

STILLWATER PUBLIC LIBRARY

BOARD OF TRUSTEES

Meeting Agenda

Tuesday, March 9, 2021

7:30 PM

(Please note start time of 7:30 PM. Director Troendle and President Bell will be attending the Stillwater Township meeting at 7 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 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 February 9, 2021 Minutes +
 - b) Acknowledgement of Bills Paid in February +
 - c) 2020 December Budget Status Report +
 - d) 2021 February Budget Status Report +

Informational/Discussion (80 minutes)

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

Decisional (10 minutes)

8. Social Media Policy A+

Reports (15 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, March 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
February 9, 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 7:02 PM.

AGENDA ITEM 2: Adoption of Agenda

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

AGENDA ITEM 3: In-Person Public Commentary

None.

AGENDA ITEM 4: Consent Calendar

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

AGENDA ITEM 5: Trustee Information Sharing

Bell referenced the workshop given by City Attorney Land. A presentation link is available for anyone unable to attend. Carlsen noted that the meeting was informative, especially regarding social media use.

Bell discussed the direction provided by the City Attorney to maintain a journal of votes taken. The specifics of the request are listed on the cover sheet. One key change was formally conducting a roll call vote to adjourn.

Hemer commented that while she understands following a request by the city, she reminds trustees that the library by-laws indicate that Robert's Rules of Order generally govern the procedure of the meetings. Robert's Rules do not require a roll call vote for adjournment.

Troendle reported that the requested changes for maintaining a journal of votes was based on state statutory language. The city attorney is asking city boards and commissions to comply with this based on recent court cases clarifying the requirement for both minutes and a journal of votes.

Lockyear expressed concerns regarding the city's Laserfiche system being the publicly accessible records. It can be difficult for the public to use and would be inaccessible for those who do not have internet or computer access. Collins indicated that he will look into accessibility of this journal, both electronically and print.

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
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AGENDA ITEM 6: Library Hours and Services

Troendle reported on the current lower COVID-19 rates in the community, the indication that more contagious variants are now here, and vaccination rates. Troendle referred to the cover sheet for his recommendation on hours and services.

Trustees discussed local elementary school reopening, CDC updates on the UK strain, and projected spring spike. Carlsen noted that the rate of current community spread remains higher than rates in late August when the library first reopened for Express Services. For the welfare of employees and patrons, a cautious approach to reopening was discussed. Lockyear noted that the library has not had to close its doors to patrons due to capacity being reached.

Mathre commented that a question was posted on the Nextdoor site about why the Stillwater Public Library was not open more. The individual noted that Washington County Library branches were open many more hours. No response was provided to this question on Nextdoor. Troendle noted that the library would respond to a comment on the library's social media sites but not on other sites.

Bell noted that the consensus is to continue with same hours, service and offerings for now.

Hansen asked how current library usage compares to before the pandemic. Troendle reported that usage is still lower but continues to trend upward. For example, the library is seeing about 22,000 checkouts of physical items per month. The library would typically see numbers between high 20,000 and low 30,000 for checkouts.

AGENDA ITEM 7: Director Performance Evaluation: 6-Month Progress Check (March)

Bell shared that the director will provide a six-month progress report at the March meeting. The 6-month progress check will be conducted in closed session. In advance of the meeting, Troendle will send a confidential email to the trustees with the relevant documents.

AGENDA ITEM 8: 2021 Wedding Management

Troendle reported that there are 6 weddings scheduled for 2021, and the library needs staffing to manage these events. Troendle recommended contracting with One23, who initially booked the events, to continue managing them for 2021. The cost to the library would be the same as last year. If approved, the next step would be to contact the City Attorney to draw up the contract.

Carlsen inquired as to how COVID-19 fits with this. Troendle indicated that the contract to manage 2020 events included adherence to COVID-19 protocols. This language would continue in a new contract. The agreement is just to manage the previously scheduled events.

Motion to approve contracting with One23 Events to manage the remaining 2021 private events previously scheduled at the library for a fee of \$500/event. Cox moved. Lockyear second. Yes: Bell, Carlsen, Cox, Hansen, Hemer, Hollatz, Lockyear, Mathre, Richie; No: None.

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
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AGENDA ITEM 9: Director and Other Staff Reports

In addition to the written staff reports, Troendle mentioned that telescope kits are available to request through the catalog. Currently all four kits are checked out. He thanked the Minnesota Astronomical Society, the noon Stillwater Rotary Club, the Sunrise Stillwater Rotary Club, and the Stillwater Public Library Foundation for providing funding for the kits. He thanked Hollatz for sharing the telescope project with the noon Stillwater Rotary Club for funding.

Carlsen inquired about the website redesign. Troendle reported that it is a 5-month project. The library is working with 16 Wins, the company that led the creation of the new website in 2015. As it has now been 6 years, it is time to revisit and enhance the site. Feedback from staff and community has been gathered as part of this process.

Hollatz asked about the When 2 Work software. Troendle reported that this scheduling software is used by numerous libraries but is not a library-specific product. With no intranet site, staff are typically limited to email/Outlook and network files for sharing information. This online tool allows staff to share scheduling information electronically and communicate across divisions without needing to access to the network.

Bell inquired about call with Dunlap, a volunteer grant writer. Troendle reported that they discussed masonry, the 4th street landscape project, and future children's room projects. Troendle will work with the Library Foundation on these as well.

AGENDA ITEM 10: Foundation and Friends Reports

The Friends have continued to pause their meeting schedule and have not yet met. On a sad note, Nancy Wilson, a Friends member and long-time volunteer, recently passed away. Her husband requested memorials to be directed to Friends of the Stillwater Public Library.

Foundation minutes are in the board packet. Cox asked about the Executive Director position for the Foundation. Troendle indicate that this would be a retitling of the current Foundation Manager position. Richie noted the institutional knowledge leaving with the Foundation board with its recent retiring board members.

AGENDA ITEM 11: Board Committee Reports

- a) Board Governance Committee: No report.
- b) Executive Committee: Report in packet. Bell noted that committee assignments have been made and appear on the board roster on page 49.
- c) Facilities Committee: Report in packet.
- d) Finance: No report.
- e) Library Events Task Force: Report in packet.

AGENDA ITEM 12: Public Commentary and Communications

Troendle heard through staff that a retired teacher said curbside pick-up is awesome. Troendle shared a handmade card from a young patron thanking the library.

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Richie inquired if the library would be attending a March meeting with Stillwater Township. Troendle said that he had received no news to date.

AGENDA ITEM 13: Adjournment

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

Meeting adjourned at 8:01 PM.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION:				
Acknowledgement of Bills Paid in February 2021				
OWNER: Goeltl, Business & Communications Manager		PRESENTER: Troendle, Director		
REQUESTED AGENDA TYPE (A, I, D): A		IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:		
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:				
Approval of February 2021 bills paid				
BACKGROUND/CONTEXT:				
Following is a bills report summary for the month of February:				
February 2021 (2020 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 7,929.92	\$ 647.58	\$ 375.94	\$ 8,953.44
Capital Expenditures				\$ -
Total	\$ 7,929.92	\$ 647.58	\$ 375.94	\$ 8,953.44
<p>Explanations of large or out of the ordinary payments are listed below:</p> <p><i>Bill Resolution: February 2, 2021 – 2020 Fiscal Year</i></p> <ul style="list-style-type: none"> • \$1,534.85 paid to Xcel Energy for December 2020 portion of January energy bill. <p><i>Bill Resolution: February 16, 2021 – 2020 Fiscal Year</i></p> <ul style="list-style-type: none"> • \$384.00 paid to Survey Monkey for purchase of online survey tool. • \$330.00 paid to When to Work for scheduling software. <p><i>Bill Resolution: February 17, 2021 – 2020 Fiscal Year</i></p> <ul style="list-style-type: none"> • \$169.99 paid to Quill via a manual bill payout for the remaining amount of December invoice. 				
February 2021 (2021 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 7,576.94	\$ -	\$ 589.62	\$ 8,166.56
Capital Expenditures	\$ -	\$ -	\$ -	\$ -
Total	\$ 7,576.94	\$ -	\$ 589.62	\$ 8,166.56
<p>Explanations of large or out of the ordinary payments are listed below:</p> <p><i>Bill Resolution: February 2, 2021 – 2021 Fiscal Year</i></p> <ul style="list-style-type: none"> • \$895.00 for maintenance agreement for ScanPro2000 system in St. Croix Collection. • \$2,586.41 paid to Xcel Energy for January 2021 portion of January energy bill. <p><i>Bill Resolution: February 16, 2021 – 2021 Fiscal Year</i></p> <ul style="list-style-type: none"> • \$1,222.00 paid to Master Mechanical for regular preventative maintenance. • \$920.13 paid to Master Mechanical for repair of hot water loop. 				

