

**STILLWATER PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**Meeting Agenda**  
**Tuesday, January 12, 2021**  
**7:00 PM**

As the library is closed due to COVID-19, the public is invited to attend the meeting by logging into [stillwater-mn.zoomgov.com](https://mn.zoomgov.com) or by calling 1-669-254-5252 and entering the meeting ID number: 160 642 1926.

Introductory Business (15 minutes)

1. Call to Order
2. Adoption of the Agenda
3. Introductions
4. 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)

5. Consent Calendar
  - a) Adoption of December 8, 2021 Minutes +
  - b) Acknowledgement of Bills Paid in December (12/1/2020: \$22,922.73; 12/15/2020: \$20,885.17)+
  - c) 2020 December Budget Status Report +
  - d) 2021 Q4 Gifts and Grants Received Report +
  - e) 2021 Capital Outlay Request +

Informational/Discussion (25 minutes)

6. Trustee Information Sharing I+
7. Library Hours and Services D+
8. Library Event Wing Survey D+

Decisional (0 minutes)

Reports (20 minutes)

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

13. Adjournment

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

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

**ABSENT:** None

**STAFF:** Goeltl, Troendle

**AGENDA ITEM 1: Call to Order**

Bell called meeting to order at 7:00 PM.

**AGENDA ITEM 2: Adoption of Agenda**

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

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

On behalf of his son, Keliher inquired about the possibility of borrowing a telescope and the timing. Troendle reported that four kits have been received and should be available early next year.

**AGENDA ITEM 4: Consent Calendar**

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

**AGENDA ITEM 5: Trustee Information Sharing**

Bell reported that this is the last board meeting for Keliher and Howe. Trustees thanked them for their wonderful years of service to the library and board.

Thanks was also given to Carlsen for all of the extra hours that he has put in during the past month for the Foundation's event.

**AGENDA ITEM 6: Library Hours and Services**

In addition to the update in the board packet, Troendle reported that he has been investigating automatic intercom options to assist with hearing through the plexiglass at the public service desks.

Trustees discussed the energy in library when open. Patrons are walking away with stacks of materials.

**AGENDA ITEM 7: Library Board of Trustee Vacancies**

Hemer, Lockyear and Cox served as the team of interviewers for the trustee vacancies. They recommended Sharon Hollatz, Craig Hansen, and Ryan Mathre for appointment to the Library Board.

*Motion to forward Sharon Hollatz, Craig Hansen and Ryan Mathre to the City Council as the recommended candidates for the Library Board of Trustees. Hemer moved. Keliher second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Lockyear, Keliher, Richie; No: None.*

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

**AGENDA ITEM 8: 4<sup>th</sup> Street Lawn Design and Funding**

Troendle reported that in the board packet is a matrix funding plan for the 4<sup>th</sup> Street Lawn Design project. The goal is to keep this project moving along so design work is completed promptly and fundraising can begin. The first option is to wait and see what the decision is from the Hugh J. Andersen Foundation (HJA). If HJA does not fully fund the design, the next option would be to use a combination of Kraske and Stillwater Township funds. If final cost goes above projections, approval also would allow the library to use these funds.

Carlsen noted that the budgeted amount includes preliminary and finalized sketches, meetings, developing promotional materials to ask for donations and grants. Bell clarified that this is a design contract only. Lockyear agreed and indicated that implementation of the design would occur under a separate contract.

Richie indicated that this funding scenario may allow the library to acknowledge these donors in a visible way.

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

**AGENDA ITEM 8: Board Self-Assessment**

Howe provided an overview of the task force and its goals.

At the October board meeting, the task force received feedback regarding adding the following to the proposed self-assessment tool:

- A measure of the board's effectiveness in working together as a group
- Measures of the board's work and knowledge of basic library tenants, keeping current on library trends and practices, and understanding of open meeting law

The task force discussed and brought these additions to the governance committee for more feedback and understanding of how these elements fit in an assessment tool or as part of the trustee orientation or other board process. The task force and governance committee decided to include the question regarding the board working together effectively on the assessment tool. The group advised addressing the other proposed measures in others ways, including in the board orientation packet and possibly as part of ongoing board education efforts.

Hemer recommended providing links to relevant documents (ex: question 1 and question 5) when completing the electronic survey. Carlsen commented that when the committee compiles results that he would like to see a breakout of responses at each level and not just an average. Lockyear questioned if the board should wait until next October to complete the assessment.

*Motion to approve Board Self-Assessment. Hollatz moved. Howe second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Lockyear, Keliher, Richie; No: None.*

Task force is dissolved.

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

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

Troendle extended a sincere thank you to Keliher and Howe for their time, talent and service to the library. He thanked all trustees for brightening the library with poinsettias.

Hemer asked if the statistic of over 18,000 checkouts and renewals in November included digital materials. Troendle said that he would follow-up and report back.

Richie inquired about the status of the WCL/SPL contract that was referenced on the board calendar. Troendle noted that WCL is the author of the agreement. A revision of the agreement was initially put on hold by the former WCL director until the completion of the technology services transition. This has been completed and a new WCL director is now in place. Troendle has discussed this with the new director, but the library has not seen a new agreement yet.

**AGENDA ITEM 11: Foundation and Friends Reports**

Troendle reported that For the Love of the Library raised a total of \$46,365 to date. Thanks to board members, and especially Carlsen for support of event. Troendle noted that four Foundation members are going off of the board in 2021 -- Morse, Nicholson, Stabenow and Read.

Hemer noted that the financial information for the Foundation is not included in the board packet. Is this something that could be included?

**AGENDA ITEM 12: Board Committee Reports**

- a) Board Governance Committee: Completed board orientation packet.
- b) Executive Committee: Did not meet.
- c) Facilities Committee: Carlsen noted that since the funding plan passed, the library could have final items for 4<sup>th</sup> Street lawn by late spring/early summer.
- d) Finance: Nothing further to report.
- e) Board Self-Assessment Task Force: Nothing further to report.
- f) Library Events Task Force: Nothing further to report.

**AGENDA ITEM 13: Public Commentary and Communications**

None.

**AGENDA ITEM 14: Adjournment**

Meeting adjourned at 8:08 PM.

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Acknowledgement of Bills Paid in December 2020</b>				
OWNER: <b>Goeltl, Business &amp; Communications Manager</b>		PRESENTER: <b>Troendle, Director</b>		
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>		IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:		
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Approval of December 2020 bills paid</b>				
BACKGROUND/CONTEXT: <b>Following is a bills report summary for the month of December:</b>				
<b>December 2020 (2020 Fiscal Year)</b>				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
<b>Operating Expenditures</b>	\$ 21,834.14	\$ 1,855.22	\$ 1,986.10	\$ 25,675.46
<b>Capital Expenditures</b>	\$ 10,828.00	\$ -	\$ -	\$ 10,828.00
<b>21 Prepay Expenditures</b>	\$ 7,304.44	\$ -	\$ -	\$ 7,304.44
<b>Total</b>	<b>\$ 39,966.58</b>	<b>\$ 1,855.22</b>	<b>\$ 1,986.10</b>	<b>\$ 43,807.90</b>
<p>Explanations of large or out of the ordinary payments are listed below:</p> <p><i>Bill Resolution: December 1, 2020</i></p> <ul style="list-style-type: none"> <li>• \$596.00 paid to Amazon vendors for telescope accessories. Funded by grants from local Rotary clubs and Stillwater Public Library Foundation.</li> <li>• \$499.02 paid to Blackstone Audio in payment for a 2021 standing order for films. This was expensed to the prepaid account and will be moved the Film/Video account in 2021.</li> <li>• \$6,406.28 paid to Ebsco Publishing in payment for 2021 magazine and newspaper subscriptions. This was expensed to the prepaid account and will be moved to the periodicals, staff subscriptions, and Foundation materials accounts in 2021.</li> <li>• \$598.44 paid to Otis Elevator for the Dec 2020 – Feb 2021 service agreement. \$398.96 was prorated for 2021 and expensed to the prepaid account. This will be moved to the maintenance agreements account in 2021.</li> </ul> <p><i>Bill Resolution: December 15, 2020</i></p> <ul style="list-style-type: none"> <li>• \$10,828.00 paid to Bibliotheca for capital project of the sorter upgrade (#20-4230-080).</li> </ul>				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>12/01/2020 Bill Resolution – 2020 Bills</b> <b>12/15/2020 Bill Resolution – 2020 Bills</b>				
PREVIOUS ACTION ON ITEM:				
REVIEWED BY COMMITTEE?:				

