

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, June 8, 2021
7:00 PM, Margaret Rivers Room

Please use the 3rd St entrance or the parking ramp entrance to enter the building after 7:00 PM.

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 May 11, 2021 Minutes +
 - b) Acknowledgement of Bills Paid in May +
 - c) 2021 May Budget Status Report +

Informational/Discussion (60 minutes)

- | | |
|------------------------------------|----|
| 5. Trustee Information Sharing | I+ |
| 6. Library Hours and Services | D+ |
| 7. Polco Survey | D+ |
| 8. Library Finances 101 | I+ |
| 9. Library Facilities 101 | I+ |
| 10. 2022 Operating Budget Planning | D+ |

Decisional (15 minutes)

- | | |
|-----------------------------------|----|
| 11. Capital Budget: 2022-2026 CIP | A+ |
|-----------------------------------|----|

Reports (20 minutes)

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

- | | |
|-----------------|---|
| 16. Adjournment | A |
|-----------------|---|

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
May 11, 2021
Minutes**

PRESENT: Bell, Carlsen, Cox, Hansen, Hemer, Hollatz, Lockyear, Mathre, Richie, Council Liaison Collins

ABSENT: None

STAFF: Goeltl, Troendle

AGENDA ITEM 1: Call to Order

Bell called meeting to order at 7:02 PM.

AGENDA ITEM 2: Adoption of Agenda

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

AGENDA ITEM 3: In-Person Public Commentary

None.

AGENDA ITEM 4: Consent Calendar

Motion to adopt consent calendar. Hemer moved. Lockyear second.

Lockyear asked for a clarification on the April 2021 Budget Status Report. Under 120 Funds – Capital Projects, the capital expenditure total through March was \$4,420.30; however, the subsequent bullets total more than \$4,420.30. Goeltl clarified that the March total was mistakenly provided. Instead, the total should have been for April, which would be the \$4,420 (scrubber) plus \$4,314 (LED lighting).

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

AGENDA ITEM 5: Trustee Information Sharing

Hemer reported that she was near Appleton, WI and visited the Hortonville Public Library. She noted the hearing loops were installed in several branches of the library system [Outagamie Waupaca Library System]. They were funded in part by an LSTA funds from the federal Institute of Museum and Library Services. Hemer reported that she also appreciated the informative child development brochures provided at the library and published by the Wisconsin Department of Public Instruction.

Richie, who serves on the board of the Stillwater Area Community Foundation, provided information about The Great Idea Competition. Applications will be accepted through July 1 for a \$10,000 grant to better the community. It is open to individuals, groups and organizations. In the past, the grant has funded the Stillwater Dog Park, Pollinator Friendly Alliance, utility box murals, Stillwater stairs beautification, and more. The service area extends beyond Stillwater. Visit stillwaterareafoundation.org/great-idea-competition for more information.

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AGENDA ITEM 6: Events Task Force Presentation

The Events Task Force members Lockyear, Goeltl and Ellis provided highlights from the information presented on pages 25-64 of the board packet. Hemer then facilitated a discussion with the board regarding the findings to date.

Trustee comments and discussion included:

- the initial plans (in 2006) to use the terrace as event space, the formal steps recently taken to obtain a SUP to hold events at the library, and issues voiced by neighbors
- the status of the in-house coordinators as contract workers through the Foundation and not employees of the library
- the possibility of differing service level needs of hosting only a ceremony in comparison to hosting a ceremony with a reception and question of what is the cost difference in managing the two types of events
- the potential interference of public use of space, both within and outside of the event wing, when a wedding is hosted at the library
- the number of competing local special event venues and the impact on revenues
- the profitability of special events at the library
- providing space for non-profit use
- providing space for local business use and the question of if for-profit events are easier to manage than weddings

Lockyear discussed that Troendle will present the task force findings to the City Council in June/July. The task force will use the feedback from the trustees and the council to continue toward its goal of presenting two draft proposals to the Board in August for review and discussion.

AGENDA ITEM 7: Library Hours and Services and Mask Requirement

Troendle provided updated statistics on vaccines administered, and he indicated that Governor Walz's recently released state guidelines were included in the packet. Troendle reported that Washington County Library is planning to expand hours on June 1.

Troendle recommended that the library move to expanded hours on June 1 as outlined in the board packet. He recommended the following actions:

- (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:
 - Monday-Thursday 10 a.m. – 7 p.m.
 - Friday 10 a.m. – 5 p.m.
 - Saturday 10 a.m. – 5 p.m.
 - Sundays closed until after Labor Day weekend

Lockyear asked staff's concerns regarding mask usage as noted in the cover sheet. Troendle reported that some staff had concerns about the mask mandate being removed, whether it be by the state or at the library. However, staff understand the concerns about enforcing a mask rule at the library if the mandate is removed by the state.

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Carlsen asked about meeting room usage at the library. He expressed concerns that there may be pent up demand for meeting space and that September feels like a long way off. Troendle discussed staffing issues around meeting room usage.

Hansen moved recommendations as a whole. Hemer second. Yes: Bell, Carlsen, Cox, Hansen, Hemer, Hollatz, Lockyear, Mathre, Richie; No: None.

AGENDA ITEM 8: 4th Street Lawn Design Concept Approval

The Facilities Committee requested formal board approval on Calyx Design's Concept A so adjustments and feedback from the trustees, library staff, and city staff can be presented to Calyx to be incorporated into a final design.

Hansen inquired about amending Concept A to provide a way for people with disabilities, strollers, and walkers to access the lawn space without needing to go through the parking lot. Cox indicated that by taking action on Concept A, the Facilities Committee would then be able to bring these adjustments on accessibility, maintenance and use of space to Calyx.

Carlsen discussed the involvement of the Heritage Planning Commission (HPC).

Hemer asked committee to keep in mind the need for shade for some of the benches. She is wondering if this might be an area for specific donations. She inquired about the rationale for no trees in the plan.

Motion to adopt Concept A and allow Facilities Committee to move forward with the development of a final plan. Carlsen moved. Hollatz second. Yes: Bell, Carlsen, Cox, Hansen, Hemer, Hollatz, Lockyear, Mathre, Richie; No: None.

AGENDA ITEM 9: Director and Other Staff Reports

No additional report.

Richie inquired about the Friends Bag of Book Sale. Troendle reported that the sales were down. They were happy to have a sale and clear out some of the inventory to be able to make room for a future sale.

AGENDA ITEM 10: Foundation and Friends Reports

No additional comment.

AGENDA ITEM 11: Board Committee Reports

- a) Board Governance Committee: Report in packet. Committee is working on self-assessment survey, guidance for trustees on social media platforms, and additional ways to recruit new trustees.
- b) Executive Committee: No report.
- c) Facilities Committee: Report in packet.

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- d) Finance: No report. Finance Committee will bring initial 2022 operating budget request to June meeting for discussion, with approval of budget request in July.
- e) Library Events Task Force: Report in packet.

AGENDA ITEM 12: Public Commentary and Communications

No public commentary.

Trustees discussed the timing of moving to an in-person board meeting or a hybrid model. Troendle indicated that the City Clerk is watching to see what state guidelines may be regarding the use of virtual meetings as restrictions are lifted.

AGENDA ITEM 13: Adjournment

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

Meeting adjourned at 8:30 PM.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgement of Bills Paid in May 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 May 2021 bills paid				
BACKGROUND/CONTEXT: Following is a bills report summary for the month of May:				
May 2021 (2021 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 16,708.10	\$ 3,011.53	\$ 255.55	\$ 19,975.18
Capital Expenditures	\$ -	\$ -	\$ -	\$ -
Total	\$ 16,708.10	\$ 3,011.53	\$ 255.55	\$ 19,975.18
<p>Explanations of large or out of the ordinary payments are listed below: <i>Bill Resolution: May 4, 2021</i></p> <ul style="list-style-type: none"> • \$2,850.60 paid to Johnson Controls Fire Protection for panel update <p><i>Bill Resolution: May 18, 2021</i></p> <ul style="list-style-type: none"> • \$1,511.50 paid to Grain Studio for children’s summer reading program guidebook 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 5/04/2021 Bill Resolution – 2021 Bills 5/18/2021 Bill Resolution – 2021 Bills				
PREVIOUS ACTION ON ITEM:				
REVIEWED BY COMMITTEE?:				

2021 Bill Resolutions

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

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
17KW3J64697C	01/12/21	Amazon Business	Credit Memo - General Supplies	\$ (12.78)	230-4230-2101-0000	General Supplies
1V4YQW1QDD6W	04/22/21	Amazon Business	Materials - Juv	\$ 39.99	230-4230-2400-0000	Childrens Books
1V4YQW1QDD6W	04/22/21	Amazon Business	Programs - Juv Kit Bags	\$ 76.89	229-4229-2407-0000	Friends - Programs
1NLSDDMMYCHW4	04/23/21	Amazon Business	Programs - Storywalk Signs (SPLF)	\$ 438.76	232-4232-2407-0000	SPLF - Programs
2035927348	04/22/21	Baker and Taylor	Programs - JUV SRP (SPLF HJA)	\$ 18.50	232-4232-2407-0000	SPLF - Programs
1216637	04/29/21	Blackstone Audio	Materials - Juv Audiobooks (S.JAB)	\$ 24.55	230-4230-2402-0000	Audio
1218157	04/20/21	Blackstone Audio	Materials - Adult Audiobooks (S.AAB)	\$ 74.98	230-4230-2402-0000	Audio
5042021	05/04/21	Brodart Co	Materials - Juv	\$ 797.88	230-4230-2400-0000	Childrens Books
5042021	05/04/21	Brodart Co	Materials - Adult Fiction	\$ 1,003.35	230-4230-2401-0000	Adult Books - Fiction
5042021	05/04/21	Brodart Co	Materials - Adult Nonfiction	\$ 521.94	230-4230-2405-0000	Adult Books - Non Fiction
5042021	05/04/21	Brodart Co	Materials - YA	\$ 215.33	230-4230-2406-0000	Teen Books
5042021	05/04/21	Brodart Co	Materials - Processing	\$ 259.65	230-4230-3404-0000	Processing Fee
4081603175	04/15/21	Cintas Corporation	Towels & Rugs	\$ 163.51	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
4252021	04/25/21	Eckles Joanna Watson	Programs - Adult (2/11)	\$ 150.00	230-4230-2407-0000	Programs
4172021	04/17/21	Koegel Christian M	Cataloging/Processing (4/17/2021)	\$ 182.00	230-4230-3404-0000	Processing Fee
6	04/26/21	Mee Alisa	Programs - Juv	\$ 175.00	230-4230-2407-0000	Programs
90476	04/13/21	Menards	Janitorial Supplies	\$ 18.12	230-4231-2102-0000	Janitorial Supplies
5042021	05/04/21	Midwest Tape	Materials - Audio (S.JAB)	\$ 169.94	230-4230-2402-0000	Audio
5042021	05/04/21	Midwest Tape	Materials - Video (S.JV)	\$ 18.73	230-4230-2408-0000	Film/Video
5042021	05/04/21	Midwest Tape	Materials - Processing	\$ 27.52	230-4230-3404-0000	Processing Fee
28200	04/21/21	Minnesota Native Landscapes	Programs - Juv SRP (SPLF HJA)	\$ 290.00	232-4232-2407-0000	SPLF - Programs
152638	04/26/21	Paper Roll Products	Receipt Paper	\$ 188.70	230-4230-2101-0000	General Supplies
801	04/27/21	Rendell Norah	Programs - Juv	\$ 75.00	230-4230-2407-0000	Programs
87692906	04/16/21	Johnson Controls Fire Protection LP	Panel Update	\$ 2,850.60	230-4231-3703-0000	Building Repair Charges
132807458	04/21/21	Uline Inc	Janitorial Supplies	\$ 125.17	230-4231-2102-0000	Janitorial Supplies
132962383	04/26/21	Uline Inc	Curbside Bags	\$ 173.75	230-4230-4093-0000	COVID-19
188379	04/23/21	Washington County Library	Q1 2021 WCL Payments	\$ 16.00	230-0000-3880-0030	Lost/Damaged Fees
188382	04/23/21	Washington County Library	Q1 2021 Postage/Overdue Notices	\$ 85.03	230-4230-3102-0000	Postage
188385	04/26/21	Washington County Library	Materials - Small Engine Repair Database	\$ 881.00	230-4230-2114-0000	Data Base Searching
			INVOICES SUBTOTAL	\$ 9,049.11		
CREDIT CARD						
None						
			CREDIT CARD SUBTOTAL	\$ -		
SPECIAL BILL PAYOUTS						
729391206	04/26/21	Xcel Energy	Gas	\$ 851.23	230-4231-3601-0000	Natural Gas
729391206	04/26/21	Xcel Energy	Electric	\$ 2,867.63	230-4231-3600-0000	Electricity
			SPECIAL BILL PAYOUT SUBTOTAL	\$ 3,718.86		
			GRAND TOTAL	\$ 12,767.97		

