

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, April 13, 2021
7:00 PM

As the library is closed due to COVID-19, the public is invited to attend the meeting by logging into stillwater-mn.zoomgov.com 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 March 9, 2021 Minutes +
 - b) Acknowledgement of Bills Paid in March +
 - c) 2021 March Budget Status Report +
 - d) 2021 Q1 Gifts and Grants Received +

Informational/Discussion (80 minutes)

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

Decisional (10 minutes)

8. 2020 Annual State Report A+
9. Data Practices Policy A+

Reports (15 minutes)

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

14. Adjournment A

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 9, 2021
Minutes**

PRESENT: Bell, Carlsen, Cox, Hansen, Hemer, Hollatz, Lockyear, Mathre (joined at 7:37 PM), Richie, Council Liaison Collins (joined at 7:43 PM)

ABSENT: None

STAFF: Goeltl, Troendle

AGENDA ITEM 1: Call to Order

Bell called meeting to order at 7:31 PM.

AGENDA ITEM 2: Adoption of Agenda

Motion to adopt agenda. Hansen moved. Richie second. Yes: Bell, Carlsen, Cox, Hansen, Hemer, Hollatz, Lockyear, Richie; No: None; Not Present: Mathre.

AGENDA ITEM 3: In-Person Public Commentary

None.

AGENDA ITEM 4: Consent Calendar

Motion to adopt consent calendar. Hollatz moved. Hansen second.

Hemer requested an addition to minutes. Under Action Item 5, Paragraph 3, amend last sentence to read "Robert's Rules do not call for a roll call vote for adjournment unless action items remain on table."

Richie asked about the large savings in electricity and gas for 2021. Richie wondered if this could be due to reduced public hours. Troendle agreed with Richie's assessment. With fewer public hours, the outside doors are opening less frequently which allows for more efficient heating and cooling.

Hemer asked about the 2021 budget amounts. Troendle and Goeltl reported the 2021 budget was \$45,000 for capital and about \$1,393,000 for operating.

Bell called for roll call vote to approve the consent calendar with the amended minutes. Yes: Bell, Carlsen, Cox, Hansen, Hemer, Hollatz, Lockyear, Mathre, Richie; No: None.

AGENDA ITEM 5: Trustee Information Sharing

No new reports from trustees.

AGENDA ITEM 6: Library Hours and Services

Troendle reported that the materials quarantine length was reduced from 72 hours to 24 hours based on recommendations from other library systems. The sorter was also reactivated to assist with workflow. At this time, Troendle would recommend opening on Mondays from 10 AM – 2 PM, beginning on April 5. Staff would prefer to be open until 2 PM to allow preparation time for Tuesday's curbside pick-up.

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Troendle reported on library hours across the state. Some are open fewer hours. For example, Rochester Public Library is open for computer appointments only but no browsing. Other libraries are open more hours than Stillwater. Stillwater's hours fall in the middle. Troendle also shared patron appreciation of the library's open hours, curbside services, and other services. One patron noted that their family will continue to use curbside until all adults in the family are vaccinated.

Troendle asked for feedback from the trustees on the proposed new hours. In addition to reopening on Mondays, Carlsen asked for consideration of extending hours on Saturday as well. Several trustees noted that they had received comments regarding the need for longer hours on Saturdays. Troendle noted that longer hours on Saturday had been discussed by staff and shared staff concerns regarding staffing.

Richie commented that more open hours could reduce the number of curbside visits, a very staff-intensive process. Hollatz noted that higher vaccination rates, particularly among seniors, may also influence library usage.

Carlsen asked if more evening hours were considered. Troendle noted that the first two hours that the library is open are the busiest, regardless of what time the doors open. For those needing evening hours, the library is open on Wednesdays evenings until 7 PM and has curbside service on Thursday evenings until 7 PM.

Troendle reported that he would go back to staff to discuss increasing hours on Saturdays, in addition to opening on Mondays.

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

Motion to adjourn to closed session pursuant to Minnesota Statute 13D.05 for confidential discussion regarding library director performance. Cox moved. Lockyear second. Yes: Bell, Carlsen, Cox, Hansen, Hemer, Hollatz, Lockyear, Mathre, Richie; No: None.

The meeting was adjourned to closed session at 7:58 PM.

Present: Bell, Carlsen, Cox, Hansen, Hemer, Hollatz, Lockyear, Mathre, Richie

Also Present: Director Troendle, Council Liaison Collins

Motion to reopen the meeting. Hansen Moved. Cox Second. Yes: Bell, Carlsen, Cox, Hansen, Hemer, Hollatz, Lockyear, Mathre, Richie; No: None.

The meeting was reopened at 8:21 PM.

AGENDA ITEM 8: Social Media Policy

Troendle reported that the revised social media policy was rewritten by the city attorney's office and Troendle. It was reviewed by city IT staff and library supervisors. This led to another round of revisions and further reviews by the city attorney's office, city IT staff, and library supervisors.

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Hemer noted that this policy reminded her of Mathre's comment last month about the posting of a library question on Nextdoor, and Troendle's explanation last month that the library would answer questions on its own social media site but not on others. Hemer wondered if a trustee could respond to a question posed on Nextdoor. Troendle noted that this policy relates to the social media assets on the library. He will follow-up with the city attorney's office regarding trustee follow-up on other sites. Bell also raised the question if a trustee would need to identify themselves as a library trustee.

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

AGENDA ITEM 9: Director and Other Staff Reports

No additional reports from Troendle.

Carlsen asked if we shared programming with Washington County Library or other library systems. Goeltl responded that the library does have a shared programming calendar with Washington County Library. The calendar may show all programs across Washington County, including Stillwater, or be filtered to just show sponsoring branch. Stillwater also promotes Washington County programs that are unique and not offered by Stillwater, such as current series of classes on website development. As far as programs offered by other library systems, Stillwater is looking at developing a special calendar to highlight other external programs that may be of interest to the community.

Carlsen also noted that high response to the teen program related to animal crossing charms. He asked if there was a reason that this kit was so popular. Troendle indicated that he would follow up with Youth Services Supervisor Petrie for more information.

Bell asked about the transition of all digital materials to the OverDrive platform. Troendle indicated that this had occurred and should make hold wait times and searching easier. Mathre asked if holds requests and places on waiting lists were lost during this transition. Troendle indicated that these were not transferred from cloudLibrary.

AGENDA ITEM 10: Foundation and Friends Reports

No additional reports. Friends are talking about having a meeting in the near future but one has not been set yet. Renewal notices are on hold.

AGENDA ITEM 11: Board Committee Reports

- a) Board Governance Committee: No meeting.
- b) Executive Committee: Report in packet.
- c) Facilities Committee: No meeting.
- d) Finance: No meeting.
- e) Library Events Task Force: Report in packet.

AGENDA ITEM 12: Public Commentary and Communications

None.

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AGENDA ITEM 13: Adjournment

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

Meeting adjourned at 8:38 PM.

**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 unless action items remain on the table.

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.

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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.

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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 March 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 ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of March 2021 bills paid				
BACKGROUND/CONTEXT: Following is a bills report summary for the month of March:				
March 2021 (2020 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 2,357.50	\$ -	\$ -	\$ 2,357.50
Capital Expenditures	\$ -	\$ -	\$ -	\$ -
Total	\$ 2,357.50	\$ -	\$ -	\$ 2,357.50
<p>Explanations of large or out of the ordinary payments are listed below: <i>Bill Resolution: March 16, 2021 – Special Payouts for 2020 Fiscal Year</i></p> <ul style="list-style-type: none"> • \$2,357.50 paid to Otis Elevator Company for elevator repair work performed on 12/15/2020 and 12/22/2020. 				
March 2021 (2021 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 21,828.83	\$ 45.17	\$ 955.66	\$ 22,829.66
Capital Expenditures	\$ 4,420.30	\$ -	\$ -	\$ 4,420.30
Total	\$ 26,249.13	\$ 45.17	\$ 955.66	\$ 27,249.96
<p>Explanations of large or out of the ordinary payments are listed below: <i>Bill Resolution: March 2, 2021 – 2021 Fiscal Year</i></p> <ul style="list-style-type: none"> • \$540.49 in COVID supplies purchased and applied to the library's COVID-19 account line of 230-4230-4093-0000. COVID expenses were not included in the 2021 budget but supplies continue to be needed. <p><i>Bill Resolution: March 16, 2021 – 2021 Fiscal Year</i></p> <ul style="list-style-type: none"> • \$968.68 paid to Master Mechanical to repair RTU#4 which was not heating. • \$4,420.30 paid to Nilfisk for the purchase of a floor scrubber using capital funds. • \$2,310.50 paid to Otis Elevator for 1/14/2021 repair work. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 3/02/2021 Bill Resolution – 2021 Bills 3/16/2021 Bill Resolution – 2021 Bills & Special 2020 Payout				
PREVIOUS ACTION ON ITEM:				
REVIEWED BY COMMITTEE?:				

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_218899	02/04/21	Ace Hardware	Supplies	\$ 63.92	230-4231-2102-0000	Janitorial Supplies
147VV3W17XY9	02/19/21	Amazon Business	Programs - Juv STEAM Kits (ST Tsp)	\$ 105.73	227-4227-2407-0000	Other Govt Gifts - Programs
1N1744WYFLQL	02/21/21	Amazon Business	Programs - Adult Kits (ST Tsp)	\$ 24.99	227-4227-2407-0000	Other Govt Gifts - Programs
1N1744WYFLQL	02/21/21	Amazon Business	Supplies	\$ 34.92	230-4230-2101-0000	General Supplies
1N1744WYFLQL	02/21/21	Amazon Business	Materials - Telescopes (SPLF)	\$ 21.19	232-4232-2113-0000	SPLF - Materials
1N1744WYFLQL	02/21/21	Amazon Business	COVID Supplies (Signage)	\$ 43.98	230-4230-4093-0000	COVID-19
4076186876	02/17/21	Cintas Corporation	Towels & Rugs	\$ 163.51	230-4230-4099-0000	Miscellaneous Charges
116651727	02/01/21	Comcast	Internet - February	\$ 188.06	230-4230-3098-0000	Technology Support
1292021	01/29/21	Hedin Sue	Programs - Adult Kits (FSC) Staff Reimbursement	\$ 16.65	235-4236-4099-0000	Library Donations Programs
1292021	01/29/21	Hedin Sue	Programs - Adult Kits (ST Tsp) Staff Reimbursement	\$ 4.04	227-4227-2407-0000	Other Govt Gifts - Programs
1012021	01/01/21	Hedin Sue	Programs - Adult Kits (ST Tsp) Staff Reimbursement	\$ 24.79	227-4227-2407-0000	Other Govt Gifts - Programs
9631173	01/12/21	KidCreate Studio/Get Messy	Programs - Juv Feb Kit (ST Tsp)	\$ 200.00	227-4227-2407-0000	Other Govt Gifts - Programs
W21010599	02/12/21	Office of MN IT Services	Telephone - January	\$ 143.70	230-4231-3101-0000	Telephone
14655305	02/16/21	Quill Corporation	Processing Supplies	\$ 69.99	230-4230-3404-0000	Processing Fee
68864	01/15/21	Textile Center	Programs - Adult (ST Tsp)	\$ 325.00	227-4227-2407-0000	Other Govt Gifts - Programs
130369931	02/19/21	Uline Inc	COVID Supplies (Gloves)	\$ 496.51	230-4230-4093-0000	COVID-19
		INVOICES SUBTOTAL		\$ 1,926.98		
CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		\$ -		
SPECIAL BILL PAYOUTS						
28420	2/15/2021	Heritage Printing	February 2021 City Newsletter	\$ 605.00	230-4230-3400-0000	Printing and Publishing
721517080	2/25/2021	Xcel Energy	Gas	\$ 2,565.27	230-4231-3601-0000	Natural Gas
721517080	2/25/2021	Xcel Energy	Electric	\$ 2,267.67	230-4231-3600-0000	Electricity
		SPECIAL BILL PAYOUT SUBTOTAL		\$ 5,437.94		
GRAND TOTAL				\$ 7,364.92		

