

**STILLWATER PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**Meeting Agenda**  
**Tuesday, February 9, 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 (5 minutes)

1. Call to Order
2. Adoption of the Agenda
3. In-Person Public Commentary

*This portion of the meeting is an opportunity to address Trustees on subjects that are not part of the meeting agenda. The Board may take action or reply at the time of the statement or may give direction to staff based on the comments expressed. Please limit your comments to 5 minutes or less.*

Regular Business (10 minutes)

4. Consent Calendar
  - a) Adoption of January 12, 2021 Minutes +
  - b) Acknowledgement of Bills Paid in January (1/5/2021: \$; 1/19/2021)+
  - c) 2020 December Budget Status Report +
  - d) 2021 January Budget Status Report +

Informational/Discussion (25 minutes)

5. Trustee Information Sharing I+
6. Library Hours and Services D+
7. Director Performance Evaluation: 6-Month Progress Check (March) I+

Decisional (10 minutes)

8. 2021 Wedding Management A+

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 A

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 Pm on Monday, February 8, 2021.

A=Action Item I=Information Item D=Discussion Item +=Document in Packet \*=Document to be Distributed Later  
#=Document Distributed Previously Attachments: 2021 Calendar, 2021 Roster

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
January 12, 2021  
Minutes**

**PRESENT:** Bell, Carlsen, Cox, Hansen, Hemer, Hollatz, Lockyear, Mathre, 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. Hemer moved. Richie second. Yes: Bell, Carlsen, Cox, Hansen, Hemer, Hollatz, Lockyear, Mathre, Richie; No: None.*

**AGENDA ITEM 3: Introductions**

Two new trustees, Hansen and Mathre, joined the board at this meeting. All of the trustees, as well as Council Liaison Collins and Director Troendle, introduced themselves.

**AGENDA ITEM 4: In-Person Public Commentary**

None.

**AGENDA ITEM 5: Consent Calendar**

*Motion to adopt consent calendar. Carlsen moved. Lockyear second. Yes: Bell, Carlsen, Cox, Hansen, Hemer, Hollatz, Lockyear, Mathre, Richie; No: None.*

Carlsen asked for clarification on the capital release request. Troendle clarified that the capital release request is an action item as part of the consent calendar. The funds for these project were already approved as part of 2021 capital budget. This action formally requests release of funds from the city for these approved projects.

**AGENDA ITEM 6: Trustee Information Sharing**

Lockyear thanked Bell for the interesting article about bookshelves for Zoom meetings. Lockyear also noted the Star Tribune article about Hennepin County Library ending overdue book fees (<https://www.startribune.com/hennepin-county-libraries-end-overdue-book-fees/600008748/>).

Bell reminded trustees about the workshop on January 28 focused on the conduct of meetings, conflicts of interest, and data practices act/social media.

**AGENDA ITEM 7: Library Hours and Services**

Troendle noted that the cover sheet contains a recommendation to continue current level of service and hours for the time being. If COVID-19 risk levels and trend lines improve for a sustained period, the director recommends considering gradually increasing hours that the library is open for public visits. Troendle reported that the public health situation is continually changing and reviewed a number of public health updates and guidelines.

**STILLWATER PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**January 12, 2021**  
**Minutes**

Troendle shared a call that he received from a patron regarding how much the library has meant during the shutdown. While most comments that the library receives are positive, staff have received some comments about limited hours or services. For example, a staff member recently received a call from a non-resident who asked that the library be open more hours.

Troendle requested board discussion and input on a path to opening more hours and services to help guide staff in planning.

Trustees asked about any capacity issues, staff feelings about more hours, timeline for adding hours, and staffing on greeter desk. Troendle reported that the library has not need to restrict access to patrons due to capacity. Troendle's proposed timeline would increase hours no sooner than late February or early March, if guidelines indicated on the cover sheet are met. He would like at least 3 weeks-notice so staff can plan appropriately.

Lockyear advised caution. With the trend lines being an ever-changing target, new strains emerging, and citizen fatigue in adhering to safety measures, it may be better to move cautiously and err on the side of not adding hours as the library has not been overrun with in-person visitors.

Hollatz recommended waiting at least another month.

Bell would prefer to wait until some more vaccinations have occurred. March 1<sup>st</sup> seems like an appropriate tentative target date. She likes adding another day for patrons to access the library.

Carlsen recommended giving Troendle the latitude to make a decision regarding increasing hours. Any decisions can be revisited at the February board meeting. Richie and Mathre agreed.

**AGENDA ITEM 8: Library Event Wing Survey**

Lockyear asked for board feedback and response to the library event wing survey that was shared online with trustees and included in the board packet.

Trustees commented that it was a fairly simple and easy to understand survey. The board's suggestions for changes included:

- It was hard to narrow down choices in question #1.
- Could the difference between convening space and meeting space be further defined in question #1?
- Should some leading ideas for other use of the event space be included in question #2? Perhaps, the question could suggest a coffee/canteen for the event wing.
- Could the images depicting the different event wing spaces be tagged with text?
- Should the space be referred to as the "meeting and event wing" instead of just the "event wing"?
- Should we look at getting feedback regarding noise, specifically the noise between meeting rooms A and B?

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
January 12, 2021  
Minutes**

Lockyear reported that the Events Task Force will return to the board in May with results of the survey and an initial presentation. The task force will gather ideas from the board and then is planning to return in August/September with further ideas and recommendations.

**AGENDA ITEM 9: Director and Other Staff Reports**

Troendle noted that the first two pages of the director's report are a review of the previous month. This is followed by a look back of 2020 events.

Troendle updated board that the historic photo walk could be up as early as tomorrow in Lowell Park. The walk is up as part of Wintertime in Stillwater activities, which run through the end of March.

Troendle thanked Lockyear's husband, Jim, for taking the time to dust the library's book shelves. He noted that dusting in the library is a never ending job.

**AGENDA ITEM 10: Foundation and Friends Reports**

Troendle reported that neither group has met since the library's December board meeting.

**AGENDA ITEM 11: Board Committee Reports**

- a) Board Governance Committee: Did not meet.
- b) Executive Committee: Report in packet.
- c) Facilities Committee: Carlsen noted that the Facilities Committee is planning an outdoor meeting with the design firm.
- d) Finance: Did not meet.
- e) Library Events Task Force: Report in packet.

**AGENDA ITEM 12: Public Commentary and Communications**

Troendle shared a request with the trustees. A local 7<sup>th</sup> grade student contacted the city administrator regarding possible Eagle Scout projects that he could undertake to benefit the city and community. The library did respond with some possible ideas. Troendle wanted to inform the trustees about this request, in case trustees had suggestions based on involvement in other groups.

**AGENDA ITEM 13: Adjournment**

Meeting adjourned at 7:46 PM.

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Acknowledgement of Bills Paid in January 2021</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 January 2021 bills paid</b>				
BACKGROUND/CONTEXT: <b>Following is a bills report summary for the month of January:</b>				
<b>January 2021 (2020 Fiscal Year)</b>				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
<b>Operating Expenditures</b>	\$ 56,953.84	\$ 2,971.89	\$ 1,287.41	\$ 61,213.14
<b>Capital Expenditures</b>	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 56,953.84</b>	<b>\$ 2,971.89</b>	<b>\$ 1,287.41</b>	<b>\$ 61,213.14</b>
<p>Explanations of large or out of the ordinary payments are listed below:  <i>Bill Resolution: January 5, 2021 – 2020 Fiscal Year</i></p> <ul style="list-style-type: none"> <li>• \$8,280.00 paid to 16 Wins for website design and development.</li> <li>• \$1,017.45 paid to Amazon for electric snowblower and for batteries for AED defibrillator.</li> <li>• \$2,465.01 paid to Demco for library supplies, including book truck carts.</li> <li>• \$1,197.00 paid to Minitex for RFID tags for materials.</li> <li>• \$585.00 paid to Otis for elevator repairs and applied to Building Repairs account.</li> <li>• \$9,125.00 paid to Viking Sprinkler for 5-year inspection and for replacement of valves and compressor. This was applied to the Building Repairs account.</li> </ul> <p><i>Bill Resolution: January 19, 2021 – 2020 Fiscal Year</i></p> <ul style="list-style-type: none"> <li>• \$4,840.00 paid to Master Mechanical repair of damaged seal kit and bearing assembly.</li> <li>• \$6,514.40 paid to Washington County Library for Stillwater’s share of SirsiDynix (catalog) and EnvisionWare (public computer management software).</li> </ul>				
<b>January 2021 (2021 Fiscal Year)</b>				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
<b>Operating Expenditures</b>	\$ 10,292.82	\$ 465.72	\$ 469.75	\$ 11,228.29
<b>Capital Expenditures</b>	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 10,292.82</b>	<b>\$ 465.72</b>	<b>\$ 469.75</b>	<b>\$ 11,228.29</b>
<p>Explanations of large or out of the ordinary payments are listed below:  <i>Bill Resolution: January 5, 2021 – 2021 Fiscal Year</i></p> <ul style="list-style-type: none"> <li>• \$8,419.10 paid to Bilbliotheca for maintenance service agreement on self-checks and RFID pads. Maintenance agreement for sorter is on hold as sorter is not currently in use due to COVID.</li> </ul>				

*Bill Resolution: January 19, 2021 – 2021 Fiscal Year*

- \$1,685.66 paid to Johnson Controls for annual maintenance on fire protection system.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

