbrellas in the short-term (before the trees could provide shade) that could then have life on the terrace. There also could be moveable chairs just brought in for programming. She also liked staying in-line with the historic nature of the building. Easy maintenance also needs to be considered throughout the design.
- Keliher encouraged the Facilities Committee to consider creating a barrier from the street if the space is used for storytime programming or as a place for families to gather. While a barrier may not physically stop children from entering the street, it could slow them down a bit.
- Carlsen noted that Cox mentioned that a learning element in the lawn would be beneficial.

Lockyear thanked trustees for their feedback and noted that the discussion confirmed the committee's direction and added new ideas for consideration.

**AGENDA ITEM 10: Library Reopening to Public**

Troendle first updated trustees on the status of library efforts to prepare the building for reopening. A large order of Plexiglas barriers arrived, and 80% of the public services desk has been outfitted. Safety signage has arrived. A contractor is scheduled to come in and provide a quote on upgrading the HVAC with a Bi-Polar Ionization Air Treatment system. This technology takes oxygen molecules from the air and converts them into charged atoms that surround and deactivate substances like bacteria, allergens and viruses. It is proven effective against SARS, norovirus and several strains of the flu. Troendle believes it is an eligible expense under CARES Act funding, though the city would need to approve any large expenditure from that fund.

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Troendle then thanked the board from their feedback at the July board meeting regarding the library’s reopening plan. A visual overview of the reopening phases was emailed to the board prior to the meeting and is included below.

Virtual Services	Curbside Services	Express Services	Sit-down Access	Full Access
All services provided online. Access to e-materials and online databases and resources. Library building closed to public. Limited staff onsite. Book drop closed.	Curbside pick-up of library materials. Staff assistance by phone and email. Virtual programs. Library building closed to public. Book drop open.	Library open for express visits. Limited visit time, hours and capacity. No seating. Computer use by appointment. Limited curbside service. Virtual programs.	Library open for short visits with expanded hours. Limited study and general seating available. Virtual programs. In-person programs as allowed. Curbside TBD.	All library services resume without restrictions. Room rentals available. In-person programming. Friends book donations accepted.

**Movement to each phase will be determined by COVID rates in Washington County and current public health recommendations. For more information, visit us at [stillwaterlibrary.org](http://stillwaterlibrary.org).**

Troendle reported that the biggest update to the plan was the consideration of using objective metrics to determine when the library moves from one phase of service to another. He noted that The Path to Zero, a risk assessment tool from the Harvard Health Institute (HHI), CIDRAP and other organizations is included in the board packet. This tool provides objective data to determine what service phase the library should be in. Troendle noted that Bayport Public Library reverted back to curbside only service on Monday and is already using this metric to inform decision-making. If Stillwater went with this model, there would be alignment between systems.

Troendle also noted that the revised plan recommends that the library initially reopens for 5 days/week to the public. The proposed hours are Monday, Wednesday and Saturday from 10 AM – 4 PM, and Tuesday and Thursday from 1 PM – 7 PM.

Troendle also asked for board feedback regarding masks. Library supervisors would prefer that a face covering is required upon entry and must be worn for the duration of library visit for all patrons over the age of 5. If a patron needed a face covering, the library would provide one. If a patron was unable to wear a face covering, entry would not be permitted and staff would direct patron to alternative remote, virtual and contactless services.

The trustees discussed the following:

Use of metrics to inform decision-making

Cox indicated that she liked the idea of using a metric. Another metric to consider would be the Stay Safe MN metrics from Governor Walz and used by the school district. This might provide some

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consistency and familiarity for students and parents. Cox reported that the school metric uses the total number of cases per 10,000 for the last 14 days by county of residence.

Hemer agreed that a metric to guide the library is helpful, but she had difficulty putting the proposed model to practical use. The HHI risk-assessment tool uses the number of daily new cases per 100,000 people by county. Richie and Bell also wondered about the practical implementation of a metric. How would the library determine when it is open or not open on a given day? Would there be rapid changes to the library's phases depending on the data? This could be confusing to the public. Is this avoidable?

Troendle noted that he would propose using a 7-day rolling average to guide decisions. The data would need to stay at the same risk-assessment level for two weeks before moving to the next phase. Troendle noted that early on in the pandemic, the CDC discussed a two-week interval before moving onto other phases. If there is an event, infection rate changes may be delayed. Before shifting, the library would want to make sure that the trend is continuing in the direction that we want.

Troendle also reported that the library's curbside service is scheduled about a week and a half in advance. The library would need time to fulfill scheduled requests, ramp up to a different service level and adjust the staffing model. The library can't turn on a dime and needs a grace period to prepare and adapt.

Lockyear commented that shifts from one phase to the next could be based on numbers in the middle of the scale, instead of using numbers at the top or bottom that may be more likely to fluctuate between phases. She also liked the idea of a two-week time period of maintaining at the phase. She wondered if one of the decisions that the trustees should make would be the numbers that would need to be maintained for two weeks before moving to the next level. With strong curbside numbers, the library is making material resources available to the community. The next step is making the building available.

Carlsen asked if the library could update the website with metric and the per 100,000 number for the county on a daily basis. This would communicate the information to the public and allow the library to set parameters. Troendle responded that information could be posted on the website, but the metric used would need to be determined. Could the library link to the metric instead of plugging it in daily? Lockyear expressed worry about the library's responsibility in posting its own numbers and would prefer a link to an official site where patrons can gather more information to be informed.

Keliher asked if the board was OK if the metrics do not allow the library to open until November, December or possibly into April. The library is a gathering space and a place for people to go that is not home and school. If the numbers were unfortunate, what other services could the library provide?

Trustees asked what Washington County Library (WCL) was doing? Troendle noted that WCL doesn't seem to be using a metric. Bell noted that there is patron confusion because WCL is open and SPL is not. Hemer asked about WCL hours of service. Hollatz reported that branches are open on braches Monday, Wednesday, and Friday from 10 AM - 5 PM and Tuesday and Thursday from 12 PM -7 PM.

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Hemer noted that the school metric used by the state is more restrictive, as it should be. Kids are in an enclosed space all day. She wouldn't recommend using the school metric. She would recommend choosing something in the middle, a more reasonable cut point.

Richie asked if we could set a metric and then give us time to observe. If it looked like we couldn't open based on the metric, the board could look at next steps.

Carlsen said that there seems to be three options: follow state, follow Harvard and follow WCL. He agrees with Mike's point and asked how the library could go above and beyond in services offered.

Keliher noted that we need to balance services provided without doing anything foolish.

Bell commented that she was interested in having a metric as one-decision making tool, but may need to bring in other considerations as well, such as other libraries' experiences in providing services.

Lockyear asked if having fewer open days would help. She agreed with Mike's concern about never getting down to the metric to open. What will the impact of the Sturgis event and North Shore tourism be on rates? If libraries that have reopened have not shut down again, does this mean that there are no staff outbreaks. If we reduced the number of days open and thus reduced exposure, would that help? The metrics are nice and clear, but the reality is that it could be months until we reopen.

Carlsen asked if the metric could be set at one or two above threshold.

Richie expressed interest in offering some opening hours at a limited basis.

*Motion to try to open the third week of August for a minimum of 2 days and a maximum of 3 days for the hours mentioned in the board packet. Days open to be determined by staff. Moved Lockyear. Hemer second. Yes - Bell, Carlsen, Cox, Hollatz, Lockyear, Keliher, Richie; No: None.*

**Requirement of face masks**

Board discussed face mask question.

*Hemer moved that we mandate face masks or coverings (nose and mouth covered) for everyone that comes into library over the age of 5. Lockyear second. Yes: Bell, Carlsen, Cox, Hollatz, Lockyear, Keliher, Richie; No: None.*

**AGENDA ITEM 11: 2020 Capital Reallocations & Grant Requests**

Troendle directed the trustees to the capital reallocation and grant request as outlined in the board packet. Lockyear and Carlsen discussed the damage uncovered by Building Restoration Corporations and concerns with the original masonry work on 3<sup>rd</sup> Street. They noted that the findings from the contractor do not bode well for the upcoming masonry projects. The extent of the problem is much likely larger. Lockyear noted that the building plans were appropriate but there was improper installation. This would

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date back to 2006 around the terrace area. Lockyear will research further to help determine responsibility. Bell noted that this may need to be agenda item for the next meeting.

*Motion to accept reallocations as outlined in the coversheet and to make a grant request to the Foundation to cover excess cost to complete masonry work on 3<sup>rd</sup> Street entrance. Lockyear moved. Cox second. Yes: Bell, Carlsen, Cox, Hollatz, Lockyear, Keliher, Richie; No: None.*

**REPORTS**

**AGENDA ITEM 12: Director and Other Staff Reports**

Troendle directed trustees to the reports in the board packet. Troendle noted that the new Wi-Fi benches are outside and in use. Three patrons were sitting outside and using them for a meeting this afternoon. Hotspots are all checked out and waiting lists are beginning.

**AGENDA ITEM 13: Foundation and Friends Reports**

Troendle noted that June minutes from the Foundation were not included. At the July meeting, the Foundation reviewed the June minutes. There were errors and revised minutes have not been received. Friends typically do not meet in July and August. Totals from River Market Co-op are unknown.