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_219332	03/02/21	Ace Hardware	Supplies	\$ 3.98	230-4231-2102-0000	Janitorial Supplies
1X1CR1LYCWH1	02/27/21	Amazon Business	Programs - JUV STEAM Kits (ST Tsp)	\$ 46.02	227-4227-2407-0000	Other Govt Gifts - Programs
1MQNG7RR6TWD	03/01/21	Amazon Business	Materials - Adult Nonfiction	\$ 143.40	230-4230-2405-0000	Adult Books - Non Fiction
1MQNG7RR6TWD	03/01/21	Amazon Business	Materials - Adult Fiction	\$ 164.98	230-4230-2401-0000	Adult Books - Fiction
1RGWMMNTGTRP	03/02/21	Amazon Business	Building Repair Supplies	\$ 59.80	230-4231-2202-0000	Building Repair Supplies
2035818748	03/03/21	Baker and Taylor	Materials - Juv (Fic - 6 book sets)	\$ 125.52	230-4230-2400-0000	Childrens Books
1208137	02/10/21	Blackstone Audio	Materials - Adult Audiobooks	\$ 80.58	230-4230-2402-0000	Audio
3162021	03/16/21	Brodart Co	Materials - Juv	\$ 1,758.28	230-4230-2400-0000	Childrens Books
3162021	03/16/21	Brodart Co	Materials - Adult Fiction	\$ 2,781.60	230-4230-2401-0000	Adult Books - Fiction
3162021	03/16/21	Brodart Co	Materials - Adult Nonfiction	\$ 1,327.66	230-4230-2405-0000	Adult Books - Non Fiction
3162021	03/16/21	Brodart Co	Materials - YA	\$ 624.95	230-4230-2406-0000	Teen Books
3162021	03/16/21	Brodart Co	Materials - Processing	\$ 1,037.02	230-4230-3404-0000	Processing Fee
118496898	03/01/21	Comcast	Internet - March	\$ 376.12	230-4230-3098-0000	Technology Support
3022021	03/02/21	Community Thread	Membership - Volunteer Center Affiliate	\$ 80.00	230-4230-4000-0000	Memberships and Dues
306024447923	02/28/21	Culligan of Stillwater	Water	\$ 14.85	230-4230-4099-0000	Miscellaneous Charges
1000150102-1	02/26/21	Ebsco Publishing	LibraryAware	\$ 1,038.00	230-4230-3098-0000	Technology Support
2104720	02/13/21	Ebsco Publishing	Materials - Periodicals (Credit Memo)	\$ (71.92)	230-4230-2403-0000	Periodicals
3052021	03/05/21	Faurot Kimberly	Programs - JUV STEAM (ST Tsp) Staff Reimbursement	\$ 91.99	227-4227-2407-0000	Other Govt Gifts - Programs
3052021	03/05/21	Faurot Kimberly	Programs - JUV SRP (SPLF) Staff Reimbursement	\$ 23.98	232-4232-2407-0000	SPLF - Programs
3042021	03/04/21	Hedin Sue	Programs - Adult Kits (ST Tsp) Staff Reimbursement	\$ 116.45	227-4227-2407-0000	Other Govt Gifts - Programs
59116	02/25/21	Master Mechanical Inc.	RTU#4 Not Heating	\$ 968.68	230-4231-3703-0000	Building Repair Charges
88265	02/22/21	Menards	Supplies	\$ 21.12	230-4231-2102-0000	Janitorial Supplies
181618	02/24/21	NAC Mechanical and Electrical Services	Reprogram VAV2-13 & UH-7	\$ 208.00	230-4231-3703-0000	Building Repair Charges
12637379	02/18/21	Nilfisk	Floor Scrubber (Capital Project 21-4230-275)	\$ 4,420.30	120-4230-5300-0000	C/O Machinery & Equipment
100400267659	02/10/21	Otis Elevator Company	Elevator Service Agreement (Mar-May)	\$ 598.44	230-4231-3707-0000	Maintenance Agreements - Lib Plant
CL18923001	02/22/21	Otis Elevator Company	Elevator Repair (1/14/21)	\$ 2,310.50	230-4231-3703-0000	Building Repair Charges
27532226	02/26/21	Scholastic Inc	Materials - Juv (NF)	\$ 1,482.00	230-4230-2400-0000	Childrens Books
		INVOICES SUBTOTAL		\$ 19,832.30		
CREDIT CARD						
24224188	1/12/2021	Dream Host	Web Hosting	\$ 25.95	230-4230-3098-0000	Technology Support
X191685	1/13/2021	Galco Industrial Electronics	Repair Supplies	\$ 26.79	230-4231-2202-0000	Building Repair Supplies
		CREDIT CARD SUBTOTAL		\$ 52.74		
SPECIAL 2020 BILL PAYOUTS						
CL18919001	2/23/2021	Otis Elevator Company	Elevator Repair (12/15/20)	\$ 1,060.00	230-4231-3703-0000	Building Repair Charges
CL18920001	2/22/2021	Otis Elevator Company	Elevator Repair (12/22/20)	\$ 1,297.50	230-4231-3703-0000	Building Repair Charges
		SPECIAL BILL PAYOUT SUBTOTAL		\$ 2,357.50		
GRAND TOTAL				\$ 22,242.54		

Submitted for payment

Mark Troendle, Library Director

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2021 March 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 ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: Attached is a budget status report for the period of January 1 – March 31, 2021.</p> <p><u>120 Funds – Capital Projects:</u></p> <ul style="list-style-type: none"> • Revenues: In 2021, the library is budgeted to receive \$45,000 in capital funds from the city. In addition, the library also planned for the possibility of \$30,000 in supplemental funds for capital projects. To date, \$20,000 of supplemental funding has been received for 2021 capital projects. • Expenditures: Capital expenditures through March total \$4,420.30. <ul style="list-style-type: none"> ○ \$4,420 was expended in C/O Machinery & Equipment for a floor scrubber, budgeted at \$5,000. ○ \$4,314 to be paid in April for C/O & Improvements for the LED lighting retrofit project, budgeted at \$6,500. ○ A significant capital expense will be the masonry repair project (\$47,939). This project may not occur until the fall based on the contractor’s schedule. \$20,000 of this project will be funded by a grant from the Huelsmann Foundation, received through the SPLF. <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 \$210,973 through March. <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 also need to add in health insurance pre-payments made in 2020 for 2021. • Materials: The 2021 city budget for materials is \$92,321. Collection ordering from major vendors began in mid-February. Expenditures total \$9,073 in January – March 2021. In addition, the following expenditures need to be transferred into 2021: <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: The 2021 budget is \$67,147. A total of \$13,238 has been expended to date. One large expense is the maintenance agreement with Bibliotheca. \$8,419 was paid to 	

date for the service agreement on the self-checks and RFID pads. Maintenance agreement for sorter is on hold.

230 Funds – Plant Expenditures:

- Plant – Personnel Services: Personnel expenditures total \$27,447.01 through March.
 - *Pending Journal Entry:* 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 also need to add in health insurance pre-payments made in 2020 for 2021.
- Plant – Services and Charges: 2021 budget is \$177,441. Total expenses through March are \$15,654.66.
 - Building Repair Charges: The amount allocated for building repair charges is \$20,000. Through March, \$4,407 has been expended.
 - *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 March Budget Status Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

General Ledger

Budget Status

User: kgoe1l
 Printed: 4/8/2021
 Period: 1-3, 2021



Account Number	Description	Budget Amount	Period Amount	YTD Var
Fund 120	CAPITAL OUTLAY			
Dept 120-0000				
R45	OTHER FINANCING SOURCES			
120-0000-3910-0227	Transfer In-Govmnt Gifts-Libr	5,000.00	0.00	0.00
120-0000-3910-0232	Transfer In-Stillwtr Lib Found	25,000.00	0.00	0.00
120-0000-3910-0421	Transfer In-CO Bonds 2021 - Library	45,000.00	0.00	0.00
	R45 Sub Totals:	75,000.00	0.00	0.00
	Revenue Sub Totals:	75,000.00	0.00	0.00
Fund 120	CAPITAL OUTLAY			
Dept 120-4230	LIBRARY			
E25	CAPITAL OUTLAY			
120-4230-5200-0000	C/O & Improvements	70,000.00	0.00	70,000.00
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	4,420.20	579.70
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:	75,000.00	4,420.30	70,579.70
	Expense Sub Totals:	75,000.00	4,420.30	70,579.70
	Dept 4230 Sub Totals:	75,000.00	4,420.30	70,579.70
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:	75,000.00	4,420.30	70,579.70
	Fund 120 Sub Totals:	75,000.00	4,420.30	70,579.70
	Revenue Totals:	75,000.00	0.00	0.00
	Expense Totals:	75,000.00	4,420.30	70,579.70

General Ledger

Budget Status

User: kgoe1
 Printed: 4/8/2021
 Period: 1-3, 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	10.00	4,990.00
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	10.00	6,190.00
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	240.00	1,260.00
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	240.00	27,846.66
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	250.00	1,427,832.66
	Dept 0000 Sub Totals:	-1,428,082.66	-250.00	-1,427,832.66
Dept 230-4230	LIBRARY OPERATIONS			
E05	PERSONNEL SERVICES			
230-4230-1000-0000	Full Time Salaries	422,152.30	41,612.02	380,540.28
230-4230-1100-0000	Overtime - Full Time	0.00	32.68	-32.68
230-4230-1111-0000	Severance Pay	0.00	0.00	0.00
230-4230-1112-0000	Sick Pay	0.00	3,430.50	-3,430.50
230-4230-1113-0000	Vacation Pay	0.00	6,745.91	-6,745.91
230-4230-1200-0000	Part Time Salaries	356,602.67	118,540.18	238,062.49
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	11,802.12	46,604.50
230-4230-1420-0000	FICA/Medicare	59,574.76	12,948.45	46,626.31
230-4230-1500-0000	Hospital / Medical	87,166.32	14,940.00	72,226.32
230-4230-1520-0000	Dental Insurance	2,684.40	820.98	1,863.42
230-4230-1540-0000	Life Insurance	767.68	100.35	667.33
230-4230-1990-0000	Grant Pass Thru	0.00	0.00	0.00
	E05 Sub Totals:	1,004,021.41	210,973.19	793,048.22
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	94.61	4,405.39
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	3,529.67	14,328.83
230-4230-2401-0000	Adult Books - Fiction	18,232.50	2,946.58	15,285.92
230-4230-2402-0000	Audio	13,090.00	572.95	12,517.05
230-4230-2403-0000	Periodicals	4,165.00	-71.92	4,236.92
230-4230-2405-0000	Adult Books - Non Fiction	17,297.50	1,471.06	15,826.44
230-4230-2406-0000	Teen Books - Materials	4,675.00	624.95	4,050.05
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	9,167.90	90,303.10
E15	SERVICES AND CHARGES			
230-4230-3098-0000	Technology Support	10,700.00	1,816.19	8,883.81
230-4230-3099-0000	Other Professional Services	5,000.00	31.00	4,969.00
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	305.02	1,194.98
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	605.00	1,895.00
230-4230-3401-0000	Binding	0.00	0.00	0.00
230-4230-3404-0000	Processing Fee	14,000.00	1,166.92	12,833.08
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	0.66	399.34
	E15 Sub Totals:	67,147.12	13,238.89	53,908.23
E20	MISCELLANEOUS			

Account Number	Description	Budget Amount	Period Amount	YTD Var
230-4230-4000-0000	Memberships and Dues	594.01	300.00	294.01
230-4230-4001-0000	Subscriptions	625.00	0.00	625.00
230-4230-4093-0000	COVID-19	0.00	685.93	-685.93
230-4230-4099-0000	Miscellaneous Charges	3,000.00	212.01	2,787.99
	E20 Sub Totals:	4,219.01	1,197.94	3,021.07
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	234,577.92	940,280.62
	Dept 4230 Sub Totals:	1,174,858.54	234,577.92	940,280.62
Dept 230-4231	LIBRARY PLANT			
E05	PERSONNEL SERVICES			
230-4231-1000-0000	Full Time Salaries	62,832.24	8,330.67	54,501.57
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	1,122.41	-1,122.41
230-4231-1113-0000	Vacation Pay	0.00	772.14	-772.14
230-4231-1200-0000	Part Time Salaries	31,941.30	9,474.28	22,467.02
230-4231-1410-0000	PERA	7,001.44	1,448.42	5,553.02
230-4231-1420-0000	FICA/Medicare	7,250.18	1,423.19	5,826.99
230-4231-1500-0000	Hospital / Medical	0.00	4,664.82	-4,664.82
230-4231-1520-0000	Dental Insurance	17,534.16	189.48	17,344.68
230-4231-1540-0000	Life Insurance	757.80	21.60	736.20
230-4231-1990-0000	Grant Pass Thru	116.00	0.00	116.00
	E05 Sub Totals:	127,433.12	27,447.01	99,986.11
E10	SUPPLIES			
230-4231-2101-0000	General Supplies	450.00	0.00	450.00
230-4231-2102-0000	Janitorial Supplies	4,500.00	505.84	3,994.16
230-4231-2202-0000	Building Repair Supplies	1,500.00	86.59	1,413.41
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	592.43	6,657.57

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	143.70	1,556.30
230-4231-3500-0000	General Insurance	26,241.00	0.00	26,241.00
230-4231-3600-0000	Electricity	42,000.00	3,947.79	38,052.21
230-4231-3601-0000	Natural Gas	14,000.00	3,471.56	10,528.44
230-4231-3703-0000	Building Repair Charges	20,000.00	4,407.31	15,592.69
230-4231-3707-0000	Maintenance Agreements	9,500.00	3,684.30	5,815.70
230-4231-3713-0000	Computer Maint Agreements	0.00	0.00	0.00
	E15 Sub Totals:	117,441.00	15,654.66	101,786.34
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	43,877.55	209,346.57
	Dept 4231 Sub Totals:	253,224.12	43,877.55	209,346.57
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	250.00	1,427,832.66
	Fund Expense Sub Totals:	1,428,082.66	278,455.47	1,149,627.19
	Fund 230 Sub Totals:	2,856,165.32	278,705.47	2,577,459.85

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Supplemental Funds: Gifts and Grants Received	
OWNER: Goeltl, Business and Communications Manager	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of the following supplemental gifts and grants received by the library in Quarter 1 of 2021.	
BACKGROUND/CONTEXT: <p>Attached is a list of the supplemental gifts and grants received by the library from January 1, 2021 – March 31, 2020.</p> <p>Official acceptance of the gifts and grants received report is requested.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Library Supplemental Funds: 2021 Gifts & Grants Received Through 3/31/21	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

LIBRARY SUPPLEMENTAL FUNDS: 2021 GIFTS & GRANTS RECEIVED (January 1 - March 31, 2021)

