

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

As the library is closed due to COVID-19, the public is invited to attend the meeting by logging into stillwater-mn.zoomgov.com or by calling 1-669-254-5252 and entering the meeting ID number: 160 257 9471.

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 November 10, 2020 Minutes +
 - b) Acknowledgement of Bills Paid in November (11/10/2020: \$25,751.60; 11/17/2020: \$4,659.12)+
 - c) 2020 November Budget Status Report +

Informational/Discussion (15 minutes)

5. Trustee Information Sharing I+
6. Library Hours and Services D+

Decisional (25 minutes)

7. Library Board of Trustee Vacancies A+
8. 4th Street Lawn Design and Funding A+
9. Board Self-Assessment 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, December 7, 2020.

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

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
November 10, 2020
Minutes**

PRESENT: Bell, Cox, Hemer, Hollatz, Lockyear, Keliher, Richie

ABSENT: Carlsen, Howe, Council Liaison Collins

STAFF: Goeltl, Troendle

AGENDA ITEM 1: Call to Order

Bell called meeting to order at 7:00 PM.

AGENDA ITEM 2: Adoption of Agenda

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

AGENDA ITEM 5: Trustee Information Sharing

Hemer noted that Carlsen launched his new book [A Walk Around The Block: Stoplight Secrets, Mischievous Squirrels, Manhole Mysteries & Other Stuff You See Every Day \(And Know Nothing About\)](#). She deemed it a "total delight." Bell attended the Zoom launch and agreed. Richie commented on The Wall Street Journal article written by Carlsen. Lockyear noted that there was a nice interview with Carlsen in the Star Tribune.

AGENDA ITEM 6: Library Board of Trustee Vacancies

Bell reported that three trustees have terms ending in December – Keliher, Howe and Hollatz. Keliher has reached the end of his third term and cannot reapply. Howe has indicated that she will not be reapplying. Hollatz has indicated that she will be reapplying.

Bell informed trustees that an interview committee of three trustees needs to be formed to review applications, conduct interviews, and provide recommendations to the board by the December meeting. She asked trustees to contact her if interested in serving on this committee.

Hemer noted that it was hard to find the path to apply for open positions on boards and commissions on the city website. She suggested putting a link to this on the library's website. Lockyear agreed. Troendle indicated that the library will look into this.

AGENDA ITEM 7: Library Hours and Services

Troendle discussed the Governor's new executive order today. The changes announced do not directly affect operations as the library was already operating within the new guidelines.

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
November 10, 2020
Minutes**

Troendle and Hollatz briefly discussed the disturbance that occurred an evening in October. Troendle noted these events are infrequent at the library.

Lockyear asked about the staff's comfort in remaining open. Troendle discussed. Lockyear, Bell and Troendle noted the positive comments and grateful appreciation from patrons that the library is open. Bell has heard a few requests to be open more hours or on different days, but these are occasional requests.

AGENDA ITEM 8: 2021 Capital Budget

Troendle discussed that the City allocated \$45,000 for 2021 capital projects. Staff met with City IT to determine what computer/communications equipment could be deferred for future years and what no longer needs to be included. A revised 2021-2025 CIP was created, reviewed by the Facilities Committee, and is included in the board packet for discussion and approval. The library's revised CIP will then go to Council in December for approval.

Richie asked if the 4th Street lawn project is included in the numbers. Troendle said that the Facilities Committee has talked about utilizing supplemental dollars through grants and fundraising for the project. This is not included in the 2021 city capital budget.

Motion to approve 2021-2025 CIP. Cox moved. Lockyear second. Yes: Bell, Cox, Hemer, Hollatz, Lockyear, Keliher, Richie; No: None.

AGENDA ITEM 9: 4th Street Lawn Design & Funding

Lockyear reported that the Facilities Committee has reviewed all of the bids and unanimously recommended Calyx Design group to help move the process forward. This exciting and visible project can extend the footprint of the library and provide more usable outdoor space. The firm also has the skills and tools to develop graphical images to assist the library's efforts to solicit supplemental funds.

Calyx would be hired to deliver a final design with graphics. There will be enough visuals to easily launch a campaign for fundraising. There may be additional fees if the library wanted a 3D video walk-through, but all other graphics would be included. The library would also receive guidance on the costs associated with implementing the landscape design. The library could also hire Calyx through a separate contract to oversee the implementation stage.

Richie asked if this is a phased project or a one-season project. Lockyear said that all firms were asked to think about designs that could be implemented in phases.

Bell inquired about the use of supplemental funds. Lockyear reported that a grant request would be submitted to the Hugh J. Andersen Foundation (HJA) for this project. If HJA does not fund the request, the Facilities Committee then recommends the use of the Stillwater Township funds. Richie asked that the Finance Committee first review the various funding options and use of supplemental funds before a funding decision is made. Richie suggested approving a motion to hire Calyx so that Facilities is able to inform firm of library's intent to enter into a contract with them, but that the trustees defer a decision

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
November 10, 2020
Minutes

on funding until the Finance Committee reviews funds. Lockyear advocated a prompt financial review as the goal is to have Calyx work on the plans in the winter and be ready with graphics in the spring.

Motion to hire Calyx Design Group to create a master plan for the 4th street lawn improvement project. Keliher moved. Richie second. Yes: Bell, Cox, Hemer, Hollatz, Lockyear, Keliher, Richie; No: None.

AGENDA ITEM 10: Director and Other Staff Reports

In addition to the written reports. Troendle had a few additional comments:

- On behalf of staff, thanks to the trustees for the delicious gift basket. Multiple staff were able to enjoy this over several days.
- Thanks to staff for the redesign of website. This is an interim redesign before a more comprehensive review occurs.
- Troendle recently participated in the department head team that interviewed police chief finalists. He appreciated this opportunity.

Richie asked about Foundation's work on ***For the Love of the Library***. Troendle reported that plans are going well and details are being finalized. The current push is on PR efforts. He encouraged trustees to like and promote the event on social media.

AGENDA ITEM 11: Foundation and Friends Reports

Troendle discussed the Foundation event during agenda item 10. Troendle reported that the library received a \$4,200 check from the Friends for materials. This grant request was approved by the trustees early this year. With the materials supply chain loosening up, this grant was recently formally requested of the Friends and approved. The Friends have been discussing a drive-in drive-through book sale in the first half of 2021, based on the Friends of Ramsey County library approach. The library and Friends have also been continuing discussions about how and if the library could accept donated materials.

AGENDA ITEM 12: Board Committee Reports

- a) Board Governance Committee: Keliher reported on the work of the committee. He requested trustee feedback on the trustee orientation packet, which was emailed to trustees. The packet is included as an addendum to the minutes.
- b) Executive Committee: Did not meet.
- c) Facilities Committee: Report in packet.
- d) Finance: Did not meet.
- e) Board Self-Assessment Task Force: Discussions are still occurring.
- f) Library Events Task Force: Report in packet.

AGENDA ITEM 13: Public Commentary and Communications

None.

AGENDA ITEM 16: Adjournment

Meeting adjourned at 7:52 PM.



Board of Trustees New Member Orientation

Compiled November 2020

Table of Contents

Vision and Mission	3
Minnesota Statute Chapter 134.....	3
Minnesota’s Open Meeting Law	3
History of the Stillwater Public Library	4
Role of the Board of Trustees	5
Board Bylaws	8
Our Strategic Plan.....	11
Library Staff	12
Friends and Foundation Support.....	18
Regional Public Libraries	19
Library Usage and Activity	21
Board Roster and Trustee Contact Information	22

Vision and Mission

Our Vision:

The Stillwater Public Library strengthens our community by advancing literacy, enriching lifelong learning, and empowering civic engagement.

Our Mission:

The Stillwater Public Library connects members of our community with the power of knowledge, the possibility of new ideas, and the opportunity to engage with one another.

Minnesota Statute Chapter 134

[Chapter 134](#) provides the legal framework for the operation and governance of public libraries and library systems within the state. Topics addressed within the sections of this statute include:

- Establishment of public library service
- Appointment and duties of library boards
- Requirements of annual reporting on usage, circulation, funding and more
- Establishment of regional library systems
- And more

Minnesota's Department of Education publishes a "[Minnesota Public Library Trustee Handbook](#)" that is much longer than the document you're reading now but includes greater detail about Chapter 134 and a wealth of other important topics. At some point, you should flip through that larger document, at least enough to familiarize yourself with the information it contains, so you can return to it as a reference when needed.

Minnesota's Open Meeting Law

The Minnesota Open Meeting Law requires that meetings of governmental bodies generally be open to the public. [This information brief](#) discusses the groups and types of meetings covered by the open meeting law, and then reviews the requirements of and exceptions to the law and the penalties for its violation.

It's important to remember, too, that Minnesota's Open Meeting Law applies to email communication. Back-and-forth email communication among a quorum of the public body in which official business is discussed may constitute a meeting and violate Open Meeting Law. To ensure compliance with open meeting law, City Attorney Kori Land advised that emails received by all trustees should be one-way communication initiated by the City/Library. Emails between members of the public body need to be limited to four or fewer members (non-quorum), without forwarding or copying other members. A quorum of the board should not be discussing a business topic via email. This discussion needs to occur in a public meeting.

History of the Stillwater Public Library



Before a public library was established in Stillwater, the city had a history of making reading materials available to its residents through a library association and a lending library. Neither of these organizations was a true public library, however, because citizens had to pay per use for the service. The first public library was established by a referendum held on November 2, 1897, when Stillwater's population was about 20,000. According to state statute, public library service would be tax-supported and available to residents free of charge.

An important issue which faced the new organization was whether the women who had worked so tirelessly for the referendum's passage could be appointed to the library Board. Women in Minnesota could not hold elective office at that time. The question was decided in the affirmative, and all Board members were women until 1982.

In 1901, Andrew Carnegie sold his iron works to U.S. Steel and began to give away the proceeds. One of his areas of interest was the establishment of public libraries. Stillwater was offered \$27,500 for the construction of a building if the City of Stillwater would provide the site and ensure funding for library services. Construction of the Beaux Arts building, designed by Patton and Miller, began in 1902.

Although the population of Stillwater dwindled from 1910 to the 1960s, the library remained vibrant. During that period, children's story hour and summer reading programs began. During the Depression, the library reading rooms were filled with the unemployed and circulation set new records.

A 21st Century Library

With a collection grown beyond the building's capacity, not enough seating, and no place to put another computer, the library began to plan for the future in 2000. With the help of the community, the Board of Trustees determined the features that the library would need to serve the public in a growing community. The building project was funded by a public/private partnership that demonstrated the generosity of the community and its love for its library. Library services continued in a temporary location for fifteen months. The groundbreaking took place in September 2005 and the library reopened on September 18, 2006.

To read more about SPL's rich history, visit the [SPL website](#).

Role of the Board of Trustees

The following sections are borrowed from the state's library trustee handbook that focus on the role and responsibilities of the board. This is not intended to be comprehensive but rather illustrative of the role.

It is the role of the library board to:

- Support growth of library services to the community, remembering that the goal is not to save the community money but to spend funding wisely for efficient and effective library service
- Advocate for excellence and adequate funding
- Obey all library laws, state and federal
- Devise a strategic plan for library services and update it every 3-5 years
- Conduct analyses of the community and its needs, and implement responses to those needs
- Build board policies and procedures that work together effectively on behalf of the community for needed library services
- Hire a competent, professional library director and conduct a formal evaluation of that director every year
- Provide a model of exemplary performance of a public body functioning as a part of government

A library board works because of the leadership abilities and commitments of each member. The most important work of the board is conducted at board meetings. Most importantly, individual trustees have no legal authority over the library. Any change in policy or other governing act must be brought before the entire board. The board only has authority when it makes a group decision in a legally constituted meeting.