**AGENDA ITEM 14: Board Committee Reports**

- a) Board Governance Committee: Keliher reported that the committee is working on tasks related to orienting new trustees.
- b) Executive Committee: Nothing additional.
- c) Facilities Committee: Nothing additional.
- d) Finance: None.
- e) Board Self-Assessment Task Force: Cox reported that task force is continuing work on board self-assessment. Task force has reviewed documents and edits have been made.
- f) Library Events Task Force: Nothing additional.

**AGENDA ITEM 15: Public Commentary and Communications**

None.

**AGENDA ITEM 16: Adjournment**

Adjourned at 8:46 PM.

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION:				
Acknowledgement of Bills Paid in August 2020				
OWNER:		PRESENTER:		
Goeltl, Business & Communications Manager		Troendle, Director		
REQUESTED AGENDA TYPE (A, I, D):		IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?		
A		IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:		
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:				
Approval of August 2020 bills paid				
BACKGROUND/CONTEXT:				
Following is a bills report summary for the month of August:				
<b>August 2020 (2020 Fiscal Year)</b>				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
<b>Operating Expenditures</b>	\$ 27,823.37	\$ 271.49	\$ 5,864.42	\$ 33,959.28
<b>Capital Expenditures</b>	\$ 1,530.00	\$ -	\$ -	\$ 1,530.00
<b>Total</b>	<b>\$ 29,353.37</b>	<b>\$ 271.49</b>	<b>\$ 5,864.42</b>	<b>\$ 35,489.28</b>
<p>Explanations of large or out of the ordinary payments are listed below:</p> <p><i>Bill Resolution: August 4, 2020</i></p> <ul style="list-style-type: none"> <li>• \$743.91 paid to Amazon for barrier supplies and applied to COVID-Library account line 281-4282-4093-0230.</li> <li>• \$125.47 paid to Cintas for disinfecting wipes and applied to COVID-Library account.</li> <li>• \$4,336.15 paid to Washington County Library for adult, teen and juvenile e-book titles.</li> </ul> <p><i>Bill Resolution: July 21, 2020</i></p> <ul style="list-style-type: none"> <li>• \$1205.97 paid to Amazon in COVID-19 supply purchases and applied to COVID-Library account.</li> <li>• \$1,530.00 paid to Harold Rauner &amp; Sons for painting work as part of the upper level ceiling repair capital project.</li> <li>• \$910.00 paid to Harold Rauner &amp; Sons as a building repair expense for painting needed around skylight due to damage from the upper level roof leak.</li> <li>• \$407.00 paid to Uline for curbside supplies and applied to COVID-Library account.</li> <li>• \$487.80 paid to Stillwater retailers for gift card rewards for summer reading program. Funded by Friends and Foundation.</li> <li>• \$739.53 paid through credit to Displays2Go, Kahoot, ShopPopDisplays and Zoom for COVID-related purchases. Applied to COVID-Library account.</li> <li>• \$605.00 paid to Heritage Printing for the library’s portion of the city’s summer newsletter.</li> </ul>				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:				
8/4/2020 Bill Resolution – 2020 Bills				
8/18/2020 Bill Resolution – 2020 Bills				
PREVIOUS ACTION ON ITEM:				
REVIEWED BY COMMITTEE?:				



**2020 Bill Resolutions**

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

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
<b>INVOICES PAYABLE</b>						
3798_214785	7/1/2020	Ace Hardware	Janitorial Supplies	\$ 9.59	230-4231-2102-0000	Janitorial Supplies
3798_215013	7/13/2020	Ace Hardware	Janitorial Supplies	\$ 21.97	230-4231-2102-0000	Janitorial Supplies
3798_215361	7/28/2020	Ace Hardware	Janitorial Supplies	\$ 17.97	230-4231-2102-0000	Janitorial Supplies
3798_215419	7/30/2020	Ace Hardware	Janitorial Supplies	\$ 14.99	230-4231-2102-0000	Janitorial Supplies
14HCL1PGK7T6	7/17/2020	Amazon Business	PVC Hinges (COVID)	\$ 576.26	281-4281-4093-0230	COVID - Library
1C73D961GGDN	7/17/2020	Amazon Business	Plexiglas holders (COVID)	\$ 167.65	281-4281-4093-0230	COVID - Library
1NNNTRHC9RH1	7/30/2020	Amazon Business	Programs - Juv (MELSA)	\$ 205.01	235-4236-4099-0000	Library Donations Programs
1GG7T34P9PNV	7/30/2020	Amazon Business	Materials - Adult Nonfiction	\$ 18.00	230-4230-2405-0000	Adult Books - Non Fiction
1FP6HC6NV673	7/22/2020	Amazon Business	Materials - Adult Fiction	\$ 43.26	230-4230-2401-0000	Adult Books - Fiction
1GG7T34P9PNV	7/30/2020	Amazon Business	Materials - Adult AV	\$ 13.29	230-4230-2408-0000	Film/Video
5020726514	7/17/2020	Cintas Corporation	Wipes (COVID)	\$ 125.47	281-4281-4093-0230	COVID - Library
15680	7/16/2020	KidCreate Studio/Get Messy	Programs - Juv (MELSA)	\$ 200.00	235-4236-4099-0000	Library Donations Programs
23261816	7/14/2020	Scholastic Inc	Programs - Juv SRP Reward Books (Friends)	\$ 416.70	229-4229-2407-0000	Friends - Programs
1371405	7/25/2020	Floyd Total Security	Alarm Monitoring (Aug-Nov)	\$ 178.20	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
177803	7/28/2020	Washington County Library	Q2 Processing Fees to WCL	\$ 8.00	230-0000-3880-0040	Lost/Overdue Processing Fees
177804	7/28/2020	Washington County Library	Materials - Ebooks Juv (EMAT)	\$ 2,770.47	230-4230-2409-0000	Electronic Materials
177804	7/28/2020	Washington County Library	Materials - Ebooks Juv (SJUV)	\$ 285.60	230-4230-2400-0000	Childrens Books
177804	7/28/2020	Washington County Library	Materials - Ebooks Adult Fiction (SAFIC)	\$ 564.44	230-4230-2401-0000	Adult Books - Fiction
177804	7/28/2020	Washington County Library	Materials - Ebooks Adult Nonfiction (SANF)	\$ 687.65	230-4230-2405-0000	Adult Books - Non Fiction
177804	7/28/2020	Washington County Library	Materials - Ebooks YA (SYA)	\$ 27.99	230-4230-2406-0000	Teen Books
		<b>INVOICES SUBTOTAL</b>		<b>\$ 6,352.51</b>		
<b>CREDIT CARD</b>						
None						
		<b>CREDIT CARD SUBTOTAL</b>		<b>\$ -</b>		
<b>SPECIAL BILL PAYOUTS</b>						
694133021	7/27/2020	Xcel Energy	Gas	\$ 93.94	230-4231-3601-0000	Natural Gas
694133021	7/27/2020	Xcel Energy	Electric	\$ 3,209.88	230-4231-3600-0000	Electricity
		<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		<b>\$ 3,303.82</b>		
<b>GRAND TOTAL</b>				<b>\$ 9,656.33</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>						
1GG7T24PVFHF	07/31/20	Amazon Business	Public Health Signage and Supplies (COVID)	\$ 740.38	281-4281-4093-0230	COVID - Library
17JKV6PMCQP3	08/07/20	Amazon Business	Face Masks and Public Health Supplies (COVID)	\$ 465.59	281-4281-4093-0230	COVID - Library
1PYV6YJGGFTM	08/13/20	Amazon Business	Materials - Adult Fiction	\$ 9.99	230-4230-2401-0000	Adult Books - Fiction
1PYV6YJGGFTM	08/13/20	Amazon Business	Materials - Adult Nonfiction	\$ 38.46	230-4230-2405-0000	Adult Books - Non Fiction
8182020	08/18/20	Brodart Co	Materials - Adult (230 Tribute GIFT)	\$ 31.10	230-4230-2405-0000	Adult Books - Non Fiction
8182020	08/18/20	Brodart Co	Materials - Juv	\$ 2,984.26	230-4230-2400-0000	Childrens Books
8182020	08/18/20	Brodart Co	Materials - Adult Nonfiction	\$ 1,651.68	230-4230-2405-0000	Adult Books - Non Fiction
8182020	08/18/20	Brodart Co	Materials - YA	\$ 1,021.05	230-4230-2406-0000	Teen Books
8182020	08/18/20	Brodart Co	Materials - Processing	\$ 781.58	230-4230-3404-0000	Processing Fee
8182020	08/18/20	Brodart Co	Materials - Adult Nonfiction (Athena)	\$ 203.35	235-4235-2101-0000	Library Donations Materials
8182020	08/18/20	Brodart Co	Materials - Adult Fiction	\$ 2,073.71	230-4230-2401-0000	Adult Books - Fiction
4057851776	08/05/20	Cintas Corporation	Towels & Rugs	\$ 63.84	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
105884104	08/01/20	Comcast	Internet - August	\$ 188.06	230-4230-3098-0000	Technology Support
7222020	07/22/20	Eckles Joanna	Programs - Adult (Friends)	\$ 300.00	229-4229-2407-0000	Friends - Programs
1685	08/10/20	Harold Rauner & Sons	UL Ceiling Repair (Capital Project 20-4231-959 Library	\$ 1,530.00	120-4231-5200-0000	C/O & Improvements
1685	08/10/20	Harold Rauner & Sons	Roof Leak Damage Repainting	\$ 910.00	230-4231-3703-0000	Building Repair Charges
8142020	08/14/20	Koegel Christian M	Cataloging/Processing	\$ 63.00	230-4230-3404-0000	Processing Fee
57354	07/23/20	Master Mechanical Inc.	Replacement of 2nd Stage Air Compressor	\$ 5,690.00	230-4231-2202-0000	Building Repair Supplies
57379	07/23/20	Master Mechanical Inc.	Repair Crank Case Heaters	\$ 754.70	230-4231-2202-0000	Building Repair Supplies
57608	07/31/20	Master Mechanical Inc.	Cooling Unit 1 Troubleshooting	\$ 668.50	230-4231-2202-0000	Building Repair Supplies
57405	07/28/20	Master Mechanical Inc.	Q2 Maintenance	\$ 1,222.00	230-4231-3707-0000	Maintenance Agreements - Lib Plant
7102020	07/10/20	Mee, Alisa	Programs - Juv (Friends)	\$ 100.00	229-4229-2407-0000	Friends - Programs
8012020	08/01/20	Moe, Jill	Programs - Juv (Adult)	\$ 620.02	229-4229-2407-0000	Friends - Programs
78893	08/04/20	Menards	Janitorial Supplies	\$ 20.12	230-4231-2102-0000	Janitorial Supplies
78908	08/04/20	Menards	Janitorial Supplies	\$ 324.81	230-4231-2102-0000	Janitorial Supplies
78837	08/03/20	Menards	Janitorial Supplies	\$ 89.42	230-4231-2102-0000	Janitorial Supplies
8182020	08/18/20	Midwest Tape	Materials - Music	\$ 31.78	230-4230-2402-0000	Audio
8182020	08/18/20	Midwest Tape	Materials - AV	\$ 377.87	230-4230-2408-0000	Film/Video
8182020	08/18/20	Midwest Tape	Materials - Processing	\$ 83.62	230-4230-3404-0000	Processing Fee
787672	07/31/20	ECM Publishers	Board Meeting Notice	\$ 23.70	230-4230-3400-0000	Printing and Publishing
8012020	08/01/20	Roden, Netanya	Supplies	\$ 5.88	230-4230-2101-0000	General Supplies
122739060	08/03/20	Uline Inc	Curbside Supplies (COVID)	\$ 407.60	281-4281-4093-0230	COVID - Library
		<b>INVOICES SUBTOTAL</b>		<b>\$ 23,476.07</b>		
<b>CREDIT CARD</b>						
414056A	6/6/2020	Acorn Naturalists	Materials - Nature Backpacks (Friends)	\$ 215.55	235-4235-2101-0000	Library Donations Materials
31077	6/10/2020	Candyland	Programs - Adult SRP Rewards (SPLF)	\$ 30.00	232-4232-2407-0000	SPLF - Programs
113753	6/11/2020	Cooks of Crocus Hill	Programs - Adult SRP Rewards (Friends)	\$ 75.00	229-4229-2407-0000	Friends - Programs
WEB102609813	6/24/2020	Displays2Go	Hygiene Stand Brackets (COVID)	\$ 104.93	281-4281-4093-0230	COVID - Library
1584589	6/18/2020	Kahoot! AS	Virtual Programming App (COVID)	\$ 120.00	281-4281-4093-0230	COVID - Library
GCHV209418	6/10/2020	Lift Bridge Brewing Co	Programs - Adult SRP Rewards (SPLF)	\$ 28.00	232-4232-2407-0000	SPLF - Programs
856	6/11/2020	Mikes Electric Bikes	Programs - Adult SRP Rewards (Friends)	\$ 45.00	229-4229-2407-0000	Friends - Programs
12015231	6/11/2020	Modern Roots	Programs - Adult SRP Rewards (Friends)	\$ 30.00	229-4229-2407-0000	Friends - Programs
6112020	6/11/2020	National Trust For Historic Preservation	Materials - Periodicals	\$ 20.00	230-4230-2403-0000	Periodicals
6112020	6/11/2020	River Market Co-Op	Programs - Adult SRP Rewards (Friends)	\$ 30.00	229-4229-2407-0000	Friends - Programs
10212773	6/10/2020	Sara's Topsy Pies	Programs - Adult SRP Rewards (Friends)	\$ 25.00	229-4229-2407-0000	Friends - Programs
141856	6/15/2020	ShopPopDisplays	Acrylic Barriers (COVID)	\$ 498.54	281-4281-4093-0230	COVID - Library
55589103	6/10/2020	St. Croix Valley Segway	Programs - Adult SRP Rewards (SPLF)	\$ 39.34	232-4232-2407-0000	SPLF - Programs
55589103	6/10/2020	St. Croix Valley Segway	Programs - Adult SRP Rewards (Friends)	\$ 45.46	229-4229-2407-0000	Friends - Programs
2815261	6/10/2020	TechSoup	Materials - Hotspots (SPLF)	\$ 165.00	232-4232-2113-0000	SPLF - Materials
345567	6/11/2020	Valley Bookseller	Friends - Adult SRP Rewards (Friends)	\$ 40.00	229-4229-2407-0000	Friends - Programs
345567	6/11/2020	Valley Bookseller	Friends - Juv SRP Rewards (Friends)	\$ 90.85	229-4229-2407-0000	Friends - Programs
345567	6/11/2020	Valley Bookseller	Friends - Juv SRP Rewards (Friends)	\$ 9.15	232-4232-2113-0000	SPLF - Materials
INV28126121	6/27/20	Zoom Video Communications	Zoom (COVID)	\$ 16.06	281-4281-4093-0230	COVID - Library
		<b>CREDIT CARD SUBTOTAL</b>		<b>\$ 1,627.88</b>		
<b>SPECIAL BILL PAYOUTS</b>						
3700-20011	7/31/2020	LeVander, Gillen & Miller	Legal Consultation - Face Masks	\$ 124.00	230-4230-3099-0000	Other Professional Services
27917	8/4/2020	Heritage Printing	Summer Newsletter	\$ 605.00	230-4230-3400-0000	Printing and Publishing
		<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		<b>\$ 729.00</b>		
<b>GRAND TOTAL</b>				<b>\$ 25,832.95</b>		

