

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, May 11, 2021
7:00 PM

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

Introductory Business (5 minutes)

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

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

Regular Business (10 minutes)

4. Consent Calendar
 - a) Adoption of April 13, 2021 Minutes +
 - b) Acknowledgement of Bills Paid in April +
 - c) 2021 April Budget Status Report +

Informational/Discussion (35 minutes)

5. Trustee Information Sharing I+
6. Events Task Force Presentation D+

Decisional (40 minutes)

7. Library Hours and Services and Mask Requirement A+
8. 4th Street Lawn Design Concept Approval A+

Reports (20 minutes)

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

13. Adjournment A

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 PM on Monday, May 10, 2021.

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

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
April 13, 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 7:03 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. Carlsen second. Hemer second.

Lockyear noted an error on the supplemental funds list. The year listed on the heading rows for the different groups of gifts should be updated to 2021.

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

AGENDA ITEM 5: Trustee Information Sharing

Troendle provided an update on the Zoom meeting with Senator Housley. The group advocated for two bills – regional system support to help all libraries and MN Arts and Cultural Heritage Legacy Fund support to continue cultural programming throughout libraries. Senator Housley inquired about how libraries were adapting and responding to COVID. At the end of the call, she agreed to support both bills.

AGENDA ITEM 6: Library Hours and Services

Troendle reported that the library has tried to be nimble and adapt to new information and changing conditions in managing hours and services. To this end, Troendle presented two proposals for changes in hours and services for consideration and discussion. He recommended a final decision be made at the May meeting.

Board discussed the proposals. In consideration of variants, vaccination rates, school end dates, and feedback from the public and staff, the trustees agreed that option 1 with expanded hours beginning in June was the preferred direction. Trustees decided to review this option at the May meeting, with the inclusion of the latest information regarding public health recommendations and current library usage.

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AGENDA ITEM 7: Report of Director Performance Evaluation: 6-Month Progress Check

Bell reported that at the March meeting there was a closed session to conduct the progress check. The summary of the progress check was that the director has done an outstanding job during this time when pandemic concerns have impacted library hours, services, and staff.

AGENDA ITEM 8: 2020 Annual State Report

Troendle referred trustees to the annual report and comparative usage summary in the board packet. Troendle highlighted both the circulation data in comparison to open hours and the 2020 programming numbers. He also directed trustees to the notes on the cover sheet in answer to anticipated questions regarding the annual report data.

Motion to accept 2020 report. Hemer moved. Mathre second. Yes: Bell, Carlsen, Cox, Hansen, Hemer, Hollatz, Lockyear, Mathre, Richie; No: None.

AGENDA ITEM 9: Data Practices Policy

Troendle presented a new Data Practices Policy to the board for review and approval. He reported that the policy was last revised in 2007. Due to its age and need for substantial revision, new policy went through a number of iterations and was drafted with input and review from City IT staff, Information Services Supervisor Aurora Jacobsen and Circulation Services Lead Lori Houston. Then, it went to the City Attorney for review.

Two changes were requested:

- On page 61 in the board packet in the second bullet point, change the words “opt in” to “opt-in.”
- On page 61 in the board under Handling and Disclosing Patron Data, change the word “are” to “is” so that the sentence will read: “If the library has requested the data, but *is* not allowed to disclose it, the Library will inform the requesting party as soon as reasonably possible ...”

Motion to approve Data Practices Policy with corrections. Hansen moved. Lockyear second. Yes: Bell, Carlsen, Cox, Hansen, Hemer, Hollatz, Lockyear, Mathre, Richie; No: None.

AGENDA ITEM 10: Director and Other Staff Reports

Troendle noted that there was discussion at the March board meeting about social media and the ability of trustees to comment. A question was raised if a trustee could respond to a question posted on Nextdoor and if the trustee would need to identify themselves as a library trustee.

Troendle reviewed the PowerPoint presentation from the Boards and Commission Training. In relation to social media, the presentation stated: “You are violating the Open Meeting Law if you are friends on FB with a quorum of PC members; or you are followed on Twitter by a quorum of PC members; or you are “linked in” with a quorum of PC members; and you discuss, post, or opine about any official business that will come before you at the PC.” PC refers to Planning Commission and was an example used by the City Attorney in the training.

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Troendle then contacted the City Attorney for clarification. He was referred to her colleague Amanda Johnson. Amanda's response was:

- 1) Is there a quorum of board members on Nextdoor? If not, then the trustee could comment provided they make it clear that they are not speaking for the Board.
- 2) If there is a quorum of board members on Nextdoor, then the platform would need to be available to the entire general public for a trustee to comment. If the platform is not available to the public, then commenting could be a violation of the open meeting law.
- 3) In summary, a trustee can talk about official business on social media, but cannot do so if there is a quorum of the board and the social media site is not fully public.

Council Liaison Collin's understanding is that the quorum guidelines refer to the number of trustees commenting on the post. At the council level, a citizen may post about a troubled property. One council member could comment about the post, but a quorum could not comment.

Lockyear suggested that the safest route may be to not comment on anything about library as we don't know what is quorum. Mathre agreed that there might be more to lose than to gain. Hansen noted that if he saw something on social media that got his attention, he would send an email to the chair.

Bell suggested that this topic go to the board governance committee for further discussion.

Troendle has nothing else to report unless there are questions.

AGENDA ITEM 11: Foundation and Friends Reports

Troendle reported that Pi Day Sunday, March 13 was success for the Foundation. This was not a fundraising event but an appreciation event. The event went well and was entertaining and informative.

In March, the Foundation approved \$79,800 in support to the library. These were essentially grant requests approved by library board in October. The list of grants approved can be found on the supplemental funds report on page 23 of the board packet.

The Friends met in March, which was their first meeting in a year. They generously supported the library with \$8,000 grant, which was also approved by board last October. Friends are busy preparing for their curbside bag of books sale on April 30 from 11 AM – 4 PM and on May 2 from 12 PM – 4 PM.

Bell noted that the Friends are in the process of sending membership renewal notices. If you have been a Friend in the past, you will likely get a request to renew. If you haven't, this might be something to consider as the Friends do a lot of good work on behalf of the library.

Hemer expressed disappointment with the decision not to offer the used book collection drive. She has many used books that she would like to donate.

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AGENDA ITEM 12: Board Committee Reports

- a) Board Governance Committee: Report in packet. Hemer, 2021 chair of the committee, reported they are reviewing the self-assessment tool, which is planned to be rolled out in October. They are also reviewing the trustee interview questions, trustee job description, and will now reviewing the question of trustees and social media.
- b) Executive Committee: No meeting.
- c) Facilities Committee: Lockyear reported that the Facilities Committee met yesterday with Calyx Design. Lockyear visually shared and presented two concepts proposed by Calyx. Slides are included as an addendum to the minutes.

Lockyear reported that Concept A is the preferred concept of the Facilities Committee. This symmetrical concept has a formal large group gathering space, several different seating options, and enhances the historic building. It is a plan that can be implemented in phases with multiple funding opportunities.

Concept B is a more free-flowing style incorporating tiered event space and a pergola. The Facilities Committee felt that this design did not reinforce the architecture of the building and instead competed with it. They were also concerned that the terracing and mounds may be more difficult to maintain, and it would be harder to break the projects into phases. In addition, the total estimate for this concept was more expensive than Concept A.

The goal in implementing either concept is that no funding would be asked of the city. The library would seek private or Foundation funding. Trustee feedback on the project was requested. Troendle will send the slides to the trustees following the meeting so they can further consider the design concepts.

- d) Finance: No meeting.
- e) Library Events Task Force: Lockyear directed trustees to the report in packet. She noted that the task force had another meeting in April, which will be included the next packet.

AGENDA ITEM 13: Public Commentary and Communications

None.

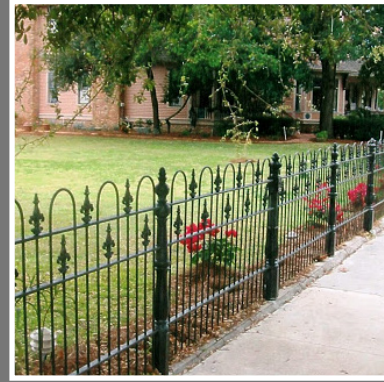
AGENDA ITEM 14: Adjournment

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

Meeting adjourned at 8:32 PM.

1) HISTORICAL APPROPRIATENESS

- NATIVE AND ADAPTED PLANTINGS
- LANDSCAPE SYMMETRY
- FORMAL SCREENING FROM 4TH STREET
- COMPLEMENTARY MODERN LANDSCAPE AND SITE FURNISHINGS



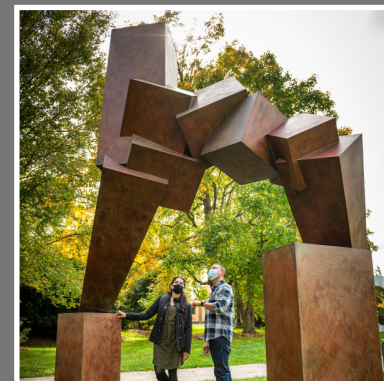
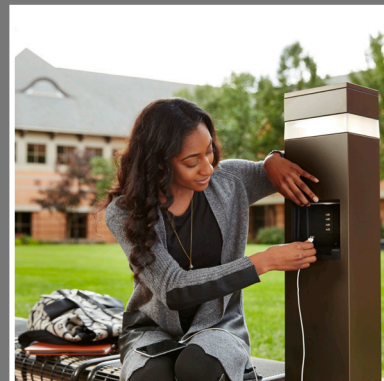
2) LOWER OVERALL MAINTENANCE

- HARDY PLANTINGS
- LASTING HARDSCAPE MATERIALS
- PERMANENT SITE FURNISHINGS
- QUICK PROGRAM SETUP



3) ENHANCED LIBRARY USER EXPERIENCE

- FLEXIBLE SEATING AND GATHERING SPACES
- TECHNOLOGICAL AMENITIES
- EDUCATIONAL AND SCULPTURAL ELEMENTS
- INTERACTIVE ART AND ACTIVITIES



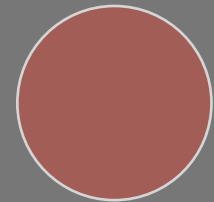
CONCEPT SUMMARY

- PROGRAM PODS
- INCREASED ACCESSIBILITY
- ALLOWS FOR DONOR DRIVEN EXPANSION

INDIVIDUAL / SMALL GROUP SPACE



- READING ROOMS
- LOUNGE SPACE



LARGER GROUP SPACE

- BOOK CLUBS
- CHILDREN'S STORY TIME
- CHILDREN'S MAZE



ACCESIBLE GATHERING SPACE

- LUNCH TABLES
- CHALK ART AREA
- READING NOOKS
- TEMPORARY KIOSKS



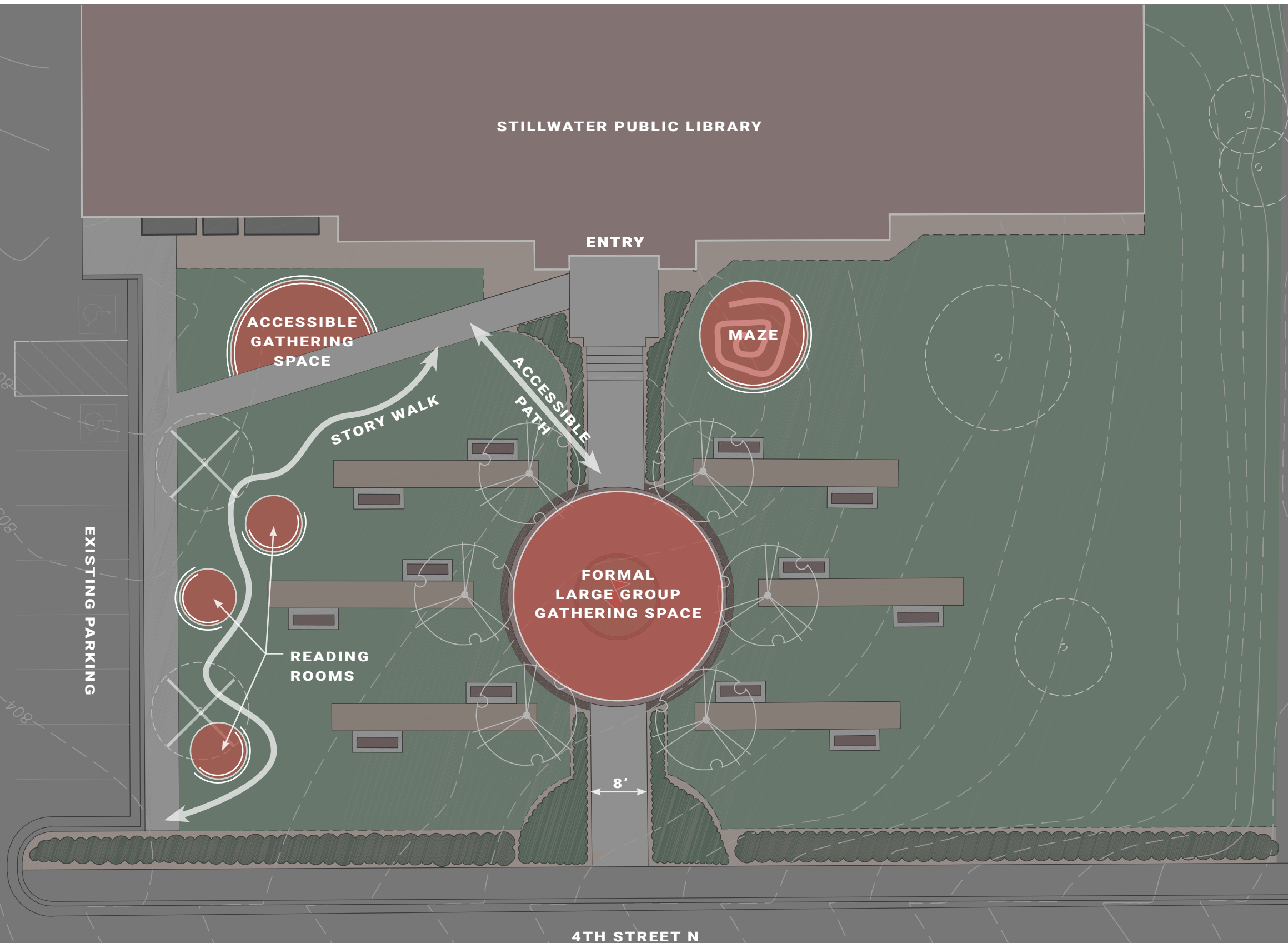
CIRCULATION / FUTURE PATH

- CONCRETE
- CRUSHED AGGREGATE
- STORY WALK



VISUAL BUFFER

- SHRUBS
- ORNAMENTAL FENCE



KEY FEATURES

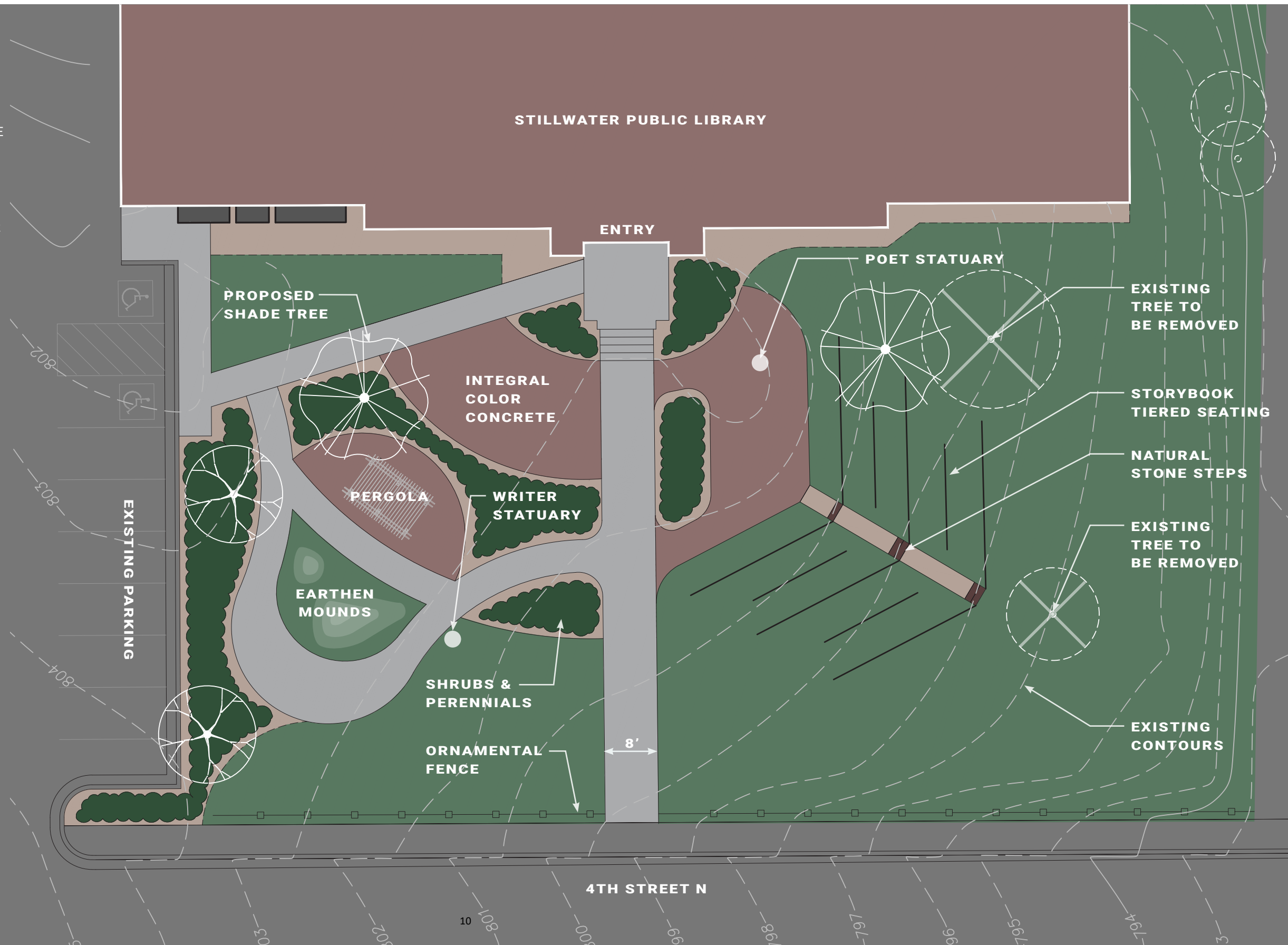
- FORMAL LANDSCAPE SYMMETRY
- CENTRAL GATHERING SPACE WITH SEAT WALL
- MODERN SCULPTURE AS FOCAL POINT
- TREES FRAMING FORMAL ENTRY
- INDIVIDUAL BENCH SEATING ROWS
- FORMAL HEDGE WILL REQUIRE MAINTENANCE TWICE PER YEAR





CONCEPT SUMMARY

- ORGANIC FORMS
- TIERED EVENT SPACE
- MODERN SEATING AND LOUNGE SPACE
- PARKING LOT SCREENING
- ORNAMENTAL FENCING
- WIFI CONNECTION OPPORTUNITIES
- PATH OPTIONS FOR A STORY WALK OR INTERACTIVE TREASURE HUNT



KEY FEATURES

- ORGANIC FORMS
- TIERED EVENT SPACE
- POET + WRITER STATUARY
- PERGOLA PROVIDES FILTERED SHADE
- ORNAMENTAL METAL FENCE INCREASES SECURITY AND REDUCES MAINTENANCE



CONCEPT A [NOT INCLUDING FUTURE EXPANSION ILLUSTRATION]

ITEM DESCRIPTION	OPTIONS	DONOR POTENTIAL	COST RANGE	AVERAGE COST	ESTIMATED AVERAGE COST
PAVING	INTEGRAL COLOR STAMPED	STAMPING PLAQUE	\$6.50 - \$9.00 PER SF	\$7.75 PER SF	\$30,000
PLANTING	TREES & SHRUBS GRASSES & PERENNIALS	SPECIMEN TREE PLAQUE STANDARD	\$3.00 - \$5.00 PER SF	\$4.00 PER SF	\$55,000
FREESTANDING WALLS	NATURAL STONE WALL BLOCK	DONOR PLAQUE	\$70.00 - \$120.00 PER LF	\$95.00 PER LF	\$25,000
SITE FURNISHINGS	SCULPTURE BRASS PLATES	DONOR PLAQUE	\$15.00 - \$20.00 PER SF	\$17.50 PER SF	\$30,000
SECURITY & SCREENING	FORMAL HEDGE	MEMORIAL PLAQUE	\$60.00 - \$80.00 PER LF	\$70.00 PER LF	\$15,000

ESTIMATE AVERAGE TOTAL COST: \$150,000-\$175,000*

*In addition, expect a 25% increase for consultant fees and bid contingencies as well as a yearly cost increase of approximately 5%

CONCEPT B

ITEM DESCRIPTION	OPTIONS	DONOR POTENTIAL	COST RANGE	AVERAGE COST	ESTIMATED AVERAGE COST
PAVING	INTEGRAL COLOR STAMPED	STAMPING PLAQUE	\$6.50 - \$9.00 PER SF	\$7.75 PER SF	\$30,000
PLANTING	TREES & SHRUBS GRASSES & PERENNIALS	SPECIMEN TREE PLAQUE STANDARD	\$3.00 - \$5.00 PER SF	\$4.00 PER SF	\$45,000
WALLS & STAIRS	CORTEN STEEL NATURAL STONE	DONOR PLAQUE	\$80.00 - \$130.00 PER LF	\$110.00 PER LF	\$35,000
SITE FURNISHINGS	SEATING SCULPTURE PERGOLA WIFI REPEATER	DONOR PLAQUE	\$15.00 - \$20.00 PER SF	\$17.50 PER SF	\$30,000
GRADING & EARTHWORK	EARTHEN MOUNDS	MEMORIAL PLAQUE	\$80.00 - \$100.00 PER CY	\$90.00 PER CY	\$30,000
SECURITY & SCREENING	ORNAMENTAL FENCE	MEMORIAL PLAQUE	\$130.00 - \$160.00 PER LF	\$145.00 PER LF	\$20,000

