

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, November 10, 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: 892 8990 4841.

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 October 2020 (10/20/2020: \$13,710.18)+
 - c) 2020 October Budget Status Report +

Informational/Discussion (15 minutes)

5. Trustee Information Sharing I+
6. Library Board of Trustee Vacancies I+
7. Library Hours and Services D+

Decisional (25 minutes)

8. 2021 Capital Budget A+
9. 4th Street Lawn Design and Funding A+

Reports (20 minutes)

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

14. Adjournment

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 Pm on Monday, November 9, 2020.

A=Action Item I=Information Item D=Discussion Item +=Document in Packet *=Document to be Distributed Later
#=Document Distributed Previously Attachments: 2020 Calendar, 2020 Board Roster

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
October 13, 2020
Minutes**

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

ABSENT: Richie

STAFF: Goeltl, Troendle

AGENDA ITEM 1: Call to Order

Bell called meeting to order at 7:02 PM.

AGENDA ITEM 2: Adoption of Agenda

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

AGENDA ITEM 3: In-Person Public Commentary

None.

AGENDA ITEM 4: Consent Calendar

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

AGENDA ITEM 5: Trustee Information Sharing

Between board meetings, Bell asked Troendle to share an article about libraries serving as lifelines during the pandemic. <https://www.minnpost.com/cityscape/2020/10/libraries-as-pandemic-lifelines-in-the-twin-cities-theyve-been-ramping-up-services/>

Trustees discussed “*The Forgotten Front Porch Is Making A Comeback*”, an article written by Spike Carlsen and published in The Wall Street Journal. <https://www.wsj.com/articles/the-forgotten-front-porch-is-making-a-comeback-11601092860>.

Hemer noted that there was an article in the Pioneer Press about the Friends of St. Paul Public Library’s aggressively trying to change the 2021 budget shortfall for the library.

<https://www.twincities.com/2020/10/11/friends-of-st-paul-public-library-launches-campaign-against-city-hall-budget-cuts/>

Howe reported that she drove by the Thief River Falls library today. Their Friends group was hosting an outdoor book sale.

Bell noted that three trustees have terms that expire in December. Keliher is at the end of his third term, and state law indicates that he cannot reapply. Hollatz and Howe are not in their third terms and can reapply if they wish.

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AGENDA ITEM 6: Library Hours and Services

Troendle provided an update on the current COVID-19 trends in the state. Per the Minnesota Department of Health, Minnesota is in a phase where COVID-19 is spreading across the state.

Troendle reported on the library's Express Services phase. He noted that the phase continues to go well. Patrons tend to be cooperative with guidelines. Mixed feedback has been received from patrons regarding hours open. The library has not yet reached capacity or needed to restrict access to the building during Express Hours. Curbside services are still in demand. Staff have observed that adding limited seating would be welcome.

In looking at open hours, staff preference is for a reasonable balance between safety and hours. A more consistent schedule with more settled hours of operation has been helpful for planning and scheduling. It has also provided staff with the opportunity to take vacation time. Multi-week lead time in changing hours is preferred.

Troendle reported on library services across the region. Duluth is curbside pick-up only. Rochester has curbside pick-up and computer appointments but no browsing. St. Paul and Hennepin are open for Express Services with limited hours and locations. Menomonie was open to the public and is now back to curbside only due to the rising COVID rate.

Bell asked for trustee feedback on the Executive Committee's recommendations as found in the board packet for consideration and discussion. The recommendations include to continue established hours and services through the end of the year, establish a lead time for changing hours, and determine whether to look at standards or benchmarks for adjusting hours and services.

Cox responded that she liked the idea of stability in hours for staff and public. She agreed with a lead time of 3-4 weeks if the library was adding more hours but indicated that the library should be able to act more quickly if hours or services need to be taken away.

Hemer noted that during her time on the greeter desk that patrons expressed their appreciation of the open hours but did not ask if the library could be open more frequently or longer. Hemer was inclined to add limited seating.

Troendle noted that the library has thought about adding very limited seating. In addition to patrons requesting chairs from fatigue, the library has had tutors come in requesting tables and chairs to meet and has received requests to use study rooms. He asked for the board's thoughts on the types of seating that should be available.

Lockyear agreed with Cox regarding a lead time to increase services but not to shut down or decrease services. She also agreed that if the library is not going over capacity or needing to turn people away that the library may be doing OK with the number of open hours. Lockyear suggested the placement of utilitarian chairs for those that may be fatigued but no use of the upholstered furniture. Hemer and Lockyear noted that chairs with hard surfaces are easier to clean and sanitize.

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Carlsen asked that the library consider prominent placement of information about e-books, e-audio books and e-magazines on the website. This may help patrons better access this valuable service.

AGENDA ITEM 7: 4th Street Lawn

Cox discussed the why behind the 4th Street Lawn project as outlined in the board packet. She noted that the vision of the project is captured by the statement: "Imagine a library that you enter, not when you first step through the front door, but when you first step foot on the sidewalk."

Keliher commented that he loves the idea of exploring the possibilities suggested in the packet. Bell noted that this outdoor space could also raise community interest for people going by. Bell asked if there was discussion about use of lawn during winter months. Lockyear noted that one architect discussed using it in winter, and all ideas are on the table at this time.

AGENDA ITEM 8: Director Evaluation Summary

Bell reported that library procedures require a public summary of the Director Evaluation discussion held at the September board meeting.

Bell provided a summary of the annual performance review of director from Sept. 5, 2019-Sept. 5, 2020. She reported that because of COVID-19, this past year was much different from what we anticipated when annual goals were set in 2019. After a discussion by the full board, the trustees unanimously agreed that the director had done an outstanding job of providing services and exercising extremely good judgment during exceedingly challenging times.

In addition, Bell also called for a motion to formally approve Troendle's step increase following the completion of the director evaluation. *Motion to approve movement to step 8, retroactive to the first full pay period following the director's anniversary date of September 5. Keliher moved. Cox second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Lockyear, Keliher; No: None.*

Bell asked trustees to forward any suggestions to her regarding improvements to the director evaluation process.

AGENDA ITEM 9: 2021 Operating Budget

Troendle reported that the library was allocated a 3% increase from the transfer in from the general fund for 2021. After adjustments were made to revenues and expenditures, the library is projected to be \$42,904 over budget unless some additional cost-cutting options are made. Troendle noted that the Finance Committee reviewed several options (presented in the board packet) and recommended:

- Reducing materials budget by 15% (\$15,939); Ask Foundation to cover this reduction.
- Closing Fridays through Memorial Day (\$15,800)
- Closing at 7 PM on Monday through Thursday from January through Labor Day (\$10,500)
- Ask Foundation to fund all open Sundays during school year (up to \$23,997, dependent on COVID and future public hours)

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Troendle noted that the board packet also includes proposed grant requests to the Foundation and Friends for a picture of the broader support provided and the funds that the library would be seeking. More specific action on grant requests would be covered under Agenda Item 10.