Prepared 4/8/2021

2021 Gifts							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
G1	1/31/2021	\$50 Tribute Gift in memory of Susan Puppini	\$50	Book Purchase	230-0000-3820-0100	Expend in 2021	Board approval requested 4/13/21
G2	2/5/2021	\$25 Tribute Gift in memory of Nancy Wilson	\$25	Book Purchase	230-0000-3820-0100	Expend in 2021	Board approval requested 4/13/21
G3	2/5/2021	\$100 Tribute Gift in memory of Millie Wescott	\$100	Book Purchase	230-0000-3820-0100	Expend in 2021	Board approval requested 4/13/21
G4	2/5/2021	\$500 Unrestricted Donation	\$500	None	235-0000-3820-0100	TBD	Board approval requested 4/13/21
G5	2/27/2021	\$25 Tribute Gift in memory of Nancy Wilson	\$25	Book Purchase	230-0000-3820-0100	Expend in 2021	Board approval requested 4/13/21
G6	2/27/2021	\$20 Tribute Gift in memory of Nancy Wilson	\$20	Book Purchase	230-0000-3820-0100	Expend in 2021	Board approval requested 4/13/21
G6	3/31/2021	\$25 Tribute Gift in memory of Glenna Bealka	\$25	Book Purchase	230-0000-3820-0100	Expend in 2021	Board approval requested 4/13/21
G7	3/31/2021	\$20 Tribute Gift in memory of Glenna Bealka	\$20	Book Purchase	230-0000-3820-0100	Expend in 2021	Board approval requested 4/13/21
G8	3/31/2021	\$50 Tribute Gift in memory of Nancy Broderick	\$50	Book Purchase	230-0000-3820-0100	Expend in 2021	Board approval requested 4/13/21
G9	3/31/2021	In Kind gift subscription to Air & Space Magazine (Est Value: \$22)	In Kind	N/A	N/A	N/A	Board approval requested 4/13/21
			\$815				
2020: FRIENDS OF STILLWATER PUBLIC LIBRARY GIFTS							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
F1	3/31/2021	\$150 Donor-restricted tribute in memory of Nancy Wilson	\$150	Purchase of mysteries	229-0000-3810-0100	Expend in 2021	Board approval requested 4/13/21
F2	3/31/2021	\$8,000 gift to library for 2021 programming and materials	\$8,000	\$4,000 for programming and \$4,000 for materials	229-0000-3810-0100	Expend in 2021	Board approval requested 4/13/21
			\$8,150				
2020: FOUNDATION GRANTS (This is a list of the grants awarded. We do not receive the funds in a single payment. Instead, the SPLF reimburses for expenditures against the grant.)							
ID	Date	Description	Award	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	Requested Board Action
SPLF1	2/25/2021	2021-02 DR HJA Summer Explorers	\$12,000	Summer Explorers Reading Program with Stillwater & Bayport	232-0000-3820-0320	Expend in 2021	Board approval requested 4/13/21
SPLF2	2/25/2021	2021-02 DR HJA 4th Street Lawn	\$10,000	4th Street Lawn Design	232-0000-3820-0100	Expend in 2021	Board approval requested 4/13/21
SPLF3	3/26/2021	2021-03 Materials	\$24,000	Materials	232-0000-3820-0310	Expend in 2021	Board approval requested 4/13/21
SPLF5	3/26/2021	2021-03 Programming	\$8,000	Programs	232-0000-3820-0320	Expend in 2021	Board approval requested 4/13/21
SPLF6	3/26/2021	2021-03 Hotspots	\$1,400	Hotspot	232-0000-3820-0310	Expend in 2021	Board approval requested 4/13/21
SPLF7	3/26/2021	2021-03 YS Program Asst	\$15,400	YS Programming Assistant	227-0000-3820-0100	Expend in 2021	Board approval requested 4/13/21
SPLF8	3/26/2021	2021-03 Sunday Hours	\$11,000	Sunday Hours	227-0000-3820-0100	Expend in 2021	Board approval requested 4/13/21
SPLF9	3/27/2021	2021-03 DR Huelsmann Masonry	\$20,000	Masonry Repairs	232-0000-3820-0100	Expend in 2021	Board approval requested 4/13/21
			\$101,800				
2020: FOUNDATION IN-KIND DONATIONS TO LIBRARY (This is a list of in-kind donations provided by the Foundation to the library)							
ID	Date	Description	Amount	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	Requested Board Action
SPLF In Kind 1	1/25/2021	Volunteer Coordinator Contract	\$1,389				Board approval requested 4/13/21
SPLF In Kind 2	2/25/2021	Volunteer Coordinator Contract	\$1,389				Board approval requested 4/13/21
SPLF In Kind 3	3/25/2021	Volunteer Coordinator Contract	\$1,389				Board approval requested 4/13/21
			\$4,167				

Agenda Items Details

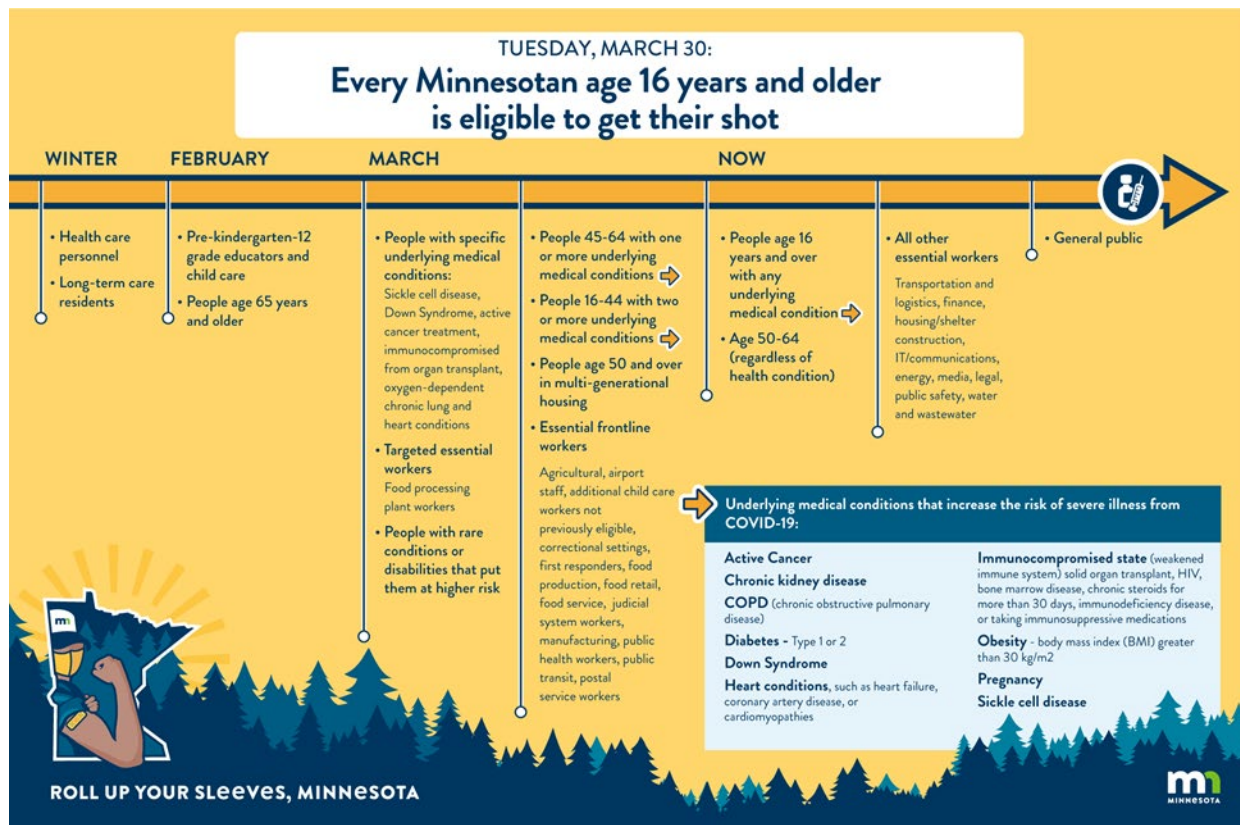
AGENDA ITEM NAME & BRIEF DESCRIPTION: Trustee Information Sharing	
OWNER: Trustees	PRESENTER: Trustees
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: This standing agenda item allows trustees to share information with each other. Informational updates could include reports on workshops or programs attended, observations from visits to other libraries, and reviews of library-related news.</p> <p>On March 23, 2021, Troendle emailed trustees with an invitation to join a Zoom meeting that morning with Senator Housley and supporters and staff of libraries.</p> <p>Trustees: When visiting libraries, please consider picking up library calendars, program guides and other marketing pieces for the Business and Communications Manager. These materials help provide ideas and inspiration for staff.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library 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 ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>Based on state guidelines that came out March 15, the capacity limit for the library was revised upward. As there is no specific designation for libraries, we've been using the category of "indoor events and entertainment" as a guide. The state's new parameters for that category are "50% capacity, no more than 250 people." For the library, 50% of capacity is 363, which means our uppermost limit must be capped at 250. However, the library uses a more cautious calculation and the new limit is 98 patrons. Along with this change, Mark updated the tracking sheets and FAQ-type documentation provided to public greeters.</p> <p>A near-term future change being seriously considered is eliminating the 24-hour quarantine on returned materials. In February, the FDA and USDA released a statement saying scientific information indicates there is no transmission of the virus through food packaging. While food packaging isn't a book, some reasonable inferences can be drawn. On April 5, the CDC released a statement saying that the risk of infection through contact with contaminated surfaces is generally considered low, and "that each contact with a contaminated surface has less than a 1 in 10,000 chance of causing an infection." Eliminating the quarantine would help our workflow processes.</p> <p>Sources: https://www.usda.gov/media/press-releases/2021/02/18/covid-19-update-usda-fda-underscore-current-epidemiologic-and https://www.cdc.gov/coronavirus/2019-ncov/more/science-and-research/surface-transmission.html</p> <p>While the pandemic outlook looks brighter with nearly 45% of the state's population having received at least one vaccine dose and nearly 29% having completed the vaccination series, we can't get complacent. More contagious variants are becoming more prevalent. Fortunately, more of our staff will be vaccinated by early May.</p> <p>Two scenarios are suggested below for discussion, which could be planned for in the weeks ahead and given final approval based on current conditions at the May board meeting. Assuming trend lines improve, the scenarios could be implemented between mid-May and early June. More information pertinent to this discussion will be available by the April board meeting. In general, the two scenarios are, in no particular order:</p> <p>Option 1: Keep existing hours through the end of May. Beginning in June, Monday-Wednesday 10 a.m. – 7 p.m.; keep Thursday curbside as is until demand drops or we need to discontinue; Friday 10 a.m. – 5 p.m.; and Saturday 10 a.m. – 4 p.m. or 5 p.m.</p> <p>Option 2: Resembles the June hours above, except we begin the new hours the week of May 17 or May 24.</p>	

Under either scenario, the recommendation would be to keep the hours in place through at least Labor Day Weekend. A lengthy period of consistency would simplify communication with patrons and help staff with operational planning. We can close at 7 p.m. on weekdays because there will be no meetings or in-person programming to draw crowds. Sunday hours would not resume until after Labor Day weekend. The gallery and more seating could potentially be made available by June.

As noted, a curbside option on Thursdays would remain in place for the time being and be assessed on a regular basis. On a recent library Facebook post about our expanded April hours, a patron commented: "Thank you for continuing curbside. It would be a tough decision to make if we had to go in for our books prior to being fully vaccinated ❤️" Staff have also been exploring a locker option just inside the double doors in the parking ramp, which would require patrons to step only a few feet inside the library. If we get to the point where we need to eliminate curbside as it's currently configured, this approach could be a viable option for people still uncomfortable spending time in public spaces.



ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Report of Director Performance Evaluation: 6-Month Progress Check	
OWNER: Bell, President	PRESENTER: Bell, President
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: At the March board meeting, the trustees conducted a 6-month progress check in closed session as part of the director performance evaluation process. President Bell will provide a verbal summary at the April meeting.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: Minnesota Public Library Annual Report 2020</p>	
<p>OWNER: Troendle, Director</p>	<p>PRESENTER: Troendle, Director</p>
<p>REQUESTED AGENDA TYPE (A, I, D): A</p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve the 2020 Minnesota Public Library Annual Report submitted to the State on April 1, 2021.</p>	
<p>BACKGROUND/CONTEXT: Minnesota Public Libraries are required by law (MN Statutes 134.13) to submit annual reports to the Minnesota Department of Education. The Department of Education is required by Law (Minnesota Statutes 134.31, Subd. 4) to collect statistics on the receipts, expenditures, services, and use of the regional public library systems and the public libraries of the state. Statistical information is used by public libraries and policymakers for a variety of purposes, including evaluating and comparing libraries; projections and planning related to developing strategic or technology plans, budgeting, or expansion projects; and historical research.</p> <p>This data is also submitted to the Institute of Museums and Library Services (IMLS) for the Public Libraries in the United States Survey. IMLS is authorized to collect this data under the federal Museum and Library Services Act of 2003. Statistics include input and output measures related to facilities, services, programs, collections, staffing, hours of operation, and income and expenditures. The data is public and shared widely at local, state and national levels. Researchers, consultants, journalists and legislators also use the data to analyze and compare the nation’s public libraries.</p> <p>Please note:</p> <ul style="list-style-type: none"> • As in past years, the financial segment of the report is based on unaudited data. The City of Stillwater is still reconciling fiscal year 2020, and final numbers are not yet available. • Due to the pandemic’s impact on services and hour, a true comparison between years is difficult for a number of data elements. • Public internet computer sessions and wireless sessions data are generated from reports run by City IT. • Website visits is derived from Google Analytics. • “G26) Did the legal service area boundary change?” The answer is “Yes” because the City annexed 35.3 acres of land near the intersection of Highway 36 and Manning Avenue that is currently farmland with two existing houses. This site will be part of a future mixed-use development involving retail and apartments. • “P43) Recordings of Program Content – Adult” The answer is “0” because all adult programs in 2020 were originally presented either in-person or live virtual. No adult programs were pre-recorded for a future broadcast; they all originally occurred in real time with an audience. This is why we have “0” recordings for that data element, but 308 views for question “P47” since some real-time programs were simultaneously recorded and made available for viewing later. • “P45-P48) Views of Recordings...” To count as a view, the length of view is required to be a minimum of 1-minute. Anything shorter doesn’t count as a view. 	

