

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, October 13, 2020
7:00 PM
Conference Room

As the library is closed due to COVID-19, the public is invited to attend the meeting by logging into zoom.us/join or by calling 1-312-626-6799 and entering the meeting ID number: 894 6196 4389.

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 September 8, 2020 Minutes +
 - b) Acknowledgement of Bills Paid in September 2020 (9/1/2020: \$25,733.96; 9/15/2020: \$39,309.42; 9/29/2020: \$6,636.10) +
 - c) August 2020 Budget Status Report +
 - d) Q3 Gifts and Grants Received +
 - e) Capital Release Request +

Informational/Discussion (20 minutes)

5. Trustee Information Sharing I+
6. Library Hours and Services D+
7. Fourth Street Lawn Project—The Why D+

Decisional (60 minutes)

8. Director Evaluation Summary A+
9. 2021 Operating Budget A+
10. Grant Requests A+
11. 2021 Holiday Hours A+
12. Board Self-Assessment A+

Reports (20 minutes)

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

17. Adjournment

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
September 8, 2020
Minutes**

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

ABSENT: None

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. Cox second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Lockyear, Keliher, Richie; No: None.

AGENDA ITEM 3: In-Person Public Commentary

None.

AGENDA ITEM 4: Consent Calendar

Motion to adopt consent calendar. Hollatz moved. Hemer second. Hemer requested a change to the minutes. Add Hemer's name to the trustees in attendance in August. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Lockyear, Keliher, Richie; No: None.

AGENDA ITEM 5: Trustee Information Sharing

Hemer discussed Star Tribune article about Mayor Melvin Carter's proposed 2021 budget, which included a nearly 7% cut to St. Paul public libraries.

Hollatz shared that the noon Rotary Club had an in-person meeting. The mayor spoke at the meeting. Hollatz informed Rotarians that the library reopened for visits.

Collins thanked staff and trustees for their work in reopening the library.

Carlsen reported that he and his wife, Kat, were library concierges during the reopening. Patrons reported that they missed the library and were glad it was open. Lockyear served as a greeter as well and noted that people were excited that the library was open, glad to be there, and cooperative with face masks and social distancing. Richie and Howe also were greeters and agreed with these observations.

AGENDA ITEM 6: Library Reopening Update

Troendle thanked trustees for sharing their anecdotes and indicated that these comments reflected his experience and the staff's experience with patrons. In addition to the numbers in the board packet, 152 patrons visited library on Saturday, September 5. For all of the initial days open, only 4 people came into the library without a mask on their person. The library provided masks to the 4 patrons, and they each complied. We had a few instances where patrons took mask off after being inside for a little bit. We asked them to put them back on, and they complied.

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Reopening is going smoothly so far. Staff are appreciative that the library is not rushing into full services too quickly. Curbside delivery remains strong. Staff have received feedback from some patrons that they are not interested in coming into the library at this time and appreciate curbside.

AGENDA ITEM 7: 2021 Budget Update

Troendle reported that the current budget projection is that the library will receive a 3% increase from the general fund in 2021. While this is certainly better than a flat budget or decrease, this will still mean that the board will need to review expenditures and make adjustments. The Finance Committee will review expenditures and cost-savings scenarios once the final budget amount is determined and then present recommendations to the board for review.

Richie asked about the health insurance information in paragraph 3 of the cover sheet. Troendle indicated that question regarding retiree insurance was directed to the City Administrator by a Councilmember, and the library has no further information about this inquiry, other than what was discussed at the City Council meeting. Collins reported that he had no additional information.

Keliher asked about discussion of the library's capital budget and inquired if individual line items were cut or if the overall budget was reduced. Troendle indicated that no specific line item was identified. Library staff will work with City IT staff to identify 2021 IT needs. Once these needs have been determined, the Facilities Committee will review the remaining budget and prioritize needs.

AGENDA ITEM 8: Special Events Update & Refund Requests

Troendle reviewed the weddings held at the library to date.

Troendle reported that One23 received requests from three clients for refunds on their wedding deposits. The library also directly received a request from a fundraising organization for a refund on a deposit. The City Attorney has been consulted and indicated it is at the library's discretion to return monies received.

Motion to not issue refunds. Hollatz moved. Lockyear second for further discussion.

Trustees discussed the list of refund deposits as reported on the cover sheet. Trustees commented that the event contract signed by the parties indicated that the deposit was non-refundable. Trustees discussed giving a partial refund to the groups as a gesture of goodwill, especially for the COVID-19 cancellations. However, trustees also noted that these wedding groups were given the opportunity to rebook. Groups that have cancelled in past years were not refunded their deposit. Trustees noted that the non-profit fundraiser that was cancelled by the client due to COVID was not given the opportunity to reschedule for next year.

Hollatz withdrew original motion. Motion made to not refund the wedding events but refund \$200 to Lynn Olson Medical Crisis Intervention Program as the non-profit was not given the opportunity to reschedule. Lockyear moved. Hollatz second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Lockyear, Keliher, Richie; No: None.

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AGENDA ITEM 9: 2021 Health Insurance Opt-Out Program

Troendle reported that the health insurance opt-out program was discussed by the board last year. Trustees tabled the decision until 2020 to see if the city would continue the program in 2021 and to learn of the city's experience during the pilot year. Troendle noted that the city is planning to offer this option in 2021, although the budget is not finalized.

One of the decision points last year was that SWWC BlueCross BlueShield reserved the right to underwrite the plan if eligible active contracts changed by more than 10% (i.e., more than 9 individuals moved off of the plan). Last year, the city had one employee move off of the plan. Seven additional employees waived coverage in 2020, but they were not considered active contracts as they did not have the plan in the prior year and thus did not count as individuals moving off of the plan. Trustees weighed the risk level of eight additional employees moving off of the plan with the benefit of providing library employees with similar health insurance benefits as city employees.

Motion that the library participate in the health insurance opt-out program for 2021 if the city offers this option to city employees in 2021. Cox moved. Lockyear second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Lockyear, Keliher, Richie; No: None.

AGENDA ITEM 10: Director and Other Staff Reports

Troendle thanked trustees for helping staff the greeter desks, and he indicated that he would be willing to answer any questions about the director and staff reports found in the board packet.

AGENDA ITEM 11: Foundation and Friends Reports

Troendle reported that the Foundation is moving ahead with plans for an online fall event that will include elements of a variety show. The Friends did not meet in August. They will not be holding a fall book sale. Friends received \$2,208.27 from the River Market Co-Op Round Up.

AGENDA ITEM 12: Board Committee Reports

- a) Board Governance Committee: No update this month. They will be working on documents for new trustee orientation.
- b) Executive Committee: Report in packet.
- c) Facilities Committee: Report in packet. Carlsen reported that the Facilities Committee has been in contact with six landscaper designers. They met with one a few weeks ago. Two others dropped out because they are booked through next year. This Friday, they are meeting with two others. The Facilities Committee is just learning about each firm's design process and fee structure at this stage. No fees are involved with these initial meetings.
- d) Finance: No report.
- e) Board Self-Assessment Task Force: Howe, Hollatz and Cox collaborated on the draft of the Board Self-Assessment document, which is included with the minutes. The document was designed to evaluate the functioning of the board and to be simple, easy to answer, and provide a continuum to assess progress. This starting document does not allow space for free text at this

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point, but that is an option to be considered as well. The task force asked for board feedback on the document. The feedback from trustees included:

- Option for free text would be nice.
- Determine timeframe that an assessment should be conducted. Tie assessment to the board calendar so it can occur on a regular basis. Think strategically about timing.
- Determine use of survey results. For example, could results be used and discussed at a board retreat and allow board to have a planned conversation about these topics?
- How will the longitudinal results and progress be tracked?

Task force asked that the Self-Assessment be on the October agenda for a vote. The task force also will include a recommendation for the timing of the self-assessment on the board calendar.

- f) Library Events Task Force: Report in packet.

AGENDA ITEM 13: Public Commentary and Communications

None.

Public portion of meeting adjourned at 8:20 PM, followed by a break before going into closed session. The meeting closed as permitted by [section 13D.05, subdivision 3 \(a\)](#), to evaluate the performance of the Library Director.

AGENDA ITEM 14: Director Evaluation: Annual Review (CLOSED SESSION)

Reconvened in closed session at 8:35 PM.

AGENDA ITEM 15: Director Step Movement (CLOSED SESSION)

Motion made to approve a step increase effective the first full pay period following the director's anniversary date of September 5. Richie moved. Keliher seconded. There being no further discussion, a vote was taken. Ayes - Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Keliher, Richie, Lockyear. Nays none.

AGENDA ITEM 16: Adjournment

Adjourned at 9:37 PM.

Board Self Assessment

Please select a number from 0-5 to answer the following statements. Zero means no awareness of principle/policy. Five means full understanding and adherence.

- 1. The Stillwater Public Library Board of Trustees members understand their roles and responsibilities.

0 1 2 3 4 5

- 2. The Stillwater Public Library Board of Trustees new members are given an orientation inclusive of structure, function, committees, and role participation.

0 1 2 3 4 5

- 3. The Stillwater Public Library Board of Trustees uses mission and vision when making policy and making decisions.

0 1 2 3 4 5

- 4. The Stillwater Public Library Board of Trustees is involved in development and monitoring of the library’s strategic goals/plan.

0 1 2 3 4 5

- 5. The Stillwater Public Library Board of Trustees maintains an effective relationship with the library director, providing community perspective and support that will assist the director and staff to provide smooth operation for the library.

0 1 2 3 4 5

- 6. The Stillwater Public Library Board of Trustees provides timely and meaningful evaluation of the library director in accordance with policy and procedures.

0 1 2 3 4 5

- 7. The Stillwater Public Library Board of Trustees monthly meetings are well planned and organized with enough allocated time to complete business effectively.

0 1 2 3 4 5

8. The Stillwater Public Library Board of Trusteesmembers regularly attend monthly meetings and assigned committee meetings.

0 1 2 3 4 5

9. The Stillwater Public Library Board of Trustees understand the budget and provide effective oversight for fiscal operation.

0 1 2 3 4 5

10. The Stillwater Public Library Board of Trustees promotes, advocates for and supports the library in the community.

0 1 2 3 4 5

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgement of Bills Paid in September 2020				
OWNER: Goeltl, Business & Communications Manager		PRESENTER: Troendle, Director		
REQUESTED AGENDA TYPE (A, I, D): A		IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:		
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of September 2020 bills paid				
BACKGROUND/CONTEXT: Following is a bills report summary for the month of September:				
September 2020 (2020 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 17,764.74	\$ 631.78	\$ 23,506.96	\$ 41,903.48
Capital Expenditures	\$ 3,449.37	\$ 23,000.00	\$ 3,326.63	\$ 29,776.00
Total	\$ 21,214.11	\$ 23,631.78	\$ 26,833.59	\$ 71,679.48
<p>Explanations of large or out of the ordinary payments are listed below:</p> <p><i>Bill Resolution: September 1, 2020</i></p> <ul style="list-style-type: none"> • \$1,161.11 paid to Amazon for barrier supplies, public safety signage, and distance programming supplies. Applied to COVID-Library account line 281-4282-4093-0230. • \$10,082.00 paid to Kingsley Companies for book returns for materials quarantine. Applied to COVID-Library account line 281-4282-4093-0230. • \$8,682.24 paid to ShopPopDisplays for acrylic barriers and supplies. Applied to COVID-Library account line 281-4282-4093-0230. <p><i>Bill Resolution: September 15, 2020</i></p> <ul style="list-style-type: none"> • \$29,776.00 paid to Building Restoration for masonry repairs. The repairs were paid for as follows: \$20,000 funded through SPLF from Huelsmann grant; \$3,000 funded through SPLF from Margaret Rivers grant; \$3,449.37 in capital funds; \$3,326.63 in Kilty funds. • \$1,650.39 paid to Goeltl as a staff reimbursement for purchase of electrostatic sprayer. Applied to COVID-Library account line 281-4282-4093-0230. • \$2,203.00 paid to Master Mechanical for RTU3 leak repair as a building repair charge. <p><i>Bill Resolution: September 29, 2020</i></p> <ul style="list-style-type: none"> • \$868.12 paid to NAC for repairs to a fire relay panel on RTU2. Applied to building repairs. • \$541.84 paid to Star Tribune for newspaper subscription. Funded by SPLF. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 9/1/2020 Bill Resolution – 2020 Bills 9/15/2020 Bill Resolution – 2020 Bills 9/29/2020 Bill Resolution – 2020 Bills				
PREVIOUS ACTION ON ITEM:				
REVIEWED BY COMMITTEE?:				