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2/02/2021 Bill Resolution – 2020 Bills 2/16/2021 Bill Resolution – 2020 Bills 2/17/2021 Bill Resolution – 2020 Bills 2/02/2021 Bill Resolution – 2021 Bills 2/16/2021 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
INVOICES PAYABLE						
2022021	2/2/2021	Brodart Co	Materials - Juv	\$ 749.94	230-4230-2400-0000	Childrens Books
2022021	2/2/2021	Brodart Co	Materials - Adult Fiction (230 Broderick)	\$ 31.15	230-4230-2401-0000	Adult Books - Fiction
2022021	2/2/2021	Brodart Co	Materials - Adult Fiction (230 Swanson)	\$ 10.11	230-4230-2401-0000	Adult Books - Fiction
2022021	2/2/2021	Brodart Co	Materials - Adult Fiction	\$ 181.54	230-4230-2401-0000	Adult Books - Fiction
2022021	2/2/2021	Brodart Co	Materials - Adult Nonfiction	\$ 145.49	230-4230-2405-0000	Adult Books - Non Fiction
2022021	2/2/2021	Brodart Co	Materials - YA	\$ 201.23	230-4230-2406-0000	Teen Books
2022021	2/2/2021	Brodart Co	Materials - Processing	\$ 193.05	230-4230-3404-0000	Processing Fee
2022021	2/2/2021	Brodart Co	Materials - Adult Fiction (Heuer)	\$ 35.60	232-4232-2113-0000	SPLF - Materials
2022021	2/2/2021	Brodart Co	Materials - Adult (SPLF)	\$ 409.24	232-4232-2113-0000	SPLF - Materials
2022021	2/2/2021	Brodart Co	Materials - Adult Nonfiction (Athena)	\$ 63.47	235-4235-2101-0000	Library Donations Materials
2022021	2/2/2021	Brodart Co	Materials - Adult Nonfiction (Beaudet)	\$ 21.60	235-4235-2101-0000	Library Donations Materials
1052021	1/5/2021	Hedin Sue	Programs - Adult T&M (Friends) Staff Reimbursement	\$ 12.59	229-4229-2407-0000	Friends - Programs
1052021	1/5/2021	Hedin Sue	Programs - Adult T&M (SPLF) Staff Reimbursement	\$ 120.81	232-4232-2407-0000	SPLF - Programs
2022021	2/2/2021	Midwest Tape	Materials - Audio	\$ 1,247.76	230-4230-2402-0000	Audio
2022021	2/2/2021	Midwest Tape	Materials - Video	\$ 967.51	230-4230-2408-0000	Film/Video
2022021	2/2/2021	Midwest Tape	Materials - Processing	\$ 435.23	230-4230-3404-0000	Processing Fee
W20120600	1/15/2021	Office of MN IT Services	Phone - December	\$ 143.70	230-4231-3101-0000	Telephone
10072020	10/7/2020	Music Together in the Valley	Programs - Juv (235 FSC)	\$ 100.00	235-4236-4099-0000	Library Donations Programs
11042020	11/4/2020	Music Together in the Valley	Programs - Juv (235 FSC)	\$ 43.73	235-4236-4099-0000	Library Donations Programs
11042020	11/4/2020	Music Together in the Valley	Programs - Juv (Friends)	\$ 56.27	229-4229-2407-0000	Friends - Programs
			INVOICES SUBTOTAL	\$ 5,170.02		
CREDIT CARD						
None						
			CREDIT CARD SUBTOTAL	\$ -		
SPECIAL BILL PAYOUTS						
717384484	1/25/2021	Xcel Energy	Gas (Prorated for 2020)	\$ 705.34	230-4231-3601-0000	Natural Gas
717384484	1/25/2021	Xcel Energy	Electric (Prorated for 2020)	\$ 829.51	230-4231-3600-0000	Electricity
			SPECIAL BILL PAYOUT SUBTOTAL	\$ 1,534.85		
GRAND TOTAL				\$ 6,704.87		

Submitted for payment

Mark Troendle, Library Director

2020 Bill Resolutions

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

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
1193648	12/01/20	Blackstone Audio	Materials - Audio (S.AAB)	\$ 269.16	230-4230-2402-0000	Audio
2162021	02/16/21	Brodart Co	Materials - Juv	\$ 83.79	230-4230-2400-0000	Childrens Books
2162021	02/16/21	Brodart Co	Materials - Adult Fiction	\$ 121.58	230-4230-2401-0000	Adult Books - Fiction
2162021	02/16/21	Brodart Co	Materials - Adult Nonfiction	\$ 54.08	230-4230-2405-0000	Adult Books - Non Fiction
2162021	02/16/21	Brodart Co	Materials - YA	\$ 35.69	230-4230-2406-0000	Teen Books
2162021	02/16/21	Brodart Co	Materials - Processing Fee	\$ 54.39	230-4230-3404-0000	Processing Fee
2162021	02/16/21	Brodart Co	Materials - Adult (SPLF)	\$ 81.93	232-4232-2113-0000	SPLF - Materials
2162021	02/16/21	Brodart Co	Materials - Adult Nonfiction (Athena)	\$ 78.28	235-4235-2101-0000	Library Donations Materials
2162021	02/16/21	Midwest Tape	Materials - Audio	\$ 195.43	230-4230-2402-0000	Audio
2162021	02/16/21	Midwest Tape	Materials - Processing	\$ 45.63	230-4230-3404-0000	Processing Fee
		INVOICES SUBTOTAL		\$ 1,019.96		
CREDIT CARD						
R435277072	12/4/2020	Half Price Books	Materials - Video (S.AV)	\$ 12.83	230-4230-2408-0000	Film/Video
4169	12/15/2020	Penn Foster Career School	Staff COVID Training	\$ 150.00	230-4230-3201-0000	Seminar/Conference Fees
37720521	12/30/2020	Survey Monkey	Survey Tool Application	\$ 384.00	230-4230-3098-0000	Technology Support
o1509390479	12/14/2020	Stillwater Post Office	Stamps (Online Purchase)	\$ 166.80	230-4230-3102-0000	Postage
27914180	12/19/2020	When To Work	When to Work Scheduling Software	\$ 330.00	230-4230-3098-0000	Technology Support
Inv59628973	12/27/2020	Zoom Video Communications	Remote Working & Programming	\$ 14.99	230-4230-3098-0000	Technology Support
		CREDIT CARD SUBTOTAL		\$ 1,058.62		
SPECIAL BILL PAYOUTS						
None						
		SPECIAL BILL PAYOUT SUBTOTAL		\$ -		
GRAND TOTAL				\$ 2,078.58		

Submitted for payment

Mark Troendle, Library Director

2020 Bill Resolutions

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

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
None						
		INVOICES SUBTOTAL		\$ -		
CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		\$ -		
SPECIAL BILL PAYOUTS						
12893218	12/9/2020	Quill	Supplies	\$ 169.99	230-4230-2101-0000	General Supplies
		SPECIAL BILL PAYOUT SUBTOTAL		\$ 169.99		
GRAND TOTAL				\$ 169.99		

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
INVOICES PAYABLE						
3798_218342	01/05/21	Ace Hardware	Supplies	\$ 83.94	230-4231-2102-0000	Janitorial Supplies
3798_218628	01/20/21	Ace Hardware	Supplies	\$ 89.90	230-4231-2102-0000	Janitorial Supplies
1M6XY946NLCJ	01/18/21	Amazon Business	Programs - STEAM Kits (235 FSC)	\$ 95.04	235-4236-4099-0000	Library Donations Programs
1194D3GR3X9Y	01/22/21	Amazon Business	Materials - Processing (SCC)	\$ 59.91	230-4230-3404-0000	Processing Fee
1DD6MQKX9CJL	01/25/21	Amazon Business	Supplies	\$ 30.89	230-4230-2101-0000	General Supplies
4073591823	01/20/21	Cintas Corporation	Towels & Rugs	\$ 183.45	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
107687	01/15/21	Greater Stillwater Chamber of Commerce	Chamber Annual Membership	\$ 220.00	230-4230-4000-0000	Memberships and Dues
1212021	01/21/21	Kaericher Jodi	Programs - Adult (235 FSC) Staff Reimbursement	\$ 25.00	235-4236-4099-0000	Library Donations Programs
9631168	01/12/21	KidCreate Studio/Get Messy	Programs - Juv (235 FSC)	\$ 200.00	235-4236-4099-0000	Library Donations Programs
86330	01/08/21	Menards	Supplies	\$ 24.13	230-4231-2102-0000	Janitorial Supplies
86570	01/13/21	Menards	Supplies	\$ 13.56	230-4231-2102-0000	Janitorial Supplies
2728	01/18/21	Mid-America Business Systems	ScanPro2000 Maint Agreement	\$ 895.00	230-4230-3713-0000	Computer Maintenance Agreements
		INVOICES SUBTOTAL		\$ 1,920.82		
CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		\$ -		
SPECIAL BILL PAYOUTS						
717384484	1/25/2021	Xcel Energy	Gas (Prorated for 2021)	\$ 1,203.89	230-4231-3601-0000	Natural Gas
717384484	1/25/2021	Xcel Energy	Electric (Prorated for 2021)	\$ 1,382.52	230-4231-3600-0000	Electricity
		SPECIAL BILL PAYOUT SUBTOTAL		\$ 2,586.41		
		GRAND TOTAL		\$ 4,507.23		