ESTIMATE AVERAGE TOTAL COST: \$175,000-\$200,000*

*In addition, expect a 25% increase for consultant fees and bid contingencies as well as a yearly cost increase of approximately 5%

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						
1KCDKHHR3GVK	03/16/21	Amazon Business	Gate Counter	\$ 29.98	230-4230-2101-0000	General Supplies
1VQ6H11KNMYH	03/23/21	Amazon Business	Programs - Juv STEAM (St Tsp)	\$ 31.47	227-4227-2407-0000	Other Govt Gifts - Programs
8042	03/17/21	ArtStart	Programs - Adult	\$ 425.00	230-4230-2407-0000	Programs
2035860372	04/01/21	Baker and Taylor	Programs - Juv SRP (SPLF HJA)	\$ 722.00	232-4232-2407-0000	SPLF - Programs
6076481	03/24/21	Blick Art Materials	Supplies	\$ 78.00	230-4230-2101-0000	General Supplies
4062021	04/06/21	Brodart Co	Materials - Juv	\$ 3,333.47	230-4230-2400-0000	Childrens Books
4062021	04/06/21	Brodart Co	Materials - Adult Fiction	\$ 1,779.90	230-4230-2401-0000	Adult Books - Fiction
4062021	04/06/21	Brodart Co	Materials - Adult Nonfiction (230 Primrose)	\$ 24.91	230-4230-2405-0000	Adult Books - Non Fiction
4062021	04/06/21	Brodart Co	Materials - Adult Nonfiction	\$ 2,162.20	230-4230-2405-0000	Adult Books - Non Fiction
4062021	04/06/21	Brodart Co	Materials - YA	\$ 617.85	230-4230-2406-0000	Teen Books
4062021	04/06/21	Brodart Co	Materials - Processing	\$ 820.81	230-4230-3404-0000	Processing Fee
4078962835	03/18/21	Cintas Corporation	Towels & Rugs	\$ 163.51	230-4230-4099-0000	Miscellaneous Charges
3122021	03/12/21	Hannah Karen	Programs - Adult Take & Make (ST Tsp) Staff Reimbur	\$ 55.68	227-4227-2407-0000	Other Govt Gifts - Programs
3162021	03/16/21	Hedin Sue	Programs - Adult Take & Make (ST Tsp) Staff Reimbur	\$ 23.84	227-4227-2407-0000	Other Govt Gifts - Programs
3162021	03/16/21	Hedin Sue	Programs - Adult Take & Make (Friends) Staff Reimbur	\$ 77.25	229-4229-2407-0000	Friends - Programs
3678397	03/22/21	Loffler Companies	Copier/Printer	\$ 733.45	230-4230-3707-0000	Maintenance Agreements
59291	03/23/21	Master Mechanical Inc.	RTU #2 Smoke Detector/ RTU #4 Low Limit	\$ 1,596.13	230-4231-3703-0000	Building Repair Charges
89526	03/22/21	Menards	Supplies	\$ 67.41	230-4231-2102-0000	Janitorial Supplies
4062021	04/06/21	Midwest Tape	Materials - Audio	\$ 219.94	230-4230-2402-0000	Audio
4062021	04/06/21	Midwest Tape	Materials - Video	\$ 150.69	230-4230-2408-0000	Film/Video
4062021	04/06/21	Midwest Tape	Materials - Processing	\$ 40.08	230-4230-3404-0000	Processing Fee
W210205092	03/12/21	Office of MN IT Services	Telephone - February	\$ 143.70	230-4231-3101-0000	Telephone
ORD111826	03/16/21	NADA Used Car Guide	Materials - Reference	\$ 175.00	230-4230-2113-0000	Reference
IV00166153	03/22/21	Nardini Fire Equipment	Annual Maintenance	\$ 219.29	230-4231-3707-0000	Maintenance Agreements - Lib Plant
57732	03/19/21	Premier Lighting Inc	LED Light Conversion (Capital Project 21-4231-241)	\$ 4,314.49	120-4230-5200-0000	C/O & Improvements
15517993	03/23/21	Quill Corporation	Supplies	\$ 44.78	230-4230-2101-0000	General Supplies
15520742	03/23/21	Quill Corporation	Supplies	\$ 24.59	230-4230-2101-0000	General Supplies
		INVOICES SUBTOTAL		\$ 18,075.42		
CREDIT CARD						
		None				
		CREDIT CARD SUBTOTAL		\$ -		
SPECIAL BILL PAYOUTS						
WS007	03/04/21	Karen Tan Art	Programs - Adult (ST Tsp)	\$ 350.00	227-4227-2407-0000	Other Govt Gifts - Programs
725268816	03/25/21	Xcel Energy	Gas	\$ 1,384.78	230-4231-3601-0000	Natural Gas
725268816	03/25/21	Xcel Energy	Electric	\$ 2,506.87	230-4231-3600-0000	Electricity
		SPECIAL BILL PAYOUT SUBTOTAL		\$ 4,241.65		
		GRAND TOTAL		\$ 22,317.07		

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						
2035882513	04/02/21	Baker and Taylor	Programs - JUV SRP (SPLF HJA)	\$ 48.50	232-4232-2407-0000	SPLF - Programs
2035902282	04/12/21	Baker and Taylor	Programs - JUV SRP (SPLF HJA)	\$ 13.00	232-4232-2407-0000	SPLF - Programs
1214805	03/31/21	Blackstone Audio	Materials - Adult Audiobooks (S.AAB)	\$ 250.60	230-4230-2402-0000	Audio
1216025	04/06/21	Blackstone Audio	Materials - Adult Audiobooks (S.AAB)	\$ 64.60	230-4230-2402-0000	Audio
1216193	04/07/21	Blackstone Audio	Materials - Juv Audiobooks (S.JAB)	\$ 163.68	230-4230-2402-0000	Audio
4202021	04/20/21	Brodart Co	Materials - Juv	\$ 520.03	230-4230-2400-0000	Childrens Books
4202021	04/20/21	Brodart Co	Materials - Adult Fiction	\$ 673.71	230-4230-2401-0000	Adult Books - Fiction
4202021	04/20/21	Brodart Co	Materials - Adult Nonfiction (230 Primrose-Conrad)	\$ 17.28	230-4230-2405-0000	Adult Books - Non Fiction
4202021	04/20/21	Brodart Co	Materials - Adult Nonfiction	\$ 593.82	230-4230-2405-0000	Adult Books - Non Fiction
4202021	04/20/21	Brodart Co	Materials - YA	\$ 109.89	230-4230-2406-0000	Teen Books
4202021	04/20/21	Brodart Co	Materials - Processing	\$ 235.43	230-4230-3404-0000	Processing Fee
21129-1	04/18/21	Calyx Design Group	4th St Lawn Design Preliminary Master Plan	\$ 5,500.00	232-4900-3099-0000	SPLF - Improvement Projects - Other Prof
306-02444792-3	03/31/21	Culligan of Stillwater	Water	\$ 21.65	230-4230-4099-0000	Miscellaneous Charges
9631186	01/12/21	KidCreate Studio/Get Messy	Programs - Juv (SPLF)	\$ 200.00	232-4232-2407-0000	SPLF - Programs
3202021	03/20/21	Washington County Master Gardeners	Programs - Adult	\$ 100.00	230-4230-2407-0000	Programs
4202021	04/20/21	Midwest Tape	Materials - Juv Audiobook(S.JAB)	\$ 841.73	230-4230-2402-0000	Audio
4202021	04/20/21	Midwest Tape	Materials - Juv Video (S.JV)	\$ 145.43	230-4230-2408-0000	Film/Video
4202021	04/20/21	Midwest Tape	Materials - Processing	\$ 114.56	230-4230-3404-0000	Processing Fee
W21030593	04/14/21	Office of MN IT Services	Telephone - March	\$ 143.70	230-4231-3101-0000	Telephone
4152021	04/15/21	Music Together in the Valley	Programs - Juv (Friends)	\$ 300.00	229-4229-2407-0000	Friends - Programs
55001	04/01/21	Tan Ni	Programs - Adult (SPLF)	\$ 350.00	232-4232-2407-0000	SPLF - Programs
55002	04/12/21	Tan Ni	Programs - Adult	\$ 350.00	230-4230-2407-0000	Programs
		INVOICES SUBTOTAL		\$ 10,757.61		
CREDIT CARD						
2178080	2/23/2021	American Library Association	Supplies	\$ 26.99	230-4230-2101-0000	General Supplies
24702260	2/12/2021	Dream Host	Website Hosting	\$ 21.45	230-4230-3098-0000	Technology Support
675112	2/3/2021	Nature-Watch	Programs - JUV STEAM (Friends)	\$ 104.26	229-4229-2407-0000	Friends - Programs
4163208	2/28/2021	Opentip.com	Programs - Juv EL Kits (Friends)	\$ 481.39	229-4229-2407-0000	Friends - Programs
2192021	2/19/2021	The Business Journals	Materials - Periodicals (SPLF)	\$ 150.00	232-4232-2113-0000	SPLF - Materials
		CREDIT CARD SUBTOTAL		\$ 784.09		
SPECIAL BILL PAYOUTS						
None						
		SPECIAL BILL PAYOUT SUBTOTAL		\$ -		
GRAND TOTAL				\$ 11,541.70		

Submitted for payment

Mark Troendle, Library Director

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgement of Bills Paid in April 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 April 2021 bills paid				
BACKGROUND/CONTEXT: Following is a bills report summary for the month of April:				
April 2021 (2021 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 21,136.89	\$ 6,983.50	\$ 1,423.89	\$ 29,544.28
Capital Expenditures	\$ 4,314.49	\$ 0.00	\$ 0.00	\$ 4,314.49
Total	\$ 25,451.38	\$ 6,983.50	\$ 1,423.89	\$ 33,858.77
<p>Explanations of large or out of the ordinary payments are listed below:</p> <p><i>Bill Resolution: April 6, 2021 – 2021 Fiscal Year</i></p> <ul style="list-style-type: none"> • \$733.45 to Loffler for copier/printer service contract for toner and supplies • \$1,596.16 paid to Master Mechanical for work on the rooftop HVAC units • \$4,314.49 paid to Premier Lighting for the LED light conversion, part of a budgeted capital project <p><i>Bill Resolution: April 20, 2021 – 2021 Fiscal Year</i></p> <ul style="list-style-type: none"> • \$5,500 paid to Calyx Design for the 4th Street Lawn Design Preliminary Master Plan. Funded by a grant from the Hugh J. Andersen Foundation through the Stillwater Public Library Foundation. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 4/06/2021 Bill Resolution – 2021 Bills 4/20/2021 Bill Resolution – 2021 Bills				
PREVIOUS ACTION ON ITEM:				
REVIEWED BY COMMITTEE?:				

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2021 April 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 – April 30, 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 was expended 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). \$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.</p> <ul style="list-style-type: none"> • Just under half of this total (\$16,666) reflected the preliminary budget for an in-kind gift from the Foundation for funding of the volunteer coordinator in 2021. • \$5,000 was budgeted for copier/printer sales, and \$8,000 was budgeted for lost material and processing charges. To date, minimal funds have been received in these areas. Revenue shortfall is anticipated due to the continuing practice of increased leniency in material returns and free, limited printing during COVID. <p><u>230 Funds – Operating Expenditures:</u></p> <ul style="list-style-type: none"> • Personnel Services: Personnel expenditures total \$281,289 through April. <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 \$20,918 in January –April 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). 	

- *Pending Journal Entry:* \$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 \$15,824.67 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 \$36,361 through April.
 - *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 April, \$6,003 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 April Budget Status Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

General Ledger

Budget Status

User: kgoeltl
 Printed: 5/5/2021 - 1:41 PM
 Period: 1 to 4, 2021



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
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	5,000.00	0.00	5,000.00	100.00
120-0000-3910-0232	Transfer In-Stillwtr Lib Found	25,000.00	0.00	0.00	25,000.00	0.00	25,000.00	100.00
120-0000-3910-0421	Transfer In-CO Bonds 2021-Library	45,000.00	0.00	0.00	45,000.00	0.00	45,000.00	100.00
	R45 Sub Totals:	75,000.00	0.00	0.00	75,000.00	0.00	75,000.00	100.00
	Revenue Sub Totals:	75,000.00	0.00	0.00	75,000.00	0.00	75,000.00	100.00
Dept 120-4230	LIBRARY							
E25	CAPITAL OUTLAY							
120-4230-5200-0000	C/O & Improvements	70,000.00	4,314.49	4,314.49	65,685.51	0.00	65,685.51	93.84
120-4230-5210-0000	C/O & Improvements - COVID 19	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-4230-5300-0000	C/O Machinery & Equipment	5,000.00	4,420.30	4,420.30	579.70	0.00	579.70	11.59
120-4230-5310-0000	C/O MIS Computer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-4230-5320-0000	C/O Mach & Equip - COVID 19	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	75,000.00	8,734.79	8,734.79	66,265.21	0.00	66,265.21	88.35
	Expense Sub Totals:	75,000.00	8,734.79	8,734.79	66,265.21	0.00	66,265.21	88.35
	Dept 4230 Sub Totals:	75,000.00	8,734.79	8,734.79	66,265.21	0.00		
Dept 120-4231	LIBRARY PLANT							
E25	CAPITAL OUTLAY							
120-4231-5200-0000	C/O & Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-4231-5300-0000	C/O Machinery & Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00

General Ledger

Budget Status

User: kgoeltl
 Printed: 5/5/2021 - 1:42 PM
 Period: 1 to 4, 2021



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 230	LIBRARY FUND							
Dept 230-0000								
R05	TAXES							
230-0000-3010-0100	Current Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R05 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R25	CHARGES FOR SERVICES							
230-0000-3500-0100	Meeting Room Rental Fees	500.00	0.00	0.00	500.00	0.00	500.00	100.00
230-0000-3520-0100	Copier/Printer Sales	5,000.00	10.00	10.00	4,990.00	0.00	4,990.00	99.80
230-0000-3880-0200	Gallery Fees	500.00	0.00	0.00	500.00	0.00	500.00	100.00
230-0000-3880-0500	Book & Other Enterprise Sales	200.00	0.00	0.00	200.00	0.00	200.00	100.00
	R25 Sub Totals:	6,200.00	10.00	10.00	6,190.00	0.00	6,190.00	99.84
R40	MISCELLANEOUS							
230-0000-3810-0200	Interest Earnings-Investments	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
230-0000-3820-0100	Gifts	1,500.00	240.00	240.00	1,260.00	0.00	1,260.00	84.00
230-0000-3820-0110	In Kind Gifts	16,666.66	0.00	0.00	16,666.66	0.00	16,666.66	100.00
230-0000-3830-0100	Sale of Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3860-0100	Lease/Rentals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3860-0200	Parking Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3870-0100	Refunds and Reimbursements	500.00	0.00	0.00	500.00	0.00	500.00	100.00
230-0000-3880-0020	Library Card Fees	420.00	0.00	0.00	420.00	0.00	420.00	100.00
230-0000-3880-0030	Lost Materials	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	100.00
230-0000-3880-0040	Processing Fees	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
230-0000-3880-0050	Registration	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3880-0100	Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3880-0300	Cash Short/Over	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R40 Sub Totals:	28,086.66	240.00	240.00	27,846.66	0.00	27,846.66	99.15
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,393,796.00	0.00	0.00	1,393,796.00	0.00	1,393,796.00	100.00
230-0000-3910-0232	Transfer In-Library Fundraiser	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0404	Transfer In-Co Bonds 2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0405	Transfer In-GO CO Bonds 2005	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0412	Transfer In-GO CO Bonds 2012	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0414	Transfer In-GO CO Bonds 2014	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0415	Transfer In-2015 GO CO Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0416	Transfer In-CO Bonds 2006	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0420	Transfer In-Co Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0423	Transfer In-2001 C/O Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0424	Transfer In-Co Bonds 2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0426	Transfer In - CO Bonds 2016	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0427	Transfer In - CO Bonds 2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0490	Transfer In-Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	R45 Sub Totals:	1,393,796.00	0.00	0.00	1,393,796.00	0.00	1,393,796.00	100.00
	Revenue Sub Totals:	1,428,082.66	250.00	250.00	1,427,832.66	0.00	1,427,832.66	99.98
	Dept 0000 Sub Totals:	-1,428,082.66	-250.00	-250.00	-1,427,832.66	0.00		
Dept 230-4230 E05	LIBRARY OPERATIONS PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	422,152.30	55,551.92	55,551.92	366,600.38	0.00	366,600.38	86.84
230-4230-1100-0000	Overtime - Full Time	0.00	32.68	32.68	-32.68	0.00	-32.68	0.00
230-4230-1111-0000	Severance Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-1112-0000	Sick Pay	0.00	4,588.12	4,588.12	-4,588.12	0.00	-4,588.12	0.00
230-4230-1113-0000	Vacation Pay	0.00	9,233.43	9,233.43	-9,233.43	0.00	-9,233.43	0.00
230-4230-1200-0000	Part Time Salaries	356,602.67	157,929.16	157,929.16	198,673.51	0.00	198,673.51	55.71
230-4230-1210-0000	Part Time Salaries - In Kind	16,666.66	0.00	0.00	16,666.66	0.00	16,666.66	100.00
230-4230-1300-0000	Overtime - Part Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-1410-0000	PERA	58,406.62	15,777.28	15,777.28	42,629.34	0.00	42,629.34	72.99
230-4230-1420-0000	FICA/Medicare	59,574.76	17,278.92	17,278.92	42,295.84	0.00	42,295.84	71.00
230-4230-1500-0000	Hospital / Medical	87,166.32	19,670.00	19,670.00	67,496.32	0.00	67,496.32	77.43
230-4230-1520-0000	Dental Insurance	2,684.40	1,094.64	1,094.64	1,589.76	0.00	1,589.76	59.22
230-4230-1540-0000	Life Insurance	767.68	133.79	133.79	633.89	0.00	633.89	82.57
230-4230-1990-0000	Grant Pass Thru	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E05 Sub Totals:	1,004,021.41	281,289.94	281,289.94	722,731.47	0.00	722,731.47	71.98
E10	SUPPLIES							
230-4230-2000-0000	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-2101-0000	General Supplies	4,500.00	298.95	298.95	4,201.05	0.00	4,201.05	93.36
230-4230-2113-0000	Reference	2,125.00	175.00	175.00	1,950.00	0.00	1,950.00	91.76
230-4230-2114-0000	Data Base Searching	1,700.00	0.00	0.00	1,700.00	0.00	1,700.00	100.00
230-4230-2302-0000	Other Minor Equipment	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	100.00
230-4230-2400-0000	Childrens Books	17,858.50	7,383.17	7,383.17	10,475.33	0.00	10,475.33	58.66
230-4230-2401-0000	Adult Books - Fiction	18,232.50	5,400.19	5,400.19	12,832.31	0.00	12,832.31	70.38
230-4230-2402-0000	Audio	13,090.00	2,113.50	2,113.50	10,976.50	0.00	10,976.50	83.85
230-4230-2403-0000	Periodicals	4,165.00	-71.92	-71.92	4,236.92	0.00	4,236.92	101.73
230-4230-2405-0000	Adult Books - Non Fiction	17,297.50	4,269.27	4,269.27	13,028.23	0.00	13,028.23	75.32
230-4230-2406-0000	Teen Books - Materials	4,675.00	1,352.69	1,352.69	3,322.31	0.00	3,322.31	71.07
230-4230-2407-0000	Programs	1,650.00	875.00	875.00	775.00	0.00	775.00	46.97
230-4230-2408-0000	Film/Video	7,012.50	296.12	296.12	6,716.38	0.00	6,716.38	95.78
230-4230-2409-0000	Electronic Materials	3,825.00	0.00	0.00	3,825.00	0.00	3,825.00	100.00
230-4230-2499-0000	Collection Development	340.00	0.00	0.00	340.00	0.00	340.00	100.00
	E10 Sub Totals:	99,471.00	22,091.97	22,091.97	77,379.03	0.00	77,379.03	77.79
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	10,700.00	1,837.64	1,837.64	8,862.36	0.00	8,862.36	82.83
230-4230-3099-0000	Other Professional Services	5,000.00	651.00	651.00	4,349.00	0.00	4,349.00	86.98
230-4230-3100-0000	Circulation System	6,129.12	0.00	0.00	6,129.12	0.00	6,129.12	100.00
230-4230-3101-0000	Telecommunications	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3102-0000	Postage	1,500.00	305.02	305.02	1,194.98	0.00	1,194.98	79.67
230-4230-3200-0000	Mileage	400.00	0.00	0.00	400.00	0.00	400.00	100.00
230-4230-3201-0000	Seminar/Conference Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3202-0000	Meals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3203-0000	Housing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3400-0000	Printing and Publishing	2,500.00	605.00	605.00	1,895.00	0.00	1,895.00	75.80
230-4230-3401-0000	Binding	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4230-3404-0000	Processing Fee	14,000.00	2,377.80	2,377.80	11,622.20	0.00	11,622.20	83.02
230-4230-3500-0000	General Insurance	1,518.00	0.00	0.00	1,518.00	0.00	1,518.00	100.00
230-4230-3707-0000	Maintenance Agreements	25,000.00	733.45	733.45	24,266.55	0.00	24,266.55	97.07
230-4230-3713-0000	Computer Maint Agreements	0.00	9,314.10	9,314.10	-9,314.10	0.00	-9,314.10	0.00
230-4230-3803-0000	Data Base Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3804-0000	Equipment Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3900-0000	Sales Tax	400.00	0.66	0.66	399.34	0.00	399.34	99.84
	E15 Sub Totals:	67,147.12	15,824.67	15,824.67	51,322.45	0.00	51,322.45	76.43
E20	MISCELLANEOUS							
230-4230-4000-0000	Memberships and Dues	594.01	300.00	300.00	294.01	0.00	294.01	49.50
230-4230-4001-0000	Subscriptions	625.00	0.00	0.00	625.00	0.00	625.00	100.00
230-4230-4093-0000	COVID-19	0.00	685.93	685.93	-685.93	0.00	-685.93	0.00
230-4230-4099-0000	Miscellaneous Charges	3,000.00	397.17	397.17	2,602.83	0.00	2,602.83	86.76
	E20 Sub Totals:	4,219.01	1,383.10	1,383.10	2,835.91	0.00	2,835.91	67.22
E35	DEPRECIATION							
230-4230-7010-0000	Depreciation-Purchased	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-7020-0000	Depreciation-Contributed	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E35 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	1,174,858.54	320,589.68	320,589.68	854,268.86	0.00	854,268.86	72.71
	Dept 4230 Sub Totals:	1,174,858.54	320,589.68	320,589.68	854,268.86	0.00		
Dept 230-4231	LIBRARY PLANT							
E05	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	62,832.24	12,869.24	12,869.24	49,963.00	0.00	49,963.00	79.52
230-4231-1100-0000	Overtime - Full Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-1111-0000	Severance Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-1112-0000	Sick Pay	0.00	1,241.85	1,241.85	-1,241.85	0.00	-1,241.85	0.00
230-4231-1113-0000	Vacation Pay	0.00	891.58	891.58	-891.58	0.00	-891.58	0.00
230-4231-1200-0000	Part Time Salaries	31,941.30	11,162.93	11,162.93	20,778.37	0.00	20,778.37	65.05
230-4231-1410-0000	PERA	7,001.44	1,929.39	1,929.39	5,072.05	0.00	5,072.05	72.44
230-4231-1420-0000	FICA/Medicare	7,250.18	1,889.90	1,889.90	5,360.28	0.00	5,360.28	73.93
230-4231-1500-0000	Hospital / Medical	17,534.16	6,094.76	6,094.76	11,439.40	0.00	11,439.40	65.24
230-4231-1520-0000	Dental Insurance	757.80	252.64	252.64	505.16	0.00	505.16	66.66
230-4231-1540-0000	Life Insurance	116.00	28.80	28.80	87.20	0.00	87.20	75.17
230-4231-1990-0000	Grant Pass Thru	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E05 Sub Totals:	127,433.12	36,361.09	36,361.09	91,072.03	0.00	91,072.03	71.47
E10	SUPPLIES							
230-4231-2101-0000	General Supplies	450.00	0.00	0.00	450.00	0.00	450.00	100.00
230-4231-2102-0000	Janitorial Supplies	4,500.00	573.25	573.25	3,926.75	0.00	3,926.75	87.26
230-4231-2202-0000	Building Repair Supplies	1,500.00	86.59	86.59	1,413.41	0.00	1,413.41	94.23
230-4231-2203-0000	Furn/Air Cond Repair Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-2302-0000	Other Minor Equipment	800.00	0.00	0.00	800.00	0.00	800.00	100.00
	E10 Sub Totals:	7,250.00	659.84	659.84	6,590.16	0.00	6,590.16	90.90
E15	SERVICES AND CHARGES							
230-4231-3002-0000	Contractual	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-3099-0000	Other Professional Services	4,000.00	0.00	0.00	4,000.00	0.00	4,000.00	100.00
230-4231-3101-0000	Telephone	1,700.00	431.10	431.10	1,268.90	0.00	1,268.90	74.64
230-4231-3500-0000	General Insurance	26,241.00	0.00	0.00	26,241.00	0.00	26,241.00	100.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4231-3600-0000	Electricity	42,000.00	6,454.66	6,454.66	35,545.34	0.00	35,545.34	84.63
230-4231-3601-0000	Natural Gas	14,000.00	4,856.34	4,856.34	9,143.66	0.00	9,143.66	65.31
230-4231-3703-0000	Building Repair Charges	20,000.00	6,003.44	6,003.44	13,996.56	0.00	13,996.56	69.98
230-4231-3707-0000	Maintenance Agreements	9,500.00	3,903.59	3,903.59	5,596.41	0.00	5,596.41	58.91
230-4231-3713-0000	Computer Maint Agreements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 Sub Totals:	117,441.00	21,649.13	21,649.13	95,791.87	0.00	95,791.87	81.57
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	183.45	183.45	916.55	0.00	916.55	83.32
	E20 Sub Totals:	1,100.00	183.45	183.45	916.55	0.00	916.55	83.32
E40	OTHER FINANCING USES							
230-4231-9490-0000	Transfer Out-Cap Proj Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E40 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	253,224.12	58,853.51	58,853.51	194,370.61	0.00	194,370.61	76.76
	Dept 4231 Sub Totals:	253,224.12	58,853.51	58,853.51	194,370.61	0.00		
Dept 230-4900	IMPROVEMENT PROJECTS							
E15	SERVICES AND CHARGES							
230-4900-3099-0000	Other Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E25	CAPITAL OUTLAY							
230-4900-5200-0000	C/O & Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 4900 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
	Fund Revenue Sub Totals:	1,428,082.66	250.00	250.00	1,427,832.66	0.00	1,427,832.66	99.98
	Fund Expense Sub Totals:	1,428,082.66	379,443.19	379,443.19	1,048,639.47	0.00	1,048,639.47	73.43
	Fund 230 Sub Totals:	0.00	379,193.19	379,193.19	-379,193.19	0.00		

