

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, December 14, 2021
7:00 PM, Margaret Rivers Room

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 November 9, 2021 Minutes +
 - b) Acknowledgement of Bills Paid in November+
 - c) November 2021 Budget Status Report +

Informational/Discussion (5 minutes)

5. Trustee Information Sharing I+

Decisional (50 minutes)

6. Library Board of Trustee Vacancies A+
7. 2022-2023 Labor Agreement A+
8. 2022 Wage Scale Ratification and Revised Benefits A+
9. 2022 Grant Request A+
10. Internet Public Use Policy A+
11. Study Rooms, Meeting and Event Policy A+

Reports (25 minutes)

12. Director and Other Staff Reports +
13. Board Committee Reports +
 - a. Board Governance
 - b. Executive
 - c. Facilities
 - d. Finance
14. Foundation and Friends Report +

15. Public Commentary and Communications

16. Adjournment A

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 PM on Monday, December 13, 2021.
A=Action Item I=Information Item D=Discussion Item +=Document in Packet *=Document to be Distributed Later
#=Document Distributed Previously Attachments: 2021 Calendar, 2021 Roster

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

PRESENT: Bell, Carlsen, Cox, Hemer, Hollatz, Lockyear, Mathre, Richie

ABSENT: Hansen, Council Liaison Collins

STAFF: Goeltl, Troendle

AGENDA ITEM 1: Call to Order

Bell called the meeting to order at 7:03 PM.

AGENDA ITEM 2: Adoption of Agenda

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

AGENDA ITEM 5: Trustee Information Sharing

Hollatz shared that the library is a great place to bring visitors. Her guests have enjoyed the building tour, art gallery, and terrace.

AGENDA ITEM 6: Library Board of Trustees Vacancies

Bell reported that there will be three vacancies at the end of the year – Carlsen, Hemer, and Richie. Richie has served 3 terms and is not eligible to reapply. The deadline for applications was yesterday and numerous applications have been received. The interview committee is Cox, Hansen, and Hollatz.

AGENDA ITEM 7: POLCO Survey

Troendle directed trustees to the POLCO survey questions included in the November packet. Troendle noted that he incorporated as much board feedback as possible into the survey questions and clarified that the last survey did include a question about how patrons learned about programming. Troendle will provide the survey to the city, and it will be available to the public on Monday, November 15.

AGENDA ITEM 8: Board Self-Assessment Survey

Hemer thanked trustees for completing the self-assessment survey. She reviewed trustee responses to recommendations for future training, including promoting and advocating for the library in the community, learning about state and national trends in library programming and services, and becoming familiar with key library policies and foundational documents.

Hemer also discussed that the governance committee would like to review the survey questions and come back to the board with proposed changes. Bell noted that one of the goals of the survey was to get longitudinal data for comparison across years and cautioned about changing the questions too much.

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AGENDA ITEM 9: 2022 Operating Budget and 2022-2026 CIP

Motion to approve the revised 2022 operating and capital budget requests. Hollatz moved. Cox second.

Troendle reported that the Council approved an operating budget with a 3% increase in the transfer in from the general fund. Troendle referred trustees to the November packet for details of the budget and highlighted the listed changes from the initially proposed July budget. Mathre noted that no funds were allocated to staff training. Richie commented that training could be funded with supplemental funds.

Troendle discussed that the Council approved capital funding for the roof for \$730,000 for 2022. For the other two capital areas of IT-related projects and masonry, the city recommended paying for these out of the library's fund balance. Troendle noted that the masonry repairs of \$157,000 are an estimate only. Revised estimates have been requested but not received.

Troendle also reviewed the fund balance update in the board packet. He noted that the savings are largely a result of personnel savings due to staff retirements, position changes, and the impact of COVID on the use of substitutes and in delaying hiring. Troendle believes that many of these savings are a result of being good stewards of resources.

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

AGENDA ITEM 10: 2022 Grant Requests

Troendle referred trustees to the grant request cover sheet of the board packet and noted that there were two changes to the figures presented on page 47:

- Volunteer Coordinator: The amount under request new grant should be \$17,167.
- Sunday Hours: The amount under request new grant should be \$9,318.

Troendle then reviewed the supplemental funding plan and proposed requests for each funding area. He noted that all numbers are best estimates at this time.

Lockyear asked if there should be a request for staff training in the supplemental budget request. Troendle discussed that up to \$4,000 would be beneficial.

Motion to add a line item to the supplemental funding plan for staff training of up to \$4,000 with funding coming for an appropriate supplemental source as determined by staff. Lockyear moved. Second Carlsen. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Lockyear, Mathre, Richie, No: None.

Motion to approve supplemental funding allocations and grant requests as listed with the addition of the amendment. Lockyear moved. Cox second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Lockyear, Mathre, Richie, No: None.

AGENDA ITEM 11: 2022 Health Insurance Opt-Out

Troendle reported that the City Council has approved participation in the 2022 health-insurance opt-out program for city employees.

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Motion to approve annual library participation in the city's health insurance opt-out program contingent on the city continuing to offer the benefit to city employees. Hemer moved. Lockyear second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Lockyear, Mathre, Richie, No: None.

AGENDA ITEM 12: 2022 Holiday and Staff Closing Schedule

Motion to approve recommended holiday and staff training closing schedule. Lockyear moved. Mathre second.

Troendle reported that the holidays listed correspond with the labor agreement. The one exception is closing on Monday, October 10 for a staff training day.

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

AGENDA ITEM 13: 2022 WCL/SPL Library Service Agreement

Troendle directed trustees to the 2022 service agreement between Washington County Library and Stillwater Public Library, beginning on page 52 of the board packet.

Motion to approve the revised Library Service Agreement between Washington County Library and Stillwater Public Library. Carlsen moved. Hollatz second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Lockyear, Mathre, Richie, No: None.

AGENDA ITEM 14: Director and Other Staff Reports

Troendle reported that former Event Coordinator Anne Young passed away on October 24. The library granted permission to her family to hold a service at the library for Anne on November 14 from 1 – 3 PM.

Trustees recognized the talents of retiring employee Karen Hannah and her years of service to the library.

Trustees discussed the popularity of two programs – the Distillery Tour and Historic Stillwater Architecture Tour. They commented on the demand for these programs and hope that additional tours will be planned in the future.

AGENDA ITEM 15: Board Committee Reports

- a) Board Governance Committee: Minutes are included in the packet.
- b) Executive Committee: Minutes are included in the packet. Labor negotiations will be coming up shortly. The labor agreement needs to be finalized by year-end.
- c) Facilities Committee: Committee did not meet.
- d) Finance Committee: Minutes are included in the packet.

AGENDA ITEM 16: Foundation & Friends Report

Troendle reported that the Foundation filmed in the library yesterday for the For the Love of the Library event. Sponsorships are coming along and content is shaping up.