2020 Bill Resolutions

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

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
1M1WL3DPFQJV	08/20/20	Amazon Business	Supplies	\$ 47.54	230-4230-2101-0000	General Supplies
1M1WL3DPFQJV	08/20/20	Amazon Business	Barriers/Signs/Tech (COVID)	\$ 818.90	281-4281-4093-0230	COVID - Library
146NNQGHPGL1	08/23/20	Amazon Business	Signs/Tech (COVID)	\$ 41.95	281-4281-4093-0230	COVID - Library
1TKRGGGRCX3D	08/24/20	Amazon Business	Tech - Distance Programming (COVID)	\$ 300.26	281-4281-4093-0230	COVID - Library
16QW9DFMJRW	08/26/20	Amazon Business	Programs - Juv SRP Reward Books (Friends)	\$ 14.72	229-4229-2407-0000	Friends - Programs
16QW9DFMJRW	08/26/20	Amazon Business	Programs - Juv (MELSA)	\$ 70.98	235-4236-4099-0000	Library Donations Programs
2035407351	08/07/20	Baker and Taylor	Programs - Juv SRP Reward Books (Friends)	\$ 63.50	229-4229-2407-0000	Friends - Programs
2035407352	08/07/20	Baker and Taylor	Programs - Juv SRP Reward Books (Friends)	\$ 16.50	229-4229-2407-0000	Friends - Programs
306024447923	07/31/20	Culligan of Stillwater	Water	\$ 27.65	230-4230-4099-0000	Miscellaneous Charges
6831354	08/21/20	Demco Inc.	Processing Supplies	\$ 241.47	230-4230-3404-0000	Processing Fee
8272020	08/27/20	Faurot Kimberly	Staff Reimbursement for YS Storage/Organization	\$ 123.61	230-4230-2302-0000	Other Minor Equipment
8272020	08/27/20	Faurot Kimberly	Staff Reimbursement for YS Supplies	\$ 89.60	230-4230-2101-0000	General Supplies
358867	05/12/20	H W Wilson	Materials - Adult Fiction	\$ 295.70	230-4230-2401-0000	Adult Books - Fiction
m16963	08/21/20	Kingsley Companies	Book Bins Materials Quarantine-Public Health (COVID)	\$ 10,082.00	281-4281-4093-0230	COVID - Library
W20070604	08/20/20	Office of MN IT Services	Phone - July 2020	\$ 143.70	230-4231-3101-0000	Telephone
100400068958	08/12/20	Otis Elevator Company	Elevator Service Maintenance Agreement (Sep-Nov)	\$ 598.44	230-4231-3707-0000	Maintenance Agreements - Lib Plant
8272020	08/27/20	Petrie Angela	Staff Reimbursement for Programs - Teen (Friends)	\$ 27.84	229-4229-2407-0000	Friends - Programs
8272020	08/27/20	Petrie Angela	Staff Reimbursement for Curbside Bags (COVID)	\$ 28.61	281-4281-4093-0230	COVID - Library
76695077	08/18/20	Recorded Books Inc	Materials - Juv Audiobooks (S.JAB)	\$ 483.26	230-4230-2402-0000	Audio
23481005	08/08/20	Scholastic Inc	Programs - Juv SRP Reward Books (Friends)	\$ 149.67	229-4229-2407-0000	Friends - Programs
23493415	08/10/20	Scholastic Inc	Programs - Juv SRP Reward Books (Friends)	\$ 150.00	229-4229-2407-0000	Friends - Programs
		INVOICES SUBTOTAL		\$ 13,815.90		
CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		\$ -		
SPECIAL BILL PAYOUTS						
163391	8/19/2020	ShopPopdisplays	Barriers (COVID)	\$ 8,682.24	281-4281-4093-0230	COVID - Library
694133021	7/27/2020	Xcel Energy	Gas	\$ 50.24	230-4231-3601-0000	Natural Gas
694133021	7/27/2020	Xcel Energy	Electric	\$ 3,185.58	230-4231-3600-0000	Electricity
		SPECIAL BILL PAYOUT SUBTOTAL		\$ 11,918.06		
GRAND TOTAL				\$ 25,733.96		

Submitted for payment

Mark Troendle, Library Director

2020 Bill Resolutions

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

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
3798_215694	08/14/20	Ace Hardware	Janitorial Supplies	\$ 18.35	230-4231-2102-0000	Janitorial Supplies
1D1Q1D99TGQN	08/28/20	Amazon Business	Supplies	\$ 15.40	230-4230-2101-0000	General Supplies
1D1Q1D99TGQN	08/28/20	Amazon Business	Tech for Distance Programming (COVID)	\$ 25.38	281-4281-4093-0230	COVID - Library
5016359490	08/19/20	Baker and Taylor	Programs - Juv SRP Reward Books (Friends)	\$ 102.50	229-4229-2407-0000	Friends - Programs
9152020	09/15/20	Brodart Co	Materials - Juv	\$ 1,136.38	230-4230-2400-0000	Childrens Books
9152020	09/15/20	Brodart Co	Materials - Adult Fiction	\$ 1,232.13	230-4230-2401-0000	Adult Books - Fiction
9152020	09/15/20	Brodart Co	Materials - Adult Nonfiction	\$ 882.69	230-4230-2405-0000	Adult Books - Non Fiction
9152020	09/15/20	Brodart Co	Materials - YA	\$ 165.74	230-4230-2406-0000	Teen Books
9152020	09/15/20	Brodart Co	Materials - Processing Fee	\$ 422.23	230-4230-3404-0000	Processing Fee
9152020	09/15/20	Brodart Co	Materials - Adult Nonfiction (Athena)	\$ 68.04	235-4235-2101-0000	Library Donations Materials
20220.1	07/31/20	Building Restoration Corp	Masonry Project (SPLF Huelsmann)	\$ 14,800.00	232-4900-5200-0000	SPLF - Improvement Projects - C/O & Impr
20220.2	08/31/20	Building Restoration Corp	Masonry Project (SPLF Huelsmann)	\$ 5,200.00	232-4900-5200-0000	SPLF - Improvement Projects - C/O & Impr
20220.2	08/31/20	Building Restoration Corp	Masonry Project (SPLF MR)	\$ 3,000.00	232-4900-5200-0000	SPLF - Improvement Projects - C/O & Impr
20220.2	08/31/20	Building Restoration Corp	Masonry Project (Kilty)	\$ 3,326.63	233-4900-5200-0000	Kilty - Improvement Projects - C/O & Impr
20220.2	08/31/20	Building Restoration Corp	Masonry Project (Capital Project #20-4231-959 Lib Bldg)	\$ 3,449.37	120-4230-5200-0000	C/O & Improvements
ZVX1029	08/25/20	CDW Government Inc.	Tech (COVID)	\$ 286.18	281-4281-4093-0230	COVID - Library
4060385994	09/02/20	Cintas Corporation	Towels & Rugs	\$ 63.84	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
83529925	08/26/20	Infogroup	Materials - Ref	\$ 402.40	230-4230-2113-0000	Reference
9872105	08/28/20	Cole Papers	Janitorial Supplies	\$ 153.17	230-4231-2102-0000	Janitorial Supplies
107631364	09/01/20	Comcast	Internet - September	\$ 188.06	230-4230-3098-0000	Technology Support
3.06024E+11	08/31/20	Culligan of Stillwater	Water	\$ 50.43	230-4230-4099-0000	Miscellaneous Charges
9102020	09/10/20	Goeltl Keri	Staff Reimbursement for Wipes and COVID Supplies (COVID)	\$ 133.64	281-4281-4093-0230	COVID - Library
9102020	09/10/20	Goeltl Keri	Staff Reimbursement for Electrostatic Sprayer (COVID)	\$ 1,650.39	281-4281-4093-0230	COVID - Library
9102020	09/10/20	Goeltl Keri	Staff Reimbursement for Postage	\$ 41.15	230-4230-3102-0000	Postage
57886	08/31/20	Master Mechanical Inc.	RTU3 Leak Repair	\$ 2,203.00	230-4231-3703-0000	Building Repair Charges
9152020	09/15/20	Midwest Tape	Materials - Audio	\$ 22.48	230-4230-2402-0000	Audio
9152020	09/15/20	Midwest Tape	Materials - Film/Video	\$ 26.24	230-4230-2408-0000	Film/Video
9152020	09/15/20	Midwest Tape	Materials - Processing	\$ 10.32	230-4230-3404-0000	Processing Fee
76697963	08/24/20	Recorded Books Inc	Materials - Audio Juv	\$ 42.07	230-4230-2402-0000	Audio
150016111	09/02/20	Regents of the U of M	Programs - Juv (MELSA STEM)	\$ 55.00	235-4236-4099-0000	Library Donations Programs
		INVOICES SUBTOTAL		\$ 39,173.21		
CREDIT CARD						
1714171483	7/16/2020	Etsy	Barriers (COVID - July CC)	\$ 90.15	281-4281-4093-0230	COVID - Library
720	7/30/2020	Victorianos	Programs - Adult SRP Rewards (Friends)	\$ 30.00	229-4229-2407-0000	Friends - Programs
INV33169198	7/27/2020	Zoom Video Communications	Tech for Remote Working & Distance Programming (COVID)	\$ 16.06	281-4281-4093-0230	COVID - Library
		CREDIT CARD SUBTOTAL		\$ 136.21		
SPECIAL BILL PAYOUTS						
None						
		SPECIAL BILL PAYOUT SUBTOTAL		\$ -		
GRAND TOTAL				\$ 39,309.42		

Submitted for payment

Mark Troendle, Library Director

2020 Bill Resolutions

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

Mary Richie, Secretary/Treasurer, Board of Trustees

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
1CR3MTMCDW44	09/11/20	Amazon Business	Supplies	\$ 109.47	230-4230-2101-0000	General Supplies
1CR3MTMCDW44	09/11/20	Amazon Business	Programs - Juv STEM Kits (SPLF HO)	\$ 11.99	232-4232-2407-0000	SPLF - Programs
1CR3MTMCDW44	09/11/20	Amazon Business	Tech - Distance Programming (COVID)	\$ 39.50	281-4281-4093-0230	COVID - Library
1CR3LL3J6JRC	09/17/20	Amazon Business	Programs - Juv STEM Kits (SPLF HO)	\$ 37.99	232-4232-2407-0000	SPLF - Programs
1CR3LL3JL9X	09/18/20	Amazon Business	Janitorial Supplies	\$ 20.49	230-4231-2102-0000	Janitorial Supplies
1CR3LL3JLJVP	09/18/20	Amazon Business	Programs - YA (Friends)	\$ 37.95	229-4229-2407-0000	Friends - Programs
1JF1NKP4VMQW	09/22/20	Amazon Business	Programs - Juv STEM Kits (SPLF HO)	\$ 39.96	232-4232-2407-0000	SPLF - Programs
1JF1NKP4VMQW	09/22/20	Amazon Business	Supplies	\$ 11.95	230-4230-2101-0000	General Supplies
16KWX3TF1QKF	09/23/20	Amazon Business	Janitorial Supplies	\$ 36.26	230-4231-2102-0000	Janitorial Supplies
81120	08/11/20	Anfinson Jennifer	Programs - YA (MELSA)	\$ 460.00	235-4236-4099-0000	Library Donations Programs
9646005562	09/09/20	Grainger	Building Repair Supplies	\$ 110.48	230-4231-2202-0000	Building Repair Supplies
9654948398	09/16/20	Grainger	Building Repair Supplies	\$ 41.18	230-4231-2202-0000	Building Repair Supplies
W20080600	09/15/20	Office of MN IT Services	Phone - August	\$ 143.70	230-4231-3101-0000	Telephone
176003	09/17/20	NAC Mechanical and Electrical Services	Fire Panel Relay (RTU2)	\$ 868.12	230-4231-3703-0000	Building Repair Charges
92120	09/21/20	Slinger Donald	Programs - Adult (Friends)	\$ 65.00	229-4229-2407-0000	Friends - Programs
8422595	09/06/20	Star Tribune	Materials - Periodicals (SPLF Heuer Newspaper)	\$ 541.84	232-4232-2113-0000	SPLF - Materials
20200438	06/22/20	Water Works Irrigation LLC	Irrigation System Start	\$ 150.00	230-4231-3707-0000	Maintenance Agreements - Lib Plant
		INVOICES SUBTOTAL		\$ 2,725.88		
CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		\$ -		
SPECIAL BILL PAYOUTS						
702182195	9/25/2020	Xcel Energy	Gas	\$ 306.82	230-4231-3601-0000	Natural Gas
702182195	9/25/2020	Xcel Energy	Electric	\$ 3,603.40	230-4231-3600-0000	Electricity
		SPECIAL BILL PAYOUT SUBTOTAL		\$ 3,910.22		
GRAND TOTAL				\$ 6,636.10		