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Trustee Information Sharing	
OWNER: Trustees	PRESENTER: Trustees
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF 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 April 13, 2021, Troendle emailed trustees the slideshows presented at the April board meeting depicting 4th Street lawn concepts proposed by Calyx Design. These slides are included as an addendum to the April minutes.</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: Event Task Force Presentation	
OWNER: Event Task Force	PRESENTER: Event Task Force
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>The purpose of this presentation is to bring the trustees up to date on the work the Event Task Force has completed so far, provide survey results and gather feedback/comments from trustees. Our intent is to share with the Board what we have learned through our research and analyses, describe how we have tried to organize that information to help guide us in our charge and give the Board sufficient information to lay the groundwork for our final proposals.</p> <p>The Task Force has been meeting monthly and often twice monthly since September 2020. We have gathered information, created a survey, developed documents to guide our decision-making and begun discussing three questions we feel are essential to meeting the charge of the Task Force.</p> <ol style="list-style-type: none"> 1. How does the SPL mission inform our use of the Event Wing? 2. What should be the basis for prioritizing use of the Event Wing space? 3. Should event rentals be allowed? If so, at what level of sustainability/priority based on existing staff and resources? <p>We have made significant progress on addressing these three questions and the many issues involved in holding events at the Library. The next steps for the Task Force are:</p> <ul style="list-style-type: none"> • Troendle will present Event Task Force findings to City Council in June/July at a workshop session to keep Council informed. • Task Force will incorporate feedback from presentations into existing body of work and continue to discuss the three questions to achieve the goal of presenting two draft proposals to the Board in August for review and discussion. • Final proposals will be presented for Board action in October. <p>The following is the order of the Event Task Force presentation with speakers indicated:</p> <ol style="list-style-type: none"> 1. Introduction and Brief Historical Synopsis — Lockyear 2. Review of Survey Summary — Goeltl 3. True Cost of Event Rentals — Lockyear and Goeltl 4. Sustainability Factors and Prioritization of Events — Ellis 5. Trustee Questions and Comments facilitated by Hemer <p>Note: Because this is a Zoom meeting, we request that trustees make note of their questions and hold them until the end of the presentation. That way we can avoid speaker overlap and confusion.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Task Force Charge (page 25) Synopsis of Special Event History (page 26) Survey Summary and Results (pages 27-54) True Costs of Special Events (page 55-57) Event Sustainability and Prioritization (pages 58-64)	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Stillwater

Public Library

LIBRARY EVENTS TASK FORCE CHARGE

1. Review and recommend for board consideration at least two options on the purpose and rationale for providing space for events, both public and private, at the Stillwater Public Library.
2. Assure that recommended options align with the library's goals, mission, and strategic plan.
3. Identify policies that may need to be developed, as opposed to developing the policy at this point.

(Note: Concerns about budget, large group gatherings, staff capacity, and cancellation of the One23 contract prompted this review. While the board voted to terminate the One23 contract, it has not addressed the question of if/how to provide library space for events.)

Considerations

- Study and define the purpose of providing library space for events.
- Is the intention to raise revenue? To provide a community service? To be revenue neutral?
- Assess benefits and risks of providing space for events.
- Should the library provide space for both private and public events?
- Limit use of library space to non-profit community groups only?
- Provide space for weddings and other private events?

Consider:

- Event policies of other public libraries and nonprofit organizations.
- Community input, including from the library's neighbors.
- Relationship of events to the SUP granted by the city to the library.
- Costs of managing event space, especially in a period of budget restrictions.
- Staff capacity.
- Custodial needs, COVID concerns, wear and tear on the building.
- Fee structure.

Timeline

Complete work with a final presentation within 12 months. Provide brief quarterly interim updates.

Members

Paula Hemer, Pat Lockyear, Ryan Mathre, Keri Goeltl, Sandy Ellis

SYNOPSIS OF SPECIAL EVENT HISTORY

	2006-2008	2008 - Winter 2017	Summer 2017- December 2018	June 2019 - July 2020	July 2020 - present
BUILDING & TERRACE MAINTENANCE	2006 Library renovation completed and terrace opens	2015 Shade awning installed		Early spring, 2019 pergola reconstruction completed	
EVENT MANAGEMENT	Library staff managed events	Anne Young	Sandy Ellis (provided interim management thru June 2019)	One23	One23 (managing events at set fee (\$500) per event)
NUMBER OF EVENTS HELD	Number of events not available	36 (average of ten year span)	2017 - 26 2018 - 46	2019 - 40 * 2020 - 8 **	2021 - 5*** No new events booked due to COVID
BOARD ACTIVITY	Initial pricing structure established	2015: Some board members met with neighbors regarding complaints due to parking and noise issues. Despite improvements, complaints continued.	August 2017: Task Force appointed to update event policies and address neighbors' concerns at request of City February 2018: New policies adopted April 2018: SUP process begun, completed September 2018	January 2019: New pricing structure established June 2019: Third new pricing structure set November 2019: Fourth pricing structure established April 2020: Voted to terminate contract with One23 effective July 2020	July 2020: Special Events Task Force charge established September 2020: First meeting of Special Events Task Force May 2021: Initial presentation by task force

* Of the 40 events held in 2019, 40 were booked by Sandy Ellis. 0 were booked by One23.

** 2020: 15 weddings were originally booked (3 were booked by Sandy). 2 of the events were canceled by clients prior to COVID. 2 canceled by wedding party due to COVID. 1 rescheduled to later in 2020. 3 rescheduled to 2021.

***2021: 3 weddings originally booked. 1 of the events was canceled by client. 3 events were rescheduled from 2020 to 2021.

EVENT WING SURVEY SUMMARY & RESULTS

Summary of Survey Results

This summary provides a snapshot of the survey results. The full results follow this summary.

Questions one and two gathered information about respondents' use of the library and event wing. Most respondents said they visit the library once a week or every few weeks. The majority of respondents said they used the Event Wing to attend a program or meeting and to read, eat or study.

Question three asked what the Library's usage priority should be for the Event Wing. All groups ranked library programming as the number one priority followed by meeting space for community/non-profit groups and unscheduled space for patrons. Staff and community response rankings were nearly identical. Trustees did not rank usage as a priority but listed their three top choices which were meeting space for community groups, library programs and unscheduled space for patrons. Space for social events and for-profit/private groups ranked lowest at 5 and 6 respectively for both community and staff respondents. And, space for social events received the fewest responses from trustees.

Question four asked community respondents and staff to provide other purposes for the event wing. The majority of comments from the community fell into categories related to arts and educational programming. There were five comments between staff and trustee respondents, most of which did not fall into categories similar to community respondent comments.

Question five asked respondents to decide whether or not to allow events to be held that are not open to the public. In all groups, a strong majority answered yes, to allow non-public events to be held at the library (87% community responses, 83% staff responses and 78% trustee responses). Most of the community comments for this question dealt with generating revenue and limiting the non-public events based on availability of space, type of event and recurrence of event.

Question six dealt with whether or not community organizations and non-profits should be charged a fee for use of the Event Wing space. Again, a majority of all groups responded that fees should not be charged to non-profits or community organizations (63% community, 58% staff, 55% trustees). There were many community comments for this question with most of the comments suggesting a nominal fee or a sliding fee if necessary.

Question seven asked if for-profit/private groups should be charged a fee and here a very strong majority of respondents said yes. 97% of community respondents, 100% of staff trustee respondents feel fees should be charged to private or for-profit groups.

Question eight asked respondents to indicate when events should be scheduled, when the library is open, when the library is closed or no restrictions. The majority of respondents in all groups felt no restrictions should be placed on when events are held. Two categories of community comments stood out among the many comments: Events should be scheduled in a way that doesn't interfere with public use and if events are held when the library is closed, there should be a fee charged.

Stillwater

Public Library

Survey Background

In the fall of 2020, a Special Event Task Force was formed and charged to:

1. Review and recommend for board consideration at least two options on the purpose and rationale for providing space for events, both public and private, at the Stillwater Public Library.
2. Assure that recommended options align with the library's goals, mission, and strategic plan.
3. Identify policies that may need to be developed, as opposed to developing the policy at this point.

As part of this process, the task force created and implemented a community survey as a tool for receiving feedback on the public and private use of the library's event wing by individuals and organizations. Surveys were distributed as follows:

- **Trustee Survey:** An online survey was distributed via email to trustees in January 2021. This survey was a draft version of the proposed community survey. Feedback from the trustees was used to shape the final survey that was sent to the public and staff.
- **Community Survey:** An online, 8-question survey was available to the community during February and March 2021. The survey was distributed via the ShelfLife e-newsletter, posts on social media and the library's website, publication in the Chamber's March e-newsletter, and direct emails to past users of the library's meeting room spaces and local social service organizations. Paper surveys were distributed in February and March through curbside pick-up and were made available at the library. During the open survey period, 232 survey responses were received.
- **Staff Survey:** An online survey, with the same questions as the community survey, was distributed to staff during February and March 2021. During the survey period, 12 survey responses were received.

Full Survey Results

The following pages provide the results of the surveys. With the exception of minor spelling corrections, written comments appear as they were submitted.

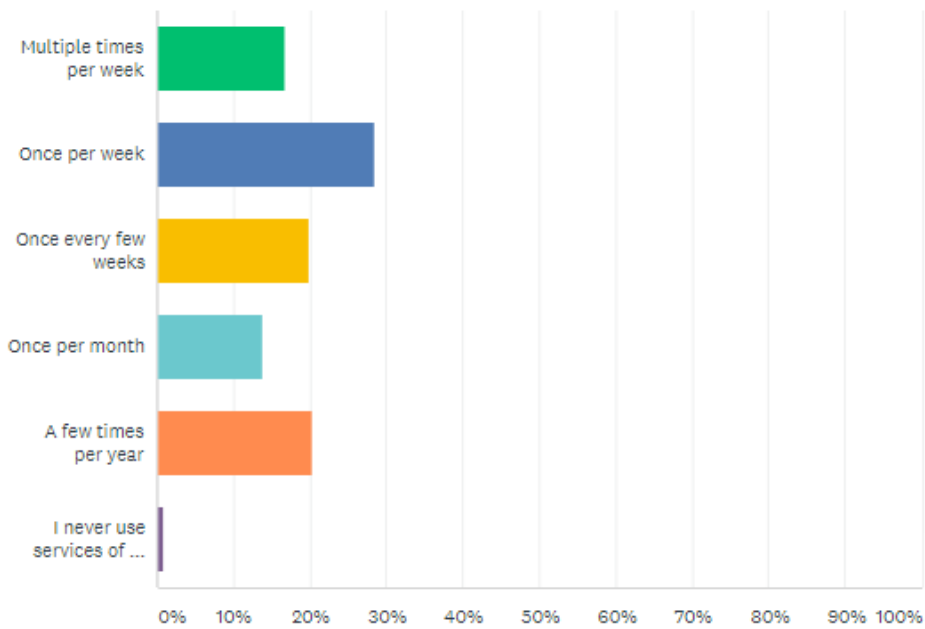
Stillwater

Public Library

QUESTION 1: PRIOR TO COIVD, HOW OFTEN DID YOU UTILIZE SERVICES OF STILLWATER PUBLIC LIBRARY?

Community: 232 Responses

- Multiple times per week: 39 (16.81%)
- Once per week: 66 (28.45%)
- Once very few weeks: 46 (19.83%)
- Once per month: 32(13.79%)
- A few times per year: 47 (20.26%)
- I never use the services of the library: 2 (0.86%)



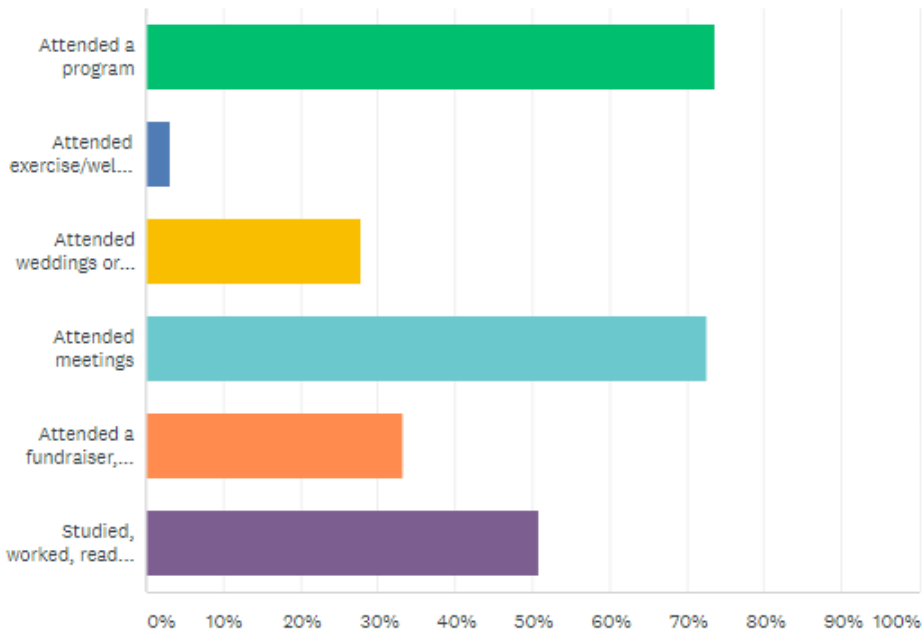
Stillwater

Public Library

QUESTION 2: WHAT ACTIVITIES HAVE YOU EVER ATTENDED OR DONE IN THE EVENT WING? CHECK ALL THAT APPLY.

Community: 216 Responses; 16 Skipped

- Attended a program: 159 (73.61%)
- Attended exercise/wellness classes: 7 (3.24%)
- Attended wedding or social events: 60 (27.78%)
- Attended meetings: 157 (72.69%)
- Attended a fundraiser, awards ceremony, annual celebration or other special activities: 72 (33.33%)
- Studied, worked, read or brought food to eat on the terrace or in the gallery: 110 (50.93%)

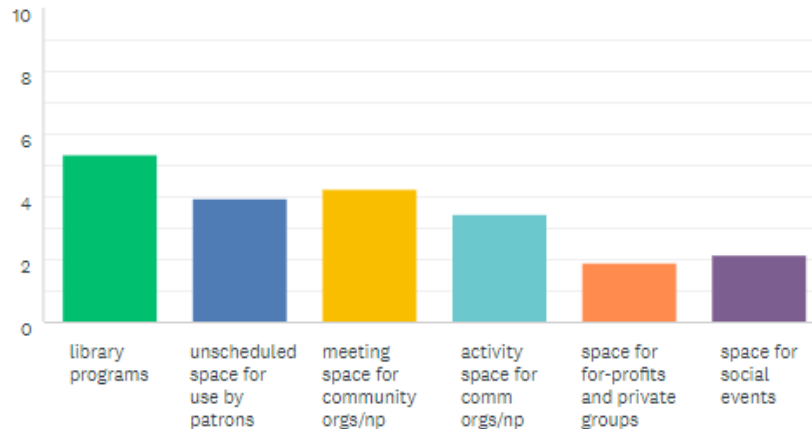


Stillwater

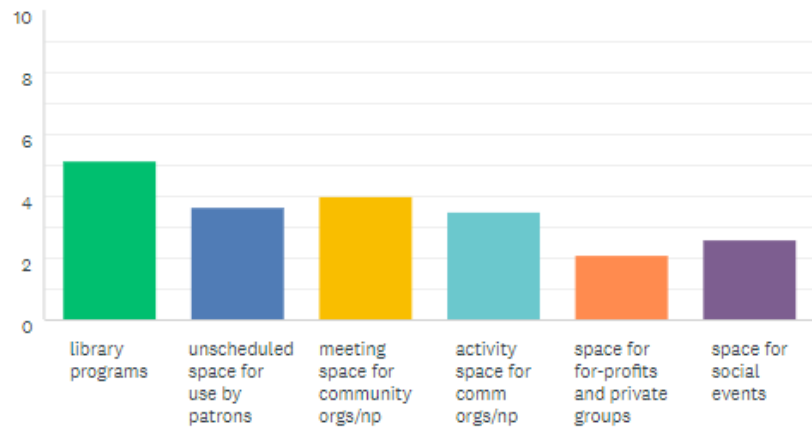
Public Library

QUESTION 3: WHAT SHOULD BE THE LIBRARY'S USAGE PRIORITIES FOR THE EVENT WING SPACE? PLEASE RANK IN ORDER OF IMPORTANCE WHERE 1 = HIGHEST PRIORITY AND 6 = LOWEST PRIORITY.

Community: 232 Responses

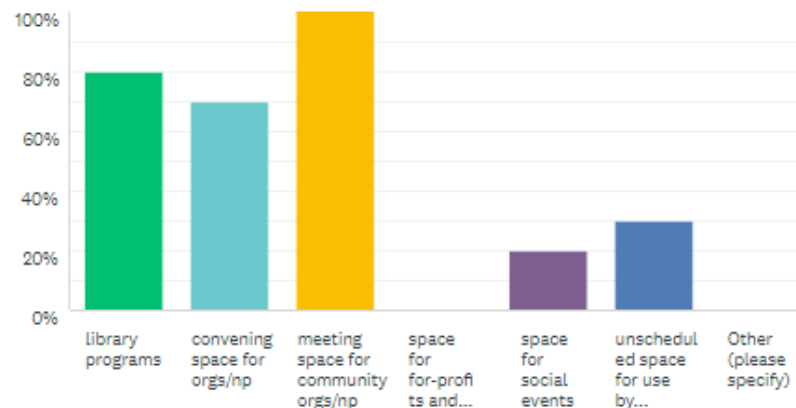


Staff: 12 Responses



Trustee: 9 Responses (Note: Different question asked and different choice order)

What should be the library's usage priorities for the event wing space. Please select up to 3.