**2020 Bill Resolutions**

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

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
<b>INVOICES PAYABLE</b>						
1MNJLY6TKP1V	11/13/2020	Amazon Business	Programs - Juv STEAM Kits (SPLF HO)	49.40	232-4232-2407-0000	SPLF - Programs
1H6CYGJPGYJL	11/15/2020	Amazon Business	Materials - Telescopes (SPLF)	364.26	232-4232-2113-0000	SPLF - Materials
1H6CYGJPGYJL	11/15/2020	Amazon Business	Materials - Telescopes (235)	231.74	235-4235-2101-0000	Library Donations Materials
1XVF64T7JLVR	11/18/2020	Amazon Business	Materials - Juv (SPLF - Heuer)	37.57	232-4232-2113-0000	SPLF - Materials
1XVF64T7F417	11/18/2020	Amazon Business	Supplies	29.07	230-4230-2101-0000	General Supplies
1VVMW6V1PKRN	11/20/2020	Amazon Business	Materials - Juv (SPLF - Heuer)	81.44	232-4232-2113-0000	SPLF - Materials
16837	11/20/2020	Amdahl Locksmith Inc Chris	Locksmith	101.00	230-4231-3099-0000	Other Professional Services - Lib Plant
615591	11/12/2020	Blackstone Audio	Materials - Film Movement 2021 SOP (SAV)	499.20	230-0000-1410-1000	PRE PAID ACCOUNT
12012020	12/1/2020	Brodart Co	Materials - Juv	2800.41	230-4230-2400-0000	Childrens Books
12012020	12/1/2020	Brodart Co	Materials - Adult Fiction	1792.46	230-4230-2401-0000	Adult Books - Fiction
12012020	12/1/2020	Brodart Co	Materials - Adult Fiction (230 Stone)	260.78	230-4230-2401-0000	Adult Books - Fiction
12012020	12/1/2020	Brodart Co	Materials - Adult Nonfiction (230 Broderick)	98.08	230-4230-2405-0000	Adult Books - Non Fiction
12012020	12/1/2020	Brodart Co	Materials - Adult Nonfiction	1909.16	230-4230-2405-0000	Adult Books - Non Fiction
12012020	12/1/2020	Brodart Co	Materials - YA	766.97	230-4230-2406-0000	Teen Books
12012020	12/1/2020	Brodart Co	Materials - Processing	849.25	230-4230-3404-0000	Processing Fee
12012020	12/1/2020	Brodart Co	Materials - Adult (SPLF)	318.09	232-4232-2113-0000	SPLF - Materials
12012020	12/1/2020	Brodart Co	Materials - Adult Nonfiction (Athena)	369.82	235-4235-2101-0000	Library Donations Materials
12012020	12/1/2020	Brodart Co	Materials - Adult Nonfiction (Beaudet)	87.51	235-4235-2101-0000	Library Donations Materials
111188885	11/1/2020	Comcast	Internet - November	188.06	230-4230-3098-0000	Technology Support
1615598	11/24/2020	Ebsco Publishing	Materials - Periodicals and Subscriptions 2021	6406.28	230-0000-1410-1000	PRE PAID ACCOUNT
11182020	11/18/2020	Faurot Kimberly	Programs - Juv STEAM (SPLF HO) Staff Reimbursemer	153.88	232-4232-2407-0000	SPLF - Programs
11242020	11/24/2020	Koegel Christian M	Cataloging/Processing (10/24 & 11/21)	280.00	230-4230-3404-0000	Processing Fee
84068	11/19/2020	Menards	Janitorial Supplies	50.71	230-4231-2102-0000	Janitorial Supplies
12012020	12/1/2020	Midwest Tape	Materials - Audio	92.92	230-4230-2402-0000	Audio
12012020	12/1/2020	Midwest Tape	Materials - Video	903.17	230-4230-2408-0000	Film/Video
12012020	12/1/2020	Midwest Tape	Materials - Processing	192.24	230-4230-3404-0000	Processing Fee
W20100602	11/16/2020	Office of MN IT Services	Phone - October	143.70	230-4231-3101-0000	Telephone
100400164150	11/13/2020	Otis Elevator Company	Elevator Service Agreement (Dec)	199.48	230-4231-3707-0000	Maintenance Agreements - Lib Plant
100400164150	11/13/2020	Otis Elevator Company	Elevator Service Agreement (Jan-Feb 2021)	398.96	230-0000-1410-1000	PRE PAID ACCOUNT
			<b>INVOICES SUBTOTAL</b>	<b>\$ 19,655.61</b>		
<b>CREDIT CARD</b>						
None						
			<b>CREDIT CARD SUBTOTAL</b>	<b>\$ -</b>		
<b>SPECIAL BILL PAYOUTS</b>						
710235897	11/25/2020	Xcel Energy	Gas	\$ 1,085.00	230-4231-3601-0000	Natural Gas
710235897	11/25/2020	Xcel Energy	Electric	\$ 2,182.12	230-4231-3600-0000	Electricity
			<b>SPECIAL BILL PAYOUT SUBTOTAL</b>	<b>\$ 3,267.12</b>		
<b>GRAND TOTAL</b>				<b>\$ 22,922.73</b>		

Submitted for payment

Mark Troendle, Library Director

**2020 Bill Resolutions**

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

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
<b>INVOICES PAYABLE</b>						
3798_217225	11/04/20	Ace Hardware	Janitorial Supplies	\$ 8.59	230-4231-2102-0000	Janitorial Supplies
19HKLFIYPL19	11/24/20	Amazon Business	Materials - Telescopes (SPLF)	\$ 98.77	232-4232-2113-0000	SPLF - Materials
19HKLFIYPL19	11/24/20	Amazon Business	Supplies	\$ 256.29	230-4230-2101-0000	General Supplies
193CM1D33J7R	12/01/20	Amazon Business	Supplies	\$ 119.85	230-4231-2102-0000	Janitorial Supplies
1QJYYK3PX41C	12/01/20	Amazon Business	Supplies	\$ 12.78	230-4230-2101-0000	General Supplies
1QJYYK3PX41C	12/01/20	Amazon Business	Materials - Juv	\$ 45.22	230-4230-2400-0000	Childrens Books
1QJYYK3PX41C	12/01/20	Amazon Business	Programs - Juv STEAM Kits (SPLF HO)	\$ 49.93	232-4232-2407-0000	SPLF - Programs
1QJYYK3PX41C	12/01/20	Amazon Business	Programs - Juv STEAM Kits (Friends)	\$ 55.12	229-4229-2407-0000	Friends - Programs
1404	11/30/20	Artistry	Programs - Adult	\$ 150.00	230-4230-2407-0000	Programs
1404	11/30/20	Artistry	Programs - Adult (Friends)	\$ 460.00	229-4229-2407-0000	Friends - Programs
PREPAY10576	12/10/20	Bibliotheca	Sorter Upgrade (Cap Proj #20-4230-080)	\$ 10,828.00	120-4230-5310-0000	C/O MIS Computer Equipment
12152020	12/15/20	Brodart Co	Materials - Juv	\$ 1,080.83	230-4230-2400-0000	Childrens Books
12152020	12/15/20	Brodart Co	Materials - Adult Fiction	\$ 1,593.82	230-4230-2401-0000	Adult Books - Fiction
12152020	12/15/20	Brodart Co	Materials - Adult Fiction (230 Stone)	\$ 14.57	230-4230-2401-0000	Adult Books - Fiction
12152020	12/15/20	Brodart Co	Materials - Adult Fiction (230 Swanson)	\$ 44.22	230-4230-2401-0000	Adult Books - Fiction
12152020	12/15/20	Brodart Co	Materials - Adult Nonfiction	\$ 425.01	230-4230-2405-0000	Adult Books - Non Fiction
12152020	12/15/20	Brodart Co	Materials - Adult Nonfiction (230 Broderick)	\$ 189.56	230-4230-2405-0000	Adult Books - Non Fiction
12152020	12/15/20	Brodart Co	Materials - YA	\$ 213.81	230-4230-2406-0000	Teen Books
12152020	12/15/20	Brodart Co	Materials - Processing	\$ 721.85	230-4230-3404-0000	Processing Fee
12152020	12/15/20	Brodart Co	Materials - Adult (SPLF Heuer)	\$ 395.09	232-4232-2113-0000	SPLF - Materials
12152020	12/15/20	Brodart Co	Materials - Adult (SPLF)	\$ 306.79	232-4232-2113-0000	SPLF - Materials
12152020	12/15/20	Brodart Co	Materials - Adult Nonfiction (Athena)	\$ 284.70	235-4235-2101-0000	Library Donations Materials
4068302255	11/24/20	Cintas Corporation	Towels & Rugs	\$ 66.64	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
306-02444792-3	11/30/20	Culligan of Stillwater	Water	\$ 14.85	230-4230-4099-0000	Miscellaneous Charges
12032020	12/03/20	Kaericher Jodi	Programs - Adult (Friends) Staff Reimbursement	\$ 25.00	229-4229-2407-0000	Friends - Programs
9305817	11/17/20	KidCreate Studio/Get Messy	Programs - Juv (Friends)	\$ 300.00	229-4229-2407-0000	Friends - Programs
11282020	11/28/20	Koegel Christian M	Cataloging/Processing (11/28/2020)	\$ 133.00	230-4230-3404-0000	Processing Fee
5	11/30/20	Mee Alisa	Programs - Juv (Friends) (11/30/2020 Wind)	\$ 125.00	229-4229-2407-0000	Friends - Programs
84712	12/02/20	Menards	Janitorial Supplies	\$ 79.22	230-4231-2102-0000	Janitorial Supplies
ALR0114410X	12/02/20	MN Dept of Labor and Industry	Elevator Permit	\$ 200.00	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
12893218	12/09/20	Quill Corporation	Supplies	\$ 316.92	230-4230-2101-0000	General Supplies
94535	11/30/20	Rose Floral	Greenery for Terrace Pots (235 Houston)	\$ 47.21	235-4238-4099-0000	Library Donations Miscellaneous
25654646	11/20/20	Scholastic Inc	Materials - Juv	\$ 1,047.80	230-4230-2400-0000	Childrens Books
126966749	11/20/20	Uline Inc	Janitorial Supplies	\$ 469.62	230-4231-2102-0000	Janitorial Supplies
126966749	11/20/20	Uline Inc	Curbside Bags & Gloves (COVID)	\$ 510.12	230-4230-2101-0000	General Supplies
		<b>INVOICES SUBTOTAL</b>		<b>\$ 20,690.18</b>		
<b>CREDIT CARD</b>						
3714	10/28/2020	Penn Foster Career School	Customer Training (COVID)	\$ 180.00	230-4230-3201-0000	Seminar/Conference Fees
INV48843957	10/27/2020	Zoom Video Communications	Distance Programming/Remote Working	\$ 16.06	230-4230-3098-0000	Technology Support
INV48843957	10/31/2020	Zoom Video Communications	Distance Programming/Remote Working (Refund)	\$ (1.07)	230-4230-3098-0000	Technology Support
		<b>CREDIT CARD SUBTOTAL</b>		<b>\$ 194.99</b>		
<b>SPECIAL BILL PAYOUTS</b>						
None						
		<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		<b>\$ -</b>		
<b>GRAND TOTAL</b>				<b>\$ 20,885.17</b>		

Submitted for payment

Mark Troendle, Library Director

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>December 2020 Budget Status Report</b>	
OWNER: <b>Troendle, Library Director Goeltl, Business &amp; Communications Manager</b>	PRESENTER: <b>Troendle, Library Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b> Attached is a budget status report for the period of January 1 – December 31, 2020.</p> <p><b><u>120 Funds – Capital Projects:</u></b> 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 \$55,650 was expended.</p> <ul style="list-style-type: none"> <li>• \$24,900 was expended in C/O &amp; Improvements for upper level ceiling repair work.</li> <li>• \$3,449 was expended in C/O &amp; Improvements for the masonry project.</li> <li>• \$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.</li> <li>• \$10,828 was expended for the Windows 10 upgrade for the sorter.</li> </ul> <p><b><u>230 Funds – Revenues:</u></b> The budget for library-generated revenues in 2020 was approved at \$132,620.</p> <ul style="list-style-type: none"> <li>• Rental Fees: Wedding and meeting revenue was projected at \$113,000 for 2020. \$4,921 has been received through September. Projections indicate that an additional \$7,500 may be expected from events in 2020. This leaves a \$101,000 loss in rental income.</li> <li>• Other Revenue Lines: Due to the impact of the pandemic on library operations, many of the revenue line items are projected to be lower than budgeted. Libraries have extended due dates and waived fees. Our gallery has been closed to the public. Print/copy services were not available for several months, and fees for 10 copies or less were waived upon reopening to minimize handling of cash. A shortfall of \$11,000 is projected.</li> </ul> <p><b><u>230 Funds – Expenditures:</u></b></p> <ul style="list-style-type: none"> <li>• Operating – Personnel Services: Personnel expenditures total \$857,131 through December and are running under the budgeted pace of \$942,201. One December pay period still remains to be paid out.</li> <li>• Operating – Supplies &amp; Equipment: General operating supplies and equipment expenditures are at \$9,638, which is \$2,138 over the budget of \$7,500. As the library had cost savings in personnel due to COVID, additional supply and equipment purchases were made at year-end.</li> <li>• Operating – Materials: \$88,446 in material invoices were paid through December, which is 81% of the \$106,260 collection budget. Shipments from collection vendors for 2020 orders continue to be received.</li> <li>• Operating – Technology Support: \$11,845 was paid in technology support to vendors, which is \$1,145 over the budget of \$10,700. This expenditure total includes the payment for the website redesign.</li> </ul>	