Generally, boards meet monthly at a time convenient for the members. Every board should have a set of policies and procedures, called bylaws, for its own governance and operation. Bylaws give the board its framework for operation. Bylaws are regulations made by a public association for the regulation of its own local or internal affairs and its dealings with others or for the governance of its members. Bylaws may not supersede state statutes and should be reviewed and updated at least every three years.

Characteristics of Successful Boards

Among the keys to success for a library board are:

- A board composed of trustees giving time and talent as equally as possible
- Officers who follow procedures and accept the leadership role
- Focus on the future
- Lead but don't manage the library
- A presiding officer who knows the appropriate use of parliamentary procedure to move meetings and to allow and encourage full participation of every trustee
- Bylaws and procedures which cover typical situations and assign functions
- Meetings held frequently enough to do the work without rush but planned to move along
- Develop their own board agendas that quickly cover the routine, then proceed to plans, reports and issues
- Minutes that offer a sufficient and accurate written record of formal actions and decisions

- A director willing to work with the board to make meetings productive and a board that considers the director integral to its actions and achievements
- A board that welcomes public interest and the media and encourages public attendance at its meetings
- A board that sees itself as representing and reflecting the community
- Members that appreciate the library
- Membership that is diverse in age, ethnicity, occupation, and gender but without any personal agendas

Duties

M.S. 134.11 Organization of Board; Duties authorizes the duties of library trustees on governing boards including:

- Adopt bylaws and regulations for the government of the library and for the conduct of its business as may be expedient and conformable to law
- Keep separate from other money of the city or county all money received for the library
- Control the expenditure of all money collected for or placed to the credit of the library fund, of interest earned on all money collected for or placed to the credit of the library fund
- Purchase grounds and construct library buildings or lease rooms for library use
- Appoint a qualified library director and other staff as necessary, establish the compensation of employees, and remove any of them for cause

Ethics

Library trustees make a commitment to faithfully carry out their duties and responsibilities with integrity. A library board should establish a Code of Ethics policy to prevent conflict between public duty and private interest.

For example, United for Libraries, a division of the American Library Association, has an official Public Library Trustee Ethics Statement. The Statement includes the following principles.

- Respect the opinions of colleagues when they have a different viewpoint
- Comply with all laws, rules, and regulations that apply to trustees and the library
- Do not be swayed by partisan interests, public pressure, or fear of criticism
- Do not engage in discrimination
- Support patron privacy and confidentiality
- Support the position of the Board even if you disagree
- Avoid conflicts of interest and disqualify yourself whenever a conflict exists (Consider having board members submit an annual conflict of interest disclosure.)
- Do not use the position to gain unwarranted privileges or advantages for yourself or others who do business with the library
- Do not interfere with the management responsibilities of the director or the supervision of library staff
- Support the efforts of librarians in resisting censorship of library materials

Responsibilities

Board responsibilities include the legal responsibilities specifically enjoined upon the board by statute. The statutory governing board powers—such as fiduciary responsibility, handling of buildings and real estate belonging to the library, and control of library finances—are defined in the state and municipal laws that affect libraries. An advisory board collaborates with the governing authority in fulfilling their legal responsibilities.

Other board responsibilities include:

- Policy making
- Funding and budgeting
- Community relations and public awareness
- Interlibrary collaboration (In Minnesota, regional public library systems and multitype library systems are the models for interlibrary cooperation.)
- Selecting and evaluating a director
- Strategic planning
- Advocacy
- Capital planning
- Intellectual freedom
- Board succession planning

Policy Making

Well-written, reasonable, and up-to-date policies are central to library operations and legal protection. One of the most important parts of a trustee's job is the preparation, approval, and review of policies. It is the board's responsibility to adopt, in the case of governing boards, or recommend, in the case of advisory boards, and periodically review policies governing library services. The library's governing authority may also review and approve policies.

Policies guide operations and provide a basis on which the director and the staff can make decisions and respond to challenges and emergencies. Sound policies are written in the best interest of the community and maximize the delivery of library services and access for the greatest number of users.

Distinction between Policies and Procedures

A **policy** makes clear how your library will conduct itself in relation to providing a service or responding to requests. Policies are the managing principles that guide decisions. The board is responsible for policies such as those concerning personnel, collection development, and public rules and regulations. All of these areas require written policy statements which set standards for the staff. Policies guide staff members in making day-to-day decisions.

A **procedure** makes clear the steps that library staff take to provide a service and respond to requests. Procedures are similar to instructions and include: who will do what, which steps need to be taken and in what order so that the procedure can be correctly completed, and which forms or documents to use in the procedure. Procedure manuals are recommended but are distinct from policy manuals. The director and other library staff are responsible for procedures.

For more detail about roles and responsibilities of library trustees, refer to the ["Minnesota Public Library Trustee Handbook."](#)

Board Bylaws

STILLWATER PUBLIC LIBRARY BOARD OF TRUSTEES BY-LAWS

Adopted: 8/3/98; Amended: 4/8/08, 2012, 3/12/13, 1/14/20

ARTICLE I: Identification

This organization is the Board of Trustees of the Stillwater Public Library located in Stillwater, Minnesota.

ARTICLE II: Purpose

The Stillwater Library Board of Trustees has full authority over the governance of the library as representatives of the city residents and the City Council. Trustees hire and evaluate the director, set policy, serve as ambassadors in the community, and work closely with the director in developing the strategic plan, and establishing and presenting the library's budget to the City Council annually.

ARTICLE III: Membership

Section 1. Number and Qualifications. The Library Board shall consist of nine (9) members who are residents of Stillwater and are appointed by the Stillwater City Council. The Library Board may recommend candidates for appointment to the City Council.

Section 2. Term of Office. A Board member is appointed for a three (3) year term. A Board member may not serve more than three consecutive terms. If a member is appointed to serve an unexpired term of office and serves more than half of the term, it shall be considered a full term of office. Sitting Board members must reapply to the City Council in order to be considered for reappointment to a second or third term. A former member may be reappointed after a lapse of one year.

Section 3. Disqualifications and Vacancies. Any Board member who is no longer a resident shall be responsible for notifying the Secretary of the Board of Trustees. When any trustee fails to attend at least three consecutive meetings of the Board without prior notice to the President, Vice President, or Secretary, the Board shall declare his/her position vacant. It shall be the duty of the President to notify the appointing official of the vacancy.

Article IV. Officers

Section 1. Officers shall be: President, Vice President, and Secretary/ Treasurer. An officer may succeed herself or himself.

Section 2. An officer nominating committee shall be appointed by the President two months before an election. The Committee will present a slate of officers at the Annual Meeting. Additional nominations may be made from the floor.

Section 3. Officers shall be elected for two (2) year terms at the annual meeting of the Board.

Section 4. The Board President shall preside at all Board meetings and Executive Committee meetings, appoint all committees, certify all actions approved by the Board, authorize calls for any special meetings, and generally perform the duties of a presiding officer. This officer will be a member of the Executive Committee of the Board.

Section 5. The Vice President shall perform the duties of the President in the latter's absence. If the President and Vice President are both absent, the Secretary/Treasurer will chair the meeting. If all officers are absent, the Board members present will select a Chair for the meeting.

Section 6. The Secretary/Treasurer shall ensure that an accurate record of all proceedings of the Board's regular and special meetings is kept and perform such other duties as are usually incident to that office. The Secretary/Treasurer shall represent the Board in matters of budget and finance, including the development of short-range and long-range financial plans for the library. This officer will be a member of the Finance Committee of the Board.

Section 7. In the event of a vacancy in the office of President, the Vice President shall assume the office of President until the next Annual Meeting. Vacancies in other elected positions shall be filled by appointment by the board as soon as possible after the vacancy occurs.

ARTICLE V: Meetings

Section 1. Regular Meetings. The regular meetings of the Library Board shall be held monthly on a day of the week and time chosen by the Board no later than the first regular meeting of the calendar year. Meetings shall be held in accordance with the State of Minnesota's Open Meeting Law (Minnesota Statute Chapter 13D). When conflicts with holidays or other events arise, the Board may change or eliminate the meeting date, observing the requirements of public notice in the Minnesota Open Meeting Law.

Section 2. Annual Meeting. The annual meeting, which shall include the election of officers, shall be held at the time of the regular meeting in January of each year.

Section 3. Agenda and Notices. Meeting agendas and notes shall indicate the time, date and place of the meeting and indicate all subject matters intended for consideration at the meeting.

Section 4. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken.

Section 5. Special Meetings. Special meetings may be called by the President or upon the request of any three trustees. Reasonable notice stating the time and place and purpose of any special meeting shall be given in accordance with the Minnesota Open Meeting Law.

Section 6. Quorum. Five members of the Board shall constitute a quorum for the transaction of business.

Section 7. Parliamentary Authority. Robert's Rules of Order, latest revised edition, shall generally govern the parliamentary procedure of the meetings.

ARTICLE VI: Committees & Task Forces

Section 1. Standing Committees. The committees of the Board with their membership and charges shall be established by the President elected at the annual meeting or at such other times as he/she may determine in order to manage the work of the Board in an efficient and effective manner. No committee shall have other than advisory powers, except in specific situations in which decision-making authority is delegated by majority vote of the Board.

Section 2. Executive Committee.

Officers form the Executive Committee, which has general supervision over Board affairs between business meetings.

Section 3. Task Forces. Task forces for the study and investigation of special problems may be appointed by the President to serve until they have completed the work for which they were appointed. These need not be Board or staff members.

ARTICLE VII: Duties of the Board of Trustees

Section 1. Trustee duties are outlined in Minnesota Statutes Chapter 134.11 and include the following:

- A. Trustees determine and regularly review the policies of the library, including Board Bylaws, governance policies, personnel policies, public service policies, collection and information access policies, programming policies, policies governing the use of the facility, and the library mission, roles, and goals.
- B. Trustees select, appoint and supervise a properly qualified and competent library director and determine the compensation of all library employees.
- C. Trustees shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures. Trustees set goals for the library's annual and long-term budgets, approve budgets, request funding from the City of Stillwater, and make sure that adequate funds are provided to finance the approved budget.
- D. Trustees shall supervise the maintenance of buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.
- E. Trustees shall study and support legislation that will bring about the greatest good to the greatest number of library users.
- F. Trustees shall cooperate with other public officials and boards and maintain vital public relations.
- G. Trustees shall educate themselves about issues of significance to libraries.

ARTICLE VIII: Director

The Director is the library's executive officer and shall have sole administration of the library under the direction and review of the Board. The Director shall be held responsible for the care of the building and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The Director shall attend all Board meetings except meetings or portions of meetings at which his or her appointment or salary is to be discussed or decided. The Director shall prepare the annual budget for the Stillwater Public Library with the assistance and approval of the Board. The Director shall be responsible for various reports about the system such as salaries, circulation, population growth, and collection sizes as required by the Board or by law.