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
INVOICES PAYABLE						
1V1PYG7GR1PL	02/03/21	Amazon Business	Materials - Juv	\$ 17.99	230-4230-2400-0000	Childrens Books
1XW91GF9L7VV	02/05/21	Amazon Business	Programs - Juv STEAM (Friends)	\$ 50.00	229-4229-2407-0000	Friends - Programs
1CR1T43PQ6M	02/06/21	Amazon Business	COVID Supplies (Masks)	\$ 145.44	230-4230-4093-0000	COVID-19
1XW91GF9L7VV	02/05/21	Amazon Business	Programs - Juv STEAM (FSC)	\$ 29.29	235-4236-4099-0000	Library Donations Programs
1779QMRJ9F3H	02/08/21	Amazon Business	Materials - Juv	\$ 145.88	230-4230-2400-0000	Childrens Books
1D1VDCFK69HM	02/09/21	Amazon Business	Programs - Juv STEAM (FSC)	\$ 177.95	235-4236-4099-0000	Library Donations Programs
1C1FKRRFCTJL	02/09/21	Amazon Business	Supplies	\$ 28.80	230-4230-2101-0000	General Supplies
1200429	01/14/21	Blackstone Audio	Materials - Audio (S.AAB)	\$ 298.19	230-4230-2402-0000	Audio
1200870	01/14/21	Blackstone Audio	Materials - Audio (S.AAB)	\$ 64.60	230-4230-2402-0000	Audio
1204821	01/27/21	Blackstone Audio	Materials - Audio (S.AAB)	\$ 129.58	230-4230-2402-0000	Audio
9939299	01/29/21	Cole Papers	Supplies	\$ 168.03	230-4231-2102-0000	Janitorial Supplies
9943129	02/05/21	Cole Papers	Supplies	\$ 37.26	230-4231-2102-0000	Janitorial Supplies
3.06024E+11	01/31/21	Culligan of Stillwater	Water	\$ 33.65	230-4230-4099-0000	Miscellaneous Charges
1212021	01/21/21	Hannah Karen	Programs - Adult Kits (FSC) Staff Reimbursement	\$ 12.34	235-4236-4099-0000	Library Donations Programs
58902	01/27/21	Master Mechanical Inc.	Preventative Maintenance & Inspection	\$ 1,222.00	230-4231-3707-0000	Maintenance Agreements - Lib Plant
59866	02/06/21	Master Mechanical Inc.	Hotwater Loop	\$ 920.13	230-4231-3703-0000	Building Repair Charges
2432259	01/29/21	Floyd Total Security	Security Monitoring (2/2021-5/2021)	\$ 178.20	230-4231-3707-0000	Maintenance Agreements - Lib Plant
		INVOICES SUBTOTAL		\$ 3,659.33		
CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		\$ -		
SPECIAL BILL PAYOUTS						
None						
		SPECIAL BILL PAYOUT SUBTOTAL		\$ -		
GRAND TOTAL				\$ 3,659.33		

Submitted for payment

Mark Troendle, Library Director

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: December 2020 Budget Status Report	
OWNER: Troendle, Library Director Goeltl, Business & Communications Manager	PRESENTER: Troendle, Library Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: Attached is a budget status report for the period of January 1 – December 31, 2020. This report includes bill resolutions through February 2021 for 2020 purchases. While this concludes the 2020 invoices, journal entry changes will continue to be made by Finance in upcoming months.</p> <p>120 Funds – Capital Projects: 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"> • \$24,900 was expended in C/O & Improvements for upper level ceiling repair work. • \$3,449 was expended in C/O & Improvements for the masonry project. • \$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. • \$10,828 was expended for the Windows 10 upgrade for the sorter. <p>230 Funds – Revenues: The budget for library-generated revenues in 2020 was approved at \$132,620. Total revenues were \$20,357, for a total shortfall of \$112,262.</p> <ul style="list-style-type: none"> • Rental Fees: Wedding and meeting revenue was projected at \$113,000 for 2020. \$12,496 was received in 2020, which is a loss of \$100,504. • Other Revenue Lines: Due to the impact of the pandemic on library operations, many of the revenue line items raised less than budgeted. The total shortfall was \$11,760. <p>230 Funds – Operating Expenditures:</p> <ul style="list-style-type: none"> • Operating – Personnel Services: Personnel expenditures totaled \$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"> ○ 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. • Operating – Supplies & Equipment: General operating supplies and equipment expenditures were \$9,808, which is \$2,308 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. • Operating – Materials: \$98,549 in material invoices were paid, which was 93% of the \$106,260 collection budget. • Operating – Technology Support: \$13,640 was paid in technology support to vendors, which was \$2,940 over the budget of \$10,700. 	

- Operating - Other Professional Services: This area had a total savings of \$39,000. Due to the cancelled contract with One23, contractual expenses decreased. In addition, a Foundation grant covered part of the One23 expenses.
- Operating – Other Services and Charges:
 - Circulation System: Stillwater’s share of the circulation system was \$6,514, which was \$385 over the budgeted amount.
 - Seminar/Conference Fees: Savings of \$6,396 occurred due to changes in conference attendance because of 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 totaled \$22,673, which was \$826 under budget.

230 Funds – Plant Expenditures:

- Plant – Personnel Services: Personnel expenditures total \$110,801 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 \$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 totaled \$7,031, which is 90% of the \$7,800 budget.
- Plant – Services and Charges:
 - Other Professional Services: A savings of \$3,899 occurred.
 - 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 was paid for building repair charges through December, which was \$12,308 over the \$25,000 budget.
 - Electricity & Natural Gas: \$44,668.33 was paid for electricity and natural gas usage for 2020, which is \$14,731 under budget.

While a number of year-end entries are still pending, the library will add to the fund balance at the close of the 2020 fiscal year. The ballpark projection is \$40,000.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

2020 December Budget Status Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

General Ledger

Budget Status

User: kgoeltl
 Printed: 3/3/2021 - 3:01 PM
 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

General Ledger

Budget Status

User: kgoeltl
 Printed: 3/3/2021 - 11:38 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	12,497.67	12,497.67	100,502.33	0.00	100,502.33	88.94
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	14,344.91	14,344.91	105,855.09	0.00	105,855.09	88.07
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	1,636.26	1,636.26	4,363.74	0.00	4,363.74	72.73
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	6,012.74	6,012.74	6,407.26	0.00	6,407.26	51.59
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
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

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	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	1,373,557.69	1,373,557.69	112,262.31	0.00	112,262.31	7.56
	Dept 0000 Sub Totals:	-1,485,820.00	-1,373,557.69	-1,373,557.69	-112,262.31	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	5,729.05	5,729.05	-1,229.05	0.00	-1,229.05	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	23,400.69	23,400.69	-2,390.69	0.00	-2,390.69	0.00
230-4230-2401-0000	Adult Books - Fiction	21,450.00	20,964.82	20,964.82	485.18	0.00	485.18	2.26
230-4230-2402-0000	Audio	15,400.00	9,631.97	9,631.97	5,768.03	0.00	5,768.03	37.45
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	19,633.12	19,633.12	716.88	0.00	716.88	3.52
230-4230-2406-0000	Teen Books - Materials	5,500.00	5,528.36	5,528.36	-28.36	0.00	-28.36	0.00
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	7,709.80	7,709.80	540.20	0.00	540.20	6.55
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	110,442.04	110,442.04	4,967.96	0.00	4,967.96	4.30
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	10,700.00	13,640.58	13,640.58	-2,940.58	0.00	-2,940.58	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	1,308.89	1,308.89	191.11	0.00	191.11	12.74
230-4230-3200-0000	Milage	400.00	0.00	0.00	400.00	0.00	400.00	100.00
230-4230-3201-0000	Seminar/Conference Fees	7,800.00	1,403.72	1,403.72	6,396.28	0.00	6,396.28	82.00
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

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4230-3404-0000	Processing Fee	14,000.00	13,469.99	13,469.99	530.01	0.00	530.01	3.79
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	74,649.46	74,649.46	47,847.66	0.00	47,847.66	39.06
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	1,044,606.35	1,044,606.35	172,356.89	0.00	172,356.89	14.16
	Dept 4230 Sub Totals:	1,216,963.24	1,044,606.35	1,044,606.35	172,356.89	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
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

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
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
	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	1,373,557.69	1,373,557.69	112,262.31	0.00	112,262.31	7.56
	Fund Expense Sub Totals:	1,485,820.44	1,257,164.81	1,257,164.81	228,655.63	0.00	228,655.63	15.39
	Fund 230 Sub Totals:	0.44	-116,392.88	-116,392.88	116,393.32	0.00		

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: February 2021 Budget Status Report	
OWNER: Troendle, Library Director Goetl, Business & Communications Manager	PRESENTER: Troendle, Library Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: Attached is a budget status report for the period of January 1 – February 28, 2021.</p> <p><u>120 Funds – Capital Projects:</u> There were no capital fund expenditures in January and February 2021. Two capital projects are underway with invoicing expected in March.</p> <p><u>230 Funds – Revenues:</u> The budget for library-generated revenues in 2020 was approved at \$34,286. Just under half of this total (\$16,666) reflects an anticipated in-kind gift from the Foundation for funding of the volunteer coordinator in 2021.</p> <p><u>230 Funds – Operating Expenditures:</u></p> <ul style="list-style-type: none"> • Personnel Services: Personnel expenditures total \$139,591 through February. <ul style="list-style-type: none"> ○ <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. • Materials: 2021 collection ordering from major vendors began in mid-February. Invoices <ul style="list-style-type: none"> ○ <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), \$1,616.28 to SPLF funded materials (232-4232-2113-0000). ○ <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. • Services and Charges: \$8,419 of the \$9,314 paid to date is for the service agreement on the self-checks and RFID pads. Maintenance agreement for sorter is on hold as sorter is not currently in use due to COVID. <p><u>230 Funds – Plant Expenditures:</u></p> <ul style="list-style-type: none"> • Plant – Personnel Services: Personnel expenditures total \$18,123 through February. <ul style="list-style-type: none"> ○ <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. • Plant – Services and Charges: 2021 budget is \$177,441. Expenses through February are \$6,594. 	