- “F12) Staff Internet Computers” There are more staff computers in 2020 than the previous year because staff needed more due to COVID. For instance, staff were working remotely and needed VPN access through a city-issued laptop.
- “S05) Total Paid Employees” The figure is slightly higher for 2020 not because staff hours were added, but because in 2019 substitute staffing hours were calculated on actual hours worked instead of budgeted hours. In 2020, the FTE figure is calculated on budgeted hours.
- “R32) Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act” The figure of \$57,003 includes expenditures for bins to quarantine materials, plexiglass barriers, computers, upgraded Wi-Fi, personal protective equipment, etc.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

History of Library Usage and Activity
2020 Annual Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Full report reviewed by Bell.

History of Library Usage and Activity

	2015	2016	2017	2018	2019	2020
Patrons & Visits:						
Population of the Legal Service Area	18,892	19,754	19,693	19,748	19,915	19,767
Registered Users - Residents	12,674	12,312	11,252	10,453	10,399	9,789
Registered Users - Reciprocal	8,565	8,456	7,550	7,267	7,044	6,850
Total Registered Users	21,239	20,768	18,802	17,720	17,443	16,639
In-Person Visits	146,643	149,618	146,574	146,249	143,844	37,365
Curbside Visits	N/A	N/A	N/A	N/A	N/A	9,208
Collection & Circulation:						
Collection Size (Physical Materials)	102,089	106,030	92,081	88,684	89,014	87,900
Total Physical Circulation	304,892	299,863	311,150	298,213	332,141	210,304
Total Downloadable Circulation	16,029	24,047	26,477	25,663	40,342*	36,860
Total Circulation	320,921	323,910	337,627	323,876	372,483	247,164
Programming:						
Children's Library Programs	213	233	248	280	301	214
Young Adult Library Programs	37	38	32	54	49	31
Adult Library Programs	33	42	49	54	50	50
Total Programs	283	313	329	388	400	295
Children's Program Attendance	7,575	7,769	7,548	9,680	10,617	7,595
Young Adult Program Attendance	474	441	273	464	167	424
Adult Program Attendance	688	819	1,548	1,816	2,137	2,334
Total Attendance	8,737	9,029	9,369	11,960	12,921	10,353

* The total downloadable circulation was 30,653 for 2019 and not 40,342. An incorrect count for downloadable e-books was provided by Washington County Library. The State has been alerted to this reporting error.

Source: Data is from Stillwater Public Library's annual reports to the Minnesota Department of Education. Stillwater Public Library annual reports, as well as reports from other libraries across Minnesota, may be found at <https://education.mn.gov/MDE/dse/Lib/sls/stat/>.

2020 Minnesota Public Library Annual Report

This report reflects information for January 1 through December 31, 2020, unless otherwise specified. Financial data is reported for the fiscal year that ended December 31, 2020.

Please note that this document reflects the online submission data elements for both library administrative entities (headquarters) and library outlets (branches). There are some fields that request information at the administrative-entity level only and some that request only outlet information. Information entered at the outlet level 'rolls up' into a total for the administrative entity. In the case of a single-library location, the library is both the administrative entity and the library outlet, and data is reported within both.

CONTACT INFORMATION

G01) Library Name
G02) Regional System/Sequence Number
G03) Regional Public Library System
G04) Street Address
G05) Location is a change from previous year
G06) City
G07) ZIP Code
G08) Mailing Address
G09) City
G10) ZIP Code
G11) County
G12) Phone
G13) Library Web Address
G14) Director's Name
G15) Director's Phone
G16) Director's Extension
G17) Director's E-mail Address

Report Filer

G18) Name of Person Who Prepared the Public Library Report
G19) Phone
G20) E-mail

IMLS Administrative Entity Codes

G21) Interlibrary Relationship Code
G22) Legal Basis Code
G23) Administrative Structure Code
G24) IMLS Public Library Definition
G25) Geographic Code
G26) Did the legal service area boundary change?

COVID-19 RESPONSE

Facilities During Pandemic

Data Element	Current Year	Previous Year
V01) Were any of the library's outlets physically closed to the public for any period of time due to the pandemic?		[new in 2020]
V02) Did the library add or increase the number of mobile hotspots for circulation?		[new in 2020]
V03) Did the library add or increase distribution of mobile hotspots?		[new in 2020]
V04) Before the pandemic, did the library provide Wi-Fi Internet access to users outside the building at one or more outlets?		[new in 2020]
V05) During the pandemic, did the library provide Wi-Fi Internet access to users outside the building at one or more outlets?		[new in 2020]
V06) During the pandemic, did the library increase access to Wi-Fi Internet outside the building at one or more outlets?		[new in 2020]

Services During Pandemic

Data Element	Current Year	Previous Year
V07) Did library staff continue to provide services to the public when the building was physically closed to the public due to the pandemic?		[new in 2020]
V08) Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the pandemic?		[new in 2020]
V09) Did the library provide "outside" service for circulation of physical materials at one or more outlets during the pandemic?		[new in 2020]
V10) Did the library add or increase access to electronic collection materials due to the pandemic?		[new in 2020]
V11) Did the library provide live, virtual programs via the Internet during the pandemic?		[new in 2020]
V12) Did the library create and provide recordings of program content via the Internet during the pandemic?		[new in 2020]
V13) Before the pandemic, did the library allow users to complete remote registration for library cards?		[new in 2020]
V14) During the pandemic, did the library allow users to complete remote registration for library cards?		[new in 2020]

Staffing During Pandemic

Data Element	Current Year	Previous Year
V15) Did any library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the pandemic?		[new in 2020]
V19) Were any library staff furloughed due to the pandemic?		[new in 2020]
V20) Were any library staff laid off due to the pandemic?		[new in 2020]
V21) Did any library staff quit or choose early retirement due to the pandemic?		[new in 2020]
V18) Did any library staff work a reduced number of hours, whether by choice or by necessity, due to the pandemic?		[new in 2020]
V22) Was a hiring freeze instituted at any time due to the pandemic?		[new in 2020]
V23) Were any vacant library positions eliminated from the budget due to the pandemic?		[new in 2020]
V17) Were library staff placed on paid or administrative leave due to the pandemic?		[new in 2020]
V16) Did any library staff work remotely due to the pandemic?		[new in 2020]

Comments

V24) Comments on COVID Response

VISITS, REFERENCE, USERS

Data Element	Current Year	Previous Year
P01) Population of the Legal Service Area		
P02) Registered Users – Residents		
P03) Registered Users – Reciprocal		
P04) Total Registered Users		
P05) Last year Registered User Records Were Purged		
P06) Visits		
P60) Library Visits Reporting Method		[new in 2020]
P07) Reference Transactions		
P61) Reference Transactions Reporting Method		[new in 2020]
P59) Contactless Visits		[new in 2020]
P08) Public Internet Computer Sessions		
P09) Public Internet Computer – Usage Type		
P10) Wireless Sessions		
P32) Website Visits		

CIRCULATION

Physical and Downloadable Circulation

Data Element	Current Year	Previous Year
P13) Children's Circulation		
P14) Adult Circulation		
P15) Other Physical Circulation (No Audience Designation)		
P16) Total Physical Circulation		
P17) Downloadable E-books and E-serials Circulation		
P18) Downloadable Audio and Video Circulation		
P19) Total Downloadable Circulation		
P20) Total Circulation		

Collection Use Including Electronic Collections

Data Element	Current Year	Previous Year
P29) Number of Information Retrievals from Electronic Collections		
P30) Electronic Content Use		
P31) Total Collection Use		

Interlibrary Loan

Data Element	Current Year	Previous Year
P11) ILL Provided to Other Libraries		
P12) ILL Received from Other Libraries		

PROGRAMS, RECORDINGS, ACTIVITIES

In-Person Programs

Data Element	Current Year	Previous Year
P21) In-Person Programs: Children		[new in 2020]
P22) In-Person Programs: Young Adult		[new in 2020]
P23) In-Person Programs: Adult		[new in 2020]
P24) In-Person Programs - Total		[new in 2020]

Live Virtual Programs

Data Element	Current Year	Previous Year
P33) Live Virtual Programs - Children		[new in 2020]
P34) Live Virtual Programs - Young Adult		[new in 2020]
P35) Live Virtual Programs - Adult		[new in 2020]
P36) Total Live Virtual Programs		[new in 2020]

Programs (In-Person and Live Virtual)

Data Element	Current Year	Previous Year
P21) Children's Programs		
P22) Young Adult Programs		
P23) Adult Programs		
P24) Total Programs		

In-Person Program Attendance

Data Element	Current Year	Previous Year
P25) In-Person Children's Program Attendance		[new in 2020]
P26) In-Person Young Adult Program Attendance		[new in 2020]
P27) In-Person Adult Program Attendance		[new in 2020]
P28) Total In-Person Program Attendance		[new in 2020]

Live Virtual Attendance

Data Element	Current Year	Previous Year
P37) Live Virtual Attendance - Children		[new in 2020]
P38) Live Virtual Attendance - Young Adult		[new in 2020]
P39) Live Virtual Attendance - Adult		[new in 2020]
P40) Total Live Virtual Attendance		[new in 2020]

Program Attendance (In-Person and Live Virtual)

Data Element	Current Year	Previous Year
P55) Children's Program Attendance		
P56) Young Adult Program Attendance		
P57) Adult Program Attendance		
P58) Total Attendance		

Recordings of Program Content

Data Element	Current Year	Previous Year
P41) Recordings of Program Content - Children		[new in 2020]
P42) Recordings of Program Content - Young Adult		[new in 2020]
P43) Recordings of Program Content - Adult		[new in 2020]
P44) Total Recordings of Program Content		[new in 2020]

Views of Recordings of Program Content

Data Element	Current Year	Previous Year
P45) Views of Recordings of Program Content - Children		[new in 2020]
P46) Views of Recordings of Program Content - Young Adult		[new in 2020]
P47) Views of Recordings of Program Content - Adult		[new in 2020]
P48) Total Views of Recordings of Program Content		[new in 2020]

Self-Directed Activities

Data Element	Current Year	Previous Year
P49) Self-Directed Activities Total		[new in 2020]
P50) Participation in Self-Directed Activities		[new in 2020]

HOURS OF PUBLIC SERVICE

Data Element	Current Year	Previous Year
H08) Weekly Hours of Regular Service		[new in 2020]
H16) Weekly Hours of Limited Service		[new in 2020]
H18) Weekly Hours of Curbside Service		[new in 2020]
H12) Annual Public Service Hours		

FACILITIES

Data Element	Current Year	Previous Year
F01) Central Libraries		
F02) Branch Libraries		
F03) Bookmobiles		
F04) Supplementary Services		
F12) Staff Internet Computers		
F13) Public Internet Stationary Computers		
F14) Public Internet Mobile Devices for On-Site Use		
F15) Total Number of Public Internet Computers/Devices		
F22) Number of Outlets with Wi-Fi Available to Public		
F23) Number of Outlets with a Meeting Room		
F24) Non-Library Sponsored Events		

STAFF INFORMATION

Staff Full Time Equivalent

Data Element	Current Year	Previous Year
S01) Total ALA/MLS Librarians		
S02) Total Other Librarians		
S03) Total Librarians		
S04) Total Other Staff		
S05) Total Paid Employees		

Selected Salary Schedule

Position	Low Salary	High Salary
S06) Regional Director		
S07) Library Director		
S08) Assistant Director		
S09) Branch Manager		
S10) Central Library Manager		
S11) Department Head		
S12) Other Librarian		
S13) Technology Support		
S14) Library Support Staff		
S15) Administrative Support Staff		
S16) Pages		

Union

S17) Do Any Library Staff Belong to a Union?		
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COLLECTIONS

Physical Materials

Data Element	Current Year	Previous Year
C01) Print Materials (Books and Periodicals)		
C02) Audio Materials, Physical		
C03) Video Materials, Physical		
C04) Multi-format Materials		
C05) Other Physical Materials		
C06) Total Physical Materials		
C07) Print Serial Subscriptions		

Electronic Materials

Data Element	Current Year	Previous Year
C08) Electronic Serial Subscriptions, Licensed Locally, Downloadable		
C09) Electronic Serial Subscriptions, Licensed Regionally, Downloadable		
C10) Total Electronic Serial Subscriptions		
C11) Electronic Books Licensed Locally		
C12) Electronic Books Licensed Regionally		
C13) Electronic Books Licensed Statewide		
C14) Total Electronic Books		
C15) Audio Downloadable Units, Licensed Locally		
C16) Audio Downloadable Units, Licensed Regionally		
C17) Total Audio Downloadable Units		
C18) Video Downloadable Units, Licensed Locally		
C19) Video Downloadable Units, Licensed Regionally		
C20) Total Video Downloadable Units		
C21) Electronic Collections Licensed Locally		
C22) Electronic Collections Licensed Regionally		
C24) Total Licensed Electronic Collections Local/Regional/Other		
C25) Electronic Collections Licensed Statewide		
C26) Total Licensed Electronic Collections		

POLICIES/PLANS

Data Element	Current Year	Previous Year
D01) Strategic Plan		
D02) Disaster Plan		
D03) Policy Manual		
D04) Records Retention Schedule		
D05) Building Accessibility Plan		
D06) Technology Plan		
D07) Internet Acceptable Use Policy		

COMMUNITY ENGAGEMENT

Outreach Services

Data Element	Current Year	Previous Year
Adult Basic Education		
Adult Literacy Organization		
Early Childhood Organization		
Correctional Facility		
Cultural Communities		
Service to Homebound		
School (K12)		
Senior-Centered Organization		
Workforce Development		
Youth Development Organization		
Arts Organization		
Disability Organization		
Homeschool Organization		
Veterans Organization		
Social Services Organizations		
Other		

Community Partnerships

Data Element	Current Year	Previous Year
O12) Does this library partner with one or more community organizations/groups in order to address a community need?		
O13a) Communicative: O13b) Cooperative: O13c) Collaborative:		
O14) If Yes, does this library measure the impact on the community due to the partnership's efforts?		