ARTICLE IX: Amendments

These bylaws may be amended at any regular meeting of the Board with a quorum present, by two-thirds vote of the members present, provided that the amendment was read at one previous meeting and was stated in the call for the meeting which was communicated to the members before the meeting.

Our Strategic Plan

STILLWATER PUBLIC LIBRARY STRATEGIC PLAN: 2019 - 2022

OUR VISION

The Stillwater Public Library strengthens our community by advancing literacy, enriching lifelong learning, and empowering civic engagement.

OUR MISSION

The Stillwater Public Library connects members of our community with the power of knowledge, the possibility of new ideas, and the opportunity to engage with one another.

OUR GOALS AND STRATEGIES

EMBRACE THE LIBRARY'S ROLE AS A CULTURAL CENTER OF STILLWATER

Increase the accessibility and awareness of local history collection and genealogy resources

Build upon existing issue-oriented programming and enhance art and social issues exhibits offered in the library

Evaluate the feasibility of developing a collection to circulate non-traditional materials

Continue communication and collaboration with local municipal, nonprofit, and business organizations

Provide a community space to highlight and connect local organizations

INSPIRE MORE ENGAGEMENT WITH THE LIBRARY

Fund, develop, and implement a dynamic marketing plan

Develop strategies to reach new audiences

Enhance the library's virtual presence

Expand communications regarding basic library services

ENHANCE THE EXPERIENCE OF USING THE PHYSICAL LIBRARY SPACE

Increase the effectiveness of interior signage and library entrances

Determine the library's role in providing space for special events and its implications

Consider options for increasing use of the 4th Street lawn

Identify opportunities for increasing the convenience of library usage

Investigate sound attenuation options

BUILD INTERNAL ORGANIZATIONAL CAPACITY TO ENSURE SUCCESS IN A CHANGING WORLD

Identify and pursue revenue sources to support long-term sustainability

Develop a more comprehensive model for technical services

Evaluate and meet staff training needs

Restructure knowledge management tools and procedures

Continue evaluation of staffing model to meet evolving needs

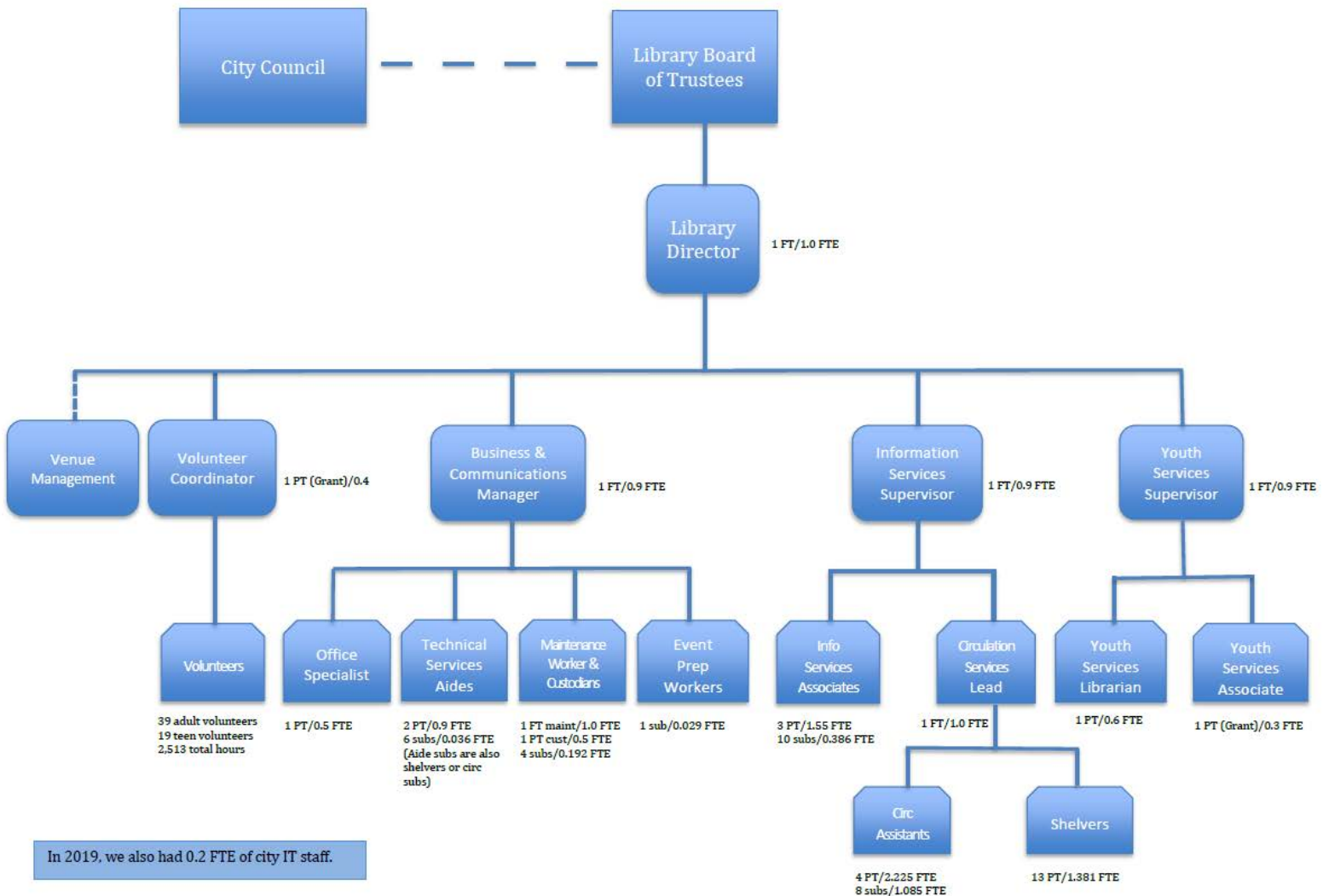
OUR PLANNING PROCESS

In 2018, the Stillwater Public Library launched a collaborative and data-driven strategic planning process with the aim to engage its community and set a strategic direction for the next four years. These goals and strategies are informed by feedback provided through a community survey and series of focus groups with community members, leaders of local business, government, and nonprofit organizations, the Friends of the Stillwater Public Library, and the Stillwater Public Library Foundation, as well as discussions with library staff, the library management team, and the Board of Trustees.

Library Staff

The operation of the Stillwater Public Library is managed by Library Director Mark Troendle, with the support of 3 supervisory staff and governance oversight by the Board of Trustees. Full time equivalent (FTEs) staff funded by the city totaled 15.28 employees at the end of 2019, which can equate to approximately 45 individuals employed by the library at any given time, many of whom are substitutes to fill-in as needed. Two positions, the Volunteer Coordinator and the Youth Services Associate, are funded by Stillwater Public Library Foundation grants. In addition, the Foundation also funds half of the personnel costs for Sunday Hours (not included in the FTE totals below).

Library Organizational Chart
(2019 year-end FTEs, Updated 11/06/2020)



Board Committees

Officers form the Executive Committee, which has general supervision over board affairs between business meetings.

The board president establishes standing committees to assist the board in managing its work efficiently and effectively. Standing committees, along with their membership and charges, are established annually. No committee shall have other than advisory powers, except in specific situations in which decision-making authority is delegated by majority vote of the board. Current standing committees include:

- Board Governance
- Facilities
- Finance

Task forces for the study and investigation of special problems may be appointed by the president to serve until they have completed the work for which they were appointed. These need not be board or staff members.

The following pages outline the responsibilities of each of the board's current standing committees.

Executive Committee Charter

Adopted by board: January 14, 2020

This standing committee is comprised of the three officers of the Board and the Library Director as an ex officio member. Officers of the Board serve on the committee, and the current Board President shall be the chair. There are no term limits to committee membership other than the limits of an individual trustee's term on the Board.

Purpose

Its overall purpose is to provide organizational oversight and to assist with Board development, education, and governance.

Major duties include:

- Negotiate labor contract with the local bargaining unit;
- Sign contracts or take other actions with approval from the full Board;
- Meet with the Library Director to discuss results of annual performance review;
- Ensure that the Board is establishing and maintaining good governance practices; and,
- Assist in planning Board development topics.

The committee has authority to bring options forward, make recommendations for Board action, and, in certain circumstances, act on behalf of the Board when the Board has authorized such action. The Library Director and staff provide input and feedback to help inform appropriate decisions.

Committee reports are made to the full Board orally or in writing.

The committee meets as needed and decisions shall be made by majority vote of all members present.

Finance Committee Charter

Adopted by board: January 14, 2020

This standing committee is comprised of three Board trustees and the Library Director as an ex officio member. The trustees are appointed by the Board President, and the current Secretary/Treasurer shall be the chair. There are no term limits to committee membership other than the limits of an individual trustee's term on the Board.

Purpose

Its overall purpose is to provide financial oversight.

Major duties include:

- Preparing the annual operating budget with the assistance of the Business and Communications Manager;
- Presenting the proposed budget to the Board; and,
- Monitoring month-to-month financial performance of the library.

The committee has authority to bring financial options forward and make recommendations to the full Board.

Committee reports are made to the full Board orally or in writing.

The committee meets as needed and decisions shall be made by majority vote of all members present.

Facilities Committee Charter

Adopted by board: January 14, 2020

This standing committee is comprised of three Board trustees and the Library Director as an ex officio member. The trustees are appointed by the Board President. The committee chair rotates among the three Board trustees every six months. There are no term limits to committee membership other than the limits of an individual trustee's term on the Board.

Purpose

Its overall purpose is to address building/facility issues and needs as they arise.

Major duties include:

- Assisting the Library Director in developing maintenance, repair, and remodeling plans;
- In conjunction with staff and Library Director input, analyze and assist with collection/materials location plans as needed;
- Address safety and security issues;
- Approve expenditures when directed by the full Board; and
- Assist Library Director in the development of the annual and five year capital budget plan.

The committee has authority to bring options forward and make recommendations to the full Board. Staff and the Library Director provide input and feedback to help inform appropriate decisions.

Committee reports are made to the full Board orally or in writing.

The committee meets as needed and decisions shall be made by majority vote of all members present.

Board Governance Committee Charter

Adopted by board: January 14, 2020

This standing committee is comprised of three Board trustees and the Library Director as an ex officio member. The trustees are appointed by the Board President. The committee chair is selected by its members and rotates annually. There are no term limits to committee membership other than the limits of an individual trustee's term on the Board.

Purpose

Its overall purpose is to provide recommendations on board governance policies, practices, and procedures.

Major duties include:

- Provide guidance for maintaining foundation documents related to the board, including
 - bylaws
 - trustee profile/job description
 - orientation process for new trustees
- Document the procedure by which trustees are appointed/reappointed
 - Provide guidance to the ad hoc committee interview committee
 - Develop a standard list of interview questions
 - Determine which library documents are presented to applicants before an interview
- Assist in the orientation of new trustees
- Recommend opportunities for board development
- Assist in conducting evaluations of the board (pending recommendation from Board Self-Evaluation Task Force)

The committee has authority to bring options forward and make recommendations to the full Board. Staff and the Library Director provide input and feedback to help inform appropriate decisions.

Committee reports are made to the full Board orally or in writing.

The committee meets as needed and decisions shall be made by majority vote of all members present.