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Troendle reported that the Friends Book Sale begins tomorrow and runs through Saturday.

AGENDA ITEM 17: Public Commentary and Communications

None.

AGENDA ITEM 18: Adjournment

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

Meeting adjourned at 8:25 PM.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgement of Bills Paid in November 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 November 2021 bills paid				
BACKGROUND/CONTEXT: Following is a bills report summary for the month of November:				
November 2021 (2021 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$36,410.97	\$7,108.39	\$434.32	\$43,953.68
Capital Expenditures	\$0	\$0	\$0	\$0
Total	\$36,410.97	\$7,108.39	\$434.32	\$43,953.68
Explanations of large or out of the ordinary payments are listed below: <i>Bill Resolution: November 9, 2021</i>				
<ul style="list-style-type: none"> • \$15,665.99 paid to Metro Sound & Lighting for sound system updates to Margaret Rivers Room. • \$9,090.08 paid to Metro Sound & Lighting for a mobile sound system, with front and back speakers, to be used for puppetry, outdoor programming, and outreach events. 				
<i>Bill Resolution: November 16, 2021</i>				
<ul style="list-style-type: none"> • \$1,073.00 paid to B&H for headset microphone and receiver for Margaret Rivers Room. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 11/9/2021 Bill Resolution – 2021 Bills 11/16/2021 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						
1379-QJ9H-MNG4	10/18/21	Amazon Business	Programs - JUV (SPLF)	\$ 17.14	232-4232-2407-0000	SPLF - Programs
1LW4-GYMP-KQXG	10/18/21	Amazon Business	Programs - Teen (SPLF)	\$ 178.74	232-4232-2407-0000	SPLF - Programs
1MQG-V9CX-DR3V	10/18/21	Amazon Business	Programs - Juv (SPLF)	\$ 60.76	232-4232-2407-0000	SPLF - Programs
1JPH-7KR6-VLX6	10/19/21	Amazon Business	Margaret Rivers Sound and Tech (SPLF HL)	\$ 115.17	232-4232-2302-0000	SPLF - Minor Equipment
1VRL-WH6Q-VCVC	10/22/21	Amazon Business	Materials- Adult (SPLF)	\$ 25.97	232-4232-2113-0000	SPLF - Materials
1RWW-TGMY-4H6M	10/25/21	Amazon Business	Programs- JUV (SPLF)	\$ 57.85	232-4232-2407-0000	SPLF - Programs
1W1K-6NVY-3VPT	10/28/21	Amazon Business	Programs-Teen (SPLF)	\$ 21.99	232-4232-2407-0000	SPLF - Programs
1DF6-XH1H-P1G4	10/29/21	Amazon Business	Materials - Adult Nonfiction (SPLF)	\$ 30.17	232-4232-2113-0000	SPLF - Materials
L773272	10/05/21	CDW Government Inc.	Margaret Rivers Sound and Tech (SPLF HL)	\$ 235.88	232-4232-2302-0000	SPLF - Minor Equipment
4100163985	10/28/21	Cintas Corporation	Towels and Rugs	\$ 178.20	230-4230-4099-0000	Miscellaneous Charges
7021681	10/08/21	Demco Inc.	Supplies	\$ 80.67	230-4230-2101-0000	General Supplies
7021681	10/08/21	Demco Inc.	Processing	\$ 37.78	230-4230-3404-0000	Processing Fee
7024272	10/14/21	Demco Inc.	Supplies	\$ 81.58	230-4230-2101-0000	General Supplies
102921	10/29/21	Kaericher Jodi	Programs - Adult (SPLF) Staff Reimbursement	\$ 25.00	232-4232-2407-0000	SPLF - Programs
10272021	10/27/21	Melby Todd	Programs - Adult (SPLF)	\$ 250.00	232-4232-2407-0000	SPLF - Programs
98256	10/18/21	Menards	Face Masks	\$ 45.98	230-4230-4093-0000	COVID-19
10272021	10/27/21	Music Together in the Valley	Programs - JUV (SPLF)	\$ 200.00	232-4232-2407-0000	SPLF - Programs
W21090584	10/14/21	Office of MN IT Services	Telephone - September	\$ 148.35	230-4231-3101-0000	Telephone
123525	10/14/21	Overhead Door Co	Parking Ramp Gate Repairs	\$ 328.90	230-4231-3703-0000	Building Repair Charges
195084	10/28/21	Washington County Library	WCL Q3 Overdue notices	\$ 91.52	230-4230-3102-0000	Postage
195089	10/29/21	Washington County Library	Envisionware	\$ 725.00	230-4230-3098-0000	Technology Support
27922498601221	11/03/21	When To Work	Online Scheduling System	\$ 330.00	230-4230-3098-0000	Technology Support
		INVOICES SUBTOTAL		\$ 3,266.65		
CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		\$ -		
SPECIAL BILL PAYOUTS						
28710	10/22/2021	Heritage Printing	October 2021 Newsletter	\$ 648.33	230-4230-3400-0000	Printing and Publishing
53464	11/2/2021	Metro Sound & Lighting	Meeting Room Sound System	\$ 15,665.99	230-4230-3098-0000	Technology Support
53465	11/2/2021	Metro Sound & Lighting	Portable Sound System	\$ 9,090.08	230-4230-3098-0000	Technology Support
749760276	09/27/21	Xcel Energy	Gas	\$ 65.16	230-4231-3601-0000	Natural Gas
749760276	09/27/21	Xcel Energy	Electric	\$ 4,135.23	230-4231-3600-0000	Electricity
		SPECIAL BILL PAYOUT SUBTOTAL		\$ 29,604.79		
GRAND TOTAL				\$ 32,871.44		