Hemer commented that the board discussed reducing the materials budget by a larger percentage in September. After trustees expressed a preference for retaining more of the materials budget, the cuts in this area were reduced and offset in other areas.

Keliher inquired about tapping into fund balance. Hemer reported on concerns about ongoing needs in 2021, 2022 and beyond. At this time, the Finance Committee recommends preserving the fund balance.

Bell noted that she appreciated the Finance Committee adjusting cuts based on trustee comments. Bell remains concerned about the low level of funding for the collection. These funds may be hard to rebuild in future budgets.

Carlsen discussed that he presumed the budget was based on the library's regular hours of operation (pre-COVID). He inquired if savings would arise if the library operated with reduced open hours due to COVID-19 for part of 2021. Troendle responded that reduced hours of operation due to COVID-19 could provide savings that would allow the library to expand hours later.

Motion to approve revised 2021 operating budget, with the Finance Committee's recommended adjustments. Hemer moved. Hollatz second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Lockyear, Keliher; No: None.

AGENDA ITEM 10: Grant Requests

Troendle asked for the board's consideration of grant funding requests for 2021 to the Huelsmann Foundation, Hugh J. Andersen Foundation, Stillwater Public Library Foundation, and Friends of the Stillwater Public Library. He noted that one of the major areas for a grant request for Huelsmann and Andersen is the masonry repair work. Troendle reported that the Facilities Committee received an estimate for \$183,274 to complete all masonry repairs. The contractor was asked to break down the estimate into yearly phases. The estimate for the proposed 2021 work was \$47,939.

Troendle reviewed the grant requests as presented in the board packet. Trustees discussed requests.

Motion made to approve the library portions of the SPLF grant requests to the Huelsmann Foundation and Hugh J. Andersen Foundation. Cox moved. Keliher second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Lockyear, Keliher; No: None.

Motion to approve the 2021 funding requests of the Friends and Foundation. Hollatz moved. Cox second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Lockyear, Keliher; No: None.

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AGENDA ITEM 11: 2021 Holiday Hours

Troendle asked for the board's approval of the 2021 holiday closing schedule as presented in the board packet. He noted that all dates corresponded with the union agreement with the exception of Independence Day. In 2021, July 4th falls on a Sunday. This schedule proposes observance on Monday, July 5.

Motion to approve recommended holiday closing schedule for 2021. Hemer moved. Howe second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Lockyear, Keliher; No: None.

AGENDA ITEM 12: Board Self-Assessment

Howe directed trustees to self-assessment form included in the board packet. Howe noted that this document was presented for board review last month. Based on this discussion, the only change was the addition of the free-text comments and suggestions section. The task force proposed giving the assessment to board members annually in October with results presented back in November. The self-assessment would be dispersed and evaluated through the Board Governance Committee. The task force would dissolve after the self-assessment form and process is approved.

Hollatz inquired about the proposed process for this year. Howe noted that as she sits on the Board Self-Evaluation Task Force and the Governance Committee, she could receive the assessments this year, compile the results and summarize for the board. The trustees asked Troendle if the results could be submitted directly to a trustee/committee or do they need to be submitted to Troendle. Troendle indicated that he would research.

Carlsen recommended a question that would address the tone of the meetings. How cordial and constructive are the meetings? Are disagreements discussed and handled respectfully? He recommended rating this on a scale. Bell agreed with Carlsen.

Hemer agreed with Carlsen. The tenor and team spirit of board should be a question. Hemer also suggested some additional statements:

- Trustees adhere to open meeting law.
- Trustees keep current on library trends and practices by attending meetings, staying up to date on library issues, etc.
- Trustees would support basic library tenants, such as the library bill of rights, confidentiality, public rights to information, etc.

Howe noted that some of these items are being discussed by the Board Governance Committee as part of the trustee orientation. She inquired if this needed to be part of an annual assessment or can this occur as part of the trustee onboarding process. Hemer noted that these measures are applicable beyond the orientation process as a trustee may serve on the board for nine years.

Keliher and Lockyear noted that some of the self-assessment questions inferred some of these principles, but it might be valuable to address these more specifically as Hemer presented. Bell noted that some of the guiding principles of confidentiality and public rights to information are already included in policies, but it may be helpful to also address on a board assessment. Cox asked Bell to send

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relevant policy documents that contain this language. Hemer will also send proposed statements to task force.

Howe recommended that the task force take these comments and specific suggestions and go back to work. They will consider the feedback and bring back another draft.

Motion moved to table action until next month. Lockyear moved. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Lockyear, Keliher; No: None.

AGENDA ITEM 13: Director and Other Staff Reports

Troendle reported that IT has been working to extend the library's Wi-Fi footprint on the 4th Street lawn and terrace. This project has been discussed with the Facilities Committee and city planning. Plans are underway for installation and the library's Wi-Fi accessibility should be enhanced soon.

Bell thanked Carlsen for his creation of custom furniture.

AGENDA ITEM 14: Foundation and Friends Reports

The Foundation's enhanced website portal to purchase *For the Love of the Library* tickets and purchase sponsorships should go live soon. Carlsen will be interviewing Rich Sommer as part of the event.

Troendle and Mary Ann Sandeen, President of the Friends, met to discuss requests to make book donations and options for a future book sale. Troendle shared the Curbside Bag Sale approach used by the Friends of the Ramsey County Libraries. Books were offered in pre-filled bags, with reservations made in advance for curbside pick-up. For \$5, purchasers received a bag full of hand-selected books in the genre of their choice.

AGENDA ITEM 15: Board Committee Reports

- a) Board Governance Committee: Keliher reported on the committee's work to develop a trustee orientation document.
- b) Executive Committee: Report in packet. Bell noted that a nominating committee has been formed to nominate candidates for the offices of President, Vice President, Secretary/Treasurer for 2021/2022. Carlsen, Cox and Hemer will sit on the committee.
- c) Facilities Committee: No formal meeting other than landscape architect meetings.
- d) Finance: Report in packet.
- e) Board Self-Assessment Task Force: None
- f) Library Events Task Force: Reports in packet.

AGENDA ITEM 13: Public Commentary and Communications

None.