Friends and Foundation Support

A city-owned and operated library is quite rare in Minnesota, and ours is the pride and joy of Stillwater. It was established by referendum in 1897, seventy years before Minnesota law required collaboration between counties to provide its citizens with access to regional libraries. While the City of Stillwater provides the majority of operational funding (approximately 85% of 2019 expenditures, including in-kind gifts) through the levying of property taxes, the library couldn't provide the level of service it does without additional support. The library's two primary partners in securing enhanced funding are the Library Foundation and the Friends of the Library.

The **Stillwater Public Library Foundation** was incorporated as a 501(c)(3) nonprofit organization at the end of 2007. Its mission is to support the operations of the Stillwater Public Library 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 is accomplished by engaging the community in fundraising events (e.g., Light a Spark) and giving campaigns and through the creation and maintenance of endowed funds. As of 2019, the Foundation has provided more than \$905,000 in support to the library.

The **Friends of the Stillwater Public Library** also provides significant help. The Friends is a 501(c)(3) non-profit organization formed in 1999 by community members. Its mission is to value, support, and champion our library, encouraging lifelong learning. The Friends raise funds through two multi-day used book sale events per year and through annual memberships. They also maintain an ongoing, year-round used book sale area in the library. In recent years, the Friends have provided between \$4,000-\$12,000 in annual support for library materials and programming.

Regional Public Libraries

A regional public library serves residents of a multicounty region. Through cooperation and consolidation, residents have access to all public library resources within the region. By joining together, communities gain a larger tax base, economy of scale, and more resources.

There are twelve regional public library systems in Minnesota. Because of flexibility in the statutes relating to the organization of regional public library systems, no two regional library systems are exactly alike. There are three general types: 1) consolidated, 2) federated with centralized services, and 3) federated. For details, see [Minn. Stat. 134.20](#).

A federated system provides services to participating city and county public libraries. Each member library has its own board and maintains local financial and administrative autonomy. A federated system may receive state and federal funds but does not receive direct funding from cities or counties. The system provides services to member libraries but does not generally provide direct services other than online resources to the public. It is governed by a board of representatives from member libraries.

Because of its status as an associate library of the Washington County Library system, the Stillwater Public Library is a member of the Metropolitan Library Service Agency ([MELSA](#)), the federated regional public library system that serves public libraries in the seven-county metropolitan area.

Municipal libraries, such as Stillwater, existed long before county library systems in Minnesota. To accommodate past agreements and community preferences, MELSA acknowledges existing municipal libraries as “associate library” members, as long as the municipal library has a cooperative agreement, called a contract of association, with its county library system. An associate library is not a branch library of a county system, rather it is an independently governed library within the geographic boundaries of its county. Commonalities between an associate library and its county library system include a shared catalog and delivery service. Differences may include some or all of the following: governing vs. advisory board, policies, service hours, programming, collection development practices, cataloging services, and the provision of IT services.

Benefits of being affiliated with regional public library services include:

- Reciprocal borrowing: Under provisions of the [Minnesota Library Reciprocal Borrowing Compact](#), a Stillwater Public Library card may be registered and used to borrow materials directly from most other public libraries in the metro area and throughout Minnesota.
- Interlibrary loan (ILL): Interlibrary Loan is the process by which a library borrows material from, or supplies material to, another library. If you cannot find an item you need in our catalog, you can use [MNLink](#) to search and request the item from the collections of lending libraries throughout Minnesota. If available, the item will be delivered to the Stillwater Public Library for your use.
- Delivery Service: A statewide courier service provides overnight delivery of incoming and outgoing materials from libraries all over Minnesota.

- Digital Content: Thousands of e-books and trusted collections of information databases for lifelong learners and students are provided through regional and state appropriations. Read articles, discover new books to read, find car repair information, research your ancestors, or take an online class.
- Integrated Library System (ILS): Shared funding supports automation for sharing bibliographic information (part of which includes the online catalog), data processing, circulation, acquisitions, and information services.
- Programming: Shared funding supports library programs through contracts with artists, authors and performers.

Library Usage and Activity

	2015	2016	2017	2018	2019
Patrons & Visits:					
Population of the Legal Service Area	18,892	19,754	19,693	19,748	19,915
Registered Users - Residents	12,674	12,312	11,252	10,453	10,399
Registered Users - Reciprocal	8,565	8,456	7,550	7,267	7,044
Total Registered Users	21,239	20,768	18,802	17,720	17,443
Visits	146,643	149,618	146,574	146,249	143,844
Collection & Circulation:					
Collection Size (Physical Materials)	102,089	106,030	92,081	88,684	89,014
Total Physical Circulation	304,892	299,863	311,150	298,213	332,141
Total Downloadable Circulation	16,029	24,047	26,477	25,663	40,342
Total Circulation	320,921	323,910	337,627	323,876	372,483
Programming:					
Children's Library Programs	213	233	248	280	301
Young Adult Library Programs	37	38	32	54	49
Adult Library Programs	33	42	49	54	50
Total Programs	283	313	329	388	400
Children's Program Attendance	7,575	7,769	7,548	9,680	10,617
Young Adult Program Attendance	474	441	273	464	167
Adult Program Attendance	688	819	1,548	1,816	2,137
Total Attendance	8,737	9,029	9,369	11,960	12,921

Minnesota Public Libraries are required by law to submit annual reports to the Minnesota Department of Education. The Department of Education is required by law to collect statistics on the receipts, expenditures, services, and use of the regional public library systems and the public libraries of the state. Statistical information is used by public libraries and policymakers for a variety of purposes, including evaluating and comparing libraries; projections and planning related to developing strategic or technology plans, budgeting, or expansion projects; and historical research. This data is also submitted to the Institute of Museums and Library Services (IMLS) for the Public Libraries in the United States Survey. The data is public and is shared widely at local, state and national levels. This information is used by researchers, consultants, journalists and legislator to analyze and compare the nation's public libraries.

Stillwater Public Library annual reports, as well as reports from other libraries across Minnesota, may be found at <https://education.mn.gov/MDE/dse/Lib/sls/stat/>.

Board Roster and Trustee Contact Information

For Internal Use Only

Members	Phone (*=preferred)	Email	Ward	Term
Maureen Bell [REDACTED]	[REDACTED]	[REDACTED]	4	3rd Term: Jan 1, 2020 - Dec 31, 2022
Gregg "Spike" Carlsen [REDACTED]	[REDACTED]	[REDACTED]	2	2nd Term: Jan 1, 2019 - Dec 31, 2021
Bethany Cox [REDACTED]	[REDACTED]	[REDACTED]	3	1st Term: Jan 1, 2020 - Dec 31, 2022
Paula Hemer [REDACTED]	[REDACTED]	[REDACTED]	3	1st Term: Jan 1, 2019 - Dec 31, 2021
Sharon Hollatz [REDACTED]	[REDACTED]	[REDACTED]	1	Partial Term: Jul 17, 2018 - Dec 31, 2020
Lisa Howe [REDACTED]	[REDACTED]	[REDACTED]	4	1st Term: Jan 2, 2018 - Dec 31, 2020
Mike Keliher [REDACTED]	[REDACTED]	[REDACTED]	1	3rd Term: Jan 2, 2018 - Dec 31, 2020
Pat Lockyear [REDACTED]	[REDACTED]	[REDACTED]	2	1st Term: Jan 1, 2020 - Dec 31, 2022
Mary Richie [REDACTED]	[REDACTED]	[REDACTED]	2	3rd Term: Jan 1, 2019 - Dec 31, 2021
<i>Council Liaison:</i> Ryan Collins	[REDACTED]	rcollins@ci.stillwater.mn.us		
<i>Library Director:</i> Mark Troendle	651-430-8753 (work) [REDACTED]	mtroendle@ci.stillwater.mn.us		
<i>2020 Committee Rosters:</i>				
Board Governance:	Bell, Howe, Keliher, Troendle			
Executive:	Bell, Lockyear, Richie, Troendle			
Facilities:	Carlsen, Cox, Lockyear, Troendle			
Finance:	Hemer, Hollatz, Richie, Troendle			
<i>2020 Task Forces:</i>				
Board Self-Assessment:	Cox, Hollatz, Howe			
Event Task Force:	Hemer, Lockyear, Staff: Goeltl, Community: Sandy Ellis, Ryan Mathre			
Nominating:	Carlsen, Cox, Hemer			

Updated 11/4/2020

More Ways to Learn about the Library

As a new library trustee, you're likely to feel overwhelmed by all the information coming your way – about the library and its operations, the board, policymaking, and more. It's a lot to take in, but it's important.

As you're able, work your way through the following checklist of documents and activities to further your education about the library and your role as a trustee.

- Review a copy of the library's latest annual report
- Save a copy, for reference when you need it, of the Minnesota Public Library Trustee Handbook
- Read the board packets and minutes from the most recent three or four meetings to familiarize yourself with the board's deliberations and actions
- Ensure you're familiar with the basics of Minnesota's Open Meeting Law (don't worry: if you ever have questions, the library director and city attorney are happy to help!)
- Review existing library policies, such as the collection development policy or the circulation policy
- Ask the library director to give you a tour of the library (you'll get to see some of the behind-the-scenes operations!)
- Invite other trustees (one at a time! don't want to run afoul of the Open Meeting Law!) to coffee to learn more about them and about being a trustee

The most important thing to remember, especially as a new trustee, is to *ask questions!* Your fellow trustees and our library director and staff are always happy to help you find the answers you need to do your job well. Thank you for your service to our library and our community!