1/05/2021 Bill Resolution – 2020 Bills

1/19/2021 Bill Resolution – 2020 Bills

1/05/2021 Bill Resolution – 2021 Bills

1/19/2021 Bill Resolution – 2021 Bills

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

**2020 Bill Resolutions**

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

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
<b>INVOICES PAYABLE</b>						
647	12/16/2020	16 Wins	Website Design & Development	\$ 8,280.00	230-4230-3098-0000	Technology Support
3798_218244	12/29/2020	Ace Hardware	Janitorial Supplies	\$ 34.00	230-4231-2102-0000	Janitorial Supplies
1TCD4RV4ML4T	12/10/2020	Amazon Business	Supplies	\$ 85.80	230-4230-2101-0000	General Supplies
1XD3Y4HPNQ1X	12/1/2020	Amazon Business	Materials - Juv (Credit Memo)	\$ (21.29)	230-4230-2400-0000	Childrens Books
1XPXN66XTFM3	12/12/2020	Amazon Business	Supplies	\$ 63.74	230-4230-2101-0000	General Supplies
1XPXN66XTFM3	12/12/2020	Amazon Business	Intercom Speakers for Plexi (COVID)	\$ 196.65	230-4230-2302-0000	Other Minor Equipment
1Y3M7J9P4N9D	12/18/2020	Amazon Business	Standing Desk & Floor Mats	\$ 510.38	230-4230-2302-0000	Other Minor Equipment
1Y3M7J9P4N9D	12/18/2020	Amazon Business	Snowblower & Lifepak Battery	\$ 1,017.45	230-4231-2302-0000	Other Minor Equipment - Lib Plant
1Y3M7J9P4N9D	12/18/2020	Amazon Business	Supplies	\$ 64.38	230-4230-2101-0000	General Supplies
1Y4JNCHKJ41	12/21/2020	Amazon Business	Programs - Juv STEAM Kits (SPLF 2019-12 Heur)	\$ 276.21	232-4232-2407-0000	SPLF - Programs
1Y9Q3KHT4KCP	12/22/2020	Amazon Business	Programs - Juv STEAM Kits (SPLF 2019-12 Heur)	\$ 6.49	232-4232-2407-0000	SPLF - Programs
17V7DFV7WCDX	12/28/2020	Amazon Business	Programs - Adult Fiction	\$ 37.39	230-4230-2401-0000	Adult Books - Fiction
17V7DFV7WCDX	12/28/2020	Amazon Business	Supplies	\$ 306.71	230-4230-2101-0000	General Supplies
1052021	1/5/2021	Brodart Co	Materials - Juv	\$ 919.27	230-4230-2400-0000	Childrens Books
1052021	1/5/2021	Brodart Co	Materials - Adult Fiction (Swanson)	\$ 15.09	230-4230-2401-0000	Adult Books - Fiction
1052021	1/5/2021	Brodart Co	Materials - Adult Fiction (Wooley)	\$ 4.75	230-4230-2401-0000	Adult Books - Fiction
1052021	1/5/2021	Brodart Co	Materials - Adult Fiction	\$ 328.06	230-4230-2401-0000	Adult Books - Fiction
1052021	1/5/2021	Brodart Co	Materials - Adult Nonfiction	\$ 298.33	230-4230-2405-0000	Adult Books - Non Fiction
1052021	1/5/2021	Brodart Co	Materials - YA	\$ 29.39	230-4230-2406-0000	Teen Books
1052021	1/5/2021	Brodart Co	Materials - Processing	\$ 380.09	230-4230-3404-0000	Processing Fee
1052021	1/5/2021	Brodart Co	Materials - Adult (SPLF Heuer)	\$ 250.05	232-4232-2113-0000	SPLF - Materials
1052021	1/5/2021	Brodart Co	Materials - Adult (SPLF)	\$ 204.44	232-4232-2113-0000	SPLF - Materials
1052021	1/5/2021	Brodart Co	Materials - Adult Nonfiction (Athena)	\$ 905.92	235-4235-2101-0000	Library Donations Materials
1052021	1/5/2021	Brodart Co	Materials - Adult Nonfiction (Beaudet)	\$ 22.21	235-4235-2101-0000	Library Donations Materials
1052021	1/5/2021	Brodart Co	Materials - Juv (Kraske)	\$ 76.04	235-4235-2101-0000	Library Donations Materials
3716224	12/15/2020	Dalco	Janitorial Supplies	\$ 471.40	230-4231-2102-0000	Janitorial Supplies
3490351	12/15/2020	Demco Inc.	Library Equipment	\$ 2,465.01	230-4230-2302-0000	Other Minor Equipment
3490351	12/15/2020	Demco Inc.	Processing Supplies	\$ 77.55	230-4230-3404-0000	Processing Fee
12182020	12/18/2020	Faurot Kimberly	Programs - Juv STEAM Kits (SPLF2019-12Heur) Staff	\$ 187.89	232-4232-2407-0000	SPLF - Programs
605	11/15/2020	Kjelshus Framing	Framing/Matting of Jo Lutz Rollins Paintings	\$ 306.26	230-4230-2101-0000	General Supplies
12192020	12/19/2020	Koegel Christian M	Cataloging/Processing - 12/9/2020	\$ 112.00	230-4230-3404-0000	Processing Fee
1052021	1/5/2021	Midwest Tape	Materials - Audio	\$ 1,047.56	230-4230-2402-0000	Audio
1052021	1/5/2021	Midwest Tape	Materials - Video	\$ 1,459.24	230-4230-2408-0000	Film/Video
1052021	1/5/2021	Midwest Tape	Materials - Processing	\$ 555.73	230-4230-3404-0000	Processing Fee
101911	12/17/2020	Minitex	RFID Tags	\$ 1,197.00	230-4230-3404-0000	Processing Fee
W20110594	12/14/2020	Office of MN IT Services	Phone - November	\$ 143.70	230-4231-3101-0000	Telephone
CL18732001	12/11/2020	Otis Elevator Company	Elevator Repairs	\$ 585.00	230-4231-3703-0000	Building Repair Charges
12222020	12/22/2020	Petrie Angela	Programs - Juv STEAM Kits (SPLF2019-12Heur) Staff	\$ 21.95	232-4232-2407-0000	SPLF - Programs
12192020	12/19/2020	Pollinator Friendly Alliance	Programs - Adult (SPLF)	\$ 50.00	232-4232-2407-0000	SPLF - Programs
13248279	12/22/2020	Quill Corporation	Supplies	\$ 262.91	230-4230-2101-0000	General Supplies
12172020	12/17/2020	Roden Netanya	Programs - Juv STEAM Kits (SPLF2019-12Heur) Staff	\$ 56.54	232-4232-2407-0000	SPLF - Programs
12212020	12/21/2020	Rodriguez Lolita Rose Oyamoto	Programs - Juv (Friends)	\$ 58.80	229-4229-2407-0000	Friends - Programs
12212020	12/21/2020	Rodriguez Lolita Rose Oyamoto	Programs - Juv (SPLF 2019-12 Heur)	\$ 426.67	232-4232-2407-0000	SPLF - Programs
26666586	12/18/2020	Scholastic Inc	Materials - Juv	\$ 287.75	230-4230-2400-0000	Childrens Books
23472	12/18/2020	SOS Office Furniture	PS Desk Tall Chair	\$ 341.95	230-4230-2302-0000	Other Minor Equipment
1025-F139015	12/8/2020	Viking Auto Sprinkler Co.	Annual Inspection	\$ 680.00	230-4231-3707-0000	Maintenance Agreements - Lib Plant
1025-F141367	12/29/2020	Viking Auto Sprinkler Co.	5Yr Inspection/Replacement of Valve & Compressor	\$ 9,125.00	230-4231-3703-0000	Building Repair Charges
			<b>INVOICES SUBTOTAL</b>	<b>\$ 34,211.46</b>		
<b>CREDIT CARD</b>						
R25586672	11/13/2020	Half Price Books	Materials - Video (S.AV)	\$ 241.28	230-4230-2408-0000	Film/Video
R142723713	11/16/2020	Half Price Books	Materials - Video (S.AV)	\$ 48.13	230-4230-2408-0000	Film/Video
R142723713	11/16/2020	Half Price Books	Materials - Video (S.AV) Refund	\$ (13.90)	230-4230-2408-0000	Film/Video
300003774	11/27/2020	MN Library Assoc.	Membership - MLA (Troendle)	\$ 230.00	230-4230-4000-0000	Memberships and Dues
INV54301455	11/27/2020	Zoom Video Communications	Remote Working & Programming	\$ 14.99	230-4230-3098-0000	Technology Support
			<b>CREDIT CARD SUBTOTAL</b>	<b>\$ 520.50</b>		
<b>SPECIAL BILL PAYOUTS</b>						
112995365	12/1/2020	Comcast	Internet - December	\$ 376.12	230-4230-3098-0000	Technology Support
713841210	12/28/2020	Xcel Energy	Gas	\$ 1,601.85	230-4231-3601-0000	Natural Gas
713841210	12/28/2020	Xcel Energy	Electric	\$ 2,353.35	230-4231-3600-0000	Electricity
			<b>SPECIAL BILL PAYOUT SUBTOTAL</b>	<b>\$ 4,331.32</b>		
			<b>GRAND TOTAL</b>	<b>\$ 39,063.28</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>						
17K7XP9G3D7M	1/3/2020	Amazon Business	Materials - Adult Fiction	\$ 50.92	230-4230-2401-0000	Adult Books - Fiction
1YH77GHKH6WC	1/2/2020	Amazon Business	Programs - Juv STEAM Kits (SPLF2019-12Heur)	\$ 24.25	232-4232-2407-0000	SPLF - Programs
1YH77GHKH6WC	1/2/2020	Amazon Business	Programs - Juv STEAM Kits (Friends2019-03)	\$ 32.39	232-4232-2407-0000	SPLF - Programs
1192021	1/19/2021	Brodart Co	Materials - Juv	\$ 3,751.14	230-4230-2400-0000	Childrens Books
1192021	1/19/2021	Brodart Co	Materials - Adult Fiction (230 Swanson)	\$ 37.33	230-4230-2401-0000	Adult Books - Fiction
1192021	1/19/2021	Brodart Co	Materials - Adult Fiction (230 Broderick)	\$ 33.75	230-4230-2401-0000	Adult Books - Fiction
1192021	1/19/2021	Brodart Co	Materials - Adult Fiction (SAFIC)	\$ 252.30	230-4230-2401-0000	Adult Books - Fiction
1192021	1/19/2021	Brodart Co	Materials - Adult Nonfiction	\$ 490.56	230-4230-2405-0000	Adult Books - Non Fiction
1192021	1/19/2021	Brodart Co	Materials - YA	\$ 905.05	230-4230-2406-0000	Teen Books
1192021	1/19/2021	Brodart Co	Materials - Processing	\$ 506.24	230-4230-3404-0000	Processing Fee
1192021	1/19/2021	Brodart Co	Materials - Adult (SPLF)	\$ 1,024.08	232-4232-2113-0000	SPLF - Materials
1192021	1/19/2021	Brodart Co	Materials - Adult (SPLF Heuer)	\$ 410.93	232-4232-2113-0000	SPLF - Materials
1192021	1/19/2021	Brodart Co	Materials - Adult Nonfiction (Athena)	\$ 197.59	235-4235-2101-0000	Library Donations Materials
1192021	1/19/2021	Brodart Co	Materials - Adult Nonfiction (Beaudet)	\$ 26.85	235-4235-2101-0000	Library Donations Materials
4070924577	12/22/2020	Cintas Corporation	Towels & Rugs	\$ 158.86	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
306-02444792-3	12/31/2020	Culligan of Stillwater	Water	\$ 21.65	230-4230-4099-0000	Miscellaneous Charges
3602438	12/21/2020	Loffler Companies	Printer/Copier Contract	\$ 543.16	230-4230-3707-0000	Maintenance Agreements
58659	12/28/2020	Master Mechanical Inc.	Damaged Seal Kit & Bearing Assembly	\$ 4,840.00	230-4231-3703-0000	Building Repair Charges
300003770	11/23/2020	MN Library Assoc.	Membership - MLA (Petrie)	\$ 200.00	230-4230-4000-0000	Memberships and Dues
179825	12/31/2020	NAC Mechanical and Electrical Services	Outdoor Air Sensor	\$ 46.32	230-4231-3703-0000	Building Repair Charges
193721	12/31/2020	Stillwater Printing Co.	Materials - Programs	\$ 434.00	230-4230-2407-0000	Programs
184183	12/30/2020	Washington County Library	SirsiDynix & OCLC	\$ 6,514.40	230-4230-3100-0000	Circulation System
184183	12/30/2020	Washington County Library	Envisionware	\$ 1,051.25	230-4230-3098-0000	Technology Support
184241	12/30/2020	Washington County Library	Postage	\$ 201.95	230-4230-3102-0000	Postage
1082021	1/8/2021	Washington County Library	Q4 Reimb of Lost Pmts	\$ 197.45	230-0000-3880-0030	Lost/Damaged Fees
1082021	1/8/2021	Washington County Library	Q4 Reimb of Process Pmts	\$ 197.44	230-0000-3880-0040	Lost/Overdue Processing Fees
			<b>INVOICES SUBTOTAL</b>	<b>\$ 22,149.86</b>		
<b>CREDIT CARD</b>						
None						
			<b>CREDIT CARD SUBTOTAL</b>	<b>\$ -</b>		
<b>SPECIAL BILL PAYOUTS</b>						
None						
			<b>SPECIAL BILL PAYOUT SUBTOTAL</b>	<b>\$ -</b>		
<b>GRAND TOTAL</b>				<b>\$ 22,149.86</b>		