Submitted for payment

Mark Troendle, Library Director

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: September 2020 Budget Status Report	
OWNER: Troendle, Library Director Goeltl, Business & Communications Manager	PRESENTER: Troendle, Library Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>Attached is a budget status report for the period of January 1 – September 30, 2020. As year-end approaches, it is beneficial to review the most current financial picture available. To aid in this review, the budget status report was run through the end of September, instead of the end of August. While some journal entries may be pending for September, a majority of the transactions are in and processed.</p> <p><u>120 Funds – Capital Projects:</u></p> <p>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. A total of \$44,822.37 has been expended to date.</p> <ul style="list-style-type: none"> • \$24,900 was expended in C/O & Improvements for upper level ceiling repair work. • \$3,449.37 was expended in C/O & Improvements for the masonry project. • \$16,473 was expended in MIS Computer Equipment capital funds. This was for the replacement of the children’s self-check machine and upgrade of three self-checks. • The remaining capital project is the Windows 10 upgrade for the sorter. This project is quoted at \$11,377.63. Funds are requested for release in the board packet. <p><u>230 Funds – Revenues:</u></p> <p>The budget for library-generated revenues in 2020 was approved at \$132,620.</p> <ul style="list-style-type: none"> • Rental Fees: Wedding and meeting revenue was projected at \$113,000 for 2020. \$4,367.70 has been received through September. Projections indicate that an additional \$4,000 may be expected from events in 2020. This leaves a \$104,000 loss in rental income. • 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 were not available for several months, and fees for 10 copies or less were waived upon reopening to minimize handling of cash. Ballpark estimates indicate a projected shortfall of \$11,000. <p><u>230 Funds – Expenditures:</u></p> <ul style="list-style-type: none"> • Operating – Personnel Services: Personnel expenditures total \$626,781.87 through September and are running under the budgeted pace of \$680,627. • Operating – Supplies & Materials: \$59,826.19 in material invoices were paid through September, which is 54% of the \$109,260 collection budget. • Operating –Services & Charges: <ul style="list-style-type: none"> ○ Other Professional Services: <ul style="list-style-type: none"> ▪ Professional service expenditures totaled \$10,015.20 through September, with \$2,679.50 paid to the city attorney and \$7,336 to One23. ▪ In 2020, \$37,750 was budgeted for the One23 contract. Due to the cancelled contract, projections estimate that \$21,000 will be paid to One23. Of these charges, \$9,164 was funded by the Foundation and were not applied to this account line. ▪ An overall savings of \$36,000 is currently projected for other professional services. 	

Agenda Item Cover Sheet

- 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. An estimated savings of \$6,300 is currently projected.
- 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.
- Plant – Personnel Services: Personnel expenditures total \$80,619.76 through September. Expenditures are running about \$8,000 under budgeted pace.
- Plant – Supplies: Plant supply expenditures total \$4,527.08, which is 58% 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: \$22,418.47 has been paid for building repair charges through September, which is 90% of the \$25,000 budget. This area is projected to be over budget at year-end.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

2020 September Budget Status Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

General Ledger

Budget Status

User: kgoeltl
 Printed: 10/7/2020 - 10:07 AM
 Period: 1 to 9, 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	28,349.37	28,349.37	28,350.63	0.00	28,350.63	50.00
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	44,822.37	44,822.37	50,177.63	0.00	50,177.63	52.82
	Expense Sub Totals:	95,000.00	44,822.37	44,822.37	50,177.63	0.00	50,177.63	52.82
	Dept 4230 Sub Totals:	95,000.00	44,822.37	44,822.37	50,177.63	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	44,822.37	44,822.37	50,177.63	0.00	50,177.63	52.82
	Fund 120 Sub Totals:	95,000.00	44,822.37	44,822.37	50,177.63	0.00		
	Revenue Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Totals:	95,000.00	44,822.37	44,822.37	50,177.63	0.00	50,177.63	52.82
	Report Totals:	95,000.00	44,822.37	44,822.37	50,177.63	0.00		

General Ledger

Budget Status

User: kgoeltd
 Printed: 10/7/2020 - 7:42 AM
 Period: 1 to 9, 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	4,367.70	4,367.70	108,632.30	0.00	108,632.30	96.13
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	6,214.94	6,214.94	113,985.06	0.00	113,985.06	94.83
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	1,560.84	1,560.84	-60.84	0.00	-60.84	0.00
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	177.14	177.14	242.86	0.00	242.86	57.82
230-0000-3880-0030	Lost Materials	3,000.00	1,478.32	1,478.32	1,521.68	0.00	1,521.68	50.72
230-0000-3880-0040	Processing Fees	6,000.00	1,346.69	1,346.69	4,653.31	0.00	4,653.31	77.56
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	5,118.44	5,118.44	7,301.56	0.00	7,301.56	58.79
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,353,200.00	902,133.36	902,133.36	451,066.64	0.00	451,066.64	33.33
230-0000-3910-0232	Transfer In-Library Fundraiser	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0404	Transfer In-Co Bonds 2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0405	Transfer In-GO CO Bonds 2005	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0412	Transfer In-GO CO Bonds 2012	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0414	Transfer In-GO CO Bonds 2014	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0415	Transfer In-2015 GO CO Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-0000-3910-0416	Transfer In-CO Bonds 2006	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0420	Transfer In-Co Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0423	Transfer In-2001 C/O Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0424	Transfer In-Co Bonds 2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0426	Transfer In - CO Bonds 2016	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0427	Transfer In - CO Bonds 2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0490	Transfer In-Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R45 Sub Totals:	1,353,200.00	902,133.36	902,133.36	451,066.64	0.00	451,066.64	33.33
	Revenue Sub Totals:	1,485,820.00	913,466.74	913,466.74	572,353.26	0.00	572,353.26	38.52
	Dept 0000 Sub Totals:	-1,485,820.00	-913,466.74	-913,466.74	-572,353.26	0.00		
Dept 230-4230	LIBRARY OPERATIONS							
E05	PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	415,990.56	119,542.48	119,542.48	296,448.08	0.00	296,448.08	71.26
230-4230-1100-0000	Overtime - Full Time	0.00	265.65	265.65	-265.65	0.00	-265.65	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	14,574.97	14,574.97	-14,574.97	0.00	-14,574.97	0.00
230-4230-1113-0000	Vacation Pay	0.00	18,442.71	18,442.71	-18,442.71	0.00	-18,442.71	0.00
230-4230-1200-0000	Part Time Salaries	350,945.44	346,102.80	346,102.80	4,842.64	0.00	4,842.64	1.38
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	35,711.77	35,711.77	21,808.43	0.00	21,808.43	37.91
230-4230-1420-0000	FICA/Medicare	58,108.36	37,843.34	37,843.34	20,265.02	0.00	20,265.02	34.87
230-4230-1500-0000	Hospital / Medical	88,359.48	51,192.02	51,192.02	37,167.46	0.00	37,167.46	42.06
230-4230-1520-0000	Dental Insurance	2,684.40	2,771.46	2,771.46	-87.06	0.00	-87.06	0.00
230-4230-1540-0000	Life Insurance	622.68	334.67	334.67	288.01	0.00	288.01	46.25
230-4230-1990-0000	Grant Pass Thru	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E05 Sub Totals:	974,231.12	626,781.87	626,781.87	347,449.25	0.00	347,449.25	35.66
E10	SUPPLIES							
230-4230-2000-0000	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-2101-0000	General Supplies	4,500.00	3,204.08	3,204.08	1,295.92	0.00	1,295.92	28.80
230-4230-2113-0000	Reference	2,500.00	1,676.80	1,676.80	823.20	0.00	823.20	32.93
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	565.11	565.11	2,434.89	0.00	2,434.89	81.16
230-4230-2400-0000	Childrens Books	21,010.00	9,860.61	9,860.61	11,149.39	0.00	11,149.39	53.07
230-4230-2401-0000	Adult Books - Fiction	21,450.00	12,489.10	12,489.10	8,960.90	0.00	8,960.90	41.78
230-4230-2402-0000	Audio	15,400.00	6,216.93	6,216.93	9,183.07	0.00	9,183.07	59.63
230-4230-2403-0000	Periodicals	4,900.00	3,957.73	3,957.73	942.27	0.00	942.27	19.23
230-4230-2405-0000	Adult Books - Non Fiction	20,350.00	13,693.41	13,693.41	6,656.59	0.00	6,656.59	32.71
230-4230-2406-0000	Teen Books - Materials	5,500.00	2,407.81	2,407.81	3,092.19	0.00	3,092.19	56.22
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	3,096.04	3,096.04	5,153.96	0.00	5,153.96	62.47
230-4230-2409-0000	Electronic Materials	4,500.00	4,500.00	4,500.00	0.00	0.00	0.00	0.00
230-4230-2499-0000	Collection Development	400.00	75.00	75.00	325.00	0.00	325.00	81.25

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	E10 Sub Totals:	115,410.00	63,030.27	63,030.27	52,379.73	0.00	52,379.73	45.39
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	10,700.00	2,964.12	2,964.12	7,735.88	0.00	7,735.88	72.30
230-4230-3099-0000	Other Professional Services	53,268.00	10,015.50	10,015.50	43,252.50	0.00	43,252.50	81.20
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	495.52	495.52	1,004.48	0.00	1,004.48	66.97
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	698.70	698.70	1,801.30	0.00	1,801.30	72.05
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	5,906.90	5,906.90	8,093.10	0.00	8,093.10	57.81
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	42,883.30	42,883.30	79,613.82	0.00	79,613.82	64.99
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	387.49	387.49	2,612.51	0.00	2,612.51	87.08
	E20 Sub Totals:	4,825.00	1,305.97	1,305.97	3,519.03	0.00	3,519.03	72.93
E35	DEPRECIATION							
230-4230-7010-0000	Depreciation-Purchased	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-7020-0000	Depreciation-Contributed	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E35 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	1,216,963.24	734,001.41	734,001.41	482,961.83	0.00	482,961.83	39.69
	Dept 4230 Sub Totals:	1,216,963.24	734,001.41	734,001.41	482,961.83	0.00		
Dept 230-4231	LIBRARY PLANT							
E05	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	83,851.58	13,595.77	13,595.77	70,255.81	0.00	70,255.81	83.79
230-4231-1100-0000	Overtime - Full Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-1111-0000	Severance Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-1112-0000	Sick Pay	0.00	2,465.71	2,465.71	-2,465.71	0.00	-2,465.71	0.00
230-4231-1113-0000	Vacation Pay	0.00	4,448.39	4,448.39	-4,448.39	0.00	-4,448.39	0.00
230-4231-1200-0000	Part Time Salaries	14,937.00	37,378.29	37,378.29	-22,441.29	0.00	-22,441.29	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4231-1410-0000	PERA	7,089.49	4,161.85	4,161.85	2,927.64	0.00	2,927.64	41.30
230-4231-1420-0000	FICA/Medicare	7,557.33	4,274.29	4,274.29	3,283.04	0.00	3,283.04	43.44
230-4231-1500-0000	Hospital / Medical	13,077.00	13,477.07	13,477.07	-400.07	0.00	-400.07	0.00
230-4231-1520-0000	Dental Insurance	757.80	752.10	752.10	5.70	0.00	5.70	0.75
230-4231-1540-0000	Life Insurance	87.00	66.29	66.29	20.71	0.00	20.71	23.80
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	80,619.76	80,619.76	46,737.44	0.00	46,737.44	36.70
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	2,169.50	2,169.50	2,330.50	0.00	2,330.50	51.79
230-4231-2202-0000	Building Repair Supplies	1,500.00	2,357.58	2,357.58	-857.58	0.00	-857.58	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	4,527.08	4,527.08	3,272.92	0.00	3,272.92	41.96
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	1,005.90	1,005.90	694.10	0.00	694.10	40.83
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	25,556.26	25,556.26	20,643.74	0.00	20,643.74	44.68
230-4231-3601-0000	Natural Gas	13,200.00	7,057.22	7,057.22	6,142.78	0.00	6,142.78	46.54
230-4231-3703-0000	Building Repair Charges	25,000.00	22,418.47	22,418.47	2,581.53	0.00	2,581.53	10.33
230-4231-3707-0000	Maintenance Agreements	10,500.00	8,566.12	8,566.12	1,933.88	0.00	1,933.88	18.42
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	64,603.97	64,603.97	67,996.03	0.00	67,996.03	51.28
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	736.52	736.52	363.48	0.00	363.48	33.04
	E20 Sub Totals:	1,100.00	736.52	736.52	363.48	0.00	363.48	33.04
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	150,487.33	150,487.33	118,369.87	0.00	118,369.87	44.03
	Dept 4231 Sub Totals:	268,857.20	150,487.33	150,487.33	118,369.87	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

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	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	913,466.74	913,466.74	572,353.26	0.00	572,353.26	38.52
	Fund Expense Sub Totals:	1,485,820.44	884,488.74	884,488.74	601,331.70	0.00	601,331.70	40.47
	Fund 230 Sub Totals:	0.44	-28,978.00	-28,978.00	28,978.44	0.00		

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Supplemental Funds: Gifts and Grants Received	
OWNER: Goeltl, Business and Communications Manager	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of the following supplemental gifts and grants received by the library in Quarter 3 of 2020.	
BACKGROUND/CONTEXT: Attached is a list of the supplemental gifts and grants received by the library from January 1, 2020 – September 30, 2020. Official acceptance of the gifts and grants received report is requested.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Library Supplemental Funds: 2020 Gifts & Grants Received Through 9/30/2020	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