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgement of Bills Paid in November 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 November 2020 bills paid				
BACKGROUND/CONTEXT: Following is a bills report summary for the month of November:				
November 2020 (2020 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 14,428.15	\$ 428.12	\$ 15,554.45	\$ 30,410.72
Capital Expenditures	\$ -	\$ -	\$ -	\$ -
Total	\$ 14,428.15	\$ 428.12	\$ 15,554.45	\$ 30,410.72
<p>Explanations of large or out of the ordinary payments are listed below:</p> <p><i>Bill Resolution: November 10, 2020</i></p> <ul style="list-style-type: none"> • \$1,797.34 paid to CDW Government for exterior wi-fi equipment. Applied to COVID-Library account line 281-4282-4093-0230. • \$2,829.20 paid to CSS for installation of exterior wi-fi access for the public. Applied to COVID-Library account line 281-4282-4093-0230. • \$951.17 paid to ShopPopDisplays for barriers. Applied to COVID-Library account line 281-4282-4093-0230. • \$588.24 paid to OPT Telescopes for telescope accessories. Funded by grants from local Rotary clubs. • \$8,325.00 paid to Dell for staff laptops for remote working and distance programming. <p><i>Bill Resolution: November 17, 2020</i></p> <ul style="list-style-type: none"> • \$294.00 paid to Master Mechanical from building repair charges account. • \$4,091.00 paid to One23 Events for event management fees for 2020 events held at the library. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 11/10/2020 Bill Resolution – 2020 Bills 11/17/2020 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						
3798_217061	10/26/20	Ace Hardware	Janitorial Supplies	\$ 8.97	230-4231-2102-0000	Janitorial Supplies
13V91RGFYM6H	10/29/20	Amazon Business	Repair Supplies	\$ 28.99	230-4231-2202-0000	Building Repair Supplies
1RJV71YFDCDCM	10/30/20	Amazon Business	Tech - Distance Programming (COVID)	\$ 44.99	281-4281-4093-0230	COVID - Library
1NMVQXLCCY16	11/04/20	Amazon Business	YS Supplies	\$ 73.06	230-4230-2101-0000	General Supplies
1D9TWNJW4KQV	11/02/20	Amazon Business	Contactless/Curbside Supplies (COVID)	\$ 227.03	281-4281-4093-0230	COVID - Library
143VHTHT3GXH	11/02/20	Amazon Business	Barriers (COVID)	\$ 229.99	281-4281-4093-0230	COVID - Library
1047995	10/27/20	American Library Association	Memberships - ALA (Petrie)	\$ 198.00	230-4230-4000-0000	Memberships and Dues
8027	10/29/20	ArtStart	Programs - Adult	\$ 425.00	230-4230-2407-0000	Programs
1184768	10/08/20	Blackstone Audio	Materials - Adult Audiobooks (S.AAB)	\$ 69.73	230-4230-2401-0000	Adult Books - Fiction
11102020	11/10/20	Brodart Co	Materials - Juv	\$ 1,411.17	230-4230-2400-0000	Childrens Books
11102020	11/10/20	Brodart Co	Materials - Adult Fiction (230 Stone Gift)	\$ 102.03	230-4230-2401-0000	Adult Books - Fiction
11102020	11/10/20	Brodart Co	Materials - Adult Fiction	\$ 951.67	230-4230-2401-0000	Adult Books - Fiction
11102020	11/10/20	Brodart Co	Materials - Adult Nonfiction	\$ 581.26	230-4230-2405-0000	Adult Books - Non Fiction
11102020	11/10/20	Brodart Co	Materials - YA	\$ 538.31	230-4230-2406-0000	Teen Books
11102020	11/10/20	Brodart Co	Materials - Processing	\$ 309.68	230-4230-3404-0000	Processing Fee
11102020	11/10/20	Brodart Co	Materials - Adult Nonfiction (Athena)	\$ 161.23	235-4235-2101-0000	Library Donations Materials
3330139	10/26/20	CDW Government Inc.	Library WiFi (COVID)	\$ 208.84	281-4281-4093-0230	COVID - Library
3342990	10/27/20	CDW Government Inc.	Library WiFi (COVID)	\$ 1,588.50	281-4281-4093-0230	COVID - Library
4065558941	10/28/20	Cintas Corporation	Towels & Rugs	\$ 66.64	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
20659	11/05/20	CSS	Library WiFi (COVID)	\$ 2,829.20	281-4281-4093-0230	COVID - Library
306024447923	10/31/20	Culligan of Stillwater	Water	\$ 39.65	230-4230-4099-0000	Miscellaneous Charges
2	09/24/20	Mee Alisa	Programs - Juv (SPLF Luck)	\$ 12.85	232-4232-2407-0000	SPLF - Programs
2	09/24/20	Mee Alisa	Programs - Juv (SPLF WB)	\$ 266.45	232-4232-2407-0000	SPLF - Programs
2	09/24/20	Mee Alisa	Programs - Juv (Friends)	\$ 145.70	229-4229-2407-0000	Friends - Programs
3	09/25/20	Mee Alisa	Programs - Juv (Friends)	\$ 100.00	229-4229-2407-0000	Friends - Programs
4	11/02/20	Mee Alisa	Programs - Juv (Friends)	\$ 125.00	229-4229-2407-0000	Friends - Programs
11102020	11/10/20	Midwest Tape	Materials - Audio	\$ 241.61	230-4230-2402-0000	Audio
11102020	11/10/20	Midwest Tape	Materials - Video	\$ 343.34	230-4230-2408-0000	Film/Video
11102020	11/10/20	Midwest Tape	Materials - Processing	\$ 125.11	230-4230-3404-0000	Processing Fee
101325	10/13/20	Minitex	Item Barcodes	\$ 213.00	230-4230-3404-0000	Processing Fee
W20090602	10/14/20	Office of MN IT Services	Phone - September	\$ 143.70	230-4231-3101-0000	Telephone
150016320	11/03/20	Regents of the U of M	Programs - Juv STEM Kits (SPLF HO)	\$ 58.00	232-4232-2407-0000	SPLF - Programs
1386046	10/25/20	Floyd Total Security	Alarm Monitoring (Nov-Feb)	\$ 178.20	230-4231-3707-0000	Maintenance Agreements - Lib Plant
180223	11/03/20	ShopPopDisplays	Barriers (COVID)	\$ 951.17	281-4281-4093-0230	COVID - Library
STL200118	10/21/20	Stillwater Gazette	Materials - Periodicals	\$ 183.95	230-4230-2403-0000	Periodicals
181229	10/26/20	Washington County Library	WCL Q3 Notices	\$ 144.08	230-4230-3102-0000	Postage
181272	10/29/20	Washington County Library	Q3 WCL Payments Collected (L/D)	\$ 112.96	230-0000-3880-0030	Lost/Damaged Fees
		INVOICES SUBTOTAL		\$ 13,439.06		
CREDIT CARD						
10828591	9/21/2020	American Library Association	2020 ALSC National Institute Registration (Petrie)	\$ 50.00	230-4230-3201-0000	Seminar/Conference Fees
23372928	9/11/2020	Dream Host	Web hosting	\$ 6.00	230-4230-3098-0000	Technology Support
Retekess	9/18/2020	Ebay	Materials - Telescopes (235)	\$ 29.56	235-4235-2101-0000	Library Donations Materials
SHOP-143053	9/30/2020	OPT Telescopes	Materials - Telescopes (235)	\$ 588.24	235-4235-2101-0000	Library Donations Materials
INV43576203	9/27/2020	Zoom Video Communications	Distance Programming/Remote Working	\$ 16.06	230-4230-3098-0000	Technology Support
		CREDIT CARD SUBTOTAL		\$ 689.86		
SPECIAL BILL PAYOUTS						
10430432140	10/14/2020	Dell	Remote Working Laptops (COVID)	\$ 8,325.00	281-4281-4093-0230	COVID - Library
706126695	10/26/2020	Xcel Energy	Gas	\$ 605.11	230-4231-3601-0000	Natural Gas
706126695	10/26/2020	Xcel Energy	Electric	\$ 2,692.57	230-4231-3600-0000	Electricity
		SPECIAL BILL PAYOUT SUBTOTAL		\$ 11,622.68		
GRAND TOTAL				\$ 25,751.60		

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						
1N73RPW9QQ1N	11/10/20	Amazon Business	Materials - Video (S.AV)	\$ 131.93	230-4230-2408-0000	Film/Video
1N73RPW9QQ1N	11/10/20	Amazon Business	Materials - Adult Fiction	\$ 14.78	230-4230-2401-0000	Adult Books - Fiction
1G774RXN3R3T	11/11/20	Amazon Business	Materials - Juv (SPLF Heuer)	\$ 90.82	232-4232-2113-0000	SPLF - Materials
9700073019	10/29/20	Grainger	Building Repair Supplies	\$ 36.59	230-4231-2202-0000	Building Repair Supplies
58151	10/08/20	Master Mechanical Inc.	Leaking Seals on Pump Assembly	\$ 294.00	230-4231-3703-0000	Building Repair Charges
11122020	11/12/20	One23 Events LLC	Event Management Fees: Aug-Oct	\$ 4,091.00	230-4230-3099-0000	Other Professional Services
		INVOICES SUBTOTAL		\$ 4,659.12		
CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		\$ -		
SPECIAL BILL PAYOUTS						
None						
		SPECIAL BILL PAYOUT SUBTOTAL		\$ -		
GRAND TOTAL				\$ 4,659.12		

Submitted for payment

Mark Troendle, Library Director

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: November 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 – November 30, 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. \$4,921.70 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> UU230</p> <ul style="list-style-type: none"> • Operating – Personnel Services: Personnel expenditures total \$756,482.38 through November and are running under the budgeted pace of \$830,098.30. • Operating – Supplies & Materials: \$70,761.71 in material invoices were paid through November, which is 65% of the \$109,260 collection budget. Shipments from collection vendors have significantly increased, and the 2020 collection budget is expected to be fully expended. • Operating –Services & Charges: <ul style="list-style-type: none"> ○ Other Professional Services: <ul style="list-style-type: none"> ▪ Professional service expenditures totaled \$14,261.50 through November, with \$2,834.50 paid to the city attorney and \$11,427 to One23. 	

<ul style="list-style-type: none"> ▪ In 2020, \$37,750 was budgeted for the One23 contract. Due to the cancelled contract, a total of \$20,591 was paid to One23. Of these charges, \$9,164 was funded by the Foundation and was 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 \$1,073.72 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 \$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 \$98,428.01 through November. Expenditures are running about \$9,000 under budgeted pace. ● Plant – Supplies: Plant supply expenditures total \$4,781.04, which is 61% of the \$7,800 budget. ● Plant – Services and Charges: <ul style="list-style-type: none"> ○ \$22,712.47 has been paid for building repair charges through November, which is 91% of the \$25,000 budget. This area may be at risk of going over budget at year-end. ○ \$35,911 has been paid for electricity and natural gas through November (meters read through mid-October). This is 60% of the \$59,400 budget.
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2020 November Budget Status Report</p>
<p>PREVIOUS ACTION ON ITEM:</p>
<p>REVIEWED BY COMMITTEE?:</p>