AGENDA ITEM 16: Adjournment

Motion to adjourn. Lockyear moved. Keliher second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Lockyear, Keliher; No: None. Meeting adjourned at 8:24 PM.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgement of Bills Paid in October 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 October 2020 bills paid				
BACKGROUND/CONTEXT: Following is a bills report summary for the month of October:				
October 2020 (2020 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 10,750.92	\$ 98.85	\$ 2,860.41	\$ 13,710.18
Capital Expenditures	\$ -	\$ -	\$ -	\$ -
Total	\$ 10,750.92	\$ 98.85	\$ 2,860.41	\$ 13,710.18
<p>Explanations of large or out of the ordinary payments are listed below: <i>Bill Resolution: October 20, 2020</i></p> <ul style="list-style-type: none"> • \$1,150.46 paid to Amazon for telescopes and accessories. Funded by grants from local Rotary clubs. • \$521.27 paid to various vendors for COVID-related purchases, including disinfecting and safety supplies and distance programming supplies. Applied to COVID-Library account line 281-4282-4093-0230. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 10/20/2020 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						
1KR4H6YWHYVM	10/07/20	Amazon Business	Materials - Telescopes (235)	\$ 1,059.92	235-4235-2101-0000	Library Donations Materials
1WT76HPC11DJ	10/05/20	Amazon Business	Materials - Telescopes (235)	\$ 90.54	235-4235-2101-0000	Library Donations Materials
1396	09/30/20	Artistry	Programs - Adult (Friends)	\$ 190.00	229-4229-2407-0000	Friends - Programs
8025	10/15/20	ArtStart	Programs - Adult	\$ 425.00	230-4230-2407-0000	Programs
10202020	10/20/20	Brodart Co	Materials - Juv	\$ 1,384.05	230-4230-2400-0000	Childrens Books
10202020	10/20/20	Brodart Co	Materials - Adult Fiction	\$ 2,527.69	230-4230-2401-0000	Adult Books - Fiction
10202020	10/20/20	Brodart Co	Materials - Adult Nonfiction	\$ 1,748.18	230-4230-2405-0000	Adult Books - Non Fiction
10202020	10/20/20	Brodart Co	Materials - YA	\$ 430.10	230-4230-2406-0000	Teen Books
10202020	10/20/20	Brodart Co	Materials - Processing	\$ 904.87	230-4230-3404-0000	Processing Fee
10202020	10/20/20	Brodart Co	Materials - Adult Nonfiction (Athena)	\$ 698.68	235-4235-2101-0000	Library Donations Materials
4063029948	09/30/20	Cintas Corporation	Towels & Rugs	\$ 63.84	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
109400390	10/01/20	Comcast	Internet - October	\$ 188.06	230-4230-3098-0000	Technology Support
8971278	10/01/20	KidCreate Studio/Get Messy	Programs - Juv (Friends)	\$ 300.00	229-4229-2407-0000	Friends - Programs
9302020	09/30/20	Koegel Christian M	Cataloging/Processing	\$ 140.00	230-4230-3404-0000	Processing Fee
5369361020	10/02/20	Lakeshore Learning Materials	Supplies	\$ 46.95	230-4230-2101-0000	General Supplies
3527687	09/24/20	Loffler Companies	Printer/Copier Contract	\$ 424.68	230-4230-3707-0000	Maintenance Agreements
10082020	10/08/20	McHugh Paula	Disinfecting Wipes (COVID) - Staff Reimbursement	\$ 17.23	281-4281-4093-0230	COVID - Library
10202020	10/20/20	Midwest Tape	Materials - Audio	\$ 320.60	230-4230-2402-0000	Audio
10202020	10/20/20	Midwest Tape	Materials - Video	\$ 520.23	230-4230-2408-0000	Film/Video
10202020	10/20/20	Midwest Tape	Materials - Processing	\$ 137.18	230-4230-3404-0000	Processing Fee
10981703	10/01/20	Quill Corporation	Supplies	\$ 19.99	230-4230-2101-0000	General Supplies
67842	08/31/20	Textile Center	Programs - Adult	\$ 325.00	230-4230-2407-0000	Programs
67843	08/31/20	Textile Center	Programs - Adult	\$ 325.00	230-4230-2407-0000	Programs
124909344	09/30/20	Uline Inc	Janitorial Supplies	\$ 170.44	230-4231-2102-0000	Janitorial Supplies
124909344	09/30/20	Uline Inc	Nitrile Gloves/Curbside Bags (COVID)	\$ 354.00	281-4281-4093-0230	COVID - Library
2020-0579	09/17/20	Water Works Irrigation LLC	Irrigation System Winterize	\$ 150.00	230-4231-3707-0000	Maintenance Agreements - Lib Plant
		INVOICES SUBTOTAL		\$ 12,962.23		
CREDIT CARD						
143445392239	8/23/2020	Logitech	Tech - Distance Programming (COVID - Aug CC)	\$ 74.98	281-4281-4093-0230	COVID - Library
673767	8/21/2020	Nature-Watch	Programs - Juv STEM Kits (SPLF HO)	\$ 98.85	232-4232-2407-0000	SPLF - Programs
2878003	8/21/2020	TechSoup	Tech - Public Computers (COVID - August CC)	\$ 59.00	281-4281-4093-0230	COVID - Library
38287723	8/27/2020	Zoom Video Communications	Tech-Distance Programming/Remote Working (COVID)	\$ 16.06	281-4281-4093-0230	COVID - Library
		CREDIT CARD SUBTOTAL		\$ 248.89		
SPECIAL BILL PAYOUTS						
3798_2163571	9/17/2020	Ace Hardware	Janitorial Supplies	\$ 8.97	230-4231-2102-0000	Janitorial Supplies
306-02444792-3	9/30/2020	Culligan	Water	\$ 43.05	230-4230-4099-0000	Miscellaneous Charges
10132020	10/13/2020	Postmaster	Library's Portion of City Newsletter Postage	\$ 292.04	230-4230-3102-0000	Postage
3700E	9/30/2020	Levander, Gillen & Miller, P.A.	City Attorney Consultation	\$ 155.00	230-4230-3099-0000	Other Professional Services
		SPECIAL BILL PAYOUT SUBTOTAL		\$ 499.06		
		GRAND TOTAL		\$ 13,710.18		

Submitted for payment

Mark Troendle, Library Director

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: October 2020 Budget Status Report	
OWNER: Troendle, Library Director Goeltl, Business & Communications Manager	PRESENTER: Troendle, Library Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: Attached is a budget status report for the period of January 1 – October 31, 2020.</p> <p><u>120 Funds – Capital Projects:</u> 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. The sorter is on order with a final price of \$10,828.00. <p><u>230 Funds – Revenues:</u> The budget for library-generated revenues in 2020 was approved at \$132,620.</p> <ul style="list-style-type: none"> • Rental Fees: 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 \$691,136.22 through October and are running under the budgeted pace of \$755,362.76. • Operating – Supplies & Materials: \$66,757.04 in material invoices were paid through October, which is 61% 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 \$10,170.50 through October, with \$2,834.50 paid to the city attorney and \$7,336 to One23. An estimated \$4,000 additional is due to One23 for event management services. ▪ 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. ○ 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 	