Submitted for payment

Mark Troendle, Library Director

2021 Bill Resolutions

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

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
3798_220495	05/06/21	Ace Hardware	Janitorial Supplies	\$ 21.24	230-4231-2102-0000	Janitorial Supplies
1CK-9NMP-QLXF	05/01/21	Amazon Business	COVID Supplies (Face Masks)	\$ 47.97	230-4230-4093-0000	COVID-19
1PFL-6D3X-793Y	05/06/21	Amazon Business	Programs - Juv SRP (SPLF HJA)	\$ 94.04	232-4232-2407-0000	SPLF - Programs
1PFL-6D3X-793Y	05/06/21	Amazon Business	Programs - Juv (Friends)	\$ 178.66	229-4229-2407-0000	Friends - Programs
14CT-NMTJ-QPJN	05/09/21	Amazon Business	Programs - Juv SRP (SPLF HJA)	\$ 300.48	232-4232-2407-0000	SPLF - Programs
5182021	05/18/21	Brodart Co	Materials - Juv	\$ 1,112.47	230-4230-2400-0000	Childrens Books
5182021	05/18/21	Brodart Co	Materials - Adult Fiction (Wilson Tribute)	\$ 218.95	230-4230-2401-0000	Adult Books - Fiction
5182021	05/18/21	Brodart Co	Materials - Adult Fiction	\$ 940.91	230-4230-2401-0000	Adult Books - Fiction
5182021	05/18/21	Brodart Co	Materials - Adult Nonfiction	\$ 1,108.01	230-4230-2405-0000	Adult Books - Non Fiction
5182021	05/18/21	Brodart Co	Materials - YA	\$ 82.48	230-4230-2406-0000	Teen Books
5182021	05/18/21	Brodart Co	Materials - Processing	\$ 365.00	230-4230-3404-0000	Processing Fee
1222241716	05/01/21	Comcast	Internet - May	\$ 188.06	230-4230-3098-0000	Technology Support
306-02444792-3	04/30/21	Culligan of Stillwater	Water	\$ 14.85	230-4230-4099-0000	Miscellaneous Charges
12680	05/06/21	Grain Studio Inc	Programs - Juv SRP (SPLF HJA)	\$ 1,511.50	232-4232-2407-0000	SPLF - Programs
12680	05/06/21	Grain Studio Inc	Logo (SPLF Mktg)	\$ 150.00	232-4232-4099-0000	SPLF - Miscellaneous Charges
9929525	02/28/21	KidCreate Studio/Get Messy	Programs - Juv (SPLF Heuer)	\$ 200.00	232-4232-2407-0000	SPLF - Programs
5082021	05/08/21	Washington County Master Gardeners	Programs - Adult	\$ 100.00	230-4230-2407-0000	Programs
2499275	04/29/21	Floyd Total Security	Security Monitoring (5/2021-8/2021)	\$ 178.20	230-4231-3707-0000	Maintenance Agreements - Lib Plant
Vest002	05/05/21	Vesterheim Norwegian-American Mus	Programs - Adult	\$ 200.00	230-4230-2407-0000	Programs
			INVOICES SUBTOTAL	\$ 7,012.82		
CREDIT CARD						
703096	4/29/2021	Discover Books	Programs - Juv SRP (SPLF HJA)	8.25	232-4232-2407-0000	SPLF - Programs
24472560	3/12/2021	Dream Host	Website Hosting	21.45	230-4230-3098-0000	Technology Support
1382	3/25/2021	Sign Rocket	Sign Holders	164.69	230-4230-2101-0000	General Supplies
			CREDIT CARD SUBTOTAL	\$ 194.39		
SPECIAL BILL PAYOUTS						
None						
			SPECIAL BILL PAYOUT SUBTOTAL	\$ -		
GRAND TOTAL				\$ 7,207.21		

Submitted for payment

Mark Troendle, Library Director

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2021 May 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 – May 31, 2021.</p> <p><u>120 Funds – Capital Projects:</u></p> <ul style="list-style-type: none"> • Revenues: In 2021, the library is budgeted to receive \$45,000 in capital funds from the city. In addition, the library also planned for the possibility of \$30,000 in supplemental funds for capital projects. To date, \$20,000 of supplemental funding has been received for 2021 capital projects. • Expenditures: Capital expenditures total \$8,734.79. <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. • <i>Pending Journal Entry:</i> A 2021 Friends donation of \$8,150 for materials and programming was mistakenly applied to 230 Miscellaneous Income. Finance will transfer this donation to 229-0000-3810-0100 Friends Donations. <p><u>230 Funds – Operating Expenditures:</u></p> <ul style="list-style-type: none"> • Personnel Services: Personnel expenditures total \$351,883. <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 \$28,128. 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 	

<p>periodicals (230-4230-2403-0000), \$625 to subscriptions (230-4230-4001-0000), \$1,616.28 to SPLF funded materials (232-4232-2113-0000).</p> <ul style="list-style-type: none">○ <i>Pending Journal Entry</i>: \$499.20 was pre-paid in 2020 to Blackstone for 2021 standing order plan for foreign films. This will need to be transferred to account 230-4230-2408-0000 video.● Services and Charges: The 2021 budget is \$67,147. A total of \$19,185.38 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 remains on hold.
<p><u>230 Funds – Plant Expenditures:</u></p> <ul style="list-style-type: none">● Plant – Personnel Services: Personnel expenditures total \$45,428.<ul style="list-style-type: none">○ <i>Pending Journal Entry</i>: Due to the fiscal year change, Finance will need to make journal entries to remove compensation for days worked in 2020 but paid in 2021 (~\$3,500). They 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.<ul style="list-style-type: none">○ Building Repair Charges: The amount allocated for building repair charges is \$20,000. Through May, \$8,854 has been expended.○ <i>Pending Journal Entry</i>: \$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.
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2021 May Budget Status Report</p>
<p>PREVIOUS ACTION ON ITEM:</p>
<p>REVIEWED BY COMMITTEE?:</p>

General Ledger

Budget Status

User: kgoeltl
 Printed: 6/3/2021 - 2:34 PM
 Period: 1 to 5, 2021



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
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
	Dept 4231 Sub Totals:	0.00	0.00	0.00	0.00	0.00		

General Ledger

Budget Status

User: kgoeltl
 Printed: 6/3/2021 - 1:59 PM
 Period: 1 to 5, 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	100.00	100.00	400.00	0.00	400.00	80.00
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	110.00	110.00	6,090.00	0.00	6,090.00	98.23
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	432.00	432.00	1,068.00	0.00	1,068.00	71.20
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	60.00	60.00	360.00	0.00	360.00	85.71
230-0000-3880-0030	Lost Materials	3,000.00	754.24	754.24	2,245.76	0.00	2,245.76	74.86
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	8,150.00	8,150.00	-8,150.00	0.00	-8,150.00	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	9,396.24	9,396.24	18,690.42	0.00	18,690.42	66.55
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,393,796.00	580,748.35	580,748.35	813,047.65	0.00	813,047.65	58.33
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	580,748.35	580,748.35	813,047.65	0.00	813,047.65	58.33
	Revenue Sub Totals:	1,428,082.66	590,254.59	590,254.59	837,828.07	0.00	837,828.07	58.67
	Dept 0000 Sub Totals:	-1,428,082.66	-590,254.59	-590,254.59	-837,828.07	0.00		
Dept 230-4230	LIBRARY OPERATIONS							
E05	PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	422,152.30	70,057.45	70,057.45	352,094.85	0.00	352,094.85	83.40
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	6,781.08	6,781.08	-6,781.08	0.00	-6,781.08	0.00
230-4230-1113-0000	Vacation Pay	0.00	13,295.46	13,295.46	-13,295.46	0.00	-13,295.46	0.00
230-4230-1200-0000	Part Time Salaries	356,602.67	194,415.81	194,415.81	162,186.86	0.00	162,186.86	45.48
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	19,731.48	19,731.48	38,675.14	0.00	38,675.14	66.22
230-4230-1420-0000	FICA/Medicare	59,574.76	21,630.29	21,630.29	37,944.47	0.00	37,944.47	63.69
230-4230-1500-0000	Hospital / Medical	87,166.32	24,400.00	24,400.00	62,766.32	0.00	62,766.32	72.01
230-4230-1520-0000	Dental Insurance	2,684.40	1,368.30	1,368.30	1,316.10	0.00	1,316.10	49.03
230-4230-1540-0000	Life Insurance	767.68	170.83	170.83	596.85	0.00	596.85	77.75
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	351,883.38	351,883.38	652,138.03	0.00	652,138.03	64.95
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	639.56	639.56	3,860.44	0.00	3,860.44	85.79
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	881.00	881.00	819.00	0.00	819.00	48.18
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	9,333.51	9,333.51	8,524.99	0.00	8,524.99	47.74
230-4230-2401-0000	Adult Books - Fiction	18,232.50	7,563.40	7,563.40	10,669.10	0.00	10,669.10	58.52
230-4230-2402-0000	Audio	13,090.00	2,382.97	2,382.97	10,707.03	0.00	10,707.03	81.80
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	5,899.22	5,899.22	11,398.28	0.00	11,398.28	65.90
230-4230-2406-0000	Teen Books - Materials	4,675.00	1,650.50	1,650.50	3,024.50	0.00	3,024.50	64.70
230-4230-2407-0000	Programs	1,650.00	1,575.00	1,575.00	75.00	0.00	75.00	4.55
230-4230-2408-0000	Film/Video	7,012.50	314.85	314.85	6,697.65	0.00	6,697.65	95.51
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	30,343.09	30,343.09	69,127.91	0.00	69,127.91	69.50
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	10,700.00	2,047.15	2,047.15	8,652.85	0.00	8,652.85	80.87
230-4230-3099-0000	Other Professional Services	5,000.00	2,883.00	2,883.00	2,117.00	0.00	2,117.00	42.34
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	390.05	390.05	1,109.95	0.00	1,109.95	74.00
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	3,211.97	3,211.97	10,788.03	0.00	10,788.03	77.06
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	19,185.38	19,185.38	47,961.74	0.00	47,961.74	71.43
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	907.65	907.65	-907.65	0.00	-907.65	0.00
230-4230-4099-0000	Miscellaneous Charges	3,000.00	412.02	412.02	2,587.98	0.00	2,587.98	86.27
	E20 Sub Totals:	4,219.01	1,619.67	1,619.67	2,599.34	0.00	2,599.34	61.61
E35	DEPRECIATION							
230-4230-7010-0000	Depreciation-Purchased	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-7020-0000	Depreciation-Contributed	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E35 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	1,174,858.54	403,031.52	403,031.52	771,827.02	0.00	771,827.02	65.70
	Dept 4230 Sub Totals:	1,174,858.54	403,031.52	403,031.52	771,827.02	0.00		
Dept 230-4231	LIBRARY PLANT							
E05	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	62,832.24	17,094.29	17,094.29	45,737.95	0.00	45,737.95	72.79
230-4231-1100-0000	Overtime - Full Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-1111-0000	Severance Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-1112-0000	Sick Pay	0.00	1,316.50	1,316.50	-1,316.50	0.00	-1,316.50	0.00
230-4231-1113-0000	Vacation Pay	0.00	1,450.98	1,450.98	-1,450.98	0.00	-1,450.98	0.00
230-4231-1200-0000	Part Time Salaries	31,941.30	12,912.04	12,912.04	19,029.26	0.00	19,029.26	59.58
230-4231-1410-0000	PERA	7,001.44	2,410.36	2,410.36	4,591.08	0.00	4,591.08	65.57
230-4231-1420-0000	FICA/Medicare	7,250.18	2,367.47	2,367.47	4,882.71	0.00	4,882.71	67.35
230-4231-1500-0000	Hospital / Medical	17,534.16	7,524.70	7,524.70	10,009.46	0.00	10,009.46	57.09
230-4231-1520-0000	Dental Insurance	757.80	315.80	315.80	442.00	0.00	442.00	58.33
230-4231-1540-0000	Life Insurance	116.00	36.00	36.00	80.00	0.00	80.00	68.97
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	45,428.14	45,428.14	82,004.98	0.00	82,004.98	64.35
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	737.78	737.78	3,762.22	0.00	3,762.22	83.60
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	824.37	824.37	6,425.63	0.00	6,425.63	88.63
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	9,322.29	9,322.29	32,677.71	0.00	32,677.71	77.80
230-4231-3601-0000	Natural Gas	14,000.00	5,707.57	5,707.57	8,292.43	0.00	8,292.43	59.23
230-4231-3703-0000	Building Repair Charges	20,000.00	8,854.04	8,854.04	11,145.96	0.00	11,145.96	55.73
230-4231-3707-0000	Maintenance Agreements	9,500.00	5,963.79	5,963.79	3,536.21	0.00	3,536.21	37.22
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	30,278.79	30,278.79	87,162.21	0.00	87,162.21	74.22
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	346.96	346.96	753.04	0.00	753.04	68.46
	E20 Sub Totals:	1,100.00	346.96	346.96	753.04	0.00	753.04	68.46
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	76,878.26	76,878.26	176,345.86	0.00	176,345.86	69.64
	Dept 4231 Sub Totals:	253,224.12	76,878.26	76,878.26	176,345.86	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	590,254.59	590,254.59	837,828.07	0.00	837,828.07	58.67
	Fund Expense Sub Totals:	1,428,082.66	479,909.78	479,909.78	948,172.88	0.00	948,172.88	66.39
	Fund 230 Sub Totals:	0.00	-110,344.81	-110,344.81	110,344.81	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>Board Meetings: On May 26, 2021, Troendle emailed trustees that the June 8 board meeting would be an in-person meeting and would be held in the Margaret Rivers Room where there is a hearing loop and sufficient room to permit additional distancing. Following state guidelines, masks are not required, but the MN Department of Health and the CDC recommend that anyone who is not fully vaccinated continue to wear face coverings indoors in a public setting. If you arrive after 7 p.m., please enter through the parking ramp or 3rd Street entrance.</p> <p>Trustees unable to attend a board meeting should continue to notify the Library Board President and Director before 5 PM the day prior to the meeting. While the Margaret Rivers room isn't currently equipped to adequately allow for videoconferencing, if in the future a trustee wishes to participate in a meeting via interactive technology, the trustee must notify the Director, in writing, at least ten (10) days prior to the meeting, and preferably provide more advance notification to allow staff time to post the notice. The trustee must state their reason for the appearance by interactive technology because the reason will be listed in the recording of the minutes. The trustee must also provide the name and location of where they will be attending the meeting via interactive technology. The location must be open and accessible to the public, and all trustees must be able to hear and see all discussion and votes of all board members.</p> <p><i>13D.015 Subd. 5. Notice.</i> <i>If telephone or another electronic means is used to conduct a regular, special, or emergency meeting, the entity shall provide notice of the regular meeting location, of the fact that some members may participate by electronic means, and of the provisions of subdivision 4. The timing and method of providing notice is governed by section 13D.04. In addition, the entity must post the notice on its website at least ten days before any regular meeting as defined in section 13D.04, subdivision 1.</i></p> <p><i>13D.02 Subd. 6. Record.</i> <i>The minutes for a meeting conducted under this section must reflect the names of any members appearing by interactive television and state the reason or reasons for the appearance by interactive television.</i></p>	