Stillwater

Public Library

Community:

Following is a table of results that shows the overall rank for each priority, as well as the number and percentage of community responses that labeled the priority as 1, 2, 3, 4, 5 and 6.

Priority	Overall Rank	1 (Highest)	2	3	4	5	6 (Lowest)
Providing space for library-sponsored programs	5.33	65.52% 152	19.83% 46	4.74% 11	4.31% 10	3.45% 8	2.16% 5
Providing unscheduled space for use by library patrons (e.g., enjoying view, reading, working, eating food in gallery or on terrace)	3.93	16.38% 38	28.45% 66	15.95% 37	19.40% 45	10.78% 25	9.05% 21
Providing meeting space for community organizations and non-profits (e.g., meetings of a youth service organization or neighborhood group)	4.25	8.19% 19	33.19% 77	41.81% 97	10.34% 24	5.17% 12	1.29% 3
Providing special activity space for community organizations and non-profits (e.g., fundraisers, annual celebrations, awards ceremonies)	3.45	3.45% 8	10.78% 25	27.59% 64	46.55% 108	8.62% 20	3.02% 7
Providing space for use by for-profit businesses and private groups	1.90	3.45% 8	4.31% 10	2.59% 6	7.33% 17	33.19% 77	49.14% 114
Providing space for social events (e.g., weddings, showers, parties)	2.14	3.02% 7	3.45% 8	7.33% 17	12.07% 28	38.79% 90	35.34% 82

Staff:

Following is a table of results that shows the overall rank for each priority, as well as the number and percentage of staff responses that labeled the priority as 1, 2, 3, 4, 5 and 6.

Priority	Overall Rank	1 (Highest)	2	3	4	5	6 (Lowest)
Providing space for library-sponsored programs	5.17	66.67% 8	8.33% 1	16.67% 2	0.00% 0	0.00% 0	8.33% 1
Providing unscheduled space for use by library patrons (e.g., enjoying view, reading, working, eating food in gallery or on terrace)	3.67	16.67% 2	16.67% 2	25.00% 3	8.33% 1	25.00% 3	8.33% 1
Providing meeting space for community organizations and non-profits (e.g., meetings of a youth service organization or neighborhood group)	4.00	0% 0	33.33% 4	33.33% 4	33.33% 4	0.00% 0	0.00% 0
Providing special activity space for community organizations and non-profits (e.g., fundraisers, annual celebrations, awards ceremonies)	3.50	8.33% 1	16.67% 2	16.67% 2	33.33% 4	25.00% 3	0.00% 0
Providing space for use by for-profit businesses and private groups	2.08	8.33% 1	0.00% 0	8.33% 1	8.33% 1	25.00% 3	50.00% 6
Providing space for social events (e.g., weddings, showers, parties)	2.58	0.00% 0	25.00% 3	0.00% 0	16.67% 2	25.00% 3	33.33% 4

Stillwater

Public Library

Trustees:

Following is a table of results of the trustee responses to the question asking to select up to three library usage priorities for the event wing.

<i>Priority</i>	<i>Responses</i>
Providing space for library-sponsored programs	88.89% 8
Providing unscheduled space for use by library patrons (e.g., enjoying view, reading, working, eating food in gallery or on terrace)	33.33% 3
Providing meeting space for community organizations and non-profits (e.g., meetings of a youth service organization or neighborhood group)	100.00% 9
Providing convening space for community organizations and non-profits (e.g., fundraisers, annual celebrations, awards ceremonies)	66.67% 6
Providing space for use by for-profit businesses and private groups	0.00% 0
Providing space for social events (e.g., weddings, showers, parties)	11.11% 1

Stillwater

Public Library

QUESTION 4: FOR WHAT OTHER PURPOSES DO YOU ENVISION THE EVENT WING BEING UTILIZED?

Community: 58 Responses, 174 Skipped

For this open-ended question, the 58 responses received were reviewed and categorized. Some comments contained multiple suggestions and were tagged to more than one category. Following are the number and percentage of comments by category:

- Art Gallery: 11 (18.97%)
- Classes/Programs: 12 (22.41%)
- Concerts/Performances: 6 (10.34%)
- Field Trips: 2 (3.45%)
- Food/Drinks: 7 (12.07%)
- Fundraisers: 2 (3.45%)
- Meetings: 2 (3.45%)
- Public Events: 4 (6.90%)
- Reading/Studying: 4 (6.90%)
- Unsure: 5 (8.62%)
- Untagged/ Not Categorized: 11 (18.97%)

Specific Comments:

- Artist gallery open house events open to the public
- A better gallery would be a plus.
- Art exhibition/show by artist
- Love the art being shown.
- I love the gallery!
- Painting/art classes on terrace
- I haven't been to an exercise or wellness class at the library, but I would be interested in attending them. I think it would be fun if there were dance classes open to the public since it can often be hard to find a class and a way to get to it. The library has such a central location downtown and is well connected in the community.
- "Classes, seminars, poetry, writing, literacy
- NOT Religious
- The library is an ""accessible"" space. More people or groups with disabilities should be encouraged to use the library. Speaker amplification systems should be available. If an ASL interpreter is requester or needed, that is the responsibility of the group. This should be in the contract."
- To hold community ed classes
- "Author presentations
- A writing class"
- Movie scenes, art classes, anything utilizing the great space and beautiful view.
- summertime outdoor yoga and meditation
- Children's programs
- Container gardens/demos
- A speaker series famous people of Minnesota
- I really like the art gallery. A story time where kids could ear while attending would be nice.
- Friends of the library book sale! Other library fundraisers, Stillwater events, WA cty events - maybe master gardener classes? Stillwater schools art performances/exhibits?

Stillwater

Public Library

- Would love to see programming for low income children. Have you offered language classes? I also love to read on the patio.
- Concerts
- Live music - community special events - make it profitable to have weddings and events
- City sponsored events? Community smaller performance, music or dance.
- Music
- Theater! Performing artists should be able to use this space for rehearsal and performance :)
- Stillwater Area school field trips would be nice for students in elementary and middle school(s)
- Would love to see some kind of cafe. I know it's been tried, but maybe some more thinking about it. It is such a beautiful space. Should be use for locals.
- I would really love to see a coffee shop or small restaurant take over this space again. I believe there was space for something like that early on but hasn't been occupied for some time. Perhaps rooftop grill or "food truck"/vendors?
- Coffee shop / snack bar?
- LOVE the art exhibits---try never to miss one. Brilliant. Maybe activities akin to MPLS's open book--maybe a bit of self-serve. Credit cards/coin-op fancy drinks machine?
- Love the artwork displayed and showings learn, pretty, all good! Wish it had coffee shop.
- Pop up restaurants, art installations, stores, field trips for school children or seniors living in senior residential communities or group home residents etc. to introduce them to the beauty and resources of the library.
- Library fundraisers like concerts or fancy dinners.
- I am a member of nonprofit organizations and so appreciate being able house the meeting rooms.
- book club meetings
- "Public ""open house"" events, i.e. City planning for streets, public spaces
- Public health awareness, COVID vaccination"
- Political debates--non partisan
- Winter farmers market.
- Art shows/community events
- N/A just a good study place for non-scheduled events!
- "Ice cream socials
- Musical programs outside
- A place for ind. to relax, read, and enjoy the view :)"
- Please make the terrace more patron friendly for reading chatting etc. Provide comfortable seating and tables.
- not sure
- Not sure
- ?
- ?
- not sure
- For people to use
- i think you have covered them all.
- Provide space for social events if it pays, same for 4/5/6.
- Possibly as a temporary shelter for displaced families in times of natural disaster
- My ranking were somewhat dictated by revenue raising uses unless library specific.
- All of the above
- N/A

Stillwater

Public Library

- I can't think of anything that wasn't mentioned.
- Those above cover the purposes that I can think of
- Whatever the needs of the community are.
- NA
- I do not think the public library should be rented for private events such as weddings, parties etc. Unless the public is invited to attend without charge. No event should be allowed with a ticket purchase as the public library is supported with public funds.
- Community conversations

Staff Responses: 2 Responses, 10 Skipped

- It's likely already part of the plan but added small group seating on the terrace during warmer months when there isn't an event would encourage the use of that space.
- It was very difficult ranking the usage of the rooms in question 3. I think that library programs come first, but all the rest are on equal footing.

Trustee Responses: 3 Responses, 6 Skipped

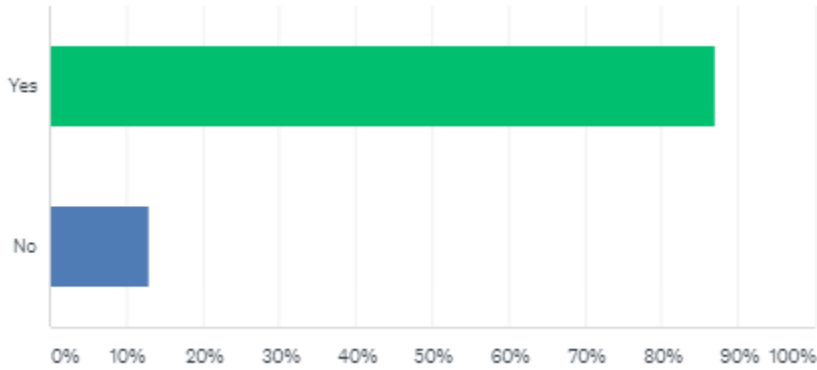
- Place to promote the arts of all types: visual, performance, literary and culinary arts through activities and performance events
- None
- Anytime the space is not scheduled, it should be available for library patrons to use and enjoy the view.

Stillwater

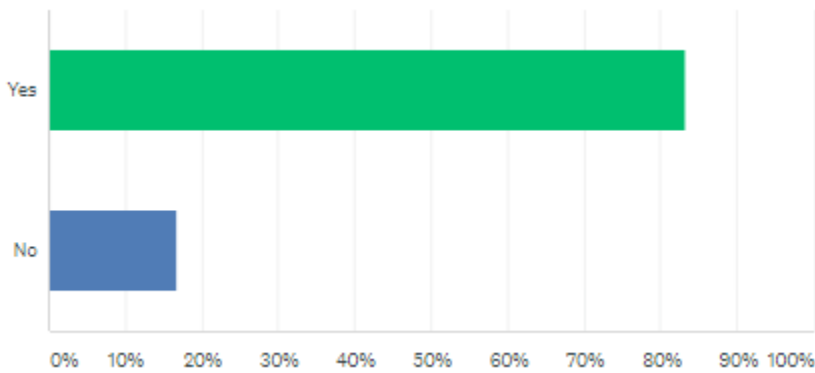
Public Library

QUESTION 5: SHOULD INDIVIDUALS AND/OR ORGANIZATIONS BE PERMITTED TO HOLD EVENTS IN THE EVENT WING THAT ARE NOT OPEN TO THE PUBLIC?

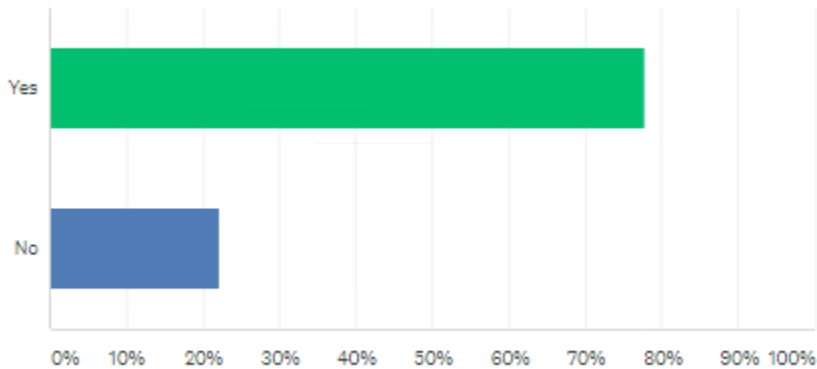
Community: 232 Responses, Yes: 202 (87.07%), No: 30 (12.93%), Comments: 76



Staff: 12 Responses, Yes: 10 (83.33%), No: 2 (16.67%), Comments: 4



Trustee: 9 Responses, Yes: 7 (77.78%), No: 2 (22.22%), Comments: 2



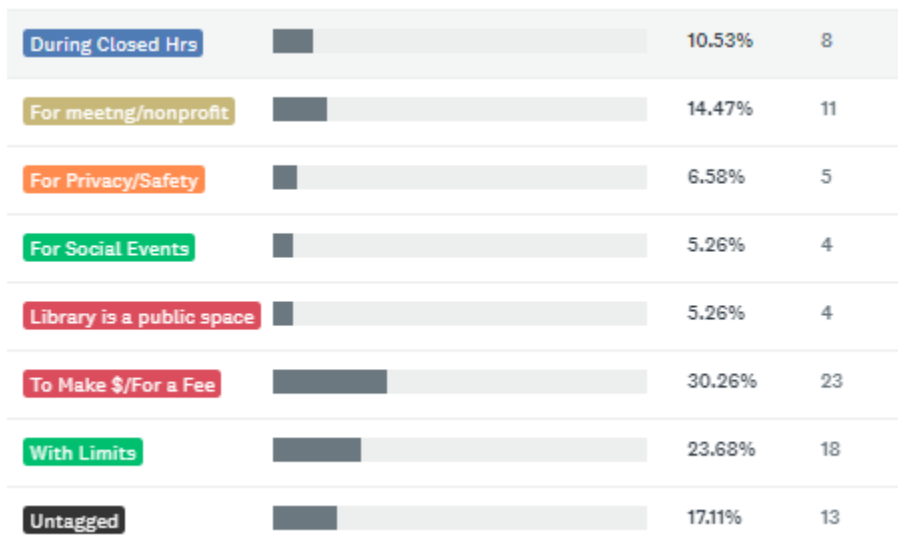
Stillwater

Public Library

Community Comments:

76 comments were received regarding the question of permitting events in the event wing that were not open to the public. The responses were reviewed and categorized. Some comments contained multiple suggestions and were tagged to more than one category. Following are the number and percentage of comments by category:

- To generate revenue or for a fee: 23 (30.26%)
- With limits (availability, size, type, recurrence, etc.): 18 (23.68%)
- For meetings and/or nonprofits: 11 (14.47%)
- During closed hours: 8 (10.53%)
- For privacy/safety: 5 (6.58%)
- For social events: 4 (5.26%)
- No, library is a public space: 4 (5.25%)
- Untagged/ not categorized: 10 (13.16%)



Specific Comments:

- But not during library open hours
- Evening when library is closed to public; Saturday and Sunday
- But not during regular library open hours
- If held at times when the library is not open to the public
- After library hours
- With a caveat- outside of library hours unless it is a Saturday or Sunday wedding and that rental funds received be made available to the library's budget.
- When library is closed to the public
- Yes, but after/before library hours. Depends on the group/activity. If it is not open to the public, it would be nice to schedule it after/before hours, particularly for-profit/private events.
- For example, for non-profits in the community that want to gather in a meeting room
- Our homeschool group has really appreciated having this meeting space available!
- Nonprofits should as there are very few places for them to meet.
- There are few to no areas available to non-profits for most meeting and activity needs.
- HOA meetings are a good example of community need, so definitely yes!

Stillwater

Public Library

- There is a lack of available meeting spaces in Stillwater. The library is one of the best places for groups to gather!
- The valley is fortunate to have so many nonprofits, they should have access to its spaces for their meeting/social purposes; among others.
- Nonprofit groups occasionally need space for internal meetings that they do not have at their office/building.
- For example NAMI meetings where privacy is needed.
- Scheduling open to all events if no conflict. Need for "closed meetings" that serve community--survivors groups. I appreciate the library (all libraries that are public) belong to all of us.
- Many events are invite-only, such as meetings or wedding receptions
- For safety reasons not all groups should be open to the public
- Especially if kids are involved
- It would very disruptive to have non group people at a meeting, wedding, etc.
- Yes, celebrations and no political events
- Weddings/private events
- If there is a wedding or shower, that shouldn't be open to anyone.
- When space is available - receptions, etc.
- As long as meeting times are not conflicting with other events.
- Not as a priority but if available
- It's a library
- The library is a public space and should be open to the public.
- the library is a public space
- See question 4
- With rent paid to the library to help cover library needed moneys.
- There should be a charge if not open to public
- If it brings good revenue to the library
- For a fee
- I think private events should pay a rental fee
- On fee basis
- Only if it benefits the library
- The private events provide a source of revenue for the library
- If they are paying, yes
- Private events should be charged appropriate fees.
- For a significant fee to support the library
- If referencing outdoors- yes - make it profitable but also allowing for community socialization
- Fee should be charged
- If it raises funds for the library
- Yes, if event fees help with the library budget
- Depending on the nature of the event, a charge for the use of the space might be appropriate
- If the rental fee goes toward benefiting the library
- For a fee to the library. Earned income can help support the mission
- However, if the library is short on revenue, that is another matter. In that situation, I think, the library should open up to private events.
- If it brings in funds, yes; presumably these are evening or weekend events, not when the library is full of patrons
- Yes, but not all the time because there should still be time allowed for non-scheduled study, etc.
- I think it's ok as long as these events are not dominating the use of facilities.

Stillwater

Public Library

- Yes, if it doesn't interfere too much with public use and library programs.
- But this should be limited
- This certainly could be limited
- St. Croix valley
- It should be very limited so as not to impede access by the public
- As a community resource, private events are great, though I would limit how many days that is or you risk moving away from your mission.
- Public events should have priority.
- As long as these do not infringe on library programs and community events, AND as long as events that are not open to the public are charged at the same rate as the other options that would have been available to the individual and organization. I really lean toward No more than yes on this one.
- Not necessarily for free though and limit how often events can be scheduled by an individual group - especially if no or low fees are involved - or if an open call time limited has passed and no one else is interested in utilizing the space so not to let the opportunity to use the rooms to go to waste. Perhaps a minimum cleaning or set up fee might be required for various events or have a free will donation box available for each event.
- It's a GORGEOUS space. Why not share it/use it?
- Those events are mainly weddings and parties. They are noisy and disruptive to the neighborhood.
- Need more info
- Not enough information to form an opinion.
- Not for use by individuals personal/family.
- Except for obvious things--weddings, anniversaries, birthdays, memorials, etc.
- Unsure
- Not sure about this question. Examples?
- I would have loved to have our wedding here but it wasn't available for our dates.
- It's a lovely spot & a big draw for the community at large.
- There are plenty of other options in the City of Stillwater and Washington County that offer private event space for events and gatherings
- I would like to host a family reunion at the event wing but the rental is too expensive for our group.
- Lectures in magazine reading area when public rooms are unavailable.

Staff Comments:

- But on a limited basis...one per week for example
- As long as they meet the criteria for use
- With the understanding that library staff are unable to ensure a member of the public will not attempt to walk-in not realizing, even if there's signage, that there is a closed event happening.
- My preference is that since the library is a public space, programs and events should generally be free and open to the public. To privatize public space, even if only temporarily, feels as if the library is creating a two-tiered, gated community, especially during hours when the library is open to the general public. I particularly don't like restricting access to the terrace during regular hours.

Trustee Comments:

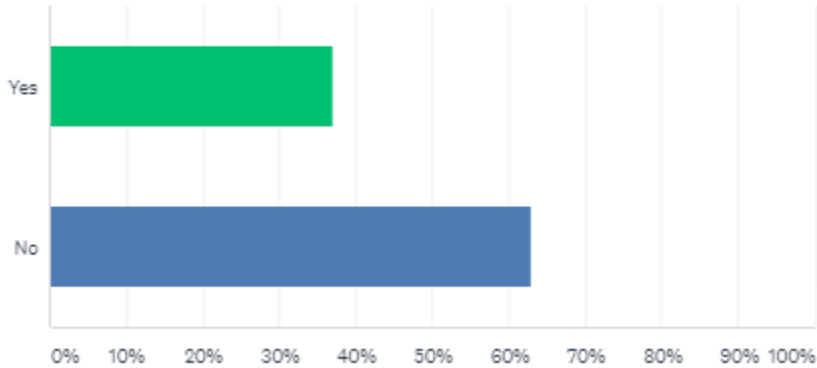
- If they are paying a fee, then yes
- Library policy should address this question.

Stillwater

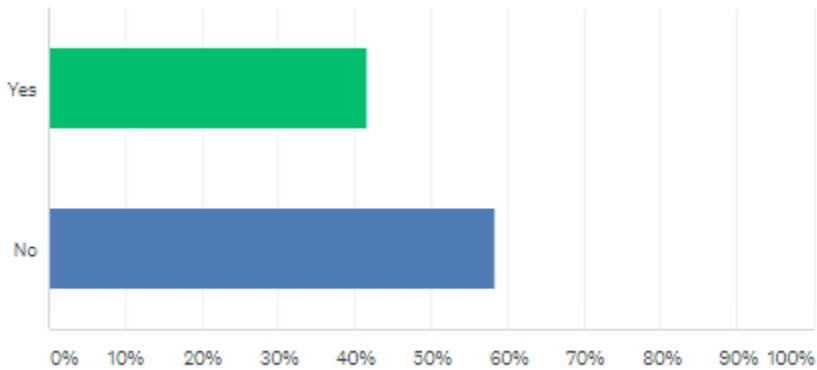
Public Library

QUESTION 6: SHOULD COMMUNITY AND NON-PROFIT GROUPS BE CHARGED A FEE FOR USING THE EVENT WING?