Volunteers

Data Element	Current Year	Previous Year
O15) Does this library have a volunteer program for individuals or groups to complete tasks willingly and without pay?		
O20) Total Number of Volunteers		
O21) Total Number of Volunteer Hours		

SUMMER LEARNING PROGRAM

Type(s) of summer learning programs
Intended age-groups for the program
U02) Preschoolers, birth to 5 years old
U03) Children, 5 to 11 years old
U04) Young adults, 12 to 18 years old

BOARD, FOUNDATION, FRIENDS

Library Board of Trustees

I01) Does this library have a governing board?
I02) Are this library's trustees elected or appointed officials?
I03) Is this library's board of trustees the governing authority or advisory?

Library Foundation

I04) Does this library have a foundation?
I05) Foundation name

Library Friends

I06) Does this library have a Friends group?
I07) Friends group name

FINANCIAL DATA

Operating Revenue

Data Element	Current Year	Previous Year
LOCAL GOVERNMENT		
City		
R01) City Direct		
R02) City Indirect		
R03) City Operating Revenue Total		
County		
R04) County Direct		
R05) County Indirect		
R06) County Total		
Other Local Government		
R07) Other Local Government Direct		
R08) Other Local Government Indirect		
R09) Other Local Government Operating Revenue Total		
R10) Total Local Government Operating Revenue		
STATE		
R11) Arts & Cultural Heritage Fund		
R12) Regional Library Basic System Support		
R13) Regional Library Telecommunications Aid		
R14) Other State		
R15) Total State Government Operating Revenue		
FEDERAL		
R31) Did your library receive CARES funding in 2020?		[new in 2020]
R32) Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act		[new in 2020]
R16) Federal Library Services and Technology Act		
R17) Federal Direct		
R18) Federal Indirect		
R19) Total Federal Operating Revenue		
OTHER		

Regional System		
R20) Regional System Direct		
R21) Regional System Indirect		
R22) Regional System Operating Revenue Total		
Multicounty, Multitype		
R23) Multicounty, Multitype Direct		
R24) Multicounty, Multitype Indirect		
R25) Multicounty, Multitype Operating Revenue Total		
R26) Other Operating Direct		
R27) Other Operating Indirect		
R28) Other Operating Total		
R29) Total Regional and Other Operating Revenue		
R30) Total Operating Revenue		

Operating Expenditures

Data Element	Current Year	Previous Year
Personnel Expenditures		
E01) Salaries & Wages		
E02) Employee Benefits		
E03) Total Personnel Costs		
Collection Expenditures		
E04) Print Materials		
E05) Electronic Materials Electronic Books (E-books)		
E06) Electronic Collections		
E07) Other Electronic Materials		
E08) Electronic Materials Expenditures Total		
E09) Other Materials - Audio & Video Physical Materials		
E10) Other Materials - Other Physical Materials		
E11) Other Materials Expenditures Total		
E16) Physical Materials Expenditures Total		
E12) Total Collection Expenditures		
Other Operating Expenditures		
E13) Other Operating Expenditures		
E14) Total Operating Expenditures		
E15) Expenditures Equal To or Less than Income?		

Capital Revenue

Data Element	Current Year	Previous Year
LOCAL		
City		
R31) City Direct		
R32) City Indirect		
R33) City Capital Revenue Total		
County		
R34) County Direct		
R35) County Indirect		
R36) County Capital Revenue Total		

Other Local Government		
R37) Other Local Government Direct		
R38) Other Local Government Indirect		
R39) Other Local Government Capital Revenue Total		
R40) Total Local Government Capital Revenue		
STATE		
R41) Library Construction Grant		
R42) Other State		
R43) Total State Government Capital Revenue		
FEDERAL		
R44) Federal Government LSTA		
R45) Other Federal Direct		
R46) Other Federal Indirect		
R47) Total Federal Government Capital Revenue		
OTHER		
Regional System		
R48) Regional System Direct		
R49) Regional System Indirect		
R50) Regional System Capital Revenue Total		
Multicounty, Multitype		
R54) Other Capital Direct		
R55) Other Capital Indirect		
R56) Other Capital Revenue Total		
R57) Total Regional System and Other Capital Revenue		
R58) Total Capital Revenue		

Capital Expenditures

EC01) Total Capital Expenditures		
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In-Kind

Data Element	Current Year	Previous Year
In-Kind Operating Contributions		
R59) In-Kind Operating Contributions City		
R60) In-Kind Operating Contributions County		
R61) In-Kind Operating Contributions All Other		
R62) Total In-Kind Operating Contributions		
In-Kind Contributions by Expenditure Area		
EKA01) Personnel		
EKA02) Collection		
EKA03) All Other Operating Expenditures		
EKA04) Total In-Kind Operating Contributions		
In-Kind Capital Contributions		
R63) In-Kind Capital Contributions City		
R64) In-Kind Capital Contributions County		
R65) In-Kind Capital Contributions All Other		
R67) Total In-Kind Capital Contributions		

ANNOTATIONS



Minnesota's public library annual report is made possible, in part, by funding from the Minnesota Department of Education through a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Services.

2020 Minnesota Public Library Annual Report

This report reflects information for January 1 through December 31, 2020, unless otherwise specified. Financial data is reported for the fiscal year that ended December 31, 2020.

Please note that this section reflects the data elements for one library outlet (branch). Information entered at the outlet level 'rolls up' into a total for the administrative entity (headquarters). In the case of a single-library location, the library is both the administrative entity and the library outlet, and data is reported within both.

CONTACT INFORMATION

G01m) Library Name
G02m) Regional System/Sequence Number
G03m) Regional Public Library System
G05m) Location is a change from previous year
G04m) Street Address
G06m) City
G07m) ZIP Code
G12m) Phone
G08m) Mailing Address
G09m) City
G10m) ZIP Code
G11m) County

VISITS, REFERENCE, USERS

Data Element	Current Year	Previous Year
P01m) Population of the Legal Service Area		
P02m) Registered Users – Residents		
P03m) Registered Users – Reciprocal		
P04m) Total Registered Users		
P06m) Visits		
P07m) Reference Transactions		
P59m) Contactless Visits		[new in 2020]
P08m) Public Internet Computer Sessions		
P09m) Public Internet Computer Sessions – Usage Type		
P10m) Wireless Sessions		

Physical Circulation

Data Element	Current Year	Previous Year
P13m) Children's Circulation		
P14m) Adult Circulation		
P15m) Other Physical Circulation (No Audience Designation)		
P16m) Total Physical Circulation		

In-Person Programs

Data Element	Current Year	Previous Year
P21m) In-Person Programs: Children		
P22m) In-Person Programs: Young Adult		
P23m) In-Person Programs: Adult		
P24m) Total In-Person Programs		

In-Person Program Attendance

Data Element	Current Year	Previous Year
P25m) In-Person Children's Program Attendance		
P26m) In-Person Young Adult Program Attendance		
P27m) In-Person Adult Program Attendance		
P28m) Total In-Person Program Attendance		

Self-Directed Activities

Data Element	Current Year	Previous Year
P49m) Self-Directed Activities		[new in 2020]
P50m) Participation in Self-Directed Activities		[new in 2020]

FULL-TIME EQUIVALENT STAFF

Data Element	Current Year	Previous Year
S01m) ALA/MLS Librarians		
S02m) Other Librarians		
S03m) Total Librarians		
S04m) Other Staff		
S05m) Total Paid Employees		

VOLUNTEERS

Data Element	Current Year	Previous Year
O16m) Number of Teen Volunteers		
O17m) Number of Adult Volunteers		
O18m) Number of Teen Volunteer Hours		
O19m) Number of Adult Volunteer Hours		

PUBLIC SERVICE HOURS

Number of Weeks Open to the Public

Data Element	Current Year	Previous Year
H13m) Weeks Closed Due to COVID-19		[new in 2020]
H15m) Weeks of Regular Service		[new in 2020]
H14m) Weeks of Limited Service		[new in 2020]
H11m) Weeks Library was Open		

Weekly Hours Open to the Public

Data Element	Current Year	Previous Year
H08m) Weekly Hours of Regular Service		
H16m) Weekly Hours of Limited Service		[new in 2020]

Annual Hours Open to the Public

Data Element	Current Year	Previous Year
H12m) Annual Public Service Hours		

Curbside Service

Data Element	Current Year	Previous Year
H17m) Weeks of Curbside Service		[new in 2020]
H18m) Weekly Hours of Curbside Service		[new in 2020]

LIBRARY COLLECTION

Data Element	Current Year	Previous Year
C01m) Print Materials (Books and Periodicals)		
C02m) Audio Materials, Physical		
C03m) Video Materials, Physical		
C04m) Multi-format Materials		
C05m) Other Physical Materials		
C06m) Total Physical Materials		
C07m) Print Serial Subscriptions		

FACILITIES**Outlet Types**

Data Element	Current Year	Previous Year
F05m) Outlet Type Code		
F06m) Number of Bookmobiles		

Buildings

Data Element	Current Year	Previous Year
F07m) Facility Type		
F08m) Square Feet		
F09m) Year Built		
F10m) Latest Year Remodeled		
F11m) Previous Year(s) Remodeled		

Computers

Data Element	Current Year	Previous Year
F12m) Staff Internet Computers		
F13m) Public Internet Stationary Computers		
F14m) Public Internet Mobile Devices for On-Site Use		
F15m) Total Number of Public Internet Computers/Devices		

Internet Connections

Data Element	Current Year	Previous Year
F16m) Fiber Optic to Library Building		
F17m) Category 6 Wiring within Library?		
F19m) Typical Internet Download Speed for Public Computers		
F21m) Typical Internet Upload Speed for Public Computers		
F22m) Number of Outlets with Wi-Fi Available to Public		

Meeting Rooms

Data Element	Current Year	Previous Year
F23m) Meeting Room Available for Public Use		
F24m) Non-Library Sponsored Events		

LIBRARY FRIENDS

I06/I06m) Does This Library Have a Friends Group?
I07/I07m) Friends Group Name

ANNOTATIONS



Minnesota's public library annual report is made possible, in part, by funding from the Minnesota Department of Education through a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Service.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Data Practices 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 Data Practices Policy	
BACKGROUND/CONTEXT: <p>Following this cover sheet is the library’s existing Data Practices Policy on pages 48-56 of the packet. This policy is marked with an “X” through each page. Due to its age and need for substantial revision, Mark drafted a new policy with input and review from City IT staff, Information Services Supervisor Aurora Jacobsen and Circulation Services Lead Lori Houston. Current policies from several larger libraries were reviewed as part of this process, too.</p> <p>The new draft, plus the existing policy from 2007, were then provided to City Attorney Kori Land for review and comment. Kori edited the new draft, resulting in the redlined draft on pages 57-59 that comes after the 2007 policy. Black and dark blue text is from Mark; redlined and light blue edits are from the City Attorney.</p> <p>Following the redlined draft is a clean copy of the proposed new draft on pages 60-62.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Data Practices Policy - 2007 Data Practices Policy Redlined - 2021 Data Practices Policy Clean Draft - 2021	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

AGENDA ITEM

STILLWATER PUBLIC LIBRARY

INSTITUTIONAL BOARD POLICY

ADOPTED AUGUST 1996
REVISED JULY 1998
REVISED JULY 1999
REVISED AUGUST 2007

DATA PRACTICES POLICY

The Stillwater Public Library, in accordance with the Minnesota Government Data Practices Act of 1992, protects the public's right to use library materials freely and without restraint or fear of reprisals by classifying as private all information gathered in the registration process (other than a patron's name), and all library data which link a library patron's name with materials requested or borrowed by the patron, or which link a patron's name with a specific subject about which information is requested. These records may not be disclosed except pursuant to a valid court order; to you with your written consent; or if State or Federal law permits or requires this disclosure. Before releasing the information, the library may consult with legal counsel to determine if the court order is in proper form and there is good cause for its issuance. If the tests of proper form or good cause are not met, the library may insist that any defects be corrected before the information is released.

Patron names and other library data collected and stored in the library's computer data base (except data linking a patron to specific titles and subjects, as stated above) are public information, and are available to the public regardless of their interest in the data, as stated in the Minnesota Government Data Practices Act of 1992.