Boards and Commissions Training:

Training for any trustee unable to participate in the annual Boards and Commissions training this past January will be available again this summer, with the date yet to be determined.

Boards and Commissions Picnic:

Please mark your calendars and save the date of August 11th, 5 p.m. - 9 p.m. for the Boards and Commissions Picnic at Pioneer Park.

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.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Hours and Services	
OWNER: Troendle, Director	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>The next milestone of safely reopening officially began on June 1. We call it the “Sit-down Access Phase” because general seating throughout the library is once again available and the time-limit restriction on length of visits has been removed. The new phase has gone smoothly.</p> <p>In the days prior, staff implemented a plan to put chairs, tables, and shelving back to where they lived before the pandemic. Signage no longer in effect due to the lifting of statewide restrictions was removed. Procedures for the new library locker service were refined so that the option could be made available to patrons. Messaging to the public was communicated in a variety of ways to inform the community of the library’s expanded hours and change in services.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Polco Survey	
OWNER: Troendle, Director	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>The library has an opportunity to participate in an online Polco survey offered through the City. While 5-7 questions are recommended, the survey could consist of fewer or more questions. We will have two opportunities to participate this year and board direction on what questions to ask is sought. We already have seven questions on programming alone, which could comprise the first set of survey questions. Questions for the first survey opportunity need to be provided by June 20.</p> <p>For discussion purposes, examples could include:</p> <ol style="list-style-type: none"> 1. How strongly do you agree or disagree that the library meets the objectives of its mission statement, which is: The Stillwater Public Library connects members of our community with the power of knowledge, the possibility of new ideas, and the opportunity to engage with one another. <p>Rating options: 1=Strongly agree 2=Agree 3=Neutral 4=Disagree 5=Strongly disagree</p> <ol style="list-style-type: none"> 2. Based on your complete experience with Stillwater Public Library, how likely are you to recommend it to your family and friends? <p>Rating options: 1=Strongly recommend 2=Recommend 3=Neutral 4=Wouldn't recommend 5=Strongly wouldn't recommend</p> <ol style="list-style-type: none"> 3. Are you aware the library offers a wide variety of programming for all ages throughout the year available at no-charge? <p>Yes / No</p>	

4. How do you stay informed, if at all, about upcoming programs at the library?

Check all that apply:

- Library website
- The library's e-newsletter ShelfLife
- Social media
- Newspaper
- Flyers
- Other (text box)
- Not applicable

5. How strongly do you agree or disagree with the following statement:

I, or someone in my family, have benefited from attending a Stillwater Public Library program during the past year.

1=Strongly agree

2=Agree

3=Neutral

4=Disagree

5=Strongly disagree

6. Which programs for adults, if any, should the library prioritize by offering virtually? Please rank from 1-7, with 1 being the highest priority.

- Book Clubs
- Author programs
- Craft/Art Programs
- Career and Business Classes
- How-to programs (gardening, cooking, writing, etc.)
- Community Interest programs (sustainability, nature, etc.)
- Cultural programs
- Other (text box)

7. Which programs for adults, if any, should the library prioritize by offering in-person? Please rank from 1-7, with 1 being the highest priority.

- Book Clubs
- Author programs
- Craft/Art Programs
- Career and Business Classes
- How-to programs (gardening, cooking, writing, etc.)
- Community Interest programs (sustainability, nature, etc.)
- Cultural programs
- Other (text box)

8. What should be the ratio, if any, of virtual to in-person programming for adults?

- 80% Virtual/20% in-person
- 50% Virtual/50% in-person

<ul style="list-style-type: none">• 20% Virtual/80% in-person• 100% in-person• Other (text box) <p>9. If you have children or grandchildren, what type of library programming, if any, most interests them? Please check all that apply:</p> <ul style="list-style-type: none">• Storytime• Activities involving making something• Learning about science by watching experiments• Learning about science by doing experiments• Talking about books with other kids• Seeing performers (magicians, musical, story tellers, scientists, etc.)• Not applicable• Please list your child's age and anything else you'd like library programming staff to know <p>10. What is your favorite thing about Stillwater Public Library?</p> <p>11. In what areas would you like to see the library improve or offer more?</p>
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:
PREVIOUS ACTION ON ITEM:
REVIEWED BY COMMITTEE?:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Finances 101	
OWNER: Finance Committee Mark Troendle, Director Keri Goeltl, Business & Communications Manager	PRESENTER: Goeltl, Business & Communications Manager
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: The presentation is meant to provide board members with an overview of the library’s financial picture, including both city and supplemental fund revenues and expenditures. The presentation will focus on the following areas:	
<ul style="list-style-type: none"> • Historical review of operating support and expenditures • Snapshot of the library’s most recently completed fiscal year • Historical capital support • Friends and Foundation support • Review of other supplemental funds 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Library Finances 101	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

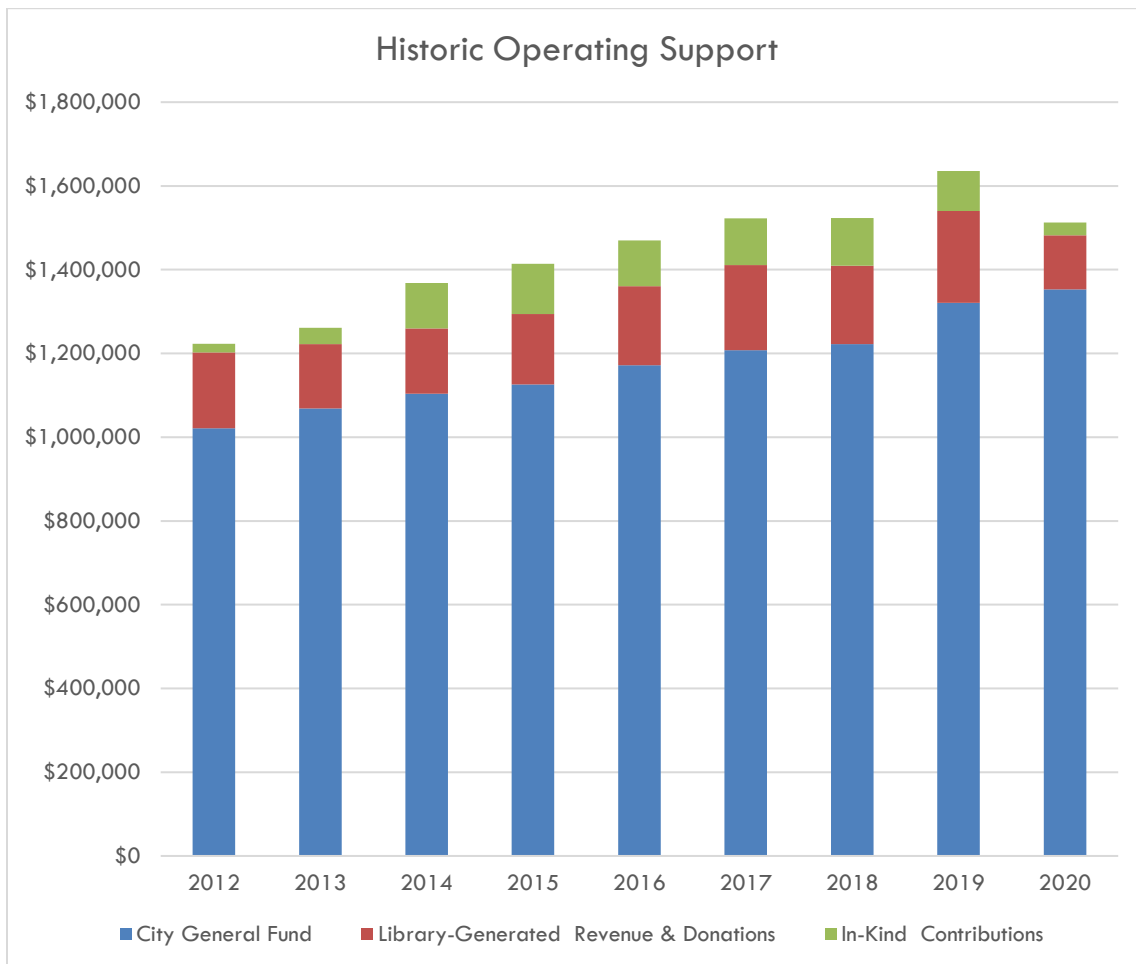
Stillwater

Public Library

Library Finances 101 (Updated 6/4/2021)

Historical Operating Support:

The City of Stillwater provides the majority of operational funding for the library through the levying of property taxes. Between 2012 and 2020, city funding ranged from \$1,021,000 to \$1,353,000 and accounted for 80-90% of the library's total operating support. The remaining support was generated through library income from fees and from supplemental donations and in-kind gifts, resulting in \$150,000 - \$315,000 annually.