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						
1RFX-4TYM-H444	11/04/21	Amazon Business	Programs - JUV (SPL Heuer)	\$ 91.96	232-4232-2407-0000	SPLF - Programs
1T7Y-TCQ1-WFKH	11/05/21	Amazon Business	Programs - JUV (SPL Heuer)	\$ 74.64	232-4232-2407-0000	SPLF - Programs
111X-Q7LW-3VRJ	11/08/21	Amazon Business	Programs-Teen(MELSA)	\$ 127.76	235-4236-4099-0000	Library Donations Programs
19CX-VRCL-NRMN	11/10/21	Amazon Business	Programs-JUV (SPLF Heuer)	\$ 64.41	232-4232-2407-0000	SPLF - Programs
7355360	10/29/21	Blick Art Materials	Programs - STEM (MELSA)	\$ 112.19	235-4236-4099-0000	Library Donations Programs
11162021	11/16/21	Brodart Co	Materials - Juv	\$ 511.74	230-4230-2400-0000	Childrens Books
11162021	11/16/21	Brodart Co	Materials - Adult Fiction	\$ 980.57	230-4230-2401-0000	Adult Books - Fiction
11162021	11/16/21	Brodart Co	Materials - Adult Nonfiction	\$ 1,447.90	230-4230-2405-0000	Adult Books - Non Fiction
11162021	11/16/21	Brodart Co	Materials - YA	\$ 191.42	230-4230-2406-0000	Teen Books
11162021	11/16/21	Brodart Co	Materials - Processing	\$ 538.63	230-4230-3404-0000	Processing Fee
11162021	11/16/21	Brodart Co	Materials - Adult Fiction (SPLF - Fic Gap)	\$ 804.63	232-4232-2113-0000	SPLF - Materials
11162021	11/16/21	Brodart Co	Materials - Adult Fiction (SPLF)	\$ 231.29	232-4232-2113-0000	SPLF - Materials
11162021	11/16/21	Brodart Co	Materials - Juv (SPLF - Juv Gap)	\$ 2,322.61	232-4232-2113-0000	SPLF - Materials
11162021	11/16/21	Brodart Co	Materials - Juv (SPLF)	\$ 615.85	232-4232-2113-0000	SPLF - Materials
11162021	11/16/21	Brodart Co	Materials - YA (SPLF)	\$ 32.11	232-4232-2113-0000	SPLF - Materials
10059262	11/05/21	Cole Papers	Supplies	\$ 146.64	230-4231-2102-0000	Janitorial Supplies
133854733	11/01/21	Comcast	Internet - November	\$ 188.10	230-4230-3098-0000	Technology Support
306-02444792-3	10/31/21	Culligan of Stillwater	Water	\$ 33.95	230-4230-4099-0000	Miscellaneous Charges
2635640	10/29/21	Floyd Total Security	Security Monitoring (11/2021 - 2/2022)	\$ 178.20	230-4231-3707-0000	Maintenance Agreements - Lib Plant
98682	10/29/21	Menards	Building Repair Supplies	\$ 58.43	230-4231-2202-0000	Building Repair Supplies
98684	10/29/21	Menards	Janitorial Supplies	\$ 11.17	230-4231-2102-0000	Janitorial Supplies
11102021	11/10/21	Petrie Angela	Programs - Teen (MELSA) Staff Reimbursement	\$ 46.20	235-4236-4099-0000	Library Donations Programs
11102021	11/11/21	Petrie Angela	Programs - JUV (SPLF Heuer) Staff Reimbursement	\$ 19.88	232-4232-2407-0000	SPLF - Programs
11062021	11/06/21	Serendipity Art & Design	Programs - JUV (SPLF Heuer)	\$ 125.00	232-4232-2407-0000	SPLF - Programs
197025	10/31/21	Stillwater Printing Co.	Programs - JUV (SPLF Heuer)	\$ 70.00	232-4232-2407-0000	SPLF - Programs
FS004	11/04/21	Tan Ni	Programs - Adult (SPLF)	\$ 350.00	232-4232-2407-0000	SPLF - Programs
2021-0818	10/31/21	Water Works Irrigation LLC	Winterize Sprinklers	\$ 165.00	230-4231-3707-0000	Maintenance Agreements - Lib Plant
		INVOICES SUBTOTAL		\$ 9,540.28		
CREDIT CARD						
17401	9/16/2021	Acorn Naturalists	Materials - Nature Backpacks (Friends)	\$ 137.92	235-4235-2101-0000	Library Donations Materials
17555	9/28/2021	Acorn Naturalists	Materials - Nature Backpacks (Friends)	\$ 10.25	235-4235-2101-0000	Library Donations Materials
1081144	9/29/2021	American Library Association	ALA Membership - Petrie	\$ 200.00	230-4230-4000-0000	Memberships and Dues
92821	9/28/2021	Country Messenger	Materials - Periodicals	\$ 51.00	230-4230-2113-0000	Reference
26093589	9/12/2021	Dream Host	Website hosting	\$ 21.45	230-4230-3098-0000	Technology Support
36	9/28/2021	MN State Horticultural Society	Materials - Periodicals	\$ 34.00	230-4230-2113-0000	Reference
85331082	9/28/2021	National Audubon Society	Materials - Periodicals (SPLF)	\$ 30.00	232-4232-2113-0000	SPLF - Materials
21-9784-2	9/30/2021	Today's Classroom LLC	Programs - JUV Art Cart (SPLF) Sales Tax Return	\$ (15.66)	232-4232-2407-0000	SPLF - Programs
		CREDIT CARD SUBTOTAL		\$ 468.96		
SPECIAL BILL PAYOUTS						
10062021	10/6/2021	B&H	Margaret Rivers Sound System	\$ 1,073.00	232-4232-2302-0000	SPLF - Minor Equipment
		SPECIAL BILL PAYOUT SUBTOTAL		\$ 1,073.00		
GRAND TOTAL				\$ 11,082.24		

Submitted for payment

Mark Troendle, Library Director

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2021 November 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 – November 30, 2021.</p> <p><u>120 Funds – Capital Projects:</u></p> <ul style="list-style-type: none"> • Budget: In 2021, the library’s capital allocation from the city was approved at \$45,000. In addition, the library projected that up to \$30,000 in funding from supplemental sources could be needed. • Expenditures: Capital expenditures total 63,534.79. <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. ○ \$54,800 was expended for C/O & Improvements for masonry work on the terrace. \$20,000 of the work is funded by a grant from the Huelsmann Foundation, received through the SPLF. • Remaining Funds: \$1,465 of the library’s capital allocation remains unspent and will return to the city for other projects. <p><u>230 Funds – Revenues:</u></p> <p>The budget for library-generated revenues was approved at \$34,286. Revenues will likely not reach budgeted levels, with a ballpark year-end projection of \$28,000.</p> <ul style="list-style-type: none"> • Rental Fees: Room rentals were budgeted at \$500 for 2021. To date, \$1,852 has been received and an additional \$2,900 is expected from meeting fees and the final profit-sharing from One23 for the 2021 events hosted at the library. • Copier/Printer Sales: Copier/printer sales were budgeted at \$5,000 based on historical trends. Because of changing printer use patterns and the temporary offering of free-limited printing during COVID, copier/printer sales are projected to be under \$1,000 for 2021. • Interest Earnings/Investments is currently reported at -\$3,307. Per Finance, this reflects the difference between the booked value and the market value of investments. At the close of the fiscal year, Finance will update the difference, reflecting the interest earnings for the year. • In-Kind Gifts: This line item reflects the Foundation’s budget of \$16,666 for the Volunteer Coordinator. The year-end projection is \$17,166.67. • Lost Materials and Processing Fees: \$8,000 was budgeted for lost material and processing charges. Due to the continuing county-wide practice of increased leniency in material returns, a total of \$3,500 in revenue is estimated for year-end. 	