- Operating - Other Professional Services: An overall savings of \$39,000 is projected for the other professional services line items. Due to the cancelled contract with One23, contractual expenses decreased with \$11,427 paid to One23 from this line item and an additional \$9,164 paid with funds received from the Foundation.
- Operating – Other Services and Charges Line Items:
  - Circulation System: A 2020 invoice from Washington County Library for Stillwater’s share of the circulation system has not yet been received. It is projected that this line item of \$6,129 will be fully spent.
  - Seminar/Conference Fees: \$7,800 was budgeted for seminars and conferences in 2020 with \$1,073 spent to date. Due to the impact of COVID on conferences and travel, an estimated savings of \$6,500 is currently projected.
  - General Insurance: General Insurance charges for operating have yet to be transferred to the library’s accounts. \$2,300 is budgeted and projected for expenditure.
  - Maintenance Agreements & Computer Maintenance Agreements: Maintenance agreement expenditures total \$22,130.04, which is \$1,369 under budget.
- Plant – Personnel Services: Personnel expenditures total \$110,801 through December. Expenditures are running about \$12,000 under budgeted pace. One December pay period still remains to be paid out.
- Plant – Supplies: Plant supply expenditures total \$7,031, which is 90% of the \$7,800 budget.
- Plant – Services and Charges:
  - Other Professional Services: A savings of \$3,899 is projected.
  - General Insurance: General Insurance charges for plant have yet to be transferred to the library’s accounts. \$32,200 is budgeted and projected for expenditure.
  - Building Repair Charges: \$32,422 has been paid for building repair charges through December, which is \$7,422 over the \$25,000 budget. This expenditure total includes the \$9,125 for the 5-year internal inspection/obstruction investigation and gauges/gasket replacement of the library’s fire sprinkler system.
  - Electricity & Natural Gas: \$43,133 has been paid for electricity and natural gas through December (meters read through mid-December). This is 73% of the \$59,400 budget. Approximately 15 days of service remain to be charged to this line item.

While a number of year-end bills and entries are still pending, the library is projecting to add to the fund balance at the close of the 2020 fiscal year.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

**2020 December Budget Status Report**

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

# General Ledger

## Budget Status

User: kgoeltl  
 Printed: 1/7/2021 - 8:13 AM  
 Period: 1 to 12, 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	27,301.00	27,301.00	5,999.00	0.00	5,999.00	18.02
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	55,650.37	55,650.37	39,349.63	0.00	39,349.63	41.42
	Expense Sub Totals:	95,000.00	55,650.37	55,650.37	39,349.63	0.00	39,349.63	41.42
	Dept 4230 Sub Totals:	95,000.00	55,650.37	55,650.37	39,349.63	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	55,650.37	55,650.37	39,349.63	0.00	39,349.63	41.42
	Fund 120 Sub Totals:	95,000.00	55,650.37	55,650.37	39,349.63	0.00		
	Revenue Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Totals:	95,000.00	55,650.37	55,650.37	39,349.63	0.00	39,349.63	41.42
	Report Totals:	95,000.00	55,650.37	55,650.37	39,349.63	0.00		

# General Ledger

## Budget Status

User: kgoeltd  
 Printed: 1/7/2021 - 8:10 AM  
 Period: 1 to 12, 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	463.29	463.29	-43.29	0.00	-43.29	0.00
230-0000-3880-0030	Lost Materials	3,000.00	1,393.36	1,393.36	1,606.64	0.00	1,606.64	53.55
230-0000-3880-0040	Processing Fees	6,000.00	1,512.83	1,512.83	4,487.17	0.00	4,487.17	74.79
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	5,885.77	5,885.77	6,534.23	0.00	6,534.23	52.61
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,353,200.00	1,353,200.04	1,353,200.04	-0.04	0.00	-0.04	0.00
230-0000-3910-0232	Transfer In-Library Fundraiser	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0404	Transfer In-Co Bonds 2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0405	Transfer In-GO CO Bonds 2005	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0412	Transfer In-GO CO Bonds 2012	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0414	Transfer In-GO CO Bonds 2014	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0415	Transfer In-2015 GO CO Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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	1,353,200.04	1,353,200.04	-0.04	0.00	-0.04	0.00
	Revenue Sub Totals:	1,485,820.00	1,365,854.75	1,365,854.75	119,965.25	0.00	119,965.25	8.07
	Dept 0000 Sub Totals:	-1,485,820.00	-1,365,854.75	-1,365,854.75	-119,965.25	0.00		
Dept 230-4230	LIBRARY OPERATIONS							
E05	PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	415,990.56	165,850.70	165,850.70	250,139.86	0.00	250,139.86	60.13
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	15,578.73	15,578.73	-15,578.73	0.00	-15,578.73	0.00
230-4230-1113-0000	Vacation Pay	0.00	37,583.24	37,583.24	-37,583.24	0.00	-37,583.24	0.00
230-4230-1200-0000	Part Time Salaries	350,945.44	466,455.38	466,455.38	-115,509.94	0.00	-115,509.94	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	49,008.44	49,008.44	8,511.76	0.00	8,511.76	14.80
230-4230-1420-0000	FICA/Medicare	58,108.36	52,460.94	52,460.94	5,647.42	0.00	5,647.42	9.72
230-4230-1500-0000	Hospital / Medical	88,359.48	66,394.02	66,394.02	21,965.46	0.00	21,965.46	24.86
230-4230-1520-0000	Dental Insurance	2,684.40	3,592.44	3,592.44	-908.04	0.00	-908.04	0.00
230-4230-1540-0000	Life Insurance	622.68	442.14	442.14	180.54	0.00	180.54	28.99
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	857,131.68	857,131.68	117,099.44	0.00	117,099.44	12.02
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	5,559.06	5,559.06	-1,059.06	0.00	-1,059.06	0.00
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	4,079.10	4,079.10	-1,079.10	0.00	-1,079.10	0.00
230-4230-2400-0000	Childrens Books	21,010.00	18,815.82	18,815.82	2,194.18	0.00	2,194.18	10.44
230-4230-2401-0000	Adult Books - Fiction	21,450.00	20,246.14	20,246.14	1,203.86	0.00	1,203.86	5.61
230-4230-2402-0000	Audio	15,400.00	7,919.62	7,919.62	7,480.38	0.00	7,480.38	48.57
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	18,942.99	18,942.99	1,407.01	0.00	1,407.01	6.91
230-4230-2406-0000	Teen Books - Materials	5,500.00	4,386.39	4,386.39	1,113.61	0.00	1,113.61	20.25
230-4230-2407-0000	Programs	1,650.00	1,650.00	1,650.00	0.00	0.00	0.00	0.00
230-4230-2408-0000	Film/Video	8,250.00	6,453.95	6,453.95	1,796.05	0.00	1,796.05	21.77
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	99,734.20	99,734.20	15,675.80	0.00	15,675.80	13.58
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	10,700.00	11,845.35	11,845.35	-1,145.35	0.00	-1,145.35	0.00
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	1,253.72	1,253.72	6,546.28	0.00	6,546.28	83.93
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	12,235.45	12,235.45	1,764.55	0.00	1,764.55	12.60
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	64,034.88	64,034.88	58,462.24	0.00	58,462.24	47.73
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	485.04	485.04	2,514.96	0.00	2,514.96	83.83
	E20 Sub Totals:	4,825.00	1,931.52	1,931.52	2,893.48	0.00	2,893.48	59.97
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	1,022,832.28	1,022,832.28	194,130.96	0.00	194,130.96	15.95
	Dept 4230 Sub Totals:	1,216,963.24	1,022,832.28	1,022,832.28	194,130.96	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	3,834.61	3,834.61	-3,834.61	0.00	-3,834.61	0.00
230-4231-1113-0000	Vacation Pay	0.00	5,609.09	5,609.09	-5,609.09	0.00	-5,609.09	0.00
230-4231-1200-0000	Part Time Salaries	14,937.00	57,398.16	57,398.16	-42,461.16	0.00	-42,461.16	0.00