	2012	2013	2014	2015	2016	2017	2018	2019	2020
City General Fund	\$1,020,909 83.50%	\$1,068,813 84.74%	\$1,104,101 80.71%	\$1,125,957 79.65%	\$1,171,625 79.71%	\$1,208,044 79.34%	\$1,222,353 80.24%	\$1,320,492 80.74%	\$1,353,200 89.48%
Library- Generated Revenue & Donations	\$181,744 14.86%	\$153,389 12.16%	\$155,362 11.35%	\$168,429 11.91%	\$189,042 12.86%	\$203,093 13.34%	\$187,490 12.31%	\$219,473 13.42%	\$129,029 8.53%
In-Kind Contributions	\$20,000 1.64%	\$39,040 3.10%	\$108,521 7.93%	\$119,306 8.44%	\$109,107 7.42%	\$111,513 7.32%	\$113,572 7.46%	\$95,586 5.84%	\$30,089 1.99%
Total	\$1,222,653	\$1,261,242	\$1,367,984	\$1,413,692	\$1,469,774	\$1,522,650	\$1,523,415	\$1,635,551	\$1,512,318

Stillwater

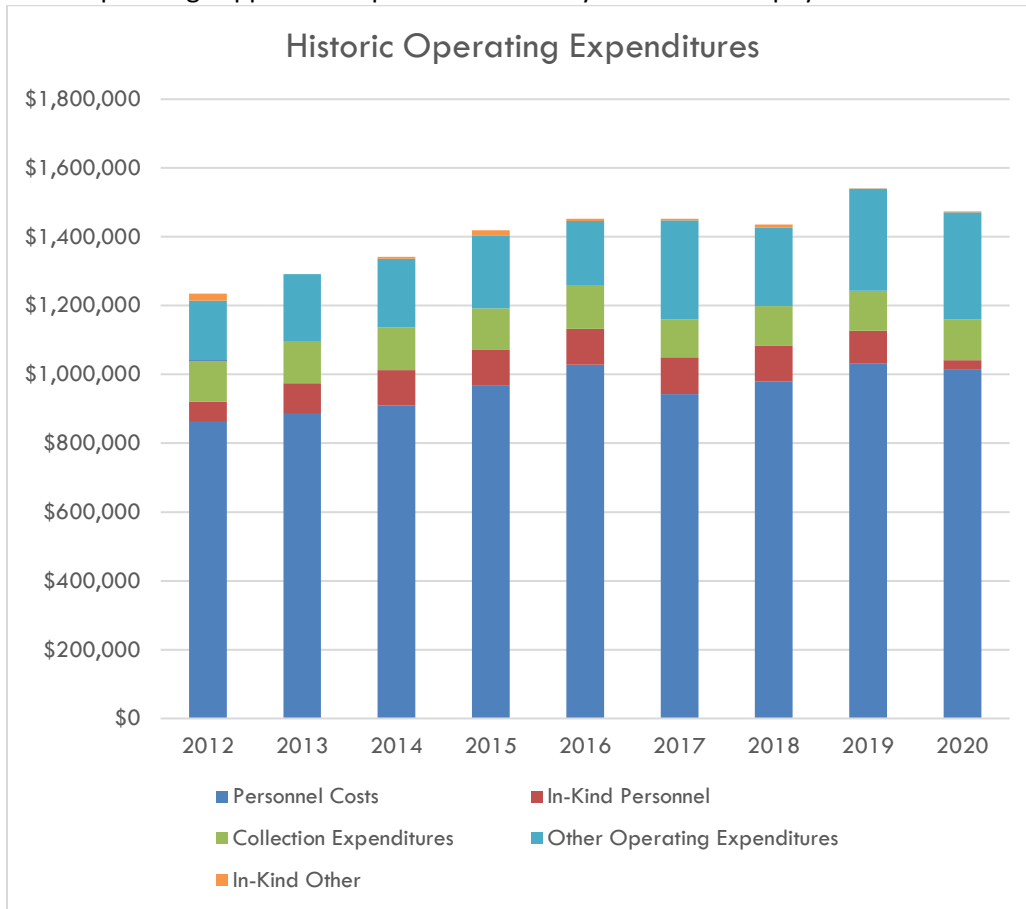
Public Library

From 2013 through 2020, the library has received annual operating support increases from the city of 1-8%. The average increase was 3.6%.

	2013	2014	2015	2016	2017	2018	2019	2020
City General Fund Increase from Prior Year	4.7%	3.3%	2.0%	4.1%	3.1%	1.2%	8.0%*	2.5%

*2019 includes a special one-time transfer of \$9,952 for WCL/City IT transition.

A majority of the library's total operating funding, between 70-80% annually, was spent on personnel. Between 7.5-9.5% of the operating support was spent on the library's collection of physical and electronic materials.



	2012	2013	2014	2015	2016	2017	2018	2019	2020
Personnel Costs	\$861,942	\$885,544	\$909,503	\$966,978	\$1,028,715	\$942,450	\$978,912	\$1,031,375	\$1,013,819
In-Kind Personnel	\$58,405	\$88,760	\$103,327	\$104,038	\$103,586	\$107,174	\$104,939	\$95,918	\$27,372
Collection Expenditures	\$120,070	\$122,654	\$124,108	\$121,058	\$128,051	\$110,899	\$114,870	\$115,674	\$118,129
Other Operating Expenditures	\$174,061	\$194,991	\$199,362	\$212,117	\$186,115	\$287,407	\$228,289	\$296,862	\$312,032
In-Kind Other	\$20,000	\$0	\$5,194	\$15,268	\$5,627	\$4,339	\$8,633	\$668	\$2,717
Total*	\$1,234,478	\$1,291,949	\$1,341,494	\$1,419,459	\$1,452,094	\$1,452,269	\$1,435,643	\$1,540,497	\$1,474,069

*Library expenditure totals may differ from operating support as supplemental funds may be expended in a different fiscal year than the year gifted.

Stillwater

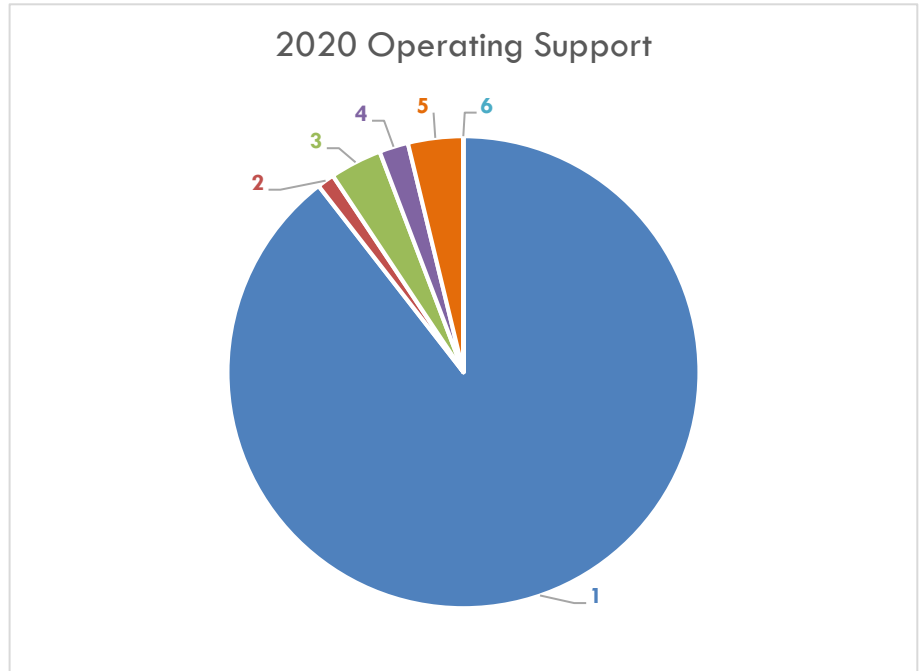
Public Library

Following is a snapshot of the library's operating support and expenditures in 2020, the most recently completed fiscal year. These figures are based on preliminary, unaudited data as of March 2021.

2020 Library Operating Support: \$1,512,318

Breakout by revenue type:

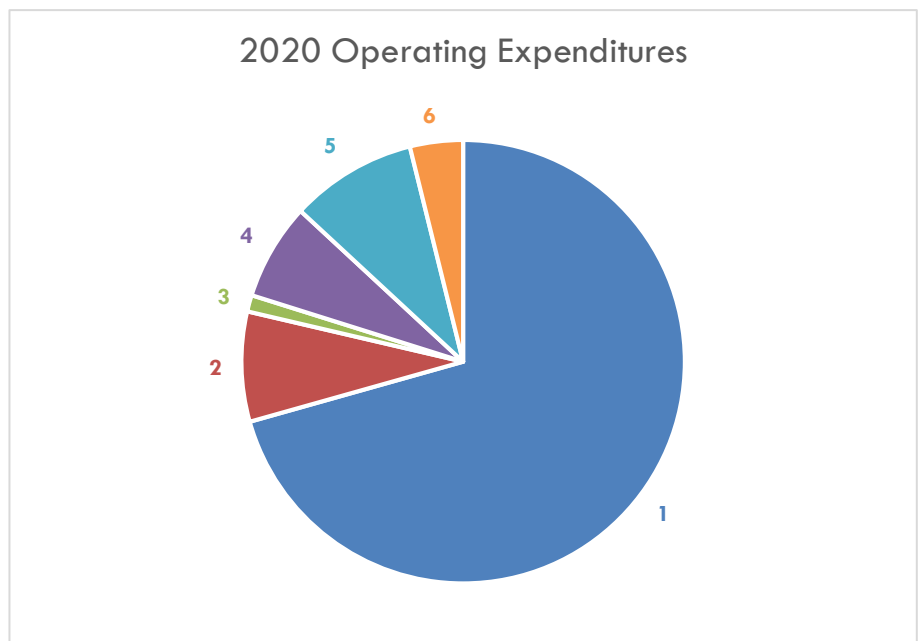
1. City of Stillwater property taxes: \$1,353,200 (89.5%)
2. Library fees and event rentals: \$17,908 (1.2%)
3. Gifts and grants: \$53,804 (3.6%)
4. In-kind gifts: \$30,089 (2.0%)
5. CARES Act: \$57,003 (3.8%)
6. Other: \$313 (0.00%)



2020 Library Operating Expenditures: \$1,474,069

Breakout by expenditure type:

1. Wages and benefits: \$1,041,190 (70.6%)
2. Library books, media and databases: \$118,129 (8.0%)
3. Library programs: \$17,713 (1.2%)
4. Operating supplies and services: \$103,918 (7.0%)
5. Facility supplies and services: \$136,115 (9.2%)
6. CARES Act/COVID expenses: \$57,002 (3.9%)