Agenda Item Cover Sheet

BOARD MEETING DATE:
March 9, 2021
Agenda Item: 4d

- *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 February Budget Status Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

General Ledger

Budget Status

User: kgoeltl
 Printed: 3/3/2021 - 3:04 PM
 Period: 1 to 2, 2021



Account Number	Description	Budget Amount	Period Amount	YTD Var
Fund 120	CAPITAL OUTLAY			
Dept 120-4230	LIBRARY			
E25	CAPITAL OUTLAY			
120-4230-5200-0000	C/O & Improvements	40,000.00	0.00	40,000.00
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	5,000.00
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	45,000.00
	Expense Sub Totals:	45,000.00	0.00	45,000.00
	Dept 4230 Sub Totals:	45,000.00	0.00	45,000.00
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
	Dept 4231 Sub Totals:	0.00	0.00	0.00
	Fund Revenue Sub Totals:	0.00	0.00	0.00
	Fund Expense Sub Totals:	45,000.00	0.00	45,000.00
	Fund 120 Sub Totals:	45,000.00	0.00	45,000.00
	Revenue Totals:	0.00	0.00	0.00
	Expense Totals:	45,000.00	0.00	45,000.00

General Ledger

Budget Status

User: kgoe1t1
 Printed: 3/3/2021
 Period: 2, 2021



Account Number	Description	Budget Amount	Period Amount	YTD Var
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	500.00
230-0000-3520-0100	Copier/Printer Sales	5,000.00	0.00	5,000.00
230-0000-3880-0200	Gallery Fees	500.00	0.00	500.00
230-0000-3880-0500	Book & Other Enterprise Sales	200.00	0.00	200.00
	R25 Sub Totals:	6,200.00	0.00	6,200.00
R40	MISCELLANEOUS			
230-0000-3810-0200	Interest Earnings-Investments	1,000.00	0.00	1,000.00
230-0000-3820-0100	Gifts	1,500.00	50.00	1,450.00
230-0000-3820-0110	In Kind Gifts	16,666.66	0.00	16,666.66
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	500.00
230-0000-3880-0020	Library Card Fees	420.00	0.00	420.00
230-0000-3880-0030	Lost Materials	3,000.00	0.00	3,000.00
230-0000-3880-0040	Processing Fees	5,000.00	0.00	5,000.00
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	50.00	28,036.66
R45	OTHER FINANCING SOURCES			

Account Number	Description	Budget Amount	Period Amount	YTD Var
230-0000-3910-0100	Transfer In-General Fund	1,393,796.00	0.00	1,393,796.00
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
	R45 Sub Totals:	1,393,796.00	0.00	1,393,796.00
	Revenue Sub Totals:	1,428,082.66	50.00	1,428,032.66
	Dept 0000 Sub Totals:	-1,428,082.66	-50.00	-1,428,032.66
Dept 230-4230	LIBRARY OPERATIONS			
E05	PERSONNEL SERVICES			
230-4230-1000-0000	Full Time Salaries	422,152.30	28,785.86	393,366.44
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	632.17	-632.17
230-4230-1113-0000	Vacation Pay	0.00	3,131.05	-3,131.05
230-4230-1200-0000	Part Time Salaries	356,602.67	79,852.16	276,750.51
230-4230-1210-0000	Part Time Salaries - In Kind	16,666.66	0.00	16,666.66
230-4230-1300-0000	Overtime - Part Time	0.00	0.00	0.00
230-4230-1410-0000	PERA	58,406.62	7,823.17	50,583.45
230-4230-1420-0000	FICA/Medicare	59,574.76	8,542.58	51,032.18
230-4230-1500-0000	Hospital / Medical	87,166.32	10,210.00	76,956.32
230-4230-1520-0000	Dental Insurance	2,684.40	547.32	2,137.08
230-4230-1540-0000	Life Insurance	767.68	66.89	700.79
230-4230-1990-0000	Grant Pass Thru	0.00	0.00	0.00
	E05 Sub Totals:	1,004,021.41	139,591.20	864,430.21
E10	SUPPLIES			

Account Number	Description	Budget Amount	Period Amount	YTD Var
230-4230-2000-0000	Office Supplies	0.00	0.00	0.00
230-4230-2101-0000	General Supplies	4,500.00	59.69	4,440.31
230-4230-2113-0000	Reference	2,125.00	0.00	2,125.00
230-4230-2114-0000	Data Base Searching	1,700.00	0.00	1,700.00
230-4230-2302-0000	Other Minor Equipment	3,000.00	0.00	3,000.00
230-4230-2400-0000	Childrens Books	17,858.50	163.87	17,694.63
230-4230-2401-0000	Adult Books - Fiction	18,232.50	0.00	18,232.50
230-4230-2402-0000	Audio	13,090.00	492.37	12,597.63
230-4230-2403-0000	Periodicals	4,165.00	0.00	4,165.00
230-4230-2405-0000	Adult Books - Non Fiction	17,297.50	0.00	17,297.50
230-4230-2406-0000	Teen Books - Materials	4,675.00	0.00	4,675.00
230-4230-2407-0000	Programs	1,650.00	0.00	1,650.00
230-4230-2408-0000	Film/Video	7,012.50	0.00	7,012.50
230-4230-2409-0000	Electronic Materials	3,825.00	0.00	3,825.00
230-4230-2499-0000	Collection Development	340.00	0.00	340.00
	E10 Sub Totals:	99,471.00	715.93	98,755.07
E15	SERVICES AND CHARGES			
230-4230-3098-0000	Technology Support	10,700.00	188.06	10,511.94
230-4230-3099-0000	Other Professional Services	5,000.00	0.00	5,000.00
230-4230-3100-0000	Circulation System	6,129.12	0.00	6,129.12
230-4230-3101-0000	Telecommunications	0.00	0.00	0.00
230-4230-3102-0000	Postage	1,500.00	293.40	1,206.60
230-4230-3200-0000	Mileage	400.00	0.00	400.00
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	2,500.00
230-4230-3401-0000	Binding	0.00	0.00	0.00
230-4230-3404-0000	Processing Fee	14,000.00	59.91	13,940.09
230-4230-3500-0000	General Insurance	1,518.00	0.00	1,518.00
230-4230-3707-0000	Maintenance Agreements	25,000.00	0.00	25,000.00
230-4230-3713-0000	Computer Maint Agreements	0.00	9,314.10	-9,314.10
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	400.00
	E15 Sub Totals:	67,147.12	9,855.47	57,291.65
E20	MISCELLANEOUS			

Account Number	Description	Budget Amount	Period Amount	YTD Var
230-4230-4000-0000	Memberships and Dues	594.01	220.00	374.01
230-4230-4001-0000	Subscriptions	625.00	0.00	625.00
230-4230-4093-0000	COVID-19	0.00	145.44	-145.44
230-4230-4099-0000	Miscellaneous Charges	3,000.00	33.65	2,966.35
	E20 Sub Totals:	4,219.01	399.09	3,819.92
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	150,561.69	1,024,296.85
	Dept 4230 Sub Totals:	1,174,858.54	150,561.69	1,024,296.85
Dept 230-4231	LIBRARY PLANT			
E05	PERSONNEL SERVICES			
230-4231-1000-0000	Full Time Salaries	62,832.24	3,881.67	58,950.57
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	660.49	-660.49
230-4231-1113-0000	Vacation Pay	0.00	660.62	-660.62
230-4231-1200-0000	Part Time Salaries	31,941.30	7,669.39	24,271.91
230-4231-1410-0000	PERA	7,001.44	947.03	6,054.41
230-4231-1420-0000	FICA/Medicare	7,250.18	928.86	6,321.32
230-4231-1500-0000	Hospital / Medical	0.00	3,234.88	-3,234.88
230-4231-1520-0000	Dental Insurance	17,534.16	126.32	17,407.84
230-4231-1540-0000	Life Insurance	757.80	14.40	743.40
230-4231-1990-0000	Grant Pass Thru	116.00	0.00	116.00
	E05 Sub Totals:	127,433.12	18,123.66	109,309.46
E10	SUPPLIES			
230-4231-2101-0000	General Supplies	450.00	0.00	450.00
230-4231-2102-0000	Janitorial Supplies	4,500.00	416.82	4,083.18
230-4231-2202-0000	Building Repair Supplies	1,500.00	0.00	1,500.00
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	800.00
	E10 Sub Totals:	7,250.00	416.82	6,833.18

Account Number	Description	Budget Amount	Period Amount	YTD Var
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	4,000.00
230-4231-3101-0000	Telephone	1,700.00	0.00	1,700.00
230-4231-3500-0000	General Insurance	26,241.00	0.00	26,241.00
230-4231-3600-0000	Electricity	42,000.00	1,382.52	40,617.48
230-4231-3601-0000	Natural Gas	14,000.00	1,203.89	12,796.11
230-4231-3703-0000	Building Repair Charges	20,000.00	920.13	19,079.87
230-4231-3707-0000	Maintenance Agreements	9,500.00	3,085.86	6,414.14
230-4231-3713-0000	Computer Maint Agreements	0.00	0.00	0.00
	E15 Sub Totals:	117,441.00	6,592.40	110,848.60
E20	MISCELLANEOUS			
230-4231-4099-0000	Miscellaneous Charges	1,100.00	183.45	916.55
	E20 Sub Totals:	1,100.00	183.45	916.55
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	25,316.33	227,907.79
	Dept 4231 Sub Totals:	253,224.12	25,316.33	227,907.79
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

Account Number	Description	Budget Amount	Period Amount	YTD Var
	Fund Revenue Sub Totals:	-1,428,082.66	-50.00	-1,428,032.66
	Fund Expense Sub Totals:	1,428,082.66	175,878.02	1,252,204.64
	Fund 230 Sub Totals:	0.00	175,828.02	-175,828.02