General Ledger

Budget Status

User: kgoeltd
 Printed: 12/1/2020 - 9:17 AM
 Period: 1 to 11, 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: 12/1/2020 - 9:14 AM
 Period: 1 to 11, 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	4,921.70	4,921.70	108,078.30	0.00	108,078.30	95.64
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	6,768.94	6,768.94	113,431.06	0.00	113,431.06	94.37
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	1,960.84	1,960.84	-460.84	0.00	-460.84	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	1,365.36	1,365.36	1,634.64	0.00	1,634.64	54.49
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	5,405.48	5,405.48	7,014.52	0.00	7,014.52	56.48
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,353,200.00	1,240,433.37	1,240,433.37	112,766.63	0.00	112,766.63	8.33
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	1,240,433.37	1,240,433.37	112,766.63	0.00	112,766.63	8.33
	Revenue Sub Totals:	1,485,820.00	1,252,607.79	1,252,607.79	233,212.21	0.00	233,212.21	15.70
	Dept 0000 Sub Totals:	-1,485,820.00	-1,252,607.79	-1,252,607.79	-233,212.21	0.00		
Dept 230-4230	LIBRARY OPERATIONS							
E05	PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	415,990.56	147,760.82	147,760.82	268,229.74	0.00	268,229.74	64.48
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	14,686.40	14,686.40	-14,686.40	0.00	-14,686.40	0.00
230-4230-1113-0000	Vacation Pay	0.00	28,847.41	28,847.41	-28,847.41	0.00	-28,847.41	0.00
230-4230-1200-0000	Part Time Salaries	350,945.44	410,694.44	410,694.44	-59,749.00	0.00	-59,749.00	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	43,231.04	43,231.04	14,289.16	0.00	14,289.16	24.84
230-4230-1420-0000	FICA/Medicare	58,108.36	46,105.12	46,105.12	12,003.24	0.00	12,003.24	20.66
230-4230-1500-0000	Hospital / Medical	88,359.48	61,664.02	61,664.02	26,695.46	0.00	26,695.46	30.21
230-4230-1520-0000	Dental Insurance	2,684.40	3,318.78	3,318.78	-634.38	0.00	-634.38	0.00
230-4230-1540-0000	Life Insurance	622.68	408.70	408.70	213.98	0.00	213.98	34.36
230-4230-1990-0000	Grant Pass Thru	0.00	-500.00	-500.00	500.00	0.00	500.00	0.00
	E05 Sub Totals:	974,231.12	756,482.38	756,482.38	217,748.74	0.00	217,748.74	22.35
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	3,344.08	3,344.08	1,155.92	0.00	1,155.92	25.69
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	12,655.83	12,655.83	8,354.17	0.00	8,354.17	39.76
230-4230-2401-0000	Adult Books - Fiction	21,450.00	16,155.00	16,155.00	5,295.00	0.00	5,295.00	24.69
230-4230-2402-0000	Audio	15,400.00	6,779.14	6,779.14	8,620.86	0.00	8,620.86	55.98
230-4230-2403-0000	Periodicals	4,900.00	4,141.68	4,141.68	758.32	0.00	758.32	15.48
230-4230-2405-0000	Adult Books - Non Fiction	20,350.00	16,022.85	16,022.85	4,327.15	0.00	4,327.15	21.26
230-4230-2406-0000	Teen Books - Materials	5,500.00	3,376.22	3,376.22	2,123.78	0.00	2,123.78	38.61
230-4230-2407-0000	Programs	1,650.00	1,500.00	1,500.00	150.00	0.00	150.00	9.09
230-4230-2408-0000	Film/Video	8,250.00	4,091.54	4,091.54	4,158.46	0.00	4,158.46	50.41
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	76,170.90	76,170.90	39,239.10	0.00	39,239.10	34.00
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	10,700.00	3,174.24	3,174.24	7,525.76	0.00	7,525.76	70.33
230-4230-3099-0000	Other Professional Services	53,268.00	14,261.50	14,261.50	39,006.50	0.00	39,006.50	73.23
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	931.64	931.64	568.36	0.00	568.36	37.89
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	1,073.72	1,073.72	6,726.28	0.00	6,726.28	86.23
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	1,303.70	1,303.70	1,196.30	0.00	1,196.30	47.85
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	7,736.74	7,736.74	6,263.26	0.00	6,263.26	44.74
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	50,685.06	50,685.06	71,812.06	0.00	71,812.06	58.62
E20	MISCELLANEOUS							
230-4230-4000-0000	Memberships and Dues	1,200.00	498.00	498.00	702.00	0.00	702.00	58.50
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	330.00	330.00	-330.00	0.00	-330.00	0.00
230-4230-4099-0000	Miscellaneous Charges	3,000.00	470.19	470.19	2,529.81	0.00	2,529.81	84.33
	E20 Sub Totals:	4,825.00	1,916.67	1,916.67	2,908.33	0.00	2,908.33	60.28
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	885,255.01	885,255.01	331,708.23	0.00	331,708.23	27.26
	Dept 4230 Sub Totals:	1,216,963.24	885,255.01	885,255.01	331,708.23	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	3,472.26	3,472.26	-3,472.26	0.00	-3,472.26	0.00
230-4231-1113-0000	Vacation Pay	0.00	5,195.43	5,195.43	-5,195.43	0.00	-5,195.43	0.00
230-4231-1200-0000	Part Time Salaries	14,937.00	48,714.29	48,714.29	-33,777.29	0.00	-33,777.29	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	5,086.81	5,086.81	2,002.68	0.00	2,002.68	28.25
230-4231-1420-0000	FICA/Medicare	7,557.33	5,277.47	5,277.47	2,279.86	0.00	2,279.86	30.17
230-4231-1500-0000	Hospital / Medical	13,077.00	16,126.91	16,126.91	-3,049.91	0.00	-3,049.91	0.00
230-4231-1520-0000	Dental Insurance	757.80	878.38	878.38	-120.58	0.00	-120.58	0.00
230-4231-1540-0000	Life Insurance	87.00	80.69	80.69	6.31	0.00	6.31	7.25
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	98,428.01	98,428.01	28,929.19	0.00	28,929.19	22.72
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	2,357.88	2,357.88	2,142.12	0.00	2,142.12	47.60
230-4231-2202-0000	Building Repair Supplies	1,500.00	2,423.16	2,423.16	-923.16	0.00	-923.16	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	4,781.04	4,781.04	3,018.96	0.00	3,018.96	38.70
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	1,149.60	1,149.60	550.40	0.00	550.40	32.38
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	22,712.47	22,712.47	2,287.53	0.00	2,287.53	9.15
230-4231-3707-0000	Maintenance Agreements	10,500.00	8,894.32	8,894.32	1,605.68	0.00	1,605.68	15.29
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	68,667.55	68,667.55	63,932.45	0.00	63,932.45	48.21
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	867.00	867.00	233.00	0.00	233.00	21.18
	E20 Sub Totals:	1,100.00	867.00	867.00	233.00	0.00	233.00	21.18
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	172,743.60	172,743.60	96,113.60	0.00	96,113.60	35.75
	Dept 4231 Sub Totals:	268,857.20	172,743.60	172,743.60	96,113.60	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	1,252,607.79	1,252,607.79	233,212.21	0.00	233,212.21	15.70
	Fund Expense Sub Totals:	1,485,820.44	1,057,998.61	1,057,998.61	427,821.83	0.00	427,821.83	28.79
	Fund 230 Sub Totals:	0.44	-194,609.18	-194,609.18	194,609.62	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>On November 17, Stillwater Public Library Foundation held the virtual <i>For the Love of the Library</i> event. Through December 17, a recording of the event can be viewed at https://attendesource.com/profile/web/index.cfm?PKwebID=0x77065a04c&varPage=location.</p> <p>Below is the text of emails between the Library Board President and the Library Foundation President:</p> <p>From: Maureen Bell Sent: Thursday, November 19, 2020 1:50 PM To: Shawn Glaser Cc: Mark Troendle Subject: Thank You</p> <p>Dear Shawn,</p> <p>On behalf of the Board or Trustees, congratulations to you, the SPLF Board, and everyone involved in sponsoring For the Love of the Library. It was a wonderful event--engaging, lively, inspiring, and fun.</p> <p>Planning a virtual event this ambitious takes a great deal of coordination, creativity, planning, and technical expertise. Your success is evident on all counts.</p> <p>When I was volunteering at the greeter desk yesterday, Rama Al Yamani and her children walked through the door. I was thrilled to have an opportunity to meet them and to thank them for the library story they shared during For the Love of the Library. Theirs is one of countless examples of the library's value to the community.</p> <p>The Stillwater Public Library Foundation has given so much to the Stillwater Public Library--and, in turn, our community--over the past eleven years. Thank you for your unwavering support.</p> <p>Sincerely, Maureen Bell President, Board of Trustees</p>	

From: Shawn Glaser
Sent: Thursday, November 19, 2020 3:01 PM
To: Maureen Bell
Cc: Mark Troendle
Subject: RE: Thank You

Maureen,

Thank you so much for reaching out to me and letting me know what you thought about the event. It's a drastic change from the in-person events that we have been used to in the past but a great experience for everyone involved.

I would also like to thank you for all the work you do for the library. Not just being a volunteer, but being the board president for the trustees. I'm sure you have encountered many hurdles this year. Your leadership to help keep the library going is greatly appreciated around the community even if you do not hear it regularly.

You are most welcome for the foundations unwavering support. I hope it is clear to everyone, that the foundation is not going to stop supporting the library and everything that the library does for our community. The world may throw us curveballs like Covid-19, but the importance of the library has not changed and if anything, is now more important than ever. I truly feel fortunate to be part of the community and able to help give back through the foundation.

Take care,

~Shawn

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.

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>On November 18, 2020, Governor Walz issued Emergency Executive Order 20-99, placing a “pause” on many social activities, gatherings and businesses for the next 30 days to protect the health of Minnesotans and help reduce the spread of COVID-19.</p> <p>Here is a summary of the Governor’s Executive Order:</p> <p>From Friday, November 20 at 11:59 p.m. to Friday, December 18 at 11:59 p.m. the following restrictions will be in place:</p> <ul style="list-style-type: none"> • Social gatherings limited to immediate household. • Restaurants and bars are dialed back to delivery and takeout only. NOTE: Customers may go into the restaurant and pick up their food. In addition, if a venue sells food, that establishment may do off sale as well. Example, a bottle of wine, a six pack, anything that is contained. • Gyms and fitness studios are closed to the public, if virtual classes are possible, they are permitted. No personal trainer sessions. • All indoor events and entertainment venues, event spaces, and similar establishments are also closed. This includes movie theatres, bowling alleys, theatres, museums, performance halls, etc. • All outdoor events and entertainment are closed. This includes race tracks, paintball, go-karts, mini-golf, etc. (unless they offer a “drive-thru” experience). • Indoor facilities at all recreation sites are closed. • Organized adult and youth sports are paused, including practices. • No wedding receptions. The ceremony is fine. • Food Trucks are ok. <p>The following settings will remain at the current level of guidance, with no changes:</p> <ul style="list-style-type: none"> • Retail shops will remain open 100%, with social distancing required. • Salons, barbershops, and personal services remain at existing restrictions. • Childcare and youth programs whose primary goal is childcare remain open. • Schools continue to operate under the Safe Learning Plan, which moves between distance, in-person, and hybrid models depending on the severity of the virus at the local level. • Places of worship – with appropriate social distancing, masking, and other mitigation measures – remain at the same capacity. • Outdoor recreation with members of your household is allowed. In certain activities i.e. skiing, you may go indoors to rent skis, but you will not be able to eat, drink or lounge indoors. 	

The entire text of Emergency Executive Order 20-99 can be found via this link:

https://mn.gov/governor/assets/EO%2020-99%20Final%20%28003%29_tcm1055-454294.pdf

Libraries were not specifically mentioned, but operating in express services mode, we somewhat approximate a retail environment. This library operates at a 25% capacity, which is even more restrictive than what's currently required of retail shops. At this time, there are no changes to report or recommend with respect to hours and services for Stillwater Public Library.

The library continues to monitor a number of data points to help determine what level of service is most appropriate. Most surrounding libraries have stayed the course and not significantly changed hours or services in the past month. The week of November 23, Washington County Library (WCL) did temporarily suspend the public's ability to use their meeting rooms and removed most of their seating, except at computer stations. WCL will reevaluate this decision when the current Executive Order expires. Stillwater has not allowed its meeting rooms or study rooms to be used by the public since we reopened on August 26 and only recently reintroduced very limited seating.

Staff have reported seeing more student visits this fall, including many who are not recognized as regular patrons. Regardless of age, the vast majority of patrons are respectful of our protective measures. If we are able to continue to safely remain open, it will benefit the community.

These are some of the documented comments from patrons since reopening:

- "So great to be back! I'll never take the library for granted again."
- "Another outdoor space to use!" (Referring to the terrace.)
- "Thanks for being open!" (Many, many people have expressed this sentiment.)
- "Thanks so much for being open! It makes me happy."
- "The library being open makes my life feel normal in a hard year."
- "I enjoy coming to the library."
- "No book sale today? I've always found the best cookbooks here. Will come again after COVID."
- "Yay! The library is open. The library is so cool!"
- "Libraries are the greatest!"
- "These books are what keep me calm."
- "Love the library!"
- "I wish you were open all the time. It's safer than the grocery store."
- "I got a big stack of books today because I'm afraid you'll shut down again." (Nov. 14.)
- "Love the library! If I had bought this book, it would have cost \$110. Love, love the library."
- "This is my first visit. I am a history buff. All libraries should look like this."