Submitted for payment

Mark Troendle, Library Director

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: July 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 – July 31, 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 – made in August – is not yet appearing on the budget status.</li> <li>\$16,473 was expended in MIS Computer Equipment capital funds through July. This was for the replacement of the children’s self-check machine and the upgrade of the three remaining self-checks</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: Wedding and meeting revenue was projected at \$113,000 for 2020. \$685 has been received through July. Projections indicate that an additional \$7,637 may be expected from events in 2020. This leaves a \$104,678 loss in rental income. If the board decides to fully or partially refund cancellation requests, the loss amount will increase.</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 \$495,934.17 through July and are running under the budgeted pace of \$531,156.14.</li> <li>Operating – Supplies &amp; Materials: \$45,307.13 in material invoices were paid through July, which is 40% of the \$109,260 collection budget.</li> <li>Operating –Services &amp; Charges: <ul style="list-style-type: none"> <li>Other Professional Services: <ul style="list-style-type: none"> <li>Professional service expenditures totaled \$10,015.20 through July, with \$2,679.50 paid to the city attorney and \$7,336 to One23.</li> <li>In 2020, \$37,750 was budgeted for the One23 contract. Initial projections indicate that a total of \$20,530 will be paid to One23; however, only \$11,366 will be charged to Other Professional Services. The remaining \$9,164.00 was funded by a Foundation grant. This results in \$26,384 in savings for the city budget for One23 expenses.</li> </ul> </li> <li>Seminar/Conference Fees: \$7,800 was budgeted for seminars and conferences in 2020 with \$1,023.72 spent to date. Due to the impact of COVID on conferences and travel, the library does not expect to use this full budget in 2020.</li> <li>Maintenance Agreements/Computer Maintenance Agreements: Maintenance agreement expenditures total \$21,705.36. \$19,661.31 was the Bibliotheca payment for the annual maintenance of the sorter, selfchecks and RFID pads in January 2020.</li> </ul> </li> </ul>	

- Plant – Personnel Services: Personnel expenditures total \$63,167.58 through July. Expenditures are running slightly under budgeted pace.
- Plant – Supplies: Plant supply expenditures total \$3,648.28, which is 47% of the \$7,800 budget. Increased janitorial and building repair supply expenditures occurred during the library closure as maintenance staff have had the opportunity to tackle repair projects.
- Plant – Services and Charges: \$11,324.15 has been paid for building repair charges through July, which is 45% of the \$25,000 budget. Significant repair invoices were received in August which will bring projected expenditures to \$19,347 next month.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

**2020 July Budget Status Report**

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

# General Ledger

## Budget Status

User: kgoeltl  
 Printed: 9/1/2020 - 2:33 PM  
 Period: 1 to 7, 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	16,473.00	16,473.00	16,827.00	0.00	16,827.00	50.53
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	39,843.00	39,843.00	55,157.00	0.00	55,157.00	58.06
	Expense Sub Totals:	95,000.00	39,843.00	39,843.00	55,157.00	0.00	55,157.00	58.06
	Dept 4230 Sub Totals:	95,000.00	39,843.00	39,843.00	55,157.00	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	39,843.00	39,843.00	55,157.00	0.00	55,157.00	58.06
	Fund 120 Sub Totals:	95,000.00	39,843.00	39,843.00	55,157.00	0.00		
	Revenue Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Totals:	95,000.00	39,843.00	39,843.00	55,157.00	0.00	55,157.00	58.06
	Report Totals:	95,000.00	39,843.00	39,843.00	55,157.00	0.00		