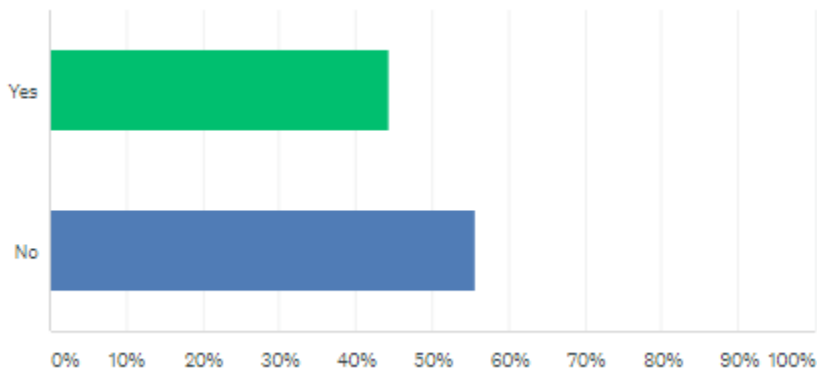
Community: 232 Responses, Yes: 86 (37.07%), No: 146 (62.93%), Comments: 92



Staff: 12 Responses, Yes: 5 (41.67%), No: 7 (58.33%), Comments: 6



Trustee: 9 Responses, Yes: 4 (44.44%), No: 5 (55.56%), Comments: 1



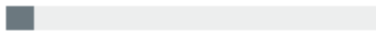
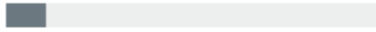
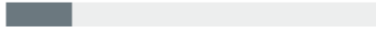
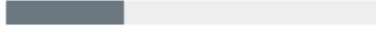
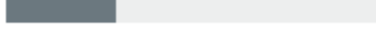
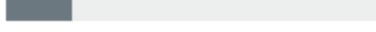
Community Comments:

Stillwater

Public Library

92 comments were received regarding the question of should nonprofit and community groups be charged a fee for using the event wing. The responses were reviewed and categorized. Some comments contained multiple suggestions and were tagged to more than one category. Following are the number and percentage of comments by category:

- Encourage/suggest donation instead of fee: 7 (7.61%)
- Charge fee to cover costs: 10 (10.87%)
- Do not charge a fee: 16 (17.39%)
- Charge a nominal fee: 29 (31.52%)
- Charge a sliding fee (based on group type, use, etc.): 27 (29.35%)
- Untagged/not categorized: 16 (17.39%)

Donation		7.61%	7
Fee - cover costs		10.87%	10
No Fee		17.39%	16
Nominal Fee		31.52%	29
Sliding Fee		29.35%	27
Untagged		17.39%	16

Specific Comments:

- A contribution amount could be suggested, not required.
- A possible donation could be suggested to the group
- Make it possible to make a donation if able/choose to.
- They should be asked to make a donation
- Ask for a donation of a certain \$\$ amount set by the library.
- I think that donations can be requested, but should not be required.
- It would be fine to allow donations for use of room but not charge all organizations.
- Helps cover expenses
- If it costs the library money to do
- cost of having space open
- Only to cover costs
- Only if library staff have to provide work time to make such meetings happen. Otherwise I believe the library does serve the community.
- Perhaps a low fee that helps cover overhead.
- Due to COVID, the library will still have stringent guidelines to follow for the foreseeable future. A nominal charge, less than for other groups, should be considered.
- A nominal fee, and any expenses
- Yes, but a smaller amount than groups for profit. The money can be used for upkeep of the space, etc.
- Maybe a sliding scale fee or lower fee than for-profit businesses, but the library should be able to at least recoup staffing, cleaning, maintenance expenses so that these spaces are able to remain available
- To at least cover the cost of general maintenance, “wear and tear”, any staff time that might expand/shift to accommodate the time of event. Some groups could be an exception to that policy.

Stillwater

Public Library

- Lower fee than for profit groups or events. Takes staff time to set up and clean up!!
- Market price for amenities
- If we need the money!
- If held during open hours.
- (No ideally) It would be nice if not charged...as long as given group didn't monopolize it and all took good care of this community asset!
- Girl Scouts and parent education groups are on a tight budget, free is best!!
- Other than our library, Stillwater really doesn't have a "hub" where community groups can gather. Let's not discourage this with a fee when these groups are vital to our sense of community.
- Library should be welcoming to community meetings and social community events
- If possible, no fee, or if required then nominal
- the library is a public space
- No, non-profits should never be charged. Nor should individuals or (small) groups that are not a for-profit purpose.
- They are all part of the public community.
- I work for public schools and would be unable to use the space if we had to pay for it. Our first preference is to use our own conference spaces, but during high use professional development times (workshop days, school set up weeks), those spaces are at a premium and it's very difficult for all the staff groups that need meeting space to get it.
- This is some of the only spaces available for non-profits, like girl scouts and it really helps to have space like this available at no charge.
- This is what our tax dollars should provide
- I'm more of a maybe on this; a modest fee is not out of line; but if the fee is small, it may be more work to collect it than just have this be free
- Either no fee, or a very modest fee (\$25 or less)
- Nominal fee
- A small fee/maybe have scholarship for any that cannot pay
- Keep it minimal.
- Small fee
- Nominal fee
- But minimal
- A small maintenance fee to cover electricity, cleaning, setup, etc.
- A nominal fee would help with expenses.
- Yes, but a small fee, mostly to cover extra costs the library will incur by use of the space
- Minimal fee, but one that at least covers expenses.
- Perhaps a minimal fee to help prioritize use. Or allow a minimum number of hours per week for such use.
- Limited use per year and minimal fee for security and damage/clean up
- Minimal \$5 for meetings now
- I do think a small fee would be ok
- A reasonable fee would be appropriate, although this might not be the feeling of all nonprofits.
- A small fee for maintaining the spaces, such as \$5 per meeting.
- A modest fee
- A minimal fee makes sure that they are committed to using the space
- Perhaps a nominal fee suggested

Stillwater

Public Library

- Small fee to cover cleaning cost
- Not too large of a fee, but a fee.
- It could be a minimal amount.
- A nominal fee would not be out-of-line, but it should not be along the lines of the fees charged by Stillwater's for-profit event venues.
- Should pay what they can at the discretion of the library.
- Though less than private individuals and corporations
- Yes, but for big events using the terrace but maybe not for using a small meeting room not on a regular basis. Limit # of time you can use it.
- Perhaps on a sliding fee scale
- I think it depends on what kind of event they are putting on and how much it will be asking of the library.
- This may vary depending on the group, availability...
- Fees should be less than for-profit
- Depends on size of gathering. if it's a large fundraiser, it makes sense to charge a fee vs a small meeting
- Unless there are additional costs associated with how they use the space. The current nominal reservation fee seems reasonable.
- If they are well funded
- I think a small fee is appropriate for non-profit events and fundraisers, but perhaps no charge for meeting space (on a weeknight, for example). The alternative for our non-profit is spending \$\$\$ for event space at JX or similar event venue and the library would be a lovely alternative and a way we could "give back" to a partner organization by directing our event funds there.
- The space costs money to maintain and operate and the fee should reflect that. The pricing should reflect the demand for the space on a given day/time. That way the price can help allocate the resource in the most efficient way to benefit the library and therefor the community.
- But consider a sliding scale for fees approach.
- some should be free some charged
- Our nonprofits have no budget. If the nonprofit has fundraising then perhaps yes.
- A reduced rate for non-profit or community groups.
- Depending on the nature of the event, a charge for the use of the space might be appropriate
- Depends on the size of the event, which part of the event wing, when, how much exclusivity they want, etc.
- Non-profits should be charged less or nothing
- No, to non-profits, not sure about all community groups.
- Yes for community, no for non-profit
- If the members or organization have a connection to this library.
- Private events should be charged. Events open to the public should be charged. If it is a non-profit organization or someone putting on a free program - they should not be charged.
- On a sliding scale or low fee. Still, \$20-\$100 is an easy choice even for a relatively small org
- It would be great if they could. I know funding is an issue, but I'd like the library to control noisy events if possible.
- Anyone should be able to use it
- If possible.
- Unless it extends into hours that the library is open. A security person is usually not necessary and is contribution to small non-profits. We want this public place to be used. On the other hand, if a speaker is for instance racist or likely to attract racists and extremists, some security may be advised. Explore what other libraries do.

Stillwater

Public Library

- As long as those fees are for the same purposes that events like weddings
- ?
- They may apply for grants if needed
- But the library should not incur costs (set-up, clean up etc.)
- But a reduced fee might be nice!
- This type of use is special--it's hard to find meeting spaces for such groups elsewhere!

Staff Comments:

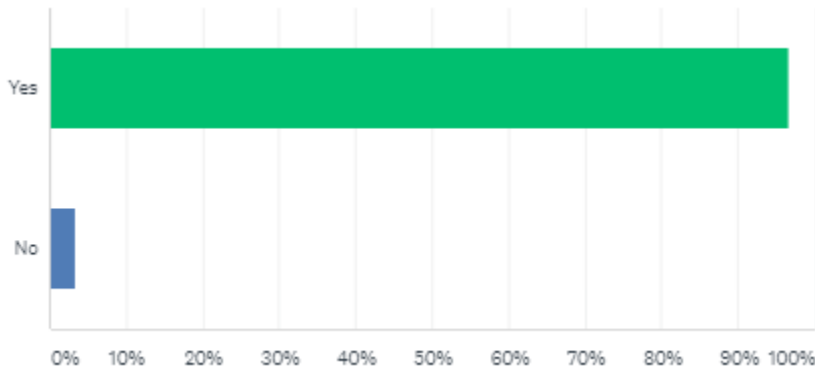
- Community and non-profit groups should not be charged a fee for meetings that require minimal set-up or supervision and occur during library hours. Fees should be considered for activities that require extra staffing, i.e. outside of library hours or extra coordination or set-up time.
- Yes. There is always the cost of clean-up
- It can be a small amount to cover cleaning and utilities
- No, but it's helpful if groups aren't able to reserve space repeatedly too far in advance, thereby creating a challenge for library programming staff.
- Depending on the event and scope. Example, if a nonprofit want to hold a meeting during the week that should be free. If that meeting occurs regularly, it might be a good idea to assess a fee. For a large fundraiser, a fee should be charged.
- Yes, a fee schedule should at least be considered. The fee should be substantial enough to warrant collecting and processing payment, which can take considerable staff time. If it's too low, it may cost more in staff time than it's worth. Clear parameters should exist as to what type of group is charged what fee.

Trustee Comments:

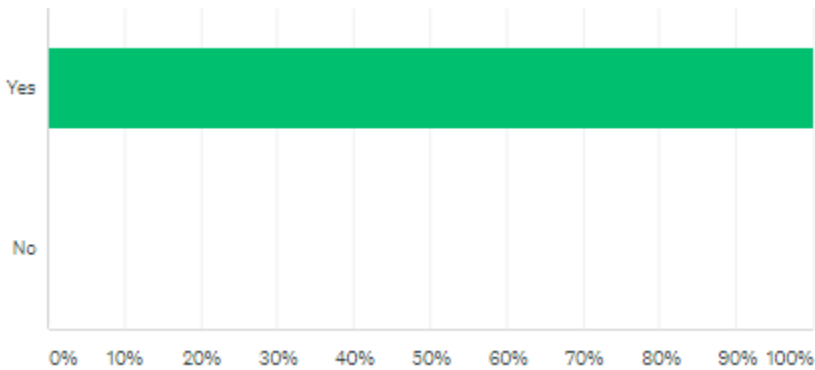
- Should be a minimal fee, but room needs to be cleaned before and after.

QUESTION 7: SHOULD FOR-PROFIT AND PRIVATE GROUPS BE CHARGED A FEE FOR USING THE EVENT WING?

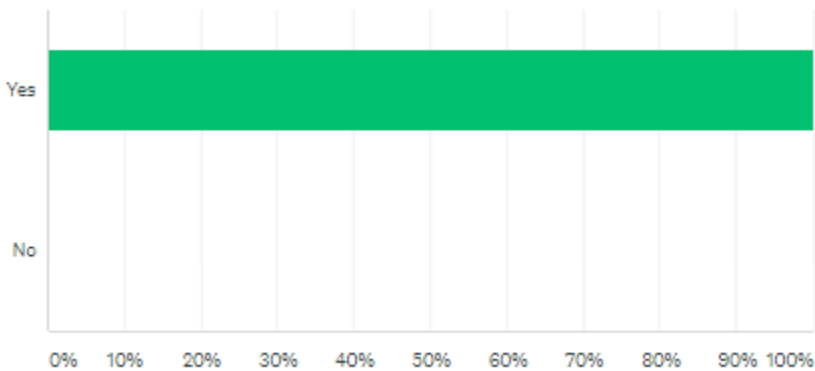
Community: 232 Responses, Yes: 224 (96.55%), No: 8 (3.45%), Comments: 52



Staff: 12 Responses, Yes: 12 (100%), No: 0 (0.00%), Comments: 5



Trustee: 8 Responses, 1 Skipped, Yes: 8 (100.00%), No: 0 (0.00%), Comments: 0



Stillwater

Public Library

Community Comments:

52 comments were received regarding the question of should for-profit and private groups be charged a fee for using the event wing. The responses were reviewed and categorized. Some comments contained multiple suggestions and were tagged to more than one category. Following are the number and percentage of comments by category:

- Encourage/suggest donation instead of fee or in addition to fee: 3 (5.77%)
- Charge to generate revenue for library: 4 (7.69%)
- Charge market rate to these groups: 9 (17.31%)
- Charge a sliding fee (based on group type, use, etc.): 20 (38.46%)
- Charge a small or reasonable fee: 6 (11.54%)
- Untagged/not categorized: 12 (23.08%)

Donation		5.77%	3
Generate Revenue		7.69%	4
Market Rate		17.31%	9
Sliding Fee		38.46%	20
Small/Reasonable Fee		11.54%	6
Untagged		23.08%	12

Specific Comments:

- I think that donations can be requested, but should not be required.
- A maintenance fee plus ask for a donation.
- They would pay for any other space--they can help support the library
- Yes and charge a lot only when library is closed
- For a significant fee to support the library
- This is a makes-sense revenue generator for the library.
- At a competitive rate so that the use of the library wouldn't be based on the low price
- Market rate
- Perhaps comparable to what other local meeting spaces charge.
- Commensurate w/rates elsewhere--it's a nice space!
- Charge the going rate for private groups.
- This is standard and how hotel meeting spaces and conventions places were created.
- Market rate
- Market rate fee
- This fee should be at the going rate.
- Higher rate than non-profits
- For-profit groups yes. Maybe no charge for families.
- High fees and limited priority for these groups.
- There may be variability as well. No fee or reduced fees for individuals who live in Stillwater.

Stillwater

Public Library

- When the wing is closed to other uses (i.e. wedding) and additional staffing/cleaning is needed, a fee should be charged
- No discount for them
- SPL Friends and Foundation should not be charged
- Slightly higher fees for private groups could help subsidize community groups.
- Again, it depends upon the nature of the group & the cost of set-up & maintenance required of library personnel.
- Yes. For-profit groups should be required to pay a fee possibly based on their typical annual revenue on a sliding scale or offer perhaps one free slot per month with a one free slot per year per company.
- For-profit groups should definitely have to pay a rental fee. If I held a get together I would expect to pay a rental fee.
- Limited use per year and fee for security and damage/clean up
- A different fee structure is common for for-profits and nonprofits.
- A larger fee that would support the resources available.
- For-profit groups should definitely be charged! But private groups that are not meeting for a "for-profit" purpose/business should not.
- Ideally, it would be great to see the space offered free to all when available. But if you had to charge, I think better to charge for-profit and private groups than non-profit or public sector.
- Due to COVID, the library will still have stringent guidelines to follow. A fee should be charged to for-profit and private groups on a higher scale than charged for non-profit/community groups.
- Could be less expensive, but in line with other event spaces. Private groups (weddings) can have restrictions that keep their use from interrupting regular library hours. For example, no activity before 4pm (or whatever) Saturday night.
- However, groups who are not profit based should be allowed to use the space free of charge also. i.e. homeschool groups
- Yes, again to cover the libraries overhead, but could be more than the non-profit, even potentially as a donation to the library
- Makes reasonable sense to me, at a reasonable fee. With more distance business doing, expect demand for library space may increase once COVID frees us from our abodes. A fee would help keep this fair and to maintain the spaces.
- Small fee, not exorbitant seems ok
- A nominal fee would help with expenses.
- Yes, a higher amount, but not exorbitant
- Not a huge fee
- Absolutely!
- n/a
- Definitely
- Absolutely
- the library is a public space
- I found using the conference rooms too expensive for my for-profit business. Which is a shame because I think they're often empty.
- They can share their profits on the expense line.
- Charges for rental fees should preclude charging a fee to attend. Rental fees should be the financial burden of their event.
- Absolutely

Stillwater

Public Library

- Same fee.
- Absolutely.
- I am not sure how much of the public is aware that the City Council expects the library to generate funds. It is a fine line to walk. The library is not a business per say yet at times the City expects it to operate as such. What is good for the common good is not always what is valued by the City's budget process. It is important to protect the library and its ever increasing demands.

Staff Comments:

- These groups should be charged more than the nonprofits
- They can be charged more
- Or, a minimum amount of bookings for private groups for free but for-profit should pay. It's part of the cost of running a business.
- A book club, home school group, or other club should be allowed to use space for free.
- My comments from question #6 apply here as well.

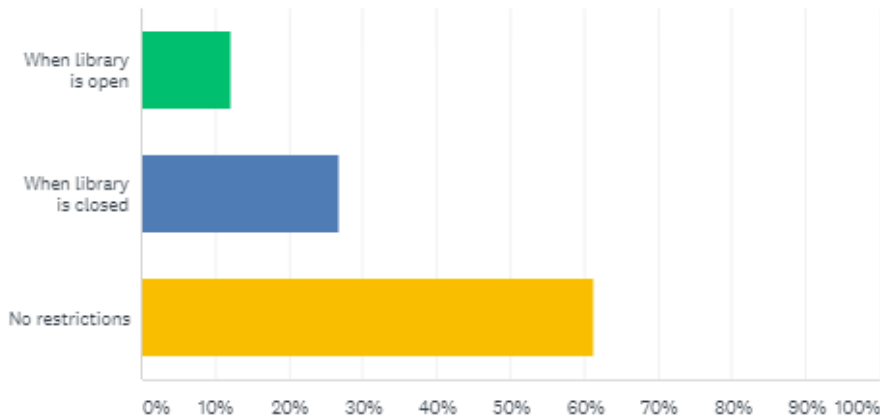
Trustee Comments: None

Stillwater

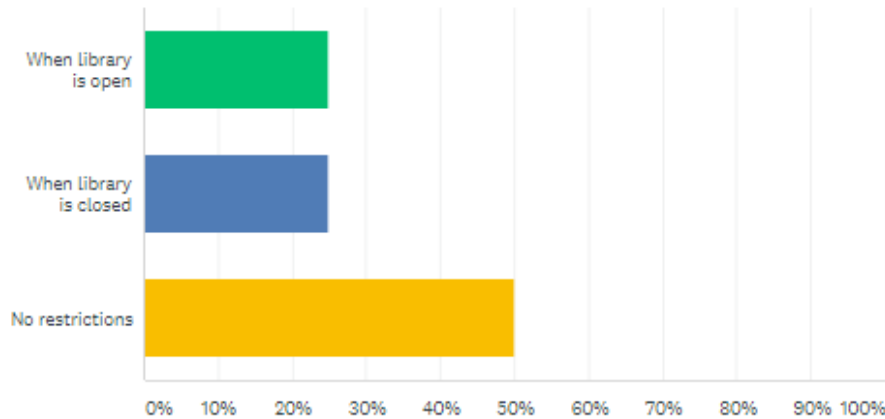
Public Library

QUESTION 8: IF NON-LIBRARY SPONSORED EVENTS ARE HELD IN THE EVENT WING, WHEN SHOULD THEY BE SCHEDULED?

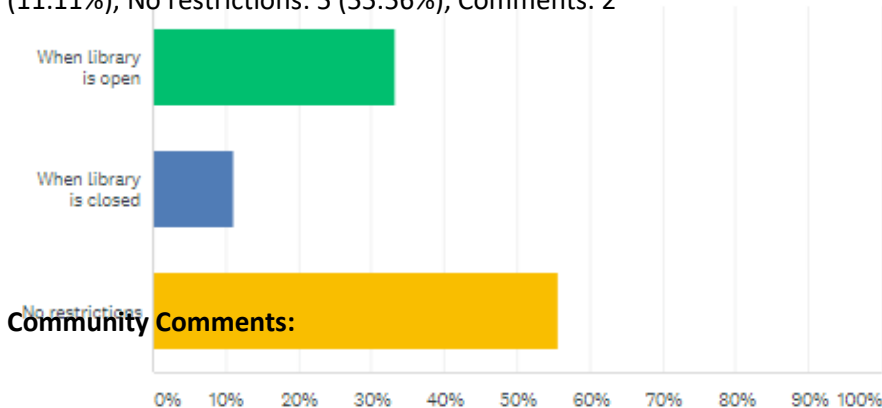
Community: 232 Responses, When the library is open to the public: 28 (12.07%), When the library is closed to the public: 62 (26.72%), No restrictions: 142 (61.21%), Comments: 65



Staff: 12 Responses, When the library is open to the public: 3 (25.99%), When the library is closed to the public: 3 (25.00%), No restrictions: 6 (50.00%), Comments: 6



Trustee: 9 Responses, When the library is open to the public: 3 (33.33%), When the library is closed to the public: 1 (11.11%), No restrictions: 5 (55.56%), Comments: 2



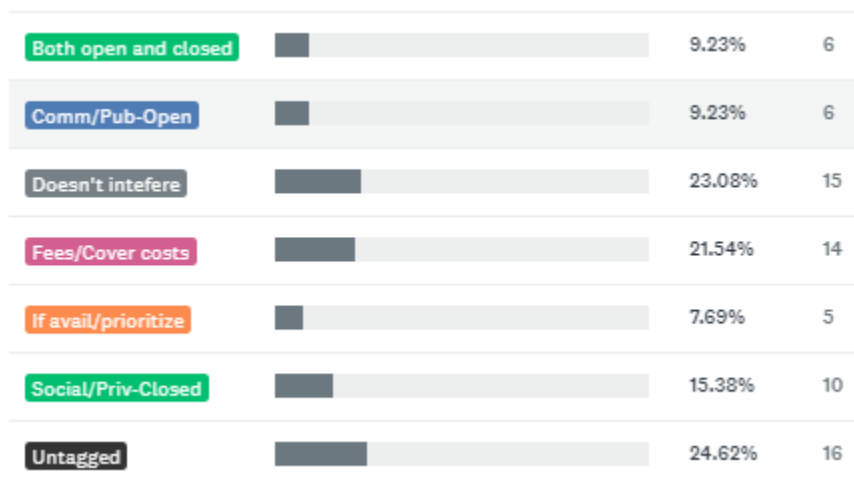
Community Comments:

Stillwater

Public Library

65 comments were received regarding the question of when non-library sponsored events should be held in the event wing. The responses were reviewed and categorized. Some comments contained multiple suggestions and were tagged to more than one category. Following are the number and percentage of comments by category:

- Permit during open and closed hours: 6 (9.23%)
- Community and open events can be held during open hours: 6 (9.23%)
- Events should be scheduled when or in a way that they won't interfere with public use: 15 (23.08%)
- If scheduled when closed/need extra staffing, charge a fee: 14 (21.54%)
- Prioritize use if space is available: 5 (7.69%)
- Social or private events should be held when library is closed: 10 (15.38%)
- Untagged/not categorized: 16 (25.62%)



Specific Comments:

- Whenever works!
- both/either
- depends on the size of the gathering; larger groups s/b after hours
- I believe there is room for both unscheduled space and events that serve as a revenue source.
- I support mixed use. Occasional public events do not deter from library users that often.
- If library staff need to be involved in any way, events should be during open hours. If someone else is fully responsible for the building at closed times, then it seems fine to do when the library is closed.
- Except to make sure there is some time for library patron use each day
- I have been a visitor to the library gallery, using the space to snack with my children, and been asked to leave because a private event was being held in a meeting room. Because this is the only approved area for eating and drinking, there is conflicting usage when meetings and events take place during library hours.
- I have been at the library when a wedding took place and it was loud and people are rude
- I think it would be best if non-library sponsored events that are not for the public were scheduled when they won't interfere with public use of the library or library programs.
- As long as the group is respectful of library rules and patrons.
- Unless it interferes w/other special library functions
- They could be held when the library is open if parking was determined for event participants so library patrons can still get to the library.