The Minnesota Government Data Practices Act (Minnesota Statutes 1992, chapter 13), along with Chapter 1205 of the Department of Administration Rules, governs data practices of "state agencies, political subdivisions and statewide systems." Section 13.40 of the Minnesota Government Data Practices Act deals specifically with library data.

Key points from the Minnesota Data Practices act that have implications for libraries are:

Data that link a library patron's name with materials requested or borrowed or that link a patron's name with a specific subject about which the patron has requested information or materials is private. (sec. 13.40, subd. 2)

Data in applications for borrowers' cards, other than the name of the borrower, is private. (sec 13.40, subd. 2)

Private data means data, which is made by state or federal law applicable to the data, not public and the data is only accessible to the individual subject of that data. (sec. 13.02, subd. 12)
page 2

Private data may not be disclosed for other than library purposes except pursuant to a court order (sec. 13.40, subd. 2)

"...the responsible authority (an individual responsible for the collection, use and dissemination of any set of data on individuals, government data, or summary data) shall withhold data from parents or guardians, upon request by the minor if the responsible authority determines that withholding the data should be in the best interest of the minor." (sec.13.02, subd. 8)

An individual asked to supply private or confidential data concerning the individual shall be informed of:

the purpose and intended use of the requested data.

whether the individual may refuse to supply the information or whether the information is legally required to be supplied.

any known consequence arising from supplying or refusing to supply the private data, and the identity of other persons or entities authorized by state or federal law to receive this data.
(sec. 13.04, subd. 2)

The library may release materials to a family member or other person who resides with a library patron and who is picking up materials on behalf of the patron. Conversely, a patron may request that materials on hold be released only to the patron. (sec. 13.40, subd. 2)

The library must obtain an informed consent in order to provide private information from a library user's record to another individual. (sec 13.05, subd 4)

page 3

Stillwater Public Library
Information on Data Privacy Request for Minors

The Minnesota Data Practices Act defines and governs the use of private data in all state agencies, political subdivisions, and statewide systems, including public libraries. According to its provisions, information about material checked out, requested, or overdue by a minor at the Stillwater Public Library is available to his/her parents or guardians. The law also provides that "the responsible authority shall withhold data from parents or guardians, or individuals acting as parents or guardians, upon request by the minor if the responsible authority determines that withholding the data would be in the best interest of the minor."

State rules governing compliance with the Data Practices Act provide guidelines to help determine whether honoring a minor's request to deny parental access would be in the best interest of the minor.

At the Stillwater Public Library, minors may request that private information be withheld from their parents or guardians by filling out a data privacy request form, stating their reason for the request. The request will be reviewed by the City Attorney with the minor and a determination made whether the request should be honored.

A self-addressed envelope is provided with the data privacy request form. It can be mailed or given to library staff who will route it to the City Attorney.

Stillwater Public Library
Data Privacy Request Form for Minors

If you are under 18 years old, your parent or guardian is entitled under the Minnesota Data Practices Act to gain access to your library record. You may ask the Stillwater Public Library to deny this access. If you wish to do so, please complete the form below and mail it in the attached envelope or hand it to a library staff member. The City Attorney will contact you to discuss the request.

Name (please print) _____

Address _____

Telephone Number _____ Best time to call _____

Birthdate _____
(month) (day) (year)

Reason for request:

Signature _____

Stillwater Public Library
Consent to Release of Private Library Data

Informed Consent - In some cases, library users may choose to allow another person, such as a friend or a homebound volunteer, to have access to their library record. In order to do this; they may fill out the following form, giving library personnel their consent to share the information on their record with another individual. The request must be updated annually.

I, _____ Library barcode _____

give permission to the Stillwater Public Library staff to allow

_____ Library barcode _____

to have access to information in my patron record for the following purpose(s):

I fully understand that I am authorizing the release of data that would otherwise only be available to the library and me. I also understand that any future changes regarding this waiver must be done in writing.

Signature _____ Date _____

Entered by _____

This request to release information to another library patron will remain in effect for one year.

Staff: Use "See supervisor" block to enter message on patron record. File this form.

Stillwater Public Library
Consent to Release of Private Library Data for Doorstep Delivery

EXPIRES: _____

Informed Consent - In some cases, library users may choose to allow another person, such as a friend or a homebound volunteer, to have access to their library record. In order to do this; they may fill out the following form, giving library personnel their consent to share the information on their record with another individual. THE REQUEST MUST BE UPDATED ANNUALLY.

I, _____ Library barcode _____

give permission to the Stillwater Public Library staff to allow

_____ Library barcode _____

to have access to information in my patron record for the following purpose(s):

I fully understand that I am authorizing the release of data that would otherwise only be available to the library and me. I also understand that any future changes regarding this waiver must be done in writing.

Signature _____ Date _____

Entered by _____

This request to release information to another library patron will remain in effect for one year.

Staff: Use "See supervisor" block to enter message on patron record. File this form.

Entered by:

Date:

Renewal Letter sent:

Sent by:

INFORMED CONSENT

Stillwater Public Library
Consent to Release of Private Library Data

EXPIRES: _____

Informed Consent - In some cases, library users may choose to allow another person, such as a friend or a homebound volunteer, to have access to their library record. In order to do this; they may fill out the following form, giving library personnel their consent to share the information on their record with another individual. THE REQUEST MUST BE UPDATED ANNUALLY.

I, _____ Library barcode _____

give permission to the Stillwater Public Library staff to allow

_____ Library barcode _____

to have access to information in my patron record for the following purpose(s):

I fully understand that I am authorizing the release of data that would otherwise only be available to the library and me. I also understand that any future changes regarding this waiver must be done in writing.

Signature _____ Date _____

Entered by _____

This request to release information to another library patron will remain in effect for one year.

Staff: Use "See supervisor" block to enter message on patron record. File this form.

Entered by:

Date:

Renewal Letter sent:

Sent by:

Stillwater Public Library
224 North Third Street
Stillwater, MN, 55082
651-275-4338
fax 651-275-4342

Dear Library User:

Last year you completed an "informed consent" form, allowing the Stillwater Public Library to release private Library data about you to another person. This form needs to be updated annually. Please complete the enclosed form and return it on your next visit to the Library if you wish to renew this consent. Your "informed consent" expires on: _____ . We cannot honor your consent once it has expired. Please return this form as soon as possible.

Thank you,

Carolyn Blocher
Assistant Director

Privacy Rights Advisory

In accordance with the Minnesota Government Data Practices Act (Minn. Stat. §13.40) all the information you give the Library is classified as "private" information. Only your name is public information. The Library cannot give any private information about you or your library account to anyone outside the public library system without your written permission, a court order or as otherwise authorized by law. You have access to all the information in your library account.

In order to give you a library card, Stillwater Public Library must ask you to give us certain private information. The Library retains this information in order to keep track of library materials and conduct other library business.

If you choose not to provide this information, we cannot give you a library card.

The Library can share this information with other public libraries in order to conduct regular library business; however, these libraries are also subject to the same restrictions on sharing private information.

If you are under the age of 18, private information in your library account can be shared with your parents or guardians unless you have requested that information in your library account be withheld from them and that request has been approved. You may make such a request of the City Attorney who will approve a request after determining that it is in your best interest. You must make this request in writing. The form is available at Stillwater Public Library.

Minnesota statutes (Minn. Stat. §13.40, subd. 2b) allow the Library to release requested materials to another person who resides at the same address as the person making the request. However, you may request that materials not be released to anyone other than yourself.

Stillwater

Public Library

Policy Title: Data Practices Policy
Date adopted: 08/1996
Date amended: 07/1998; 07/1999; 08/2007
Date last reviewed:

Purpose

The purpose of this policy is to communicate Stillwater Public Library's (the "Library") role and responsibility to safeguard patron data and to describe the obligations and constraints under which the Library operates.

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Principles

~~Stillwater Public~~The Library's commitment to privacy and confidentiality has deep roots not only in law, but also in the ethics and practices of the library profession. We value and advocate for patron privacy and confidentiality. We value intellectual freedom and a patron's right to open inquiry without having the subject of one's interest examined or scrutinized by others. We recognize that networked and digitized environments create new and ongoing challenges to safeguard patron data.

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Definition and Scope

For the purpose of this policy, "patron data" is defined as information that identifies a Library patron or information that can be connected to a patron. It is a form of government data and is subject to federal law, Minnesota State Statutes, and ~~Stillwater Public~~Library data governance policies and procedures.

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Patron data includes, but is not limited to, information associated with borrowing library materials and requesting information, using the Library's computers and wireless service, reserving Library meeting rooms, and accessing downloadable content and other resources via third party vendors.

Library Data Privacy

~~Stillwater Public~~The Library shall comply with the applicable federal, state and local laws on private data. ~~In the state of Minnesota, all government data including patron data is public unless it has been classified otherwise by state statute or federal law. At the state level~~Pursuant to Minnesota Statute, ~~§Section~~13.40, ~~the following data maintained by the Library are private data on individuals and may not be disclosed for other than a Library purpose, except pursuant to a court order of the Minnesota Statutes governs library data privacy as follows:~~

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- ~~Records~~Data that link a ~~borrower~~patron's name with materials ~~requested or~~ borrowed ~~are private by the patron or that link a patron's name with a specific subject about which the patron has requested information or materials.~~
- Other than the name of the ~~borrower~~patron, which is public, ~~any~~ information ~~in on~~ the Library card application ~~is private.~~

Circumstances When Private Data May Be Released:

1. Patrons may access the data that is about themselves.

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2. The Library may release reserved materials to a family member or other person who resides with a library patron and who is picking up the material on behalf of the patron. A patron may request that reserved materials be released only to the patron.

—Private data may be disclosed to a parent or guardian of a minor or vulnerable adult. In the case of a minor, the Library shall, upon request by the minor and after receiving a completed Request for Denial of Parental Access to Private Data Form from the minor, withhold data from a parents or guardians if the Library determines that withholding the data would be in the best interest of the minor. (

3. See Minnesota Administrative Rules Chapter 1205.0500, Subpart 3, regarding outlines the access procedures for a parent or guardian.)

4. The Library may release private data pursuant to a subpoena, warrant, court order, or other authorized request that legally requires compliance.

4. (See also Minnesota Statutes §§13.02, 13.05, 13.40.)

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Collecting and Retaining Patron Data

The Library collects and retains patron data which is:

- Necessary for the provision and management of Library services
- Needed to provide opt in library services that are desired by Library patrons
- Required by federal law

Networked and Digitized Library Environment

The Library provides access to the internet via its wireless network and by making its computers and other devices available to patrons. The Library does not routinely monitor what patrons do while using the library's computers or other devices; however, staff are authorized to investigate and resolve instances of reported or observed usage of Library resources that may violate policy or law.

Patron Library card numbers, and the location and time of patron logins are collected to manage the queues for using Library computers. For wireless connections, the date and time of a wireless connection and the MAC address of the device that is connected through the wireless network is retained for a period of time determined by City of Stillwater IT staff.

The Library's collection is also a part of the networked, digitized Library environment. Patrons increasingly borrow Library materials by accessing and downloading them via third party vendors. Vendors who are under contract with the Library are subject to the same federal and state data privacy laws as the Library.

Handling and Disclosing Patron Data

Library staff and volunteers handle—maintain patron data in accordance with Library policies and procedures and the Minnesota Government Data Practices Act. Any data maintained by the Library Patron data that is public may be requested under the Minnesota Government Data Practices Act may be requested from Library staff. If the Library has the requested data, but are not allowed to disclose it, the Library will inform the requesting party as soon as reasonably possible and identify the law that prevents the Library from providing the data. If the Library has the requested data, and the data is public, the Library will respond to the data request appropriately and promptly, within a reasonable amount of time.

Patron data that is private will not be disclosed except under the circumstances detailed under the "Library Data Privacy" section (above).

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The Library does not give, share, sell, or transfer patron data for commercial purposes.

Roles and Responsibilities

Library staff adhere to the principles espoused in this policy. Staff shall refer any law enforcement inquiries to the Library Director or [his/her](#) designee. Requests for private data may require the Library Director to consult with the Library Board President, City Clerk, and/or City Attorney. Library records with private data will not be made available to any agency of the state, federal, or local government unless the Library is served with a subpoena, warrant, court order, or other authorized request that legally requires compliance.

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Library patrons have the responsibility to safeguard their personal privacy, report lost library cards, manage their library account privacy settings, familiarize themselves with the privacy policies of the third party vendors they access, and be aware that the Library cannot protect the privacy of data that is transmitted to third parties via the Internet.

Associated Policies and Laws

- Stillwater Public Library: Internet Public Use Policy
- Minnesota. [Government Data Practices Act](#)
- Minnesota. Administrative Rules 1205.0500. [Access to Private Data Concerning Data Subjects Who Are Minors](#)
- United States. [Children's Online Privacy Protection Act](#)
- United States. [Electronic Communications Privacy Act](#)

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

Stillwater

Public Library

Policy Title: Data Practices Policy
Date adopted: 08/1996
Date amended: 07/1998; 07/1999; 08/2007
Date last reviewed:

Purpose

The purpose of this policy is to communicate Stillwater Public Library's (the "Library") role and responsibility to safeguard patron data and to describe the obligations and constraints under which the Library operates.

Principles

The Library's commitment to privacy and confidentiality has deep roots not only in law, but also in the ethics and practices of the library profession. We value and advocate for patron privacy and confidentiality. We value intellectual freedom and a patron's right to open inquiry without having the subject of one's interest examined or scrutinized by others. We recognize that networked and digitized environments create new and ongoing challenges to safeguard patron data.