# General Ledger

## Budget Status



User: kgoeltl  
 Printed: 9/1/2020 - 2:22 PM  
 Period: 1 to 7, 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	1,285.84	1,285.84	214.16	0.00	214.16	14.28
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	242.00	242.00	-242.00	0.00	-242.00	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	161.59	161.59	-161.59	0.00	-161.59	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	4,161.43	4,161.43	8,258.57	0.00	8,258.57	66.49
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,353,200.00	789,366.69	789,366.69	563,833.31	0.00	563,833.31	41.67
230-0000-3910-0232	Transfer In-Library Fundraiser	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0404	Transfer In-Co Bonds 2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0405	Transfer In-GO CO Bonds 2005	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0412	Transfer In-GO CO Bonds 2012	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0414	Transfer In-GO CO Bonds 2014	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0415	Transfer In-2015 GO CO Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0416	Transfer In-CO Bonds 2006	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0420	Transfer In-Co Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00

# General Ledger

## Budget Status



User: kgoeltl  
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 Period: 1 to 7, 2020

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
	<b>R45 Sub Totals:</b>	<b>1,353,200.00</b>	<b>789,366.69</b>	<b>789,366.69</b>	<b>563,833.31</b>	<b>0.00</b>	<b>563,833.31</b>	<b>41.67</b>
	<b>Revenue Sub Totals:</b>	<b>1,485,820.00</b>	<b>796,060.36</b>	<b>796,060.36</b>	<b>689,759.64</b>	<b>0.00</b>	<b>689,759.64</b>	<b>46.42</b>
	<b>Dept 0000 Sub Totals:</b>	<b>-1,485,820.00</b>	<b>-796,060.36</b>	<b>-796,060.36</b>	<b>-689,759.64</b>	<b>0.00</b>		
Dept 230-4230	<b>LIBRARY OPERATIONS</b>							
E05	<b>PERSONNEL SERVICES</b>							
230-4230-1000-0000	Full Time Salaries	415,990.56	92,001.62	92,001.62	323,988.94	0.00	323,988.94	77.88
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	13,207.30	13,207.30	-13,207.30	0.00	-13,207.30	0.00
230-4230-1113-0000	Vacation Pay	0.00	14,653.51	14,653.51	-14,653.51	0.00	-14,653.51	0.00
230-4230-1200-0000	Part Time Salaries	350,945.44	274,116.18	274,116.18	76,829.26	0.00	76,829.26	21.89
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	28,278.64	28,278.64	29,241.56	0.00	29,241.56	50.84
230-4230-1420-0000	FICA/Medicare	58,108.36	29,892.73	29,892.73	28,215.63	0.00	28,215.63	48.56
230-4230-1500-0000	Hospital / Medical	88,359.48	41,220.02	41,220.02	47,139.46	0.00	47,139.46	53.35
230-4230-1520-0000	Dental Insurance	2,684.40	2,224.14	2,224.14	460.26	0.00	460.26	17.15
230-4230-1540-0000	Life Insurance	622.68	260.65	260.65	362.03	0.00	362.03	58.14
230-4230-1990-0000	Grant Pass Thru	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>E05 Sub Totals:</b>	<b>974,231.12</b>	<b>495,934.17</b>	<b>495,934.17</b>	<b>478,296.95</b>	<b>0.00</b>	<b>478,296.95</b>	<b>49.09</b>
E10	<b>SUPPLIES</b>							
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	2,924.24	2,924.24	1,575.76	0.00	1,575.76	35.02
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	441.50	441.50	2,558.50	0.00	2,558.50	85.28
230-4230-2400-0000	Childrens Books	21,010.00	5,454.37	5,454.37	15,555.63	0.00	15,555.63	74.04
230-4230-2401-0000	Adult Books - Fiction	21,450.00	8,269.87	8,269.87	13,180.13	0.00	13,180.13	61.45
230-4230-2402-0000	Audio	15,400.00	5,637.34	5,637.34	9,762.66	0.00	9,762.66	63.39
230-4230-2403-0000	Periodicals	4,900.00	3,957.73	3,957.73	942.27	0.00	942.27	19.23

# General Ledger

## Budget Status



User: kgoeltd  
 Printed: 9/1/2020 - 2:22 PM  
 Period: 1 to 7, 2020

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4230-2405-0000	Adult Books - Non Fiction	20,350.00	10,383.83	10,383.83	9,966.17	0.00	9,966.17	48.97
230-4230-2406-0000	Teen Books - Materials	5,500.00	1,193.03	1,193.03	4,306.97	0.00	4,306.97	78.31
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	2,678.64	2,678.64	5,571.36	0.00	5,571.36	67.53
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	45,307.13	45,307.13	70,102.87	0.00	70,102.87	60.74
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	10,700.00	2,588.00	2,588.00	8,112.00	0.00	8,112.00	75.81
230-4230-3099-0000	Other Professional Services	53,268.00	9,891.50	9,891.50	43,376.50	0.00	43,376.50	81.43
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	426.87	426.87	1,073.13	0.00	1,073.13	71.54
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	4,304.68	4,304.68	9,695.32	0.00	9,695.32	69.25
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	1,404.41	1,404.41	22,095.59	0.00	22,095.59	94.02
230-4230-3713-0000	Computer Maint Agreements	0.00	20,300.95	20,300.95	-20,300.95	0.00	-20,300.95	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	40,083.61	40,083.61	82,413.51	0.00	82,413.51	67.28
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	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-4099-0000	Miscellaneous Charges	3,000.00	309.41	309.41	2,690.59	0.00	2,690.59	89.69
	E20 Sub Totals:	4,825.00	1,227.89	1,227.89	3,597.11	0.00	3,597.11	74.55
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



# General Ledger

## Budget Status



User: kgoeltd  
 Printed: 9/1/2020 - 2:22 PM  
 Period: 1 to 7, 2020

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	E35 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	1,216,963.24	582,552.80	582,552.80	634,410.44	0.00	634,410.44	52.13
	Dept 4230 Sub Totals:	1,216,963.24	582,552.80	582,552.80	634,410.44	0.00		
Dept 230-4231 E05	LIBRARY PLANT 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	1,730.94	1,730.94	-1,730.94	0.00	-1,730.94	0.00
230-4231-1113-0000	Vacation Pay	0.00	4,065.24	4,065.24	-4,065.24	0.00	-4,065.24	0.00
230-4231-1200-0000	Part Time Salaries	14,937.00	25,677.27	25,677.27	-10,740.27	0.00	-10,740.27	0.00
230-4231-1410-0000	PERA	7,089.49	3,263.37	3,263.37	3,826.12	0.00	3,826.12	53.97
230-4231-1420-0000	FICA/Medicare	7,557.33	3,330.05	3,330.05	4,227.28	0.00	4,227.28	55.94
230-4231-1500-0000	Hospital / Medical	13,077.00	10,827.23	10,827.23	2,249.77	0.00	2,249.77	17.20
230-4231-1520-0000	Dental Insurance	757.80	625.82	625.82	131.98	0.00	131.98	17.42
230-4231-1540-0000	Life Insurance	87.00	51.89	51.89	35.11	0.00	35.11	40.36
230-4231-1990-0000	Grant Pass Thru	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E05 Sub Totals:	127,357.20	63,167.58	63,167.58	64,189.62	0.00	64,189.62	50.40
E10	SUPPLIES							
230-4231-2101-0000	General Supplies	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
230-4231-2102-0000	Janitorial Supplies	4,500.00	1,442.36	1,442.36	3,057.64	0.00	3,057.64	67.95
230-4231-2202-0000	Building Repair Supplies	1,500.00	2,205.92	2,205.92	-705.92	0.00	-705.92	0.00
230-4231-2203-0000	Furn/Air Cond Repair Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-2302-0000	Other Minor Equipment	800.00	0.00	0.00	800.00	0.00	800.00	100.00
	E10 Sub Totals:	7,800.00	3,648.28	3,648.28	4,151.72	0.00	4,151.72	53.23
E15	SERVICES AND CHARGES							
230-4231-3002-0000	Contractual	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-3099-0000	Other Professional Services	4,000.00	0.00	0.00	4,000.00	0.00	4,000.00	100.00
230-4231-3101-0000	Telephone	1,700.00	718.50	718.50	981.50	0.00	981.50	57.74
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	15,557.40	15,557.40	30,642.60	0.00	30,642.60	66.33
230-4231-3601-0000	Natural Gas	13,200.00	6,606.22	6,606.22	6,593.78	0.00	6,593.78	49.95
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