230 Funds – Operating Expenditures:

- Personnel Services: Personnel expenditures total \$815,433. We are through 84% of the pay periods and are running under the budgeted pace of \$835,870. All open positions are currently filled. Substitute use is increasing as staff take vacations and the library operates with full public hours.
 - *Pending Journal Entry:* \$12,089 was paid in severance compensation to retiring staff. At the close of 2021, City Finance will transfer monies from the fund balance to offset this expense.
- Materials: The 2021 city budget for materials is \$92,321. Final 2021 orders have been placed, with the full materials budget spent. Invoices paid through November total \$70,163. Invoices for 2021 materials are anticipated through the beginning of February.
- Services and Charges: The 2021 budget is \$67,147. A total of \$56,838 has been expended to date.
 - Tech Support: Tech support expenses total \$29,420, over the budget of \$10,700. The expenses are for sound system consultation and enhancements for the Margaret Rivers Room and outdoor programming. Expenses paid for from cost savings in other areas, including savings on the sorter maintenance agreement due to a pending Windows update.
 - Expenses for the circulation system, legal services, and processing will be charged at year-end.

230 Funds – Plant Expenditures:

- Plant – Personnel Services: Personnel expenditures total \$102,477. This is slightly below the budgeted pace of \$108,528.
- Plant – Services and Charges: 2021 budget is \$117,441. Total expenses are \$49,309.
 - Building Repair Charges: The amount allocated for building repair charges is \$20,000, with \$9,182.94 expended to date. 2021 invoices are expected for catering ramp repairs (\$8,950), repairs to RTU3 for a coolant leak, and a boiler burner repair.
 - *Pending Journal Entry:* \$389.96 was prepaid in December to Otis Elevator for January and February 2021 maintenance agreements. Finance will transfer this charge to 230-4231-3707-0000 in 2021.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

2021 November Budget Status Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

General Ledger

Budget Status

User: kgoeltl
 Printed: 12/6/2021 - 2:15 PM
 Period: 1 to 11, 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	59,114.49	59,114.49	10,885.51	0.00	10,885.51	15.55
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	63,534.79	63,534.79	11,465.21	0.00	11,465.21	15.29
	Expense Sub Totals:	75,000.00	63,534.79	63,534.79	11,465.21	0.00	11,465.21	15.29
	Dept 4230 Sub Totals:	75,000.00	63,534.79	63,534.79	11,465.21	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: 12/6/2021 - 2:12 PM
 Period: 1 to 11, 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	1,852.30	1,852.30	-1,352.30	0.00	-1,352.30	0.00
230-0000-3520-0100	Copier/Printer Sales	5,000.00	26.00	26.00	4,974.00	0.00	4,974.00	99.48
230-0000-3880-0200	Gallery Fees	500.00	400.00	400.00	100.00	0.00	100.00	20.00
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	2,278.30	2,278.30	3,921.70	0.00	3,921.70	63.25
R40	MISCELLANEOUS							
230-0000-3810-0200	Interest Earnings-Investments	1,000.00	-3,307.01	-3,307.01	4,307.01	0.00	4,307.01	430.70
230-0000-3820-0100	Gifts	1,500.00	872.00	872.00	628.00	0.00	628.00	41.87
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	64.29	64.29	-64.29	0.00	-64.29	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	200.00	200.00	300.00	0.00	300.00	60.00
230-0000-3880-0020	Library Card Fees	420.00	300.00	300.00	120.00	0.00	120.00	28.57
230-0000-3880-0030	Lost Materials	3,000.00	1,719.82	1,719.82	1,280.18	0.00	1,280.18	42.67
230-0000-3880-0040	Processing Fees	5,000.00	955.58	955.58	4,044.42	0.00	4,044.42	80.89
230-0000-3880-0050	Registration	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3880-0100	Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3880-0300	Cash Short/Over	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R40 Sub Totals:	28,086.66	804.68	804.68	27,281.98	0.00	27,281.98	97.14
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,393,796.00	1,277,646.37	1,277,646.37	116,149.63	0.00	116,149.63	8.33
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

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
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
	R45 Sub Totals:	1,393,796.00	1,277,646.37	1,277,646.37	116,149.63	0.00	116,149.63	8.33
	Revenue Sub Totals:	1,428,082.66	1,280,729.35	1,280,729.35	147,353.31	0.00	147,353.31	10.32
	Dept 0000 Sub Totals:	-1,428,082.66	-1,280,729.35	-1,280,729.35	-147,353.31	0.00		
Dept 230-4230 E05	LIBRARY OPERATIONS PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	422,152.30	153,895.22	153,895.22	268,257.08	0.00	268,257.08	63.55
230-4230-1100-0000	Overtime - Full Time	0.00	294.10	294.10	-294.10	0.00	-294.10	0.00
230-4230-1111-0000	Severance Pay	0.00	12,089.28	12,089.28	-12,089.28	0.00	-12,089.28	0.00
230-4230-1112-0000	Sick Pay	0.00	18,219.45	18,219.45	-18,219.45	0.00	-18,219.45	0.00
230-4230-1113-0000	Vacation Pay	0.00	33,479.00	33,479.00	-33,479.00	0.00	-33,479.00	0.00
230-4230-1200-0000	Part Time Salaries	356,602.67	444,053.88	444,053.88	-87,451.21	0.00	-87,451.21	0.00
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	44,572.11	44,572.11	13,834.51	0.00	13,834.51	23.69
230-4230-1420-0000	FICA/Medicare	59,574.76	49,411.34	49,411.34	10,163.42	0.00	10,163.42	17.06
230-4230-1500-0000	Hospital / Medical	87,166.32	57,742.00	57,742.00	29,424.32	0.00	29,424.32	33.76
230-4230-1520-0000	Dental Insurance	2,684.40	3,283.92	3,283.92	-599.52	0.00	-599.52	0.00
230-4230-1540-0000	Life Insurance	767.68	393.01	393.01	374.67	0.00	374.67	48.81
230-4230-1990-0000	Grant Pass Thru	0.00	-2,000.00	-2,000.00	2,000.00	0.00	2,000.00	0.00
	E05 Sub Totals:	1,004,021.41	815,433.31	815,433.31	188,588.10	0.00	188,588.10	18.78
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	2,277.38	2,277.38	2,222.62	0.00	2,222.62	49.39
230-4230-2113-0000	Reference	2,125.00	565.00	565.00	1,560.00	0.00	1,560.00	73.41
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	779.65	779.65	2,220.35	0.00	2,220.35	74.01
230-4230-2400-0000	Childrens Books	17,858.50	18,596.79	18,596.79	-738.29	0.00	-738.29	0.00
230-4230-2401-0000	Adult Books - Fiction	18,232.50	18,492.38	18,492.38	-259.88	0.00	-259.88	0.00
230-4230-2402-0000	Audio	13,090.00	4,949.32	4,949.32	8,140.68	0.00	8,140.68	62.19
230-4230-2403-0000	Periodicals	4,165.00	4,178.08	4,178.08	-13.08	0.00	-13.08	0.00
230-4230-2405-0000	Adult Books - Non Fiction	17,297.50	15,321.71	15,321.71	1,975.79	0.00	1,975.79	11.42
230-4230-2406-0000	Teen Books - Materials	4,675.00	4,592.72	4,592.72	82.28	0.00	82.28	1.76
230-4230-2407-0000	Programs	1,650.00	1,703.25	1,703.25	-53.25	0.00	-53.25	0.00
230-4230-2408-0000	Film/Video	7,012.50	2,586.50	2,586.50	4,426.00	0.00	4,426.00	63.12
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