Definition and Scope

For the purpose of this policy, "patron data" is defined as information that identifies a Library patron or information that can be connected to a patron. It is a form of government data and is subject to federal law, Minnesota State Statutes, and Library data governance policies and procedures.

Patron data includes, but is not limited to, information associated with borrowing library materials and requesting information, using the Library's computers and wireless service, reserving Library meeting rooms, and accessing downloadable content and other resources via third party vendors.

Library Data Privacy

The Library shall comply with the applicable federal, state and local laws on private data. In the state of Minnesota, all government data including patron data is public unless it has been classified otherwise by state statute or federal law. Pursuant to Minnesota Statute §13.40, the following data maintained by the Library are private data on individuals and may not be disclosed for other than a Library purpose, except pursuant to a court order:

- Data that link a patron's name with materials requested or borrowed by the patron or that link a patron's name with a specific subject about which the patron has requested information or materials.
- Other than the name of the patron, which is public, any information on the Library card application.

Circumstances When Private Data May Be Released:

1. Patrons may access the data that is about themselves.
2. The Library may release reserved materials to a family member or other person who resides with a library patron and who is picking up the material on behalf of the patron. A patron may request that reserved materials be released only to the patron.

3. Private data may be disclosed to a parent or guardian of a minor or vulnerable adult. In the case of a minor, the Library shall, upon request by the minor and after receiving a completed Request for Denial of Parental Access to Private Data Form from the minor, withhold data from a parent or guardian if the Library determines that withholding the data would be in the best interest of the minor. (See Minnesota Administrative Rules Chapter 1205.0500, Subpart 3, regarding the access procedures for a parent or guardian.)
4. The Library may release private data pursuant to a subpoena, warrant, court order, or other authorized request that legally requires compliance. (See also Minnesota Statutes §§13.02, 13.05, 13.40.)

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The Library collects and retains patron data which is:

- Necessary for the provision and management of Library services
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Patron Library card numbers, and the location and time of patron logins are collected to manage the queues for using Library computers. For wireless connections, the date and time of a wireless connection and the MAC address of the device that is connected through the wireless network is retained for a period of time determined by City of Stillwater IT staff.

The Library's collection is also a part of the networked, digitized Library environment. Patrons increasingly borrow Library materials by accessing and downloading them via third party vendors. Vendors who are under contract with the Library are subject to the same federal and state data privacy laws as the Library.

Handling and Disclosing Patron Data

Library staff and volunteers maintain patron data in accordance with Library policies and procedures and the Minnesota Government Data Practices Act. Any data maintained by the Library under the Minnesota Government Data Practices Act may be requested from Library staff. If the Library has the requested data, but are not allowed to disclose it, the Library will inform the requesting party as soon as reasonably possible and identify the law that prevents the Library from providing the data. If the Library has the requested data, and the data is public, the Library will respond to the data request appropriately and promptly, within a reasonable amount of time.

The Library does not give, share, sell, or transfer patron data for commercial purposes.

Roles and Responsibilities

Library staff adhere to the principles espoused in this policy. Staff shall refer any law enforcement inquiries to the Library Director or his/her designee. Requests for private data may require the Library Director to consult with the Library Board President, City Clerk, and/or City Attorney. Library records with private data will not be made available to any agency of the state, federal, or local government

unless the Library is served with a subpoena, warrant, court order, or other authorized request that legally requires compliance.

Library patrons have the responsibility to safeguard their personal privacy, report lost library cards, manage their library account privacy settings, familiarize themselves with the privacy policies of the third party vendors they access, and be aware that the Library cannot protect the privacy of data that is transmitted to third parties via the Internet.

Associated Policies and Laws

- Stillwater Public Library: Internet Public Use Policy
- Minnesota. [Government Data Practices Act](#)
- Minnesota. Administrative Rules 1205.0500. [Access to Private Data Concerning Data Subjects Who Are Minors](#)
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- United States. [Electronic Communications Privacy Act](#)

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 Huelsmann Foundation graciously awarded the library a \$20,000 grant to fund needed exterior masonry repairs to prevent water intrusion and other damage. This grant will be combined with city capital funds for the 2021 restoration phase projected to cost \$47,939. Upon completion of this year's work, more than \$135,000 in repairs will remain.
- A significant amount of staff time was needed to complete the Minnesota Public Library Annual Report. Business and Communications Manager Keri Goeltl diligently compiled statistics and other information from a variety of people, including Information Services Supervisor Aurora Jacobsen, Youth Services Supervisor Angela Petrie, Circulation Services Lead Lori Houston, Volunteer Coordinator Susie Danielson, City IT and Finance staff, Washington County Library and Mark, in order to accurately complete the required report given information available at this time.
- The library board president and director were invited to Stillwater Township's annual meeting and gave a well-received presentation of library services.
- Provided information to the city attorney so that a 2021 services agreement could be drafted and signed, allowing One23 Events to manage remaining, previously scheduled events this year.
- Attended a Zoom meeting featuring Senator Housley on March 23, at which several librarians advocated for increased Regional Library Basic System Support (bill numbers: SF 1131/HF 1710) and Legacy Funding (SF 1832/HF 1945) to promote equal access to cultural programming. The senator said she would support both initiatives.
- For the public greeters, Mark updated both the tracking sheets and other informational documentation. Based on state guidelines that came out March 15, the capacity limit for the library was revised upward. As there is no specific category for libraries, we've been using the category of "indoor events and entertainment" as a guide. The state's new parameters for that category are "50% capacity, no more than 250 people." For the library, 50% of capacity is 363, which means our uppermost limit must be capped at 250. However, Mark uses a more cautious calculation and the new limit is 98 patrons.
- The city's Workplace of Tomorrow team met to discuss the status of current operations across departments and look ahead to potential changes in the near future.
- Communicated with the city's new Parks Superintendent, Jason Grode, to seek permission for the library to temporarily install story stroll signs in Pioneer Park from June 4 – June 8. Jason was great to work with and gave us permission to proceed with the display.

Heads-Up

- On March 17, the board of the Friends of the Stillwater Public Library met for the first time in a year, and the primary topic of this meeting was to discuss the feasibility of a drive-through book sale. The Friends' board and Mark determined this could be safely accomplished and dates were set. The two-day sale will occur on Friday, April 30 from 11 a.m. – 4 p.m. and Sunday, May 2 from 12 p.m. – 4 p.m. Half of the Margaret Rivers meeting room is being used as a staging area to sort inventory by volunteers. On the sale days, customers will drive into the library's parking ramp and remain in their vehicle, they will tell one Friends' volunteer what category they're interested in (e.g., children's books, mysteries, history, etc.) and pay the fee of \$10 per bag, another volunteer will put those pre-bagged materials in the customer's vehicle, and then onto the next customer. Unlike previous sales, customers will not be able to select individual titles.
- The Facilities Committee and Calyx Design have scheduled a meeting on April 12 to review a preliminary plan presentation. On this date, the design team will make a digital presentation of initial concepts for the 4th Street lawn and get input from the committee for further refinement of

ideas. An update will be provided at the April 13 library board meeting as part of committee reports.

- Mark is keeping the Library Foundation Manager apprised of discussions around the likelihood of a city July 4th fireworks display because that impacts Light a Spark planning.

Near-Term Future Focus

- Coronavirus (COVID-19) planning elements.
- Help develop a presentation around the history of the library's event wing, its use, impact on library operations, and survey results.
- Assist Calyx Design Group as needed.
- Working to get the library on Building Restoration Corporation's schedule for masonry repairs.
- Review of library policies.

A sincere thank you to trustee Pat Lockyear and her husband Jim for cleaning up the evergreen pots on the terrace and outside the 4th Street entrance and preparing the containers for new plantings later this spring. While the evergreens were a great addition over the winter months, Pat thoughtfully wanted to ready the pots for new plantings by the Ivy Club. Pat and Jim's time, expertise and attention to detail are greatly appreciated!

On behalf of staff, a collective thank you is also extended to our wonderful library board of trustees for the two bouquets of flowers and lovely cards delivered on Monday, April 5 in recognition of staff service as we celebrate National Library Week. These brightened up our week!



Report from the Information Services Supervisor, Aurora Jacobsen

Public Services

Circulation, Adult Programming and Reference

February Programs:

- Connect Through Books with library staff had 5 attendees.
- Flowers in Acrylic with Karen Tan had 20 artists.
- Bird Migration from the St. Croix to Costa Rica had 28 attendees.
- Folk Art and Traditions of India Craft Program brought in 12 attendees.
- Herb Gardening had 24 gardeners.
- Minnesota's Gangster Past - Land of 10,000 Crimes had 27 people.
- Take and Make Crafts this month were Birdseed ornaments with 141 crafts distributed and Make Your Own Pincushions.

Circulation

- Circulation provided 507 Curbside registrations during 9 pick-up dates.
- March had 23,076 physical checkouts and renewals.

Reference

- Staff prepared and checked out 16 Book Bundle requests.
- Aurora spent time working on getting subs back into the building with the expanded hours. Since many of the staff haven't been in the building in over a year, there were several steps: finding which are still interested, scheduling "catch-up" time to go over changed practices and then scheduling. We are looking forward to seeing more of their faces again soon!
- Aurora picked up the digital slides that the Minnesota Digital Library will add once the meta-data is established. Included below are some of the images.
- Carol Hendrickson has returned to volunteer in the Saint Croix Room to both help preserve local history and to respond to the in-depth local history questions the library receives.

Partnerships

- Jodi is coordinating both Reference and Circulation staff to work outreach at the Farmer's Market on June 19th and at the Bird Count Event at Pioneer Park on May 15th. Staff are looking forward to being able to outreach in a way that feels extra safe!
- Aurora has spent several brainstorming sessions with Heather Rutledge at ArtReach getting ready for June's Big Read. The brochure is going to the printer on April 9th, so expect to hear about a full slate of programming soon.

Upcoming in March:

- Flowers in Acrylic with Karen Tan on April 1st
- Connect Through Books with library staff on April 5th
- Operation Pollination on April 12th
- Owls of the Eastern Ice on April 15th
- Sculpt Your Own Planter Pots on April 20th



March Programs

- *Virtual Storytimes*
 - 1 Guest Musical Preschool Storytime: 'Nature' with Miss Rose
 - 3 Baby Bear's Story Kitchen sessions
 - 1 Guest Preschool Storytime: 'Cats' with Miss Alisa
- *Virtual (non Storytime) programs*
 - 'Calming Back to School Anxiety' with National Association for Mental Illness (NAMI) – (6)
 - 'The Secret Life of Puppets, part 1 with Z Puppets (24)
 - 'The Secret Life of Puppets, part 2 with Z Puppets (7)
 - 'Art for Kids' Clay Fairy House Kit – (KidCreate) (42)
- *Self Directed Programming & Connections*
 - *Science-themed Take-and-Make kits* – each includes detailed instructions and information in addition to a book list to encourage and support further exploration
 - PreK STEAM Explorers kits – *Rainbow Formation* (70)
 - K-5 STEAM Explorers kits – *UV Bead Animals* (120)
 - Tween/Teen STEAM Explorers kits – *Macrame Rainbow* (40)
 - *ARCs (Teen)* – (5)

Program Notes

- The staff-created activity kits, for all ages, have continued flying out of the building. Although they are labeled with an intended age range, people take whatever they are interested in. February's **Animal Crossing** charm kit geared to teens was extremely popular. Animal Crossing is a Nintendo Switch game played by all ages and big in pop culture. We suspect the name recognition was a big draw. Many librarians play the game regularly!
- Summer reading program planning continues with finalization of the tracker guidebook design and collateral pieces and staff and vendor program coordination.
- A spring *Story Stroll* is planned for the 4th Street Lawn which entails laminated picture book pages placed in real estate style signs for families to enjoy during the nice weather. Literacy prompts are being planned for families looking for more involvement.