Submitted for payment

Mark Troendle, Library Director



**2021 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>						
INV-US39015	12/23/2020	Bibliotheca LLC	2021 Service Agreement	\$ 8,419.10	230-4230-3713-0000	Computer Maintenance Agreements
		<b>INVOICES SUBTOTAL</b>		<b>\$ 8,419.10</b>		
<b>CREDIT CARD</b>						
None						
		<b>CREDIT CARD SUBTOTAL</b>		<b>\$ -</b>		
<b>SPECIAL BILL PAYOUTS</b>						
None						
		<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		<b>\$ -</b>		
<b>GRAND TOTAL</b>				<b>\$ 8,419.10</b>		

Submitted for payment

Mark Troendle, Library Director

**2021 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>						
114820654	01/01/21	Comcast	Internet - January	\$ 188.06	230-4230-3098-0000	Technology Support
1092021	01/09/21	Kaericher Jodi	Programs - Adult (Friends) Staff Reimbursement	\$ 69.75	229-4229-2407-0000	Friends - Programs
10067454	12/14/20	Pioneer Press St. Paul	Materials - Newspaper 24 Wk (SPLF)	\$ 465.72	232-4232-2113-0000	SPLF - Materials
22057505	01/01/21	Johnson Controls Fire Protection LP	Maintenance Contract (Feb 2021-Jan 2022)	\$ 1,685.66	230-4231-3707-0000	Maintenance Agreements - Lib Plant
WS005	01/09/21	Tan Karen Ni	Programs - Adult (235 Anon H)	\$ 350.00	235-4236-4099-0000	Library Donations Programs
WS005	01/09/21	Tan Karen Ni	Programs - Adult (Friends)	\$ 50.00	229-4229-2407-0000	Friends - Programs
		<b>INVOICES SUBTOTAL</b>		<b>\$ 2,809.19</b>		
<b>CREDIT CARD</b>						
None						
		<b>CREDIT CARD SUBTOTAL</b>		<b>\$ -</b>		
<b>SPECIAL BILL PAYOUTS</b>						
None						
		<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		<b>\$ -</b>		
<b>GRAND TOTAL</b>				<b>\$ 2,809.19</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. This report includes bill resolutions through January 2021 for 2020 purchases. Additional invoices for 2020 may be received and paid through February.</p> <p><b>120 Funds – Capital Projects:</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 the library’s 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 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>230 Funds – Revenues:</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. The library estimates that \$12,496 will be received in 2020, which is a loss of \$100,504. \$4,921 has been received to date. An additional check of \$7,575.97 for 2020 revenue is expected.</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. An estimated shortfall of \$11,700 is projected.</li> </ul> <p><b>230 Funds – Operating Expenditures:</b></p> <ul style="list-style-type: none"> <li>• Operating – Personnel Services: Personnel expenditures total \$857,131 through December. The final December pay period was paid out in 2021 and is not yet expensed to fiscal year 2020. Total 2020 expenses are projected to be about \$889,000, which is \$85,000 under budget. <ul style="list-style-type: none"> <li>○ Pending Journal Entry: \$32,201 were paid out in wages/PERA/FICA for the 12/20/2020 – 1/2/2021 pay period. Almost all of this will need to be transferred to 2020 expenses.</li> </ul> </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> </ul>	

- Operating – Materials: \$97,777 in material invoices were paid through December, which is 92% of the \$106,260 collection budget. Shipments and invoices from vendors for 2020 orders continue to be received.
- Operating – Technology Support: \$12,911 was paid in technology support to vendors, which is over the budget of \$10,700.
- 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: Stillwater’s share of the circulation system was \$6,514, which is \$385 over the budgeted amount.
  - Seminar/Conference Fees: Savings of \$6,500 is currently projected due to changes in conference attendance due to COVID-19.
  - 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 \$22,673, which is \$826 under budget.

**230 Funds – Plant Expenditures:**

- Plant – Personnel Services: Personnel expenditures total \$110,801 through December. Expenditures are running about \$12,000 under budgeted pace. The final December pay period was paid out in 2021 and is not yet expensed to fiscal year 2020. Total 2020 expenses are projected to be about \$114,300, which is \$13,000 under budget.
  - Pending Journal Entry: \$3,549 were paid out in wages/PERA/FICA for the 12/20/2020 – 1/2/2021 pay period. Almost all of this will need to be transferred to 2020 expenses.
- 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: \$37,308 has been paid for building repair charges through December, which is \$12,308 over the \$25,000 budget.
  - Electricity & Natural Gas: \$44,668.33 has been paid for electricity and natural gas usage through mid-December. An additional charge of \$1,534.85 will be pro-rated for the remainder of December and paid in February. A projected savings of \$13,000 is anticipated for 2020.

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: kgoeltd  
 Printed: 2/4/2021 - 11:40 AM  
 Period: 1 to 13, 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: 2/4/2021 - 11:17 AM  
 Period: 1 to 13, 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	2,135.84	2,135.84	-635.84	0.00	-635.84	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	1,221.90	1,221.90	1,778.10	0.00	1,778.10	59.27
230-0000-3880-0040	Processing Fees	6,000.00	1,323.39	1,323.39	4,676.61	0.00	4,676.61	77.94
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	5,699.87	5,699.87	6,720.13	0.00	6,720.13	54.11
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
230-0000-3910-0416	Transfer In-CO Bonds 2006	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0420	Transfer In-Co Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-0000-3910-0423	Transfer In-2001 C/O Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0424	Transfer In-Co Bonds 2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0426	Transfer In - CO Bonds 2016	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0427	Transfer In - CO Bonds 2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0490	Transfer In-Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R45 Sub Totals:	1,353,200.00	1,353,200.04	1,353,200.04	-0.04	0.00	-0.04	0.00
	Revenue Sub Totals:	1,485,820.00	1,365,668.85	1,365,668.85	120,151.15	0.00	120,151.15	8.09
	Dept 0000 Sub Totals:	-1,485,820.00	-1,365,668.85	-1,365,668.85	-120,151.15	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	23,316.90	23,316.90	-2,306.90	0.00	-2,306.90	0.00
230-4230-2401-0000	Adult Books - Fiction	21,450.00	20,843.24	20,843.24	606.76	0.00	606.76	2.83
230-4230-2402-0000	Audio	15,400.00	9,167.38	9,167.38	6,232.62	0.00	6,232.62	40.47
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	19,579.04	19,579.04	770.96	0.00	770.96	3.79
230-4230-2406-0000	Teen Books - Materials	5,500.00	5,492.67	5,492.67	7.33	0.00	7.33	0.13
230-4230-2407-0000	Programs	1,650.00	2,084.00	2,084.00	-434.00	0.00	-434.00	0.00
230-4230-2408-0000	Film/Video	8,250.00	7,696.97	7,696.97	553.03	0.00	553.03	6.70
230-4230-2409-0000	Electronic Materials	4,500.00	4,500.00	4,500.00	0.00	0.00	0.00	0.00
230-4230-2499-0000	Collection Development	400.00	75.00	75.00	325.00	0.00	325.00	81.25
	E10 Sub Totals:	115,410.00	109,499.49	109,499.49	5,910.51	0.00	5,910.51	5.12