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

Prepared 10/8/2020

2020 Gifts							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
G1	1/7/2020	\$150 Tribute Gift in memory of Ernie Beaudet	\$150	Book Purchases - Birds, Handyman, Engineering	235-0000-3820-0100	Expend in 2020	Board Approved 4/14/20
G2	1/7/2020	\$150 Tribute Gift in memory of Ernie Beaudet	\$150	Book Purchases - Birds, Handyman, Engineering	235-0000-3820-0100	Expend in 2020	Board Approved 4/14/20
G3	1/7/2020	\$150 Tribute Gift in memory of Ernie Beaudet	\$150	Book Purchases - Birds, Handyman, Engineering	235-0000-3820-0100	Expend in 2020	Board Approved 4/14/20
G4	1/7/2020	\$50 Tribute Gift in memory of Dave Magnuson & \$50 Tribute in memory of Judy Wilson	\$100	Book Purchase	230-0000-3820-0100	Expend in 2020	Board Approved 4/14/20
G5	1/7/2020	\$600 Tribute Gift in memory of Robert Kraske (50% specified for children's fiction and 50% for children's nonfiction)	\$600	Book Purchase	235-0000-3820-0100	Expend in 2020	Board Approved 4/14/20
G6	1/7/2020	\$1000 Unrestricted Donation	\$1,000	None	235-0000-3820-0100	Allocate to programming for expenditure in 2020	Board Approved 4/14/20
G7	1/9/2020	In-Kind Donation of hand-crafted oak and cherry sign holders and a white-board	In-Kind	N/A	N/A	N/A	Board Approved 4/14/20
G8	1/14/2020	\$250 Tribute in memory of Ernie Beaudet	\$250	Book Purchases - Birds, Handyman, Engineering	235-0000-3820-0100	Expend in 2020	Board Approved 4/14/20
G9	1/14/2020	\$35 Tribute in memory of Ernie Beaudet	\$35	Book Purchases - Birds, Handyman, Engineering	235-0000-3820-0100	Expend in 2020	Board Approved 4/14/20
G10	2/11/2020	\$2,500 Tribute Gift in memory of Bob Kraske	\$2,500	None	235-0000-3820-0100	TBD	Board Approved 4/14/20
G11	2/11/2020	\$2,500 Kraske Bequest	\$2,500	None	235-0000-3820-0100	TBD	Board Approved 4/14/20
G12	3/5/2020	\$30 Tribute in memory of Helen Falde	\$30	Book Purchase	230-0000-3820-0100	Expend in 2020	Board Approved 4/14/20
G13	3/5/2020	\$50 Tribute in memory of Dean Mattson	\$50	None	230-0000-3820-0100	Use for General Operating	Board Approved 4/14/20
G14	3/6/2020	\$100 Unrestricted Donation	\$100	None	230-0000-3820-0100	Use for General Operating	Board Approved 4/14/20
G15	3/10/2020	In-Kind Donation of subscription to Air & Space magazine	In-Kind	N/A	N/A	N/A	Board Approved 4/14/20
G16	3/11/2020	\$30 Tribute in memory of AnnaLisa Bilodeau	\$30	Book Purchase	230-0000-3820-0100	Expend in 2020	Board Approved 4/14/20
G17	3/17/2020	\$5,000 Unrestricted Gift from Stillwater Township	\$5,000	None	227-0000-3820-0100	TBD	Board Approved 4/14/20
G18	4/24/2020	\$25 Tribute in Memory of Betty Riemenschneider	\$25	Book Purchase	230-0000-3820-0100	Expend in 2020	Board Approved 7/14/20
G19	4/24/2020	\$20 Tribute in Memory of Nancy Broderick	\$20	Book Purchase	230-0000-3820-0100	Expend in 2020	Board Approved 7/14/20
G20	4/24/2020	\$500 Unrestricted Gift	\$500	None	235-0000-3820-0100	TBD	Board Approved 7/14/20
G21	5/15/2020	\$50 Gift: \$25 Tribute in Memory of Nancy Broderick and \$25 Tribute in Memory of Phyllis Seim	\$50	Book Purchase	230-0000-3820-0100	Expend in 2020	Board Approved 7/14/20
G22	5/15/2020	\$100 Unrestricted Donation	\$100	None	230-0000-3820-0100	Use for General Operating	Board Approved 7/14/20
G23	6/9/2020	\$100 Unrestricted Donation	\$100	None	230-0000-3820-0100	Use for General Operating	Board Approved 7/14/20
G24	6/9/2020	\$275 Tribute in Memory of Nancy Broderick	\$275	Book Purchase	230-0000-3820-0100	Expend in 2020	Board Approved 7/14/20
G25	6/19/2020	\$80 Donation for SciFi Books	\$80	Book Purchase	230-0000-3820-0100	Expend in 2020	Board Approved 7/14/20
G26	6/19/2020	\$35 Tribute in memory of Warren Bovee	\$35	Book Purchase	230-0000-3820-0100	Expend in 2020	Board Approved 7/14/20
G27	6/19/2020	\$500 Donation for Telescopes from MN Astronomical Society, forwarded on from Stillwater Sunrise Rotary	\$500	Telescope Purchase	235-3235-3820-0100	Expend in 2020	Board Approved 7/14/20
G28	7/3/2020	In-Kind Donation of Landscape Cloth, Staples and Mulch (Value: \$325)	In-Kind	N/A	N/A	N/A	For Board Review & Approval 10/13/2020
G29	7/9/2020	In-Kind Donation of Garden Hose (Value: \$64.99)	In-Kind	N/A	N/A	N/A	For Board Review & Approval 10/13/2020
G30	7/20/2020	\$50 Tribute in memory of Warren Bovee	\$50	TBD; Working with family to determine any special designations	235-0000-3820-1000	TBD	For Board Review & Approval 10/13/2020
G31	7/20/2020	\$50 Tribute in memory of Warren Bovee	\$50	TBD; Working with family to determine any special designations	235-0000-3820-1000	TBD	For Board Review & Approval 10/13/2020
G32	7/20/2020	\$150 Tribute in memory of Warren Bovee	\$150	TBD; Working with family to determine any special designations	235-0000-3820-1000	TBD	For Board Review & Approval 10/13/2020
G33	7/20/2020	\$250 Tribute in memory of Warren Bovee	\$250	TBD; Working with family to determine any special designations	235-0000-3820-1000	TBD	For Board Review & Approval 10/13/2020
G34	7/20/2020	\$1,500 Donation for Telescopes	\$1,500	Telescope Purchase	235-3235-3820-0100	Expend in 2020	For Board Review & Approval 10/13/2020
G35	7/20/2020	\$45 Unrestricted Donation	\$45	None	230-0000-3820-0100	Use for General Operating	For Board Review & Approval 10/13/2020

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

Prepared 10/8/2020

G36	7/20/2020	\$20 Unrestricted Cash Donation	\$20	None	230-0000-3820-0100	Use for General Operating	For Board Review & Approval 10/13/2020
G37	7/20/2020	\$1309.70 Distribution from the Stillwater Public Library Athena Fund of the St. Croix Valley	\$1,309.70	For purchase of adult nonfiction of lasting value	235-3235-3820-0100	Expend in 2021+	For Board Review & Approval 10/13/2020
G38	7/20/2020	\$200 Unrestricted donation	\$200.00	None	230-0000-3820-0100	Use for General Operating	For Board Review & Approval 10/13/2020
G39	8/31/2020	\$9,289 donor-designated annual distribution from Helen Lawson Library Fund	\$9,829	Funds in honor of Helen Lawson and to be used for items that are of service to the public. Expenditures need to be identified as a gift from the Helen Lawson Library Fund.	224-0000-3820-0100	TBD by Board	For Board Review & Approval 10/13/2020
G40	8/31/2020	\$200 Tribute in memory of Warren Bovee	\$200	TBD; Working with family to determine any special designations	235-0000-3820-1000	TBD	For Board Review & Approval 10/13/2020
G41	8/31/2020	\$25 Tribute in memory of Warren Bovee	\$25	TBD; Working with family to determine any special designations	235-0000-3820-1000	TBD	For Board Review & Approval 10/13/2020
G42	8/31/2020	\$100 Tribute in memory of Nancy Broderick	\$100	Book Purchase	230-0000-3820-0100	Expend in 2020	For Board Review & Approval 10/13/2020
G43	8/31/2020	\$100 Tribute in memory of Margaret Swanson	\$100	Book Purchase - Literary Fiction	230-0000-3820-0100	Expend in 2020	For Board Review & Approval 10/13/2020
G44	8/31/2020	\$50 Unrestricted Donation	\$50	None	230-0000-3820-0100	Use for General Operating	For Board Review & Approval 10/13/2020
G45	9/19/2020	In-Kind Donation of Mobile Reference Desk; Est. Value \$500	In-Kind	N/A	N/A	N/A	For Board Review & Approval 10/13/2020
G46	9/21/2020	In-Kind Donation of Reference Desk Extension; Est. Value \$150	In-Kind	N/A	N/A	N/A	For Board Review & Approval 10/13/2020
G47	9/30/2020	\$25 Tribute in memory of Nicholas Haase	\$25	Book Purchase - Juv	230-0000-3820-0100	Expend in 2020	For Board Review & Approval 10/13/2020
			\$28,234				

2020: FRIENDS OF STILLWATER PUBLIC LIBRARY GIFTS

ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
F1	2/11/2020	\$300 Donor-Designated Gift to Juv Materials	\$300	Juv Materials	229-0000-3810-0100	Expend in 2020	Board Approved 4/14/20
			\$300				

2020: FOUNDATION GRANTS (This is a list of the grants awarded. We do not receive the funds in a single payment. Instead, the SPLF reimburses for expenditures against the grant.)

ID	Date	Description	Award	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	Requested Board Action
SPLF1	2/7/2020	\$20.43 Tribute in memory of Meinke	\$20.43	Book Purchase	232-0000-3820-0100	Expend in 2020	Board Approved 4/14/20
SPLF2	3/30/2020	Funding for promotional mailer of library services during COVID	\$795	Marketing	232-4232-4099-0000	Expend in 2020	Board Approved 7/14/20
SPLF3	4/24/2020	\$500 Telescopes, \$3000 Lucky Day, \$1000 YA, \$1872 Adult Nonfiction; \$1065 Video (\$63 Residual)	\$7,500	Materials	232-0000-3820-0100	Expend in 2020	Board Approved 7/14/20
SPLF4	6/26/2020	Contingent Grant of \$19,000: Barriers for public service points, public computer workstations and other points throughout library; <i>Funding will be provided if city cannot fund through CARES Act</i> <i>Update: Grant not needed. Barriers funded under CARES ACT.</i>	\$0	Barriers	232-0000-4093-0000	Expend in 2020	Board Approved 7/14/20
SPLF5	6/26/2020	Circulating Wi-Fi connections for patrons	\$1,750	Hotspots	232-0000-3820-0100	Expend in 2020	Board Approved 7/14/20
SPLF6	8/28/2020	Funding from Margaret Rivers for masonry repairs	\$3,000	Masonry		Expend in 2020	For Board Review & Approval 10/13/2020
			\$13,065				

2020: FOUNDATION IN-KIND DONATIONS TO LIBRARY (This is a list of in-kind donations provided by the Foundation to the library)

ID	Date	Description	Amount	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	Requested Board Action
SPLF In Kind 1	1/25/2020	Volunteer Coordinator Contract	\$1,668	N/A	N/A	N/A	Board Approved 4/14/20
SPLF In Kind 2	2/25/2020	Volunteer Coordinator Contract	\$1,668	N/A	N/A	N/A	Board Approved 4/14/20
SPLF In Kind 3	3/25/2020	Volunteer Coordinator Contract	\$1,668	N/A	N/A	N/A	Board Approved 4/14/20
SPLF In Kind 4	4/21/2020	Volunteer Coordinator Contract	\$1,668	N/A	N/A	N/A	Board Approved 7/14/20
SPLF In Kind 5	5/22/2020	Volunteer Coordinator Contract	\$833	N/A	N/A	N/A	Board Approved 7/14/20

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

Prepared 10/8/2020

SPLF in Kind 6	6/21/2020	Volunteer Coordinator Contract	\$833	N/A	N/A	N/A	Board Approved 7/14/20
SPLF in Kind 7	7/1/2020	Volunteer Coordinator Contract	\$556	N/A	N/A	N/A	For Board Review & Approval 10/13/2020
SPLF in Kind 8	7/21/2020	Volunteer Coordinator Contract	\$1,389	N/A	N/A	N/A	For Board Review & Approval 10/13/2020
SPLF in Kind 9	8/21/2020	Volunteer Coordinator Contract	\$1,389	N/A	N/A	N/A	For Board Review & Approval 10/13/2020
SPLF in Kind 10	9/21/2020	Volunteer Coordinator Contract	\$1,389	N/A	N/A	N/A	For Board Review & Approval 10/13/2020
			\$13,060				