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	E10 Sub Totals:	99,471.00	74,923.78	74,923.78	24,547.22	0.00	24,547.22	24.68
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	10,700.00	29,420.35	29,420.35	-18,720.35	0.00	-18,720.35	0.00
230-4230-3099-0000	Other Professional Services	5,000.00	3,282.05	3,282.05	1,717.95	0.00	1,717.95	34.36
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	1,164.35	1,164.35	335.65	0.00	335.65	22.38
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	1,858.33	1,858.33	641.67	0.00	641.67	25.67
230-4230-3401-0000	Binding	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3404-0000	Processing Fee	14,000.00	9,276.51	9,276.51	4,723.49	0.00	4,723.49	33.74
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	2,499.33	2,499.33	22,500.67	0.00	22,500.67	90.00
230-4230-3713-0000	Computer Maintenance/Licenses	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	23.68	23.68	376.32	0.00	376.32	94.08
	E15 Sub Totals:	67,147.12	56,838.70	56,838.70	10,308.42	0.00	10,308.42	15.35
E20	MISCELLANEOUS							
230-4230-4000-0000	Memberships and Dues	594.01	500.00	500.00	94.01	0.00	94.01	15.83
230-4230-4001-0000	Subscriptions	625.00	625.00	625.00	0.00	0.00	0.00	0.00
230-4230-4093-0000	COVID-19	0.00	953.63	953.63	-953.63	0.00	-953.63	0.00
230-4230-4099-0000	Miscellaneous Charges	3,000.00	834.62	834.62	2,165.38	0.00	2,165.38	72.18
	E20 Sub Totals:	4,219.01	2,913.25	2,913.25	1,305.76	0.00	1,305.76	30.95
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	950,109.04	950,109.04	224,749.50	0.00	224,749.50	19.13
	Dept 4230 Sub Totals:	1,174,858.54	950,109.04	950,109.04	224,749.50	0.00		
Dept 230-4231	LIBRARY PLANT							
E05	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	62,832.24	43,716.53	43,716.53	19,115.71	0.00	19,115.71	30.42
230-4231-1100-0000	Overtime - Full Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-1111-0000	Severance Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-1112-0000	Sick Pay	0.00	3,543.62	3,543.62	-3,543.62	0.00	-3,543.62	0.00
230-4231-1113-0000	Vacation Pay	0.00	3,243.24	3,243.24	-3,243.24	0.00	-3,243.24	0.00
230-4231-1200-0000	Part Time Salaries	31,941.30	23,397.24	23,397.24	8,544.06	0.00	8,544.06	26.75
230-4231-1410-0000	PERA	7,001.44	5,359.29	5,359.29	1,642.15	0.00	1,642.15	23.45

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4231-1420-0000	FICA/Medicare	7,250.18	5,345.96	5,345.96	1,904.22	0.00	1,904.22	26.26
230-4231-1500-0000	Hospital / Medical	17,534.16	17,534.28	17,534.28	-0.12	0.00	-0.12	0.00
230-4231-1520-0000	Dental Insurance	757.80	757.92	757.92	-0.12	0.00	-0.12	0.00
230-4231-1540-0000	Life Insurance	116.00	79.20	79.20	36.80	0.00	36.80	31.72
230-4231-1990-0000	Grant Pass Thru	0.00	-500.00	-500.00	500.00	0.00	500.00	0.00
	E05 Sub Totals:	127,433.12	102,477.28	102,477.28	24,955.84	0.00	24,955.84	19.58
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	2,304.47	2,304.47	2,195.53	0.00	2,195.53	48.79
230-4231-2202-0000	Building Repair Supplies	1,500.00	235.87	235.87	1,264.13	0.00	1,264.13	84.28
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	2,540.34	2,540.34	4,709.66	0.00	4,709.66	64.96
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	1,307.25	1,307.25	392.75	0.00	392.75	23.10
230-4231-3500-0000	General Insurance	26,241.00	0.00	0.00	26,241.00	0.00	26,241.00	100.00
230-4231-3600-0000	Electricity	42,000.00	33,101.74	33,101.74	8,898.26	0.00	8,898.26	21.19
230-4231-3601-0000	Natural Gas	14,000.00	6,895.24	6,895.24	7,104.76	0.00	7,104.76	50.75
230-4231-3703-0000	Building Repair Charges	20,000.00	9,182.94	9,182.94	10,817.06	0.00	10,817.06	54.09
230-4231-3707-0000	Maintenance Agreements	9,500.00	8,749.49	8,749.49	750.51	0.00	750.51	7.90
230-4231-3713-0000	Computer Maintenance/Licenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 Sub Totals:	117,441.00	59,236.66	59,236.66	58,204.34	0.00	58,204.34	49.56
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	1,426.16	1,426.16	-326.16	0.00	-326.16	0.00
	E20 Sub Totals:	1,100.00	1,426.16	1,426.16	-326.16	0.00	-326.16	0.00
E40	OTHER FINANCING USES							
230-4231-9490-0000	Transfer Out-Cap Proj Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E40 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	253,224.12	165,680.44	165,680.44	87,543.68	0.00	87,543.68	34.57
	Dept 4231 Sub Totals:	253,224.12	165,680.44	165,680.44	87,543.68	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

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	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	1,280,729.35	1,280,729.35	147,353.31	0.00	147,353.31	10.32
	Fund Expense Sub Totals:	1,428,082.66	1,115,789.48	1,115,789.48	312,293.18	0.00	312,293.18	21.87
	Fund 230 Sub Totals:	0.00	-164,939.87	-164,939.87	164,939.87	0.00		

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Trustee Information Sharing	
OWNER: Trustees	PRESENTER: Trustees
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: This standing agenda item allows trustees to share information with each other. Informational updates could include reports on workshops or programs attended, observations from visits to other libraries, and reviews of library-related news.</p> <p>On December 3, Troendle emailed trustees a link to the article, A Conflict of Values, on behalf of Bell.</p> <p>Trustee Lockyear recently visited Central Library, a historic library in downtown Portland, OR. The library was built in 1913 and is part of the Multnomah County Library system. Following the cover sheet are photos from Lockyear’s visit. Lockyear also brought back information about the Central Library eco-roof, constructed in 2008. To learn about the eco-roof, visit https://multcolib.org/library-location/central-library-eco-roof.</p> <p>Trustees: When visiting libraries, please consider picking up library calendars, program guides and other marketing pieces for the Business and Communications Manager. These materials help provide ideas and inspiration for staff.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Central Library