# General Ledger

## Budget Status

User: kgoeltd  
 Printed: 9/1/2020 - 2:22 PM  
 Period: 1 to 7, 2020



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
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
	E15 Sub Totals:	132,600.00	40,801.95	40,801.95	91,798.05	0.00	91,798.05	69.23
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	430.64	430.64	669.36	0.00	669.36	60.85
	E20 Sub Totals:	1,100.00	430.64	430.64	669.36	0.00	669.36	60.85
E40	OTHER FINANCING USES							
230-4231-9490-0000	Transfer Out-Cap Proj Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E40 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	268,857.20	108,048.45	108,048.45	160,808.75	0.00	160,808.75	59.81
	Dept 4231 Sub Totals:	268,857.20	108,048.45	108,048.45	160,808.75	0.00		
Dept 230-4900	IMPROVEMENT PROJECTS							
E15	SERVICES AND CHARGES							
230-4900-3099-0000	Other Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E25	CAPITAL OUTLAY							
230-4900-5200-0000	C/O & Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 4900 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
	Fund Revenue Sub Totals:	1,485,820.00	796,060.36	796,060.36	689,759.64	0.00	689,759.64	46.42
	Fund Expense Sub Totals:	1,485,820.44	690,601.25	690,601.25	795,219.19	0.00	795,219.19	53.52
	Fund 230 Sub Totals:	0.44	-105,459.11	-105,459.11	105,459.55	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>Library Reopening 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:	
<p><b>BACKGROUND/CONTEXT:</b></p> <p>On August 26, the library moved to the Express Services phase of reopening. During Express Services, patrons are welcome into the building for short visits of 60-minutes or less to browse, check out materials, use a computer, and copy, print or scan. Express hours are Wednesdays from 1 PM – 7 PM and Saturdays from 10 AM – 2 PM. Face masks and social distancing are required of all staff and patrons. No appointments are required to use Express Services. Following is an activity summary for the first three days open:</p> <ul style="list-style-type: none"> <li>• Wednesday, August 26: 182 patrons</li> <li>• Saturday, August 29: 143 patrons</li> <li>• Wednesday, September 2: 247 patrons</li> </ul> <p>The library also continued to offer contactless curbside pick-up with service available on Tuesdays from 10 AM – 2 PM and Thursdays from 1 PM – 7 PM. Appointments are required. Curbside volume remained steady with more than 100 registrations each day on August 25, August 27, September 1 and September 3.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>2021 Budget 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:	
<p><b>BACKGROUND/CONTEXT:</b></p> <p>On August 18, 2020, City Administrator McCarty presented the preliminary 2021 budget recommendations to the Council, which included two levy impact alternatives (0% levy adjustment and +2.26% levy adjustment). The operating budget slide for the library showed the 0% levy budget and the library’s requested 3% increase. The capital budget proposed for the library by City Administrator McCarty was \$45,000. The library’s requested capital amount was \$92,200. At the meeting, Director Troendle discussed the library’s variance in revenues and service expenditures due to changes in special events.</p> <p>On September 1, 2020, City Administrator McCarty presented updated 2021 budget recommendations to the Council. The operating budget slide for the library showed the library’s 2021 <i>requested</i> increase of 3%. The library’s <i>proposed</i> 2021 increase by the City Administrator was also 3%. The library’s proposed 2021 capital outlay remained at \$45,000. At the meeting, Director Troendle addressed additional Council’s inquiries about library event revenues and expenditures in 2021 and the future of events at the library.</p> <p>During the City Council’s September 1 budget workshop discussion, a Councilmember asked City Administrator McCarty whether the cost of retiree health insurance for library employees is reflected in the aggregate budget or whether that is part of the library’s budget. McCarty explained that all retirees are grouped together. A follow-up question was asked as to whether it would be more transparent to have that cost reflected in the library’s budget, to which the City Administrator essentially replied that additional discussion can occur at the next Council meeting.</p> <p>City Administrator McCarty is planning to bring the proposed 2021 budget back to Council for further discussion on September 15, 2020. Once a final operating and capital budget is approved by the Council, the library then will begin adjusting specific line items to meet overall budgetary totals. Staff will work with the Facilities and Finance committees to prepare revised budgets for board review and discussion. Capital budget work will need to occur in conjunction with IT.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Special Events Update &amp; Refund Requests</b>	
OWNER: <b>Troendle, Director</b>	PRESENTER: <b>Troendle, Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Consideration of deposit refund requests for canceled events</b>	
BACKGROUND/CONTEXT: In August, two ceremonies (both under 100 attendees) were held at the library. Guests complied with face mask requirements. The library received one neighbor complaint due to a wedding guest/vendor parked incorrectly in the paved driveway that was blocking traffic.  The following events are scheduled for September and October: September 4: Reception, guest count 50 September 5: Ceremony and reception, guest count 90 September 19: Ceremony, guest count TBD October 10: Ceremony (12-4 PM); Ceremony and reception (4-10 PM), guest count TBD October 24: Ceremony, guest count TBD  One23 also received requests from the following clients for deposit refunds for cancelled events. Clients have been informed that One23 has not been giving refunds for deposits, but that their requests will go to the library board for consideration. <ul style="list-style-type: none"> <li>• August 8, 2020: Client canceled event due to COVID concerns. The couple had originally booked a 2019 event with Sandy. They decided to postpone the wedding until 2020 as the father of the bride fell off a ladder and subsequently passed away. The client made their initial deposit of \$825 to the library.</li> <li>• October 24, 2020: Client canceled event due to COVID concerns. This was the second of two ceremonies scheduled on that date. The client does not want to rebook for a future date and is requesting a refund. The client made a deposit of \$2,000 to One23 in 2019. \$1,000 of the deposit was paid out to the library.</li> <li>• June 26, 2021: Client canceled event as the couple is no longer together. The client made a deposit of \$2,000 to One23 in 2019. \$1,000 of this deposit was paid out to the library. One23's cancellation policy is that the initial deposit is non-refundable. Initial deposit to be returned if the venue is rebooked on original date for equal rental value (minus \$250 admin fee). The client is asking for a refund since we are not booking future events.</li> </ul> In addition, the library directly received a request for a deposit refund for a fundraising event scheduled on September 20, 2020, for the Lyn Olson Medical Crisis Program. The client canceled the event due to COVID. The deposit of \$400 was paid to One23 in 2019. \$200 was paid out to the library.  For a legal perspective, Director Troendle consulted with City Attorney Kori Land: <ul style="list-style-type: none"> <li>• For the August 8, 2020 event, an event that was entirely booked by the library, per 3.1.3.b.3, the library gets to keep the deposit. So, it would be the Library's decision to refund it.</li> <li>• For the weddings that were cancelled but a deposit was made, technically, it is nonrefundable, however, so any refund would be at the library's discretion and likely be just the library's portion (\$1,000).</li> </ul>	

From a financial perspective, the library is projecting event revenue to be about \$8,300 in 2020, which is almost \$105,000 under budget. Due to the termination of our contract with One23 and grant funding from the Foundation, professional services savings are projected to be about \$26,000. The library does anticipate significant savings in personnel services due to reduced staffing due to COVID closure and delayed hiring of open staff positions.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>2021 Health Insurance Opt-Out Program</b>	
OWNER: <b>Troendle, Director</b>	PRESENTER: <b>Troendle, Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Consideration of participation in city-initiated health insurance opt-out program for 2021 if the program is a part of the city's final budget.</b>	
BACKGROUND/CONTEXT: <p>On October 1, 2019, the City Council approved the city's request to pilot a 2020 health insurance opt-out program for city employees. The opt-out offered benefits-eligible employees \$250 per month (taxable), prorated based on hours worked, in lieu of enrolling in the SWWC Blue Cross Blue Shield group health insurance benefit. Employees interested in the opt-out were required to provide proof that they were covered by a partner's group health insurance benefit for 2020. If proof was provided, and coverage provided through the City waived, then the individual was eligible for a \$250 monthly payment from the City starting in January 2020. Eligible employees who have waived coverage in prior years received payment for continuing to opt-out if they provided required proof of insurance.</p> <p>The city offered the opt-out as a one year pilot and acknowledged the possible risks of the program:</p> <ul style="list-style-type: none"> <li>• SWWC Blue Cross Blue Shield reserves the right to re-underwrite plan if eligible active contracts change by more than 10% from initial proposal (equivalent of nine (9) individuals moving off the plan).</li> <li>• Eligible required active participation by employees in group health insurance is 50%.</li> <li>• Current preferred loss ratio is 80% (actual costs paid vs. premium received); losing contracts could spread the risk among a smaller group and may make the loss ratio more difficult to meet; rate increases could follow.</li> </ul> <p>In November, 2019, the library board considered participation in the pilot program and voted to table the decision for a year to see how the option played out with city employees and the rates. Eight city employees participated in the opt-out program in 2020. One of the eight moved off of the plan. The remaining seven employees waived coverage in prior years and continued to waive coverage in 2020 with proof of insurance through their spouse/partner.</p> <p>Although the city's budget isn't finalized, the city has included the health insurance opt-out program in the proposed 2021 budget. Employees would make opt-out decisions as part of the open enrollment period in October and November. For this option to be available to library employees, the trustees need to review and approve the opt-out. Any approval of an opt-out option should be contingent upon the city continuing to offer the benefit to city employees in 2021.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	



## Report from the Library Director, Mark Troendle

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### Major Accomplishments

- Attended and answered questions posed at City Council budget workshop sessions on August 18 and September 1, along with Library Board President Maureen Bell.
- Continued to coordinate with staff to prepare for reopening to in-person visits on August 26, the first time the library has welcomed patrons back into the building to browse the stacks or use an internet station in more than five months due to the pandemic. Two all-staff meetings were held on the terrace in advance of opening to talk through procedures, scenarios, answer questions and get feedback to try to make this new Express Services phase go as smoothly as possible. We're still providing high-quality service, but the realities of social distancing, face masks and physical barriers necessitate that *how* services are provided will be somewhat different than before COVID.
- Shared with the Workplace of Tomorrow team (a city COVID planning group) the library's initial experience of reopening, as well as various documentation including a decision tree and exposure protocol used by another organization that could be a helpful resource with some modifications.
- As noted in the Facilities Committee report, masonry repairs have been completed above the 3<sup>rd</sup> Street entrance. Very happy to report that the Margaret Rivers Fund has generously donated \$3,000 to help offset additional repair costs when it was learned that proper flashing had not been installed during the original construction. For future planning, Building Restoration Corporation will develop a work scope and projected budget for remaining exterior repairs.