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2020 Capital Release Request	
OWNER: Troendle, Library Director	PRESENTER: Troendle, Library Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Release \$10,000 for the sorter upgrade (project #20-4230-080). In addition, release the \$1,377.63 in reallocated funds for the sorter upgrade.	
BACKGROUND/CONTEXT: The sorter upgrade to Windows 10 is quoted at \$11,377.63. To fund this upgrade, the library is requesting release of the \$10,000 originally budgeted for the sorter upgrade (project #20-4230-080) and the remaining \$1,377.63 that was reallocated by trustees at the August board meeting from the selfcheck upgrade (project# 20-4230-039) and custodial equipment (#20-4230-75) to the sorter upgrade.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Trustee Information Sharing	
OWNER: Trustees	PRESENTER: Trustees
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: This standing agenda item allows trustees to share information with each other. Informational updates could include reports on workshops or programs attended, observations from visits to other libraries, and reviews of library-related news.</p> <p>An article by Library Trustee Spike Carlsen was featured in the Wall Street Journal. Visit https://www.wsj.com/articles/the-forgotten-front-porch-is-making-a-comeback-11601092860.</p> <p>Trustees: When visiting libraries, please consider picking up library calendars, program guides and other marketing pieces for the Business and Communications Manager. These materials help provide ideas and inspiration for staff.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Hours and Services	
OWNER: Troendle, Director	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>The library’s Express Services phase continues to go well. Patrons are cooperative with the mask requirement and other guidelines. A few patrons have expressed a desire for the library to be open more days. An equal if not greater number are pleased with our cautious approach for the sake of patrons and staff. Patrons continue to frequently express how appreciative they are to have such a wonderful library and helpful staff available in their community. Staff reported that one person literally had tears of joy because she was so thankful. In-person visits are approximately at half the volume as compared to foot traffic before COVID. The library has not yet reached capacity or needed to restrict access to the building, which may be an indicator that we are generally meeting demand between in-person access and curbside pick-up. A more recent observation from staff is that adding limited seating would be welcome by a segment of patrons.</p> <p>While not seeking formal action, the Executive Committee had several recommendations for Board consideration and discussion, including:</p> <ul style="list-style-type: none"> ○ Barring unforeseen events, continue current hours/services through 2020. ○ Determine minimum lead time for changing hours. 3-4 weeks? ○ To determine whether to adjust hours/services, consider gate counts, public comments/requests, and staff observations. 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Fourth Street Lawn Project—The Why	
OWNER: Facilities Committee	PRESENTER: Facilities Committee
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: Picture a library where ...</p> <ul style="list-style-type: none"> ... on spring, summer, and fall days, kids can safely gather in an outdoor amphitheater for story time (and where strategically positioned plantings keep kids safely corralled) ... book discussion groups can gather in the great outdoors ... benches provide comfortable places for visitors to sit in the warmth of the sun or cool of the shade ... everyone in the community has 24/7 access to free Wi-Fi ... children visit pollinator, butterfly, and rain gardens to learn about nature ... families have a space to eat lunch during “intermission” at the library ... historically accurate landscape plantings add to the beauty of the historic Carnegie Library ... sculptures beautify the lawn ... people can honor writers, books, and loved ones with dedicated benches, planting beds, pavers, and sculptures <p>Imagine a library that you enter, not when you first step through the front door, but when you first step foot on the sidewalk.</p> <p>“Enhance the experience of using the physical library space” is one of the four primary goals in the library’s current strategic plan. And with all the changes coronavirus has brought, providing a safe space and environment for people to read, gather, and learn is more important than ever; that space is readily available on the expansive, under-utilized Fourth Street lawn. Expanding the library into the outdoors will allow the library to move towards its mission of connecting members of our community with one another and providing the space to engage with one another—regardless of circumstances.</p> <p>The Facilities Committee and library director Mark Troendle have interviewed four landscape firms and solicited proposals for the Fourth Street lawn project. The committee will present information from the four firms to the full board and make a recommendation at the November board meeting for one firm to begin preliminary design work. Funding of this first design phase will be part of a grant recommendation for the board’s consideration. This design work will serve as a basis for further conversations with staff, board, and the community to arrive at a plan that works for all. Plans to seek additional funding will be discussed further with the Stillwater Public Library Foundation and possibly other grant sources. It is the recommendation of the Facilities Committee that a fundraising campaign engaging the community’s individuals, businesses, and foundations raise the additional funds needed for this very public space.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Director Evaluation Summary	
OWNER: Bell, President	PRESENTER: Bell, President
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve movement to step 8, retroactive to the first full pay period following the director’s anniversary date of September 5.	
BACKGROUND/CONTEXT: At the September board meeting, the trustees conducted the annual director performance evaluation process in closed session. Library Board President Maureen Bell will provide a verbal summary at the October meeting in open session. After the summary is presented, the board is requested to take action on a motion for step movement to correct an unintentional oversight from the previous meeting.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2021 Operating Budget			
OWNER: Finance Committee Mark Troendle, Director Keri Goeltl, Business & Communications Manager		PRESENTER: Finance Committee	
REQUESTED AGENDA TYPE (A, I, D): A		IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:	
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Action is requested to approve the revised 2021 operating budget.			
BACKGROUND/CONTEXT: Per the city's direction, the library submitted two 2021 operating budget requests in July – one for no increase in the property tax levy from 2020 and a second request for a 3% increase in the property tax levy from 2020. City Administrator McCarty reviewed the budget scenarios and proposed a 3% increase in the transfer in from the general fund for the library. In September, the City Council approved McCarty's recommendation for the library with a total budget appropriation of \$1,428,083, consisting of \$1,393,796 from the general fund and \$132,620 in library-generated revenue.			
2021 Budgeted Adopted by Council (3% Increase in Transfer In)			
	2020 Budget	2021 Budget	Change
Charges for Services (rentals, copier/printer)	\$120,200	\$6,200	-\$114,000
Miscellaneous (fees, donations, in-kind gifts)	\$12,420	\$28,087	\$15,667
Transfer In - General Fund	\$1,353,200	\$1,393,796	\$40,596
Total	\$1,485,820	\$1,428,083	-\$57,737
Based on the adopted budget, 2021 expenditure projections were reviewed. Updates were made to personnel costs to reflect increases on the class compensation grid, wage adjustments, and changes in insurance rates and offerings. Changes were made to meeting room/event rental revenue and professional services fees to reflect the termination of the contract with One23, the discontinuation of special event bookings at the library, and the reduced use of event prep staff. Other budgetary line items were reviewed and adjusted. In addition, based on trustee feedback from the July board meeting, the city's portion of Sunday hours was removed from the 2021 budget with the expectation that a request would be made to the Foundation to fully fund Sundays. These changes bring the projected expenditures for 2021 to \$1,470,987, which is \$42,904 over budget.			
The Finance Committee and library staff met on September 28, 2020 to review possible cost-cutting scenarios to address this \$42,904 gap. The Committee considered multiple budget options to find the appropriate balance between avoiding devastating cuts to the collection budget, preserving patron access to the collection via open hours, and supporting staff. The options in blue are recommended by the Finance Committee, resulting in a total of \$42,239 in savings. The chart also depicts where Foundation or Friends support is recommended.			
Cost-Cutting Options:			
Reduce city-funded materials budget of \$106,260 from 2020:	City Reduction	Grant Request	
Reduce by 5%	\$5,313	\$5,313	
Reduce by 10%	\$10,626	\$10,626	
Reduce by 15%	\$15,939	\$15,939	
Reduce by 20%	\$21,252	\$21,252	

Reduce city-funded library hours in 2021:	City Reduction	Grant Request
Hours have been Mon-Thu 10-8, Fri/Sat 10-5, Sun 1-5 PM (closed on Sun from Memorial Day through Labor Day)		
Open Sundays in school year (Ask Foundation to fund, including custodial)	Already removed	\$23,997
Closed Sundays through Labor Day; Open after (Foundation fund)	Already removed	\$10,665
Closed Fridays through March	\$9,700	
Closed Fridays through April	\$12,800	
Closed Fridays through Memorial Day	\$15,800	
Closed Fridays through Labor Day	\$27,100	
Closed on all Fridays	\$39,100	
Close at 7 PM on M-Th through Memorial Day	\$6,300	
Close at 7 PM on M-Th during the summer	\$4,200	

In assessing the 2021 budget, the Finance Committee reviewed supplemental fund balances and reserves. The Committee also reviewed traditional annual funding received from the Foundation and Friends, as well as potential new grant requests to help offset cost-cutting measures. In addition, the Committee noted several other possible projects that may need 2021 funds. With the concern that budget impacts from COVID are likely to extend beyond 2021, the Finance Committee discussed prudence in the use of supplemental reserves and in the request of new grants. Following is an overview of possible 2021 grant requests to the Foundation. **These requests will be reviewed for action under Agenda Item 10.**

2021 Possible Grant Requests	2021 Possible Ask
<i>Stillwater Public Library Foundation</i>	
Volunteer Coordinator	\$16,700
YS Program Assistant	\$15,400
Sunday Hours	\$11,000-\$24,000
Materials	\$24,000
Programming	\$8,000
Data Plan for Hotspots	\$1,400
Huelsmann Grant: Masonry	\$20,000-\$30,000
Hugh J. Andersen Grant: Menu of Projects	?
Total	\$96,500-\$118,000+
<i>Friends of the Stillwater Public Library</i>	
Materials	\$4,000
Programs	\$4,000
Total	\$8,000

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

2021 Revised Operating Budget

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?: Finance Committee

General Ledger

2021 Budget



Fiscal Year: 2021

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

2018	2019	2020	2020				2021 Request	2021 Request
Actual	Actual	Adopted	YTD	Account	Description	FTE	3% (Original)	3% (Revised)
0.00	0.00	0.00	0.00	3910-0412	Transfer In-GO CO Bonds 2012	0.00	0.00	0.00
0.00	0.00	0.00	0.00	3910-0414	Transfer In-GO CO Bonds 2014	0.00	0.00	0.00
0.00	0.00	0.00	0.00	3910-0415	Transfer In-2015 GO CO Bonds	0.00	0.00	0.00
0.00	0.00	0.00	0.00	3910-0416	Transfer In-CO Bonds 2006	0.00	0.00	0.00
0.00	0.00	0.00	0.00	3910-0420	Transfer In-Co Bonds	0.00	0.00	0.00
0.00	0.00	0.00	0.00	3910-0423	Transfer In-2001 C/O Bonds	0.00	0.00	0.00
0.00	0.00	0.00	0.00	3910-0424	Transfer In-Co Bonds 2000	0.00	0.00	0.00
0.00	0.00	0.00	0.00	3910-0426	Transfer In - CO Bonds 2016	0.00	0.00	0.00
9,411.27	0.00	0.00	0.00	3910-0427	Transfer In - CO Bonds 2017	0.00	0.00	0.00
0.00	9,952.24	0.00	0.00	3910-0490	Transfer In-Capital Projects	0.00	0.00	0.00
1,231,764.58	1,320,491.80	1,353,200.00	676,600.02		OTHER FINANCING SOURCES Totals:	0.00	1,393,796.00	1,393,796.00
				4230	LIBRARY OPERATIONS			
				E05	PERSONNEL SERVICES			
150,883.83	182,655.19	415,990.56	64,066.76	1000-0000	Full Time Salaries	5.00	422,152.30	422,152.30
0.00	145.89	0.00	79.38	1100-0000	Overtime - Full Time	0.00	0.00	0.00
502,789.49	519,788.11	350,945.44	204,003.07	1200-0000	Part Time Salaries	7.21	343,942.34	356,602.67
				1210-0000	Part Time In Kind	0.38	16,666.66	16,666.66
0.00	0.00	0.00	0.00	1300-0000	Overtime - Part Time	0.00	0.00	0.00
46,217.27	50,226.29	57,520.20	20,587.66	1410-0000	PERA	0.00	60,320.82	58,406.62
49,251.54	55,057.38	58,108.36	21,856.37	1420-0000	FICA/Medicare	0.00	61,527.34	59,574.76
79,288.89	47,177.91	88,359.48	33,741.02	1500-0000	Hospital / Medical	0.00	101,761.44	87,166.32
3,066.27	3,699.17	2,684.40	1,813.65	1520-0000	Dental Insurance	0.00	4,073.70	2,684.40
529.46	446.02	622.68	205.12	1540-0000	Life Insurance	0.00	767.68	767.68
832,026.75	859,195.96	974,231.12	346,353.03		PERSONNEL SERVICES Totals:	12.59	1,011,212.28	1,004,021.41
				E10	SUPPLIES			
293.03	0.00	0.00	0.00	2000-0000	Office Supplies	0.00	0.00	0.00
8,942.95	5,637.68	4,500.00	2,439.80	2101-0000	General Supplies	0.00	4,500.00	4,500.00
3,241.05	2,530.00	2,500.00	(2,794.48)	2113-0000	Reference	0.00	1,875.00	2,125.00
1,752.07	1,811.69	2,000.00	1,287.65	2114-0000	Data Base Searching	0.00	1,500.00	1,700.00
2,998.74	11,014.58	3,000.00	0.00	2302-0000	Other Minor Equipment	0.00	3,000.00	3,000.00
16,194.20	19,099.30	21,010.00	4,306.24	2400-0000	Childrens Books	0.00	15,757.50	17,858.50
21,279.34	21,275.70	21,450.00	3,965.88	2401-0000	Adult Books - Fiction	0.00	16,087.50	18,232.50
14,266.47	7,317.38	15,400.00	4,409.93	2402-0000	Audio	0.00	11,550.00	13,090.00
3,975.48	4,057.57	4,900.00	(3,379.85)	2403-0000	Periodicals	0.00	3,675.00	4,165.00
19,334.58	21,161.40	20,350.00	6,470.87	2405-0000	Adult Books - Non Fiction	0.00	15,262.50	17,297.50
4,745.72	4,876.07	5,500.00	1,095.56	2406-0000	Teen Books - Materials	0.00	4,125.00	4,675.00