<p>does not expect to use this full budget in 2020. An estimated savings of \$6,300 is currently projected.</p> <ul style="list-style-type: none">○ Maintenance Agreements/Computer Maintenance Agreements: Maintenance agreement expenditures total \$22,130.04. \$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 \$89,433.66 through October. Expenditures are running about \$9,000 under budgeted pace.● Plant – Supplies: Plant supply expenditures total \$4,706.49. 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 October, which is 90% of the \$25,000 budget. This area may be at risk of going over budget at year-end.
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2020 October Budget Status Report
PREVIOUS ACTION ON ITEM:
REVIEWED BY COMMITTEE?:

General Ledger

Budget Status

User: kgoeltd
 Printed: 11/3/2020 - 12:51 PM
 Period: 1 to 10, 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: kgoeltl
 Printed: 11/3/2020 - 11:59 AM
 Period: 1 to 10, 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	1,127,666.70	1,127,666.70	225,533.30	0.00	225,533.30	16.67
230-0000-3910-0232	Transfer In-Library Fundraiser	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0404	Transfer In-Co Bonds 2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0405	Transfer In-GO CO Bonds 2005	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0412	Transfer In-GO CO Bonds 2012	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0414	Transfer In-GO CO Bonds 2014	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0415	Transfer In-2015 GO CO Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0416	Transfer In-CO Bonds 2006	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0420	Transfer In-Co Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-0000-3910-0423	Transfer In-2001 C/O Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0424	Transfer In-Co Bonds 2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0426	Transfer In - CO Bonds 2016	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0427	Transfer In - CO Bonds 2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0490	Transfer In-Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R45 Sub Totals:	1,353,200.00	1,127,666.70	1,127,666.70	225,533.30	0.00	225,533.30	16.67
	Revenue Sub Totals:	1,485,820.00	1,139,000.08	1,139,000.08	346,819.92	0.00	346,819.92	23.34
	Dept 0000 Sub Totals:	-1,485,820.00	-1,139,000.08	-1,139,000.08	-346,819.92	0.00		
Dept 230-4230	LIBRARY OPERATIONS							
E05	PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	415,990.56	133,980.94	133,980.94	282,009.62	0.00	282,009.62	67.79
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	12,769.67	12,769.67	-12,769.67	0.00	-12,769.67	0.00
230-4230-1113-0000	Vacation Pay	0.00	24,782.65	24,782.65	-24,782.65	0.00	-24,782.65	0.00
230-4230-1200-0000	Part Time Salaries	350,945.44	378,253.82	378,253.82	-27,308.38	0.00	-27,308.38	0.00
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	39,527.43	39,527.43	17,992.77	0.00	17,992.77	31.28
230-4230-1420-0000	FICA/Medicare	58,108.36	41,961.19	41,961.19	16,147.17	0.00	16,147.17	27.79
230-4230-1500-0000	Hospital / Medical	88,359.48	56,178.02	56,178.02	32,181.46	0.00	32,181.46	36.42
230-4230-1520-0000	Dental Insurance	2,684.40	3,045.12	3,045.12	-360.72	0.00	-360.72	0.00
230-4230-1540-0000	Life Insurance	622.68	371.73	371.73	250.95	0.00	250.95	40.30
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	691,136.22	691,136.22	283,094.90	0.00	283,094.90	29.06
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	3,271.02	3,271.02	1,228.98	0.00	1,228.98	27.31
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	11,244.66	11,244.66	9,765.34	0.00	9,765.34	46.48
230-4230-2401-0000	Adult Books - Fiction	21,450.00	15,016.79	15,016.79	6,433.21	0.00	6,433.21	29.99
230-4230-2402-0000	Audio	15,400.00	6,537.53	6,537.53	8,862.47	0.00	8,862.47	57.55
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	15,441.59	15,441.59	4,908.41	0.00	4,908.41	24.12
230-4230-2406-0000	Teen Books - Materials	5,500.00	2,837.91	2,837.91	2,662.09	0.00	2,662.09	48.40
230-4230-2407-0000	Programs	1,650.00	1,075.00	1,075.00	575.00	0.00	575.00	34.85
230-4230-2408-0000	Film/Video	8,250.00	3,616.27	3,616.27	4,633.73	0.00	4,633.73	56.17
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
	E10 Sub Totals:	115,410.00	71,103.06	71,103.06	44,306.94	0.00	44,306.94	38.39

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	10,700.00	3,152.18	3,152.18	7,547.82	0.00	7,547.82	70.54
230-4230-3099-0000	Other Professional Services	53,268.00	10,170.50	10,170.50	43,097.50	0.00	43,097.50	80.91
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	787.56	787.56	712.44	0.00	712.44	47.50
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	7,088.95	7,088.95	6,911.05	0.00	6,911.05	49.36
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	1,829.09	1,829.09	21,670.91	0.00	21,670.91	92.22
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	45,125.13	45,125.13	77,371.99	0.00	77,371.99	63.16
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	430.54	430.54	2,569.46	0.00	2,569.46	85.65
	E20 Sub Totals:	4,825.00	1,349.02	1,349.02	3,475.98	0.00	3,475.98	72.04
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	808,713.43	808,713.43	408,249.81	0.00	408,249.81	33.55
	Dept 4230 Sub Totals:	1,216,963.24	808,713.43	808,713.43	408,249.81	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	2,973.01	2,973.01	-2,973.01	0.00	-2,973.01	0.00
230-4231-1113-0000	Vacation Pay	0.00	4,640.73	4,640.73	-4,640.73	0.00	-4,640.73	0.00
230-4231-1200-0000	Part Time Salaries	14,937.00	43,157.43	43,157.43	-28,220.43	0.00	-28,220.43	0.00
230-4231-1410-0000	PERA	7,089.49	4,624.29	4,624.29	2,465.20	0.00	2,465.20	34.77
230-4231-1420-0000	FICA/Medicare	7,557.33	4,751.71	4,751.71	2,805.62	0.00	2,805.62	37.12