### Heads-Up

- The Friends of the Library will not attempt to have a fall book sale this year.
- The Stillwater Public Library Foundation is planning a "For the Love of the Library" virtual event, tentatively scheduled for November 17 or 18. The purpose will be to raise funds and grow the demographic. Rich Sommer will host the event, which has gratitude as its theme.
- City IT is investigating how to best expand the library's exterior Wi-Fi footprint.

### Near-Term Future Focus

- Coordination with the Library Foundation on their mid-November event.
- Coronavirus (COVID-19) planning elements.
- Coordination with One23 Events on remaining events.

Two examples of various new signage throughout the library



Limited storage room requires using open floor space as a staging area



Seven new book returns with lockable tops were purchased to quarantine materials for 72 hours



## Report from the Information Services Supervisor, Aurora Jacobsen

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### Public Services

#### Circulation, Adult Programming and Reference

##### August Programs:

- We had 346 total submissions for our Adult Summer Reading Club this summer. Since we switched from about 95% of our submissions being paper forms in 2019 to about 15% of the submissions being submitted on paper in 2020, we found the amount of interest to be surprising.
- Connect through Books, a Virtual Book Club, had 1 attendee.
- A book discussion about Lab Girl had 12 attendees to discuss the book. Heather Rutledge from ArtReach moderated the discussion.
- The library hosted multiple presenters for another Big Read program, The War on Science, because the library's Wi-Fi is better than many presenters had in their home. Jesse from IT was kind enough to remove some throttling to ensure the bandwidth was sufficient. Shawn Otto, the presenter was set-up in front of a library fireplace, and the contrast of what the library provided: modern technology and a traditional library setting, was especially fun to provide.

##### Circulation

- We are all happy that Curbside is still an option and have received a lot of positive feedback from our patrons. The process had continual revisions, with input from Aurora and Keri, throughout the summer to ensure demand was met. Staff was amazing through the summer.
- Circulation/Tech Services staff continue to stay busy, sending out a record 29 bins of materials to the branches of Washington County libraries. Amazingly, the record was accomplished more than once in August.
- Shelters are heading back to high school and off to college... everyone worked extremely hard this summer.
- After a 5 month break, it is fun to see all the children again and how much they have grown!
- A big welcome to Cindy Selnes, who was hired August 3<sup>rd</sup>. We are excited for her ESL expertise, in addition to the work she's already done as a substitute at the library.
- We are also grateful to the Board for their consideration in reopening the library safely for our patrons and staff. It has been very helpful to have Mark and the Board at the entrance points to help monitor and greet our patrons at this time.

##### Reference

- Reference Staff prepared 46 book bundles in August. Despite the fact that families have an opportunity to browse once again, the bundles remain popular for families looking for a variety of materials.
- Reference staff put a considerable amount of time into preparation for reopening. The biggest consideration has been how to reconfigure public computing to best meet the Express Services model of reopening. There were also handouts and fliers that needed updating, especially anything with library hours.
- Aurora attended the Operations Committee meeting of Washington County Libraries to get updates on future projects. One of the interesting experiments they conducted this summer was a cost per checkout model in OverDrive that allows the library to pay per use rather than buying a copy outright. This works particularly well for specific titles for things like book groups or

subjects with sudden interest. Washington County switched to this model for *White Fragility* and a few other anti-racist titles after the death of George Floyd and found it a cost effective way to get the title into as many hands as possible.

Upcoming in September:

- Connect through Books, a Virtual Book Club, is being held on September 14<sup>th</sup>.
- How to Grow the Best Garlic on September 19<sup>th</sup>.
- Making Art For Social Change on September 24<sup>th</sup>.

## Report from the Youth Services Supervisor, Angela Petrie

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

- Storytimes – on hiatus
- Vendor programs
  - *The Mike Wohnoutka and David LaRochelle Show* – (MELSA recorded program)
  - *Virtual Art for Kids in grades K-5: Sea Otters on Water* – (MN Arts and Cultural Legacy)
  - *Take and Make with KidCreate Studio: Hatchimals* – (MELSA funded)
- Family Art Projects – an indeterminate number of participants; images and instructions are posted on Facebook

### Summer Explorer Wrap-Up

This was the first year registration was tracked by asking kids to sign up through a new software. There were more than 250 registered readers with more than 100 collecting reward books so far. A form on the website invited those who only used the paper tracker to let us know so we could arrange reward book distribution. Five young readers won \$20 Valley Bookseller Gift Cards purchased by the library. Families expressed gratitude for offering some normalcy to their life. Notes of gratitude:

You guys are amazing! Thank you so much! Thank you for doing your best despite these crazy times to provide library services to our youth! Kari P.

We have truly missed you all too, including baby bear. Eve and Will could sure use an old fashioned storytime right about now 😊 Meryl D.

Thank you all so much for all you've done to make the kids' Summer so fun! As well as for the ease of checking out and picking up materials for us adults too! I especially LOVED the surprise of the curbside adult crafts you had available. Jennifer D.

### Fall Programming

We procured, after some research and colleague recommendations, equipment to allow for longer term production of virtual storytime content at the library. We will offer a shortened (20 minutes) early literacy program weekly that better balances staff time as we expand our programming to include regular STEM and Art Kits for kids to complete at home. Interspersed throughout the fall will be audio recordings and early literacy tips for baby and toddler caregivers. These concentrated efforts are in response to the strong likelihood that parents will have less time than ever outside work and schooling (regardless of their chosen method).

Through a partnership with Music Together and the Ukulele Storytime Librarian we will offer music literacy programs in the fall. The frequency is yet to be determined. Offering music programs that do not include books means bypassing publisher restrictions which often change. Choosing storytime books continues to be time consuming with many publishers requiring prior written communication.

### Technology

A St. Paul Public Librarian well-versed in producing virtual content using a Macbook/iMovie will come to the library next month to assist with our first on-site recording. She will deliver written documentation to guide staff on the recording, editing, and uploading process. All previous and current Youth Services virtual programs are

being posted to the library's YouTube channel in separate playlists. A link has been added to the website for easy access.

### Collection News

Two birding backpacks are being cataloged and soon will be available for circulation. A new Nature Explorers display unit will house the packs along with relevant books and handouts to encourage outdoor exploration.



Another cute kid photo!



The Meyers family and their *Sea Otters on Water* artwork

## Stillwater Public Library Foundation

Board Meeting – June 26, 2020

Video/Audio Conference

Corrected 7/24/20

Members Present: Amber Dailey-Hebert, Roger Funk, Shawn Glaser, John Gray, Paige Hoyle, Dustin Moeller, Sandy Nicholson, Summer Seidenkranz, Carol Stabenow, Mark Troendle – Alicia Gordon-Macalus, Foundation Manager, and Kevin Sandstrom, Prospective Board Member

1. Welcome – President Shawn Glaser called the meeting to order at 8:30 am. Each attendee shared her or his plans for the July 4<sup>th</sup> holiday.
2. Approval of May Board Meeting Minutes
  - a. It was suggested that the statement “All events have been cancelled through the end of 2020.” be amended to read “All **physical** events have been cancelled through the end of 2020.”
  - b. Alicia explained that the consideration to host virtual events was discussed after the May Board Meeting. Thus, the change should be noted in this meeting’s minutes.
  - c. Motion was made to approve the May Board Meeting minutes as written.  
Summer/Amber/Approved
3. President’s Report
  - a. A donor Shawn spoke with expressed appreciation that the Foundation’s decision to cancel the 2020 Light A Spark celebration was made in the best interest of the community’s health.
  - b. Shawn thanked Board Members for their continued work moving the Foundation forward during these unusual times.
  - c. After further review, Shawn reported that he and Mark did not feel participation in “Imagination Library” (sponsored by Dolly Parton) would fit the Foundation’s mission.
4. Library Director’s Report
  - a. Mark referred board members to the individual Youth Services and Information Services reports included in today’s Board packet.
  - b. The Library Board of Trustees voted to keep the library closed through July 31, 2020. Library staff will work to expand current services.
  - c. When the trustees meet this month (next week) they will review the opening date of 7/31 and make a decision regarding whether or not to extend the date.
  - d. The Board of Trustees is considering options for a limited re-opening of the library. A “walk through” library model is a possible option. This would eliminate library seating (except for computers), encourage shorter visits, and reduce hours to allow for additional cleaning. No in-person programming would take place.