<b>Account Number</b>	<b>Description</b>	<b>Budget Amount</b>	<b>Period Amount</b>	<b>YTD Amount</b>	<b>YTD Var</b>	<b>Encumbered Amount</b>	<b>Available</b>	<b>% Available</b>
230-4231-1410-0000	PERA	7,089.49	5,783.48	5,783.48	1,306.01	0.00	1,306.01	18.42
230-4231-1420-0000	FICA/Medicare	7,557.33	5,994.07	5,994.07	1,563.26	0.00	1,563.26	20.69
230-4231-1500-0000	Hospital / Medical	13,077.00	17,556.85	17,556.85	-4,479.85	0.00	-4,479.85	0.00
230-4231-1520-0000	Dental Insurance	757.80	941.54	941.54	-183.74	0.00	-183.74	0.00
230-4231-1540-0000	Life Insurance	87.00	87.89	87.89	-0.89	0.00	-0.89	0.00
230-4231-1990-0000	Grant Pass Thru	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>E05 Sub Totals:</b>	<b>127,357.20</b>	<b>110,801.46</b>	<b>110,801.46</b>	<b>16,555.74</b>	<b>0.00</b>	<b>16,555.74</b>	<b>13.00</b>
<b>E10</b>	<b>SUPPLIES</b>							
230-4231-2101-0000	General Supplies	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
230-4231-2102-0000	Janitorial Supplies	4,500.00	3,591.27	3,591.27	908.73	0.00	908.73	20.19
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	1,017.45	1,017.45	-217.45	0.00	-217.45	0.00
	<b>E10 Sub Totals:</b>	<b>7,800.00</b>	<b>7,031.88</b>	<b>7,031.88</b>	<b>768.12</b>	<b>0.00</b>	<b>768.12</b>	<b>9.85</b>
<b>E15</b>	<b>SERVICES AND CHARGES</b>							
230-4231-3002-0000	Contractual	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-3099-0000	Other Professional Services	4,000.00	101.00	101.00	3,899.00	0.00	3,899.00	97.48
230-4231-3101-0000	Telephone	1,700.00	1,437.00	1,437.00	263.00	0.00	263.00	15.47
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	32,784.30	32,784.30	13,415.70	0.00	13,415.70	29.04
230-4231-3601-0000	Natural Gas	13,200.00	10,349.18	10,349.18	2,850.82	0.00	2,850.82	21.60
230-4231-3703-0000	Building Repair Charges	25,000.00	32,422.47	32,422.47	-7,422.47	0.00	-7,422.47	0.00
230-4231-3707-0000	Maintenance Agreements	10,500.00	9,773.80	9,773.80	726.20	0.00	726.20	6.92
230-4231-3713-0000	Computer Maint Agreements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>E15 Sub Totals:</b>	<b>132,600.00</b>	<b>86,867.75</b>	<b>86,867.75</b>	<b>45,732.25</b>	<b>0.00</b>	<b>45,732.25</b>	<b>34.49</b>
<b>E20</b>	<b>MISCELLANEOUS</b>							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	1,133.64	1,133.64	-33.64	0.00	-33.64	0.00
	<b>E20 Sub Totals:</b>	<b>1,100.00</b>	<b>1,133.64</b>	<b>1,133.64</b>	<b>-33.64</b>	<b>0.00</b>	<b>-33.64</b>	<b>0.00</b>
<b>E40</b>	<b>OTHER FINANCING USES</b>							
230-4231-9490-0000	Transfer Out-Cap Proj Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>E40 Sub Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Expense Sub Totals:</b>	<b>268,857.20</b>	<b>205,834.73</b>	<b>205,834.73</b>	<b>63,022.47</b>	<b>0.00</b>	<b>63,022.47</b>	<b>23.44</b>
	<b>Dept 4231 Sub Totals:</b>	<b>268,857.20</b>	<b>205,834.73</b>	<b>205,834.73</b>	<b>63,022.47</b>	<b>0.00</b>		
<b>Dept 230-4900</b>	<b>IMPROVEMENT PROJECTS</b>							
<b>E15</b>	<b>SERVICES AND CHARGES</b>							
230-4900-3099-0000	Other Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>E15 Sub Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>E25</b>	<b>CAPITAL OUTLAY</b>							
230-4900-5200-0000	C/O & Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00

<b>Account Number</b>	<b>Description</b>	<b>Budget Amount</b>	<b>Period Amount</b>	<b>YTD Amount</b>	<b>YTD Var</b>	<b>Encumbered Amount</b>	<b>Available</b>	<b>% Available</b>
	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	1,365,854.75	1,365,854.75	119,965.25	0.00	119,965.25	8.07
	Fund Expense Sub Totals:	1,485,820.44	1,228,667.01	1,228,667.01	257,153.43	0.00	257,153.43	17.31
	Fund 230 Sub Totals:	0.44	-137,187.74	-137,187.74	137,188.18	0.00		

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Library Supplemental Funds: Gifts and Grants Received</b>	
OWNER: <b>Goeltl, Business and Communications Manager</b>	PRESENTER: <b>Troendle, Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Approval of the following supplemental gifts and grants received by the library in Quarter 4 of 2020.</b>	
BACKGROUND/CONTEXT: <b>Attached is a list of the supplemental gifts and grants received by the library from January 1, 2020 – December 31, 2020.</b>  <b>Official acceptance of the gifts and grants received report is requested.</b>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>Library Supplemental Funds: 2020 Gifts &amp; Grants Received Through 12/31/20</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	



**LIBRARY SUPPLEMENTAL FUNDS: 2020 GIFTS & GRANTS RECEIVED (January 1 - December 31, 2020)**

Prepared 1/6/2021

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

**LIBRARY SUPPLEMENTAL FUNDS: 2020 GIFTS & GRANTS RECEIVED (January 1 - December 31, 2020)**

Prepared 1/6/2021

G36	7/20/2020	\$20 Unrestricted Cash Donation	\$20	None	230-0000-3820-0100	Use for General Operating	Board Approved 10/13/2020
G37	7/20/2020	\$1309.70 Distribution from the Stillwater Public Library Athena Fund of the St. Croix Valley	\$1,309.70	For purchase of adult nonfiction of lasting value	235-3235-3820-0100	Expend in 2021+	Board Approved 10/13/2020
G38	7/20/2020	\$200 Unrestricted donation	\$200.00	None	230-0000-3820-0100	Use for General Operating	Board Approved 10/13/2020
G39	8/31/2020	\$9,289 donor-designated annual distribution from Helen Lawson Library Fund	\$9,829	Funds in honor of Helen Lawson and to be used for items that are of service to the public. Expenditures need to be identified as a gift from the Helen Lawson Library Fund.	224-0000-3820-0100	TBD by Board	Board Approved 10/13/2020
G40	8/31/2020	\$200 Tribute in memory of Warren Bovee	\$200	TBD; Working with family to determine any special designations	235-0000-3820-1000	TBD	Board Approved 10/13/2020
G41	8/31/2020	\$25 Tribute in memory of Warren Bovee	\$25	TBD; Working with family to determine any special designations	235-0000-3820-1000	TBD	Board Approved 10/13/2020
G42	8/31/2020	\$100 Tribute in memory of Nancy Broderick	\$100	Book Purchase	230-0000-3820-0100	Expend in 2020	Board Approved 10/13/2020
G43	8/31/2020	\$100 Tribute in memory of Margaret Swanson	\$100	Book Purchase - Literary Fiction	230-0000-3820-0100	Expend in 2020	Board Approved 10/13/2020
G44	8/31/2020	\$50 Unrestricted Donation	\$50	None	230-0000-3820-0100	Use for General Operating	Board Approved 10/13/2020
G45	9/19/2020	In-Kind Donation of Mobile Reference Desk; Est. Value \$500	In-Kind	N/A	N/A	N/A	Board Approved 10/13/2020
G46	9/21/2020	In-Kind Donation of Reference Desk Extension; Est. Value \$150	In-Kind	N/A	N/A	N/A	Board Approved 10/13/2020
G47	9/30/2020	\$25 Tribute in memory of Nicholas Haase	\$25	Book Purchase - Juv	230-0000-3820-0100	Expend in 2020	Board Approved 10/13/2020
G48	10/7/2020	\$100 Donation to Children's Library	\$100	Book Purchase - Juv	230-0000-3820-0100	Expend in 2020	For Board Review & Approval 1/12/2021
G49	10/7/2020	\$300 Tribute in honor of donor's anniversary	\$300	Book Purchase - Adult Mystery	230-0000-3820-0100	Expend in 2020	For Board Review & Approval 1/12/2021
G50	10/7/2020	In-Kind Donation of Quilted Wall-Hanging; Est. Value \$125	In-Kind	N/A	N/A	N/A	For Board Review & Approval 1/12/2021
G51	11/18/2020	In-Kind Donation of Pots for Terrace Est. Value \$80	In-Kind	N/A	N/A	N/A	For Board Review & Approval 1/12/2021
G52	12/18/2020	In-Kind Donation of Consulting Services for Event Wing Survey Est. Value \$450	In-Kind	N/A	N/A	N/A	For Board Review & Approval 1/12/2021
G53	12/4/2020	\$25 Donation for Curbside Bags	\$25	Curbside Bags	230-0000-3820-0100	Expend in 2020	For Board Review & Approval 1/12/2021
G54	12/23/2020	\$300 Unrestricted Donation	\$300	None	235-3235-3820-0100	Expend in 2021	For Board Review & Approval 1/12/2021
G55	12/23/2020	\$150 Unrestricted Donation	\$150	None	235-3235-3820-0100	Expend in 2021	For Board Review & Approval 1/12/2021
G56	12/31/2020	\$100 Unrestricted Donation	\$100	None	235-3235-3820-0100	Expend in 2021	For Board Review & Approval 1/12/2021
G57	12/31/2020	\$1000 Unrestricted Donation	\$1,000	None	235-3235-3820-0100	Expend in 2021	For Board Review & Approval 1/12/2021
			<b>\$30,209</b>				

**2020: FRIENDS OF STILLWATER PUBLIC LIBRARY GIFTS**

ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
F1	2/11/2020	\$300 Donor-Designated Gift to Juv Materials	\$300	Juv Materials	229-0000-3810-0100	Expend in 2020	Board Approved 4/14/20
F2	11/23/2020	\$4200 Gift for Materials	\$4,200	Materials	229-0000-3810-0100	Expend in 2020/2021	For Board Review & Approval 1/12/2021
			<b>\$4,500</b>				

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

ID	Date	Description	Award	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	Requested Board Action
SPLF1	2/7/2020	\$20.43 Tribute in memory of Meinke	\$20.43	Book Purchase	232-0000-3820-0100	Expend in 2020	Board Approved 4/14/20
SPLF2	3/30/2020	Funding for promotional mailer of library services during COVID	\$795	Marketing	232-4232-4099-0000	Expend in 2020	Board Approved 7/14/20

**LIBRARY SUPPLEMENTAL FUNDS: 2020 GIFTS & GRANTS RECEIVED (January 1 - December 31, 2020)**

Prepared 1/6/2021

SPLF3	4/24/2020	\$500 Telescopes, \$3000 Lucky Day, \$1000 YA, \$1872 Adult Nonfiction; \$1065 Video (\$63 Residual)	\$7,500	Materials	232-0000-3820-0100	Expend in 2020	Board Approved 7/14/20
SPLF5	6/26/2020	Circulating Wi-Fi connections for patrons	\$1,750	Hotspots	232-0000-3820-0100	Expend in 2020	Board Approved 7/14/20
SPLF6	8/28/2020	Funding from Margaret Rivers for masonry repairs	\$3,000	Masonry	235-4900-3099-0000	Expend in 2020	Board Approved 10/13/2020
SPLF7	2/28/2020	Funding from Huelsmann for masonry repairs	\$20,000	Masonry	232-4900-3099-0000	Expend in 2020	For Board Review & Approval 1/12/2021
SPLF8	12/23/2020	\$5000 donor-restricted gift. \$4,000 to fund 2021 newspapers and adult fiction. \$1,000 of gift to be used for children's books and programming.	\$5,000	Newspapers, Adult Fiction, Children's Books and Programming	232-0000-3820-0100	Expend in 2021	For Board Review & Approval 1/12/2021
			<b>\$38,065</b>				