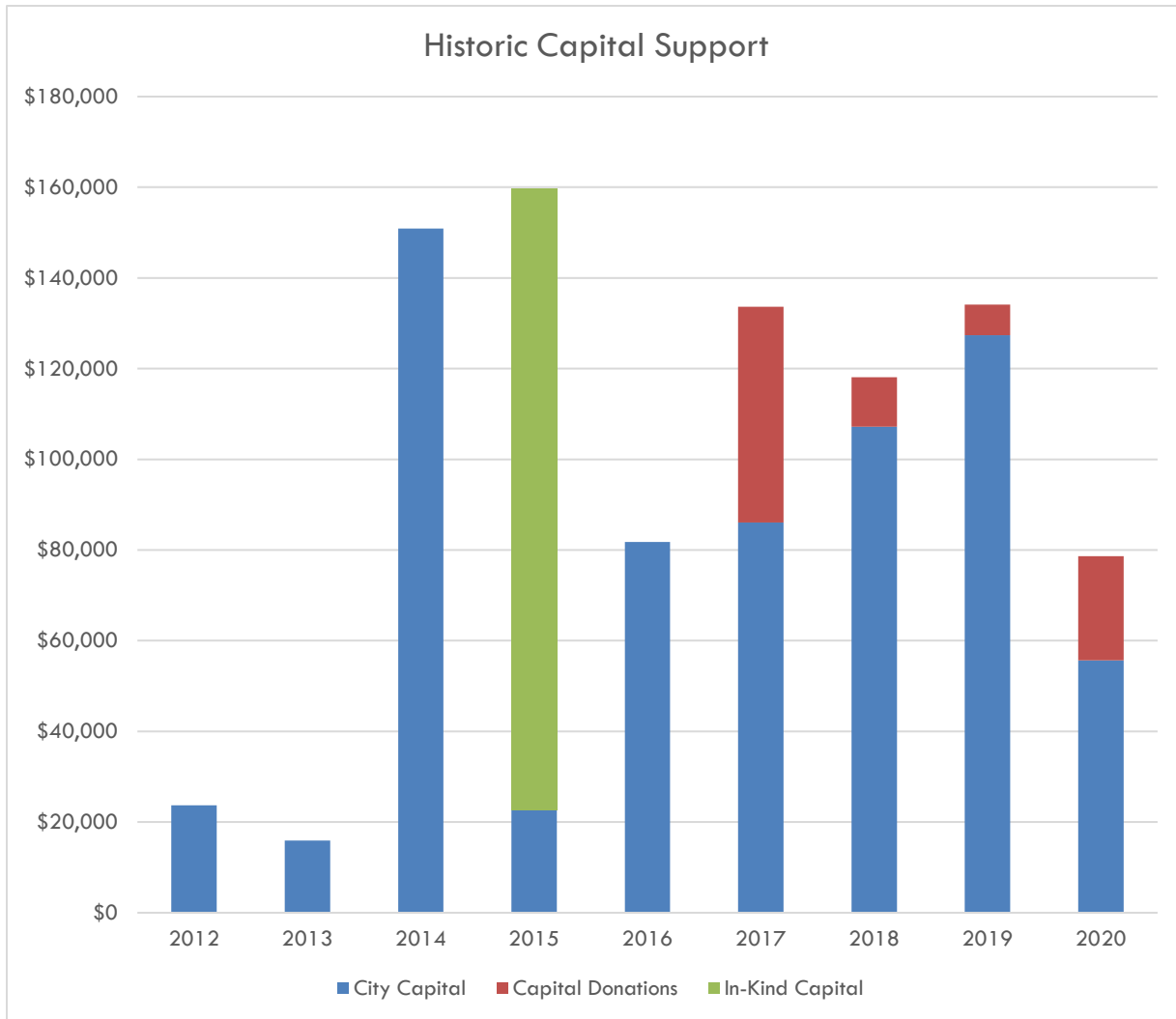


Stillwater

Public Library

Historical Capital Support:

The City of Stillwater has also provided the majority of capital funding for the library. City funding has ranged from \$0 to more than \$150,000 in a year. In recent years, city capital dollars have been supplemented by donor gifts and grants.



	2012	2013	2014	2015	2016	2017	2018	2019	2020
City Capital	\$23,710	\$15,900	\$150,895	\$22,628	\$81,754	\$86,079	\$107,172	\$127,360	\$55,650
Capital Donations	\$0	\$0	\$0	\$0	\$0	\$47,603	\$10,968	\$6,735	\$23,000
In-Kind Capital	\$0	\$0	\$0	\$137,000	\$0	\$0	\$0	\$0	\$0
Total	\$23,710	\$15,900	\$150,895	\$159,628	\$81,754	\$133,682	\$118,140	\$134,095	\$78,650

Stillwater

Public Library

Friends and Foundation Support:

While the City of Stillwater provides the majority of operational and capital funding, the library could not provide the level of service it does without additional support. The library's two primary partners in securing enhanced funding are the Stillwater Public Library Foundation and the Friends of the Stillwater Public Library.

Foundation Giving Summary

The Foundation has awarded the library more than \$1,047,000 in grants and in-kind gifts since its creation. Following is a summary of support for the last 5 years:

	2017	2018	2019	2020	2021 (to date)
Materials	\$5,635	\$5,100	\$7,025	\$13,270	\$25,400
Programs	\$13,875	\$10,122	\$5,500	\$1,000	\$8,000
Staffing	\$22,620	\$47,100	\$76,164	\$17,226	\$20,956
Sundays	\$7,391	\$7,750	\$8,500	\$0	\$11,000
Facility	\$29,903	\$15,000	\$26,000	\$23,000	\$20,000
Other	\$3,374	\$2,649	\$2,000	\$795	\$0
Total	\$82,798	\$87,722	\$125,189	\$55,291	\$85,356

**Amounts reflect grants awarded in a fiscal year. Funds are not distributed until expended and reimbursement is requested by library. Distribution may occur over multiple years and may not occur in same year that grant was awarded.*

Friends Giving Summary

The Friends annually provide supplemental support, typically in the key areas of materials and programming. Following is a summary of support for the last 5 years:

	2017	2018	2019	2020	2021
Materials	\$4,800	\$1,800	\$0	\$4,500	\$4,150
Programs	\$850	\$2,500	\$12,000	\$0	\$4,000
Total	\$5,650	\$4,300	\$12,000	\$4,500	\$8,150

Foundation Financials

Following is a summary of financials for Stillwater Public Library Foundation from 2016 to 2019, based on the 990 forms filed with the IRS.

Stillwater

Public Library

Stillwater Public Library Foundation Financials (From IRS Form 990)				
	2016	2017	2018	2019
Revenue				
Contributions and grants	140,472	209,833	156,228	239,429
Fundraising event sponsorships/donations	42,914	49,899	45,495	55,551
All other contributions, gifts, grants	97,558	159,934	110,733	183,787
Program service revenue	0	0	0	0
Investment income	859	5,717	(6,089)	2,180
Other revenue (Event Sales - Expenses)	1,965	10,410	2,817	(3,398)
Ticket/Event Sales	21,060	38,195	22,545	14,117
Event Expenses	19,095	27,785	19,728	17,515
Total Revenue	143,296	225,960	152,956	238,211
Expense				
Grants and similar amounts paid	64,129	61,342	47,090	109,182
Employee compensation, benefits, taxes	0	0	0	20,973
Other expenses	77,629	80,602	84,068	83,075
Fees for Services (Non-employees)*	58,683	64,714	65,943	71,652
Advertising**	8,992	9,119	2,509	2,466
Office Expenses	3,230	4,429	9,232	6,232
Information Technology	2,686	810	796	810
Conferences, Conventions, Meetings	3,243	423	4,958	288
Depreciation	35	0	0	
Insurance	715	1,052	475	999
Other	45	55	155	628
Total Expenses	141,758	141,944	131,158	213,230
*Fees for services include payment of volunteer and venue coordinator	42,925	42,720	42,720	32,012
** Advertising includes listing library on wedding websites	2,201	1,954	2,149	0
Revenue Less Expenses	1,538	84,016	21,798	24,981
Net Assets or Fund Balance				
Total assets end of year	165,072	249,088	272,236	310,982
Total liabilities end of year	0	0	1,350	2,321
Net assets or fund balance end of year	165,072	249,088	270,886	308,661

Stillwater

Public Library

Other Supplemental Support:

St. Croix Valley Foundation Endowment Funds

FUND	YEAR ESTB'D	DESCRIPTION	PRINCIPAL AMOUNT	12/31/2020 FUND BALANCE	12/31/2020 SPENDABLE BALANCE	2021 PROJECTED INCOME OR ALLOCATION	2021 EXPENDITURE PLAN
Athena Fund	1998	<ul style="list-style-type: none"> * Fund type: Endowment fund * Donors: Funded by various donors directly to the Stillwater Public Library Athena Fund of SCVF. * Most recent donation: 9/28/2007 * Annual distribution: Net income only distribution determined by SCVF at end of fiscal year. * Use restrictions: Non-fiction books of lasting value 	\$22,988.15	\$34,425.79	\$855.11	\$1,340.50	Prior year funds to be spent in current year for adult nonfiction.
Helen Lawson Library Fund	2010	<ul style="list-style-type: none"> * Fund type: Designated beneficiary endowment * Fund created by Rod Lawson with \$50,000 in honor of Helen Lawson. Additional funds added by Rod at later date for a total principal of \$175,624.40. * Annual distribution: Net income only distribution determined by SCVF and recommended by donor at end of fiscal year. * Use restrictions: Items that are of service to public. Expenditures need to be identified as a gift from the Helen Lawson Library Fund. 	\$175,624.40	\$243,897.00	\$61,291.82	TBD by SCVF in July/August	\$9,671.79 reserved for ematerial purchases in 2021. Purchases planned for 2020 but held due to transition to new e-platform. Plans underway to spend funds in May/June.

Stillwater

Public Library

City-Held Endowment Funds

FUND	YEAR ESTB'D	DESCRIPTION	PRINCIPAL AMOUNT	12/31/2020 FUND BALANCE	12/31/2020 SPENDABLE BALANCE	2021 PROJECTED INCOME OR ALLOCATION	2021 EXPENDITURE PLAN
McCluer-Webster Library Fund	1936	* Fund type: Endowment fund * Donors: Bequest of Amie Webster to the First National Bank of Stillwater as the McCluer-Webster Library Fund. * Distribution: Interest only * Use restrictions: Materials	\$10,000.00	\$10,826.98	\$826.98	Unknown	
Minerva Fund	1998	* Endowment fund with interest income only used. * Funded by various donors with gifts made directly to fund. * Most recent donation: 12/31/1999 * Distribution: Net income only	\$23,860.00	\$25,489.04	\$1,629.04	Unknown	
HR Murdock Fund	1891	* Fund type: Endowment fund to be invested in United States or state bonds * Donors: Funded by a bequest of H.R. Murdock to the Stillwater Library Association. * Distribution: Interest only * Use restrictions: Materials	\$1,800.00	\$1,930.03	\$130.03	Unknown	
Van Meier	1979	* Fund type: Endowment fund * Donors: Funded by Katherine Van Meier in honor Dr. Henry Van Meier * Distribution: Interest only * Use restrictions: Medical materials	\$1,571.00	\$,1337.70	(\$233.30)	Unknown	

Stillwater

Public Library

Other Donation Accounts

FUND	YEAR ESTB'D	DESCRIPTION	12/31/2020 SPENDABLE BALANCE	2021 PROJECTED INCOME OR ALLOCATION	2021 EXPENDITURE PLAN
Kilty Fund	2017	<ul style="list-style-type: none"> * Fund type: Gift fund * Donors: Donation of \$50,000 to the City of Stillwater from the Kilty Estate for upkeep of the Stillwater Public Library. * Distribution: No withdrawal restrictions. Full gift may be spent. * Use restrictions: Unrestricted 	\$45,528.88	No additional revenue (other than interest expected)	
Other Government Gifts		<ul style="list-style-type: none"> * Fund type: Gift fund * Donors: Gifts given by other governmental entities. Currently donor to the fund is Stillwater Township. Baytown has donated in the past. * Distribution: No withdrawal restrictions. Full gift may be spent. * Use restrictions: Currently unrestricted. Future donations could be restricted by donors. 	\$14,222.68	Unknown. Library presented at Stillwater Township meeting in April, but no gift has been received to date.	
235 Donations		<ul style="list-style-type: none"> * Fund type: Gift fund * Donors: Typically donations from individuals or organizations of \$100 or more to allow tracking of revenue and expenditures across multiple years. Some gifts are expended more immediately (e.g. tribute gifts specified for a commonly purchased genre) and others are expended over multiple years (e.g. flowers and plants for terrace). Distribution: No withdrawal restrictions. Full gift may be spent. *Use restrictions: Varies by gifts. 	\$16,614.16	Unknown.	