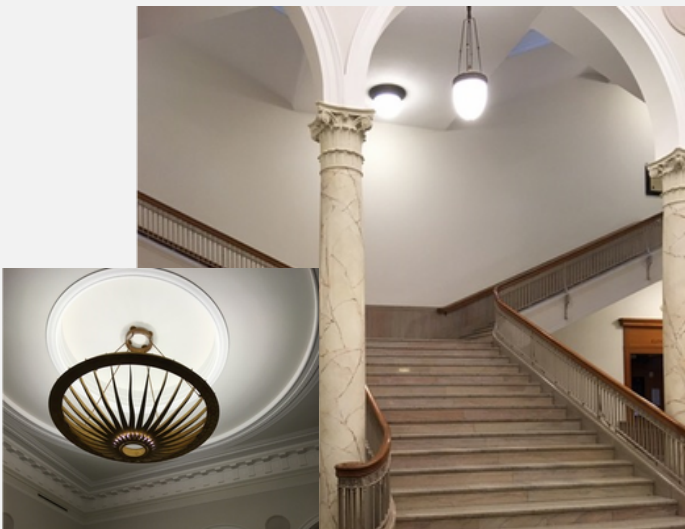
Multnomah County Library - Portland, Oregon



Outside of historic library, built in 1913



Etched black granite staircase with a botanical design and inspirational words on stair riser ("experience", "hope", "explore", "dream")



Interior photos of library lobby, grand staircase, and art gallery and display space



The Tree in Children's Library: Bronze sculpture meant to "teach children another way of living." Objects are clustered at different levels of 14' tree so children of all heights have something to explore. The tree is meant to be touched but not climbed. The more it is touched, the shinier it becomes.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Board of Trustee Vacancies	
OWNER: Trustee Interview Committee	Trustee Interview Committee
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: A motion to forward the interview committee’s recommended candidates for the Library Board of Trustees’ vacancies to the City Council.	
BACKGROUND/CONTEXT: <p>At the December meeting, the interview committee will provide a recommendation for appointments to the Board of Trustees for terms beginning January 2022.</p> <p>Three trustees have terms ending this December: Richie, Carlsen and Hemer. Richie has reached the end of her third term and can no longer reapply. Carlsen and Hemer are eligible to serve another term but were required to apply online to be considered for reappointment. Per city policy, a vacancy notice was publicly posted with an application deadline of November 8 at 4:30 PM. Following the application deadline, the interview committee was provided with applications of trustees requesting reappointment and residents who applied for consideration.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2022-2023 Labor Agreement	
OWNER: Executive Committee	PRESENTER: Bell, President
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 approve the 2022-2023 Labor Agreement between Stillwater Public Library and AFSCME Council 5 Local 517.	
BACKGROUND/CONTEXT: <p>The Executive Committee met with AFSCME Field Representative Jolene Catudio as well as Union stewards Lori Houston and Jodi Kaericher on December 7. It was a productive meeting. On December 9, the Executive Committee met with labor attorney Susan Hansen.</p> <p>Recommended changes to the existing labor agreement with AFSCME Local 517 are as follows:</p> <ul style="list-style-type: none"> • Two-year agreement effective January 1, 2022 • Two percent general wage adjustment each year of the agreement • Allow use of sick leave for domestic partner (meaning spousal equivalent) • Allow use of funeral leave for domestic partner (meaning spousal equivalent) 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Draft redlined version of the 2022-2023 Labor Agreement	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?: Executive Committee	

~~2020-2022~~ and ~~2021-2023~~
Agreement

Between the

Stillwater Public Library Board of Trustees

and

Local 517 Council 5
of the American Federation of State, County,
and Municipal Employees, AFL-CIO

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ARTICLE 1. PREAMBLE

1.1 This AGREEMENT entered into by the Stillwater Public Library Board hereinafter referred to as the Employer, and Local 517 affiliated with Council No. 5 and the American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as the Union, has as its purpose, the promotion of harmonious relations between the Employer and the Union; the establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of rates of pay, hours of work and other conditions of employment.

1.2 All personnel policies unless otherwise stated shall be applied uniformly across the entire bargaining unit.

ARTICLE 2. RECOGNITION

2.1 The Employer recognizes the Union as the exclusive representative in a unit defined as:

All employees of the Stillwater Public Library who are public employees within the meaning of Minnesota Statutes 179A.03, Subd. 14, excluding supervisory and confidential employees and essential employees.

ARTICLE 3. UNION SECURITY

3.1 The Employer agrees to deduct the Union dues from the pay of those employees who individually request, in writing, that such deductions be made. The amounts to be deducted shall be certified to the Employer by a designated representative of the Union, and the aggregate deductions of all employees shall be remitted together with an itemized statement, to the designated representative by the first of the succeeding month after such deductions are made.

Any fair share fee collected shall be processed in accordance with Minnesota Statutes, Section 179A.06, Subd. 3.

3.2 The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders or judgments brought or issued against the Employer as a result of any action taken or not taken by the Employer under the provisions of this Article.

ARTICLE 4. HOURS OF WORK

4.1 The normal work week shall be five (5) eight (8) hours days. This article is intended only to define the normal hours of work to provide the basis for the calculation of overtime pay. Nothing herein shall be construed as a guarantee of hours of work per day or per week.

4.2 Schedules. Work schedules showing the work shifts, work days and hours and employee assignment shall be posted on a personnel board at each work site at least two (2) weeks prior to the start of each scheduling period.

4.3 All employees shall be scheduled a one-half (1/2) hour lunch break.

4.4 All employees' work schedules shall provide for at least one (1) fifteen (15) minute rest period during each one-half (1/2) shift. The rest period shall be scheduled at the middle of each one-half (1/2) shift, whenever possible. Employees who are authorized to work beyond their regular quitting time shall receive a fifteen (15) minute rest period before they start to work on each shift. In addition, they shall be granted the regular rest periods that occur during the shift.

4.5 It is the employer's responsibility to arrange for substitutes for time off requested at least two weeks in advance.

4.6 Flexible Daily Work Hours: Notwithstanding the normally established and observed daily work hours for employees, employees may, with the express written approval of their supervisor, establish and observe individual flexible daily work hours.

ARTICLE 5. PART-TIME EMPLOYEES

5.1 Part-time employees shall be eligible to earn employee benefits, as pro-rated below, provided that such employees work regularly scheduled hours in each pay period, as opposed to being subject to call or to work when available.