2018	2019	2020	2020				2021 Request	2021 Request
Actual	Actual	Adopted	YTD	Account	Description	FTE	3% (Original)	3% (Revised)
0.00	2,214.00	1,650.00	0.00	2407-0000	Programs	0.00	1,650.00	1,650.00
9,460.78	7,764.34	8,250.00	231.21	2408-0000	Film/Video	0.00	6,187.50	7,012.50
4,500.00	4,504.89	4,500.00	1,729.53	2409-0000	Electronic Materials	0.00	3,375.00	3,825.00
383.50	91.06	400.00	75.00	2499-0000	Collection Development	0.00	300.00	340.00
111,367.91	113,355.66	115,410.00	19,837.34		SUPPLIES Totals:	0.00	88,845.00	99,471.00
				E15	SERVICES AND CHARGES			
5,786.36	11,133.19	10,700.00	2,173.76	3098-0000	Technology Support	0.00	10,700.00	10,700.00
10,945.75	7,923.18	53,268.00	8,622.50	3099-0000	Other Professional Services	0.00	5,000.00	5,000.00
0.00	0.00	6,129.12	0.00	3100-0000	Circulation System	0.00	6,129.12	6,129.12
0.00	0.00	0.00	0.00	3101-0000	Telecommunications	0.00	0.00	0.00
1,414.01	2,221.20	1,500.00	122.33	3102-0000	Postage	0.00	1,500.00	1,500.00
28.34	293.48	400.00	0.00	3200-0000	Mileage	0.00	400.00	400.00
1,695.56	1,597.77	7,800.00	1,023.72	3201-0000	Seminar/Conference Fees	0.00	0.00	0.00
0.00	0.00	0.00	0.00	3202-0000	Meals	0.00	0.00	0.00
0.00	0.00	0.00	0.00	3203-0000	Housing	0.00	0.00	0.00
1,543.33	2,577.25	2,500.00	70.00	3400-0000	Printing and Publishing	0.00	2,500.00	2,500.00
0.00	0.00	0.00	0.00	3401-0000	Binding	0.00	0.00	0.00
12,087.02	13,948.14	14,000.00	2,346.85	3404-0000	Processing Fee	0.00	14,000.00	14,000.00
1,646.00	1,172.00	2,300.00	0.00	3500-0000	General Insurance	0.00	1,518.00	1,518.00
2,641.23	23,694.23	23,500.00	21,095.95	3707-0000	Maintenance Agreements	0.00	25,000.00	25,000.00
0.00	0.00	0.00	0.00	3713-0000	Computer Maint Agreements	0.00	0.00	0.00
0.00	0.00	0.00	0.00	3803-0000	Data Base Maintenance	0.00	0.00	0.00
0.00	0.00	0.00	0.00	3804-0000	Equipment Rental	0.00	0.00	0.00
368.73	434.32	400.00	73.48	3900-0000	Sales Tax	0.00	400.00	400.00
38,156.33	64,994.76	122,497.12	35,528.59		SERVICES AND CHARGES Totals:	0.00	67,147.12	67,147.12
				E20	MISCELLANEOUS			
400.00	895.00	1,200.00	300.00	4000-0000	Memberships and Dues	0.00	419.74	594.01
655.23	497.54	625.00	(618.48)	4001-0000	Subscriptions	0.00	625.00	625.00
0.00	0.00	0.00	816.75	4093-0000	COVID-19	0.00	0.00	0.00
3,296.35	2,386.70	3,000.00	213.66	4099-0000	Miscellaneous Charges	0.00	3,000.00	3,000.00
4,351.58	3,779.24	4,825.00	711.93		MISCELLANEOUS Totals:	0.00	4,044.74	4,219.01
				4231	LIBRARY PLANT			
				E05	PERSONNEL SERVICES			
56,859.02	34,918.35	83,851.58	13,595.77	1000-0000	Full Time Salaries	1.00	62,832.24	62,832.24

2018	2019	2020	2020				2021 Request	2021 Request
Actual	Actual	Adopted	YTD	Account	Description	FTE	3% (Original)	3% (Revised)
85.86	81.23	0.00	0.00	1100-0000	Overtime - Full Time	0.00	0.00	0.00
24,083.34	38,875.03	14,937.00	14,580.46	1200-0000	Part Time Salaries	0.88	34,928.42	31,941.30
5,803.12	5,569.66	7,089.49	2,364.78	1410-0000	PERA	0.00	7,118.85	7,001.44
6,287.19	5,720.49	7,557.33	2,436.17	1420-0000	FICA/Medicare	0.00	7,587.35	7,250.18
16,589.77	20,571.00	13,077.00	8,839.85	1500-0000	Hospital / Medical	0.00	17,701.86	17,534.16
631.50	711.69	757.80	531.11	1520-0000	Dental Insurance	0.00	757.80	757.80
92.98	85.73	87.00	41.09	1540-0000	Life Insurance	0.00	116.00	116.00
110,432.78	106,533.18	127,357.20	42,389.23		PERSONNEL SERVICES Totals:	1.88	131,042.52	127,433.12
				E10	SUPPLIES			
488.13	129.13	1,000.00	0.00	2101-0000	General Supplies	0.00	450.00	450.00
4,309.68	5,641.51	4,500.00	1,312.51	2102-0000	Janitorial Supplies	0.00	4,500.00	4,500.00
5,865.61	2,831.05	1,500.00	1,972.32	2202-0000	Building Repair Supplies	0.00	1,500.00	1,500.00
0.00	0.00	0.00	0.00	2203-0000	Furn/Air Cond Repair Supplies	0.00	0.00	0.00
3,784.90	1,156.28	800.00	0.00	2302-0000	Other Minor Equipment	0.00	800.00	800.00
14,448.32	9,757.97	7,800.00	3,284.83		SUPPLIES Totals:	0.00	7,250.00	7,250.00
				E15	SERVICES AND CHARGES			
0.00	0.00	0.00	0.00	3002-0000	Contractual	0.00	0.00	0.00
21,029.46	2,155.80	4,000.00	0.00	3099-0000	Other Professional Services	0.00	4,000.00	4,000.00
1,662.00	1,836.90	1,700.00	431.10	3101-0000	Telephone	0.00	1,700.00	1,700.00
30,610.00	31,585.00	32,000.00	0.00	3500-0000	General Insurance	0.00	26,241.00	26,241.00
40,292.01	38,555.11	46,200.00	12,217.47	3600-0000	Electricity	0.00	42,000.00	42,000.00
11,964.84	13,649.67	13,200.00	6,382.72	3601-0000	Natural Gas	0.00	14,000.00	14,000.00
20,598.24	37,737.78	25,000.00	8,359.15	3703-0000	Building Repair Charges	0.00	20,000.00	20,000.00
10,378.79	8,657.83	10,500.00	5,823.12	3707-0000	Maintenance Agreements	0.00	9,500.00	9,500.00
0.00	0.00	0.00	0.00	3713-0000	Computer Maint Agreements	0.00	0.00	0.00
136,535.34	134,178.09	132,600.00	33,213.56		SERVICES AND CHARGES Totals:	0.00	117,441.00	117,441.00
				E20	MISCELLANEOUS			
1,002.12	955.52	1,100.00	366.80	4099-0000	Miscellaneous Charges	0.00	1,100.00	1,100.00
1,002.12	955.52	1,100.00	366.80		MISCELLANEOUS Totals:	0.00	1,100.00	1,100.00
				4900	IMPROVEMENT PROJECTS			
0.00	0.00	0.00	0.00	E15 3099-0000	SERVICES AND CHARGES Other Professional Services	0.00	0.00	0.00

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

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Grant Requests	
OWNER: Troendle, Director	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve the library portions of the SPLF grant requests to the Huelsmann Foundation and Hugh J. Andersen Foundation. Motion to approve the 2021 funding requests of the Friends and Foundation.	
BACKGROUND/CONTEXT: Stillwater Public Library Foundation (SPLF) Grant Requests: SPLF is working on two upcoming grant requests and planning their budget for 2021. They have requested grant information from the library to aid in their preparations and planning. <i>Huelsmann Foundation Grant Request:</i> SPLF annually requests funding from the Huelsmann Foundation. The library’s portion of the grant request has typically supported a specific project or program. The library requested and received funding of \$20,000 for masonry repairs in 2020 to help preserve the historic library. The library would like to continue with the masonry repair work and request another \$20,000-\$30,000 in funding for 2021. <i>Hugh J. Andersen Foundation Grant Request:</i> SPLF has been in conversations with the Hugh J. Andersen Foundation regarding funding opportunities for their upcoming November 15 th grant deadline. The Andersen Foundation prefers requests with a menu of possible support options, and the SPLF has asked for the library’s recommendations. One menu option from the SPLF will be support for the cost of the Foundation Manager’s hours. The recommended grant options for the library are: <ul style="list-style-type: none"> • A \$12,000 grant for Summer Explorers 2021, a partnership between Bayport Public Library and Stillwater Public Library for a youth summer reading program. • A \$10,000 grant to fund a design for landscaping the 4th Street lawn. The library would like to hire a firm to create a design for the 4th Street lawn, identifying ways to extend the reach of the library to its outdoor space. • A \$25,000 grant to help fund masonry repairs. While a successful grant to the Huelsmann Foundation would cover \$20,000-\$30,000 of the masonry expenses, additional funds may be needed. This year’s repairs were \$29,776. The contractor has estimated \$183,274 in remaining repair work. A project smaller in scope focused on the outer perimeter of the terrace and parking ramp is estimated to cost \$47,939. <i>2021 General Funding Requests:</i> The Library would recommend asking the Foundation to budget \$76,500 - \$85,500 for the following requests for 2021. <ul style="list-style-type: none"> • Volunteer Coordinator: \$16,700 • Youth Services Program Assistant: \$15,400 • Sunday Hours: \$11,000 - \$24,000 • Materials: \$24,000 • Programming: \$8,000 • Hotspots Data Plan: \$1,400 	

Friends of the Stillwater Public Library (Friends) Grant Requests:

The Friends also provide significant support to the library. The Friends raise a majority of their funds through a Spring and a Fall used book sale, memberships, and ongoing sales through their book display in the library. With the cancellation of the Spring 2020 and Fall 2020 sales and no current display in the library, revenues will be significantly down in 2020. A total request of no more than \$8,000 is recommended for 2021.