Stillwater

Public Library

- Caveat: If the event will be loud and disruptive to library patrons, it should not be held when library is open to the public.
- Or have certain hours that are always open to patrons.
- The exception would be weddings that used the Terrace. I do not believe access should be cut off to the public during regular library hours.
- I like to visit the beautiful terrace and it's sad when it's closed on Saturday's to private event
- You need to weigh the use of library patrons in relation to the time of the event. A mix is probably best.
- Meetings seem fine; but larger events/gatherings may need to work around peak library hours
- I often go to the gallery while there is a meeting being held in Margaret Rivers room. No problem. It is only a problem if the use means that it is off limits during regular library hours.
- When the event does not interfere with public use.
- After hour use OK if fee is charged to cover all expenses
- Probably higher cost to user when library is closed.
- Perhaps adjust fees to reflect any cost differences between open and closed
- Again, if it pays for the library to do it.
- The library could host events to provide revenue in both open and closed hours
- Night time events during the summer are an ideal use of the space. A book reading under the stars could be magical. I would prioritize the most sought after timeslots like weekend nights for private and for profit events where the library can collect a premium to offset the costs of operating and maintaining the spaces.
- If after library hours, fee should cover cost of Staff
- If a group is paying the costs of keeping the library open after hours, then after hours is fine. Otherwise, during library hours only if no cost to the library.
- Any events held during non-library hours should always be charged at least a minimum - as the library must pay staff / security / utilities / etc., to keep the building open. And any event that is not a non-profit should also be charged a usage fee.
- No restrictions but with a fee to cover operating expenses.
- If outside of normal hours, the event should fund any additional costs such as security.
- If it is when the library is closed to the public, then I think a fee is reasonable if there are real costs for staff.
- Within reason---some overlap fine
- Scheduled according to library activity
- If it's available then let them use it
- Depends on the size of the group! The patio is so beautiful and you have to pay for staffing. So you should charge.
- priority to other events, but still put on schedule
- I don't think this is the issue. And they should never take precedence over library events and uses.
- Should be scheduled only after library sponsored events are filled.
- Unless they make sense due to excessive traffic/noise/mess that would be disruptive to the library's primary mission(s). I would probably not schedule a wedding or concert during open library hours.
- Larger social events, like weddings are perhaps best scheduled outside of open hours. Overall I'd like the Board to balance accessibility and sustainability by charging those that have means to help support community and library sponsored events/use.
- Except for rentals.
- When library is closed to the public ----> for private/for profit, and no restrictions ----> non-profit and community
- Depends--a wedding--no, library closes. A workshop--library could be open.

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- Both of the first two options. Closed door meeting rooms--->no restrictions, Terrace--->when library is closed
- This question is a bit confusing to me. If we're talking about a community group having a meeting that should be when the library is open. If we're talking about a wedding for example that should be done when the library is closed.
- For the most part, I would say small meetings and events should happen while the library is open to the public. A wedding or large event, that could potentially bring in income to the library, beyond staffing and cleaning costs, could be scheduled based on availability of the space and outside of open hours.
- Public events - anytime; Private events - when the library is closed
- As long as events that take place when the library is open to the public do not restrict patrons moving through the gallery space.
- Wow, this is a tough one not knowing how the library is doing financially
- Your decision. Thank you and good luck!
- I love our library!
- Just please ensure users sign an agreement to care for the space.
- I'm satisfied with the past usage rules. I don't think library hours should be shortened to accommodate private parties and I don't think a "non-fee" event group should expect to use the space outside normal hours
- Note: I thoroughly enjoy the art displays in the gallery.
- When the library is closed to the public/no restrictions
- Library should be available to community during regular hours. Thanks for the opportunity to give feedback. Thanks for keeping the library available in safe ways during the plague.
- Restrictions should be implemented by the library personnel because they know what the issues are.
- Clear boundaries are always a good idea.
- I don't feel qualified to answer this.
- not sure
- depending on the type of event, some common sense would have to be used
- Balance is needed here
- The library's expertise would have to weigh in on this one. Some events have little or no impact on library users, others do. Wish there were another comment box to mention how well the library has responded to community needs during the pandemic. We have a remarkable library, remarkable staff and remarkable leadership.

Staff Comments:

- Community meetings with minimal set-up and supervision should be available primarily when the library is open to the public as staff are already present in the building. If events are scheduled when the library is closed to the public, appropriate fees and staffing would need to be considered for managing these events.
- When the library is closed to public when at all possible
- When the library is open to the public except for weddings
- No restrictions assuming library programs continue to have priority over non-library events and access to the library is controlled as necessary to avoid added burden on staff. There should be an event manager available during all non-library events. This would be someone responsible to act immediately, so preferably on site checking with staff upon arrival and exit.
- It depends on the event
- There is not an easy answer. If you take the position that the library is a public space and events should be free and open to the public, then private events with restricted access to the terrace or other areas should occur when the library is closed so as to not impede public access. However, by doing so, you add an additional burden to staff (and our budget) who have to provide oversight, tech support, custodial support, etc., during closed

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hours. In some ways, it's easier for staff to provide support during regular hours only, but then the general public may have reduced access. There are variables that could change my answer. Also, by limiting such events to closed hours, then demand for the space will likely be much more limited. If the event wing didn't include the terrace, then I might change my vote to "When the library is open to the public" because then the general public could still enjoy the terrace and the burden on staff could be less. The terrace is such a unique attribute, and I truly want the general public to be able to access it during our regular business hours as much as possible.

Trustee Comments:

- When the library is open to the public with exceptions permitted, discretion of director
- No restrictions within reasonable guidelines, i.e. no more than 1 or 2 Hours on a given day

TRUE COSTS OF SPECIAL EVENTS AT LIBRARY

Summary of True Costs

This summary provides an overview of the true costs of holding special events at Stillwater Public Library. A true costs table for 2016 through 2020, detailing revenues and expenditures, follows the summary.

Revenues:

The library has generated revenues by charging rental fees for holding ceremonies, receptions, and other special events at the library. When the library used an in-house coordinator to manage special events, all income received was revenue for the library. The library received approximately \$59K, \$63K and \$85K in 2016 through 2019 respectively, for an annual average of almost \$70K. In 2019, the library contracted with One23 to manage events. With this structure, the library and One23 split revenue 50/50 for any new bookings generated by One23. For events booked prior to the One23 agreement, the library retained funds already received and equally split new funds received from clients. In 2019, a total of approximately \$75K in revenue was generated with \$52K going to the library and \$22K going to One23.

Known Expenditures:

Known costs for managing events have been an event coordinator, seasonal event prep staff to set up and take down furniture, and social media marketing fees. In 2016 through 2018, the in-house coordinator was paid approximately \$24K annually. In addition, between \$4K and \$6K was spent annually on marketing and event preparation. In total, the library paid out about \$29K annually for event expenses. Under the One23 contract in 2019, the costs of administration, marketing and event preparation were included as part of the agreement for a total of \$32.5K. In addition, One23 retained \$22K as their portion of the revenue. In total, One23 received almost \$55K from library events in 2019.

The difference in costs for an in-house coordinator compared to contracted services with One23 is significant. A review of the in-house coordinator position provides further insights. Per Sandy Ellis, a past in-house coordinator, the pay of \$24K was understood to be for 1,040 hours of work per year or 20 hours per week on average. For 1,040 hours, this would be an hourly rate of \$23. The actual time worked, however, far exceeded 1,040 hours per year. Ellis worked between 40-60 hours per week during the event season and 10-20 hours per week during the off season. Her average actual per hour wage was closer to minimum wage. Both in-house coordinators resigned from their positions managing events at the library, due in part to the imbalance between wages and hours worked. This was a contract employee position with no benefits or tax withholdings.

Estimated Expenditures:

Special events directly impact the maintenance of the facility and administration of the library. While past revenue and expenditure analyses have been primarily limited to the coordinator, event prep and marketing costs, this true costs review includes additional personnel and facility costs associated with special events.

On a per event basis, costs were incurred for extra custodial cleaning, maintenance/repairs, and energy usage. The estimated total costs ranged from about \$5K to \$8K annually in 2016 to 2019, depending on the number of events. Each special event held was also an expenditure in time for the library's administrative staff. Administrative staff time was estimated at 1 hour per event in 2016 through 2018, when in-house coordinators were used, for an average annual cost of \$1.5K. When One23 was hired, library administrative staff time increased to about 3 hours per event for an estimated cost of \$4.8K in 2019.

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In addition to the per event costs, additional administrative time is also spent on an annual basis to facilitate any special event at the library. It is estimated that at least \$1.5K is spent annually to manage hiring, contracts, policies, and exceptions. Time spent on special use permits and neighborhood meetings adds to these costs, conservatively estimated between \$1.5K and \$2K for 2017 and 2018. In total, expenditures for cleaning, facility maintenance, energy, and administration are estimated to have cost the library an average of almost \$12K annually.

Net Revenues:

When looking at the years of 2016 through 2018, the library netted \$20K, \$25K and \$41K from events respectively. This income was generated in the years where an in-house coordinator was used and compensated at a rate below comparable private-sector positions in the area. It is unlikely that an in-house coordinator could be hired and retained at a similar rate going forward. To be competitive with current market rates, compensation would need to be substantially increased. The last in-house coordinator estimated pay would need to increase by a factor of at least two to recruit and retain a person with the requisite expertise. For 2019, net income generated from events was actually -\$5K, with expenses exceeding revenues. In 2020, which did face unusual challenges due to COVID-19, net income was -\$12K. The revenue sharing model with One23 was envisioned to be self-supporting. Unfortunately, with the fixed costs and the volume of business generated, it was not. It still required the injection of funds from the Library Foundation, which was not sustainable over the long term.

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SPECIAL EVENT TRUE COSTS TABLE

	2016	2017	2018	2019	2020
# Events	39	26	46	40	8
Revenue					
Library's Share	\$59,392	\$63,209	\$85,445	\$52,850	\$12,496
One23's Share				\$22,292	\$14,120
Known Expenditures					
In-House Coordinator Contract (Anne/Sandy)	\$24,673	\$24,000	\$24,000	\$12,000	\$0
One23 Contract					
Admin Costs				\$16,000	\$10,500
Planning Marketing/Services				\$14,000	\$6,000
Per Event Fee				\$2,500	\$4,000
Venue & Liquor Sales				\$22,292	\$14,120
Event Prep	\$2,167	\$2,490	\$4,308	\$0	\$518
Marketing	\$2,201	\$2,000	\$2,149	\$0	\$0
Estimated Expenditures					
Per Event Costs					
Estimated Cleaning Costs \$100/event	\$3,900	\$2,600	\$4,600	\$4,000	\$800
Estimated Maintenance/Facility Costs \$70/event - maintenance time & repairs	\$2,730	\$1,820	\$3,220	\$2,800	\$560
Estimated Energy Costs 50% of events * 5 hrs * 6.75/hr	\$658	\$438	\$776	\$675	\$135
Estimated Library Admin Staff Time Costs 1 hr/event with in-house coordinator and 3 hrs/event with One23; \$40/hr	\$1,560	\$1,040	\$1,840	\$4,800	\$960
One-Time or Annual Costs					
Estimated Admin Costs Hiring, contract renewals, rate/policy changes, exceptions; \$50/hr	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
SUP Permit Admin Costs \$50/hr	\$0	\$1,500	\$2,000	\$50	\$0
NET INCOME	\$20,003	\$25,821	\$41,052	(\$5,475)	(\$12,477)

EVENT SUSTAINABILITY AND PRIORITIZATION

Summary of Sustainability and Prioritization Analysis

This section provides a snapshot of the task force's review of events at the library in terms of two components – sustainability and prioritization. Sustainability addresses the impact of events on the library's building, staff and financial resources both now and continuing into the future. Prioritization assesses which events should be held at the library, based on the library's vision and mission, community needs and preferences, and sustainability.

To examine the components of sustainability and prioritization, the task force first defined possible sustainability considerations. These are the event factors that influence the costs associated with use of space at the library. Sixteen factors that affect the complexity, scope and management of events were identified, including specific space used, length of use, group size, and set-up needs.

The task force then developed a sustainability matrix to categorize these factors into different event tiers and to assess each event tier for their impact on staffing, the facility, the neighborhood, and the community. Based on the sustainability matrix, providing unscheduled use for library patrons was the most sustainable and had the lowest impact on resources. On the other end, providing space for social events was the least sustainable and had the highest impact on resources.

Finally, a prioritization grid was created to rank each event type in the areas of vision/mission, community preference, community impact, and sustainability. From this assessment, the task force determined that:

- Providing space for library programs, meetings of community organizations, and unscheduled patron use best meets the vision and mission of the library, the needs of the largest patron population, and has the lowest impact and cost on resources.
- Providing space for special activities, for-profit business and private groups, and social events fits within the vision and mission of the library but benefits specific individuals or groups more than the overall patron population and has the highest negative impact and cost on library resources.

Following are the sustainability considerations, sustainability matrix, and prioritization grid used by the task force.

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Sustainability Considerations

When assessing library space use, multiple factors influence the scope and impact of events.

Space/Room <ul style="list-style-type: none"> • Single indoor meeting room • Indoor event wing • Terrace only • Event wing and terrace 	Type of Event <ul style="list-style-type: none"> • Library program • Meeting • Special activity • Social event 	Length of Use <ul style="list-style-type: none"> • Under 4 hours • 4-8 hours • 10 hours+ 	Timing of Event <ul style="list-style-type: none"> • During library hours • Library closed to public
Group Size <ul style="list-style-type: none"> • At or below the capacity for a single meeting room • 60-100 attendees (combined meeting space) • > 100 attendees (full event wing) 	Set-Up <ul style="list-style-type: none"> • Standard set • Custom set 	Technology <ul style="list-style-type: none"> • None • Basic/In-room equipment • Custom 	Booking Method <ul style="list-style-type: none"> • Online • Through a staff person • Through an event coordinator
Catering <ul style="list-style-type: none"> • No food • Limited food • Full catering allowed 	Alcohol	Outdoor Music	Other Vendors
Photography	Decorations	Contracts/Fees/Insurance	Tours & Rehearsals

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Sustainability Matrix

The task force then used the sustainability considerations to develop a sustainability matrix using a three-tiered system for identifying the costs associated with:

1. Staffing and management
2. Facility and custodial
3. Neighborhood impact
4. Community and access

Space usage was grouped into the following categories:

- Unscheduled use of library space
- Library programs
- Tier 1 events (standard meetings)
- Tier 2 events (custom meetings)
- Tier 3 events (special activities/social events)

SUSTAINABILITY MATRIX					
Rating Key: 1=Low - No Cost, 2=Low - Marginal Cost, 3=Low - Moderate Cost, 4=Medium Cost, 5=High Cost					
		Staffing/Mgmt Costs	Facility & Custodial Costs	Neighborhood Costs	Community Costs/Access
Unscheduled Use of Gallery & Terrace Space		1 (Low - No Impact)	1 (Low - No Impact)	1 (Low - No Impact)	1 (Low - No Impact)
Timing of Event	During library hours	Minimal or no change in staffing: *No coordination needed of public open space in gallery or on terrace	Minimal or no change in facility costs: * No set up costs or increased facility costs; part of daily operations	Minimal or no increase in impact on neighbors: * No changes in terms of traffic, parking and noise; part of daily operations	Minimal reduction in access to space: * No changes in access to space; Terrace and gallery open space part of regular operations
Length of Event	Undetermined				
Group Size	Fits capacity				
Space	Gallery/Terrace				
Set Up	None				
Tech	None				
Entertainment	None				
Food	Allowed (no catering); Bring own				
Alcohol	Not allowed				
Decorations	Not allowed				
Other Vendors	Not allowed				
Booking	Not allowed				
Fees	None				

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	Staffing/Mgmt Costs	Facility & Custodial Costs	Neighborhood Costs	Community Costs/Access
<p>Library Sponsored Program</p> <p>Timing of Event During library hours</p> <p>Length of Event 1.5 hours or less</p> <p>Group Size Fits room capacity</p> <p>Space Meeting room or outdoor space</p> <p>Set Up Custom</p> <p>Tech None or basic or custom</p> <p>Entertainment Library-coordinated</p> <p>Food Minimal</p> <p>Alcohol Not allowed</p> <p>Decorations Allowed</p> <p>Other Vendors Allowed</p> <p>Booking Online</p> <p>Fees Free to public</p>	<p>2 (Low - Marginal) to 4 (Medium) Depending On Program</p> <p>Some programs have minimal or no change in staffing. They fit within budget, staff responsibilities and workload.</p> <p>Other programs may impact staffing due to size, scope and complexity. A larger event may affect staffing in reference, circulation, and youth services. Prep time, implementation, and follow-up also could contribute to staffing costs.</p>	<p>2 (Low - Marginal) to 3 (Low - Moderate) Depending on Program</p> <p>Most programs have minimal or no change in facility costs for most programs. They fit in already in budgeted plant costs for energy usage, custodial supplies, replacement costs, and custodial staffing.</p> <p>Some programs may have moderate additional costs for set up and take down, additional wear and tear from moving furnishings, additional paper product/custodial supply costs due to more people, and additional custodial cleaning.</p>	<p>2 (Low - Marginal) to 4 (Medium) Depending on Program</p> <p>Some programs have minimal or no increase in impact on neighbors with few changes in traffic, parking and noise as part of regular public service offerings.</p> <p>Other programs may increase impact due to size of group or location of event. There may be more traffic and less parking. If outdoor program, there may be more noise.</p>	<p>2 (Low - Marginal Impact)</p> <p>Minimal reduction in access to space: * Library program may provide more public access to space by encouraging patrons to attend; All library programs are free and open to public although programs may be capped at certain numbers or limited to certain ages</p> <p>* May reduce parking depending on size/timing of program</p>
<p>Tier 1 Event (ex: standard meeting)</p> <p>Timing of Event During library hours</p> <p>Length of Event 4 hrs or less</p> <p>Group Size Under 60; fits capacity</p> <p>Space Individual meeting room</p> <p>Set Up Standard</p> <p>Tech None or basic</p> <p>Entertainment Basic speaker/presenter</p> <p>Food No vendors</p> <p>Alcohol Not allowed</p> <p>Decorations Not allowed</p> <p>Other Vendors Not allowed</p> <p>Booking Online</p> <p>Fees TBD</p>	<p>2 (Low - Marginal Impact)</p> <p>Minimal or no change in staffing: *Already in budgeted operating costs</p> <p>*Staff responsibilities are part of current workload</p>	<p>2 (Low - Marginal Impact)</p> <p>Minimal or no change in facility costs: * Already in budgeted plant costs for energy usage, custodial supplies, replacement costs</p> <p>* Part of regular library operations & custodial duties</p>	<p>2 (Low - Marginal Impact)</p> <p>Minimal or no increase in impact on neighbors: * No changes in terms of traffic, parking and noise</p> <p>* Part of regular public service offerings</p>	<p>2 (Low - Marginal Impact)</p> <p>Minimal reduction in access to space: * Public would have ability to book meeting room space</p> <p>* No reduced use of gallery space or outdoor terrace space</p>

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		Staffing/Mgmt Costs	Facility & Custodial Costs	Neighborhood Costs	Community Costs/Access
Tier 2 Event (ex: custom meeting)		3 (Low - Moderate Impact)	3 (Low - Moderate Impact)	3 (Low - Moderate Impact)	3 (Low - Moderate Impact)
Timing of Event	During library hours	Possible increase in costs due to additional time needed of staff for: * Coordination of larger/longer meetings * Coordination of custom meeting set up *If fees charged, administrative time for generating invoices, receiving and processing payment, collecting on outstanding invoices	Possible additional plant costs anticipated: * Take down existing set-up, implement custom set, take down custom set, and return standard set * Additional wear and tear on furnishings and flooring from moving * Additional paper product costs/custodial supply costs due more people and longer event * Additional custodial cleaning	Slight increase in impact on neighbors: * Due to size of group or length of visit, there may be more traffic at start/end of event and less parking available * As indoor event, noise should not be a major factor	Decrease in access to space: * Potential decrease in ability to book room as either multiple spaces are reserved by one group or single space reserved for a longer time * Reduced parking around library and in ramp due to number of attendees and length of event * No reduced use of gallery space or outdoor terrace space
Length of Event	8 hrs or less				
Group Size	60-100				
Space	MR A&B or Conference Room + Margaret Rivers (NOT Gallery)				
Set Up	Custom				
Tech	None or basic				
Entertainment	Basic speaker/presenter only				
Food	No vendors serving; Boxed lunch catering allowed				
Alcohol	Not allowed				
Decorations	Not allowed				
Other Vendors	Not allowed				
Booking	Online with follow-up				
Fees	TBD				

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		Staffing/Mgmt Costs	Facility & Custodial Costs	Neighborhood Costs	Community Costs/Access
Tier 3 Event (ex: special activity, social event, fundraiser)		5 (High Impact)	5 (High Impact)	5 (High Impact)	2 (Low) or 5 (High) Dependent on when space is used
Timing of Event	During or outside of library hours	<p>Significant increase in costs due to additional time needed of staff to:</p> <ul style="list-style-type: none"> * Meet with client in advance of event to tour space, plan logistics. etc.; May require multiple meetings and phone calls * Manage vendors, deliveries and custom space set * Provide onsite coordination for duration of event plus time before and after * Administer and respond to contracts, legal questions, insurance, security, invoicing, SUP adherence, neighbors * Hiring security if needed * If decide to promote, add in promotion/marketing time and costs (staffing, printing, social media channels, etc.) 	<p>Significant increase in plant costs due to:</p> <ul style="list-style-type: none"> *Staffing to set up and take down space *Custodial cleaning costs of space * Additional wear and tear on building, furnishings and floorings * Additional energy costs associated with lighting after hours and heating/cooling if people are moving frequently between spaces * If tent, increased damage risk to building (walls, windows, pavers) and significant time to monitor set up and take down (~ 8 hours) 	<p>Significant increase in impact on neighbors, including:</p> <ul style="list-style-type: none"> *More activity outside of library hours * More traffic and less parking available around library * More noise coming from terrace * Increased number of vendors and thus increased possibility of driveway being blocked * More calls from neighbors to library with concerns * Rules of SUP go into effect with any outside event 	<p>LOW: If used when library is closed to public, little impact on public access. In fact, public may consider access increased if library is available for reservation after hours. However, others consider fees for use - if charged - a barrier and impact may still be high.</p> <p>HIGH: If used when library is open to public, significant decrease in access to space: * No ability to book meeting space during this timeframe</p> <ul style="list-style-type: none"> * Limited or no access to public space in gallery or on terrace * Reduced parking around library and in ramp * Disruption of traffic flow inside and outside of library at time of guest arrival/departure
Length of Event	10 hrs or less				
Group Size	Up to 250				
Space	Indoor Event Wing and/or Terrace				
Set Up	Custom				
Tech	None, Basic or Custom				
Entertainment	Allowed				
Food	Catering allowed				
Alcohol	Allowed w/ licensed caterer				
Decorations	Allowed				
Other Vendors	Allowed				
Booking	Through Coordinator				
Fees	TBD				

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Prioritization Grid

Using information from the event wing survey and factors from the sustainability matrix, the events task force then reviewed and prioritized the primary event types in accordance with their ability to further the library's mission, align with community preferences, have a positive impact on the community, and be economically sustainable.