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Board of Trustee Vacancies	
OWNER: Trustee Interview Committee	Trustee Interview 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: A motion to forward the interview committee’s recommended candidates for the Library Board of Trustees’ vacancies to the City Council.	
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 application deadline, the interview committee was provided with applications for trustees requesting reappointment and residents who have applied for the vacancy posting or have applied for consideration within the past year. The committee will 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: 4th Street Lawn Improvement Project	
OWNER: Finance Committee	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: Motion to fund cost of the master project improvement plan of the 4th Street lawn using funding from the Hugh J. Andersen foundation, if the grant request is successful. If the Hugh J. Andersen request is not successful or partial funding is received, the remaining cost of the project would be funded using a combination of the Kraske gifts and Stillwater Township funds.	
BACKGROUND/CONTEXT: At the November board meeting, the trustees approved hiring Calyx Design Group to create a master project plan for the improvement of the 4th Street lawn. The trustees deferred a decision on funding until the Finance Committee reviewed available fund sources. The total bid from Calyx was \$9,850, with additional services or revisions billed separately. The Finance Committee met on December 1, 2020 and reviewed the pending grant request to the Hugh J. Andersen Foundation, possible use of supplemental funds, and possible use of 2021 capital funds. The Finance Committee recommends: <ol style="list-style-type: none"> 1) The 4th Street Lawn Improvements Master Project plan be funded by the Hugh J. Andersen Foundation, if the grant request is successful. The HJA Foundation is expected to make a funding decision in mid-January. 2) If the grant request is not successful or if the project is partially funded, the remainder of the project would be funded using a combination of two funds – the Kraske* tribute/bequest and the Stillwater Township funds. 3) Although the specific funding source may not be known until mid-January, the library can move forward on developing a contract with Calyx for the master project plan. For administrative purposes, library staff recommend that a formal contract not be signed and executed with Calyx until on or after 1/4/2021. <i>*Kraske Gifts: In early 2020, the library received a \$2,500 unrestricted bequest from Robert Kraske and a \$2,500 tribute gift from his family. Bob Kraske was an avid user of the library. He started his career as the editor of a children’s magazine, was the author of numerous children’s books and was the editor of the Minnesota Conservation Volunteer. From his daughter, “As long as Dad could get books from a library, no matter how bad the day at work, there was hope it could be redeemed with a good read. Libraries also made the research he needed to write his books possible . . . Libraries for Dad were a godsend, life blood and soul food.”</i>	
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	
<p>BACKGROUND/CONTEXT:</p> <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 was presented for trustee approval in October. The board provided additional assessment measures for consideration. The trustees voted to table action so the task force could look at incorporating the new comments and suggestions into the Self-Assessment. A revised Self-Assessment is included in the board packet.</p> <p>The task force recommends the following process for conducting the annual self-assessment:</p> <ul style="list-style-type: none"> • Board Self-Assessment is distributed electronically 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

Revision for Review on December 8, 2020

The Stillwater Public Library Board of Trustees will complete the Board Self-Assessment each year, which is a simple tool to evaluate the effectiveness of the board and to quantify the perceptions of the trustees as to their role on the board. The results of the self-assessment can help identify areas needing clarification, gaps in skills trustees believe they need for the board to be successful, and topics for future board education.

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 work effectively as a group, resolving difference professionally.

0 1 2 3 4 5

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

0 1 2 3 4 5

5. 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

6. 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

Stillwater

Public Library

7. 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

8. 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

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

0 1 2 3 4 5

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

0 1 2 3 4 5

11. 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

- The Stillwater Public Library Foundation's first-ever virtual *For the Love of the Library* event aired November 17 and it was a success! 280 viewers logged in to watch the event live, which reflects combined ticket sales and sponsorships. As of December 3, \$41,265 has been raised, with expenses trending around 30%; final numbers will be available after December 17. Historically, other events incurred expenses in the range of up to 50% or even higher. This also demonstrates the creativity and innovation being employed to keep supporters engaged and aware. The event portal – <https://attendesource.com/profile/web/index.cfm?PKwebID=0x77065a04c&varPage=location> – will remain open through December 17, 2020, and is now available free of charge for anyone to view. Rather than list all the people behind and in front of the camera who brought this event to life, please instead visit the portal for a complete listing of presenters, musical guests, talent, and contributors involved.
- One way the library is addressing the potential of pandemic fatigue is by offering staff the time to attend online webinars offered by our EAP provider, Sand Creek. As we're all impacted differently, staff have flexibility in choosing content that is most applicable to their individual circumstances; however, some of the videos highlighted in November were "Cumulative Stress & Resiliency," "Coping & Burnout in the New Normal," and "Caregiving & Parenting in Turbulent Times."
- Another step taken is the development of a staff guide titled "COVID Safety Reminders & Considerations." The supervisors regularly discuss how to better provide a more comprehensive framework for customer service interactions in a pandemic environment. As uncertainty is a leading cause of stress, the resulting guide outlines measures taken and offers examples and exceptions to the rule for how customer service scenarios may be safely navigated in a new way. While multiple people contributed in some form to the document, special thanks to Information Services Supervisor Aurora Jacobsen for her contributions in developing the end product.
- At last month's library board meeting, Mark mentioned drafting a new protocol document for staff on the subject of mask compliance. After that meeting, Mark repurposed and reworded some of that content to create a revised guide for the library's volunteer public greeters. Among other enhancements, the greeter guide now includes examples of verbal and physical responses that may be of use in various circumstances.
- Mark collaborated with Library Foundation board member Summer Seidenkranz and Foundation Manager Alicia Gordon Macalus to draft and finalize the grant request submitted in mid-November to the Hugh J. Andersen Foundation. If the proposal is accepted for further consideration, a final funding decision is anticipated to be announced by mid-January 2021.
- HR and payroll paperwork was completed to allow a current employee the opportunity to begin training as a Substitute Library Assistant I.
- City IT finished installing the cabling and hardware to enhance the library's exterior Wi-Fi footprint. One access point was installed on the terrace to provide full coverage of the terrace and a second near the northwest corner of the building to provide reception that reaches the surface parking lot and most of the 4th Street lawn out to the street. Another piece of this project was to improve interior Wi-Fi coverage after a site survey uncovered two areas (the café area in the gallery on the upper level and the teen space on the lower level) that had inadequate coverage, so each of these locations also received an access point. This Wi-Fi project was made possible by CARES Act funding and is now complete.

Near-Term Future Focus

- Coronavirus (COVID-19) planning elements. The City’s Workplace of Tomorrow team meets again on December 4.
- Finalize grant request to the Huelsmann Foundation for the 2021 phase of masonry restoration.
- Prepare contract for lawn design services to begin in January if funding is approved.

On behalf of staff, thank you to the Library Board of Trustees for the three beautiful poinsettias delivered to the library by Rose Floral on December 2! Comments from staff:

- “They are a boost down here – very striking and appreciated by all.”
- “I know that the public will also notice them and enjoy them this year more than ever.”
- “We love them!! Thank you!”
- “They’re beautiful!”



Report from the Information Services Supervisor, Aurora Jacobsen

Public Services

Circulation, Adult Programming and Reference

November Programs:

- Connect Through Books had 4 attendees on November 9th
- Fused Glass Sun Catchers had 19 total participants
- Take and Make Craft of Recycled Stars had sustained demand the times it was available, with patrons coming into the library and requesting it after seeing it advertised in the newsletter. 30 stars have already been distributed.

Circulation

- Circulation provided 529 Curbside registrations on 7 dates.
- November had 18,658 checkouts and renewals.
- Staff noted a drastic increase in use the Wednesday that the Governor announced further restrictions. Many people wanted to make sure they had the resources they needed in case the library needed to switch to curbside once again, indicating the value people have for library materials during this difficult time.

Reference

- Staff prepared and checked out 21 Book Bundle requests, primarily for families.
- Aurora submitted an application to Minnesota Digital Library to digitize the Holcombe photos and 200 of the slides the Planning Department had in storage. The Holcombe slides depict interior life in Stillwater from 1893-1908. The Planning Department slides are from 1988-1995 and document the downtown before it became such a tourist hotspot.
- Staff counted reference transactions in November for the library's report to the Department of Education in April. Staff usually conduct these counts four times a year, but this was the first count in 2020.
- Aurora attended MELSA Adult Programming and Washington County Adult Team meetings to stay up to speed on how other libraries are handling services right now.
- Aurora also attended the Upper Midwest Digital Collections Conference. The organizers reported triple their usual attendance, and attributed the increase to the fact that the conference was both online and free. Aurora found it useful to see what other organizations were doing to develop digital collections. Three of the most fascinating projects were [A Journal of the Plague Year](#), [George Floyd & Anti-Racist Street Art](#), and [Fortepan](#) which started in Budapest, Hungary but is being adopted as an [approach in Iowa](#).

Collection

- All year, Brodart has communicated shipping delays and outlined challenges in catching up to their backlog. When the library received 19 boxes of books in 8 days, staff got a taste of what publishing and vendors must be experiencing in 2020.
- November began a series of major changes to the way Metro Libraries will offer digital services. First, on November 12th, all of downloadable audio books owned by Washington County (and Stillwater) moved from RBDigital to Libby/OverDrive. OverDrive had communicated early in the fall that this change was likely, after the same parent company bought both products.

- Additionally, because of the consolidation in service, MELSA decided to move all of its online materials (eBooks, downloadable audio, and online magazines) from Cloud to Libby/Overdrive. The migration will result in substantial changes in the way these materials are offered. There will be one Libby/Overdrive site for the entirety of the MELSA region, and Washington County's version will disappear. Overdrive holds lists will transfer, but holds on the materials in the Cloud will disappear. Ideally, this temporary disruption will result in a much better experience for patrons in the future, since all of the materials will now be available through a single app, instead of through three separate services.
- The tentative timeline for the change will be:
 - MELSA owned Cloud content will move on December 17, 2020
 - Washington County Library will migrate its items later – likely January 2021
 - Magazine titles will migrate from RBdigital to OverDrive in February 2021

Upcoming in December:

- Walk Around The Block with Spike Carlsen on December 1st.
- Embroidered Lavender Sachets from the Textile Center on December 9th
- Making Craft Cocktails at Home with Forge and Foundry on December 10th
- Connect Through Books with library staff on December 14th

Report from the Youth Services Supervisor, Angela Petrie

November Programs

- *Virtual Storytimes*
 - 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 (Hibernation)
- *Vendor Virtual programs*
 - *Music Together in the Valley* (VENDOR; noted under STORYTIME) – Wednesday, November 4
 - *Foxes in the Snow: Art for Kids* – Saturday, November 14
- *Passive Programming*
 - *Science-themed Take-and-Make kits*
 - 60 K-3 STEAM Explorers kits (Straw Flutes)
 - 54 4-7 STEAM Explorers kits (Owl Pellets)
 - 70 PreK STEM @ Home kits (Hibernation)

Program Notes

- The kits remain popular and staff is appreciating the anecdotes caregivers share about their children/grandchildren being enthusiastic about the “library projects”. These will continue until, at least, the library can host in-person programming. Next month’s offering will be a “Cards for Seniors” kit with supplies and greeting examples for 3 cards. Staff will collect and deliver completed cards to a contact at Community Thread to be distributed to seniors in the community.
- Development of the winter storytime series “Baby Bear Cooks Up a Story” and at-home kits is well underway.
- The library will also host a virtual music program for kids under 5 and their families the first Wednesday of each month.