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Trustee Information Sharing	
OWNER: Trustees	PRESENTER: Trustees
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: This standing agenda item allows trustees to share information with each other. Informational updates could include reports on workshops or programs attended, observations from visits to other libraries, and reviews of library-related news.</p> <ul style="list-style-type: none"> On February 12, 2021, an email from Collins was forwarded to trustees regarding the journal of votes. Collins shared historical information related to the city’s request to maintain a journal of votes and the corresponding state statute. He indicated that the library could keep the journal of votes in a book or electronically via Laserfiche or other mechanism. If the public asks to see the journal of votes, the staff should be able to print and provide them. <p>Staff determined that the journal of votes will be stored on the library’s website at https://www.stillwaterlibrary.org/about-the-library/board-of-trustees. Staff may then print for patron use by request. The journal of votes will also be stored on the network drive.</p> <ul style="list-style-type: none"> On February 17, 2021, the following link to survey results about reading-related preferences and activities reported by Friends of the Hennepin County Library was shared per a trustee request: https://www.supporthclib.org/2021-reading-survey-results On February 22, 2021, the following links to articles about outdoor spaces were shared with trustees: https://www.timesunion.com/local/article/Libraries-open-horizons-by-heading-outdoors-4273375.php#photo-4185330 https://www.demcointeriors.com/blog/why-outdoor-spaces-are-essential-for-the-21st-century-library/ https://www.libraryjournal.com/?detailStory=great-outdoor-spaces-library-design <p>Trustees: When visiting libraries, please consider picking up library calendars, program guides and other marketing pieces for the Business and Communications Manager. These materials help provide ideas and inspiration for staff.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Hours and Services	
OWNER: Troendle, Director	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>With the increasing rollout of now three COVID-19 vaccines and a state positivity rate that has stayed below 5%, the director recommends adding in-person hours to Mondays from 10 a.m. to 2 p.m. beginning April 5, 2021, as the next step in a gradual, phased progression to restoring services.</p> <p>The Volunteer Coordinator has informed the director that an increasing number of volunteers have been vaccinated and are expressing interest in returning as public greeters who could help monitor mask compliance and capacity.</p> <p>The library is preparing to reduce the quarantine period of materials from 72 hours to 24 hours based on recommendations from other state agencies, including those in Oregon, Wisconsin and Illinois. Along with the quarantine change, the book sorter will be reactivated to help even out the workflow for staff, though materials returned to that location will remain quarantined in the bins the conveyor system drops them into for 24 hours, too. Consulting with staff was also part of the decision-making process for these pending changes.</p>	
<p>Who can get their vaccine now?</p> <ul style="list-style-type: none"> WINTER: Health care personnel, Long-term care residents FEB-MARCH: Pre-k to 12 grade educators and child care, People age 65 years and older <p>Who will get their vaccine soon?</p> <ul style="list-style-type: none"> APRIL: People with specific high-risk health conditions, Targeted essential workers APRIL-MAY: People 45-64 with one or more high-risk medical conditions, People 16-44 with two or more high-risk medical conditions, Essential frontline workers, People age 50 years and over in multi-generational housing MAY-JUNE: People age 16 years and over with any underlying medical condition, Age 50-64 (regardless of health condition) SUMMER: General public, All other essential workers <p>ROLL UP YOUR SLEEVES, MINNESOTA</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Director Performance Evaluation: 6-Month Progress Check (Closed Session)	
OWNER: Executive Committee	PRESENTER: Bell, President
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: The March meeting will include the director performance evaluation: six-month progress check.</p> <p>In a separate confidential packet, the following documents will be provided to Trustees for the closed session. These documents should not be copied, shared, or discussed outside of the closed session.</p> <ul style="list-style-type: none"> • 2020-2021 Goal Development Worksheet (completed jointly by Director and Board in September 2020) • Progress Report Form/Director (completed by Troendle) • Progress Report Form/Trustees (blank – for trustees to complete) <p>The Trustees are to prepare for the evaluation by considering the discussion points and questions listed on the Progress Report Form/Trustees. This discussion will take place in a recorded closed session that includes trustees and the director. The completed Progress Report Form will be included in the Director’s personnel file. Board minutes will note that a progress report occurred.</p> <p><u>Request to Hold a Closed Meeting:</u> Motion to close the meeting pursuant to Minn. Stat. Section 13D.05 to evaluate the performance of the library director who is subject to the board’s authority. At its next open meeting, the board shall summarize its conclusions regarding the evaluation.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Social Media Policy	
OWNER: Troendle, Director	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? Yes
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve the revised Social Media Policy	
BACKGROUND/CONTEXT: <p>For the board’s review is a marked-up copy of the proposed revised Social Media Policy for the library, followed by a clean copy of how it would look and read using the current format.</p> <p>Mark collaborated with the City Attorney’s office, specifically attorney Peter G. Mikhail. City IT staff and the library’s supervisors were also consulted and provided feedback. After multiple drafts, it’s now at a point where the library can recommend it be adopted.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Social Media Policy Redlined Social Media Policy Clean Draft	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Policy

Stillwater Public Library will determine, at its discretion, how its ~~web-based~~ social media resources will be designed, implemented and managed as part of its overall communication strategy. Library-related social media ~~web-resources administered by an individual~~ may be modified or removed by the Library Director at any time and without notice as further described in this ~~document~~policy.

Stillwater Public Library social media accounts are considered Library assets and administrator access to these accounts must be securely controlled in accordance with this policy. The Library reserves the right to modify, deactivate or shut down any of its social media accounts at any time, for any reason, without notice.

The Stillwater Public Library Board of Trustees designates to the Library Director and/or designee the authority to develop guidelines for the use of social media.

Purpose

Stillwater Public Library wishes to represent itself appropriately and consistently ~~on the Internet.~~ The purpose of this policy is to ~~define social media, as well as~~ establish procedures for creating and maintaining an overall social media presence.

~~Stillwater Public Library will join generally established and recognized social media web sites, examples of which at this time are Facebook or Twitter, as an additional communication channel to help promote its programs, events and services. The technology allows news of an event to spread quickly, and to reach new audiences via an available medium not currently used by the Library. Stillwater Public Library will maintain a positive and informative social media presence. Library employees and agents have the responsibility to use the Library's social media resources in an efficient, effective, ethical and lawful manner pursuant to all existing Library and departmental policies. This policy also provides guidelines and standards for Library employees and agents regarding the use of social media for communication with the public, the media, businesses and organizations.~~

At the same time, the Library has an overriding interest and expectation in deciding what is “spoken” on behalf of the Library. The Library’s official web site, www.stillwaterlibrary.org, shall remain the Library’s primary online medium for communicating information to the public.

Definitions

~~Social Media Web Sites~~

Social media ~~are internet and mobile-based applications, websites focus and functions, other than email, for sharing, distributing and discussing information, where users can post photos, videos, comments or links to other information to create content on creating and fostering online any topic.~~

~~As used in this policy “social communities for specific purposes and connect users from varying locations and interest areas. Social media websites can offer many different ways for users to interface,” includes, but is not limited to:~~

- ~~• Social networking sites and mobile applications such as instant messaging, blogging and commenting, online forums, status updates (microblogging), website link sharing, video-conferencing, sharing pictures and videos, etc. Examples are Facebook, MySpace, LinkedIn,~~

Twitter, [Nextdoor, etc.](#)

- [Blogs, Vlogs](#)
- [News and aggregate sites such as Reddit and Buzzfeed](#)
- [Video and photo sharing sites such as YouTube, Flickr, etc. Instagram, Snapchat, Imgur and TikTok](#)

Blog—(an abbreviated term for “web log”) is a website where a blog author can post information on a specific topic targeted to a specific audience. A blog, if commenting is enabled, allows registered members of the public (called blog commenters) to post comments about posts by the blog author.

Social Bookmarking—Social bookmarking is a method of taking pre-existing web pages and posting them to popular news sharing websites. The more a particular article has been bookmarked, the higher on the list it appears at the news sharing websites.

Social Networking—Social networking websites offer a way for registered users to communicate with each other on the Internet. They usually offer many ways to connect to other registered users such as status updates (microblogging), instant messaging, blogs, polls, photo sharing, video sharing, etc.

- [Wikis, or shared encyclopedias such as Wikipedia](#)
- [An ever emerging list of new web-based platforms generally regarded as social media or having many of the same functions as those listed above](#)

As used in this policy, “employees and agents” includes all Library representatives, including

- [Employees; including full-time, part-time, seasonal and temporary employees, volunteers and interns](#)
- [Independent contractors](#)
- [Elected or appointed officials](#)
- [Appointed or elected board or commission members](#)

As used in this policy, “social media manager” includes any employee or agent with administrative access to any of the Library’s social media accounts.

As used in this policy, the terms “the Library” and “Library” refer to the Stillwater Public Library.

General Conditions and Restrictions

A. General Standards

~~Stillwater Public~~

Library social media managers are responsible for managing and maintaining social media accounts or websites and their associated content.

Library social media accounts will focus on significant Library interest areas and be organized in a manner that avoids ~~duplication,~~ ambiguities and/or conflicting information across the Library’s various

communication media, ~~including other Library social media websites.~~ Creation of new Library-sponsored social media ~~sites~~accounts is subject to the review and approval process outlined below.

All Library social media accounts must conspicuously display or link to a public notice that informs the public of the purpose of the social media presence and the terms one agrees to in accessing, using, or posting to the City's Library's social media page.

Social media ~~websites are to~~must be consistently branded to communicate a clear association with the Library, ~~and must contain a Library standard disclaimer.~~ Branding will include, but not be limited to, the inclusion of the Library logo and, where possible, the Library's official website colors. The naming and contact conventions used for social media ~~websites~~ will be Library specific and must not contain individual employee names. All approved social media ~~websites~~accounts will contain links to the Library's official website and to any other Library web presence that is relevant to the topic.

Library use of social media sites must comply with ~~the overall acceptable use policies of the Library for Internet and electronic communications use~~this policy.

Use of Library social media ~~websites~~ must comply with applicable laws, regulations, and policies, ~~as well as proper business etiquette.~~

Library social media ~~messages may~~accounts covered by this policy are Library assets and must not be used by ~~any Library employees~~social media managers or ~~representative employees~~ for private or personal purposes ~~or for the purpose of expressing private or personal views on personal, political or policy issues, or for personal, outside business or other financial benefit or gain.~~ Logins to these accounts must be securely administered in accordance with Library security policies and/or procedures.

Library social media messages may not be used to express personal views or concerns pertaining to Library employment relations matters.