Event Wing Space Prioritization Grid					
Rating: Events ranked on a scale of 1 to 6 where 1 best meets the established priority					
Event Type	Furthering Library's Mission Connect members of our community with the power of knowledge, the possibility of new ideas, and the opportunity to engage with one another	Community Preference Ranking on survey	Positive Impact on Community Providing and enhancing resources and accessibility that benefit community	Sustainability Market Situation & Library Resources	Total
Library-sponsored programs	1	1	1	2	5
Providing unscheduled space for use by library patrons (e.g. enjoying view, reading, working, eating food in gallery or on terrace)	2	3	2	1	8
Providing meeting space for community organizations (e.g. meetings of a youth service organization or neighborhood group)	3	2	3	3	11
Providing special activity space for community organizations and nonprofits (e.g. fundraisers, annual celebrations, award ceremonies)	4	4	4	5	17
Providing space for use by for-profit businesses and private groups	6	6	6	4	22
Providing Space for Social Events (e.g. weddings, showers, parties)	5	5	5	6	21

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Hours and Services and Mask Requirement	
OWNER: Troendle, Director	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: <ol style="list-style-type: none"> (1) The library remove the indoor mask requirement when our state removes that requirement. (2) The library adjust its capacity limits and social distancing guidelines in accord with the state. (3) The library expand in-person service hours beginning June 1: <ul style="list-style-type: none"> Monday-Thursday 10 a.m. – 7 p.m. Friday 10 a.m. – 5 p.m. Saturday 10 a.m. – 5 p.m. (closing at 4 p.m. would be another option) Sundays closed until after Labor Day weekend 	
BACKGROUND/CONTEXT: <p>On May 6, Governor Walz announced a three-step process to wind down public health safety measures put in place to mitigate the threat posed by COVID-19. That process is outlined on the second page of this cover sheet.</p> <p>The library director recommends the board approve aligning with state mandates when they are relaxed or removed. For example, if the state removes the indoor mask mandate between the June and July board meeting dates, the library will automatically follow state guidance, which is based on Minnesota Department of Health recommendations. At such time, mask wearing would then become optional. I want to acknowledge that not all staff may agree with this stance; however, without the weight of the state mandate, I’m concerned that trying to enforce a mask mandate solely on a local level will be difficult and lead to inconsistent enforcement and/or more resistance in terms of public compliance, which will put staff in a difficult position. We’ll also be down to one greeter desk. While I don’t know what the City of Stillwater will decide with respect to masks, throughout the pandemic the City has consistently aligned its policies and practices with state recommendations. By June 1, the vast majority of library staff will be fully vaccinated, which is a tremendous relief. In trying to assess the big picture, I believe it will be more protective of staff to align with the state’s stance on masks and not be more restrictive; however, authority to make a decision on masks could be postponed or delegated to the Executive Committee to allow more time to learn what the City will do. It’s also recommended the library adjust capacity and social distancing guidelines as the state relaxes restrictions.</p> <p>It’s recommended the gallery be opened back up to the public by June 1, which also means we return to having only the 4th Street greeter desk staffed by a volunteer. Most or all of the previous seating would again become available for public use by the first week of June as long as that’s in accord with state guidelines. Time limits could be relaxed by June 1. One restriction staff would like to retain is the continued pause on meeting room use by the public until September, and part of the reason for this is budgetary.</p> <p>If expanded in-person service hours are approved for June 1, the curbside pick-up option as it currently exists would no longer be available, but it would be replaced by a daily locker pick-up option using 16 lockers near the elevator by the parking ramp entrance. Patrons still cautious about re-</p>	

entering public spaces would have to come inside only a few steps to retrieve their requested items. The lockers cannot be housed in the ramp; they would be accessible when the library is open to the public.

Recent patron comments/interactions documented by staff include:

- Three inquiries about whether study rooms are available yet
- when I win the lottery, you are in my endowment. . I just love you guys –
- Young mom said "happy to be here" when she entered with her 2 little ones
- Patron said, "Welcome to the minimum security prison" as he gestured toward the plexiglass. He said it was his first time back at the Library in a while.
- Patron hadn't been in the library in a while and was asking about hours. She said three days is enough for now (4/28)
- Several patrons were upset when asked to put on a mask or pull it up to cover their mouth and nose
- Patron said how much she had appreciated curbside, and how convenient it was for her, but that she felt ready to stop curbside and just come in the library going forward.

The State of Minnesota's Three-Step Process Ending Most COVID-19 Restrictions:

- **Step One:** Starting at Noon, May 7, some state restrictions, primarily in outdoor settings, will be relaxed. The state will:
 - Remove limits for outdoor dining, events, and other get-togethers, and end the mask requirement outdoors, except at events with controlled access over 500 people. Unless you're in a very large crowd at a formal event, you don't need to wear a mask when you're outside.
 - Provide recommendations (not state restrictions) for fairs, parades, and other outdoor celebrations to highlight best practices to stay safe and make summer in Minnesota great.
 - Increase occupancy and group size for all indoor activities and events, moving capacity percentages up and removing all overall caps.
 - Eliminate the mandatory closing time provision and increase table size and group size to 10.
- **Step Two:** On May 28, the Friday before Memorial Day, nearly all other restrictions will come to an end, including for indoor events and gatherings. Certain requirements will remain:
 - Face coverings indoors and for the largest outdoor events (500 and above) with controlled access.
 - Businesses must continue to have plans that keep their employees safe – as they have from the beginning of the pandemic – guided by one universal state guidance document that will include no new requirements.
 - Important consumer protections will remain in place, including the eviction moratorium and anti-price gouging order.
- **Step Three:** The remaining statewide face covering requirement and the requirement for business preparedness plans will end once 70% of Minnesotans aged 16+ get their vaccine – that is 3,087,404 Minnesotans – but no later than July 1. Critical work on vaccines will continue and local jurisdictions and other entities may still require masks.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: 4th Street Lawn Design Concept Approval</p>	
<p>OWNER: Facilities Committee</p>	<p>PRESENTER: Facilities Committee</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: The Facilities Committee recommends approval of Calyx Design’s Concept A with the provision that input from the state, city, library board, and staff may alter the final plan. Issues of maintenance, accessibility, and space raised by staff and trustees will be included to help refine the development of a final plan.</p>	
<p>BACKGROUND/CONTEXT: While the library board viewed sketches of two concepts at last month’s meeting, and feedback indicated a preference for Concept A, a formal vote to approve a specific concept was not on the agenda because the plans were made available to the committee only a day prior to the board meeting. Now that the committee has had time to more fully review the concepts and consider feedback by the trustees, library staff and city staff, the committee is ready to continue the discussion and would like to collaborate with Calyx Design to refine one of the concepts to determine if concerns can be adequately addressed. If the library board formally approves a concept at this meeting, then the City Planner would like to present the general concept to the city’s Heritage Preservation Commission on May 19. As soon as possible after May 19, the Facilities Committee would then meet with Calyx Design to review what has been learned and what needs to be incorporated into a final design to be presented at the library board’s July 13 meeting.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Comments about Calyx Design’s concepts from trustees, staff, and the Director of Public Works/City Engineer</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

Comments Submitted to Director Regarding Calyx Concept Plans

4th ST lawn comments received after the April 13 library board meeting from trustees, staff, and the Director of Public Works/City Engineer.

TRUSTEES:

- 1 I thought both concepts were good but prefer the cleaner look of concept 1.
- 2 These renderings are exciting.
- 3 My one concern is access to the accessibility ramp. It appears that wheelchairs would need to enter that ramp from the parking lot, as well as anyone else who might want to use it, including those with mobility issues, crutches or braces, strollers, walkers, etc.

I think there should be a clear pedestrian path from the fourth street sidewalk to the accessibility ramp. The parking lot is a dangerous place, especially for those in wheelchairs, as they are difficult to see from inside a car.

If a blind person wanted to use the ramp to avoid the stairs, it would be virtually impossible to find.

Overall, I think the design in the first option is appealing and fits very well with the ethos of the library.

My only other concern would be that we make this hard skipping and landscaping project as sustainable as possible. We have an educational mission and modeling responsible environmental behavior yes, in my view, essential. I understand that not all surfaces can be permeable and I do appreciate the comments in this regard made last night. But I would hope that this would be a strong priority. I would also hope that we would use native perennial plants wherever possible. These would help with water management, provide habitat for our disappearing pollinators, and reinforce our link to Minnesota and its natural environment.

- 4 About the design of the formal large group gathering space:
 - When the space is in use for storytime or a book club meeting, will people be comfortable walking through the circle as they move from the street toward the entrance?
 - Is there sufficient space for handicapped access around the circle? Especially when people may be sitting on the seat wall?
 - Consider establishing a process, perhaps a public art committee, to select a sculpture for the center of the circle. These decisions can be fraught. If construction realities allow, defer a decision until a later phase of the project when we will have a sense of how people use the space.

The reading rooms appear quite close to the parking lot, raising safety concerns.

Leaving the south lawn open allows for various group and individual uses. That flexibility is advantageous.

STAFF:

- 1 Please consider the following elements when planning and implementing a new lawn design:
 - Pathway surfacing that can be salted, shoveled, and cleared with a snow blower without getting caught on edges or uneven surfaces.
 - Sidewalk along 4th Street may need to be clearable by a seated snow removal machine used by city. Possibly other areas? Check with city on what machines they use. What clearance is necessary? How would hedge, fence or stone wall affect snow removal?
 - Plantings along pathways that are winter hardy and can withstand exposure to salt and piles of snow.
 - Plantings that have a direct source of water/irrigation or do not require watering.
 - Plantings that require minimal maintenance or care by volunteers and/or staff. Volunteer groups come and go, and staff budgets do not allow for much extra time spent doing maintenance.
 - Plantings that will maintain appeal if one dies or does not thrive ... or can be easily replaced if one/dies or does not thrive. If a planting in a hedge dies, how does this affect appearance? Could a plant of similar size be found to replace it?
 - Planting areas that minimize weed growth.
 - Landscaping on lawn that can be easily mowed around. We'd like mowing and weed whipping to continue to be provided by the city.
 - Seating, sculpture, accessories that require minimal upkeep – do not need painting, staining, rust removal.
 - Seating and accessories that won't blow around in wind.
 - If flexible/movable seating is used, who is responsible for placement? If movable by patrons, will rearranging affect aesthetics?
 - As elements are added in, consider both short-term and long-term maintenance. How does terracing hold up over time? Seating areas? Plant growth and death?
 - While we know that salt is not the most environmentally friendly option, it is often one of the best and only options if we need to remove ice and ensure safety.
 - If we add more seating outside, do we have a need for more lighting? Will people use this space at night? Do we need to run more electrical? Will we have any safety concerns about people using this space? Perhaps check in with parks department because these maybe the same concern that a public park would have and may have some valuable insight. For example, do you light it up and encourage people to use it at night ... or not?
 - During the winter, what areas need to be cleared? Will only the main paths need to be done or will the side areas (seating, maze, reading nooks, story walk) also need to be maintained? This will take extra time, salt, maintenance.

- Trash cans! With more people using it, we may need more receptacles. Ours get filled quickly (lots of dog poop!).
- If the area gets busier, should we explore some additional safety measures to protect pedestrians and aid drivers. Should the cross walk be better signed? Flashing lights? It is already hard to see people with cars parked along the street. More cars, more kids, more people may add to this. What about the exit from the parking lot? Is there a way to provide a better view for drivers as they pull out?
- Will we see the rotunda area inside the library get increased use if people are drawn to the 4th St side? Will more kids or people use this entrance, and will we then need an increased presence (staff or volunteers) on the upper level?

2 I like Concept A with the large walkway and centered, circular focal point.

I like the idea of a story walk because it brings the library outside to the public. This differentiates us from a park.

I prefer simplicity in design. The proposed circular formal gathering space emphasizes and enhances the beauty and architecture of the library. The other design elements are a bit more distracting. Can they be tied in more with the circular focal point?

I would like to see that enough open green space is retained (i.e. space with no seating, terracing, or plantings – just lawn). From a library programming perspective, open green space is valuable. We have had Quidditch on Harry Potter day requiring the whole lawn, owl programming requiring shade under a tree, and read to a horse requiring enough flat space for a miniature (but live!) horse. Kids often like to sit on the ground for better viewing during programs and to get up close and personal. For a patron perspective, open lawn space also lends itself to youth and teens using the lawn to play a game (already saw kids out this spring tossing a ball around), and families and individuals being able to lay down a blanket and read or have a picnic. The more that we structure the space with seating and terracing, the less flexibility that we may have be using it for other purposes. Library space needs to be multi-purpose with the ability to evolve and adjust to changing needs.

Are there elements that are better suited to the terrace? The lawn is not our only outdoor space and doesn't need to be everything. The terrace is also a beautiful outdoor space that might be further utilized. Would some ideas be more beneficial for the terrace than the lawn? How do we move patrons from the lawn into the library? To the terrace?

3 If the circular, large group gathering space is meant to be a possible programming space for anything other than a small group, where would the presenter stand so they could interact with the audience? It's not a good setup for presenting, if that's what it's designed for. Programming in that space during regular library hours might also interfere with people coming into and leaving the library.

4 1) If the central gathering space features artwork, will we have a public competition to select the piece? Fun, but lots of details to figure out.

2) Lighting can be functional and/or artistic. Beyond the discussion of lighting a possible sculpture, is there an interest in using lighting to highlight other design features? Or the building itself? Could be ongoing or limited to certain times. On the other hand, we want to be energy efficient.

- 3) For the border running parallel to the street, I like the idea of both hedges and a low stone wall. They appeal to me for different reasons. As has been mentioned, a stone wall would give patrons or passers-by a place to sit. Does it have to be one or the other? Could there be a mix of the two elements so that there would be fewer hedges to trim and still some additional seating from a wall?
- 4) As mentioned, I also prefer Concept A. It complements the existing design and adds a lot of interest without being overwhelming. I also like that it leaves a good amount of unprogrammed space, which provides flexibility.
- 5) Would the design attract skateboarders? There are various ways to deter skateboarding that could be incorporated into the design.
- 6) While maintenance concerns shouldn't dictate all decisions, I'm glad they are being given serious consideration. I think the interior of the library alone could benefit from another 20-hours per week of custodial staff time.
- 7) Whatever furniture is placed on the lawn will need to stay outside year-round. We have no extra interior storage available.
- 8) A snow-melt system would add to the complexity and cost. I'm not advocating for it, but just wanted to mention the thought crossed my mind. The city doesn't come after 3 PM on a weekday to remove snow and there are times when a custodian is not available, so there will be times when other staff will need to shovel and salt. One entrance isn't so bad, but we have sidewalks on both sides of the building and the parking ramp to monitor during open hours in the winter.
- 5 At the moment the only thing I am wondering about snow and ice removal of these areas and the up keep. Will it be like it is now where city only comes once to remove snow and then it is up to the Library to make sure the ice is taken care of throughout the day and on weekends? Also will the city be taking care of making sure everything is up to standards once in place or will that again be up to library staff?
- 6 Really fun to see the drawings. I can't help but react at least a bit. ;) Love the hedge even if it does take trimming. Would feel nice on the sidewalk passing by and would tempt someone to turn in and use the library. Wondering if there is any way to have seating in shade in the Concept A? The white pergola is too distracting but a darker or even more contemporary – artistic – structure would be interesting. (thinking of the added shade feature on the terrace) Or benches under the trees? Or however else they could think of shade. We certainly found out immediately on the terrace that shade was a necessity. Green grass may feel cooling, but.....
- 7 Appreciate the update and drawings!
- 8 1) Little groupings of seating and play space tucked under shady trees rather than out exposed in the middle of the lawn - desirable for families and for teens; Is there something to discover at each little seating grouping? Such as one seating area honors science, and there are some science discovery points and quotes built in, and another honors Art, and another reflects Story, or Music, etc.;
- 2) I wonder if it could be possible to use capital to infuse the entire space with little bits of delight, discovery, learning and long-term interest rather than blowing the wad on an expensive central feature that will likely engender lots of disagreements. The following ideas are just off the top of my head, but possibilities include: a) Mosaic parts or all of the benches with scavenger hunt items, perhaps reflecting Stillwater or Library history as well as the natural world, or the themed ideas mentioned above in #1; b) Stamp book-related footprints into the concrete going toward the

Library and away - EVERYONE visits the Library, right? including the tiny fairies, Dinosaurs, and so forth; c) Scavenger hunt type small bronzes around the lawn, either hidden or featured--possibilities for rubbings; d) a pollinator garden with both host plants for the caterpillars and nectar plants for the butterflies and bees, ideally with informational AND interesting (tactile, etc - make the absolute most of it!) signage by the plants and what creatures they might be supporting; e) is there a "children's garden" component with Storybook flowers and plants in it, and a path or little labyrinth especially for kids to walk and explore? Probably there would be some enduring bronze frogs, turtles, and the like to touch there.

3) Accessibility is an issue - thinking about folks in wheelchairs and with walkers as well as with strollers, etc; at the same time, though, we want as much Nature as possible, though, not concrete, to align with so many recent studies on the benefits of Nature;

4) Can a good chunk of the lawn also be graded/sloped so it could be used for a large group programming space if desired? Not sure of the orientation, but maybe the presenter would be positioned with their back to the Admin section of the Library (so, away from the coming and going of the parking lot), and there could be flat or gently rising space for people to sit on facing them? This would mean there would have to be lots of intentionality around the placement of benches and seating, since family programs would have most folks sitting flat on the ground.

9 I don't dislike having some street boundaries with bushes, as it would help the caregivers keep fleet-footed Toddlers somewhat contained near the street!

10 How will we manage perception about library funding needs? While capital and operating funds are quite different, and supplemental and city funds are different, these differences may not be perceived, understood or cared about by the public. If a grand entrance to the library is constructed at a time when we really do not have the funds needed to adequately staff the library, will it be seen that the library has plenty of money or even too much money? Will the community understand that these funding sources are different and more money for staffing is truly needed to provide the services that they have relied on? How do we effectively have this conversation with the community?

11 The parts of the plan illustrating more green space would be more welcoming and inviting for families.

12 The use of organic curves and round features are less harsh to the eye and less potential for injury than with concrete corners.

I'm curious to see more examples of children's reading gardens (reading rooms) with native plants - think a pollinator garden would be a perk for sustainability and informal nature programming. Maybe instead of a children's maze.

Past large programs have mostly utilized the tall tree area as the focus of activity or where the presentation happened. The *formal large group gathering space* would be very challenging to present a storytime around/within for the reasons mentioned.

I find the edge hedges attractive from a kid corralling aspect.

Possible inspiration for education and sponsorship: <https://www.naturesigndesign.co.uk/nature-trails/nature-trail-rubbing-posts/>

Google Search: *nature interpretive rubbings, activity trail signage ...*

See section about rubbings: <https://www.masterworkplaques.com/blog>



As much as feasible, consider avoiding creating spaces that already exist on the terrace. It's a beautiful formal space but challenging for programming with young children because the surface is hard, managing sun/wind/rain exposure so visitors are comfortable and the presenter is able to utilize the space is an exercise in significant frustration.