- Materials: \$4,000
- Programs: \$4,000

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2021 Holiday Closing Schedule																							
OWNER: Troendle, Director	PRESENTER: Troendle, Director																						
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:																						
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of recommended holiday closing schedule for 2021.																							
BACKGROUND/CONTEXT: The Director recommends the following 2021 holiday closing schedule for the Stillwater Public Library, which would be in alignment with the library’s current personnel policy and union agreement: <table border="0"> <tr> <td>New Year’s Day</td> <td>Friday, January 1, 2021</td> </tr> <tr> <td>Martin Luther King Jr. Day</td> <td>Monday, January 18, 2021</td> </tr> <tr> <td>President’s Day</td> <td>Monday, February 15, 2021</td> </tr> <tr> <td>Easter</td> <td>Sunday, April 4, 2021</td> </tr> <tr> <td>Memorial Day</td> <td>Monday, May 31, 2021</td> </tr> <tr> <td>Independence Day</td> <td>Monday, July 5, 2021 (as the library is closed on summer Sundays)</td> </tr> <tr> <td>Labor Day</td> <td>Monday, September 6, 2021</td> </tr> <tr> <td>Thanksgiving Day</td> <td>Thursday, November 25, 2021</td> </tr> <tr> <td>Christmas Eve</td> <td>Friday, December 24, 2021</td> </tr> <tr> <td>Christmas Day</td> <td>Saturday, December 25, 2021</td> </tr> <tr> <td>New Year’s Eve Day</td> <td>Friday, December 31, 2021</td> </tr> </table>		New Year’s Day	Friday, January 1, 2021	Martin Luther King Jr. Day	Monday, January 18, 2021	President’s Day	Monday, February 15, 2021	Easter	Sunday, April 4, 2021	Memorial Day	Monday, May 31, 2021	Independence Day	Monday, July 5, 2021 (as the library is closed on summer Sundays)	Labor Day	Monday, September 6, 2021	Thanksgiving Day	Thursday, November 25, 2021	Christmas Eve	Friday, December 24, 2021	Christmas Day	Saturday, December 25, 2021	New Year’s Eve Day	Friday, December 31, 2021
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ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:																							
PREVIOUS ACTION ON ITEM:																							
REVIEWED BY COMMITTEE?:																							

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Board Self-Assessment	
OWNER: Board Self-Evaluation Task Force	PRESENTER: Board Self-Evaluation Task Force
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of Board Self-Assessment	
BACKGROUND/CONTEXT: <p>At the September board meeting, trustees reviewed and discussed an initial draft of the Board Self-Assessment proposed by the Board Self-Evaluation Task Force. Based on trustee feedback, a revised Self-Assessment is presented for trustee approval.</p> <p>The task force recommends the following process for conducting the self-assessment:</p> <ul style="list-style-type: none"> • Board Self-Assessment is distributed annually at the October board meeting. • Board Governance Committee receives, reviews and compiles results. Board Governance Committee presents results at November board meeting. • Results are presented in graph format. All comments and suggestions are also shared together. • As more years of responses are gathered, results should include graphing of both historical and current data. <p>The task force also recommends that it dissolve upon approval of the Board Self-Assessment. The ongoing work of administering the self-assessment would move to the Board Governance Committee.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS Board Self-Assessment	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Board Self-Assessment

To be reviewed by board: October 13, 2020

Please select a number from 0-5 to answer the following statements. Zero means no awareness of principle/policy. Five means full understanding and adherence.

1. The Stillwater Public Library Board of Trustees members understand their roles and responsibilities.

0 1 2 3 4 5

2. The Stillwater Public Library Board of Trustees new members are given an orientation inclusive of structure, function, committees, and role participation.

0 1 2 3 4 5

3. The Stillwater Public Library Board of Trustees uses mission and vision when making policy and making decisions.

0 1 2 3 4 5

4. The Stillwater Public Library Board of Trustees is involved in development and monitoring of the library's strategic goals/plan.

0 1 2 3 4 5

5. The Stillwater Public Library Board of Trustees maintains an effective relationship with the library director, providing community perspective and support that will assist the director and staff to provide smooth operation for the library.

0 1 2 3 4 5

6. The Stillwater Public Library Board of Trustees provides timely and meaningful evaluation of the library director in accordance with policy and procedures.

0 1 2 3 4 5

Stillwater

Public Library

7. The Stillwater Public Library Board of Trustees monthly meetings are well planned and organized with enough allocated time to complete business effectively.

0 1 2 3 4 5

8. The Stillwater Public Library Board of Trustees members regularly attend monthly meetings and assigned committee meetings.

0 1 2 3 4 5

9. The Stillwater Public Library Board of Trustees understand the budget and provide effective oversight for fiscal operation.

0 1 2 3 4 5

10. The Stillwater Public Library Board of Trustees promotes, advocates for and supports the library in the community.

0 1 2 3 4 5

Comments:

Suggestions:

Report from the Library Director, Mark Troendle

Major Accomplishments

- Continue to attend weekly City COVID meetings where information is exchanged among department heads.
- With the Facilities Committee, attended three meetings with landscape designers/architects to, in part, learn more about how they each approach a new project.
- Continue to attend and contribute to weekly planning sessions for the Stillwater Public Library Foundation's "For the Love of the Library" virtual event scheduled for November 17. These meetings will be ongoing until the event concludes. An update on the latest developments will be shared at the October 13 meeting of the Library Board.
- Continue to serve as a greeter, as needed, to monitor mask compliance and capacity limits.
- A quarterly report for the Huelsmann Foundation is being drafted to provide an update on how their generous donation has been used to restore a section of the building envelope to prevent further water intrusion.
- Completed HR and payroll paperwork to add a Substitute Library Assistant I to our team.

Heads-Up

- City IT, Community Development, library staff, and the Facilities Committee continue to provide input on how to best expand the library's exterior Wi-Fi footprint.

Near-Term Future Focus

- Coordination with the Library Foundation for the November 17 virtual event.
- Coronavirus (COVID-19) planning elements.
- Coordination with One23 Events on remaining weddings.

Trustee Spike Carlsen built two custom pieces to make the socially-distanced reference desk more functional—a desk on wheels (shown from two different angles) and a desk extension that provides room for the Plexiglas barrier to shift back, which allows staff to swivel the computer monitor around when they need to show patrons information from behind the barrier. Both enhancements have helped immensely and are greatly appreciated!



Report from the Information Services Supervisor, Aurora Jacobsen

Public Services

Circulation, Adult Programming and Reference

September Programs:

- Connect through Books, a Virtual Book Club, had 3 participants.
- How to Grow the Best Garlic on September 19th had 14 participants. The best was the father and ~9 year-old son who attended together on their couch, enjoying a Saturday morning activity together.
- Making Art for Social Change on September 24th had 2 participants after 7 people registered.
- Staff selected 17 book bundles for patrons to enjoy.

Circulation

- Billing notices went out in September for the first time since March. Because all items had extended due dates until early July, it meant that 7 months' worth of notices were sent to patrons at the same time. In fact, Washington County sent out 1900 billing notices on September 30th. Lori has done a lot of work with patrons in trying to resolve any issues, especially in figuring out which fees to waive and which patrons need to talk to Washington County Collections, when necessary.
- Washington County has moved to a one-week hold period. Stillwater is continuing with a two-week hold period for all items to give patrons plenty of time to continue to use Curbside pick-up.

Reference

- Circulating Laptops were used slightly more frequently in September, although there is still plenty of availability even with just 3 laptops available for checkout.
- St. Croix Collection (SCC) questions became a large focus of energy for the month. The three biggest questions were for information about the 1881 lynching in Wisconsin, a request for information about the property where Lakeview Hospital is now located, and a request for an article written about a woman's Christmas cookies for use in her obituary. Researching these questions has reminded Reference staff of the value that SCC volunteers add to the services the library offers.

Technology

- After the consolidation of services with the RBDigital/OverDrive merger, MELSA is re-evaluating their contract for eMaterials. There will be a period of study followed by the possibility of a change in services. Participants in the committee ranked all of the potential services by September 23rd and a decision about what the libraries in the 7 county metro region might receive from MELSA is expected by the end of the year.

Collection

- Because so many titles were delayed until fall at the beginning of COVID, the library is receiving orders that were placed months ago. Printing capacity remains low, so there is some extra pressure to anticipate which books will have high demand even before publication and some more delays in ordered titles. <https://www.nytimes.com/2020/08/27/books/printing-companies-backlog-book-publishing.html>
- With changes in circulation around the pandemic, the library has had some rather full shelves. Staff has been working to find the best balance between this temporarily full situation versus the long-term needs and goals for the collection.

Upcoming in October:

- How to Raise a Shade Tree on Thursday, October 8th.
- Connect through Books, a Virtual Book Club, is being held on Monday, October 12th.
- Wet Felted Coasters on Thursday, October 22nd.
- Anishinaabe Bead Arts on Thursday, October 9th.

Report from the Youth Services Supervisor, Angela Petrie

September Programs (all virtual or through curbside)

- **Storytimes** – an indeterminate number of viewers/listeners attended 4 Virtual sessions
 - 1 family/preschool “Music Together in the Valley” session
 - 3 family/preschool “Baby Bear’s Story Shorts” sessions
- **Preschool STEM** – an indeterminate number of viewers/listeners attended 1 Virtual session
 - 1 “Preschool STEM @ Home” session
- **Science-themed Take-and-Make kits**
 - 30 K-3 STEAM Explorers kits
 - 30 4-7 STEAM Explorers kits
 - 50 PreK STEM @ Home
- **Family (Virtual) Trivia Night: Marvel Cinematic Universe** – 6 individuals from 1 family attended
- **Passive Programming** –
 - **Virtual Family Art Project** – an indeterminate number of participants attended 2 Virtual themed sessions

Program Notes

From Kim: September was another extremely intensive technology-wrangling and -learning month as the Youth Services department moved Storytime filming in-house, experimented with adding captioning to in-house filmed programs for accessibility, and worked to add all previous filmed Storytime programs to the Library’s YouTube channel and add visibility from the web site. We also debuted the Take-and-Make STEAM Explorer Kits for grades K-3 and 4-7 as well as the filmed Virtual Preschool STEM @ Home program (including a Take-and-Make supplies option) and a new abbreviated Virtual Storytime approach with “Baby Bear’s Story Shorts.”

From Angie: The Take and Make Kits are staff-developed and staff-prepared. Each includes instructions and recommended book titles and digital resources. We’ve purchased relevant titles to tie the kits back to the library collection. Staff has created eye-catching labeling and the kits are flying out the door, especially those geared toward K-3.

Technology

New equipment and learning including new iPad, iMovie, YouTube, trying to figure out the recently updated Facebook interface, a filming light, Snowball microphone, etc.

Upcoming Single Date Programs

- *Music Together in the Valley* (Storytime) – Wednesday, October 7
- *Bears in Fall Leaves: Art for Kids* – Saturday, October 10
- *Family (Virtual) Trivia Night: Harry Potter* – Thursday, October 15
- *Leatherwork in Jewelry Making (MELSA)* – Saturday, October 17
- *Clay Hedgehog: Art for Kids* – Saturday, October 24

September in photos...





"Loved the project!!" Lori H. and two of her grandchildren



FINGERPRINT FORENSICS

Take and Explore Kit

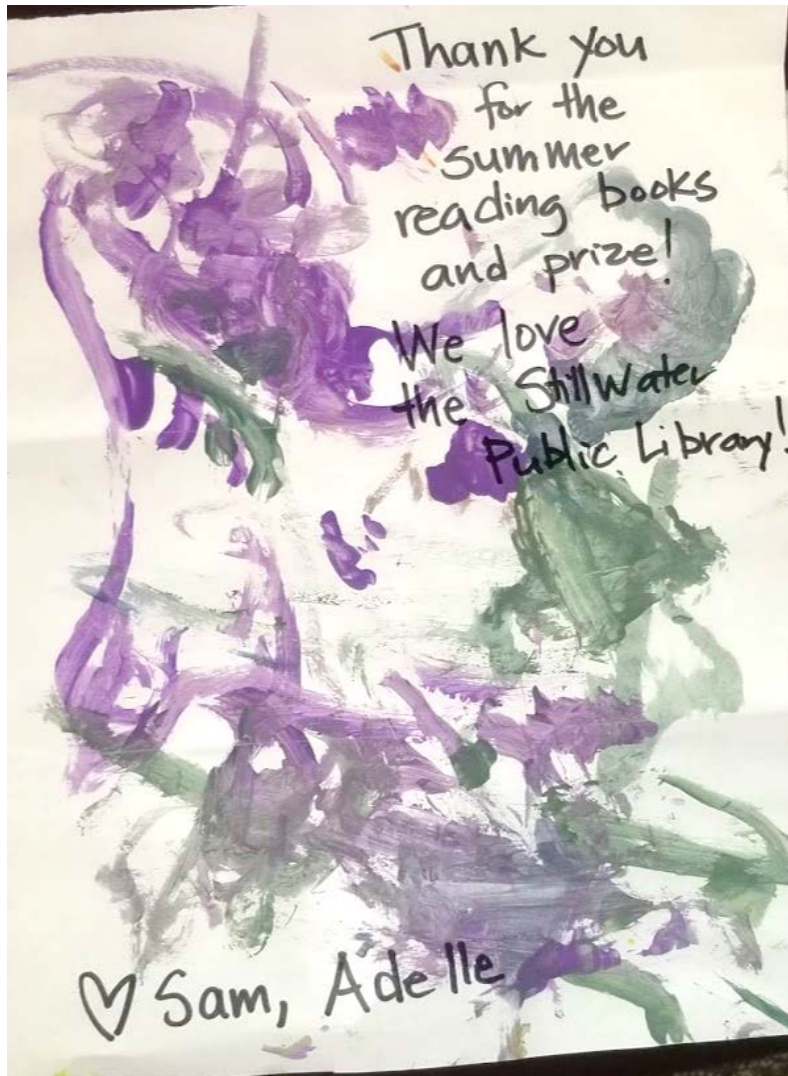
Grades K-3



OWL PELLETS

Take and Explore Kit

Grades 4-7



Stillwater Public Library Foundation
Board Meeting - August 28, 2020
Video Conference