~~Social media website accounts are considered~~No Library ~~assets and logins to these accounts must be securely administered in accordance with Library security policies.~~

A social media ~~website account~~ shall ~~not~~ be used by the Library or any ~~Library~~ employee or ~~representative agent~~ to disclose ~~sensitive and/or confidential~~ information ~~without~~classified by the ~~prior express written approval of~~Minnesota Government Data Practices Act as confidential, private, nonpublic, or protected nonpublic. If there is any question as to whether information is classified by the Minnesota Government Data Practices Act, contact the City ~~Attorney's Office.~~Attorney.

There is no expectation of privacy in the use of any ~~Internet resources~~Library social media.

~~The Internet is an unsecured publicly accessible network.~~ Be aware that content will reflect not only on the writer but also on the Stillwater Public Library as a whole. Make sure information is accurate and free of grammatical errors.

Owners of social media sites commonly monitor usage activity and those activities may be disclosed to any number of parties. Links and embedded files may contain malicious software or redirect users to

inappropriate sites, so should not be trusted.

B. Disclaimer (to be posted somewhere on every All Library social media page) managers shall:

- [Adhere to all Library personnel and computer use policies](#)
- [Use only appropriate language](#)
- [Not provide private, confidential, or classified information, including names, or using such material as part of any content added to a site](#)
- [Be aware that all content added to a site is subject to open records/right to know laws and discovery in legal cases](#)
- [Always keep in mind the appropriateness of content](#)
- [Comply with all existing policies established by the Library](#)

B. Public Comments

[Where moderation of comments prior to posting is an available option, comments from the public may be moderated and denied by the Library. Where moderation prior to posting is not an option, sites will be regularly monitored and reviewed by Library social media managers.](#)

[If and when the Library's social media invites comments from the public, the Library intends to create a limited public forum for discussion of matters related to the Library and its services. Comments, posts or media posted by members of the public will not be edited; however, they may be removed or denied. The following are examples of content that may be denied, hidden or removed by Library social media managers before or after being published:](#)

- [Obscene or pornographic content](#)
- [Direct threats to persons or property](#)
- [Material asserted to violate the intellectual property of another person](#)
- [Material unrelated to the Library or its services](#)
- [Private, personal information about a person published without his/her consent](#)
- [Information that compromises a public safety security system](#)
- [Statutorily private, confidential, or nonpublic data](#)
- [Commercial promotions or spam](#)
- [Hyperlinks to material that falls into one of the foregoing categories](#)

[Before deleting any content that falls into one of the foregoing categories, the deleting social media manager will take a screenshot of the relevant content and email it to the City Attorney. Please contact the City Attorney with questions regarding this process.](#)

[A member of the public whose comment is removed may appeal the removal of the comment and seek reconsideration of its removal by contacting the Library in writing and explaining how the comment does not fall into one of the categories for removal. A written response should be provided as soon as reasonably possible.](#)

[A member of the public who disputes the legality of any portion of this policy may report that concern to the Library in writing. The Library should promptly acknowledge receipt of the report and, upon](#)

consultation of the City Attorney, respond to the reported concern as soon as reasonably possible under the circumstances.

C. Advertising

~~The Stillwater Public Library-~~

Stillwater Public Library does not endorse any product, service, company or organization advertising on any of the social media with which it chooses to engage. The ads that appear on social media are posted and maintained by third parties over whom the Library has no control.

D. Terms of Use

A link to the following notice ~~this policy~~ shall be posted on all Library social media accounts; however, if a link is not possible or practical, the Library will attempt to include this text: "All posts to this account are subject to the Terms of Use set forth in the Stillwater Public Library's Social Media Policy, which may be viewed on [name of official website sans hyperlink]." The Library's Terms of Use are as follows:

The Stillwater Public Library website, www.stillwaterlibrary.org site is, and the Library's social media accounts are operated by Stillwater Public Library employees. We reserve the right, at our sole discretion, to change, modify, add, or delete ~~comments or posts, photos, and videos~~Library content at any time.

~~Since most social media sites provide the opportunity for allowing or disallowing comments, each proposed site posting will be approved with the explicit condition of whether it will have comments. It should be noted that the value of social media is the interactive nature of the medium, and that the general purpose of choosing to use social media should include an interactive component of the posting. A specific reason should be noted when a social medium posting does not allow comments and interactive dialogue. The Library also reserves the right to modify the interactive characteristics of a site while it is posted. Site visitors who post comments to the site will be required to sign their real names to any postings. In the instances where comments are allowed, the Library will use the following guidelines when deciding to edit/remove a post:~~

- ~~1.—Obscenities~~
- ~~1.—Comment demeaning other people~~
- ~~2.—Comment that is libelous/slandorous~~
- ~~3.—Inaccuracies~~
- ~~4.—Comment not related to the specific content of the site~~
- ~~5.—Comment on elections~~
- ~~6.—Solicitations of commerce~~
- ~~7.—Sexual content or links to sexual content~~

~~If comments are allowed, the staff member responsible for the page must monitor the site daily. (Staff can set up automatic e-mail notification when someone posts a comment on a page.)~~

If and when the Library's social media invites comments from the public, the Library intends to create a limited public forum for discussion of matters related to the Library and its services. Comments, posts or media posted by members of the public will not be edited; however, they may be removed or denied.

The following are examples of content that may be denied, hidden or removed by Library social media managers before or after being published:

- Obscene or pornographic content
- Direct threats to persons or property
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A member of the public who disputes the legality of any portion of this policy may report that concern to the Library in writing. The Library will respond to the reported concern as soon as reasonably possible under the circumstances.

Stillwater Public Library has the right to reproduce any pictures or videos posted to this site in any of its publications ~~or~~, websites, social media, or ~~any~~ other media outlets.

Stillwater Public Library has the right to quote any comments or suggestions left by users.

The views, postings, positions, or opinions expressed on this site do not necessarily reflect those of Stillwater Public Library. The City of Stillwater disclaims liability for ads, videos, promoted content or comments accessible from any external web site. The responsibility for external content or comments rests with the organizations or individuals providing them.

~~C. Advertising~~

~~Stillwater Public Library does not endorse any product, service, company or organization advertising on any of the websites with which it chooses to engage. The ads that appear on the websites are sold, posted and maintained by the individual corporations that host the pages.~~

VII. EXCEPTIONS/CHANGE

~~This policy supersedes all previous policies covering the same or similar topics. Any exception to this policy may be granted only by the Office of Administration. This policy may be reviewed and changed at any time, with or without notice.~~

Policy Adoption/Revision Dates:

ADOPTED September 14, 2010

Stillwater

Public Library

Policy Title: Social Media Policy
Date adopted: 09/14/2010
Date amended: MM/DD/YYYY
Date last reviewed: 03/09/2021

Policy

Stillwater Public Library will determine, at its discretion, how its social media resources will be designed, implemented and managed as part of its overall communication strategy. Library-related social media resources may be modified or removed by the Library Director at any time and without notice as further described in this policy.

Stillwater Public Library social media accounts are considered Library assets and administrator access to these accounts must be securely controlled in accordance with this policy. The Library reserves the right to modify, deactivate or shut down any of its social media accounts at any time, for any reason, without notice.

The Stillwater Public Library Board of Trustees designates to the Library Director and/or designee the authority to develop guidelines for the use of social media.

Purpose

Stillwater Public Library wishes to represent itself appropriately and consistently. The purpose of this policy is to establish procedures for creating and maintaining an overall social media presence.

Stillwater Public Library will maintain a positive and informative social media presence. Library employees and agents have the responsibility to use the Library's social media resources in an efficient, effective, ethical and lawful manner pursuant to all existing Library and departmental policies. This policy also provides guidelines and standards for Library employees and agents regarding the use of social media for communication with the public, the media, businesses and organizations.

At the same time, the Library has an overriding interest and expectation in deciding what is "spoken" on behalf of the Library. The Library's official web site, www.stillwaterlibrary.org, shall remain the Library's primary online medium for communicating information to the public.

Definitions

Social media are internet and mobile-based applications, websites and functions, other than email, for sharing, distributing and discussing information, where users can post photos, videos, comments or links to other information to create content on any topic.

As used in this policy "social media" includes, but is not limited to:

- Social networking sites and mobile applications such as Facebook, LinkedIn, Twitter, Nextdoor, etc.
- Blogs, Vlogs
- News and aggregate sites such as Reddit and Buzzfeed

- Video and photo sharing sites such as YouTube, Instagram, Snapchat, Imgur and TikTok
- Wikis, or shared encyclopedias such as Wikipedia
- An ever emerging list of new web-based platforms generally regarded as social media or having many of the same functions as those listed above

As used in this policy, “employees and agents” includes all Library representatives, including

- Employees; including full-time, part-time, seasonal and temporary employees, volunteers and interns
- Independent contractors
- Elected or appointed officials
- Appointed or elected board or commission members

As used in this policy, “social media manager” includes any employee or agent with administrative access to any of the Library’s social media accounts.

As used in this policy, the terms “the Library” and “Library” refer to the Stillwater Public Library.

General Conditions and Restrictions

A. General Standards

Library social media managers are responsible for managing and maintaining social media accounts or websites.

Library social media accounts will focus on significant Library interest areas and be organized in a manner that avoids ambiguities and/or conflicting information across the Library’s various communication media. Creation of new Library-sponsored social media accounts is subject to the review and approval process outlined below.

All Library social media accounts must conspicuously display or link to a public notice that informs the public of the purpose of the social media presence and the terms one agrees to in accessing, using, or posting to the Library’s social media page.

Social media must be consistently branded to communicate a clear association with the Library. Branding will include, but not be limited to, the inclusion of the Library logo and, where possible, the Library’s official website colors. The naming and contact conventions used for social media will be Library specific and must not contain individual employee names. All approved social media accounts will contain links to the Library’s official website and to any other Library web presence that is relevant to the topic.

Library use of social media sites must comply with this policy.

Use of Library social media must comply with applicable laws, regulations, and policies.