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

ID	Date	Description	Amount	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	
SPLF In Kind 1	1/25/2020	Volunteer Coordinator Contract	\$1,668	N/A	N/A	N/A	Board Approved 4/14/20
SPLF In Kind 2	2/25/2020	Volunteer Coordinator Contract	\$1,668	N/A	N/A	N/A	Board Approved 4/14/20
SPLF In Kind 3	3/25/2020	Volunteer Coordinator Contract	\$1,668	N/A	N/A	N/A	Board Approved 7/14/20
SPLF In Kind 4	4/21/2020	Volunteer Coordinator Contract	\$1,668	N/A	N/A	N/A	Board Approved 7/14/20
SPLF In Kind 5	5/22/2020	Volunteer Coordinator Contract	\$833	N/A	N/A	N/A	Board Approved 7/14/20
SPLF In Kind 6	6/21/2020	Volunteer Coordinator Contract	\$833	N/A	N/A	N/A	Board approved 10/13/2020
SPLF In Kind 7	7/1/2020	Volunteer Coordinator Contract	\$556	N/A	N/A	N/A	Board approved 10/13/2020
SPLF In Kind 8	7/21/2020	Volunteer Coordinator Contract	\$1,389	N/A	N/A	N/A	Board approved 10/13/2020
SPLF In Kind 9	8/21/2020	Volunteer Coordinator Contract	\$1,389	N/A	N/A	N/A	Board approved 10/13/2020
SPLF In Kind 10	9/21/2020	Volunteer Coordinator Contract	\$1,389	N/A	N/A	N/A	For Board Review & Approval 1/12/2021
SPLF In Kind 11	10/21/2020	Volunteer Coordinator Contract	\$1,389	N/A	N/A	N/A	For Board Review & Approval 1/12/2021
SPLF In Kind 12	11/21/2020	Volunteer Coordinator Contract	\$1,389	N/A	N/A	N/A	For Board Review & Approval 1/12/2021
SPLF In Kind 12	12/21/2020	Volunteer Coordinator Contract	\$1,389	N/A	N/A	N/A	For Board Review & Approval 1/12/2021
			<b>\$17,226</b>				

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>2021 Capital Release Request</b>	
OWNER: <b>Troendle, Library Director</b>	PRESENTER: <b>Troendle, Library Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Release up to \$5,000 for Custodial Equipment (project #20-4230-275) and up to \$6,500 for LED Light Conversion (project #20-4231-241).</b>	
BACKGROUND/CONTEXT: The funds requested for release are for: <ul style="list-style-type: none"> <li>• Up to \$5,000 for purchase a walk-behind floor scrubber. \$5,000 was budgeted and approved for this project.</li> <li>• Up to \$6,500 for final phase of LED Light conversion project. \$6,500 was budgeted and approved for this project.</li> </ul>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Trustee Information Sharing</b>	
OWNER: <b>Trustees</b>	PRESENTER: <b>Trustees</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b> This standing agenda item allows trustees to share information with each other. Informational updates could include reports on workshops or programs attended, observations from visits to other libraries, and reviews of library-related news.</p> <p><b>Updates:</b></p> <ul style="list-style-type: none"> <li>• On 12/28/2020, Director Troendle emailed trustees with the following news link per the request of President Bell: <a href="https://www.politico.com/news/magazine/2020/12/26/books-by-the-foot-washington-dc-covid-books-440347">https://www.politico.com/news/magazine/2020/12/26/books-by-the-foot-washington-dc-covid-books-440347</a></li> <li>• Attached is the City of Stillwater’s 2021 Meeting Calendar.</li> <li>• The City is holding a zoom training on the conduct of meetings, conflict of interest, data practices and social media for all City of Stillwater Boards and Commission members on Thursday, January 28 at 6 PM. See attached flyer.</li> </ul> <p>Trustees: When visiting libraries, please consider picking up library calendars, program guides and other marketing pieces for the Business and Communications Manager. These materials help provide ideas and inspiration for staff.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>2021 City of Stillwater Calendar of Meetings Boards and Commissions Training Flyer</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

# City of Stillwater 2021 Meeting Calendar

JANUARY						
S	M	T	W	T	F	S
					1	2
3	4	5*	6	7	8	9
10	11	12	13	14	15	16
17	18	18	19	20	21	22
24/31	25	26	27	28	29	30

FEBRUARY						
S	M	T	W	T	F	S
	1	2*	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	24	25	26
28						

MARCH						
S	M	T	W	T	F	S
	1	2*	3	4	5	6
7	8	9	10	11	12	13
14	15	15	16	17	18	19
21	22	23	24	25	26	27
28	29	30	31			

APRIL						
S	M	T	W	T	F	S
				1	2	3
4	5	6*	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	28	29	30

MAY						
S	M	T	W	T	F	S
						1
2	3	4*	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	26	27	28
30	31					

JUNE						
S	M	T	W	T	F	S
		1*	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JULY						
S	M	T	W	T	F	S
				1	2	3
4	5	6*	7	8	9	10
11	12	13	14	15	16	17
18	19	20	20	21	22	23
25	26	27	28	29	30	31

AUGUST						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	10*	11	12	13
15	16	17**	18	19	20	21
22	23	24	25	25	26	27
29	30	31				

SEPTEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7*	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER						
S	M	T	W	T	F	S
					1	2
3	4	5*	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	27	28	29

NOVEMBER						
S	M	T	W	T	F	S
	1	2*	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	18	19
21	22	23	24	25	26	27
28	29	30				

DECEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7*	8	9	10	11
12	13	14	15	16	16	17
19	20	20	21	22	23*	24
26	27	28	29	30*	31	

- City Council (7 pm; \*4:30 & 7 pm; \*\*3:30 & 7 pm)
- Charter Commission (7 pm)
- Downtown Parking Commission (8:30 am)
- Heritage Preservation Commission (7 pm)
- Holiday-Office Closed (\*1/2 day closed at noon)
- Human Rights Commission (7 pm)
- Jt Cable Comm (6 pm, 1492 Frontage Rd W)

- Library Board of Trustees (7 pm, 224 3rd St N)
- Night to Unite (5 pm - 8 pm)
- Parks & Recreation Commission (7 pm)
- Planning Commission (7 pm)
- Traffic Safety Review Comm. (5:30 pm)
- Utilities Commission (8:30 am, 204 3rd St N)



## ATTENTION

All City of Stillwater Boards and Commission members are invited to attend a training on

**Thursday, January 28, 2021**

**6 PM**

online using Zoom

(details below)

**Presenter: Kori Land, City Attorney**

**DETAILS:**

Time:	6 PM – 7 PM	7 PM – 9 PM
Attendees:	All Boards & Commissions	Heritage Preservation Commission & Planning Commission
Topics:	Conduct of Meetings Conflicts of Interest Data Practices Act/Social Media	Municipal Planning/Zoning Public Hearings

**ZOOM:**

To participate, go online to [www.zoomgov.com/join](http://www.zoomgov.com/join) or call 1-646-828-7666. Enter the following when prompted:

Meeting ID number: 161 553 4600

Passcode: 380430

Please email questions to Beth Wolf, City Clerk at [bwolf@ci.stillwater.mn.us](mailto:bwolf@ci.stillwater.mn.us)

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Library Hours and Services</b>	
OWNER: <b>Troendle, Director</b>	PRESENTER: <b>Troendle, Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>D</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b></p> <p>To have a degree of confidence that there will not be a significant spike in the community spread of COVID-19 after the holiday season, it is recommended that this library continue its prudent approach toward protecting the health and safety of staff and patrons by maintaining the current level of service and hours for the time being.</p> <p>Though we don't use the "Path to Zero" COVID-19 data (<a href="https://globalepidemics.org/key-metrics-for-covid-suppression/">https://globalepidemics.org/key-metrics-for-covid-suppression/</a>) as an automatic benchmark by which decisions are made, Washington County remains at a red risk level using that group's metrics, which is the highest level for severity of the outbreak. If the trend line improves for a sustained period, the director proposes considering adding in-person hours to Mondays beginning in late February or early March as the next step forward in the library's phased reopening plan.</p> <p>Based on current information from local public safety officials who regularly communicate with public health experts in the region, the indications are that mass numbers of the general population won't receive vaccinations until the summer, and that a semblance of normalcy won't occur until September or October of this year.</p> <p>Below is a summary of Governor Walz' Executive Order 21-01 issued January 6, 2021, which loosens restrictions on various business operations and gatherings effective Monday, January 11, 2021. The full text of Emergency Executive Order 21-01 can be found at <a href="https://mn.gov/governor/assets/EO%2021-01%20Final%20%28002%29_tcm1055-462140.pdf">https://mn.gov/governor/assets/EO%2021-01%20Final%20%28002%29_tcm1055-462140.pdf</a></p> <ul style="list-style-type: none"> <li>• Bars and restaurants can open at 50 percent capacity, with a maximum of 150 people. Parties of no more than six people must remain six feet from other parties; bar seating is open to parties of two; reservations are required; and establishments must close by 10 p.m.</li> <li>• Outdoor events and entertainment continue at 25 percent capacity, but maximum capacity increases to 250 people. Social distancing is required.</li> <li>• Indoor events and entertainment – like bowling alleys, movie theaters, and museums – may open at 25 percent, or no more than 150 people. Masks required. No food service after 10 p.m.</li> <li>• Wedding receptions and other private parties may resume with limits. If food and drink are served then, like other social gatherings, they are limited to two households or 10 people indoors and 3 households or 15 people outdoors. If there is no food or drink, they are covered by indoor event venue guidelines. Any related ceremony – like a wedding or funeral – is guided by rules for places of worship.</li> </ul>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	



**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Library Event Wing Survey</b>	
OWNER: <b>Events Task Force</b>	PRESENTER: <b>Lockyear, Vice President</b>
REQUESTED AGENDA TYPE (A, I, D): <b>D</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b></p> <p>The Event Task Force was formally charged by trustees to:</p> <ol style="list-style-type: none"> <li>1. Review and recommend for board consideration at least two options on the purpose and rationale for providing space for events, both public and private, at the Stillwater Public Library.</li> <li>2. Assure that recommended options align with the library’s goals, mission, and strategic plan.</li> <li>3. Identify policies that may need to be developed, as opposed to developing the policy at this point.</li> </ol> <p>To help meet this charge, the Events Task Force has constructed a survey to administer to the general public. By using this survey, we hope to capture opinions of Board Trustees, library patrons, community groups, and businesses. These opinions will help to inform our work to complete the charge given this task force by the Board.</p> <p>The Task Force asks Board members to complete the survey <i>online</i> prior to the January 12 Board meeting. Please complete the survey from <b>your</b> perspective as a <b>patron</b> of the library, not necessarily from a trustee’s perspective. Once you have completed the survey, please reflect on the survey questions and your experience of completing the survey. Please be prepared to discuss your suggestions at the Board Meeting. The Task Force members will use your input to make changes as needed before launching the survey to the general public.</p> <p>The following is the proposed timeline for completing the work of this Task Force:</p> <ul style="list-style-type: none"> <li>• February — Launch public survey</li> <li>• March through mid-April — Gather survey results</li> <li>• May — Task Force Presentation to the Board and initial discussion of survey results</li> <li>• August — Additional Board discussion on purpose and rationale for providing space for events at SPL</li> <li>• September/October — Presentation of final proposal of two options by Task Force</li> </ul>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>Draft of Community Survey: Stillwater Public Library Event Wing Use</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

## **Community Survey: Stillwater Public Library Event Wing Use**

Stillwater Public Library invites our community to provide feedback on the public and private use of the library’s event wing by individuals and organizations. The library’s event wing includes the Margaret Rivers meeting rooms, a conference room, a gallery, and the Johnson Terrace (an outdoor rooftop area). Since its completion in 2006, the event wing has served as a space for library programs, community meetings, fundraisers, weddings, and other special events.