<u>Average Hours Worked Per Week</u>	<u>Percent of Benefits</u>
20 to 25.99 hours per week	50%
26 to 35.99 hours per week	75%
36 or more hours per week	100%

Employees whose average hours total between 14 and 19.99 worked per week shall be eligible for a 50% prorated share of vacation, sick leave, and holiday benefits only. They are not eligible for any other benefits.

5.2 Part-time employees shall be paid an hourly rate computed by dividing the full-time annual rate for which they would be eligible by two thousand eighty (2080) hours.

5.3 Temporary Appointments. When positions are temporary, this is clearly stated at the time of appointment.

ARTICLE 6. PROBATIONARY PERIODS

6.1 All newly hired or rehired employees will serve a probationary period. The probationary period shall end upon the employee completing 1,040 work hours or, provided the employee has been in the position for at least twelve (12) months, 780 work

hours (the “Probationary Period”). The Probationary Period is the period during which time the employee's ability to perform the work will be determined.

6.2 All employees will serve a Probationary Period in any job classification in which the employee has not served a previous Probationary Period.

6.3 At any time during the Probationary Period, a newly hired or rehired employee may be terminated at the sole discretion of the Employer.

6.4 At any time during the Probationary Period, a promoted or reassigned Employee may be demoted or reassigned to the Employee's previous position at the sole discretion of the Employer.

ARTICLE 7. HOLIDAYS

7.1 Holidays with pay are defined as:

New Years Day	January 1
Martin Luther King Birthday	The third Monday in January
President's Day	The third Monday in February
Easter	Easter Sunday
Memorial Day	The last Monday in May
Independence Day	July 4
Labor Day	The first Monday in September
Thanksgiving Day	The fourth Thursday in November
Christmas Eve Day	December 24
Christmas Day	December 25
New Year's Eve Day	December 31
Floating Holidays	Two (2) per year

Employees shall be eligible for holiday pay provided they are on paid status on the day before and the day after the holiday.

7.2 Employees scheduled to work on any of the above listed holidays shall be given an alternate day off.

7.3 Floating holidays shall accrue at the rate of 1/6 day per month during the employees first calendar year of employment and at the rate of two (2) days per year thereafter.

ARTICLE 8. SICK LEAVE

8.1 Full time employees will earn sick leave at the rate of eight (8) hours per full month worked. Sick leave may be accumulated to a maximum of nine hundred and sixty (960) hours. Employees do not earn eight (8) hours of sick leave in months in which they will miss twenty-one (21) working days due to illness.

8.2 Sick leave may be authorized for the following reasons with limits as specified:

(a) For illness or injury, dental or medical treatment for the employee. Sick leave may be used for a sick or injured child in accordance with Minnesota Statutes. Sick leave usage by the employee may be subject to approval by the department head. The Employer may require verification for an absence of three (3) days or more, from a recognized medical authority attesting to the necessity of the leave, ability to return to duty, or other information deemed necessary.

(b) Employees shall be able to use up to 160 hours of accrued personal sick leave per year to care for an adult child, spouse, [domestic partner \(meaning spousal equivalent\)](#), sibling, parent, grandparent, or step-parent. ~~"Spouse" does not include unmarried domestic partners.~~ Family care leave uses a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken. Family care leave cannot be carried over to a subsequent year and Employees shall not be eligible for pay for any unused family care leave. Proof of sickness or disability will need to be provided for any family member.

(c) A male employee shall be granted five (5) days of sick leave for the birth or adoption of his child.

8.3 An employee unable to work because of illness or accident whose paid sick leave is exhausted, shall be granted a leave of absence for a period not to exceed nine (9) months. Employees will return at the same seniority in the salary schedule, will retain promotion rights and will earn vacation schedule seniority for sick leave under this paragraph. Existence and extent of illness or disability must be verified by a written statement from a medical doctor when requested by the department head or his or her designee.

8.4 Should illness occur while an employee is on vacation, the period of illness may be charged to sick leave and the charge to vacation reduced accordingly. An employee requesting such a change may be required to submit a written statement from a physician attesting to illness and the period of disability.

8.5 Employees injured during the performance of their duties for the Employer and thereby rendered unable to work for the Employer will be paid the difference between the employee's regular pay and Workers Compensation insurance payments for a period not to exceed ninety (90) working days per injury not charged to the employee's vacation, sick leave, or other accumulated benefits, after a five (5) working day initial waiting period per injury. The five (5) working day waiting period shall be charged to the employee's sick leave account less Worker's Compensation insurance payments.

If recovery is not complete, an additional recovery period not in excess of thirty (30) sick leave days may be granted. Sick leave shall then be deducted on a prorated basis with no deduction of sick leave being made for that portion of the employee's absence which is covered by Workers Compensation insurance. No employee can receive more than the

employee's normal take home pay as a result of any library pay supplement to Worker's Compensation insurance benefits.

8.6 Sick leave will be suspended after the benefits specified in sections 8.1, 8.2, and 8.5 have been exhausted. However, an employee who has fulfilled all of the requirements for a vacation which has not been taken may request vacation during disability.

8.7 The Employer provides for Family Medical Leave Act leave in accordance with applicable laws. See the website of the U.S. Department of Labor (www.labor.gov) and the State of Minnesota Department of Labor (www.labor.mn.us) for details.

8.8 Use of Vacation and Sick Leave:

- A. During the first 40 hours for full-time employees, an employee may choose to take FMLA as unpaid. For part-time employees and those who work variable hours, a weekly average of the hours worked shall be used to determine the amount of time allowed as initial unpaid leave for FMLA purposes.

After the initial period of unpaid leave for FMLA purposes, an employee must substitute accrued paid vacation time for any part of a family/medical-leave taken for any reason. Accrued sick leave may only be used in the case of the illness or medical disability of the employee or the employee's child.

- B. When an employee has used accrued paid time for a portion of family/medical leave, the employee may request an additional period of unpaid leave to be granted so that the total of paid and unpaid leave provided equals 12 weeks.

ARTICLE 9. VACATION

9.1 Vacation is accrued to full time employees in accordance with the following schedule:

<u>Years</u>	<u>Days</u>	<u>Hours</u>
0 – 1	5/6 day per month	
1 – 4	10 days/year	80 hours/year
5 – 9	15 days/year	120 hours/year
10 – 15	20 days/year	160 hours/year
After 15	1 additional day for each year up to twenty years	

9.2 Vacation shall be granted at the time requested by the employee upon approval of department head. If the nature of the work makes it necessary to limit the number of employees on vacation at the same time, the employee with the greater departmental seniority shall be given his/her choice of vacation period.

9.3 If a holiday occurs during the calendar week in which a vacation is taken by an employee, the employee's vacation used shall be reduced by one work day.