- e. The City has requested two 2021 operating budgets be submitted by all city departments. One would reflect no increase in funding. The other would reflect a 3% increase in funding. Mark is working to find options for the library to meet these targets.
  - f. Routine maintenance and repairs are moving forward. Exterior masonry repairs have not yet begun.
5. Finance Reports
- a. Dustin reviewed the May Balance Sheet and the monthly and YTD Profit/Loss Comparisons.
  - b. Given reduced revenue due to the cancellation of Light a Spark, the Foundation remains in a strong financial position due to a \$100,000 donation. The remainder of this bequest will be received in the coming months. At that time, the Finance Committee will make a recommendation to the Board concerning the best use of the bequest dollars.
  - c. Money donated as sponsorships for Foundation events will be coded as a donation if the event does not take place. Alicia will contact businesses regarding previously made sponsorships.
6. Governance Report
- a. A motion was made to review the current by-laws and create language that would allow the Foundation to use funds for the preservation and improvement of the library's historic building and property. Summer/Amber/Approved
  - b. This proposed change to our by-laws will be presented at our next Board meeting for further discussion and final approval.
  - c. Initial discussion favored such a change as long as the use of funds for preservation and improvement of the building and property remained an option for the Foundation and did not become the Foundation's responsibility.
7. Events and Marketing Report
- a. Light A Spark postcards are being sent to all donors. (See final draft in Board packet.)
  - b. In conversation with Alicia and Summer, Rich ~~Somer~~ Sommer has agreed to 1) create a short video (for use in place of LAS) with a soft ask for donations, 2) create a longer video message highlighting Rich's Stillwater roots and love of the library, and 3) host a virtual event for the Foundation later this year.
  - c. Be creative 😊 and send Summer, Alicia or Shawn your thoughts about what type of virtual event we might ask Rich to host.
8. Foundation Manager Report
- a. The SPLF website has been updated. Please check it out and contact Alicia if you notice any errors.



- b. The Light A Spark letter sent to all donors resulted in just over \$8000 in donations. Many of these donors had not donated to the Foundation for several years.
- c. Alicia noted that the increased use of social media, Thank You postcards to donors and additional Pi Day communications have all contributed to recent donations.
- d. Alicia is verifying that we can keep the Huelsmann grant allocated for Light A Spark since the event has been cancelled.
- e. Alicia continues to work on grant applications to the Anderson Foundation and Margaret Rivers Fund.

9. Board Membership

- a. Motion was made to accept Kevin Sandstrom's application for Board Membership. Kevin is an attorney with the ~~Lammer Eckberg~~ Lammers Eckberg firm. He brings valuable experience as a former Board member for the Chamber of Commerce. Roger/Dustin/Approved

10. Other Business

- a. Grant Requests Approved:
  - i. Motion was made to approve the library's request for a grant to purchase and install plexiglass barriers in the amount of up to \$19,000.  
John/Roger/Approved
  - ii. Motion was made to approve the library's request for \$1750 to purchase Wi-Fi hotspots that will be part of the circulating collection.  
John/Paige/Approved
- b. Social Media Guidelines for the Foundation were reviewed and approved, with the provision that no reference to building preservation or improvement be posted until a corresponding change in by-law language is approved.  
Summer/John/Approved


The meeting adjourned at 10:10 am.

Respectfully submitted,  
Sandy Nicholson


### E-Mail Messages June, 2020

Date	From	Regarding
5/29/20	Alicia	Scheel's Catering
6/4/2020	Jean	May '20 Meeting Minutes Corrected March '19 Annual Meeting Minutes
6/16/2020	Alicia	Requests for Agenda Items


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

-  Finance - May


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-  Agenda - June Board Meeting


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-  Copy of May '20 Meeting Minutes Pages.p...


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-  Library Director - SPLF Grant Request - 20...


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-  Library Director - SPLF Grant Request - 20...


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-  Library Director Report - Information Servi...


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-  Library Director Report - Youth Services - ...

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-  Marketing - proof4 191555 StillwaterLibra...

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-  Marketing - SOCIAL MEDIA GUIDELINES

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

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

1. Welcome - Using the on-line program Go to Meeting, President Shawn Glaser called the meeting to order at 8:35. Members shared how they are doing with the current Covid-19 health crisis.
2. Approval of the June Board Meeting Minutes - The minutes of the June, 2020 meeting were approved as corrected (Summer/Sandy/Approved).
3. Reports
  - a. President- Shawn - Executive Committee
    - Visited with donors who had contributed \$200 or more and expressed appreciation for their contributions
  - b. Library Director – Mark
    - At the July 14 Trustees’ meeting, the Library Board of Trustees decided that the Library would have a phased reopening with reduced hours implementing a walkthrough model with short visits and limited occupancy. The Trustees are scheduled to meet on August 4 to determine the reopening schedule which will likely be on or after August 10/11 with service M,W,S 10-4 and T,Th 1-7. Curbside service will be available at the same time with reduced capacity.
    - The Board has prepared two tentative budget proposals for 2021 for City consideration. The City Council will be meeting on August 18.
    - Foundation-funded Internet Hotspots will be available for patron use soon.
  - c. Governance – Jean
    - There was discussion about the amendment of the Foundation Bylaws, Section 1.2. Under consideration is broadening Foundation support for the Library with the inclusion of providing financial support for the historic building. Before the August meeting, Summer, chair of the marketing/events committee will send Board members a suggestion for the wording for this amendment revision for their input.
  - d. Events & Marketing – Summer
    - Social media posts are being resumed on the SPLF website and Facebook Page.
    - Rich Sommer’s video is on Foundation’s website.
    - The committee is working on upcoming virtual events.
  - e. Foundation Manager – Alicia
    - Grants -
    - She is working on Second Quarter Report for the Huelsmann Grant.
    - She met with Brad Kruse to discuss the Hugh J. Andersen Grant.

- Plans to reapply for the grant
- The grantors interest is in supporting long-term plans including ways to partner with the Bayport Public Library.
- Our request may be put into their November Grant Cycle.
- Margaret Rivers Grant – They are requesting less expensive options in order to meet immediate needs.

Marketing/Virtual Events

- Rich Sommer’s video is gaining popularity – a second one is being considered.
- Investigation for a video production company to develop a production for a virtual fundraising event with the theme of gratitude that would be combined with Give to the Max, scheduled Nov. 17-19, 2020 is underway.
- Alicia met with Eidecom who gave an initial proposal of \$10,000 for creating a production for a quality video event.

Contributions

- Light a Spark - 142 donors contributed about \$18,000 from that outreach.
- Facebook – A recent new donor’s monthly contribution was matched by his employer.
- Kowalski’s - The SPLF donation box is no longer there – Alicia will investigate to find out the reason.

Other

- Alicia has created group e-mail address lists for each committee.
- The Board Calendar has been up-dated with standing meetings and is on the Google Drive
- Susie Danielson, the Volunteer Coordinator, will submit regular reports to Alicia.
- Sandy Ellis will check with the Stillwater Area High School to see if they have a list of famous graduates that could be contacted

f. Finance - Dustin

- Balance Sheet – is looking strong.
  - Mark will use the Donor Restricted funds.
  - As the FSB Checking balance increases, opportunities for utilizing/investing will be investigated and recommendations will be made.
- Profit & Loss YTD Comparison
  - Alicia’s efforts are broadening the base of donors.
  - Marketing is doing a great job of maintaining the donor base.

4. Adjournment - The meeting was adjourned at 10:00 a.m.

Respectfully submitted,  
Jean Morse, Secretary

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

E-Mail Messages for July, 2020

<b>Date</b>	<b>From</b>	<b>Regarding</b>
7/14/20	Jean	June 2020 Meeting Minutes Corrected May Meeting Minutes
7/15/20	Shawn	SPLF July Board Meeting Invitation
7/15/20	Alicia	SPLF July Board Meeting Invitation
7/21/20	Alicia	Board Meeting Packet
7/24/20	Carol	July Board Meeting
7/24/20	Alicia	July Board Meeting (2 Messages)

- Documents on Google Drive July, 2020  
(drive.google.com)