Stillwater

Public Library

Library Fund Balance:

FUND	DESCRIPTION	12/31/2020 BALANCE
Library Fund Balance Account (Not Including Compensated Absences)	<p>* A holding account for the library that may be added to annually when library's revenues at the end of the year exceed expenditures.</p> <p>* In the absence of any other policy from the city, the fund balance may be used but it is typically only used to cover one-time shortfalls in budget.</p>	<p>\$219,891.52</p> <p>(not final)</p>
Compensated Absences Fund	<p>* A holding account for the unused portion of vacation time that benefitted employees are allowed by personnel policy and union contract to roll from one year to the next. These funds may not be used outright or used to offset budget overages.</p>	<p>\$30,345.54</p> <p>(not final)</p>

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Facilities 101	
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:</p> <p>Facilities 101 Presentation: Past, Present, & Future</p> <p>The presentation is meant to provide board members with a fuller picture of what is involved in the Facilities Committee’s ongoing work and the development of the CIP. The committee will review past projects, explain current needs and look at future enhancements.</p> <p>Past — Spike</p> <ul style="list-style-type: none"> • Review of past projects (prior to 2021) • Committee Charter <p>Present — Pat</p> <ul style="list-style-type: none"> • Current projects (2021-2023) • Annual maintenance schedule • Fitting pieces together to move projects forward <p>Future — Bethany</p> <ul style="list-style-type: none"> • Anticipated projects (2024-2026 and beyond) • Maintenance needs • Enhancement projects 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS There will be a PowerPoint presentation. Slides will be included with 6/8/2021 minutes.	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2022 Operating Budget Planning		
OWNER: Finance Committee Mark Troendle, Director Keri Goeltl, Business & Communications Manager	PRESENTER: Troendle, Director	
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?	
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:		
BACKGROUND/CONTEXT: The Finance Committee, Troendle and Goeltl met on May 25, 2021, regarding a preliminary plan for the 2022 operating budget request. The first phase in the budget's development was reviewing and updating existing expenditures and revenues. <ul style="list-style-type: none"> • Personnel: Personnel costs, based on existing positions, increased by \$76,525 to reflect class compensation grid, wage adjustment rates, health insurance expenses using current employee elections, a return to traditional hours of operation, and city funding of half of Sunday hours. • Revenue: Library-generated revenue decreased by \$5,000. This is due to the elimination of processing fees in alignment with proposed direction by Washington County Library. Revenue from weddings and special events remained at \$0, the same as the 2021 projection. • Collection: Materials increased by 15% (\$15,939) to return to the 2020 level of funding. • Other: Other budgetary line items were reviewed and adjusted for a net increase of \$3,000. • Total: The total of these initial adjustments result in a \$100,464 increase. With this scenario, a 7.21% increase in the transfer-in from the general fund is needed to break even. The second phase in crafting the budget was reviewing different options to better align staffing and services with the strategic plan.		
Area	Proposed Adjustment	Change
Modify Reference Staffing Current Staff: One 36-hr supervisor at 100% benefited, one 26-hr at 75% benefited, two 18-hr with 0% healthcare benefits, 725 hrs of subs	<ul style="list-style-type: none"> • Move 26-hr position to 30-hr, stay at 75% benefited • Move two 18-hr positions to 20-hr, 50% benefited • Reduce sub budget 	(\$3,200)
Modify Youth Services Staffing Current Staff: One 36-hr supervisor at 100% benefited, one 24-hr at 50% benefited, one 12-hr grant-funded with 0% benefits	<ul style="list-style-type: none"> • Move 12-hr grant-funded position to a 20-hr, 50% benefited position onto the class compensation grid at Librarian 1 	\$44,300 (This is the total cost of the position. \$15,708 is the projected cost of the 12-hr position historically funded by Foundation.)
Modify Custodial Staffing Current Staff: One 40-hr library maintenance worker at 100% benefited, one 20-hr custodian at 50% benefited, 680 hrs of subs	<ul style="list-style-type: none"> • Add 12-hr custodian position at 0% benefits • Reduce sub budget 	\$2,200
Increase Supervisor Hours	<ul style="list-style-type: none"> • Move 36-hr Info Supervisor, YS Supervisor and Business & Communications Manager to 40-hr positions, benefits same 	\$30,000

Area	Proposed Adjustment	Change
Seminars/Conferences In 2020, budget was reduced to \$0.	<ul style="list-style-type: none"> Add back in a budget for seminar/conferences for staff 	\$5,000
Programming & Early Literacy Services Current city budget for programming is \$1,650.	<ul style="list-style-type: none"> Plan for and solidify 2022 funding for youth and adult programming and early literacy services. 	\$48,000 (This is the total estimated cost. \$5,000 is typically funded by the library's allotment of Legacy and MELSA funds.)

In planning for the 2022 budget, the Finance Committee also reviewed supplemental fund balances and annual funding typically received from the Foundation and Friends. Options to augment the budget include use of Lawson Funds, asking the Foundation to consider fully funding Sunday Hours, asking the Foundation to increase support of YS positions, and asking Foundation and Friends to increase programming support. The library may also consider identifying and pursuing other grant opportunities where applicable.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?: Finance Committee

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Capital Budget: 2022-2026 CIP	
OWNER: Facilities Committee	PRESENTER: Facilities Committee
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to authorize the Facilities Committee to make adjustments to the 2022-2026 CIP if the City requires decisions be made before the Library Board reconvenes.	
BACKGROUND/CONTEXT: Capital Budget: 2022-2026 Capital Improvement Plan (CIP) <ul style="list-style-type: none"> • The 5-year CIP was developed in collaboration with the Facilities Committee, Business and Communications Manager Goeltl, and the Director, with additional guidance from City IT staff on technology-related items. • The City Facilities Manager recently indicated the need for a significantly larger roof repair project in 2022 than had been previously planned. • Given that more information is needed about the roof and lawn projects, the Facilities Committee recommends reviewing a draft capital budget in June, allow more time to gather additional information, and then formally approve the capital budget at July’s Board meeting. • However, this is an action item because the City may require more information or decisions to be made about the capital budget prior to the July 13 Board meeting. To prepare for that possibility, it’s requested that the Facilities Committee be authorized to make adjustments to the capital budget if needed before the Library Board reconvenes in July. 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS 2022-2026 CIP	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?: Facilities Committee	

Stillwater

Public Library

Stillwater Public Library CIP 2022-2026 (Updated 6/4/2021)

IT Projects:						
	2022	2023	2024	2025	2026	Total
Upgrade Staff Computers, Laptops and Tablets	0	12,600	11,700	1,700	0	26,000
Upgrade/Add Security Cameras	6,000	4,000	2,400	4,000	0	16,400
Upgrade Mobile Laptop Lab	0	0	8,000	0	0	8,000
RFID Pads	1,500	1,500	1,500	1,500	1,500	7,500
Fob Doors	0	0	0	0	0	0
Software Licenses	4,500	0	0	4,500	0	9,000
Upgrade Network Switch	11,000	0	0	11,000	0	22,000
Upgrade Public Access Internet Computers	0	13,950	13,950	0	0	27,900
Upgrade AV/Projection	3,000	0	10,000	0	0	13,000
Upgrade Firewall	0	3,500	0	0	0	3,500
Printer/Copier	0	0	0	6,000	0	6,000
SelfChecks	0	0	38,000	0	0	38,000
Sorter	0	0	0	0	14,000	14,000
WiFi	0	0	5,000	2,000	0	7,000
TOTAL COMPUTER-RELATED PROJECTS	26,000	35,550	90,550	30,700	15,500	198,300

Facilities Projects:						
	2022	2023	2024	2025	2026	Total
Custodial Equipment	0	0	0	0	5,000	5,000
Library Building & Grounds	35,000	35,000	95,000	70,000	72,500	307,500
Masonry	35K City; 15K S	35K City; 15K S	35K City; 15K S	0	0	
4th Street Lawn	0	0K City; ?K S	0K City; ?K S	0K City; ?K S	0K City; ?K S	
Coffee Shop/Art Gallery	0	0	60K City	0	0	
MR	0	0	0	70K City, 20K S	0	
Children's Area	0	0	0		72.5K City; 72.5K S	
Other Future Projects	0	0	0	0	0	
Upgrade Roof	750,000	0	0	0	0	750,000
TOTAL FACILITIES PROJECTS	785,000	35,000	95,000	70,000	77,500	1,062,500

TOTAL CITY-FUNDED PROJECTS:	811,000	70,550	185,550	100,700	93,000	1,260,800
SUPPLEMENTAL SUPPORT NEEDED:	*15K Mason	*15K Mason *? Lawn	*15K Mason *? Lawn	*20K MR *? Lawn	*72.5K Kids Area *? Lawn	137,500 + 150,000+ Lawn

<p>Masonry Repairs Timeframe: 2019 - 2025</p> <p>Estimated Cost: \$130K of work remains for 2022+; Suggested strategy is budgeting \$50K/yr for 2022-2024 for \$150K budgeted, allowing unexpected issues over the original quote.</p> <p>Funding Source: \$35K City + \$15K Supplemental each year</p> <p>[May 2020 Slide: 2021, 2022, 2023]</p>	<p>Upgrade Roof Timeframe: 2022</p> <p>Estimated Cost: \$750K</p> <p>Funding Source: City</p> <p>[Newly Identified Project]</p>	<p>4th Street Lawn Timeframe: 2021 – Design. Fundraising Implementation 2023+.</p> <p>Estimated Cost: \$150-\$175K + 25% increase for consultant fees/bid contingencies and yearly cost increase of 5%</p> <p>Funding Source: Supplemental</p> <p>[May 2020 Slide: 2021]</p>	<p>Coffee Shop/Art Gallery Timeframe: 2024</p> <p>Estimated Cost: Replace ceiling in coffee shop \$20K Repaint/replace wall covering \$20K Improve seating area: \$15K UV Window Film: \$5K</p> <p>Funding Source: \$60K City</p> <p>[May 2020 Slide: 2024]</p>	<p>Margaret Rivers Room Timeframe: 2025</p> <p>Estimated Cost: Replace tables & chairs \$50K Replace carpeting \$20K Sound abatement \$20K</p> <p>Funding Source: \$70K City, \$20K Supplemental (approach Margaret Rivers Fund)</p> <p>[May 2020 Slide: 2022]</p>	<p>Children's Area Timeframe: 2026</p> <p>Estimated Cost: Replace shelving \$85K Replace carpeting \$30K Sound abatement \$10K Replace furnishings \$15K Signage \$5K</p> <p>Funding Source: \$72.5K City; \$72.5K Supplemental</p> <p>[May 2020 Slide: 2023]</p>
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Future Projects for 2027+

Needed/Maintenance:

- Signage
- Replace general furnishings throughout library
- Refresh restrooms, replace stall partitions
- Repair and repaint catering ramp (under review)
- Upgrade maintenance equipment

Possible Enhancements:

- Add furniture to terrace for additional seating
- Improve accessibility in St Croix Collections room
- Improve ADA accessibility to restrooms and terrace doors
- Green roof for terrace
- Electric vehicle charging station
- Solar panels on roof to provide energy for building
- Remodel Sci-Fi room as enclosed conference room
- Create a Maker's Space

Report from the Library Director, Mark Troendle

Major Accomplishments

- Due to the trustees having discussed and approved aligning with upcoming changes to the mask requirement, capacity limits and social distancing guidelines at the May 11 board meeting, library staff was fully prepared to respond to changes in state mandates that occurred in-between board meetings. The lifting of restrictions happened sooner than anticipated, but we were prepared. The state removed the mask mandate on May 14; capacity limits and physical distancing rules were lifted on May 29. The clarity we had is greatly appreciated and made for a smooth transition. As of June 1, Minnesota Department of Health data shows that 70.7% of Washington County residents have received at least one dose of the vaccine, and 64.5% have completed the vaccine series. In the state as a whole, those statistics trend a little lower.
- Participated in ongoing COVID-19 Response and Workplace of Tomorrow Team meetings with other City staff. Provided a revised pandemic response plan document for inclusion with the City's updated COVID-19 Preparedness Plan.
- Using materials developed by the Library Events Task Force, created a presentation for the City Council summarizing the group's work to-date on the use of event wing space.
- On the agenda of the Heritage Preservation Commission's meeting on May 19 was a discussion of potential future changes to the design of the library's 4th Street lawn. Mark attended and had an opportunity to discuss the project. The Facilities Committee will review HPC's feedback as well as other input at a future meeting when schedules allow for an in-depth discussion.