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	10,700.00	12,911.59	12,911.59	-2,211.59	0.00	-2,211.59	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	6,514.40	6,514.40	-385.28	0.00	-385.28	0.00
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	1,142.09	1,142.09	357.91	0.00	357.91	23.86
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	13,369.97	13,369.97	630.03	0.00	630.03	4.50
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	2,372.25	2,372.25	21,127.75	0.00	21,127.75	89.91
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	73,503.65	73,503.65	48,993.47	0.00	48,993.47	40.00
E20	MISCELLANEOUS							
230-4230-4000-0000	Memberships and Dues	1,200.00	928.00	928.00	272.00	0.00	272.00	22.67
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	506.69	506.69	2,493.31	0.00	2,493.31	83.11
	E20 Sub Totals:	4,825.00	2,383.17	2,383.17	2,441.83	0.00	2,441.83	50.61
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	1,042,517.99	1,042,517.99	174,445.25	0.00	174,445.25	14.33
	Dept 4230 Sub Totals:	1,216,963.24	1,042,517.99	1,042,517.99	174,445.25	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
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



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
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
	E05 Sub Totals:	127,357.20	110,801.46	110,801.46	16,555.74	0.00	16,555.74	13.00
E10	SUPPLIES							
230-4231-2101-0000	General Supplies	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
230-4231-2102-0000	Janitorial Supplies	4,500.00	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
	E10 Sub Totals:	7,800.00	7,031.88	7,031.88	768.12	0.00	768.12	9.85
E15	SERVICES AND CHARGES							
230-4231-3002-0000	Contractual	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-3099-0000	Other Professional Services	4,000.00	101.00	101.00	3,899.00	0.00	3,899.00	97.48
230-4231-3101-0000	Telephone	1,700.00	1,580.70	1,580.70	119.30	0.00	119.30	7.02
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	33,613.81	33,613.81	12,586.19	0.00	12,586.19	27.24
230-4231-3601-0000	Natural Gas	13,200.00	11,054.52	11,054.52	2,145.48	0.00	2,145.48	16.25
230-4231-3703-0000	Building Repair Charges	25,000.00	37,308.79	37,308.79	-12,308.79	0.00	-12,308.79	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
	E15 Sub Totals:	132,600.00	93,432.62	93,432.62	39,167.38	0.00	39,167.38	29.54
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	1,292.50	1,292.50	-192.50	0.00	-192.50	0.00
	E20 Sub Totals:	1,100.00	1,292.50	1,292.50	-192.50	0.00	-192.50	0.00
E40	OTHER FINANCING USES							
230-4231-9490-0000	Transfer Out-Cap Proj Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E40 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	268,857.20	212,558.46	212,558.46	56,298.74	0.00	56,298.74	20.94
	Dept 4231 Sub Totals:	268,857.20	212,558.46	212,558.46	56,298.74	0.00		
Dept 230-4900	IMPROVEMENT PROJECTS							
E15	SERVICES AND CHARGES							
230-4900-3099-0000	Other Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E25	CAPITAL OUTLAY							
230-4900-5200-0000	C/O & Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00

<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>
	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	1,365,668.85	1,365,668.85	120,151.15	0.00	120,151.15	8.09
	Fund Expense Sub Totals:	1,485,820.44	1,255,076.45	1,255,076.45	230,743.99	0.00	230,743.99	15.53
	Fund 230 Sub Totals:	0.44	-110,592.40	-110,592.40	110,592.84	0.00		

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>January 2021 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 – January 31, 2021.</p> <p><u><b>120 Funds – Capital Projects:</b></u> There were no capital fund expenditures in January 2021.</p> <p><u><b>230 Funds – Revenues:</b></u> The budget for library-generated revenues in 2020 was approved at \$34,286.66. Just under half of this total (\$16,666.66) reflects an anticipated in-kind gift from the Foundation for funding of the volunteer coordinator in 2021.</p> <p><u><b>230 Funds – Operating Expenditures:</b></u></p> <ul style="list-style-type: none"> <li>• Personnel Services: Personnel expenditures total \$70,422 through January. <ul style="list-style-type: none"> <li>○ <i>Pending Journal Entry:</i> Due to the fiscal year change, Finance will need to make journal entries to remove compensation for days worked in 2020 but paid in 2021 (~\$32,000). They may also need to add in health insurance pre-payments made in 2020 for 2021.</li> </ul> </li> <li>• Materials: 2021 collection ordering with our major vendors will not begin until mid-February due to the year-end close out of the acquisitions process and the roll-over to a new fiscal year. <ul style="list-style-type: none"> <li>○ <i>Pending Journal Entry:</i> \$6,406.28 was pre-paid in 2020 to Ebsco Publishing for the purchase of 2021 magazine and newspaper subscriptions. Finance will transfer \$4,165 to periodicals (230-4230-2403-0000), \$625 to subscriptions (230-4230-4001-0000), \$1616.28 to SPLF funded materials (232-4232-2113-0000).</li> <li>○ <i>Pending Journal Entry:</i> \$499.20 was pre-paid in 2020 to Blackstone for 2021 standing order plan for foreign films. This will need to be transferred to account 230-4230-2408-0000 video.</li> </ul> </li> <li>• Services and Charges: \$8,419.10 paid to Bilbliotheca for maintenance service agreement on self-checks and RFID pads. Maintenance agreement for sorter is on hold as sorter is not currently in use due to COVID.</li> </ul> <p><u><b>230 Funds – Plant Expenditures:</b></u></p> <ul style="list-style-type: none"> <li>• Plant – Personnel Services: Personnel expenditures total \$9,084 through January. <ul style="list-style-type: none"> <li>○ <i>Pending Journal Entry:</i> Due to the fiscal year change, Finance will need to make journal entries to remove compensation for days worked in 2020 but paid in 2021 (~\$3,500). They may also need to add in health insurance pre-payments made in 2020 for 2021.</li> </ul> </li> </ul>	

## Agenda Item Cover Sheet

BOARD MEETING DATE:  
**February 9, 2021**  
Agenda Item: 4d

- Plant – Services and Charges: \$1,685.66 paid to Johnson Fire Controls for a 2021 maintenance.
  - *Pending Journal Entry:* \$389.96 was prepaid in December to Otis Elevator for January and February 2021 maintenance agreements. Finance will transfer this charge to 230-4231-3707-0000 in 2021.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

**2021 January Budget Status Report**

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

# General Ledger

## Budget Status

User: kgoeltl  
 Printed: 2/4/2021 - 11:37 AM  
 Period: 1, 2021



Account Number	Description	Budget Amount	Period Amount	YTD Amount
Fund 120	CAPITAL OUTLAY			
Dept 120-4230	LIBRARY			
E25	CAPITAL OUTLAY			
120-4230-5200-0000	C/O & Improvements	40,000.00	0.00	0.00
120-4230-5210-0000	C/O & Improvements - COVID 19	0.00	0.00	0.00
120-4230-5300-0000	C/O Machinery & Equipment	5,000.00	0.00	0.00
120-4230-5310-0000	C/O MIS Computer Equipment	0.00	0.00	0.00
120-4230-5320-0000	C/O Mach & Equip - COVID 19	0.00	0.00	0.00
	E25 Sub Totals:	45,000.00	0.00	0.00
	Expense Sub Totals:	45,000.00	0.00	0.00
Dept 120-4231	LIBRARY PLANT			
E25	CAPITAL OUTLAY			
120-4231-5200-0000	C/O & Improvements	0.00	0.00	0.00
120-4231-5300-0000	C/O Machinery & Equipment	0.00	0.00	0.00
	E25 Sub Totals:	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00

# General Ledger

## Budget Status

User: kgoeltl  
 Printed: 2/4/2021 - 11:32 AM  
 Period: 1, 2021



Account Number	Description	Budget Amount	Period Amount	YTD Amount
Fund 230	LIBRARY FUND			
Dept 230-0000				
R05	TAXES			
230-0000-3010-0100	Current Property Taxes	0.00	0.00	0.00
	R05 Sub Totals:	0.00	0.00	0.00
R25	CHARGES FOR SERVICES			
230-0000-3500-0100	Meeting Room Rental Fees	500.00	0.00	0.00
230-0000-3520-0100	Copier/Printer Sales	5,000.00	0.00	0.00
230-0000-3880-0200	Gallery Fees	500.00	0.00	0.00
230-0000-3880-0500	Book & Other Enterprise Sales	200.00	0.00	0.00
	R25 Sub Totals:	6,200.00	0.00	0.00
R40	MISCELLANEOUS			
230-0000-3810-0200	Interest Earnings-Investments	1,000.00	0.00	0.00
230-0000-3820-0100	Gifts	1,500.00	0.00	0.00
230-0000-3820-0110	In Kind Gifts	16,666.66	0.00	0.00
230-0000-3830-0100	Sale of Property	0.00	0.00	0.00
230-0000-3860-0100	Lease/Rentals	0.00	0.00	0.00
230-0000-3860-0200	Parking Rental	0.00	0.00	0.00
230-0000-3870-0100	Refunds and Reimbursements	500.00	0.00	0.00
230-0000-3880-0020	Library Card Fees	420.00	0.00	0.00
230-0000-3880-0030	Lost Materials	3,000.00	0.00	0.00
230-0000-3880-0040	Processing Fees	5,000.00	0.00	0.00
230-0000-3880-0050	Registration	0.00	0.00	0.00
230-0000-3880-0100	Miscellaneous Income	0.00	0.00	0.00
230-0000-3880-0300	Cash Short/Over	0.00	0.00	0.00
	R40 Sub Totals:	28,086.66	0.00	0.00
R45	OTHER FINANCING SOURCES			