Your input will help us better understand our community’s interests and preferences regarding the use of this space. The results of this survey will provide one form of the input used by the Library Board of Trustees in its consideration of future use of the event wing.

### **Johnson Terrace**



## Gallery



## Meeting Rooms



Conference Room



Margaret Rivers A



Margaret Rivers B

**\* 1. What should be the library’s usage priorities for the Event Wing space? Please select up to three.**

- Providing space for library-sponsored programs
- Providing convening space for organizations to hold special activities (e.g.; fundraisers, annual celebrations, awards ceremonies)
- Providing meeting space for community organizations and non-profits (e.g., meetings of a youth service organization or neighborhood group)
- Providing space for use by for-profit businesses and private groups
- Providing space for social events (e.g., weddings)
- Providing unscheduled space for use by library patrons (e.g., enjoying view, reading, working, eating food in gallery or on terrace)

**2. For what *other* purposes do you envision the Event Wing being utilized?**

**3. Should individuals and/or organizations be permitted to hold events in the Event Wing that are not open to the public?**

- Yes
- No

**Comments:**

**4. Should *community and non-profit groups* be charged a fee for using the Event Wing?**

Yes

No

**Comments:**

**5. Should *for-profit and private groups* be charged a fee for using the Event Wing?**

Yes

No

**Comments:**

**6. If non-library sponsored events are held in the Event Wing, when should they be scheduled?**

When the library is open to the public

When the library is closed to the public

No restrictions

**Comments:**

**7. Prior to COVID, how often did you utilize services of Stillwater Public Library?**

- Multiple times per week
- Once per week
- Twice per month
- Once every few weeks
- Once per month
- I never use services of the library

**8. What activities have you ever attended or done in the Event Wing? Check all that apply.**

- Attended a program
- Attended exercise/wellness classes
- Attended weddings or social events
- Attended meetings
- Attended a fundraiser, awards ceremony, annual celebration or other special activities
- Studied, worked, read or brought food to eat on the terrace or in the gallery

## Report from the Library Director, Mark Troendle

---

### Major Accomplishments

- On December 15, 2020, the City Council reappointed Sharon Hollatz and approved the appointments of Craig Hansen and Ryan Mathre to serve as library board trustees. Welcome!
- Beginning December 22, 2020, Tuesday curbside pick-up expanded by two hours.
- Wrote a grant request for consideration by the Huelsmann Foundation to help fund ongoing masonry restoration. The final document submitted was a collaborative effort between the library and its foundation because the latter organization also includes a separate request for its own initiatives.
- A five-year internal inspection/obstruction investigation of the library's one wet-pipe and one dry-pipe fire sprinkler system resulted in the replacement of a dry-pipe valve due to a bad clapper gasket, replacement of gauges, and the installation of a new compressor.
- Sergeant Dan Young gave a presentation to staff about workplace and personal safety.
- Mark updated the library's Emergency Disaster Plan with the assistance of Business and Communications Manager Keri Goeltl and Maintenance Worker Shain Henry.
- Conducted research on intercom options to enable staff and patrons to have clearer communication from behind barriers. Three intercoms were purchased and installed for the primary service access points. Initial reports are that the devices are beneficial in helping facilitate communication. Mark also provided the Public Services Team with a concise set of instructions on how to use the equipment, along with photos.
- Drafted a professional services contract between the library and Calyx Design Group so that Ben Hartberg and his team can begin developing a plan in January that will take a fresh look at how the 4<sup>th</sup> Street lawn could be used as a public space.
- Attended an online training called "COVID-19 Retail Operations" presented by the National Retail Federation and the NRF Foundation. The purpose was to learn if there were any new insights to be gleaned and applied to library operations. It was reassuring to come away from the webinar feeling that the library is already doing what is necessary and reasonably practical to protect its employees and patrons.

### Heads-Up

- The library is undertaking a thorough review of its website that will result in a redesign after approximately five months of planning, testing and training. Staff have identified the following items as high-priority outcomes: improved user experience, ADA compliance, updated design, improved usability for content managers, improved search engine optimization, and enhanced usability on mobile devices. The project will include periods of discovery, user experience design, website design, and website development. Co-leaders of the project are Information Services Supervisor Aurora Jacobsen and Business and Communications Manager Keri Goeltl, with additional staff and others brought in as necessary.
- A clarification from last month's library board meeting: The Information Services Supervisor cited a statistic of 18,658 checkouts and renewals in November 2020; that figure pertains to physical materials only.

### Near-Term Future Focus

- Coronavirus (COVID-19) planning elements.
- Q4 report to the Huelsmann Foundation providing an update on its 2020 grant.



- Assist Calyx Design Group as needed.
- Review library policies.

Thank you to Pat Lockyear for taking the initiative and time to spruce up the library's 4<sup>th</sup> Street entrance by creating a season-appropriate display in the large pot, and for purchasing two additional pots for the terrace and dressing those up as well. The photos don't fully capture how great these look! These touches help create a pleasing, homey atmosphere, and are very much appreciated.





## 2020 Year in Review

### 2020 Review of Accomplishments Unrelated to the Library's Response to COVID-19

1. The trustees developed a new orientation document, wrote committee charters, revised bylaws, and created a new self-assessment tool.
2. Facilities Committee members (Pat Lockyear, Bethany Cox, Spike Carlsen) and their families, plus trustee Paula Hemer, weeded the dead and dying shrubbery from the 4<sup>th</sup> Street side of the library. They also removed the old mulch, replaced the fabric cloth underneath, and placed new mulch all along the west side of the building.
3. The Ivy Club planted and tended the terrace plants, and the library coordinated access for watering.
4. Trustee Pat Lockyear donated labor to spruce up barren pots in the late fall and winter months, and donated two new pots as well.
5. A minor redesign of the website was accomplished as a transitional step toward a more complete reimagining of the site in 2021.
6. Began using a software application called LibraryAware to promote books and resources on the library's website.
7. The upper level plaster ceiling and dome were repaired and repainted while the library was closed to in-person visits.
8. Masonry restoration continued, this year above the 3<sup>rd</sup> Street entrance. This phase cost \$29,776; of that total, \$23,000 came from two grant sources, and the remaining portion from supplemental and capital funds.
9. Cost-effective, humane bird deterrence measures were implemented in the parking ramp, which have tremendously reduced the nesting problems previously experienced.
10. Double doors from parking ramp to the library's interior were replaced.
11. Parking ramp columns were wrapped in protective foam to minimize damage to vehicles and infrastructure.
12. Alley pavers off 4<sup>th</sup> Street were replaced.
13. A new section of concrete was poured outside the 4<sup>th</sup> ST entrance to repair the steps.
14. Patched a portion of the roof that caused a leak to travel down through the then-freshly repainted skylight frame in the fiction area of the upper level.
15. Window coverings that were defaced and scratched in the upper level restrooms were replaced.
16. Larger and revised stenciling was applied to public entrance access points to communicate hours and holidays. Unfortunately, this has been covered up since mid-March by other signage necessitated by the pandemic.
17. New self-checkout hardware was installed in the children's library, and the remaining three additional stations were upgraded.
18. New display furniture was added to the children's library.
19. Before COVID, two hygiene stations featuring wipes and hand gel sanitizer were added.
20. Clickshare technology was made available in the Margaret Rivers meeting room, allowing presenters to wirelessly share content on their laptop to the projector screen.
21. A lockable, physical thermostat was added to the Margaret Rivers meeting room to provide zoned temperature control within a specified range. Previously, the only way to adjust the setting was through a secure online portal accessible to only a few staff.
22. The format for the internal strategic work plan tracking document was finalized and a process implemented for recording progress.
23. First edition of this library's Winter/Spring programming guide was made available.

24. Telescopes and accessories were purchased with Rotary grant funding, though the actual kits won't circulate until 2021.
25. The Stillwater Public Library Foundation presented its first virtual fundraising event. Spike Carlsen interviewed Rich Sommer as a featured segment and also shared his own personal library story.

### A Summary of the Library's Response to COVID-19 in 2020

Beginning in February and through mid-March, the library increasingly ramped up its response to the advance of COVID-19. Custodial duties were reprioritized to focus even more on disinfection, long-planned hygiene stations and hand washing signage were deployed, and guidance from public health experts was sought and regularly communicated to staff. Hard-to-clean toys and objects were removed, and toys that remained were regularly washed in a bleach solution before eventually being withdrawn entirely. Then, returned collection materials were quarantined for two days and wiped with disinfectant cloths, board books and other juvenile materials that were in bins or on shelves were sanitized, spacing between internet stations was increased, and social distancing signage was on display. Next, all library programs were canceled through May 31, the Friends canceled their spring book sale, and the Library Foundation canceled its Pi Day donor appreciation event. As the threat from the virus grew and the aforementioned measures no longer seemed sufficient to slow the spread, the library itself closed to in-person visits by the general public. March 16 was the last day we were open as usual.

In short order, we pivoted and began planning the development of new service models. Phone and email support was immediately up and running on March 17 because we would be closed to in-person public visits for an indeterminate period of time. The City formed a team to plan for how to address operational needs and impacts, and the Library Director was part of this group.