Library social media accounts covered by this policy are Library assets and must not be used by social media managers or employees for private or personal purposes. Logins to these accounts must be securely administered in accordance with Library security policies and/or procedures

Library social media messages may not be used to express personal views or concerns pertaining to

Library employment relations matters.

No Library social media shall be used by the Library or any employee or agent to disclose information classified by the Minnesota Government Data Practices Act as confidential, private, nonpublic, or protected nonpublic. If there is any question as to whether information is classified by the Minnesota Government Data Practices Act, contact the City Attorney.

There is no expectation of privacy in the use of any Library social media.

Be aware that content will reflect not only on the writer but also on the Stillwater Public Library as a whole. Make sure information is accurate and free of grammatical errors.

Owners of social media sites commonly monitor usage activity and those activities may be disclosed to any number of parties. Links and embedded files may contain malicious software or redirect users to inappropriate sites, so should not be trusted.

All Library social media managers shall:

- Adhere to all Library personnel and computer use policies
- Use only appropriate language
- Not provide private, confidential, or classified information, including names, or using such material as part of any content added to a site
- Be aware that all content added to a site is subject to open records/right to know laws and discovery in legal cases
- Always keep in mind the appropriateness of content
- Comply with all existing policies established by the Library

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- Obscene or pornographic content
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- Material asserted to violate the intellectual property of another person
- Material unrelated to the Library or its services
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- Information that compromises a public safety security system
- Statutorily private, confidential, or nonpublic data
- Commercial promotions or spam
- Hyperlinks to material that falls into one of the foregoing categories

Before deleting any content that falls into one of the foregoing categories, the deleting social media manager will take a screenshot of the relevant content and email it to the City Attorney. Please contact the City Attorney with questions regarding this process.

A member of the public whose comment is removed may appeal the removal of the comment and seek reconsideration of its removal by contacting the Library in writing and explaining how the comment does not fall into one of the categories for removal. A written response should be provided as soon as reasonably possible.

A member of the public who disputes the legality of any portion of this policy may report that concern to the Library in writing. The Library should promptly acknowledge receipt of the report and, upon consultation of the City Attorney, respond to the reported concern as soon as reasonably possible under the circumstances.

C. Advertising

Stillwater Public Library does not endorse any product, service, company or organization advertising on any of the social media with which it chooses to engage. The ads that appear on social media are posted and maintained by third parties over whom the Library has no control.

D. Terms of Use

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The Stillwater Public Library website, www.stillwaterlibrary.org, and the Library's social media accounts are operated by Stillwater Public Library employees. We reserve the right, at our sole discretion, to change, modify, add, or delete Library content at any time.

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Stillwater Public Library has the right to reproduce any pictures or videos posted to this site in any of its publications, websites, social media, or other media outlets.

Stillwater Public Library has the right to quote any comments or suggestions left by users.

The views, postings, positions, or opinions expressed on this site do not necessarily reflect those of Stillwater Public Library. The City of Stillwater disclaims liability for ads, videos, promoted content or comments accessible from any external web site. The responsibility for external content or comments rests with the organizations or individuals providing them.

The most current policy supersedes any and all previous policies issued relative to this subject.

Report from the Library Director, Mark Troendle

Major Accomplishments

- The Hugh J. Andersen Foundation approved the library's grant requests of \$10,000 to fund the 4th Street landscape design phase and \$12,000 for a joint summer reading program with Bayport Public Library!
- In collaboration with the City Attorney's office, and with review and input from the library's supervisors and City IT staff, a revised draft of the library's Social Media Policy was prepared for inclusion in this month's board packet.
- Two 2021 capital projects have largely been completed.
 - This is the final year of the LED light conversion project, and all of the remaining fixtures have now been retrofitted to accommodate LED bulbs, and most of the new bulbs have been installed. A small quantity of LED bulbs had to be ordered and will be installed when the contractor returns to close out the project. This final phase included the skylights and the meeting room wing on the upper level. The contractor projects energy savings of 64% for these areas and a payback period of 3 years. An Xcel Energy utility rebate was still available, which helped reduce the capital cost of this final phase by 28%.
 - A relatively compact, walk-behind floor scrubber was selected and purchased. The purpose is to enhance the cleanliness of floors, improve cleaning efficiency, and help ease stress on the body by automating more of this process as compared to manually mopping large expanses of tiled flooring.
- Attended SafeAssure Safety training. Topics covered included general safety, employee right to know, ergonomics, bloodborne pathogens, and use of fire extinguishers.
- Working with our Coordinators team, the internal strategic plan dashboard has been updated, which documents and tracks progress of initiatives in support of goals and strategies.
- Participated in the 4th Street landscape project kick-off meeting hosted by Calyx Design, along with the Facilities Committee and the Library Foundation Manager.

Heads-Up

- Though nothing is confirmed and talks remain at an exploratory stage, Friends' President Mary Ann Sandeen and Mark spoke again about the possibility and logistics of having a drive-through, pre-bagged book sale in the parking ramp this spring or summer. If this were to occur, it would be at least partially modeled after what the Friends of the Ramsey County Libraries did last year, which they called a Curbside Bag Sale.

Near-Term Future Focus

- Staff are busy gathering 2020 data for the required Minnesota Public Library Annual Report, which is due on April 1.
- Assisting the Library Foundation, and attending additional meetings, as they plan a Pi Day donor appreciation event that will be virtual.
- Preparing a presentation for Stillwater Township.
- Coronavirus (COVID-19) planning elements.
- Assist Calyx Design Group as needed.
- Review of library policies.

Report from the Information Services Supervisor, Aurora Jacobsen

Public Services

Circulation, Adult Programming and Reference

February Programs:

- Connect Through Books with library staff on February 1 had 4 attendees.
- Bird Feeding Fun on February 11 had 32 attendees.
- Tapestry Weaving on February 17 had 13 crafters.
- Enhancing Whole Grains and Legumes Through Sprouting on February 22 had 13 attendees.
- Pop-Up Winter Reads Book Discussion on February 23 had 9 attendees.
- Take and Make Crafts this month were Snowflake String Art, with 75 kits distributed, and Mask Lanyards with 150 kits distributed. Patrons have definitely responded to these crafts, with kits disappearing at a faster rate with fewer questions each project.

Circulation

- Circulation provided 511 Curbside registrations during 8 pick-up dates, an 11% drop in appointments versus the same number of pick-up dates in January.
- December had 20,534 physical checkouts and renewals.
- The end of February brought a re-examination of COVID protocol for handling materials. Staff hope that the changes will be better for patrons, more efficient, and less stressful for staff.

Reference

- Staff prepared and checked out 18 Book Bundle requests.
- The selectors for the library reordered materials with holds for a number of items that were not going to arrive in time to be included in the 2020 budget. Circulation staff was gracious enough to contact patrons about their holds on any items we will not be able to receive in 2021.
- After the Fiscal Year closed out, selectors could begin reordering. The first shipment of 2021 came in with an impressive 180 books.
- The library received the microfilm that City Planner Abbi Wittman wrote a grant to acquire. The library received 30 remaining available pre-1900 City of Stillwater assessment and tax microfilm rolls, plus four other rolls to create a complete set of films for Stillwater Township. The microfilm will be cataloged and added to the SCC collection.
- February was the final transition in the changeover of eMaterials. All of the library's eBooks, downloadable audio, and downloadable magazines are now available from the MELSA OverDrive platform. Staff is already noticing shorter hold periods and increased collection options.
- Reference staff completed booklists for Black History Month and promoted some Romantic Comedies for Valentine's Day.

Upcoming in March:

- Connect Through Books with library staff on March 1
- Flowers in Acrylic with Karen Tan on March 4
- Bird Migration from the St. Croix to Costa Rica on March 10
- Folk Art and Traditions of India Craft Program on March 17
- Herb Gardening on March 20
- Minnesota's Gangster Past on March 23

February Programs

- *Virtual Storytimes*
 - 1 Special Guest Musical Preschool Storytime: *'Sounds'* with Miss Rose
 - 3 Baby Bear's Story Kitchen sessions
- *"How to Make a Snow Globe – Art for Kids"* (KidCreate – Take-and-Make with video instructions)
- *Self Directed Programming & Connections*
 - *STEAM Explorers Take-and-Make kits*
 - 70 PreK - Dinosaur Math Graphing
 - 120 K-5 - Dig & Discover Dinosaur Egg
 - 40 Teen - Animal Crossing Charms
 - *"Spread Kindness: Caring Cards for Seniors" Take Home Activity for All Ages* – we received a total of 90 cards that were delivered to Community Thread
 - *BETA Books (juv ARC)*– 9
 - *Teen ARCs*– 1
 - *Virtual Brick-Building Challenge*– February's challenge was build something that starts with the letter S

Program Notes

- All February Storytimes featured Black authors and/or illustrators, poets and book characters in support of Black History Month and ongoing efforts to honor and strengthen Diversity Awareness, Inclusion and Equity.
- Staff are deeply immersed in planning another summer reading program under COVID safety guidelines.

Outreach / Community Engagement

- Developing an Early Literacy Kit for outreach efforts to youth serving organizations. Kits will also increase awareness of library programs and services when offered to visiting families with very young children.
 - Each kit will have a scarf, shaker egg with library logo, a book, and a variety of child development materials in addition to a list of details about storytimes (currently available on demand). The books and materials are provided by "[Help Me Grow Minnesota](#)."