Heads-Up

- Facilities Manager Mick Greiner indicated that an inspection of the oldest portion of the library's roof is in need of replacement, which is projected to cost up to \$750,000. Additional discussion with the City, Facilities Committee, and Library Board will be required.
- The board of the Stillwater Public Library Foundation approved changing the title of Alicia Gordon Macalus' position from Foundation Manager to Executive Director.
- The audit firm hired by the City is conducting their annual review of all departments. Mark and Business and Communications Manager Keri Goeltl are responding to routine questions.
- Taylor Stockert is a Natural Resources Technician for the City of Stillwater, and he evaluated the large ash tree on the 4th Street side of the library's lawn. His inspection on June 3 found that it "definitely looks healthy enough to warrant treatment" to protect it against Emerald Ash Borer. With treatment, he believes it will have many more years left!

Near-Term Future Focus

- A consulting group is conducting an IT operational review for the City and Mark has been asked to provide feedback.
- Assist with preparing for and coordinating a future meeting with Calyx Design Group to discuss the lawn project.
- Refinement of the operating and capital budgets will be ongoing.
- Coronavirus (COVID-19) planning elements will continue.
- Review of library policies.

Thank you to Pat Lockyear and her husband for again volunteering to clean up and prepare more pots on the terrace to help the Ivy Club!

Report from the Information Services Supervisor, Aurora Jacobsen

Public Services

Circulation, Adult Programming and Reference

May Programs:

- History of Norwegian Sweaters had 10 attendees.
- Connect Through Books with library staff had 4 attendees.
- Spring Blossom Watercolors had 20 attendees.
- Building a Petunia Tower had 40 attendees.
- Tin Ornaments of Mexico had 11 attendees.
- Make and Take mini-book had 92 books given out.
- 25 Make and Take Yarn Birds were given out at the Migrating Bird Festival.
- Staff worked with 50 people at the Migrating Bird Festival.

Circulation

- There were 19,391 physical checkouts and renewals and 4,503 eMaterials checkouts and renewals in May.
- In the final month of Curbside Pick-up, staff filled 279 appointments over 8 days.
- Circulation staff had a staff meeting for the first time in over two years. Staff met twice to cover the changes staff needed to be aware of as the library reopened more fully and to learn about the Summer Reading Program activities for the summer.

Reference

- Staff prepared and checked out 7 Book Bundle requests.
- Aurora served on a grant review team for the Minnesota Department of Education. The committee reviewed 5 of the grant requests submitted for the large Library Services and Technology Act Opportunity.
- Aurora attended MELSA and Washington County meetings to discuss with other library systems to discuss how each library is moving forward on their programming after the lifting of mandates and increasing vaccination. Jodi also attended the MELSA meeting.

Partnerships

- The library contributed items to an upcoming exhibit at the Historic Courthouse, “The Life of an Object: Stories, Meanings & Moments.” The exhibit opens on June 5.
- The library received a donation of a photo portfolio documenting the effects of the pandemic on Stillwater, Minnesota as part of a senior capstone from a High School Capstone. Included at the end of the report is one of the photos.

Upcoming in June:

- Still Life with Oil Pastels on June 3rd
- Connect Through Books on June 7th
- Big Read: Hmong American Farmers Association on June 8th
- Supports for Living in the Unknown on June 10th
- Write Your Life with the Loft on June 15th

- Big Read Happy Hour Book Club on June 23rd
- Outreach: At the Farmer's Market on June 19th
- Renewables and Electricity – Perspectives on the Transmission Grid on June 29th



May Programs

- *Virtual Storytimes*
 - 1 family/preschool “Special Guest Musical Preschool Storytime: Music in the Valley – ‘Rhythm Sticks’ with Teacher Sarah!”
 - 3 family/preschool “Special Guest Preschool Storytime” sessions with Miss Alisa
- *Virtual (non Storytime) programs*
 - NAMI – “Anxiety, Stress, and Coping” - Live via Zoom
 - “Botanical Cut-Paper Collage” - Art for Kids
 - “Seed Bombs and the Art of Guerrilla Gardening for Kids”

Program Notes

- Finalized the multitudinous preparations for Summer Explorers for kids and teens which begins Saturday, June 5. Information about the library summer programs for all ages can be found here: <https://www.stillwaterlibrary.org/summer-explorers>
- Planned the details for a Story Stroll featuring, “In the Tall, Tall Grass” by Denise Fleming scheduled at Pioneer Park from June 5-18. The first board will highlight library service changes to let people know hours have expanded. Each page layout will be accompanied by a rider board with prompts to further engage families.

Outreach / Community Engagement Programs and Visits

- Hosted the Big Read Book Hike featuring the book, “The Day You Begin” by Jacqueline Woodson
- Delivered Head Start Summer Reading materials (including tracker guides, journals and books)
- New Heights School K-2 class visits – Thursdays, May 13 and 27, with architectural feature Scavenger Hunts; Summer Reading presentation and materials on May 27 along with Terrace visit (and Scavenger Hunt!)
- Early Childhood Family Education (ECFE) Virtual newsletter

Youth Spaces

- Furniture was returned to youth spaces in preparation for the next phase of library services.

Upcoming Single Date Programs

- *A Special Video Concert with Jim Gill to kickoff SUMMER EXPLORERS – Saturday, June 5*
- *Story Stroll at Pioneer Park – Saturday, June 5 – Friday, June 18*
- *Explore MN History: Pioneer Quilt Squares for K+ – Saturday, June 12*
- *Drawing Manga & Comics for ages 10 and up – Saturday, June 12*
- *Science in the Summer with The Bakken Museum: Be an Engineer! – Monday, June 14*
- *Colorful Paper Sculpture – Art for Kids – Saturday, June 19*
- *Natural Wonders: Outdoor Family Storytime – Thursday, June 24*
- *Explore History: Dakota Beading for grade 2+ – Saturday, June 26*

Stillwater Public Library Foundation
Board Meeting – April Meeting – Held 4/23/21
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

Guest Present: Lori Mildon, prospective Foundation Board Member

1. Welcome - President Shawn Glaser called the meeting to order on Go To Meeting at 8:33. Members checked in.
2. Approval of the Minutes - Minutes for the March meeting was approved electronically prior to this meeting.
3. Reports
 - a. President- Shawn
 - Working on recruiting diverse Board members.
 - Targeting specific businesses as a way to grow fund raising.
 - Reviewed Susie's contract, Summer made a motion to accept the contract, and Sandy seconded the motion. Motion was approved.
 - Discussion of staffing positions were held.
 - b. Library Director - Mark
 - Maintaining existing Library hours through May
 - 2021 lawn repairs are proceeding.
 - Children's walk with outreach May 17-23
 - Reported on library use
 - c. Finances - Dustin
 - Gave a finance report.
 - Not much activity in March
 - Investment prospects for the future were discussed.
 - d. Governance – Amber
 - Discussed completion of Conflict of Interest forms.
 - e. Events & Marketing – Summer
 - Waiting on a decision from the city for Light of Spark.
 - Looking for a nonpolitical speaker for the Love of the Library event.
 - Working with Mark on lawn capital campaign
 - Discussed updating the website
 - f. Foundation Manager - Alicia
 - Alicia was absent, no Foundation Manager report.
4. Other Business - None

5. Adjournment - The meeting was adjourned at 9:50 a.m.

Respectfully submitted,
Paige Hoyle, Secretary



Friends of the Stillwater Public Library

March 17, 2021 | 10:30 am CT | Meeting location: Margaret Rivers Room -Stillwater Public Library

Meeting Friends of the Library

Meeting called by Mary Ann Sandeen

Facilitator Mary Ann Sandeen

Secretary Tracy Salvati (absent)
Mary Ann took notes

Attendees:

Mary Ann Sandeen, Jan Kilkelly, Mary Glennon, Gemma Lockrem, Lyndon Lockrem, Mark Troendle

Agenda

Friends of the Stillwater Public Library Meeting:

Wed., March 17, 2021

Location: Conference Room

Time: 10:30 a.m.

Friends of the Stillwater Public Library Agenda

1. Call meeting to order...Mary Ann Sandeen
2. Secretary's Report...*Tracy Salvati absent* – Mary Ann Took notes
3. Treasurer's Report...Jan Kilkelly
4. Membership Report...Gemma Lockrem
5. Topics
6. Update...Mark
7. Adjourn Meeting...All

- Meeting called to order by Mary Ann Sandeen

Treasurer's report Jan Kilkelly

2020 Financial Reports:

3/1/2020-12/31/2020

Opening Balance: \$39,036.97
 Total Receipts: \$5,211.04
 Total Disbursements: \$4723.95
 Ending Balance: \$39,524.06

2020 Totals

Opening Balance: \$39,212.96
 Total Receipts: \$6,257.78
 Total Disbursements: \$5,946.68
 Ending Balance: \$39,524.06

2021 Financial Reports

1/1/2021-3/15/2021

Opening Balance: \$39,524.06

Total Receipts: \$2,260.00

Total Disbursements \$99.00

Ending Balance: \$41,685.06

- **Membership report Gemma Lockrem**
 - 8 memberships

Topics:

- **Booksale**
 - April 30th 10a – 4p and May 2nd 10a – 2p
 - drive through garage
 - prebagged 10 books (bagged by genre)
 - \$10 per bag (grab bag style)
- **Bags are ordered.**
- **Jan will pick up staplers and markers.**
- **Mark will order a metal cart.**
- **Susie is alerted to our STS needs. Personnel needs will be determined soon.**

Update: Mark Troendle:

Request made for \$8000.00.

\$4000.00 for materials

\$4000.00 for programming

Request approved.

Disbursement made.

Meeting Adjourn at 12:17pm

Friends of the Stillwater Public Library



April 13, 2021 | 10:00 am CT | Meeting location: Margaret Rivers Room -Stillwater Public Library

Meeting Friends of the Library
Meeting called by Gemma Lockrem
Facilitator Gemma Lockrem
Secretary Tracy Salvati (absent)
Susie Danielson took notes (thank you)

Attendees:
Jan Kilkelly, Mary Glennon, Gemma Lockrem, Lyndon Lockrem, Mark Troendle, Maureen Bell and Susie Danielson

Agenda

**Friends of the Stillwater Public Library Meeting:
Wed., April 13, 2021
Location: Conference Room
Time: 10:00 a.m.**

Friends of the Stillwater Public Library Agenda

1. Call meeting to order...Gemma Lockrem
2. Secretary's Report...*Susie Danielson took notes*
3. Treasurer's Report...Jan Kilkelly
4. Membership Report...Gemma Lockrem
5. Topics
6. Update...Mark
7. Adjourn Meeting...All

- Meeting called to order by Gemma Lockrem
- March Meeting Minutes: Approved. Book sale hours corrected. Reapproved.

Treasurer's report- Jan Kilkelly

Financial Report:

1/1/2021-3/31/2021

- Opening Balance: \$39,524.06
- Total Receipts: \$2,735.00
- Total Disbursements \$8,318.03
- Ending Balance: \$33,941.03

Treasurer:

Jan reported many recent financial donations were received in honor of Nancy Wilson. Jan suggested the friends donate a specific item to the library in Nancy's honor. A follow up conversation with Mark in regard to a specific item donation should take place.

The friends gave a grant to the library of \$8,150.00

Membership:

Gemma shared a letter that will be emailed to past members prompting them to renew their memberships.

MALF Summary:

Jan attended a webinar hosted by MALF and highlighted tips learned to increase funds.

- A donation tip jar at the book sale check out.
- A membership brochure attached to every bag of books sold at the book sale.
- Increase membership dues and/or add larger membership level options.