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4231-1500-0000	Hospital / Medical	13,077.00	14,801.99	14,801.99	-1,724.99	0.00	-1,724.99	0.00
230-4231-1520-0000	Dental Insurance	757.80	815.24	815.24	-57.44	0.00	-57.44	0.00
230-4231-1540-0000	Life Insurance	87.00	73.49	73.49	13.51	0.00	13.51	15.53
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	89,433.66	89,433.66	37,923.54	0.00	37,923.54	29.78
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	2,348.91	2,348.91	2,151.09	0.00	2,151.09	47.80
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	4,706.49	4,706.49	3,093.51	0.00	3,093.51	39.66
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	28,248.83	28,248.83	17,951.17	0.00	17,951.17	38.86
230-4231-3601-0000	Natural Gas	13,200.00	7,662.33	7,662.33	5,537.67	0.00	5,537.67	41.95
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	8,716.12	8,716.12	1,783.88	0.00	1,783.88	16.99
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	68,051.65	68,051.65	64,548.35	0.00	64,548.35	48.68
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	800.36	800.36	299.64	0.00	299.64	27.24
	E20 Sub Totals:	1,100.00	800.36	800.36	299.64	0.00	299.64	27.24
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	162,992.16	162,992.16	105,865.04	0.00	105,865.04	39.38
	Dept 4231 Sub Totals:	268,857.20	162,992.16	162,992.16	105,865.04	0.00		
Dept 230-4900	IMPROVEMENT PROJECTS							
E15	SERVICES AND CHARGES							
230-4900-3099-0000	Other Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E25	CAPITAL OUTLAY							
230-4900-5200-0000	C/O & Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	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	1,139,000.08	1,139,000.08	346,819.92	0.00	346,819.92	23.34
	Fund Expense Sub Totals:	1,485,820.44	971,705.59	971,705.59	514,114.85	0.00	514,114.85	34.60
	Fund 230 Sub Totals:	0.44	-167,294.49	-167,294.49	167,294.93	0.00		

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>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 Board of Trustee Vacancies	
OWNER: Bell, President	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:	
BACKGROUND/CONTEXT: <p>Three trustees have terms ending this December: Keliher, Hollatz and Howe. Keliher has reached the end of his third term and can no longer reapply. Hollatz and Howe are eligible to serve another term but must reapply online to be considered for reappointment. Per city policy, a vacancy notice has also been publicly posted with an application deadline of November 24 at 4:30 PM.</p> <p>Following the November 24 deadline, an interview committee will be provided with the list of trustees requesting reappointment and residents who have applied for recent vacancy posting or have applied for consideration within the past year. The committee will determine the interview process and provide a recommendation for appointments to the Board of Trustees at the December meeting.</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>Since the last board meeting, limited seating has been made available throughout the library. Placement and quantity will continue to be evaluated on an ongoing basis.</p> <p>The vast majority of patrons continue to abide by the face mask requirement and other health and safety guidelines. While staff did experience an incident involving a patron engaged in disruptive behavior on October 28, the behaviors exhibited extended beyond the use of a face mask and could have occurred during non-COVID times as well. Staff responded to this challenging situation exceptionally well.</p> <p>Anecdotally, some staff have recently reported seeing more people wearing only face shields in retail establishments rather than face masks. Whether this is indicative of overall COVID fatigue or something else is unknown. Staff and greeters will continue to enforce the use of masks inside the library to the best of their ability and seek assistance when needed.</p> <p>Bayport Public Library is returning to curbside pick-up only beginning Monday, November 9, due to the rising number of COVID-19 cases. They will consider reinstating in-library service hours by appointment starting November 30, if public health conditions improve.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: 2021 Capital Budget</p>	
<p>OWNER: Facilities Committee Troendle, Director</p>	<p>PRESENTER: Troendle, Director</p>
<p>REQUESTED AGENDA TYPE (A, I, D): A</p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1st READ, 2nd READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approve the revised 2021-2025 CIP.</p>	
<p>BACKGROUND/CONTEXT: On August 18, 2020, City Administrator McCarty presented the preliminary 2021 budget recommendations to the Council. The capital budget proposed for the library by McCarty was \$45,000. The library’s requested capital amount was \$92,200. In September, the council approved McCarty’s recommendation of \$45,000 for the library. The Facilities Committee, with consideration given to guidance provided by city IT, reviewed the five-year CIP and identified projects that could be modified to address the 2021 budget gap. Attached is the recommended revised 2021-2025 Capital Improvement Plan. The projects in orange reflect changes from the original CIP.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2021 thru 2025 CIP</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

Capital Improvement Plan: 2021-2025 (Revised 11/4/2020)

Library		2021	2022	2023	2024	2025	Total
Computer/Communications Equipment							
Upgrade Staff Computers, Laptops and Tablets	Original:	1700	12600	11700	0	1700	27700
	Revised:	0	0	12600	11700	1700	26000
Upgrade/Add Security Cameras	Original:	4000	4000	0	2400	4000	14400
	Revised:	0	4000	4000	2400	4000	14400
Upgrade Mobile Laptop Lab	Original:	8000	0	0	8000	0	16000
	Revised:	0	0	0	8000	0	8000
RFID Pads	Original:	3000	1500	1500	1500	1500	9000
	Revised:	0	1500	1500	1500	1500	6000
Fob Doors		0	2500	2500	2500	0	7500
Software Licenses		0	13500	0	0	0	13500
Upgrade Network Switch		0	0	6000	0	0	6000
Upgrade Public Access Internet Computers		0	0	13950	13950	0	27900
Upgrade AV/Projection		0	0	0	10000	0	10000
Upgrade Firewall		0	0	3500	0	0	3500
Printer/Copier		0	0	0	0	6000	6000
Furnishings							
Upgrade Furnishings		0	0	50000	20000	5000	75000
Machinery & Equipment							
Custodial Equipment	Original:	8000	0	0	0	5000	13000
	Revised:	5000	0	0	0	5000	10000
LED Light Conversion		6500	0	0	0	0	6500
Buildings & Building Improvements							
Library Building & Grounds	Original:	45000	30000	40000	40000	45000	200000
	Revised:	33500	30000	40000	40000	45000	188500
Library Children's Area		0	35000	0	0	0	35000
Upgrade Roof	Original:	16000	0	0	0	25000	41000
	Revised:	0	16000	0	0	25000	41000
Library Sound Abatement		0	10000	20000	0	0	30000
Library Original Request		92,200	109,100	149,150	98,350	93,200	542,000
Revised Request		45,000	112,500	154,050	110,050	93,200	514,800