Outreach / Community Engagement Programs and Visits

- Head Start requested subject books that were delivered to their classroom
- New Heights School K-2 class visited (1st onsite class visit since closing; see details below)
- ECFE Virtual newsletter (details below)

Partnerships

- New Heights School – Teacher Christie Hogan brought 14 K-2 students, accompanied by two additional adults, to check out books. With input from administration and other library staff, Angie arranged for them to visit when the library is closed to the public to maintain our capacity guidelines. YS Staff worked in tandem to accommodate the children's questions. Circulation Staff helped with new card registrations. The class will visit every other Thursday afternoon for 30 minutes through the end of the school year. Beginning April 8, we will offer a scavenger hunt to help channel their energy and enthusiasm for being in the library's space. They can only accept the 'mission' after they have checked out their books to ease the end of visit rush. The teacher thanked us repeatedly for accommodating her class when the library is closed. The visit

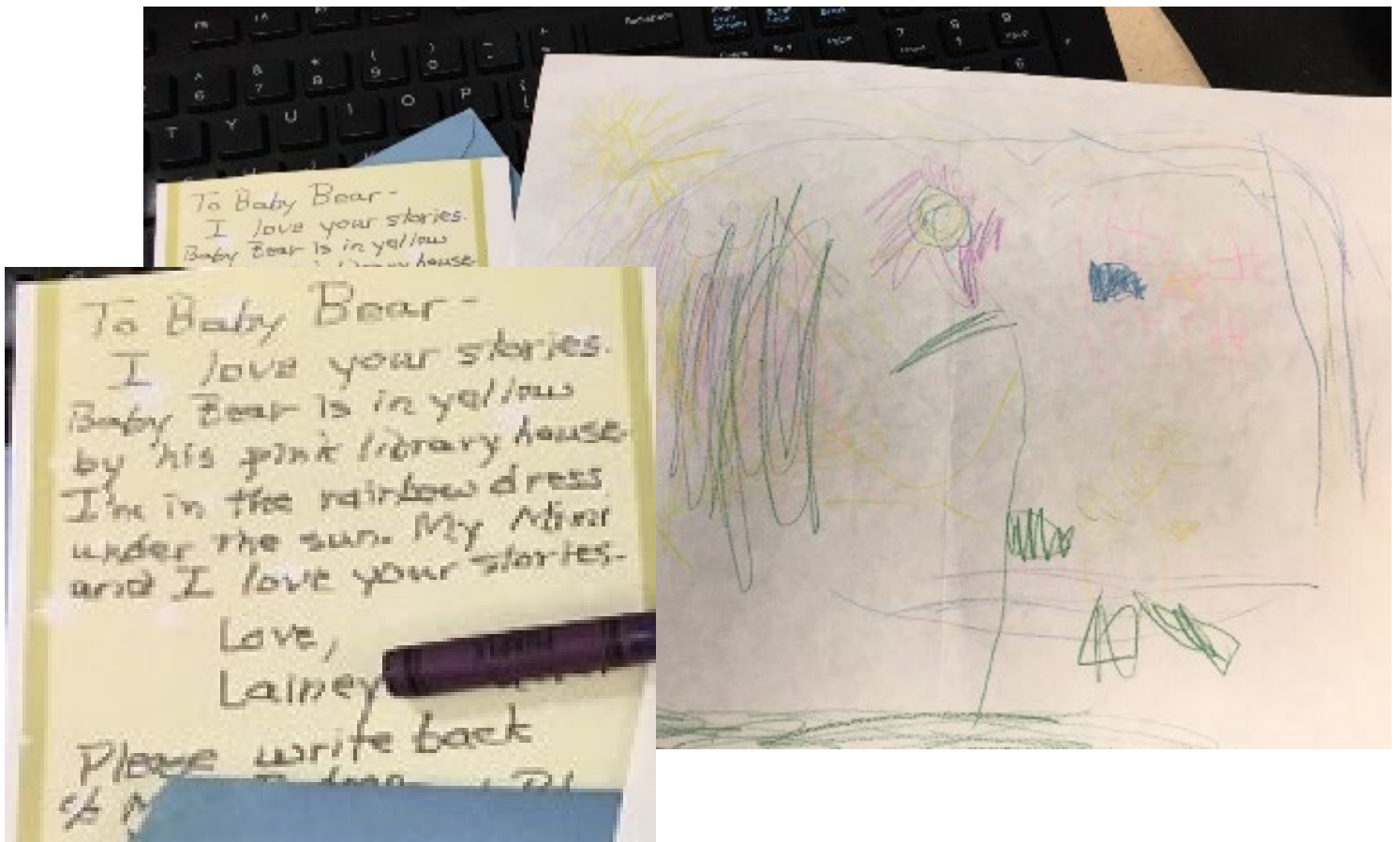
went off without a hitch! The teacher request prompted the addition of COVID group visit guidelines to the [library website](#). All inquiries will be directed to Youth Services.

- As of March 1, YS began sending twice per month “Early Childhood Library Updates” to Jenny Hanlon for distribution to ECFE contacts. Listings include direct links to virtual preschool programs as well as information about upcoming youth programs for all ages. Kim filmed a short video, “Books for Toddlers: Miss Kim from Stillwater Public Library shares three springtime books that are perfect for Toddlers, and explains why she loves each one of them for building little ones' early literacy skills.” <https://youtu.be/OFMnNiLoJLE>

Upcoming Single Date Programs

- *NAMI – Ending the Silence (teens)*
- *Bunny Sunset - Art for Kids, K-5 (KidCreate)*
- *Preschool Irish Music Class with Miss Alisa – each child will receive a music kit (to keep), containing an egg shaker with the library logo, a colorful scarf, and lyrics for all the songs!*

“Baby Bear Loves Mail!” – Baby Bear continues to receive occasional correspondence, and he always writes back promptly (if a return address is included). He likes to send a photograph of himself along with a drawing; I send an accompanying note to the child on Bear notepaper, and a separate one to the adult if they have written me a note from themselves. Baby Bear replied to six notes in March and the Mail Snail replied to one note that was addressed specifically to him. **A recently received letter and drawing are below-**



Stillwater Public Library Foundation
Board Meeting – February Meeting – Held 2/26/21
Video Conference

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

Guest Present: Miriam Simmons

1. Welcome - President Shawn Glaser called the meeting to order on Go To Meeting at 8:32. Members checked in.
2. Approval of the Minutes - Minutes for the January meeting was approved electronically prior to this meeting.
3. Reports
 - a. President- Shawn
 - Introduced Miriam Simmons who worked on the By-Laws
 - There was a lively and informative discussion of the By-Laws by the members of the Board. The By-Laws were reviewed, and further changes were made.
 - Thank you was sent for donations.
 - b. Library Director - Mark
 - Telescope kits were funded by the Rotary Club and the city of Stillwater.
 - The Library Task Force is doing a survey.
 - c. Finances - Dustin
 - Gave a finance report
 - The Budget will be presented at the next meeting.
 - d. Governance – Amber
 - The Bylaws will be revised again and distributed to the Board.
 - e. Events & Marketing – Summer and Alicia
 - Postcards have been sent.
 - Registration for Pi Day is in progress.
 - f. Foundation Manager - Alicia
 - Working on day-to-day matters.
 - Working with Chris for Pi Day
4. Other Business –
 - None
5. Adjournment - The meeting was adjourned at 10:10 a.m.

Respectfully submitted,
Paige Hoyle, Secretary

**Friends of the Stillwater Public Library
2020 Financial Reports**

Period:	<u>3/1/2020 - 12/31/2020</u>	<u>2020 Totals</u>
Opening Balance	\$39,036.97	\$39,212.96
Receipts:		
Memberships	\$220.00	\$370.00
Donations	\$4,530.04	\$4,774.28
Ongoing Book Sales	\$431.00	\$1,083.50
Semi-Annual Book Sales		\$0.00
Scanner Fees		\$0.00
Book Bag Sales	\$30.00	\$30.00
Total Receipts	\$5,211.04	\$6,257.78
Disbursements:		
Grants to Library	\$4,200.00	\$4,500.00
Sponsorships	\$500.00	\$500.00
Memberships		\$25.00
Postage		\$0.00
Printing & Supplies	\$23.95	\$66.68
Sales Tax		\$855.00
Fees		\$0.00
Misc.		\$0.00
Total Disbursements	\$4,723.95	\$5,946.68
Ending Balance	\$39,524.06	\$39,524.06

Outstanding Grants Due to Library:

Book Sale Nov. 2018
Book Sale Nov. 2019
Book Sale Nov. 2020

Other:

Book Sale Apr. 2015	\$668.57
Book Sale Apr. 2016	\$2,982.50
Book Sale Apr. 2017	\$2,807.00
Book Sale Apr. 2018	\$3,765.85
Book Sale Apr. 2019	\$4,519.50
Book Sale Apr. 2020	
	\$14,743.42

**Friends of the Stillwater Public Library
2021 Financial Reports**

Period: 1/1/2021 -
3/15/2021

Opening Balance	\$	39,524.06
Receipts:		
Memberships	\$	150.00
Donations	\$	2,110.00
Ongoing Book Sales		
Semi-Annual Book Sales		
Scanner Fees		
Book Bag Sales		
<hr/>		
Total Receipts	\$	2,260.00
Disbursements:		
Grants to Library		
Sponsorships		
Memberships	\$	25.00
Postage		
Printing & Supplies		
Sales Tax	\$	74.00
Fees		
Misc.		
<hr/>		
Total Disbursements	\$	99.00
<hr/>		
Ending Balance	\$	41,685.06

Outstanding Grants Due to Library:
Book Sale Nov. 2021

<i>Other:</i>	
Book Sale Apr. 2015	\$668.57
Book Sale Apr. 2016	\$2,982.50
Book Sale Apr. 2017	\$2,807.00
Book Sale Apr. 2018	\$3,765.85
Book Sale Apr. 2019	\$4,519.50
Book Sale Apr. 2021	
	<hr/>
	\$14,743.42

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Board Governance Committee Report	
OWNER: Board Governance Committee	PRESENTER: Bell, President
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: SPL Board Governance Committee Notes March 30, 2021, 3 p.m. via Zoom Present: Bell, Hemer, Mathre, Troendle	
Committee Organization	
<ul style="list-style-type: none"> • Reviewed Committee Charter. • Paula Hemer will chair the Committee this year. • Meetings will be scheduled the last Wednesday of the month at 3 p.m. and canceled if there is an insufficient agenda. 	
Committee Foundation Documents	
The Committee is charged to provide guidance for maintaining these foundation documents:	
<ul style="list-style-type: none"> • Bylaws The bylaws were adopted on 8/3/1998 and amended in 2020. • Trustee Profile/Job Description To be developed. • Board of Trustees New Member Orientation Manual The manual was compiled in 2020 and first used to orient new trustees in 2021. 	
2021 Work Plan: Brainstorming and Discussion:	
<ul style="list-style-type: none"> • Board Self-Assessment Survey <ul style="list-style-type: none"> ○ The first survey will be administered in 10/2021. The Committee discussed survey administration, compilation, and use of results. ○ Recommendation: Develop an electronic version of the survey, incorporate links to documents (such as the <u>Minnesota Public Library Trustee Handbook</u>) that are referenced in the survey. • Board Governance Policies, Procedures, Practices <ul style="list-style-type: none"> ○ Explore the possibility of a board workshop (similar to the 2019 Propel workshop) on board roles, responsibilities and organizational development. • Trustee Profile/Job Description <ul style="list-style-type: none"> ○ Develop a customized trustee job description for SPL modeled on previous draft descriptions and sample job descriptions in the <u>Minnesota Public Library Trustee Handbook</u>. • Recruitment of New Trustees <ul style="list-style-type: none"> ○ The City announces vacancies and invites applications. Vacancies currently are promoted on the city and library websites, Shelf Life, social media, local newspapers and by personal contact with potential applicants. 	

- Consider additional strategies: use library’s website to post trustees photos and improve access to board agendas and minutes, cablecast board meetings, post flyers in local businesses and community gathering spaces, add a student representative to the board.
- Interview Questions for Trustee Applicants
 - Review the questions which were revised in 2021.
- Other Suggestions
 - Consider ways for the trustees to advocate for library services and funding, offer presentations during board meetings of library policies and operational topics (similar to Finance 101).

Next Steps

Mark:

- Contact the St. Croix Valley Foundation about possible board workshop opportunities
- Ask the City Clerk for advice on handling self-assessment survey results in light of the Open Meeting Law.

Paula:

- Contact members of the Board Self-Assessment Task Force to discuss their thoughts on the distribution and use of results from the Self-Assessment Survey.
- Send a copy of the trustee interview questions and the 2017 draft trustee job description to Committee members.

Next Meeting: April 28, 2021, 3 p.m.

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 ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>Library Events Task Force Meeting Notes March 17, 2021, via Zoom Present: Ellis, Goeltl, Hemer, Lockyear, Mathre</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Preliminary survey results were presented with Pat noting that the 12 staff responses were very similar to the 182 community responses received to date. Survey will be available to the community and staff through March 31st. • Discussion of the first two (of 3) questions continued: <ol style="list-style-type: none"> 1. How does the SPL mission inform our use of the Event Wing? There was agreement that it's use does fit the Library's mission and it specifically addresses the first three goals of the Strategic Plan. 2. What should be the basis for prioritizing use of the Event Wing space? Generating fees? Community preference? Impact on staff, facility and neighborhood? <ul style="list-style-type: none"> ○ Members agreed that generating revenue should not be a priority. Sandy suggested requesting donations rather than fees. ○ Priorities should be based on furthering the library's mission, community preference, positive impact on the community and sustainability. ○ Sustainability was viewed as complex, including technology demands, length of event and numbers of participants, security, food & beverages, cost (to the library) of holding the event. ○ Keri suggested creating a matrix/grid to help understand how event priorities would be determined. Pat noted that there could be 2 grids, one to subjectively prioritize events and one to objectively determine each event's sustainability. ○ Keri shared that a community individual has asked to join the Events Task Force. It was noted that it would be too late to add a member but that the individual's input is welcomed and he/she could attend the May board meeting when progress of the Task Force will be presented. <p>Decisions and Assignments:</p> <ul style="list-style-type: none"> • After March 31st survey deadline, comments from questions 4 through 8 will be clustered/categorized to reveal similar responses. Pat offered to have each team member help Keri with this task. • Keri will draft grids working with Sandy to build the grid on sustainability. The priority grid will include the following considerations: furthering the library's mission, community preference, positive impact on the community and sustainability. • Library Director Mark will be invited to the April 7th Task Force meeting. Agenda 	

items for that meeting will include how to approach the City Council regarding future use of the Event Wing and planning for the May Board presentation.

NEXT MEETINGS:

Wednesday, April 7, 11:00-12:00

Wednesday, April 21, 11:00-12:00

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>	<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"> • Big Read in the St. Croix Valley: The Latehomecomer by Kao Kalia Yang • 2022 operating budget discussions • Finance 101
<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
<i>Council Liaison:</i> Ryan Collins		1
<i>Library Director:</i> 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
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Updated: 2/4/2021