June Finance



Agenda - July Board Meeting



Approval Needed - SPLF June 2020 Minutes.pdf



Foundation Manager.pdf



Library Director Report - Information Services - July 2020.docx



Library Director Report - Youth Services - July 2020.docx

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**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Executive Committee Report</b>	
OWNER: <b>Executive Committee</b>	PRESENTER: <b>Bell, President</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: <b>SPL Executive Committee</b> <b>August 11, 2020, 10 a.m., via Zoom, Meeting Notes</b> <b>Present: Bell, Lockyear, Richie, Troendle</b>  <b>One23 Contract</b> <ul style="list-style-type: none"> <li>• Discussed contract provisions             <ul style="list-style-type: none"> <li>○ One23 now has signed the amendment and waivers.</li> <li>○ \$3500 payment due to the library is still outstanding.</li> </ul> </li> <li>• Mark will consult with the City Attorney re options and possible recommendation for board action. <i>(Update: The \$3500 payment was received later in August.)</i></li> </ul> <b>Events Task Force</b> <ul style="list-style-type: none"> <li>• Considered this draft statement of qualifications for community members: <i>Experience in business, events management, government, non-profits, or volunteer organizations that provide programs or services to the public would be helpful.</i></li> <li>• Brainstormed suggestions of names to be forwarded to the Events Task Force for consideration.</li> </ul> <b>Reopening Plans</b> <ul style="list-style-type: none"> <li>• Mark provided a detailed update on staff discussions about implementing the board’s decision to reopen the library with limited hours and services sometime later this month. For various reasons, such as availability of IT staff support from the City, the tentative reopening date of August 17 will be pushed back for about a week.</li> <li>• Clarified the use of metrics and other decision-making criteria.</li> <li>• Considered development of scenarios covering:             <ul style="list-style-type: none"> <li>○ If a staff member is diagnosed/exposed, then...</li> <li>○ If case ratios increase to a higher risk level before the library reopens, then...</li> <li>○ If case ratios increase to a higher risks level after the library reopens, then...</li> </ul> </li> <li>• Discussed the potential of reimbursement from state funds for eligible COVID-related expenses.</li> </ul>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**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>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>  <b>SPL Facilities Committee</b>  <b>August 14, 2020, 4:00 p.m., 4<sup>th</sup> ST lawn, Meeting Notes</b>  <b>Present: Carlsen, Cox, Lockyear, Troendle</b></p> <p>Committee had an initial meeting with one landscape designer to discuss future possible enhancements to the 4<sup>th</sup> ST lawn. Meetings with two more have been scheduled for September 11. Concepts shared with the designer prior to the meeting are noted below.</p> <p><b>GENERAL “WOULD REALLY LIKE TO HAVE” ELEMENTS</b></p> <ul style="list-style-type: none"> <li>* Educational elements: Butterfly, pollinator, musical or rain gardens; learning structures</li> <li>* Historically appropriate foundation plantings</li> <li>* Low (or manageable) maintenance</li> <li>* Shade (at least some via trees)</li> <li>* Seating for individuals, small groups (6-10) and larger groups (could just be lawn space)</li> <li>* Plantings or barriers to prevent “dashes to the street” near children-focused areas</li> <li>* The ability to phase the project</li> </ul> <p><b>ADDITIONAL IDEAS THAT HAVE BEEN DISCUSSED</b></p> <ul style="list-style-type: none"> <li>* Gnome or fairy garden</li> <li>* Sculpture</li> <li>* A “WOW” feature</li> <li>* Exercise (Tai Chi, Yoga) area</li> <li>* Bike repair station</li> <li>* Space for acoustical music events or literary readings</li> <li>* Labyrinth or maze</li> <li>* Literary exercise course (Run, climb, read)</li> <li>* Outdoor Wi-Fi access</li> </ul> <p>Other updates shared later via email:</p> <ul style="list-style-type: none"> <li>A. Masonry repairs above the 3<sup>rd</sup> ST entrance were successfully completed on August 21. Proper through-wall flashing was installed and much brickwork was replaced. The area repaired is now protected against water intrusion. The library and its foundation collaborated on a grant to the Margaret Rivers Fund to help pay for the additional masonry costs incurred. The Margaret Rivers Fund generously donated \$3,000 to the overage of \$6,326.63.</li> <li>B. The City’s proposed 2021 capital budget for the library now stands at \$45,000. The initial request was for \$92,200.</li> <li>C. The committee is considering whether to add bi-polar ionization technology to the library’s HVAC system as an added step in cleaning the air.</li> </ul>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Library Events Task Force Report</b>	
OWNER: <b>Library Events Task Force</b>	PRESENTER: <b>Library Events Task Force</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT:  <b>Library Events Task Force Meeting Notes</b> <b>August 14, 2020, 10 a.m., via Zoom</b> <b>Present: Bell, Hemer, Goeltl, Lockyear, Troendle</b>  Bell and Troendle met with members of the Library Events Task Force to discuss the charge and the overall the work that the task force was undertaking. The group reviewed a pool of potential candidates and determined a recruitment plan.  Following the meeting, candidates were contacted and two community members were recruited. The task force members are: Pat Lockyear, Paula Hemer, Keri Goeltl, Arba-Della Beck, and Sandy Ellis. The first meeting of the full task force is scheduled for Friday, September 11, 2020.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS <b>Library Events Task Force Charge</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	



## **Library Events Task Force 2020**

### **Charge**

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

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

### **Considerations**

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

### **Consider:**

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

### **Timeline**

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

### **Members**

Two library trustees (Paula Hemer, Pat Lockyear), one library staff member (Keri Goeltl), and two community members (Arba-Della Beck and Sandy Ellis).

**Agenda Items Details**

<p>AGENDA ITEM NAME &amp; BRIEF DESCRIPTION: <b>Director Evaluation: Annual Review (Closed Session)</b></p>	
<p>OWNER: <b>Bell, President</b></p>	<p>PRESENTER: <b>Bell, President</b></p>
<p>REQUESTED AGENDA TYPE (A, I, D): <b>D</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:  <p>The September meeting will include the annual director performance evaluation process.</p> <p>In a separate confidential packet, the following documents will be printed and provided to Trustees for the closed session. These documents should not be copied, shared, or discussed outside of the closed session.</p> <ul style="list-style-type: none"> <li>• Library Director position description</li> <li>• Annual Review Form completed by Director Troendle</li> <li>• Goal Development Worksheet completed by Director Troendle</li> </ul> <p>The trustees are to prepare for a discussion using the topics outlined in the Annual Review Form. This discussion will take place in a recorded closed session that includes trustees and the director, and we'll also work through the goal-setting discussion for the year ahead. The closed session will conclude with a brief discussion among the trustees only.</p> <p>Afterward, at the October meeting, we'll report in an open session on the general conclusions of the evaluation for the permanent record.</p> </p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Director Step Movement</b>	
OWNER: <b>Bell, President</b>	PRESENTER: <b>Bell, President</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>Motion to approve movement to step 8 effective the first full pay period following the director’s anniversary date and subject to satisfactory performance evaluation.</b>	
BACKGROUND/CONTEXT: <b>After the completion of the annual review in September 2019, the board moved to place Director Troendle on the compensation pay grid at grade 11, step 7. Per the performance evaluation process, future annual step movement occurs along the compensation pay grid and is subject to a satisfactory performance review.</b>  <b>If the board evaluates the director’s performance as satisfactory, a motion should be made to approve a step increase effective the first full pay period following the director’s anniversary date of September 5.</b>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

# Stillwater Public Library 2020 Calendar

<p><b>January</b>  <b>1:</b> Library Closed, New Year's Day  <b>13:</b> Friends Meeting, 6:30 pm  <b>14:</b> SPL Board Meeting, 7:00 pm  <b>20:</b> Library Closed, MLK Day  <b>24:</b> SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> <li>• Begin Development of 5-Year Capital Forecast (2021-2025)</li> <li>• Board passes ratification of wages prepared by Director</li> <li>• Annual Meeting</li> </ul>	<p><b>February</b>  <b>10:</b> Friends Meeting, 6:30 pm  <b>11:</b> SPL Board Meeting, 7:00 pm  <b>17:</b> Library Closed, Presidents' Day  <b>28:</b> SPLF Board Meeting, 8:30 am</p>	<p><b>March</b>  <b>9:</b> Friends Meeting, 6:30 pm  <b>10:</b> Presentation at Stillwater Township, 7:00 pm (based on prior years)  <b>10:</b> SPL Board Meeting, 7:30 pm (as Director and President are presenting at Stillwater Township)  <b>27:</b> SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> <li>• Director evaluation: 6-month progress check</li> </ul>
<p><b>April</b>  <b>1:</b> Annual Report to State Due  <b>12:</b> Library Closed, Easter  <b>13:</b> Friends Meeting, 6:30 pm  <b>14:</b> SPL Board Meeting, 7:00 pm  <b>15-18:</b> Friends Used Book Sale  <b>19-25:</b> National Library Week  <b>24:</b> SPLF Board Meeting, 8:30 am</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:</b> Friends Meeting, 6:30 pm  <b>12:</b> SPL Board Meeting, 7:00 pm  <b>22:</b> SPLF Board Meeting, 8:30 am  <b>17:</b> Last Sunday Open Until Sept. 13  <b>25:</b> Library Closed, Memorial Day</p> <ul style="list-style-type: none"> <li>• 2020 Capital Outlay Request and 2020-2024 CIP Plans Due</li> <li>• Begin operating budget prep</li> </ul>	<p><b>June</b>  <b>8:</b> Friends Meeting, 6:30 pm  <b>9:</b> SPL Board Meeting, 7:00 pm  <b>26:</b> SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> <li>• Operating budget discussions</li> </ul>
<p><b>July</b>  <b>4:</b> Library Closed, Independence Day  <b>4:</b> SPLF Light A Spark, 7:00 pm  <b>14:</b> SPL Board Meeting, 7:00 pm  <b>24:</b> SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> <li>• Board adopts budget request</li> </ul>	<p><b>August</b>  <b>04:</b> SPL Board Meeting, 7:00 pm (Meeting is a week early as August 11 is an election day)  <b>28:</b> SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> <li>• City Council budget hearing</li> </ul>	<p><b>September</b>  <b>7:</b> Library Closed, Labor Day  <b>8:</b> SPL Board Meeting, 7:00 pm  <b>14:</b> Friends Meeting, 6:30 pm  <b>25:</b> SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> <li>• Levy adopted</li> <li>• Director evaluation: Annual review</li> <li>• Request 2021 health insurance info</li> </ul>
<p><b>October</b>  <b>12:</b> Friends Meeting, 6:30 pm  <b>13:</b> SPL Board Meeting, 7:00 pm  <b>23:</b> SPLF Board Meeting, 8:30 am</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:</b> Friends Meeting, 6:30 pm  <b>10:</b> SPL Board Meeting, 7:00 pm  <b>26:</b> Library Closed, Thanksgiving Day  <b>27:</b> SPLF Board Meeting, 8:30 am  <b>TBD:</b> Fall Used Book Sale</p>	<p><b>December</b>  <b>8:</b> SPL Board Meeting, 7:00 pm  <b>24:</b> Library Closed, Christmas Eve  <b>25:</b> Library Closed, Christmas Day  <b>31:</b> Library Closed, New Year's Eve  <b>31:</b> SPL Board Terms End  <b>31:</b> WCL/SPL Contract Ends</p> <ul style="list-style-type: none"> <li>• Succeeding year budget adopted by Council</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
Event Task Force:	Hemer, Lockyear, Staff: Goeltl, Community: Sandy Ellis, Arba-Della Beck

Updated: 8/31/2020