Partnerships

- Angie attended the WashCo Library Youth Services Meeting
- Established a collaboration between the library and the SAHS Media Specialist to share programs, book lists, and resources of interest to teens. These can be posted in the SAHS library and/or on their digital calendar.
- Arranged for a three-part series of Youth Mental Health sessions presented by a National Alliance on Mental Illness (NAMI) Youth and Family Educator. Session titles are *Calming Back to School Anxiety*, *Ending the Silence* and *Anxiety, Stress and Coping*. The last two are targeted toward teens.
- We are excited to expand our summer reading partnership with Bayport Public Library to reach more children with free books thanks to the recent Hugh J. Andersen Grant Award to the Stillwater Public Library Foundation! Angie and Jill are collaborating to design a collection of activities and programs tied to weekly themes and encouraging exploration in and around both Bayport and Stillwater. This includes creating custom art for the Beanstack virtual badges, designing a physical tracker, and creating a promotional video.

Technology

- Angie recorded and edited a brief overview of the new telescope kit and tips to get started! The [video](#) is on the website along with book lists of title suggestions. The telescope list for kids and teens is below. Click on the image for more details about the specific books selected and, in some cases, ordered new with this new service in mind.

Collection

- A new set of more recently published “country” books has been purchased to replace our well-worn titles to accommodate the physical book seekers. The electronic homework databases are always an option for additional countries.

Youth Spaces

- Coordinated moving an entire shelving unit from juvenile non-fiction to juvenile fiction to better accommodate the juvenile fiction collection. This meant all the books on it had to be shifted beforehand. Several juvenile fiction books have been on their sides and this will allow all but the most oversized to fit spine out. It’s a big project that our staff will make look easy.

Professional Training & Development

- Staff attended City of Stillwater Safety Training
- Staff are learning how to navigate the new scheduling software, *When2Work*
- New to some, a switch to LibraryAware for streamlining book list creation and for easier access throughout the departments (see some new lists below)

Upcoming Single Date Programs

- *NAMI - Calming Back to School Anxiety - Live via Zoom - Tuesday, March 2, 2021, 6:30 – 7:30 pm*
- *Z Puppets - “The Secret Life of Puppets, part 1”– Live via Zoom, Thursday, March 11, 6:30 – 7:15 p.m.*
- *Z Puppets - “The Secret Life of Puppets, part 2”– Live via Zoom, Saturday, March 13, 10:30 – 11:15 a.m.*
- *Clay Fairy House – Art for Kids (KidCreate - Take and Make Kit) – Saturday, March 20*
- *Virtual Pet Show & Tell – Monday, March 29, 1:00 – 1:45 (ages 6 – 12)*
- *Virtual Brick-Building Challenge (on FB and Instagram) – March 27*

Baby Bear working hard in his Story Kitchen and also on dinosaur graphing from the PreK STEAM Kit



Youth Book Lists (for curious minds!) – click on the links

Fantasy Fiction
MAGIC, WONDER, AND MAYBE EVEN DRAGONS!

FOR AGES 9-12
Stillwater Public Library

Book covers include: Unicorn Rescue Society, The Door to Nowhere, Peter Nimble, Willa Wisp, Making Friends, The Map of Everywhere, The Land of Never-Ending, and The Cryptid Catcher.

<https://libraryaware.com/291KHx>

What's up there?
Books about telescopes and space

FOR YOUNGER KIDS: Looking Up! The Science of Stargazing, Stargazers, 50 Things to See with a Telescope, Night Sky.

FOR OLDER KIDS: The Solar System, Planetary Science, How We Got to the Moon, Ultimate Space Atlas, Astronomy Lab, Space, Luna, How Do Telescopes Work?

Ask about borrowing a library telescope to experience detailed views of the moon or search for celestial objects like nebulas and star clusters. stillwaterlibrary.org/telescope-kits

Stillwater Public Library

<https://libraryaware.com/291KPA>

FOR AGES 8-12

ATTENTION-GRABBING AND FUNNY
YOU WON'T BE ABLE TO STOP READING... OR LAUGHING!

Book covers include: Bad Mermaids Make Waves, Sandapalooza Shake-Up, Here Comes Trouble, Be Prepared, The Explorers: Rickless Rescue, Bat and the Waiting Game, Thoby Thoopt, and Secrets of a Lab Rat.

Stillwater Public Library

<https://libraryaware.com/291MGK>

Two additional lists were also created, except these are non-interactive and won't bring you to the catalog record when you click on a title, which is what happens with the other three graphical book lists:

[Mysteries set from 1930s England to Moon Base Alpha](#)

and

[Novels in Verse for 9-12](#)

Stillwater Public Library Foundation
Board Meeting – January Meeting – Held 1/22/21
Video Conference

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

Guest Present: Ryan Collier

1. Welcome - President Shawn Glaser called the meeting to order on Go To Meeting at 8:30. Members checked in.

2. Approval of the Minutes - Minutes for the November:December 2020 meeting were approved as distributed.

3. Reports

a. President- Shawn

- Continues work on recruiting several suggested new Board members that he thinks will strengthen the Board
- Suggested changing the Board meeting time for 2021 to 8:30am, all present agreed
- Recommended that Alicia be changed to full time employee
- Slate of officers was presented:
 - Shawn Glaser – President
 - Summer Seidenkranz – Vice President
 - Dustin Moeller – Treasurer
 - Paige Hoyle – Secretary
- Sandy Ellis made a motion to approve the slate of officers
- Amber Dailey-Hebert seconded the motion
- A vote was taken, and the slate was unanimously approved

b. Library Director - Mark

- We have two new Stillwater residents who have been appointed to the library board of trustees – Craig Hansen and Ryan Mathre.
- Library has installed a temporary historical photo walk downtown, in Lowell Park
- Library has extended Tuesday curbside pickup hours from 10-4
- The Library is looking into setting up a new website
- Through the end of February, the library offers a Winter Reading Program for all ages

c. Finances - Dustin

- Books are reconciled
- Easier to have unrestricted donations instead of restricted donations
- We need to decide what options there are for investing the funds in the checking account
- Not having Light A Spark decreased income
- Love of the library helped make up for funds not generated by Light A Spark
- The 2021 budget will be ready for approval in February
- The topic of switching from PayPal to Go E Merchant was discussed

- Switching to Go E Merchant is being considered to make it easier for donors to use credit cards
- The question was raised as to whether Go E Merchant can provide for giving restricted or unrestricted donations
- The question was raised as to whether PayPal will still be an option as well as Go E Merchant

d. Governance – Amber

- The Bylaws revision is complete and presented to the board
- Primary areas of revision
 - language of electronic communications
 - update of officer descriptions, clarified roles and succession plan
- Board members should read bylaw revision and the voting on the finalized revision is scheduled for the February board meeting

e. Events & Marketing – Summer and Alicia

- Alicia finalized reports
- Trying to keep event expenses under 30%
- Looking forward virtual events will continue
- Need ideas to connect with donors
- Several suggestions were made for future events, such as
 - Ground Hog Day
 - Pie Day
 - Virtual Cocktails
 - National Lift Bridge Day
 - Light A Spark
- Need corporation donors and sponsorships
- Ideas for making donations easier were discussed
 - Recurring credit card donations
 - Check cards

f. Foundation Manager - Alicia

- Looking ahead to 2021 fund-raising efforts
- How do we better partner with corporations?

4. Other Business –

- Discussed grants
- Motion was made by Summer elect Ryan Collier to the board
 - Motioned was seconded
 - Vote was unanimous for Ryan

5. Adjournment - The meeting was adjourned at 10:10 a.m.

Respectfully submitted,
Paige Hoyle, Secretary

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Executive Committee Report	
OWNER: Executive Committee	PRESENTER: Bell, President
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>SPL Executive Committee February 16, 2021, 10 a.m. via Zoom Meeting Notes Present: Bell, Lockyear, Richie, Troendle</p> <p>Stillwater Township Presentation</p> <ul style="list-style-type: none"> • Stillwater Township invited the library to give a brief presentation at the annual township meeting on March 9 via Zoom. • Mark and Maureen will attend. • The Committee brainstormed a list of potential presentation topics: hotspot and laptop loans, telescope kits, Take and Make kits, historic photo walk downtown, website redesign project, 4th Street lawn project, Event Wing survey, library express services, building enhancements, Pioneer Park story walk under consideration for summer. <p>Library Hours and Services</p> <ul style="list-style-type: none"> • The Committee discussed COVID concerns and the service responses of various area libraries. • No changes recommended, but this topic will be on the agenda for the March board meeting. <p>Library Meetings and Events</p> <ul style="list-style-type: none"> • The Committee discussed library meetings and events. <p>Board Development and Education</p> <ul style="list-style-type: none"> • During the past year, trustees have expressed interest in board development and education, a topic within the charge of the Board Governance Committee. • Suggestions for the Board Governance Committee to consider: <ul style="list-style-type: none"> ○ Workshops offered by the MN Council of Nonprofits or St. Croix Valley Foundation. ○ Some ideas from the 2019 board retreat/Propel workshop, including changes in the structure and focus of board meetings, have been implemented. Review workshop materials for additional ideas. 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Events Task Force Report	
OWNER: Library Events Task Force	PRESENTER: Library Events Task Force
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>Library Events Task Force Meeting Notes February 17, 2021, via Zoom Present: Ellis, Goeltl, Hemer, Lockyear, Mathre</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Keri shared that 79 surveys had been completed - online (70) and paper (9). • Most of the hour was spent discussing Board question #2: What should be the basis for prioritizing use of the Event Wing space. • There was agreement on how the usage should be prioritized: <ul style="list-style-type: none"> ▪ By size and scope plus weather considerations; ▪ By frequency of week end and evening scheduled events and by how far out the events are booked; ▪ By how to cover the library's costs. <p>Decisions and Assignments:</p> <ul style="list-style-type: none"> • Keri will reach out to greeters/ library volunteers to invite them to complete our survey • Sandy will see that neighbors around the library receive a survey to complete. • Pat requested that each of us write down our priorities for use of the event wing. We can share them prior to or at the March meeting. <p>Next Meeting: Wednesday, March 17, 11:30-12:30</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Stillwater Public Library 2021 Calendar

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

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

Stillwater

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