Collection Development

As the end of the year fast approaches, Angie is analyzing the different collections and formats of materials for children and teen with staff support in deaccessioning, as necessary. Concerted efforts were made to purchase new copies of well-used graphic novels and ever popular books in series. A new set of United States books will be added along with an increased quantity of e-materials.

Upcoming Single Date Programs

- Hot Cocoa Mugs: Virtual Art for Kids, K-5 – Saturday, December 12
- Aurora Borealis Craft Kit with KidCreate – Saturday, December 19

Stillwater Public Library Foundation
Board Meeting – October 23, 2020
Video Conference

Members Present: Amber Dailey-Hebert, Sandy Ellis, Roger Funk, Shawn Glaser, John Gray, Dustin Moeller, Jean Morse, 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 8:35. Members checked in with how they are doing during the current Covid-19 pandemic. Everyone commented on the snowy weather!
2. Approval of the Minutes - Minutes for the September 2020 meeting were approved as distributed.
3. Reports
 - a. President- Shawn
 - Recently completed a Leadership in the Valley class in which he created an informational video about the Library Foundation
 - Visiting with current Board members some of whom will be retiring at the end of the year and is seeking prospective members for the Board
 - Will send "Stillwater Public Library Foundation Board Member Expectation" information sheet to Board members to share with prospective members
 - b. Library Director - Mark
 - Documents in October Board Packet include Youth Services and Information Services Reports
 - Library services remain in the current phase- Express Services & Curbside Services - the Board of Trustees will be reviewing this status at its November meeting
 - The recent City of Stillwater newsletter includes a two-page "Shelf Life" article featuring the Stillwater Public Library, its current hours, services, and programs
 - The Friends of the Stillwater Public Library will not be having its book sale in November this year
 - The City IT staff has recently expanded WIFI access around the library increasing its availability to the public
 - Internet Hotspots are popular circulating items (SPL has 8 available) - the Washington County Library has recently made 500 available to the public through the Federal Cares Act funding
 - c. Finances - Dustin
 - The September 30,2020 Balance Sheet shows that Foundation remains in a strong financial position
 - The Foundation appears to be prepared to help provide funds for the Library in 2021
 - Profit & Loss YTD Comparison results show that contributions for the year have remained strong despite the lack of fundraising events

- The Finance Committee is finalizing the Foundation's 990 tax forms which are due November 15

d. Governance – Jean

- Committee continues to consider revisions for the most recent draft of the Bylaws suggested by Parliamentarian, Miriam Simmons

e. Events & Marketing – Summer

- See committee report at the end of minutes

- Additional Comments:

- Valley Access will be recording segments at the Library - Nov. 5 & 6
- Magician is in Hollywood (friend of Rich's)
- Kid Zone - 3M Wizard will be video created specifically for us
- Trivia questions will be posed by a variety of local & national personalities
- Additional sponsors on board: Valley Access and Ann & Steve Wolff
- Photographer, Corrine, will be taking photos
- Could we ask Lee Valsvik to promote event on her Saturday AM show and/or Channel 11?
- Merilee will be submitting information to the local media
- Roger prompted question about Board members sending personal, hand-written notes to generous donors - volunteers interested in doing so may select names from list Alicia prepares and pick up notecards and stamps at the Library
- Documents regarding the event are available on the Google Drive (ex. the "Elevator Speech") for members to share
- There has been great committee work/participation to make the event successful
- Each Board member will be given two free tickets for the event

f. Foundation Manager - Alicia

- Grants - Huelsmann grant request has been submitted
 - Work is being done on the Hugh J. Andersen grant request that includes a menu of options to be funded (ideas that reflect staff longevity, and a cooperative program for the SPL and Bayport Public Library- Library directors Mark & Jill will assist with this)
- Virtual event project is fun, educational and time-consuming
- Update on Volunteer Coordinator's job during Covid was shared
- Will coordinate with Jean and Shawn on the Volunteer Coordinator contract for 2021

4. Other Business -

- Discussion occurred regarding gifts for volunteers who contribute and/or participate in the "For the Love of the Library" event - consider investing in consumable items whose purchase provides local support

5. Adjournment - The meeting was adjourned at 9:55 a.m.

Respectfully submitted,

Jean Morse, Secretary

The next regular meeting of the SPLF is scheduled for Friday, **December 4**, 8:30 - 10:00 a.m.

Events & Marketing Committee Report, October 23, 2020 Board Meeting

The Committee has been meeting weekly and working our plan for FLL on November 17, 2020.

Summary Recap:

Metro Connections will be providing the event platform, editing pre-recorded video and providing live team on the evening of the event

Clickbid will be providing the payment processing and donations functions

Valley Access will be recording the pre-recorded segments of the program

Dolan Printing is printing the invitations

Talent in hand:

Lee Valsvik, host

Rich Sommer, feature & Inside the Actor's Studio interview

Lorna Landvik, segment on Carnegie Libraries/Stillwater Public Library

Spike Carlsen, Inside the Actor's Studio and My Story/note donation share of profit from new book release

Billy McLaughlin, feature performance & My Story

Brent Geris, magician working feature segment with Rich

Shawn Glaser, SPLF, interview with Lee/foundation welcome

Lori Houston, SPL My Story

Library Patrons, My Story

- Ann Wolf
- Spike Carlsen
- Lori Houston
- Carrie Andersson and family
- TBD: either Ana or Salem

Kids Zone, 3M Wizard presentation

Trivia questions with audience polling

Talent still open:

2nd musical performer

Sponsors on Board:

Huelsmann Foundation

First State Bank & Trust

Planning

10/21/2020: Web Portal Assets due

10/21/2020: Branded Content Options due

11/06/2020: First Look of Web Portal (expected)

11/09/2020: Show Flow Call & Speaker Prep Rehearsal (expected)

11/11/2020: PowerPoints & Videos received for live broadcast

11/12/2020: Web Portal Edits Complete

11/16/2020: Technical Rehearsal

11/16/2020: Web Portal LIVE

12/18/2020: 30 Days of hosted web portal ends

The event is on budget and on time thus far.

E-Mail Messages for October, 2020

Date	From	Regarding
9/25/20	Alicia	SPLF Board Meeting Schedules (5)
9/25/20	Alicia (5 related messages)	Program Update – Musician Confirmed
9/28/20	Alicia	Virtual Event Planning Meeting
9/29/20	Alicia	Virtual Event Planning Meeting
10/2/20	Alicia	Sponsorship Invitation (Draft for review)
10/8/20	Jean	Sept. Board Meeting Minutes
10/13/20	Alicia	Virtual Event Planning Meeting
10/19/20	Shawn	October SPLF Board Meeting Announcement
10/20/20	Alicia	Virtual Event Planning Meeting

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

-  09 September Financials

-  Doc 1 - Agenda - October Board Meeting

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

-  Doc 3b1 - Library Director Report - Information Services - Oct 2020.docx

-  Doc 3b2- Library Director Report - Youth Services - Oct 2020.docx

-  Doc 3e1 - Board Report E&M 10-23-20.docx

-  Doc 3e2 - EP Header.png

-  Doc 3e3 - About FLL.docx

-  Doc 3e4 - FLL InvitationII.pdf

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 18, 2020, 11:30 a.m. Meeting Notes Present via Zoom: Carlsen, Lockyear, Troendle</p> <p>The committee discussed the following:</p> <p>Possible options for moving ahead with the Future Landscape Project for 4th street are due to funding issues.</p> <ul style="list-style-type: none"> • Questions to be resolved include: <ul style="list-style-type: none"> • Is it possible to recommend to the Board two funding options to reduce lag time if Hugh J. Andersen funding is not awarded in December? Confirmation of this funding will not be known until sometime in January. <ul style="list-style-type: none"> • Can the contract be approved with an Option A and an Option B funding source? • Would that occur at the December Board meeting or the January Board meeting? • Additional information on timing needed from Calyx Design: <ul style="list-style-type: none"> • If they start in late January, would the first phase be complete by March or early April? • Would the final design phase be complete by the end of June or early July? • When would the first payments be due for first phase work? • Carlsen agreed to contact Calyx Design to get additional information. • Troendle will discuss timing of contract signing and funding options with Finance Committee and Goeltl. 	
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 December 1, 2020, 1:00 PM Present via Zoom: Hemer, Hollatz, Richie, Troendle, Goeltl</p> <p>Committee reviewed the possible options for funding the design plan for the 4th Street Lawn Improvements. The total bid from Calyx was \$9,850, with additional services or revisions billed separately. Additional expenses could potentially be \$2,000-\$3,000.</p> <ul style="list-style-type: none"> • <i>Grant Request:</i> A grant request was submitted to Hugh J. Andersen Foundation on 11/16/2020. The request contained funding needs for 3 programs/projects in 2021: \$10,000 to fund a design for the 4th Street Lawn; \$12,000 for Summer Explorers 2021; and \$25,000 to fund masonry repairs. The HJA Foundation is expected to make a funding decision in mid-January. • <i>Supplemental Funds:</i> The Finance Committee reviewed supplemental funds that could be used to fully or partially pay for design fees. The Committee looked at the library’s Lawson Fund, Kilty Fund, Stillwater Township gifts, and the Kraske bequest/tribute. • <i>Capital Funds:</i> The Finance Committee also discussed the capital funds allocated to library building and grounds in 2021. <p>Committee recommended two funding options.</p> <ul style="list-style-type: none"> • The 4th Street Lawn Improvements Master Project plan be funded by the Hugh J. Andersen Foundation, if the grant request is successful. The HJA Foundation is expected to make a funding decision in mid-January. • If the grant request is not successful or if the project is partially funded, the remainder of the project would be funded using a combination of two funds – the Kraske* tribute/bequest and the Stillwater Township funds. <p>Committee recommended that work on finalizing a contract with Calyx could begin now. Although the specific funding source may not be known until mid-January, the library can move forward on developing a contract with Calyx for the master project plan.</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>Library Events Task Force Meeting Notes November 11, 2020, via Zoom Present: Ellis, Goeltl, Hemer, Lockyear, Mathre</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Reviewed Sarah Armstrong’s recommended additions to the survey’s opening paragraph. They were accepted plus a sentence will be added to clarify intent of the survey. • Discussed the first 3 survey questions recommended by Sarah and made several changes. • Will continue discussion of survey questions and agenda items at the next meeting. <p>Decisions and Assignments:</p> <ul style="list-style-type: none"> • Ryan will make the changes to Sarah’s questions 1-3 and send them on to members. • Members can send Pat their comments regarding questions 4 and 5 as well as proposed questions for the Board no later than Wednesday, November 25th. • Pat will then color-code the comments and share with members. <p>Library Events Task Force Meeting Notes December 2, 2020, via Zoom Present: Ellis, Goeltl, Hemer, Lockyear, Mathre</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Draft survey questions 4 through 9 were discussed and revised or deleted. • Draft questions for Board discussion were also addressed and revised or deleted. <p>Decisions and Assignments:</p> <ul style="list-style-type: none"> • When the survey is in its final draft, the Board will be asked to complete it prior to a Board discussion of the three questions developed by the task force. • Pat will send the updated set of survey questions along with the introductory paragraph to task force members for review. • Pat will update the Board questions discussed and send to members. <p>Next Meeting: Wednesday, December 23, 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