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

1. Welcome - President Shawn Glaser called the meeting to order on Go To Meeting at 8:35. Members checked in with how they are doing during the current Covid-19 pandemic.
2. Approval of the Minutes - The minutes of the July 2020 meeting were approved as distributed.
3. Reports
 - a. President- Shawn
 - Contacted recent donors, including Andy Kass and his wife who made a donation for the Endowment Fund, and expressed appreciation for contributions
 - Addressed expiring Board terms
 - Jean - resigning at end of year - will be seeking a replacement secretary
 - Looking for diversity in replacement if there are others who resign
 - Proposed extension of Alicia's hours to accommodate her increased responsibilities
 - Kevin made the motion that Alicia's hours be increased to 32 hours per week starting August 31 and be subject to board review - motion was seconded by Sandy and unanimously approved
 - b. Library Director - Mark - (Left for a City Meeting)
 - Reported that Library limited-opening day, August 26, went well
 - Youth Services and Information Services reports - see in Board Packet
 - c. Finances - Dustin
 - Board's typical annual budget is \$150,000
 - Contributions have boosted our current balance
 - Considerations before year-end:
 - utilization of contributions / investments
 - audit for 2020 balance in 2021 (selection of company, etc.)
 - Foundation is doing well
 - d. Governance – Jean
 - Committee reviewed third draft of the bylaws and is preparing to forward it to Miriam Simmons, parliamentarian, for review
 - e. Events & Marketing – Summer
 - Posting on Facebook has resumed
 - Reported on "For the Love of the Library" virtual event

For the Love of the Library Virtual Event
November 17 or 18, 2020

1. Purpose
 - a. Raise Funds and Awareness for the Stillwater Public Library Foundation
 - b. Grow demographic
2. Partners
 - a. Rich Sommer as Host
 - b. Emcee - Lee Valsvick or local media personality
 - c. Local organizations, people and schools
3. Raise Funds
 - a. Ticket Sales
 - b. Live auction
 - c. Appeal
 - d. Sponsors
 - i. Current include - Huelsmann Foundation, First State Bank, Insurance Company
4. Theme
 - a. Gratitude
 - b. Experience, interactive
5. Expenses- \$10,000 - \$15,000
 - a. \$10,000 - \$12,000 Production Partner
 - b. \$1,500 - \$3,000 Mailings, graphics creation
6. Best Practices
 - a. Event expenses ideally 20% of goal after event established (3-5 years) - currently LAS is 50%
 - b. Initial goal recommendation potentially \$30,000

- Sandy Ellis affirmed the decision to have the virtual fund-raising event
 - on-line fundraising is fresh
 - we are in a position to try new things
 - it showcases the library
 - potential for win-win
- Shawn commented that it shows our dedication to the resiliency of the SPL

f. Foundation Manager – Alicia

- Included list of donors who contributed between May and end of August in Board packet
- Sent SPLF Newsletter to all donors and posted on Facebook
- Participated in Events committee meetings and created a timeline for meetings
- Presented the following report:

Foundation Manager

- I. Grants
 - A. Huelsmann 2nd Quarter Report Report Completed
 - B. Hugh J Anderson - Meeting with Brad Kruse, we will reapply Nov 15th
 - C. Margaret Rivers - Application submitted and phone call with Jean from MR
- II. Marketing & Events
 - A. Eidecom Production Company - Meeting held and initial proposal submitted
 - B. Rich Sommer Video - first video posted on Facebook, over 2000 people have seen it. Next Newsletter & Website. Like and Share from your FB page
 - C. Next Newsletter
 - D. Facebook calendar
- III. Contributions
 - A. \$17,948 total LAS 142 donors
 - B. 9 monthly gifts
 - C. \$500 contribution from Facebook donor
- IV. Other
 - A. Committee Group Emails - each committee has a group email to use for messaging the entire group
 - B. Board Calendar - all board and committee meetings posted here, as well as important events and reminders
- V. Volunteer Coordinator Update for June and July.
 - A. Participated in professional training though Community Thread- "Engaging Millennial Volunteers in our New Normal"
 - B. Continue to answer inquiries from our veteran volunteers. Recently, this includes our regular volunteers, Stillwater High School National Honor Society and Key Club presidents. Many volunteers have expressed how much they miss volunteering at the library but understand the decision to not return yet.
 - C. Continue to answer inquiries in regard to volunteering from potential new volunteers in the community. These new inquiries have recently picked up quite a bit. Saving contact info for potential new volunteers for when it's safe to have volunteers at the library. Recent inquiries have come from Salem Lutheran School, adults, and teens.
 - D. Updated training information.
 - E. Currently, updating the volunteer application.

4. Other Business

- a. November Board Meeting
 - Rescheduled the November, 2020 Board Meeting for Friday, December 4
 - Rescheduled the November, 2021 Board Meeting for Friday, December 3

b. Bylaws Amendment

- Summer presented the following recommendation, highlighted in red, for the wording of Section 1.2 of the Foundation Bylaws:

Section 1.2 STILLWATER PUBLIC LIBRARY FOUNDATION is organized exclusively for charitable, religious, scientific and educational purposes. The purpose of this non-profit Corporation is to support the operations of the Stillwater Public Library, Stillwater, Minnesota, by providing funding for library materials, programs, facilities, ~~and~~ services, **and preservation of the historic building and grounds** beyond what the City of Stillwater is able to provide in tax monies. This support will be accomplished by means of fundraising events, annual campaign giving, and/or the creation and maintenance of endowed funds.

- Kevin made a motion to approve the amendment to the Bylaws. Summer seconded the motion and it was unanimously approved.

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, September 25, 8:30 - 10:00 a.m.

E-Mail Messages for August, 2020


Date	From	Regarding
8/4/20	Jean	July 2020 Meeting Minutes
8/18/20	Alicia	Request for Committee Reports & Agenda Items
8/18/20	Alicia	Shared Calendar
8/23/20	Alicia	Request for Committee Reports & Agenda Items
8/25/20	Alicia	Board Meeting Reminder
8/25/20	Shawn	Go To Meeting Invitation for August Board Meeting

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

 07 July Financials

 Library Director Report - Youth Services - August 2020.docx


 Library Director Report - Information Services - August 2020.docx


 Governance Committee Report 8:28:20 Governance Committee Report.pdf

 Foundation Manager Report

 Foundation Manager May-Current DonationReceived-3-DonationReceived.pdf

 Foundation Manager - Outline For the Love of the Library Virtual Event

 For Board Approval - July '20 Meeting Minutes.pdf

 For Board Approval - Bylaws amendment recommendation 08-2020.docx

 Agenda - August Board Meeting

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Executive Committee Report	
OWNER: Executive Committee	PRESENTER: Bell, President
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: SPL Executive Committee September 18, 2020, 11 a.m. via Zoom Meeting Notes Present: Bell, Lockyear, Richie, Troendle</p> <p>2021 Budget</p> <ul style="list-style-type: none"> • At its 9/15/20 meeting, the City Council agreed on 3% budget increase for 2021, with a final vote to be held in December. • Some adjustments in the library’s operating and capital budgets will be required. • The Finance Committee anticipates having a revised operating budget ready for board review in October. • The Facilities Committee will adjust the capital budget after receiving cost estimates from City IT. • The City Council discussed the cost of retiree health benefits at a preliminary budget hearing; it was not a topic at the 9/15 meeting. <p>SPLF Variety Show</p> <ul style="list-style-type: none"> • A virtual fundraiser is planned for November 17. Theme: For the Love of the Library. • The program will last an hour with a combination of live and taped segments. • Lee Valsvik MC, Rich Sommer Host. More details to follow. <p>Strategies to Address Staff Stress</p> <ul style="list-style-type: none"> • Heavy workload, lack of routine, uncertain times all contribute to staff stress. • Gradual reopening has been helpful. So far, no requests from the public for more open hours. Building capacity limits have not been reached, no lines waiting to enter. Curbside pickup remains popular and will be continued for now. • Suggested strategies, a brainstorming list: <ul style="list-style-type: none"> ○ Use more subs, especially during open hours, to ease the workload of regular staff. ○ Prioritize current work; defer lower priority items. ○ Take care with new work assignments; add only what is necessary. Staff are too busy to do more. ○ Encourage all staff to take time off, mini-breaks, short vacations, etc. ○ Regularly revisit this topic at Executive Committee and board meetings. ○ Employee Assistance Program (Sand Creek) could address stress management at group training sessions and/or individual counseling. • Recommendations for Board consideration in October: <ul style="list-style-type: none"> ○ Barring unforeseen events, continue current hours/services through 2020. ○ Determine minimum lead time for changing hours. 3-4 weeks? 	

- To determine whether to adjust hours/services, consider gate counts, public comments/requests, and staff observations. For guidance in determining how to respond when a staff member reports COVID symptoms or potential exposure, consult the [MDH decision tree](#).
- Hold a staff appreciation event hosted by trustees.

Nominating Committee

- Committee to be named in October to nominate officers for 2021/22.
- Members were suggested and will be contacted.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Finance Committee Report	
OWNER: Finance Committee	PRESENTER: Finance Committee
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: SPL Finance Committee Report September 28, 2020, 10:30 AM Present via Zoom: Hemer, Hollatz, Richie, Troendle, Goeltl</p> <p>2020 Operating Budget Review: Committee reviewed the 2020 operating budget and year-end projections. There are currently 8 pay periods remaining through the end of the year. If the existing express hours and staffing models continue and building repairs remain modest, the library projects enough savings at year-end to cover the loss in special events and other library revenues.</p> <p>2021 Operating Budget Recommendations: Committee reviewed the 2021 operating budget based on the 3% increase in the general fund approved by the Council. Committee discussed an updated menu of cost-cutting options to meet the projected \$42,904 gap between revenues and expenditures. Committee again expressed goal of balancing adjustments across areas. Recommended adjustments and proposed budget are presented under agenda item 9 in the October board packet.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Events Task Force Report	
OWNER: Library Events Task Force	PRESENTER: Library Events Task Force
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>Library Events Task Force Meeting Notes September 11, 2020, via Zoom Present: Beck, Ellis, Goeltl, Hemer, Lockyear</p> <p>Charge of this task force - from Board of Trustee’s Executive Committee</p> <ol style="list-style-type: none"> 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. <p>Discussion</p> <ul style="list-style-type: none"> • After members introduced themselves, the library events’ history and policy were reviewed. • Discussion followed regarding considerations of this task force as well as member roles and meeting frequency. <p>Decisions and Assignments:</p> <ul style="list-style-type: none"> • The initial task is to 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? • Pat, Paula and Sandy will research event policies of other libraries and nonprofit venues. • In order to begin developing survey questions to discover how the community feels about holding events at the library, each member will write 2 survey questions, and Keri or Pat will locate community survey results from the Board’s strategic planning process. • Other constituencies to survey include staff, city council members, nonprofits and certain for-profit organizations. • Pat will be chair and Paula will take minutes. • We will meet twice monthly, on the first and third Wednesday from 11:00-12:00. • Keri will send out the Zoom meeting invitation. • Quarterly reports will be made to the Board with final recommendations presented to the Board in one year. 	

Library Events Task Force Meeting Notes
September 23, 2020, via Zoom
Present: Ellis, Goeltl, Hemer, Lockyear

Discussion:

- Pat shared that Arba-Della Beck has resigned from the Task Force.
- Members shared the highlights from their study of how libraries and other venues handle events. Recognizing that the Library is not a private or nonprofit organization, the task force needs to ensure that we do not view the library’s event experiences through the same lens as theirs.
- Each member submitted possible question for a potential survey. After much discussion, it was clear that there were several questions to answer prior to surveying any group:
 - Who to survey? donors? chamber of commerce? patrons? staff? non-profits, ???
 - What is the purpose of the survey?
 - How do we define “event?”
 - What library space is included? Johnson Terrace, Margaret Rivers, Conference Room?
 - Who could help us compile questions for the survey?

Decisions and Assignments:

- Each member will submit the following to Pat no later than October 14:
 - What do the terms “events” and “programming” mean to us when referring to uses of the Johnson Terrace?
 - What specific spaces should we be addressing: Johnson Terrace, Margaret Rivers room, other spaces that can be currently reserved?
- Paula will connect with prospective member about joining task force.
- Pat will research organizations which might, pro-bono, consult with as we write questions for a survey.
- Paula will consolidate member survey questions.

Next Meeting: Wednesday, October 21, 11:00-12:00

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Stillwater Public Library 2020 Calendar

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

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

Stillwater

Public Library

2020 LIBRARY BOARD

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

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

2020 Committee Rosters:

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

2020 Task Forces:

Board Self-Assessment:	Cox, Hollatz, Howe
Event Task Force:	Hemer, Lockyear, Staff: Goeltl, Community: Sandy Ellis, Ryan Mathre

Updated: 10/9/2020