Processing the trauma of the pandemic is going to take time, some mental health care providers say 1-2 years for people to start feeling safe enough to start processing. Half seriously asking, can't we add a couple more benches to tide us over for a couple of years? I saw two young girls comfortably reading on the rock under the tree this afternoon. Maybe a couple of big smooth rocks? I'll add a blurry image:



Notes From April 27 Meeting With the City Engineer Who Requested the Following Considerations:

- 8' access opening for lawn mowing equipment; they have a zero-turn riding mower
- 8' access opening for snow removal equipment
- 8' path between structures for mowing, including an 8' path inside the circular gathering space on either side of any structure in the middle
- Rounded edging for mowers to reduce the need for hand trimming
- 6" flat surface, border area between the lawn and any structures (walls, hedges, etc.)
 - Could be mulch, river rock, pervious concrete
- Smooth surface for the circular large gathering space
 - Concrete is best
 - The Chestnut Plaza project will use interlocking pavers that may be 8x20
- Salt-resistant bushes

Other Comments From April 27 Meeting With the City Engineer:

- No preference for either a stone wall or hedges; a wall will be affected by salt, too.
- Recommended moving the accessible gathering space more west, to the other side of the sidewalk. Where it's shown on the drawings wouldn't work as well because the elevation isn't level and there would not be 8' between structures.
- The accessible path connecting two existing sidewalks should be altered to take into account ADA accessibility. A diagonal connector can have a variance of 5%. Rises are an option.
- Might need a flatter landing where the sidewalk meets the street. Increase the length to decrease the percentage of slope change.
- City Engineer will check on permeability requirements.
- To put down a new stretch of concrete sidewalk adjacent to the surface parking lot, either the light pole would have to be moved or it could remain and the concrete could go behind it.
- City Engineer will ask Natural Resources Technician to determine if the ash tree can be saved.
- If a snow-melt system was installed, where would the water runoff go? How easy is it to maintain and repair? No experience with this type of system.

Report from the Library Director, Mark Troendle

Major Accomplishments

- Completed and signed a contract between the library and Building Restoration Corporation for the 2021 phase of masonry restoration needed, with work tentatively scheduled to begin in mid-July. This year's phase is projected to cost \$47,939. More than \$135,000 in repairs will remain for future years.
- With the assistance of the city attorney's office, an agreement was drafted and signed between the library and One23 Events pertaining to contracted management services that need to be provided for the remaining six private events previously scheduled.
- The Coordinators Team (Angie, Aurora, Keri, Lori, Mark) purchased pre-packaged snacks for staff to show our appreciation during National Library Week. As noted in the last board packet, the trustees also presented staff with two lovely bouquets of flowers and handwritten cards of thanks.
- Discontinued the 24-hour quarantine for materials in mid-April due to findings from the FDA, USDA, and CDC on the low probability of transmission of COVID-19 through contact with contaminated surfaces. In last month's board packet, the cover sheet for Library Hours and Services provided links to statements from these agencies and their assessment of the risk. Eliminating the quarantine has helped smooth out certain workflow processes, which benefits both staff and patrons.
- The 4th Street lawn project required an increasing amount of time. Some of last month's activities included a Facilities Committee meeting with Calyx Design, a smaller group meeting with the City Engineer, a meeting between the director and two Library Foundation members to have a very preliminary fundraising discussion, conversations and emails with the City Planner, keeping the design firm updated, and surveying trustees and staff for input on design concepts.
- The city's Workplace of Tomorrow team met on April 20 to review the evolving response to COVID-19 across city departments.
- The Friends of the Stillwater Public Library pre-packed, curbside book sale occurred on April 30 and May 2. Sales volume was lower than a typical sale, but their willingness to try a new approach is appreciated. The Friends hope to have a more traditional sale in November.

Heads-Up

- The city's Workplace of Tomorrow team will meet again on May 18 to review adjustments to department services and protocols. A staff survey is being conducted to gather information for the team's review.

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.

Report from the Information Services Supervisor, Aurora Jacobsen

Public Services

Circulation, Adult Programming and Reference

April Programs:

- Flowers in Acrylic with Karen Tan had 19 artists
- Connect Through Books with library staff on April 5th had 4 attendees
- Operation Pollination with AAUW had 11 attendees
- Owls of the Eastern Ice had 49 attendees
- Sculpt Your Own Planter Pots had 12 potters

Circulation

- Circulation provided 402 Curbside registrations during 9 pick-up dates, a 20% drop from March.
- March had 18,792 physical checkouts and renewals and 4,141 eMaterials checkouts.
- Circulation staff ended the quarantine period for items, which has cleared up some backlogs and kept things moving more smoothly

Reference

- Staff prepared and checked out 9 Book Bundle requests.
- Staff is preparing for Adult Summer Reading. In April, they established a theme, designed accompanying graphics, and began to compile all of the other details that make it a full program.
- Reference followed Circulation's example and began to leave keyboards available to patrons instead of handing them out individually.
- Staff continues to examine what the future of programming might look like. Program sign-ups have increased significantly since going virtual, but we still have a number of patrons asking when in-person will resume. Virtually programming is much more complex, but patrons have left some comments like these:
 - The Washington County and Stillwater library craft programs have meant a lot to me. As a senior who lives alone and has been pretty much staying home for over a year now, I've really looked forward to these classes. And I've gone on to try the skills using what I've learned on other projects. The classes have given me a lot of fun things to do with all of my extra free time. And the online classes are really good for those of us who have a lot of doubts about our artistic skills and who would be reluctant to take traditional in-person art classes.
 - Zoom courses are great for those that have difficulty getting to the library.

Partnerships

- Planning with staff and ArtReach on the NEA Big Read in the St. Croix Valley.

Upcoming in May:

- History of Norwegian Sweaters on May 1st
- Connect Through Books on May 3rd
- Spring Blossoms Watercolor on May 6th
- Tin Ornaments of Mexico on May 18th

April Programs

- *Virtual Storytimes*
 - 1 family/preschool “Special Guest Musical Preschool Storytime: Music in the Valley – ‘Shakers & Mixed Instruments’ with Teacher Sarah!”
 - 3 family/preschool “Baby Bear’s Story Kitchen” sessions
- *Virtual (non Storytime) programs*
 - “Ending the Silence” - Live via Zoom - 9
 - “Bunny Sunset” – Art for Kids – 20
 - “Preschool Irish Music Class” – 31
- *Self Directed Programming & Connections*
 - Science-themed Take-and-Make kits
 - 70 PreK STEAM Explorers kits – Parachute Play!
 - 120 K-5 STEAM Explorers kits – Rocks & Minerals
 - 40 Tween/Teen STEAM Explorers kits – 3D Holograph Projector
 - We will not offer staff-created STEAM Explorers kits in May to prepare for Summer Reading.
 - ARCs (Teen) – Three books picked up this month. Readers are invited to submitted reviews

Program Notes

- Kim filmed our first set of 4 “Baby Bear’s Story Explorers” Summer Reading Program themed tie-in segments at Brown’s Creek Park for June viewing. Filming this far ahead allows us to take photos to support publicity efforts.
- April was the last batch of Baby Bear’s “Story Kitchen” series of programs (January – April), that paired printable recipes with the books and stories shared. Kim continues to intentionally feature diverse book characters and authors/illustrators. She also incorporated poetry each week in April as well, in honor of National Poetry Month.



- Local author/illustrator (and good friend!) David LaRochelle continues to support us each week through viewing and commenting encouragingly on our Wednesday morning Virtual Preschool Storytimes.
- Library Love:
A kind comment on Facebook from Axel’s grandma:

Karen P.

You are the most amazing storyteller, we miss you and baby bear more then we can say 🥹

Outreach / Community Engagement Programs and Visits

- Head Start
 - Unit books were delivered twice to their classroom at Ascension Episcopal location.
- New Heights School K-2 class visits
 - Teacher Christy Hogan is bringing an expanding (as kids switch from Virtual to in-person) group of K-2 students and 2-3 adults every other Thursday to check out books. It is working well to have them come when we are closed to the public so we can maintain our capacity guidelines. Staff work together to ensure that these visits run smoothly, and accommodate all of the children's questions and circulation issues, as much as possible. Once they check out their books and put them in their backpacks they partake in a Children's Library Scavenger Hunt to help channel their energy and enthusiasm for being in the Library's space. After they find Waldo they choose a sticker or bookmark!
- ECFE Virtual newsletter – Families receive library program information.

Partnerships

- May 17-23, the library will host a "Big Read Book Hike" on the 4th St Lawn through a partnership with ArtReach. Signs featuring these two picture books will be posted for visitors to enjoy:
 - ***The Day You Begin*** by Jacqueline Woodson (<https://www.goodreads.com/book/show/37506301-the-day-you-begin>)
 - ***One*** by Kathryn Otoshi (https://www.goodreads.com/book/show/3118349-one?ac=1&from_search=true&qid=osKm2zS2XV&rank=1)
- Kim sends twice monthly "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. We have posted ECFE dated program flyers to increase community awareness.
- The library accepted 30 Robotic Hand activity bags from 4H which will be made available in June .

Youth Spaces

- The Storytime Room windows received a spring update with green grass and foliage blossoms by Kim based on a method used at the Eric Carle Museum!



Upcoming Single Date Programs

- NAMI – "Anxiety, Stress & Coping" (teens & adults) - Live via Zoom - Tuesday, May 4
- Botanical Cut-Paper Collage - Art for Kids, K-5 (Lisa Servatius) – Saturday, May 8
- Seed Bombs & Art of Guerrilla Gardening for Kids – Tuesday, May 11
- Big Read Book Hike – Monday, May 17-Sunday, May 23

Stillwater Public Library Foundation
Board Meeting – March Meeting – Held 3/26/21
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, Sandy Ellis, Alicia Gordon-Macalus, Foundation Manager

Guest Present: Susie Danielson

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 February meeting was approved electronically prior to this meeting.
3. Reports
 - a. Volunteer Coordinator's Report
 - Susie reported on recruitment, management and retention of volunteers.
 - Recruitment of volunteers is needed since the number of volunteers are down.
 - b. President- Shawn
 - Working on recruiting diverse Board members.
 - Targeting specific businesses as a way to grow fund raising.
 - Reviewing Alicia's working hours and pay.
 - Thank you calls were made to donors.
 - c. Library Director - Mark
 - Expanding hours Monday April 5
 - Old hours were in person from 10 – 2;
 - New hours are 10-4
 - Friends of Library are preparing for the Bag Book Sale on Friday April 30 and Sunday May 2.
 - c. Finances - Dustin
 - Gave a finance report.
 - All the Documents relating to the Budget and Finances will be uploaded to the shared drive.
 - A motion to approve the Budget was made and seconded
 - A unanimous vote was taken to approve the Budget
 - d. Governance – Amber
 - A motion was made and seconded to approve the amended Bylaws.
 - A vote was taken and the Bylaws were approved by a vote of 6 ayes and 2 nays.
 - Conflict of Interest Certificates will be sent to all Board members for signing.
 - e. Events & Marketing – Summer and Alicia
 - The Pi Day event was viewed by 52 screens.
 - 10 YouTube videos were generated by the Pi Day event.
 - Thanks was given to all Pi Day participants.
 - Events Committee discussed future events.

- f. Foundation Manager - Alicia
 - Working on recruiting new business donors.
 - Working on updating donor platform.
 - Reviewing Grants

4. Other Business - None

5. Adjournment - The meeting was adjourned at 10:08 a.m.

Respectfully submitted,
Paige Hoyle, Secretary

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

Period:		1/1/2021 - <u>3/31/2021</u>
Opening Balance	\$	39,524.06
Receipts:		
Memberships	\$	325.00
Donations	\$	2,410.00
Ongoing Book Sales		
Semi-Annual Book Sales		
Scanner Fees		
Book Bag Sales		
Total Receipts	\$	2,735.00
Disbursements:		
Grants to Library	\$	8,150.00
Sponsorships		
Memberships	\$	25.00
Postage		
Printing & Supplies	\$	69.03
Sales Tax	\$	74.00
Fees		
Misc.		
Total Disbursements	\$	8,318.03
Ending Balance	\$	33,941.03

Outstanding Grants Due to Library:
Book Sale Nov. 2021

<i>Other:</i>		<i>Paid 3/17/21:</i>
Book Sale Apr. 2015	\$0.00	-\$668.57
Book Sale Apr. 2016	\$0.00	-\$2,982.50
Book Sale Apr. 2017	\$0.00	-\$2,807.00
Book Sale Apr. 2018	\$2,223.92	-\$1,541.93
Book Sale Apr. 2019	\$4,519.50	
Book Sale Apr. 2021		
	<hr/>	<hr/>
	\$6,743.42	-\$8,000.00

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Board Governance Committee Report	
OWNER: Board Governance Committee	PRESENTER: Hemer
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 April 28, 2021, 3 p.m. via Zoom Present: Bell, Hemer, Mathre, Troendle	
<u>Agenda Items Covered:</u>	
Board Self-Assessment Survey	
<ul style="list-style-type: none"> • Mark sought guidance from the City regarding the handling of self-assessment survey results and received a response from Aaron Price, an associate of City Attorney Kori Land, on April 23: <ul style="list-style-type: none"> ○ Question: What is the data practices classification of an annual self-assessment of the Stillwater Public Library Board of Trustees? <ul style="list-style-type: none"> ➤ Response: All data collected by a government agency are governed by the Data Practices Act. The answers to the numerical data “would be public as none of the eleven questions provide data on individuals....” “Any comments or suggestions that are manually entered on the assessment form and identify an employee, board member, etc., that data is private...” ○ Question: Should the Library Board have any concerns about staff administering the survey or having access to the data collected? <ul style="list-style-type: none"> ➤ Response: No, staff are also subject to the Data Practices Act requirements. ○ Question: What is the retention period for survey data collected by the Library Board? <ul style="list-style-type: none"> ➤ Response: It has a one year retention period. • Ryan will create this tool on Survey Monkey and have it ready for review at the August committee meeting. • Ryan will also compile the survey results to be reviewed at the October committee meeting. If there happens to be private statements made, the committee will determine how to handle them in light of the city attorney’s interpretation of the Data Practices Act. • We discussed including a cover sheet inviting trustees to list training needs and topics for future education. • We also discussed including the following in the discussion of results but not taking the survey: the City Council member, the director, and the staff member who takes Board minutes. 	
Discussion of Future Board Workshop or Training	
<ul style="list-style-type: none"> • Mark reported that the St. Croix Valley Foundation is offering several online workshops at no charge. They are/were held on a specific date but are recorded for organizations’ future use. • Two topics were discussed: “Planning for the next round of strategic planning” and “What’s new in library trends.” Mark will check out possible speakers for the latter. • It was generally agreed that we will wait until results of the Self-Assessment Survey are in to learn if any training needs and/or educational topics are requested. 	

Discussion of Creating Guidelines for Trustees on Social Media Platforms

- Mark read the guidance provided by the city attorney’s office which states that “a trustee can talk about official business on social media, but cannot do so if there is a quorum of the board and the social media site is not fully public.”
- The committee plans to develop guidelines and once ready will send them to the city attorney’s office for review.
- We had more questions than answers:
 - How would we know if a trustee is a member of a social media platform?
 - Can a Trustee respond to a library-related question on a platform by privately messaging the individual?
 - Should we just ask trustees not to respond to library related statements or questions made on social media platforms?
 - We will continue this discussion at the May meeting.

Continued Discussion of Additional Ways to Recruit New Trustees

- Mark reported that improving access to board agendas and minutes will be accomplished as the new website rolls out late spring or early summer.
- The following suggestions will be presented to the full board for their feedback and possible approval:
 - Posting photos of trustees on the library’s website;
 - Posting flyers in local businesses and community gathering spaces;
 - Adding a non-voting student representative to the board.
- Maureen noted that personal contacts by trustees has been an effective way to recruit new members.

Paula referred to the Charge of the Governance Committee, at the top of the agenda, noting that the committee will need to at some point “determine which library documents are presented to applicants before an interview.”

Next Meeting: Wednesday, May 26, 3:00pm

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Facilities Committee Report	
OWNER: Facilities Committee	PRESENTER: Facilities Committee
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: Facilities Committee Notes April 16, 2021, 4 p.m. via Zoom Present: Carlsen, Cox, Lockyear, Troendle</p> <p>Discussed ideas and reactions to the plans:</p> <ul style="list-style-type: none"> • Seating area around central gathering circle in Plan A, redoing to make arched seating rather than radiating • Hedge vs dry stone wall along 4th street sidewalk • Accessibility to existing accessibility ramp and need to meet ADA requirements • Permeable surfaces and accessibility issues • Matting to make grassed areas capable of handling moveable furniture - good/ not so good idea • Pollinator friendly plantings and use of native plants • Use of southern part of lawn - terraced or leave open - shade issues in this area • Need for clarification on sidewalk or not next to parking area • Need for clarification of foundation plantings/currently mulched area • Feasibility of city clearing snow and mowing <p>Discussed next steps in landscaping project:</p> <ul style="list-style-type: none"> • Gather input from board through April 28 - Mark will email board with reminder and deadline for submitting ideas/reactions • Mark will consult with City staff re: maintenance/snow removal/mowing issues • Committee will collect ideas and input to finalize list of adaptations/additions to plan in preparation for proposal to board • Communicate via email with Calyx Design Group to get feedback on some of the potential changes/adaptations • Committee will meet April 30 to finalize proposal items for May cover sheet • Board approval of selected plan at May Meeting and list of adaptations/additions to selected plan • Final presentation of plans by Calyx Design Group at June board meeting <p>Committee will meet April 30 to finalize proposal items for cover sheet.</p> <p>Briefly discussed possibility of delaying Facilities 101 presentation from May meeting to June meeting. Mark will see if more information is forthcoming from City re: deadline for CIP.</p>	
<hr/> <p><i>See next page for a second Facilities Committee report</i></p> <hr/>	

Facilities Committee Notes

April 30, 2021, 1 p.m. in Margaret Rivers Room

Present: Carlsen, Cox, Lockyear, Troendle

4th Street Lawn Project:

- Reviewed comments made by City Planner and Calyx regarding need for Heritage Preservation Commission (HPC) and State Historic Preservation Office (SHPO).
- Decided additional comments and discussion of concept plans with Calyx will be on hold until after May 19 at which point the Board will have taken action on choosing a plan and the Committee will have feedback from the Heritage Preservation Commission and more guidance about the State Historic Preservation Office requirements.
- Committee discussed Concept plans submitted by Calyx in light of staff and trustee comments.
- Discussed possible time line for future work and presentations from Calyx Design:
 - Troendle will clarify number of meetings to be conducted in person with Calyx based on contract.
 - Hold late May meeting with Facilities & Calyx to address board and staff input and HPC/SHPO comments/feedback
 - Final presentation from Calyx to Board at July meeting
- Agreed on basic language for cover sheet action items for Board May meeting and what to include in Board packet. Troendle will send potential wording to Committee members early next week.
- Discussed Library Foundation's willingness to help with capital campaign
 - Discussed optics of project re: current budget
 - Considered idea of including fundraising to create an endowment to address maintenance costs

5-Year Capital Improvement Program (CIP)

- Troendle provided a draft of a 5-year plan and explained several items on the draft.
- Committee discussed postponing CIP plan and Board presentation until June Board meeting.
 - Agreed to address both CIP and Facilities 101 Board presentation at a meeting later in May.

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 April 7, 2021, via Zoom Present: Ellis, Goeltl, Hemer, Lockyear, Mathre</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Final results of the community survey were reviewed. They were very similar to the preliminary results. • We discussed how to approach the first grid created by Keri and Sandy, “Prioritizing Event Wing Space” deciding to rank by priority as we did with the survey. A low score would be the types of events the library could most easily sustain and manage. • We began discussion of the third question: Should event rentals be promoted by the library? Yes/No. If yes, how could the library ensure adequate staffing resources to manage rentals? <p>Decisions and Assignments:</p> <ul style="list-style-type: none"> • Pat will draft an outline of the May presentation and include which members could present which portions. • Keri will create the Powerpoint slides and include a summary of the survey results. • The Board presentation should take about 15-20 minutes with discussion following. • A presentation will be made to the City Council at either the June or July 4:30 work session. Mark will check with the city administer for preferred month. <p>Library Events Task Force Meeting Notes April 21, 2021, via Zoom Present: Ellis, Goeltl, Hemer, Lockyear, Mathre, Troendle</p> <p>Discussion:</p> <ul style="list-style-type: none"> • The entire meeting was devoted to planning for the May 11th Board meeting: what to include in the Board packet and in the 15-20 minute board presentation. <p>Decisions: The Board packet will include:</p> <ul style="list-style-type: none"> • A cover sheet explaining the purpose of the Task Force’s presentation, a time line of the task force’s decision making and the three questions that the task force members have been discussing; • An executive summary of the survey to include results of survey focusing on questions #3-8; • The entire results of the survey including the comments; • The true costs table including a paragraph by Sandy summarizing hours and pay during her time as our venue coordinator. 	

The presentation will include:

- (Pat) Introduction, review of charge to the task force; brief summation of event history; a 2006-2020 historical timeline, and a bar chart of bookings and revenue.
- (Keri) A brief review of the survey summaries.
- (Keri) A brief explanation of estimates of costs on the true costs table & (Pat) explanation of three event management approaches.
- (Sandy) An explanation of the Prioritizing Event Wing Space grid with a summary of the Sustainability grid and possibly a couple of examples.
- (Paula) Invite trustees to give us feedback, to ask questions and to ask for clarification of the presentation.

Assignments:

- Pat will write the cover sheet and the executive summary for the survey;
- Sandy will write a paragraph for the true costs table briefly describing hours and pay when she was the venue coordinator.
- Keri will prepare the power point slides for the board presentation

Library Events Task Force Meeting Notes

May 5, 2021, via Zoom

Present: Ellis, Goeltl, Hemer, Lockyear, Mathre, Troendle

Discussion:

- Content of the Board packet was reviewed and supported as written.
- Each member participating in the Board presentation, Pat, Keri and Sandy, walked through what they would cover at the meeting.
- Paula will facilitate the trustee questions and comments for up to 15 minutes, and trustees who are members of the Events Task Force will answer questions but not make comments.
- Paula and Pat will emphasize that this is a progress report. No decisions have been made and a draft of proposals will be presented at the August board meeting.

Next Meeting: Tuesday, May 18, 11:00 AM

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"> • Begin operating budget prep • Events Task Force Check-In 	<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 capital outlay request and 2022-2026 CIP due • 2022 operating budget discussions • Facilities 101 & 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 10-13: Fall Used Book Sale 25: Library Closed, Thanksgiving Day 26: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Report on self-assessment results 	<p>December 14: SPL Board Meeting, 7:00 pm 24: Library Closed, Christmas Eve 25: Library Closed, Christmas Day 31: Library Closed, New Year's Eve 31: SPL Board Terms End 31: WCL/SPL Contract Ends</p> <ul style="list-style-type: none"> • Succeeding year budget adopted by Council • Provide authorization for year-end expenditures if needed

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

Stillwater

Public Library

2021 LIBRARY BOARD

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

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

Council Liaison:

Ryan Collins 1

Library Director:

Mark Troendle

2021 Committee Rosters:

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

2021 Task Forces:

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

Updated: 2/4/2021