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: 4th Street Lawn Design and Funding</p>	
<p>OWNER: Facilities Committee</p>	<p>PRESENTER: Facilities Committee</p>
<p>REQUESTED AGENDA TYPE (A, I, D): A</p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1st READ, 2nd READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: The Facilities Committee recommends hiring Calyx Design Group to create a master plan for the 4th street lawn improvement project.</p>	
<p>BACKGROUND/CONTEXT: After interviewing four landscape architect firms, the committee concluded that Calyx Design Group would best meet the needs of the library and this particular project. Ben Hartberg, principal landscape architect, was enthusiastic, organized, well prepared and presented the committee with a clear and specific proposal. His design firm has the staff who can prepare images for fund raising purposes and who have ample experience in designing landscapes for libraries.</p> <p>Key takeaways from our interview with Mr. Hartberg include:</p> <ul style="list-style-type: none"> • A main focus of his approach is to make the space attractive enough to get people to use the space yet functional enough to solve problems ranging from drainage to lack of shade to creating “non-rut” grass. • His firm is keen on sustainability • His design process would begin by determining what issues we are trying to solve, who the users would be and whether there are any underserved populations. <p>Calyx Design Group total bid — \$9,850.00.</p> <p>The other firms interviewed provided significantly higher bids. Additionally, the other firms either were unprepared for the interviews, adopted approaches that were limiting rather than inclusive in vision or were less clear in their explanations of how they would proceed with a design process. The other firms presented bids that ranged between \$15,000.00 and \$44,028.00. One firm presented a bid based on an hourly rate, with no estimate of hours involved in producing a plan.</p> <p>Formally entering into a contract with Calyx would still be contingent upon approving or securing funding later, but board approval of this hiring recommendation now would allow the committee to provide a timely update to all firms interviewed as to the status of the project and their respective proposals.</p> <p>Funding options were discussed by the Facilities Committee, but a preferred recommendation will take more time and discussion and involve the Finance Committee. As this initial design work doesn’t fall within a typical capital expenditure, the two general paths discussed were to delay a funding recommendation until the outcome of the not-yet-submitted Hugh J. Anderson Foundation request is known early next year or move more expeditiously and seek approval to use existing supplemental funds, which would allow the firm selected to begin work more quickly.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

Report from the Library Director, Mark Troendle

Major Accomplishments

- Significant time has been spent helping the Library Foundation prepare for its November 17 *For the Love of the Library* online event. Activities include actively participating in weekly planning meetings (from September through November 10), finding interesting historical background materials (narratives and photos) about the library for the benefit of our entertainers, drafting trivia questions, assisting in the recruitment of people to tell their library story, and helping revise promotional materials.
- Mark read a news article—<https://www.nytimes.com/2020/10/15/business/retail-workers-mask-fights-training.html>—about how the National Retail Federation partnered with the Crisis Prevention Institute to develop an online training called “COVID-19 Customer Conflict Prevention” and, after further investigation, thought it would be a helpful resource for staff. The initial rollout focused on providing the training to supervisors and regularly-scheduled public services desk staff. Business & Communications Manager Keri Goeltl did the detailed work of confirming the library is eligible for the training and then registered staff individually as each registrant receives a unique access code to view the content. Given our staffing model, a helpful aspect of this training is that it can be viewed in a single session or in segments. Information about this training resource was also shared with the directors of the Bayport and Washington County libraries.
- In addition to the online training, Mark created a new protocol document for staff on the subject of face mask compliance. It includes the legal and policy basis for the face mask requirements, action to take if a patron isn’t initially wearing a mask, action to take if a patron refuses to wear a mask, response examples (verbal and physical), additional background that is helpful to know, and information on completing an incident report. Some of this information has been shared in different ways before, including in-person trainings prior to reopening in August, but this document centralizes and updates (e.g., revised scripted language examples) information, and broadens the scope of what has been communicated previously. Mark anticipates using this written format for communicating helpful information on other topics in the future.
- Finalized the quarterly report for the Huelsmann Foundation providing an update as to how their generous donation was used for masonry restoration. Then collaborated with the Library Foundation Manager to complete the progress report form so that it was submitted in a timely manner.
- Coordinated with the Ivy Club so they could empty and winterize the pots on the terrace and 4th Street entrance on October 6. They may return to place some birch in the large pots for fall and winter.

Heads-Up

- City IT finalized planning and consultations related to expanding the library’s exterior Wi-Fi footprint. Installation of cabling and hardware is expected to be completed in early November. Based on the recommendation of a city planner, Maintenance Worker Shain Henry painted the two access points black to blend into the background as much as possible.

Near-Term Future Focus

- Coordinate with the Library Foundation for the November 17 virtual event.
- Coronavirus (COVID-19) planning elements.
- Collaborate with the Library Foundation to prepare a formal grant request for consideration by the Hugh J. Andersen Foundation.

Report from the Information Services Supervisor, Aurora Jacobsen

Public Services

Circulation, Adult Programming and Reference

October Programs:

- How to Raise a Shade Tree had 3 attendees.
- Connect through Books, a Virtual Book Club had 4 attendees.
- Wet Felted Coasters had 12 crafters.
- Anishinaabe Bead Arts had 17 people in two sessions on October 29th.

Circulation

- Circulation provided 736 Curbside Pick-ups in October.
- October had 19681 checkouts and renewals, the highest number since the library closed in March.
- Circulation has continued to stay consistently busy. Curbside is still very popular and our patrons are very appreciative of this service. Many patrons have expressed their gratitude for being open a few days a week, also. The delivery ranges from 11-23 bins a week and we assessed approximately half of these bins are holds. We are also filling well over 100 holds every day. Together, we are keeping our library service strong and accessible for our patrons.

Reference

- Staff prepared and checked out 19 Book Bundle requests.
- With the more limited services, Aurora has worked on ways to make the Saint Croix Collection more useful and informative from home. This led to examining other questions, including meeting with the City Planner to examine what historical materials the city owns that might lend itself to archival processes.
- Staff has noted that the changes in services means a significant increase needing to stay intentional in our work. Reference work often requires a lot more patient listening and figuring out alternate ways to provide similar services, while patrons are more quickly frustrated. Programming requires lots of flexibility, offering multiple options for program material pick-ups, and an incredible amount of communication between instructors, staff, and participants.
- Staff prepared a number of booklists, including the ones at the bottom of this report.

Collection

- Planning for the final orders of the year took time this month. This included budgeting for the final orders of 2020, examining the need for replacements, and finding the materials published in late 2020 or early 2021.

Upcoming in November:

- Connect Through Books, Monday, November 9th
- Fused Glass Sun Catchers on Tuesday, November 17th
- Take and Make Craft of Recycled Stars all month

MEXICAN GOTHIC
Silvia Moreno-Garcia

THE RETURN
Raeleen Harrison

THE RING SHOUT
T. J. Blevins

LAKESIDE
Megan Giddings

THE AOSAWA MURDERS
Riku Onda

THE HOLLOW PLACES
T. Kingfisher

THE SOUTHERN BOOK CLUB'S GUIDE TO SLAYING VAMPIRES
Crazy Hendrix

THE ONLY GOOD INDIANS
Stephen Graham Jones

YOU LET ME IN
Camilla Bruce

WONDERLAND
Zoe Stage

Creepy Books
FOR YOUR BOOK CLUB

Chills and Thrills Ahead

Fall into your next love story.