Mark Troendle - Library Director:

Mark reported that even during COVID the circulation statistics remained impressive. Open library hours have recently been extended. The library is now open to the public for in person visits on Monday 10-2, Wednesday 1-7, and Saturday 10-4.

President of the Board of Trustees:

Maureen Bell attended the meeting to extend gratitude and thanks to the friends for their contributions to the library.

Volunteer Coordinator:

Susie reported Sentence to Serve and friends volunteers have begun and will continue working on book sale prep.

Meeting Adjourned: Gemma

Next meeting 5/17/2021

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

Period:	4/1/2021 - 4/30/2021	Year-to-Date 4/30/2021
Opening Balance	\$ 33,941.03	\$ 39,524.06
Receipts:		
Memberships	\$ 1,465.00	\$ 1,790.00
Donations	\$ 140.00	\$ 2,550.00
Ongoing Book Sales		\$ -
Semi-Annual Book Sales		\$ -
Scanner Fees		\$ -
Book Bag Sales		\$ -
Total Receipts	\$ 1,605.00	\$ 4,340.00
Disbursements:		
Grants to Library		\$ 8,150.00
Sponsorships		\$ -
Memberships		\$ 25.00
Postage		\$ -
Printing & Supplies	\$ 42.73	\$ 111.76
Sales Tax		\$ 74.00
Fees		\$ -
Misc.		\$ -
Total Disbursements	\$ 42.73	\$ 8,360.76
Ending Balance	\$ 35,503.30	\$ 35,503.30

Outstanding Grants Due to Library:

Book Sale Nov. 2021	\$0.00
<i>Other:</i>	
Book Sale Apr. 2015	\$0.00
Book Sale Apr. 2016	\$0.00
Book Sale Apr. 2017	\$0.00
Book Sale Apr. 2018	\$2,223.92
Book Sale Apr. 2019	\$4,519.50
Book Sale Apr. 2021	\$6,743.42

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Board Governance Committee Report	
OWNER: Board Governance Committee	PRESENTER: Board Governance 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>Governance Committee Meeting Notes May 26, 2021, 3 p.m. Conference Room or via Zoom Present: Maureen Bell, Paula Hemer, Mark Troendle Absent: Ryan Mathre</p> <p><u>Agenda Items Covered:</u></p> <ul style="list-style-type: none"> • <u>Board Self-Assessment Survey</u> <ul style="list-style-type: none"> • Ryan, in absentia, reported that it should be possible to link documents to the self- assessment survey in Survey Monkey. He will confirm this. • Possible documents to link include: trustee job description, Open Meeting law, basic library tenets. • Some of the above could be shared and discussed at a Board meeting instead of linking them. • Which documents to link will be decided at the August committee meeting. <p><u>Guidelines for trustee communication with the public</u></p> <ul style="list-style-type: none"> • After discussing several options for how trustee’s should/could handle library-related, in-person & phone conversations, letters and emails and interaction on social platforms, it was decided to create a decision tree. • Whether or not to create it as a guideline or a policy was discussed. Mark noted that a guideline would allow the committee to make future adjustments, and it could be included in the orientation manual. <p><u>Review draft revision of the trustee job description</u></p> <ul style="list-style-type: none"> • Since not everyone had a copy of the 2017 draft revision at the meeting, this agenda item will be moved to the June meeting to allow committee members time to review the document. • Maureen asked if the Trustee Handbook included a sample of a trustee job description and if Mark had any copies from other boards. • If the job description will be linked to or shared at a board meeting prior to the October self-assessment survey, it will need to be presented and approved by the board prior to sending out the survey to members. <p><u>Ideas on how to increase recruitment of new trustees and when to bring to them to the board</u></p> <ul style="list-style-type: none"> • The following four suggestions will be shared with the board: <ul style="list-style-type: none"> • Use the library’s website to post trustee photos; improve access to board agendas and minutes; post flyers ins local businesses and community gathering places, and encourage personal contacts by current board members. • These suggestions will be shared at the June board meeting as part of the Governance Committee’s report. 	

Assignments:

- Ryan will confirm whether or not Survey Monkey will allow documents to be linked to the self-assessment survey.
- Although no-one was assigned or volunteered to initiate creation of a decision tree for how trustees should communicate with the public, I encourage everyone to think about how that would look prior to the June committee meeting.
- Prior to the June meeting, review the 2017 draft revision of the trustee job description.
- Mark will check his files for any trustee job descriptions from other boards.
- Since Paula will not be attending the June board meeting, either Ryan or Maureen could summarize these meeting notes listing and initiating discussion of the four suggestions to encourage recruitment of new trustees.

Next Meeting: Tuesday, June 29, 3:00pm

Agenda items for future meetings:

August: Review draft of Survey Monkey Self-Assessment Survey and determine which documents to link to question #1.

September: Determine when in October to have trustees complete the Self-Assessment Survey.

October: Review revision of trustee candidate interview questions. Determine which library documents to be presented to trustee applicants prior to the interview.

November: Review results of the Self-Assessment Survey and discuss training needs based on the comments from the survey

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Executive Committee Report	
OWNER: Executive Committee	PRESENTER: Executive 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>Executive Committee Meeting Notes May 18, 2021, 1 p.m. Conference Room or via Zoom Present: Bell, Lockyear, Troendle. Absent: Richie.</p> <p>2022 Budget Update</p> <ul style="list-style-type: none"> Mark and Keri have begun preliminary work on next year’s budget request although the City has not yet provided a target number or range for 2022. Further details are expected soon. <p>Open Meeting Law Update</p> <ul style="list-style-type: none"> During the pandemic, public meetings have been held via Zoom, considered acceptable under lenient interpretation of Minnesota’s Open Meeting Law. This practice is likely to change when the Governor’s emergency executive powers expire in late May or June. More information is expected shortly. <p>4th Street Lawn Project</p> <ul style="list-style-type: none"> The Executive Committee reviewed the Calyx proposal and comments from staff and trustees. The following issues were discussed and will be relayed to the Facilities Committee for further consideration: ADA requirements, safety concerns, regular and ongoing maintenance, public perceptions of costs, programming on the lawn, potential long-term impacts of future board/staff. Calyx contract provides for one more design. Reaction to current plan, plus desired changes, are needed to inform the final design. Abbi Wittman will provide an update for the Heritage Preservation Commission at their meeting on 5/19/21. Commissioners will be asked for comments. It is too early in the process to request design approval. <p>Events Task Force</p> <ul style="list-style-type: none"> Mark will present an interim report on the work of the Events Task Force to the City Council at the 4:30 workshop meeting on 6/1/21. A brief PowerPoint presentation, along with materials previously presented to the library board, will be addressed. Survey results will be summarized. True costs and sustainability of events will be discussed. The meeting is tentatively scheduled to be held at City Hall. Paula, Pat, and Maureen plan to attend if social distancing requirements allow. <p>Labor Negotiations Preview</p> <ul style="list-style-type: none"> Contract negotiations will be held later this year. AFSCME will be represented by local stewards and Jolene Catudio, AFSCME’s new Field Representative. 	

- A labor attorney, Susan Hansen, and the Director and Executive Committee will represent the board.

Other

- The Foundation's plans for Light a Spark are uncertain, partly because of supplies with fireworks.
- Bayport Public Library, Stillwater Public Library, and Washington County Library branches all are on the same page regarding mask requirements for the public.

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>Facilities Committee Meeting Notes May 28, 2021, 11:30 a.m. via Zoom Present: Carlsen, Cox, Lockyear, Troendle</p> <p>The 5-year CIP (2022-2026)</p> <ul style="list-style-type: none"> • The capital budget was discussed and reviewed in light of the new information from the City regarding the roof. • After discussing information about the roof conveyed from the City’s Facilities Manager, committee members agreed more information is needed. All agreed it would be wise to shift most projects out by one year in the event the roof must be replace in 2022. • Additional information is also needed for the 4th street landscape plan. • A final 5-year CIP for board approval is scheduled to be presented at the July meeting unless the City requests it sooner. Mark will draft a cover sheet requesting permission from the board to allow the committee to approve the 5-year CIP if it is required by the City before the July board meeting. <p>Facilities 101 presentation</p> <ul style="list-style-type: none"> • Presentation plans for the June board meeting were discussed and finalized. Carlsen suggested using a past, present and future approach. Members chose time periods and decided on basic areas to be covered in the presentation. Cox volunteered to create a slide presentation. Lockyear will write the cover sheet for the presentation including an outline of the presentation. <p>Landscape project</p> <ul style="list-style-type: none"> • A meeting date to discuss the 4th street landscape plan will be set in the coming week. Cox will provide several potential dates to Troendle. 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Finance Committee Report	
OWNER: Finance Committee	PRESENTER: Finance 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>Finance Committee Meeting Notes May 25, 2021, via Zoom Present: Goeltl, Hansen, Hollatz, Richie, Troendle</p> <p>2022 Operating Budget Planning</p> <ul style="list-style-type: none"> • Committee reviewed Finance 101 presentation. Committee asked Goeltl to present the historical revenue and expenditure information at the June board meeting. • It is anticipated that the library’s budget request will be due to the city in July and will need approval by the trustees at the July meeting. At the June board meeting, committee will present a summary of the projected budget totals and seek trustee feedback and guidance on approaches to the budget request for 2022. • Troendle provided several staffing scenarios for library departments to the committee for consideration. The committee reviewed and asked Troendle to present the preferred scenario for each area, along with related cost adjustments, to the board for discussion. 	
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 May 18, 2021, via Zoom Present: Ellis, Goeltl, Hemer, Lockyear, Mathre, Troendle</p> <p>Discussion:</p> <ul style="list-style-type: none"> • A brief discussion was held regarding the progress report presented to the Board on May 11th. • Two trustees specifically complimented the task force on the quality and depth of information presented. It was noted that Trustees had many more comments than questions. Their comments included surprise at the lack of profit, the conflict with wedding events and library patrons' use of the library, history of issues with neighbors and problems with not being in compliance with City code & need for SUP. Two questions asked were: <ul style="list-style-type: none"> ○ Are for-profit events easier to manage? ○ What is the cost of managing a ceremony-only vs a full wedding event? • Mark summarized his plans for the 10-15 minute presentation to the City Council on June 1 at 4:30 PM. Included in the council packet will be pages 25-64 from the recent Board packet plus a cover sheet outlining his presentation. Slides with talking points may be included. He will stress that Council input is valued, that no formal plans or decisions have been made yet. • Pat and Paula will attend meeting, as well as Sandy if there is space. • We discussed the costs of a ceremony only vs a full wedding. Keri provided two tables with data and estimates comparing the two. Although a ceremony may require less time and preparation, neither appear to provide profit to the library and more often result in net loss. • Paula asked that since weddings are not profitable, could some form of them be provided as a service with no loss in revenue? A small ceremony-only event available to patrons up to 5 times a year, for example? • Keri asked, what is our vision for use of the terrace? • Sandy asked, how can we make the terrace more welcoming? <p>Decisions and Assignments:</p> <ul style="list-style-type: none"> • Each member will offer two options for use of the terrace as well as respond to the questions posed by Keri and Sandy. Members may share their options and responses before or at the next task force meeting. <p>Next Meeting: Wednesday, June 23, 12:00 PM</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Stillwater Public Library 2021 Calendar

<p>January 1: Library Closed, New Year's Day 12: SPL Board Meeting, 7:00 pm 18: Library Closed, MLK Day 22: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Board passes ratification of wages prepared by Director (if needed) • Annual Meeting 	<p>February 9: SPL Board Meeting, 7:00 pm 15: Library Closed, Presidents' Day 26: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Event Wing Survey (Feb) 	<p>March 9: Presentation at Stillwater Township, 7:00 pm (based on prior years) 9: SPL Board Meeting, 7:30 pm 26: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Director evaluation: 6-month progress check
<p>April 1: Annual Report to State Due 4: Library Closed, Easter 4-10: National Library Week 13: SPL Board Meeting, 7:00 pm 23: SPLF Board Meeting, 8:30 am</p>	<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