<b>Account Number</b>	<b>Description</b>	<b>Budget Amount</b>	<b>Period Amount</b>	<b>YTD Amount</b>
230-0000-3910-0100	Transfer In-General Fund	1,393,796.00	0.00	0.00
230-0000-3910-0232	Transfer In-Library Fundraiser	0.00	0.00	0.00
230-0000-3910-0404	Transfer In-Co Bonds 2004	0.00	0.00	0.00
230-0000-3910-0405	Transfer In-GO CO Bonds 2005	0.00	0.00	0.00
230-0000-3910-0412	Transfer In-GO CO Bonds 2012	0.00	0.00	0.00
230-0000-3910-0414	Transfer In-GO CO Bonds 2014	0.00	0.00	0.00
230-0000-3910-0415	Transfer In-2015 GO CO Bonds	0.00	0.00	0.00
230-0000-3910-0416	Transfer In-CO Bonds 2006	0.00	0.00	0.00
230-0000-3910-0420	Transfer In-Co Bonds	0.00	0.00	0.00
230-0000-3910-0423	Transfer In-2001 C/O Bonds	0.00	0.00	0.00
230-0000-3910-0424	Transfer In-Co Bonds 2000	0.00	0.00	0.00
230-0000-3910-0426	Transfer In - CO Bonds 2016	0.00	0.00	0.00
230-0000-3910-0427	Transfer In - CO Bonds 2017	0.00	0.00	0.00
230-0000-3910-0490	Transfer In-Capital Projects	0.00	0.00	0.00
	<b>R45 Sub Totals:</b>	<b>1,393,796.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Revenue Sub Totals:</b>	<b>1,428,082.66</b>	<b>0.00</b>	<b>0.00</b>
	<b>Dept 0000 Sub Totals:</b>	<b>1,428,082.66</b>	<b>0.00</b>	<b>0.00</b>
Dept 230-4230	<b>LIBRARY OPERATIONS</b>			
E05	<b>PERSONNEL SERVICES</b>			
230-4230-1000-0000	Full Time Salaries	422,152.30	14,118.38	14,118.38
230-4230-1100-0000	Overtime - Full Time	0.00	0.00	0.00
230-4230-1111-0000	Severance Pay	0.00	0.00	0.00
230-4230-1112-0000	Sick Pay	0.00	0.00	0.00
230-4230-1113-0000	Vacation Pay	0.00	2,897.45	2,897.45
230-4230-1200-0000	Part Time Salaries	356,602.67	39,431.36	39,431.36
230-4230-1210-0000	Part Time Salaries - In Kind	16,666.66	0.00	0.00
230-4230-1300-0000	Overtime - Part Time	0.00	0.00	0.00
230-4230-1410-0000	PERA	58,406.62	3,897.93	3,897.93
230-4230-1420-0000	FICA/Medicare	59,574.76	4,290.13	4,290.13
230-4230-1500-0000	Hospital / Medical	87,166.32	5,480.00	5,480.00
230-4230-1520-0000	Dental Insurance	2,684.40	273.66	273.66
230-4230-1540-0000	Life Insurance	767.68	33.45	33.45
230-4230-1990-0000	Grant Pass Thru	0.00	0.00	0.00
	<b>E05 Sub Totals:</b>	<b>1,004,021.41</b>	<b>70,422.36</b>	<b>70,422.36</b>
E10	<b>SUPPLIES</b>			

<b>Account Number</b>	<b>Description</b>	<b>Budget Amount</b>	<b>Period Amount</b>	<b>YTD Amount</b>
230-4230-2000-0000	Office Supplies	0.00	0.00	0.00
230-4230-2101-0000	General Supplies	4,500.00	0.00	0.00
230-4230-2113-0000	Reference	2,125.00	0.00	0.00
230-4230-2114-0000	Data Base Searching	1,700.00	0.00	0.00
230-4230-2302-0000	Other Minor Equipment	3,000.00	0.00	0.00
230-4230-2400-0000	Childrens Books	17,858.50	0.00	0.00
230-4230-2401-0000	Adult Books - Fiction	18,232.50	0.00	0.00
230-4230-2402-0000	Audio	13,090.00	0.00	0.00
230-4230-2403-0000	Periodicals	4,165.00	0.00	0.00
230-4230-2405-0000	Adult Books - Non Fiction	17,297.50	0.00	0.00
230-4230-2406-0000	Teen Books - Materials	4,675.00	0.00	0.00
230-4230-2407-0000	Programs	1,650.00	0.00	0.00
230-4230-2408-0000	Film/Video	7,012.50	0.00	0.00
230-4230-2409-0000	Electronic Materials	3,825.00	0.00	0.00
230-4230-2499-0000	Collection Development	340.00	0.00	0.00
	<b>E10 Sub Totals:</b>	<b>99,471.00</b>	<b>0.00</b>	<b>0.00</b>
<b>E15</b>	<b>SERVICES AND CHARGES</b>			
230-4230-3098-0000	Technology Support	10,700.00	188.06	188.06
230-4230-3099-0000	Other Professional Services	5,000.00	0.00	0.00
230-4230-3100-0000	Circulation System	6,129.12	0.00	0.00
230-4230-3101-0000	Telecommunications	0.00	0.00	0.00
230-4230-3102-0000	Postage	1,500.00	0.00	0.00
230-4230-3200-0000	Mileage	400.00	0.00	0.00
230-4230-3201-0000	Seminar/Conference Fees	0.00	0.00	0.00
230-4230-3202-0000	Meals	0.00	0.00	0.00
230-4230-3203-0000	Housing	0.00	0.00	0.00
230-4230-3400-0000	Printing and Publishing	2,500.00	0.00	0.00
230-4230-3401-0000	Binding	0.00	0.00	0.00
230-4230-3404-0000	Processing Fee	14,000.00	0.00	0.00
230-4230-3500-0000	General Insurance	1,518.00	0.00	0.00
230-4230-3707-0000	Maintenance Agreements	25,000.00	0.00	0.00
230-4230-3713-0000	Computer Maint Agreements	0.00	8,419.10	8,419.10
230-4230-3803-0000	Data Base Maintenance	0.00	0.00	0.00
230-4230-3804-0000	Equipment Rental	0.00	0.00	0.00
230-4230-3900-0000	Sales Tax	400.00	0.00	0.00
	<b>E15 Sub Totals:</b>	<b>67,147.12</b>	<b>8,607.16</b>	<b>8,607.16</b>
<b>E20</b>	<b>MISCELLANEOUS</b>			



<b>Account Number</b>	<b>Description</b>	<b>Budget Amount</b>	<b>Period Amount</b>	<b>YTD Amount</b>
230-4230-4000-0000	Memberships and Dues	594.01	0.00	0.00
230-4230-4001-0000	Subscriptions	625.00	0.00	0.00
230-4230-4093-0000	COVID-19	0.00	0.00	0.00
230-4230-4099-0000	Miscellaneous Charges	3,000.00	0.00	0.00
	E20 Sub Totals:	4,219.01	0.00	0.00
E35	DEPRECIATION			
230-4230-7010-0000	Depreciation-Purchased	0.00	0.00	0.00
230-4230-7020-0000	Depreciation-Contributed	0.00	0.00	0.00
	E35 Sub Totals:	0.00	0.00	0.00
	Expense Sub Totals:	1,174,858.54	79,029.52	79,029.52
	Dept 4230 Sub Totals:	1,174,858.54	79,029.52	79,029.52
Dept 230-4231	LIBRARY PLANT			
E05	PERSONNEL SERVICES			
230-4231-1000-0000	Full Time Salaries	62,832.24	0.00	0.00
230-4231-1100-0000	Overtime - Full Time	0.00	0.00	0.00
230-4231-1111-0000	Severance Pay	0.00	0.00	0.00
230-4231-1112-0000	Sick Pay	0.00	14.49	14.49
230-4231-1113-0000	Vacation Pay	0.00	174.81	174.81
230-4231-1200-0000	Part Time Salaries	31,941.30	6,096.61	6,096.61
230-4231-1410-0000	PERA	7,001.44	470.39	470.39
230-4231-1420-0000	FICA/Medicare	7,250.18	452.94	452.94
230-4231-1500-0000	Hospital / Medical	0.00	1,804.94	1,804.94
230-4231-1520-0000	Dental Insurance	17,534.16	63.16	63.16
230-4231-1540-0000	Life Insurance	757.80	7.20	7.20
230-4231-1990-0000	Grant Pass Thru	116.00	0.00	0.00
	E05 Sub Totals:	127,433.12	9,084.54	9,084.54
E10	SUPPLIES			
230-4231-2101-0000	General Supplies	450.00	0.00	0.00
230-4231-2102-0000	Janitorial Supplies	4,500.00	0.00	0.00
230-4231-2202-0000	Building Repair Supplies	1,500.00	0.00	0.00
230-4231-2203-0000	Furn/Air Cond Repair Supplies	0.00	0.00	0.00
230-4231-2302-0000	Other Minor Equipment	800.00	0.00	0.00

<b>Account Number</b>	<b>Description</b>	<b>Budget Amount</b>	<b>Period Amount</b>	<b>YTD Amount</b>
	E10 Sub Totals:	7,250.00	0.00	0.00
E15	SERVICES AND CHARGES			
230-4231-3002-0000	Contractual	0.00	0.00	0.00
230-4231-3099-0000	Other Professional Services	4,000.00	0.00	0.00
230-4231-3101-0000	Telephone	1,700.00	0.00	0.00
230-4231-3500-0000	General Insurance	26,241.00	0.00	0.00
230-4231-3600-0000	Electricity	42,000.00	0.00	0.00
230-4231-3601-0000	Natural Gas	14,000.00	0.00	0.00
230-4231-3703-0000	Building Repair Charges	20,000.00	0.00	0.00
230-4231-3707-0000	Maintenance Agreements	9,500.00	1,685.66	1,685.66
230-4231-3713-0000	Computer Maint Agreements	0.00	0.00	0.00
	E15 Sub Totals:	117,441.00	1,685.66	1,685.66
E20	MISCELLANEOUS			
230-4231-4099-0000	Miscellaneous Charges	1,100.00	0.00	0.00
	E20 Sub Totals:	1,100.00	0.00	0.00
E40	OTHER FINANCING USES			
230-4231-9490-0000	Transfer Out-Cap Proj Fund	0.00	0.00	0.00
	E40 Sub Totals:	0.00	0.00	0.00
	Expense Sub Totals:	253,224.12	10,770.20	10,770.20
	Dept 4231 Sub Totals:	253,224.12	10,770.20	10,770.20
Dept 230-4900	IMPROVEMENT PROJECTS			
E15	SERVICES AND CHARGES			
230-4900-3099-0000	Other Professional Services	0.00	0.00	0.00
	E15 Sub Totals:	0.00	0.00	0.00
E25	CAPITAL OUTLAY			
230-4900-5200-0000	C/O & Improvements	0.00	0.00	0.00
	E25 Sub Totals:	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00
	Dept 4900 Sub Totals:	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>
	Fund Revenue Sub Totals:	1,428,082.66	0.00	0.00
	Fund Expense Sub Totals:	1,428,082.66	89,799.72	89,799.72
	Fund 230 Sub Totals:	0.00	89,799.72	89,799.72