STILLWATER PUBLIC LIBRARY

YOU HAD ME AT HOLD
Alexis Paria

TAKE A HINT, DANI BROWN
Talia Hibbert

SOMETHING & TALK ABOUT
Meryl McLaughlin

THE WORST BEST MAN
Mia Sosa

JAYNE ANN KRENTZ: THE VANISHING
The First Lady Mystery Series

The Happy Ever After Playlist
Abby Jimenez

ties that tether
Jane Igharo

THE HEIR AFFAIR
Liane Moriarty

DANIELLE STEEL: MORAL COMPASS

The Two Lives of Lydia Bird
Josie Silver

MARRIAGE GAME
Sarah Jessa

Party of Two
Jasmine Guillory

love

November

NATIVE AMERICAN HERITAGE MONTH

HONORING NATIVE AMERICAN AUTHORS AND CULTURE

books for adults at Stillwater Public Library

Stillwater Public Library

Fiction

WHERE THE DEAD SIT TALKING
Morgan Shortall

the little axe
Liz Dwyer

There There
Tommy Orange

THE ONLY GOOD INDIANS
Stephen Graham Jones

THE NIGHT WATCHMAN
Louie Erdrich

Nonfiction

AS LONG AS GRASS GROWS
Rick Hill

VINE DEORIA, JR. CLEVER DIED FOR YOUR SINS
The Honorable Vincent

SPRIT RUN
The Lone-Mile Migration Through North America's Sacred Land
Ray Williams

THE HEARTBEAT OF WOUNDED KNEE
David Treuer

mix and mingle*

STILLWATER PUBLIC LIBRARY

HOW TO COCKTAIL
How to Cocktail: Recipes for 100+ Cocktails

AT THE EXISTENTIALIST CAFE
Sarah Barwell

FLAVOR COCKTAILS
Ariana Heller, Tom Scoppa

GIN
The Book

COOKS & appetizers

WHISKEY & TASTING COURSE

WHEN PARIS SIZZLED

cocktail MANUAL
ARTIST: TONY PEREZ

WHISKEY: WHAT TO DRINK NEXT

THE BOOKS

WHISKEY CATS

THE SCIENCE OF SOPHISTICATED DRINKING
AN ILLUSTRATED HISTORY OF BEER, WINE, & SPIRITS

*it's 2020 - mingle with a book, mingle with a cat, mingle creatively online

Report from the Youth Services Supervisor, Angela Petrie

October Programs

- **Virtual Storytimes –**

- 4 Baby/Toddler “Rhyme Time” sessions with special guest Alisa Mee



- 1 Family/Preschool “Music Together in the Valley” session (VENDOR)
- 3 Family/Preschool “Baby Bear’s Story Shorts” sessions

- **Virtual Science –**

- 1 “Preschool STEM @ Home” session (Pumpkin Science)



Baby Bear showing the kids his pumpkin sprouts.

- **Vendor Virtual programs –**

- *Music Together in the Valley* (noted under STORYTIME) – Wednesday, October 7
- *Bears in Fall Leaves: Art for Kids*– Saturday, October 10
- *Leatherwork in Jewelry Making*– Saturday, October 17 (TEENS)
- *Clay Hedgehog: Art for Kids*– Saturday, October 24

- **Family (Virtual) Trivia Night-**

Harry Potter – Thursday, September 17 – 54 individuals from 27 families attended

- **Passive Programming –**

- **Science-themed Take-and-Make kits –**

- 60 K-3 STEAM Explorers kits (Flying Bat)
- 60 4-7 STEAM Explorers kits (Tree Rings)
- 48 PreK STEM @ Home kits (Pumpkin Discovery Activity)
- 8 “Teentober” STEAM Teen Take & Make kits



Program Notes

Internal and external communication and logistics coordination for three vendor programs in addition to developing science themed *Take-and-Make kits* consumed a significant portion of staff time this month. In preparation for continuation of virtual programming in 2021, discussions have revolved around balancing how best to serve families in the winter months with a continued focus on quality over quantity. Staff is working with Susie Danielson to bring in teen volunteer help with bagging the kits (following safety protocols), which will help with this goal.

Collection Development

For this month and next, Angie will be focused on collection maintenance including weeding and replacing well-loved materials, but also looking at how usage has changed this year. Trends come and go so in that way this isn't different. Fortunately, she enjoys circulation reports and analyzing data to help inform how the remaining annual budget might be spent. One thing that hasn't changed is that kids devour graphic novels.

Upcoming Single Date Programs

- *Music Together in the Valley* (Storytime) – Wednesday, November 4
- *Foxes in the Snow: Art for Kids, K-5* – Saturday, November 14

The Storytime Room Trees have their fall colors!



Stillwater Public Library Foundation
Board Meeting – September 25, 2020
Video Conference

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

1. Welcome - President Shawn Glaser called the meeting to order on Go To Meeting at 8:30. Members checked in with how they are doing during the current Covid-19 pandemic.
2. Approval of the Minutes - Minutes of the August 2020 meeting were approved as distributed
3. Reports
 - a. President- Shawn
 - Visited with Ann Wolff about participating in the Love of the Library Event which she has agreed to
 - Contacted recent donors who contributed \$200 or more and expressed appreciation for their contributions
 - Reminded all of schedule of upcoming planning meetings for Love of the Library and encouraged members to stay in touch with the plans
 - b. Library Director - Mark
 - Documents in September Board Packet include Youth Services and Information Services Reports
 - Library services are in the current phase- Express Services & Curbside Services
 - The Third Street masonry repair work is reaching completion - funds from the Huelsmann Foundation and the Margaret Rivers Fund have been combined to facilitate the project
 - Programming continuing through October
 - Steam and Stem Kits
 - Creative Arts Activities
 - Update on other initiatives: Internet Hot Spots - going well
Laptop Lending - not yet popular
 - c. Finances - Dustin
 - End of August Balance Sheet shows that Foundation has a strong balance and continues to be in a really good spot
 - Love of the Library event will be dollars well spent
 - Profit & Loss YTD Comparison results show that the marketing committee has contributed to the success of the Foundation's income keeping pace with 2019
 - d. Governance – Jean
 - By-laws revision is ready to be sent to Miriam Simmons for a second review following recent committee work on the draft

e. Events & Marketing – Summer

- Summer expressed appreciation for participation in Sept. 22 planning meeting - virtual meetings will be scheduled from 6-7 p.m. each Tuesday until the date of the event - all are encouraged to attend
- See Hand-out for event in Board Packet for September 25 Board Meeting: Doc 3e - Events & Marketing Updates
- Details needing consideration:
 - Because Rich has a movie to film on the date of the event, his participation will be pre-recorded
 - 30 minute virtual VIP Happy Hour will be reconsidered
 - Outreach to sponsors will be forthcoming- utilized records and lists of previous sponsorships
 - Some of previous Light a Spark sponsorships are still available

f. Foundation Manager Report - Alicia

- Grants - \$3,000 Margaret Rivers Request - will be utilized for masonry repairs
- Donations - \$ 5,525 - some of which is from the Light a Spark appeal
- Events & Marketing - Heavily focused on the upcoming event!
 - Vendor Meetings
 - Speakers / Presenters
 - Concepts
 - Timeline

4. Other Business - None

5. Adjournment - The meeting was adjourned at 9:20 a.m.


Respectfully submitted,
Jean Morse, Secretary


The next regular meeting of the SPLF is scheduled for Friday, October 23, 8:30 - 10:00 a.m.