Initially, three goals were communicated to staff: The safety of staff and patrons served is crucial, we will develop new routines for staff while maintaining flexibility, and we will develop and communicate alternate service delivery options to help restore some normalcy to patrons' lives. New work guidelines were devised to help keep staff safe, the quarantining of materials was extended to three days and additional bins were eventually purchased with CARES Act funds to house returned items, City IT provided all departments with the option to use VPN remote access, and they deployed additional laptops, including reallocating equipment from the library's mobile laptop lab. Library board meetings began to be conducted via Zoom instead of in-person.

Curbside pick-up of holds service was first offered March 23, 25 and 27 before being suspended for two weeks in response to Governor Walz' Stay at Home Emergency Executive Order 20-20. Curbside service resumed on April 14. While we offer a digital library of content available 24/7, not everyone has the ability or desire to access services that way. Being able to hold and read an actual, physical book remains the preference of a majority of our patrons, and offering a safe way to get physical materials was of critical importance. By July, more than 400 patrons per week were placing items on hold through our contactless pick-up service.

Virtual programming began on March 25 and has continued ever since for children, teens, and adults. We also began lending laptops and Wi-Fi hotspots to support students and other patrons who couldn't access computers inside the library, plus we expanded our Wi-Fi footprint to reach a broader area outside and inside the building. Three foster grandchildren of Trustee Spike Carlsen built and decorated two Leopold benches for the 4<sup>th</sup> Street lawn so that the public could enjoy that space and access Wi-Fi at no charge. Our

virtual summer reading program helped keep kids engaged with reading and literacy-building activities, and we offered options that were both online and print-based to reach the widest audience possible. Last but not least, staff-developed and staff-prepared science-themed “take-and-make kits” for kids and craft kits for adults have proven to be very popular activities for our patrons.

In-person, express visits were again permitted as of August 26, though a number of residents still prefer the option of curbside pick-up because they are in a higher-risk category for being infected with the novel coronavirus or are simply uncomfortable venturing into public spaces at this time. Not yet resumed are in-person programming and meetings, however. In preparation for reopening, a number of steps were taken, including developing a phased reopening plan, installing Plexiglas barriers, enhancing air filters and maximizing the fresh air exchange rate, adding more signage about social distancing and handwashing throughout the library, removing most seating, closing off a section of the library, deploying 11 additional hygiene stations, developing protocols for mask compliance and recruiting volunteers to serve as public greeters to help inform the public about guidelines and answer questions, and providing training to staff to address challenges posed by our new reality. Spike Carlsen built two custom pieces of furniture to make the reference desk more functional and safe. Adjustments have been made since reopening, including offering additional training, encouraging staff to access other webinars, installing intercoms at three service points, and extending curbside hours on Tuesdays. The theme of balancing safety and access has continued to be a constant throughout the year and will continue into 2021.

## Report from the Information Services Supervisor, Aurora Jacobsen

---

### Public Services

#### Circulation, Adult Programming and Reference

#### December Programs:

- Walk Around The Block with Spike Carlsen had 11 attendees.
- Embroidered Lavender Sachets from the Textile Center on December had 11 attendees.
- Making Craft Cocktails at Home with Forge and Foundry had 58 attendees.
- Five people attended Connect Through Books with library staff.
- Take and Make programs reached the most people this month. Kits for 243 Paper Stars and 143 Kirigami trees were distributed. Pictures of the stars are below.

#### Circulation

- Circulation provided 611 Curbside registrations during 8 pick-up dates.
- December had 22,180 physical checkouts and renewals, the highest amount since the library changed in hours in response to COVID.
- One of the advantages of the changeover in eMaterials is better statistical information. In December, in all of Washington County, 14,592 ebooks and 7,124 audiobooks were borrowed from Overdrive.

#### Reference

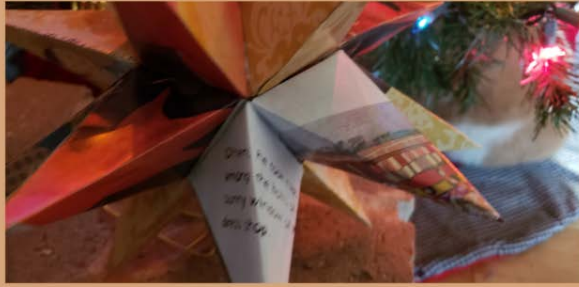
- Staff prepared and checked out 17 Book Bundle requests. These were some of the comments that got passed along:
  - Thank you, thank you, thank you! Your book selections were excellent. We are very much enjoying them.
  - We couldn't survive COVID without the Stillwater Library.
  - She loved the books as well the idea for book bundles and is using some of the books to do a Facetime story time with her grandson. She's read the adult books except for one she didn't have time to finish yet.
- Karen and Sue worked with Children's staff to compile our annual list of good gift books. See the selections on our website. <https://www.stillwaterlibrary.org/gift-of-reading>
- Reference staff spent considerable time this month getting ready for the Winter Reads programming. We are focusing on all the threads that connect us together, with some more Take and Make Kits and interesting programs throughout the month. Submit titles you read to win some of our fabulous prizes (including a Winter Reads-themed mask)!
- Aurora worked on adding a historic photo walk to the downtown's Winter Time in Stillwater project. We hope to have it up by mid-January.

#### Upcoming in January:

- Connect Through Books with library staff on January 4<sup>th</sup>.
- How to Start and Continue Conversations on Race, Equity and Inclusion with AAUW on January 11<sup>th</sup>
- Guided Drawing with Oil Pastels on January 14<sup>th</sup>.
- Bird Feeding Fun on January 28<sup>th</sup>.

## TAKE & MAKE: PAPER STARS

December 2020



The Fused Glass Sun Catcher crafts also came back this month and it was fun to see the resulting projects.

## FUSED GLASS SUN CATCHERS

with Artistry, Nov 2020



#### December Programs

- *Vendor Virtual programs*
  - *Hot Cocoa Mugs: Art for Kids – 25 children*
  - *Aurora Borealis Craft Kit - 25*
- *Self Directed Programming & Connections*
  - *STEM Take-and-Make kits – distributed the remaining kits (PreK, Gr K-3, Gr 4-7)*
  - *“Spread Kindness: Caring Cards for Seniors” Take Home Activity for All Ages – 48 completed cards delivered to Community Thread on 12/21*
  - *ARCs (Juvenile and Teen) – reader takes an Advanced Reader Copy of a book home, writes a review and returns it to the library. Hopefully, we’ll get enough to display.*
  - *All is Calm book display and list in teen section; a similar list and display was in the children’s area to help parents find possible books to share during these challenging times.*

#### Program Notes

In general, though not entirely, December was a programming break month as Kim and Netanya worked intensively on both preliminary and actual preparation of the upcoming quarter’s Take-and-Make kit offerings; also Kim worked on planning, preparing, and beginning to film new Storytime content for the first quarter of 2021.

The STEM Explorer Kits will be rebranded as STEAM Explorer Kits to broaden the contents to include art projects. Kits will be broken down into three age groups and available by the first Saturday of each month while supplies last. The amount of kits available will be increased. Each includes a book list of suggested titles. When possible, staff will coordinate with Susie Danielson to arrange for teen volunteers to help assemble kits.

Netanya has managed the registrations and communications around dated programs, no small feat. There are constantly new and unforeseen strange things that happen if one can imagine communicating with a group of parents and caregivers to ensure a group of 25-30 children each receives the supplies needed to complete their art, science, etc. project. Managing the wait lists is a separate but also time consuming task. Kim has served as back-up since she has 24 hours per week while Netanya has 12.

#### Outreach / Community Engagement Programs and Visits

*Head Start* – Kim delivered 14 copies of the book “MOO!” for SPL’s annual holiday gift book donation to their site, along with informational bookmarks and a small number of classroom support books for their collection; hand-delivered select books on all types of signage (e.g., traffic, directional, etc.) for their current unit of study.

#### Technology Support

Kim and Netanya have new laptops with VPN access, enabling them to work from home, if needed. Angie received hers months ago along with the other supervisors. All three of us in



Youth Services, in addition to other staff, have a new monitor, keyboard and mouse at home. Thank you to City IT for making this happen and to Keri for coordinating. It has been extremely helpful.

#### Professional Training & Development

Staff completed “COVID-19 Customer Conflict Training”

Angie attended “Safety Training” presented by Patrol Sergeant Dan Young

Angie and Kim attended the COVID update meeting led by Tom McCarty

Angie attended her last MLA – Public Library Division Board Meeting as outgoing chair

#### Upcoming Single Date Programs

STEAM Explorer Kits: PreK-Snowflakes, K-5-Chia Pets, Teen–Among Us Mini Figures

Winter reading program for all ages runs through the end of February

Virtual Brick-Building Challenge (January 23; on FB and Instagram)

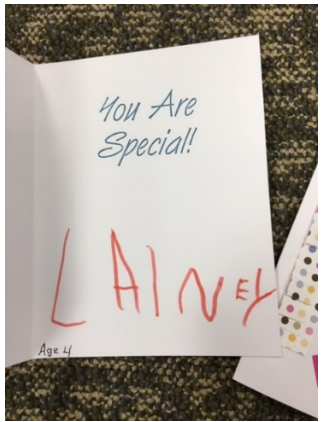
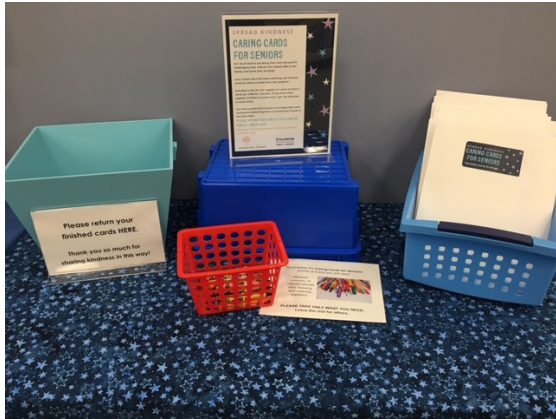
#### Views from the Children’s Library:



The Storytime Room glass doors have been redesigned to match the season. Teen volunteers cut some beautiful snowflakes that were added after this photo. To the right is the handmade quilt donated by Janet Stone. It is comprised of scenes from the picture book, “Red Knit Cap Girl and the Reading Tree” by Naoko Stoop. Angie nearly cried when she received the quilt.

A copy of this book, and others, were purchased with funds Ms. Stone donated. Each will have a book plate to recognize this generosity.

**“Spread Kindness: Caring Cards for Seniors”**– Angie brought this activity to SPL, inspired by neighboring RCL; Netanya designed wonderful components based on the RCL contents and prepped the kits. Forty-Eight cards, so far, have been delivered to Leanna Miller at Community Thread.



A new record of FOUR very full tables of various kits (Vendor, STEAM Take-and-Make, and Cards for Seniors) out in December!