**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></p> <p>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>Annual boards and commissions training material presented by City Attorney Kori Land on January 28, 2021, is available on the City’s website, under City Government – Boards and Commissions. Or follow this link – <a href="https://www.ci.stillwater.mn.us/city-government/boards-commissions">https://www.ci.stillwater.mn.us/city-government/boards-commissions</a> – and look for the presentation link under Boards/Commissions Resources toward the bottom of the page.</p> <p>The City Attorney is advising that all boards and commissions maintain a journal of votes taken on items at an open meeting. Specifically, here is what that means:</p> <ol style="list-style-type: none"> <li>1. The City must maintain a journal of votes (which is different than meeting minutes) on the votes of Council/Board/Commission members during an open meeting.</li> <li>2. The journal only includes actions, including adjournment, that the Board/Commission takes. Anytime a motion/2<sup>nd</sup> motion is made and voted upon – it should be recorded in the Journal <i>except for votes on payments of judgments, claims and amounts fixed by statute. See Minn. Stat. sec. 471.705 (1974)</i></li> <li>3. Access to the journal shall be available during all normal business hours where the journal is kept. (The Library’s journal will be available through the City’s public document portal using content management software called Laserfiche.)</li> <li>4. Each Board/Commission shall have their own journal.</li> <li>5. Library staff are working expeditiously to add this new requirement into our workflow processes.</li> <li>6. Also, since adjournment votes can’t be assumed to be unanimous and must be included in a journal of votes, the adjournment agenda item will now be designated as an action item, and a roll call vote to adjourn will be taken at the conclusion of all public meetings.</li> </ol> <p>Trustees: When visiting libraries, please consider picking up library calendars, program guides and other marketing pieces for the Business and Communications Manager. These materials help provide ideas and inspiration for staff.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Library 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>Last month, we talked about needing to see a sustained improvement in statistics related to the transmission of COVID-19 before adding in-person service hours. We have seen the numbers fall. Unfortunately, I don't feel they've fallen enough and the vaccine rollout hasn't been as quick as one would hope. Statistically, the daily new cases, whether overall or per 100K for Washington County, are still higher than they were when we reopened to in-person visits on August 26, 2020. In addition, there is the possibility of a new surge due to variant strains of the virus, which has been experienced in other countries. We haven't seen that here, but because it's a real danger, I suggest we stay on our current course at least through March, and reevaluate at next month's meeting.</p> <p>Staff continues to have mixed opinions, and one person expressed to me that overall she would be in favor of opening another day in March and has heard a few comments inquiring as to when we'll add hours, but the majority sentiment heard is one that now heavily leans toward waiting a bit longer before adding hours. As one person put it, they are willing but cautious. It's fair to say staff are encouraged to see the number of cases and transmission rates dropping, but many are feeling unsettled about the variants. Many are double masking or using higher quality masks as a result. Staff do not want to rush too quickly, see a surge and then have to backtrack. They generally feel safe because they know what we're doing is working since staff aren't getting sick, but many are anxious about adding a day because that increases the opportunity for exposure. Some staff feel less safe when we're open, and if they work a shift when we're open to in-person visits, they adjust their off-work time to compensate. For example: During a week they work directly with the public at the library, they won't go to the grocery store, and vice versa, to balance and limit overall exposure risk. Some of our most at-risk staff hope they will receive the vaccine by the end of March, which would put their minds more at ease. Waiting a little longer will also increase the overall percentage of people in the community who have been vaccinated, which will help stem the spread.</p> <p>In-person visits remain steady. We still haven't had to temporarily close due to capacity issues. Circulation Services Lead Lori Houston reports that some people still say they will only use our curbside service because they're afraid to come into public places. Some libraries, like Rochester (MN) Public Library, continue to keep their buildings closed to the public and only provide curbside service.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

<p>AGENDA ITEM NAME &amp; BRIEF DESCRIPTION:  <b>Director Performance Evaluation: 6-Month Progress Check (March)</b></p>	
<p>OWNER:  <b>Executive Committee</b></p>	<p>PRESENTER:  <b>Bell, President</b></p>
<p>REQUESTED AGENDA TYPE (A, I, D):  <b>I</b></p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?           IF YES, NOTE STATUS – 1<sup>st</sup> READ, 2<sup>nd</sup> READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</p>	
<p>BACKGROUND/CONTEXT:          At the March meeting, the board will conduct a 6-month progress report with regard to the director’s 2020-2021 goals. At the meeting, the director will inform the board of the issues, barriers and progress toward goals. The director will complete a progress report which will be submitted confidentially to trustees prior to the March meeting.           In preparation for the progress report, attached are the performance evaluation instructions (with the progress report section highlighted), the director progress report form, and the trustee progress report form.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:  <b>Performance Evaluation Instructions</b>  <b>Progress Report Form/Director</b>  <b>Progress Report Form/Trustee</b></p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

## Performance Evaluation Instructions

Approved by board: January 14, 2020

### Annual Review Form

The annual review is completed jointly by the Board of Trustees and the Director during the month marking the Director's anniversary date.

Each year, the Director and Library Board President are required to review and sign off on the Library Director Position Description and, if needed, note changes that may be required.

### Director

1. The Director will complete the Annual Review Form/Director which will be submitted confidentially to the trustees in the month in which the annual review occurs.
2. The report will list the annual S.M.A.R.T. goals and a description of the accomplishment/outcome/product of each goal.
3. In addition, the Director will provide written responses to the questions listed on the report form.

### Trustees

1. The Trustees will prepare for the review by considering the discussion points and questions listed on the Annual Review Form/Trustees.
2. During discussion, the Vice-President will note key points which will be included in a summary to be written by the President, shared with the Director, appended to the review, and included in the Director's personnel file.
3. After discussion, Trustees will assign and vote to approve a numerical ranking to reflect the accomplishment/outcome/product of each of the annual S.M.A.R.T. goals.

### Director and Trustees

After discussion of the current year's goals is concluded, the Director and Trustees will use the Goal Development Worksheet to determine goals and performance measures for the coming year.

### Goal Development Worksheet

The Goal Development Worksheet is completed jointly by the Director and Board of Trustees. Trustees are encouraged to submit suggestions for S.M.A.R.T. goals by sending them to the Executive Committee for consideration. Suggestions should be submitted two months in advance of the month in which the annual review occurs.

### Progress Report Form

The progress report is completed jointly by the Board of Trustees and the Director during the sixth month following the annual review.

**Director**

The Director will complete the Progress Report Form/Director which will be submitted confidentially to the trustees in the sixth month following the annual review.

The Director will complete the Progress Report Form/Director on the current year's S.M.A.R.T. goals and progress in obtaining them. The report will include a brief description of progress toward each goal, including specific measurable milestones in achieving the annual goals.

**Trustees**

The Trustees will prepare for the report by considering the discussion points and questions listed on the Progress Report Form/Trustees.

The completed Progress Report Form will be included in the Director's personnel file. Board minutes will note that a progress report occurred.



**Progress Report Form/Director**

Approved by board: January 14, 2020

**Director**

Consider the current year's goals and provide a brief description of progress for each goal, including specific measurable milestones in achieving the annual goals.

Goal #1

Goal #2

Goal #3

**Progress Report Form/Trustees**

Date approved by board: January 14, 2020

**Trustees**

1. Are there ways the trustees can better support the accomplishment of the goals?
  
2. Is the progress satisfactory?
  
3. If there is a significant lack of progress, identify what action can be taken to correct the situation.

**The director progress report and the trustee progress report have been discussed with the board and the director. The director understands an addendum may be added should the director choose to do so.**

Director's Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

Board President's Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

**Agenda Items Details**

<p>AGENDA ITEM NAME &amp; BRIEF DESCRIPTION:  <b>2021 Wedding Management</b></p>	
<p>OWNER:  <b>Troendle, Director</b></p>	<p>PRESENTER:  <b>Troendle, Director</b></p>
<p>REQUESTED AGENDA TYPE (A, I, D):  <b>A</b></p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?   IF YES, NOTE STATUS – 1<sup>st</sup> READ, 2<sup>nd</sup> READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:  <b>Request to approve contracting with One23 Events to manage remaining 2021 private events previously scheduled at the library for a fee of \$500.00 per event.</b></p>	
<p>BACKGROUND/CONTEXT:  Six previously scheduled weddings are on the schedule for 2021, between May and September. Last year, the library board approved a motion to honor existing events scheduled from August 1, 2020, through October 2020, in compliance with state and city guidelines and library stipulations as determined by director and staff, including the development of contingency plans for inclement weather that met guidelines and stipulations, plus review and approval from the City Attorney.   As those wedding events were successfully managed by the contractor, library board approval is now sought to contract again with One23 Events to manage the remaining 2021 weddings and to ask the City Attorney to draw up the requisite legal document. Under this proposal, the fee paid by the library to the contractor will remain the same as it was last year.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

## Report from the Library Director, Mark Troendle

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### Major Accomplishments

- Business and Communications Manager Keri Goeltl set up accounts for staff to use new scheduling software called WhenToWork, populated schedules, wrote documentation tailored to the library, and provided initial training to staff on how to navigate this new resource.
- Mark wrote a letter of support to the National Education Association (NEA) as ArtReach St. Croix pursues a 2022 NEA Big Read grant, which is a region-wide collaborative effort involving many partners, including this library.
- Met with Police Chief Brian Mueller and provided a tour of the library. Chief Mueller expressed interest in the possibility of partnering with the library on future projects.
- For the website redesign project, Mark provided written feedback in response to a list of questions as part of the discovery phase.
- Provided a Q4 report to the Huelsmann Foundation regarding its 2020 grant for masonry restoration.
- With the assistance of the Facilities Committee, finalized and signed a contract between the library and Calyx Design Group for landscape design services.
- Provided additional information to Library Foundation Manager Alicia Gordon Macalus to bolster a grant request submitted to the Hugh J. Andersen Foundation last November.
- Conference call with grant writer Mark Dunlap to discuss strategies for future requests.
- Attended Boards & Commissions Training provided by City Attorney Kori Land.
- Participated in new trustee orientation.
- Participated in a City-led COVID-19 meeting to review departmental responses and plan for the future.