E-Mail Messages for September, 2020


Date	From	Regarding
8/31/20	Shawn	Invitation for Sept. Meeting
9/3/20	Alicia	Monthly Board Meeting Invitation
9/7/20	Jean	August Board Meeting Minutes
9/15/20	Alicia	9/15 Event Planning Meeting
9/17/20	Alicia	9/22 Event Planning Meeting
9/22/20	Alicia	Love of the Library Virtual Event Folder
9/23/20	Shawn	September Meeting Reminder
9/24/20	Alicia	9/15 Event Planning Meeting


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


-  August Financials


-  Doc 1 - Agenda - September Board Meeting


-  Doc 2 - Aug. '20 Meeting Minutes.pdf

-  Doc 3 b - Library Director Report - Information Ser...

-  Doc 3 b2 Library Director Report - Youth Services -...

-  Doc 3 E - Events & Marketing Updates

-  Doc 3 F Foundation Manager Report

-  Doc 3 F2 Foundation Manager DonationReceived-...

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Facilities Committee Report	
OWNER: Facilities Committee	PRESENTER: Facilities 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 Facilities Committee November 4, 2020, 2 p.m. Meeting Notes Present: Carlsen, Cox, Lockyear, Troendle</p> <p>The committee met via Zoom to discuss two agenda items:</p> <p><u>(1) Choosing a landscape architect for the 4th Street landscape project</u></p> <ul style="list-style-type: none"> • After some discussion of members’ impressions and the bids presented by the four design firms, the committee unanimously agreed Calyx Design Group would best meet the needs of the library. • Options for funding the design of a master plan were discussed with recommendations focusing on use of the unrestricted funds of Stillwater Township dependent on recommendations from the Finance Committee. • It was decided to bring these recommendations to the board for approval at the November meeting. <p><u>(2) 5-Year CIP adjustments based on City recommendations before formal City Council approval</u></p> <ul style="list-style-type: none"> • After reviewing changes recommended by City IT, line items were reviewed and priority projects discussed. Committee members agreed that the budget as presented is the best possible scenario for the coming year. • All agreed to recommend to the board that the 5-Year CIP be brought to the board for approval. • Committee members also agreed to discuss years beyond 2021 when more information is available about future City budgets and conditions due to the pandemic. 	
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>Library Events Task Force Meeting Notes October 21, 2020, via Zoom Present: Ellis, Goeltl, Hemer, Lockyear, Mathre</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Ryan was welcomed to the task force and Pat shared that Sarah Keister Armstrong will consult pro bono regarding the community survey process and specific questions to be asked. Hurray! • Members discussed how to define “events” at the library and parameters of the event space to be addressed. • Members discussed and sorted out which questions were appropriate for the community and which for the Board. • Paula recommended developing questions for and determining how to survey city council members at a future meeting. Pat urged the inclusion of our Director, Mark, in this future discussion. <p>Decisions and Assignments:</p> <ul style="list-style-type: none"> • Event is defined as any scheduled activity???? • The library space to be addressed by this task force is the North-East Event Wing which includes the Johnson Terrace, Margaret Rivers rooms, the art gallery and former coffee shop area, the catering kitchen, east stairs and catering ramp and restrooms in that wing. • Developed draft questions for community. • The survey will hopefully be ready to send out in January or February. • Pat will send draft survey questions along with a survey introductory paragraph and event history to Sarah Keister Armstrong for feedback. • Sandy will draft an introductory paragraph for the survey. • Ryan will explore survey tools. • Keri will ask the City about surveying with POLCO and if they use any other social media for feedback. She will also provide the library’s list of nonprofit groups. • Paula will assemble a list of community businesses. <p>Next Meeting: Wednesday, November 11, 11:00-12:00</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Stillwater Public Library 2020 Calendar

<p>January 1: Library Closed, New Year's Day 13: Friends Meeting, 6:30 pm 14: SPL Board Meeting, 7:00 pm 20: Library Closed, MLK Day 24: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Begin Development of 5-Year Capital Forecast (2021-2025) • Board passes ratification of wages prepared by Director • Annual Meeting 	<p>February 10: Friends Meeting, 6:30 pm 11: SPL Board Meeting, 7:00 pm 17: Library Closed, Presidents' Day 28: SPLF Board Meeting, 8:30 am</p>	<p>March 9: Friends Meeting, 6:30 pm 10: Presentation at Stillwater Township, 7:00 pm (based on prior years) 10: SPL Board Meeting, 7:30 pm (as Director and President are presenting at Stillwater Township) 27: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Director evaluation: 6-month progress check
<p>April 1: Annual Report to State Due 12: Library Closed, Easter 13: Friends Meeting, 6:30 pm 14: SPL Board Meeting, 7:00 pm 15-18: Friends Used Book Sale 19-25: National Library Week 24: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Big Read in the St. Croix Valley: Lab Girl by Hope Jahren 	<p>May 11: Friends Meeting, 6:30 pm 12: SPL Board Meeting, 7:00 pm 22: SPLF Board Meeting, 8:30 am 17: Last Sunday Open Until Sept. 13 25: Library Closed, Memorial Day</p> <ul style="list-style-type: none"> • 2020 Capital Outlay Request and 2020-2024 CIP Plans Due • Begin operating budget prep 	<p>June 8: Friends Meeting, 6:30 pm 9: SPL Board Meeting, 7:00 pm 26: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Operating budget discussions
<p>July 4: Library Closed, Independence Day 4: SPLF Light A Spark, 7:00 pm 14: SPL Board Meeting, 7:00 pm 24: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Board adopts budget request 	<p>August 04: SPL Board Meeting, 7:00 pm (Meeting is a week early as August 11 is an election day) 28: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • City Council budget hearing 	<p>September 7: Library Closed, Labor Day 8: SPL Board Meeting, 7:00 pm 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