**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Executive Committee Report</b>	
OWNER: <b>Executive Committee</b>	PRESENTER: <b>Bell, President</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:  <b>SPL Executive Committee</b>  <b>December 15, 2020, 10 a.m. via Zoom</b>  <b>Meeting Notes</b>  <b>Present: Bell, Lockyear, Richie, Troendle</b></p> <p><b>Orientation of new trustees</b></p> <ul style="list-style-type: none"> <li>• The new SPL Orientation Manual will be sent to newly appointed trustees and used as an outline to an orientation session for Ryan Mathre.</li> <li>• Because Craig Hansen previously was a trustee, he does not need a full orientation but will be offered an opportunity for a refresher.</li> <li>• Mark, Mary, and Maureen will arrange and conduct the orientation.</li> <li>• The interview committee offered suggestions for future years:             <ul style="list-style-type: none"> <li>○ Consider revisions to clarify and avoid repetitive interview questions.</li> <li>○ Appoint an interview committee in August or September to allow time to recruit applicants in advance of the November deadline for receiving applications.</li> </ul> </li> </ul> <p><b>2021 library calendar/work plan</b></p> <p>General discussion of ongoing and new initiative and projects for the board or committees in 2021.</p> <ul style="list-style-type: none"> <li>• Event Task Force work is continuing. The Task Force plans to bring             <ul style="list-style-type: none"> <li>○ January or February: review of a planned general survey regarding library events.</li> <li>○ May or June: initial presentation and discussion</li> <li>○ August: further discussion</li> <li>○ September or October: final recommendations and decision</li> </ul> </li> <li>• In April, the Finance Committee will present a financial overview.</li> <li>• In May, the Facilities Committee will present an overview of capital budget needs.</li> <li>• The Board Governance Committee will consider topics for board education and development and implement the board self-assessment survey in October.</li> <li>• The Executive Committee will negotiate a labor contract with the union in the fall.</li> <li>• A joint meeting of the Bayport, Washington County, and Stillwater library boards may be held in September. This is tentative.</li> </ul> <p><b>Potential Web Redesign/Fire Sprinkler System</b></p> <ul style="list-style-type: none"> <li>• The last refresh of the library webpage was done in 2015. Much has changed since then. A new refresh is needed to improve patron experience and ensure ADA compliance. Estimated cost: \$8280.</li> <li>• The fire sprinkler system, per code, requires that a 5-year internal inspection/obstruction investigation be performed to determine the presence of obstructive material. Also, gauges and a clapper gasket will be replaced. Estimated cost: \$9125.</li> </ul>	

- A surplus in the 2020 operating budget allows both projects to be completed this year.
- Recommendation:
  - Proceed with both projects this year.
  - Suggestion for future years: Include an agenda item at the December board meeting to approve the expenditure of remaining operating budget funds for reasonable purposes at the discretion of the director. Limit: up to \$10,000 per expenditure.

**Joint powers agreement with Washington County Library**

- Washington County Library has begun to draft a new joint powers agreement with no target date set.
- The current joint powers agreement between WCL and SPL remains in effect for now.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Library Events Task Force Report</b>	
OWNER: <b>Library Events Task Force</b>	PRESENTER: <b>Library Events Task Force</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>Library Events Task Force Meeting Notes</b> <b>December 23, 2020, via Zoom</b> <b>Present: Goeltl, Hemer, Lockyear, Mathre; Absent: Ellis</b></p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>• Pat proposed waiting to present specific questions to the Board until after surveying is completed and responses analyzed.</li> <li>• Discussed when to bring in Director Troendle to address how best to approach the City Council.</li> <li>• The bulk of the meeting was spent discussing and determining what survey tool to use, how to distribute the survey and what the timeline should be.</li> </ul> <p>Decisions and Assignments:</p> <ul style="list-style-type: none"> <li>• The survey will be conducted using Survey Monkey as well as paper surveys.</li> <li>• Survey question #6 will be broadened: Prior to COVID, how often did you utilize services of the Stillwater Public Library?</li> <li>• Director Troendle will be asked if he would like to attend a task force meeting in April to help decide how and when to approach the City Council regarding use of the Events Wing spaces.</li> <li>• Timeline for the completion of this task force’s charge was decided as follows: <ul style="list-style-type: none"> <li>○ By December 30: Keri will determine, in consultation with Ryan and possibly Sarah Armstrong, which version of Survey Monkey to use;</li> <li>○ By January 1: Pat will send to Keri the survey cover sheet with instructions and a brief explanation of the plan;</li> <li>○ By the First Week in January: Keri will create and send the Survey Monkey questions to task force members for review;</li> <li>○ By January 7 or 8: Keri will send the Survey Monkey survey to Trustees in the board packet, asking them to complete the survey prior to the January 12th board meeting in order to give critical feedback during the meeting;</li> <li>○ February 1: Survey will be rolled out under the direction of Keri. It will be posted, for example, on the library’s website, on Facebook, in Library Corner of the local newspaper, in Shelf Life, to nonprofits, sent to the Chamber for dissemination to its members. Paper surveys will be available within the library; The survey will be open until about mid April.</li> <li>○ Jan, Feb, March: At the January, February and March task force meetings, the three proposed board questions will be discussed: 1. How does the SPL mission inform our use of the Events Wing; 2. What should be the basis for prioritizing use of the Event Wing space, and 3. Should event rentals be promoted by the library?</li> </ul> </li> </ul>	

## Agenda Item Cover Sheet

- May: At the May Board meeting, survey results will be presented as well as specific questions asked.
- August: At the August Board meeting survey results discussion may continue.
- September/October: At the September or October board meeting, final task force recommendations will be presented.

Next Meeting: Wednesday, January 20, 11:00-12:00

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

# Stillwater Public Library 2021 Calendar

<p><b>January</b>  <b>1: Library Closed, New Year's Day</b>  <b>12: SPL Board Meeting, 7:00 pm</b>  <b>18: Library Closed, MLK Day</b>  <b>22: SPLF Board Meeting, 8:30 am</b></p> <ul style="list-style-type: none"> <li>• Board passes ratification of wages prepared by Director (if needed)</li> <li>• Annual Meeting</li> </ul>	<p><b>February</b>  <b>9: SPL Board Meeting, 7:00 pm</b>  <b>15: Library Closed, Presidents' Day</b>  <b>26: SPLF Board Meeting, 8:30 am</b></p> <ul style="list-style-type: none"> <li>• Event Wing Survey (Feb)</li> </ul>	<p><b>March</b>  <b>9: Possible Presentation at Stillwater Township, 7:00 pm (based on prior years)</b>  <b>9: SPL Board Meeting, 7:30 pm (if Director and President are presenting at Stillwater Township)</b>  <b>26: SPLF Board Meeting, 8:30 am</b></p> <ul style="list-style-type: none"> <li>• Director evaluation: 6-month progress check</li> </ul>
<p><b>April</b>  <b>1: Annual Report to State Due</b>  <b>4: Library Closed, Easter</b>  <b>4-10: National Library Week</b>  <b>13: SPL Board Meeting, 7:00 pm</b>  <b>23: SPLF Board Meeting, 8:30 am</b></p> <ul style="list-style-type: none"> <li>• Big Read in the St. Croix Valley: The Latehomecomer by Kao Kalia Yang</li> <li>• Finance 101</li> </ul>	<p><b>May</b>  <b>11: SPL Board Meeting, 7:00 pm</b>  <b>28: SPLF Board Meeting, 8:30 am</b>  <b>31: Library Closed, Memorial Day</b></p> <ul style="list-style-type: none"> <li>• 2022 capital outlay request and 2022-2026 CIP due</li> <li>• Begin operating budget prep</li> <li>• Events Task Force Check-In</li> <li>• Facilities 101</li> </ul>	<p><b>June</b>  <b>8: SPL Board Meeting, 7:00 pm</b>  <b>25: SPLF Board Meeting, 8:30 am</b></p> <ul style="list-style-type: none"> <li>• 2022 operating budget discussions</li> </ul>
<p><b>July</b>  <b>5: Library Closed, Independence Day Observed</b>  <b>13: SPL Board Meeting, 7:00 pm</b>  <b>23: SPLF Board Meeting, 8:30 am</b></p> <ul style="list-style-type: none"> <li>• 2022 operating budget due</li> </ul>	<p><b>August</b>  <b>10: SPL Board Meeting, 7:00 pm</b>  <b>27: SPLF Board Meeting, 8:30 am</b></p> <ul style="list-style-type: none"> <li>• City Council budget hearing</li> <li>• Events Task Force Check-In</li> <li>• Appoint interview committee for year-end board vacancies (annual) and nominating committee for officer positions (every other year)</li> </ul>	<p><b>September</b>  <b>6: Library Closed, Labor Day</b>  <b>13: Friends Meeting, 6:30 pm</b>  <b>14: SPL Board Meeting, 7:00 pm</b>  <b>24: SPLF Board Meeting, 8:30 am</b></p> <ul style="list-style-type: none"> <li>• Council budget changes; Levy adopted</li> <li>• Events Task Force Proposal (Sept/Oct)</li> <li>• Director evaluation: annual review</li> <li>• Request 2022 health insurance info</li> <li>• Negotiate labor contract with union in fall (Executive Committee)</li> <li>• Possible joint meeting of SPL, BPL and WCL</li> </ul>
<p><b>October</b>  <b>11: Friends Meeting, 6:30 pm</b>  <b>12: SPL Board Meeting, 7:00 pm</b>  <b>22: SPLF Board Meeting, 8:30 am</b></p> <ul style="list-style-type: none"> <li>• Implement board self-assessment survey</li> <li>• Adopt holidays for succeeding year</li> </ul>	<p><b>November</b>  <b>8: Friends Meeting, 6:30 pm</b>  <b>9: SPL Board Meeting, 7:00 pm</b>  <b>25: Library Closed, Thanksgiving Day</b>  <b>26: SPLF Board Meeting, 8:30 am</b>  <b>TBD: Fall Used Book Sale</b></p> <ul style="list-style-type: none"> <li>• Report on self-assessment results</li> </ul>	<p><b>December</b>  <b>14: SPL Board Meeting, 7:00 pm</b>  <b>24: Library Closed, Christmas Eve</b>  <b>25: Library Closed, Christmas Day</b>  <b>31: Library Closed, New Year's Eve</b>  <b>31: SPL Board Terms End</b>  <b>31: WCL/SPL Contract Ends</b></p> <ul style="list-style-type: none"> <li>• Succeeding year budget adopted by Council</li> <li>• Provide authorization for year-end expenditures if needed</li> </ul>

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