### Heads-Up

- Library staff will not be available to respond to phone calls or emails on February 15 as the library will be closed for Presidents Day.
- Mark is talking to colleagues and researching how other institutions have incorporated playful learning and other elements into outdoor spaces as we contemplate a redesign of the 4<sup>th</sup> Street lawn.
- Preliminary meeting with Youth Services Supervisor Angie Petrie to discuss a possible storywalk project this summer.
- Recently, someone sent us a letter and an old library book in a padded envelope. The sender wrote: "Dear Library Staff: In going through books I have collected over the years, I discovered these 2 books of Robert Frost poems that belong to the Stillwater Public Library. Some 40 years ago these 2 books found their way into a backpack of a selfish young man. It is time these priceless treasures come home. I trust you can forgive that wayward young man.....whose love of poetry still abounds today. Wishing you the very best in the New Year." (Frost's *New Hampshire* was the only book in the envelope!)

### Near-Term Future Focus

- Coronavirus (COVID-19) planning elements.
- Assist Calyx Design Group as needed.
- Review of library policies. Three policies are awaiting input from external sources. A comprehensive review and revision process that examines all policies may take between two and three years, depending on various factors.

## Report from the Information Services Supervisor, Aurora Jacobsen

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### Public Services

#### Circulation, Adult Programming and Reference

#### January Programs

- Three people Connected Through Books on January 4<sup>th</sup>.
- How to Start and Continue Conversations on Race, Equity and Inclusion with AAUW had 33 attendees.
- Guided Drawing with Oil Pastels on January 14<sup>th</sup> had 22 attendees sign into Zoom, but several Zoom participants brought friends.
- Bird Feeding Fun was rescheduled to February due to a family emergency.
- Take and Make projects continue to be very successful, with demand for all of the projects exceeding our supplies. In January, 148 Phone Stand Kits and 75 String Art Snowflake kits were supplied to crafters.

#### Circulation

- Circulation provided 573 Curbside registrations during eight pick-up dates.
- December had 22,768 physical checkouts and renewals. Every month, this number has gone up, a sure sign that our public is increasingly finding ways to use the library.
- December was also an active month for OverDrive checkouts with 2028 books lent to Stillwater patrons.

#### Reference

- Staff prepared and checked out 14 Book Bundle requests.
- Staff received notification the Minnesota Digital Library approved the library's application to add material.
  - The Library will be adding 200 35MM slides that the City of Stillwater Planning Department took from 1987-1994 to the collection. Downtown Stillwater certainly has evolved since 1987. The City Planning Department was an active part of this project, from consulting with staff about which archival material the city should digitize next as well as helping to select which 200 slides of the 400 possibilities would get priority. The city had many, many more slides than this, so it was an extensive winnowing process. Aurora will verify that using a slide projector requires some practice. She has also now created a labeling and organization system for submitted slides.
  - The other collection approved for digitization is the Holcombe Collection. These photographs were originally glass slides. There are a number of pictures of the city, as well as some interesting pictures of home life that are very revealing about the social norms of the time. They were originally brought to the library from FirstStar Bank, Stillwater and River Valley City Council Grant.
- Federal Tax Forms arrived, much to many patrons' delight. Demand has not been what it was pre-pandemic, but there have been many exclamations of delight. The State of Minnesota does not offer tax forms to libraries.
- Staff continues to offer to find historic information from the Saint Croix Collection that volunteers used to answer. It has been a solid way to maintain reference skills when staff has less opportunity to exercise those. Staff love nothing more than the feeling of finding that "needle in the haystack" kind of information.

### Partnerships

- Aurora attended the Adult Services meeting at Washington County and the Adult Programming Committee with MELSA.
- Aurora met with ArtReach to discuss the application for the 2022 Big Read application. For the first time since she's been part of the committee, a poetry title has been selected.

### Upcoming in February

- Connect Through Books with library staff on February 1<sup>st</sup>.
- Bird Feeding Fun on February 11<sup>th</sup>.
- Tapestry Weaving on February 17<sup>th</sup>.
- Enhancing Whole Grains and Legumes Through Sprouting on February 22<sup>nd</sup>.
- Pop-Up Winter Reads Book Discussion on February 23<sup>rd</sup>.

### January Programs

- *Virtual Storytimes*
  - 1 “Special Guest Musical Preschool Storytime: ‘Aloha’ with Miss Rose”
  - 3 “Baby Bear’s Story Kitchen” sessions
- *Self Directed Programming & Connections*
  - *STEAM Explorers Take-and-Make kits*
    - 69 PreK - Snow Crystals and Ice
    - 143 K-5 - DIY Chia Pet
    - 33 teen - *Among Us* Minifigures
  - “*Spread Kindness: Caring Cards for Seniors*” Take Home Activity for All Ages – “*Spread Kindness: Caring Cards for Seniors*” – we received 21 additional cards for delivery to Community Thread
  - *ARCs (Juvenile and Teen)* – reader takes an Advanced Reader Copy of a book home, writes a review and returns it to the library
  - *Lego Build/Brick Party* – (on SPPL Facebook and Instagram only; not advertised on LibCal); Virtual Brick-Building Challenge (3<sup>rd</sup> Saturday of the month and beyond) – “Build an Animal with 4 Legs”
  - *Beanstack Winter Reading Challenge for kids and teens* – runs through February 28

### Program Notes

Technical challenges that occur during the video uploading process, especially to Facebook, still remain. There seems to be different maneuvering required every time a batch is processed. We continue to learn workarounds. There are advantages and disadvantages to virtual recorded content vs. virtual-in real time content and we are continually discussing the best method of delivery with the easiest access for families while maintaining a focus on consistency and content quality. We are forming a realistic plan to incorporate some virtual – live programming with kids this summer based on discussions with colleagues in other systems and reliance on our professional knowledge about child development and best practices in youth services.

### Outreach / Community Engagement Programs and Visits

*Head Start* – Kim hand-delivered select books in both English and Spanish for their “Exercise” unit of study

### Partnerships

- Angie attended both the MELSA and WashCo Library Youth Services Meetings
- Angie is working on a collaboration with WashCo 4H
- Angie is talking with NAMI about hosting a series of youth mental health presentations for parents and caregivers

### Professional Training & Development

- Staff received basic training on the new *When2Work* scheduling software
- Continued periodic monitoring of metro area Virtual Storytimes and other programming efforts to stay informed
- Ongoing information collection related to publisher permission requirements for sharing copyrighted content virtually

### Upcoming Single Date Programs

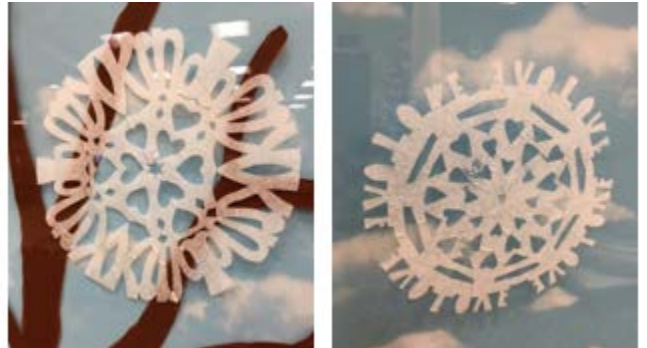
- STEAM Explorer Kits: PreK-Dinosaur Math Graphing, K-5-Dig & Discover Dino Eggs, Teen-*Animal Crossing* charms based on the popular Nintendo Switch game.
- “How to Make a Snow Globe” with KidCreate – kids receive a supply kit and link to an instructional video

- Winter reading program for all ages runs through the end of February
- Virtual Brick-Building Challenge (on FB and Instagram)

A few highlights-



Coffee filter cutout snowflakes cut by teen volunteers added to Storytime Room windows. We made several with words of hope cut into them (e.g. "Kind" and "Love").



*"Spread Kindness: Caring Cards for Seniors"*



*"Baby Bear's Story Kitchen" videos post most Wednesdays at 10:15 on the library's Facebook and YouTube channels*



Stillwater Public Library Foundation  
Board Meeting – November Meeting – Held 12/4/20  
Video Conference

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

1. Welcome - President Shawn Glaser called the meeting to order on Go To Meeting at 8:35. Members checked in..
2. Approval of the Minutes - Minutes for the October 2020 meeting were approved as distributed.
3. Reports
  - a. President- Shawn
    - Recognized and expressed appreciation to retiring Board members for their participation on and contributions to the SPLF: Jean Morse, Sandy Nicholson, Merilee Read, and Carol Stabenow
    - Continues work on recruiting several suggested new Board members and seeking prospective members
    - Complimented the November virtual event – “For the Love of the Library” – as an excellent experience that was well-done
    - Continues to make calls to thank sponsors and donors
  - b. Library Director - Mark
    - Documents in November/December Board Packet include Youth Services and Information Services Reports
    - Shared more kudos for the “For the Love of the Library” event – including Stillwater Mayor Ted Kozlowski’s enthusiasm and compliments for the event
    - Reported that grant requests are being or have been completed:
      - Hugh J. Andersen Foundation- \$47,000 requested for
        - Master Plan for 4<sup>th</sup> St. lawn
        - SPL & Bayport Public Library Reading Program collaboration
        - Masonry repairs
      - Huelsmann Foundation for
        - Light a Spark
        - Events such as “For the Love of the Library”
    - The Library remains open and is maintaining the status quo
    - Expressed appreciation for the STEAM Explorer Kits funded by the SPLF that remain popular
  - c. Finances - Dustin
    - The completed 990 Tax Report was circulated to Board Members via e-mail and approved accordingly
      - Nov. 13, 2020, Dustin sent the completed 990 Report to Board members via e-mail
      - Amber made a motion to approve the report
      - Motion was seconded by Kevin

- Motion was approved by the majority of the Board Members
- The October 31, 2020 Balance Sheet shows that Foundation remains in a strong financial position. There continues to be an effort to work with Keri to spend down Donor Restricted funds.
- The Finance Committee will make an assessment as to where to put Foundation funds in 2021
- An audit may be scheduled in the upcoming year
- The Profit & Loss YTD Comparison Report shows that 2020 expenses are comparable to 2019
- The Finance Committee is will be finalizing the 2021 Budget prior to the January Board meeting

d. Governance – Jean

- The Bylaws revision is nearly finalized and will likely be presented for Board consideration at the January meeting
- Jean thanked the committee that has been working on this project: Amber, Ann, and Kevin

e. Events & Marketing – Summer and Alicia

- The virtual “For the Love of the Library” was deemed a success
- Summer commended the group for its creativity and support
- The event portal will be live through Dec. 17
- Financial statistics as of this meeting:
  - Amount raised = \$46,265
  - Expenses = @ \$14,000
  - (Donations and Expenses are still coming in
  - At this point, ratio is about 30%)
  - There were 32 sponsors
  - Final numbers and analysis will be available Dec. 17
- 280 Computers logged into the event
- A wrap-up meeting will be scheduled on Dec. 8 at 6:30 to obtain feedback for future plans

f. Foundation Manager - Alicia

- Primary focus has been on production of “For the Love of the Library” event (Many extra hours were worked on the event)
- Completed/submitted Hugh J Andersen grant request (see notes under Director’s Report)
- Working on event wrap-up
- Looking ahead to 2021 fund-raising efforts

4. Other Business –

Shawn – Looking into the future – will be looking at job descriptions for an executive director position with the potential to use anticipated funds to move forward.

5. Adjournment - The meeting was adjourned at 9:35 a.m.

Respectfully submitted,


Jean Morse, Secretary

The next regular meeting of the SPLF is scheduled for Friday, January 22, 2021, 8:30 - 10:00 a.m.


E-Mail Messages for Nov./Dec , 2020

<b>Date</b>	<b>From</b>	<b>Regarding</b>
11/2	Alicia	Updated Invitation
11/4	Alicia	Flier with QR Code
11/5	Jean	October Board Meeting Minutes
11/10	Alicia	Updated Invitation
11/11	Alicia	Virtual Event Board Member Code
11/13	Dustin	990 Tax Report
11/13	Amber	990 Tax Report- Motion for Approval
11/17-18	Multiple Messages	For the Love of the Library Event - Accolades
11/21	Alicia	Notice regarding Sandy Ellis's Father
11/23	Alicia	Updated Invitation


Documents on Google Drive Nov./Dec., 2020  
(drive.google.com)

-  20. Oct Finance


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-  Doc 1 - Agenda - November Board Meeting


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

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-  Doc 3a - Library Director Report - Information Services - Nov 2020.docx

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-  Doc 3b - Library Director Report - Youth Services - Nov 2020.docx

**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>January 19, 2021, 10 a.m. via Zoom</b>  <b>Meeting Notes</b>  <b>Present: Bell, Lockyear, Richie, Troendle</b></p> <p><b>2021 Board/Committee Workplan</b></p> <ul style="list-style-type: none"> <li>• Because current initiatives (Events Task Force, 4<sup>th</sup> Street Lawn) and recurring tasks will require significant board involvement this year, new initiatives will be considered on an as-needed basis.</li> <li>• Website redesign may require board involvement.</li> <li>• Strategic Plan runs through 2022. Mark will provide an update in March.</li> </ul> <p><b>Committee Assignments</b></p> <ul style="list-style-type: none"> <li>• Discussion on committee rosters. Final decision to be ready by February board meeting.</li> <li>• Committee charges will remain the same with two additions, both assigned to the Board Governance Committee: <ul style="list-style-type: none"> <li>○ Manage Board Self-Assessment Survey in October.</li> <li>○ Assist director with review of library policies as needed.</li> </ul> </li> </ul> <p><b>Library Policies</b></p> <p>The library has a long list of policies. Many are outdated and include procedural elements. Reviewing each existing policy would be time-consuming. Instead, Mark suggested developing a set of core policies for board review, then declaring policies remaining on the list to be null and void. The Committee agreed.</p> <p><b>National Library Week, April 4-10</b></p> <p>Because of COVID, no in-person celebrations are planned this year.  <b>Recommendation:</b> Send flowers and thanks from the trustees to the staff.</p> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Because of COVID, the Minnesota Library Association will sponsor <a href="#">Virtual Library Legislative Week</a>, February 21-27.</li> <li>• Six weddings are on the books for 2021. Various methods for staffing these events were discussed. If One23 is involved, City Attorney Kori Land would need to draft a new amendment, requiring lead time. Mark will bring a recommendation to the February board meeting.</li> </ul>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Facilities Committee Report</b>	
OWNER: <b>Facilities Committee</b>	PRESENTER: <b>Facilities Committee</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:  <b>SPL Facilities Committee</b>  <b>February 1, 2021, 3:00 p.m.</b>  <b>Meeting Notes</b>  <b>Present via Zoom: Carlsen, Cox, Lockyear, Troendle</b></p> <p>Committee Discussed the following:</p> <p>1. Landscaping priorities          General ideas were discussed with focus and agreement on:</p> <ul style="list-style-type: none"> <li>• Places to sit for individuals and small groups</li> <li>• Possibilities for terraced areas</li> <li>• Increasing shade areas</li> <li>• Easy, passive activity focused features for children (story walk display, brass rubbing areas)</li> <li>• Welcoming, inviting entrance to the building</li> </ul> <p>Considerations to keep in mind when choosing elements were also discussed:          neighbors, traffic, aesthetics, cost of materials</p> <p>2. Bethany reported on her conversation with Alicia from SPLF regarding the landscape project and other capital needs of SPL. Alicia is interested in being included in landscape planning sessions. The vetting of foundations to approach for grants and best procedures for launching a capital campaign will best be managed by SPLF and Alicia.</p> <p>3. The prospect of a grand piano being donated to the library and the practical considerations were reviewed. All agreed that storage space, limited use and funding for regular tunings are problematic. Mark will follow-up on the proposed donation and graciously decline.</p> <p>4. Capital budget for next year and beyond was discussed with focus on priorities and funding sources for exterior masonry repairs. It was agreed that committee members would think strategically about projects and have further discussions in March and April to put together a plan for the May board agenda.</p> <hr/> <p style="text-align: center;"><i>See next page for a second Facilities Committee report</i></p> <hr/>	

**SPL Facilities Committee**  
**February 3, 2021, 11:00 a.m.**

**Meeting Notes**

**Present: Carlsen, Cox, Lockyear, Troendle; Library Foundation Manager Alicia Gordon Macalus; and Ben Hartberg, Mark Flicker, and Hannah LoPresto of Calyx Design Group.**

The Facilities Committee met again on February 3, along with three staff from Calyx Design Group, and the Stillwater Public Library Foundation Manager. This meeting was in-person, in the surface parking lot off 4<sup>th</sup> Street.

The group reviewed overall landscape objectives, larger wish list items, fund raising tools, timeline and next steps. The committee anticipates receiving initial concepts to review and react to in the next three to four weeks.

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>January 20, 2021, via Zoom</b> <b>Present: Ellis, Goeltl, Hemer, Lockyear, Mathre</b></p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>• Feedback from trustees and task force suggestions regarding the Survey Monkey questions were discussed and revisions were made.</li> <li>• Results of Survey Monkey responses from Trustees were shared.</li> <li>• Team discussed question 1 of the three questions developed for eventual Board discussion: How does the SPL mission inform our use of the Event Wing? Much of the discussion centered around how social events such as weddings and parties fit this mission.</li> </ul> <p>Decisions and Assignments:</p> <ul style="list-style-type: none"> <li>• Changes to the Survey Monkey questions: <ul style="list-style-type: none"> <li>▪ Move questions 7 and 8 to 1 and 2;</li> <li>▪ Change question 1, which will now be question 3, to rank choice. Rearrange the order of choices, moving the bottom choice, “providing unscheduled space....” to be the second choice.</li> <li>▪ Add to the introductory paragraph: the survey contains 8 questions and takes 3 or 4 minutes to complete.</li> <li>▪ In question 7, which will now be question 1, delete “Twice per month” and add “a few times per year.”</li> </ul> </li> <li>• Keri will send to members the revised Survey Monkey questions for review.</li> <li>• Regarding the apparent duplication of some survey responses, Ryan recommended that Keri contact Survey Monkey for clarification and explanation.</li> </ul> <p>Next Meeting: Wednesday, February 17, 11:00-12:00</p>	
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



# Stillwater

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## Public Library

### 2021 LIBRARY BOARD

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

Members	Term	Ward
Maureen Bell (President)	3rd Term: Jan 1, 2020 - Dec 31, 2022	4
Gregg "Spike" Carlsen	2nd Term: Jan 1, 2019 - Dec 31, 2021	2
Bethany Cox	1st Term: Jan 1, 2020 - Dec 31, 2022	3
Craig Hansen	1st Term: Jan 1, 2021 - Dec 31, 2023	1
Paula Hemer	1st Term: Jan 1, 2019 - Dec 31, 2021	3
Sharon Hollatz	1st Term: Jan 1, 2021 - Dec 31, 2023	1
Ryan Mathre	1st Term: Jan 1, 2021 - Dec 31, 2023	3
Pat Lockyear (Vice-President)	1st Term: Jan 1, 2020 - Dec 31, 2022	2
Mary Richie (Secretary/Treasurer)	3rd Term: Jan 1, 2019 - Dec 31, 2021	2

*Council Liaison:*

Ryan Collins 1

*Library Director:*

Mark Troendle

*2021 Committee Rosters:*

Board Governance: Bell, Hemer, Mathre, Troendle  
 Executive: Bell, Lockyear, Richie, Troendle  
 Facilities: Carlsen, Cox, Lockyear, Troendle  
 Finance: Hansen, Hollatz, Richie, Troendle

*2021 Task Forces:*

Event Task Force: Hemer, Lockyear, Mathre; Staff: Goeltl; Community: Sandy Ellis

Updated: 2/4/2021