9.4 Any employee who is laid off, discharged, retired, or separated from the service of the Employer for any reason, prior to taking his/her vacation, shall be compensated in cash for the unused vacation he/she has accumulated at the time of separation.

9.5 Vacation may be used in units of fifteen (15) minutes with the approval of the department supervisor.

9.6 Inclement Weather. In cases where the library has been closed due to inclement weather or building conditions, those staff members who are scheduled to work will be paid for the hours missed, not to exceed eight (8) hours.

If the library remains open and a staff member is unable to be present when scheduled because of weather conditions, he/she will not receive payment, unless the employee requests that such time be counted as vacation and his/her vacation benefits have not been exhausted.

9.7 Employees may carry over a maximum of 80 hours of unused vacation to the next year.

ARTICLE 10. SEVERANCE PAY

10.1 Permanent employees shall be eligible for severance compensation upon retirement, death or resignation in accordance with the following conditions:

- (a) Employee shall have been employed by the Library for ten (10) years or more.
- (b) Compensation will be one-half (1/2) of employee's unused sick leave.
- (c) Death benefits shall be paid to the surviving spouse or the employee's estate.

10.2 The Employer will sponsor a Post-Employment Health Care Savings Plan that allows employees to save money to pay medical expenses and/or insurance premiums after termination of public service.

- A. All funds collected by the Stillwater Library on behalf of the employee will be deposited into the employee's Post Employment Health Care Savings Plan account administered by the MN Post Employment Health Care Savings Plan established under MN Stat. 352.98 and as outlined in the MN State Retirement System's (MSRS) Trust Plan and Documents.
- B. All employees shall be eligible to participate, including those employees that are covered under City Ordinance No. 844 who qualify for the City's Hospital/Medical Insurance for Retired Employees.
- C. Employees shall contribute 100% of their accrued severance in the Post Employment Health Care Savings Plan.

ARTICLE 11. LEAVES

11.1 Funeral Leave

(a) An employee shall be granted a paid funeral leave of up to three (3) working days in case of death in the immediate family. Immediate family shall be defined as the employee's spouse, domestic partner (meaning spousal equivalent), children, parents, siblings, grandparents, grandchildren and shall include parents and siblings of the employee's spouse. Such leave shall not be deducted from any other accumulated leave.

(b) Time off with pay, not to exceed one (1) day, shall be allowed in the event an employee is selected to be a pallbearer in a funeral and/or is required to perform Color Guard activities as an active member of the United States Armed Forces, including reserve forces. Additional time off may be taken from personal or vacation leave with the approval of the Director.

11.2 Employees shall be granted a leave of absence with pay any time they are required to report to jury duty or jury service. All fees shall be returned to the Employer except those paid for duty on the employee's normal day off and those paid for meals and mileage. Any hours not on jury duty shall be worked.

11-3 Notice. An employee using jury duty or funeral leave shall notify the Employer of such intent as soon as the necessity for such leave is known.

11.4 Unpaid leave for a limited period, not to exceed six (6) months, may be granted for any reasonable purpose, and such leaves may be extended or renewed for any reasonable period. Employees shall submit a written request for personal leave to the Library Director, who may approve or disapprove such leave with the consent of the President of the Library Board. All personal leaves shall be without compensation.

(a) Application for Leave. Any request for a leave of absence without pay shall be submitted, in writing, by the employee to the Director or his or her designee. The request shall state the reason the leave of absence is being requested and the length of time off the employee desires. Authorization for a leave of absence shall be furnished to the employee by the Director or his or her designee, and it shall be in writing.

(b) A request for a leave not exceeding one (1) month shall be answered within five (5) work days. A request for a leave of absence exceeding one (1) month shall be answered within ten (10) work days.

(c) Employees shall be returned to the position in their department if the leave is for sixty (60) calendar days or less and to their classification in their department if the leave is in excess of sixty (60) calendar days.

(d) Union Business. Employees elected to a local union office or selected by the local union to work which takes them from their employment with the Employer, shall, at the written request of the Union, be granted a leave of absence not to exceed six (6) months. Such leaves may be extended or renewed for any reasonable period.

(e) Parental Leaves. Parental leaves not to exceed six (6) months shall be granted at the request of the employee for the birth or adoption of the employee's child. Such leaves may be extended or renewed for any reasonable period.

(f) Educational Leaves. Educational leaves of absence shall be granted in accordance with the personnel regulations.

ARTICLE 12. RESPONSIBILITY OF EMPLOYMENT.

12.1 Prohibitions

No person shall knowingly make any false statement, certificate, mark, rating or report in regard to any test, certificate, or appointment held under the library's personnel system or in any manner commit or attempt to commit any fraud preventing the impartial execution of the provisions of this resolution. No person seeking employment or promotion in the library's service shall either directly or indirectly give, render, or pay any money, service, or other valuable consideration to any person for or on account of or in connection with his/her test, proposed appointment, promotion or proposed promotion.

12.2 Conflict of Interest

It is expected that every employee shall exercise good judgment in avoiding involvement with conflicting outside business interests. These include, but are not limited to:

- (a) Those in which an employee has financial interest in, or receives benefit from, a business in which he/she occupies a position which may enable him/her to influence the placing of library business.
- (b) Those in which he/she accepts full or part-time work elsewhere, where such activity interferes with his/her duties and job performance.

ARTICLE 13. WAGES

13.1 Employees shall receive raises as reflected in the attached salary schedule marked Appendix A ~~2020-2022~~ Wages (~~3~~2.0% general wage adjustment) and Appendix B ~~2021-2023~~ Wages (~~3~~2.0% general wage adjustment).

- Employees whose 12/31/19 and 12/31/20 base wage and longevity pay combined exceeds Step 11 shall have their combined base wage and longevity pay increased by the negotiated general wage adjustment.

- Step Movement: Step movement occurs for eligible employees on an annual basis effective on first day of first payroll period following anniversary date.

13.2 Call Time. Any full-time employee called to return back to work after his/her regularly scheduled shift shall be paid for a minimum of four (4) hours.

13.3 The following educational reimbursement pay shall be established beginning with the signing of the contract: Employees may be reimbursed for tuition and other expenses as approved for courses in library science and other related fields when such courses are required or approved by the Library Director and the Employer.

13.4 Employees shall receive an additional \$0.50 per hour for all hours worked on any Sunday.

13.5 Employees promoted to a higher classification, will be placed on the step that is at least a 5% increase in the employee's current salary.

ARTICLE 14. OVERTIME

14.1 Time and one-half (1 1/2) the employee's regular hourly rate of pay shall be paid for work performed in excess of the normal work week of forty (40) hours. Compensated leave shall be considered worked hours for the purpose of determining eligibility for overtime compensation.

14.2 Overtime work shall be distributed as equally as practicable to qualified employees.

14.3 Employees have an obligation to work overtime at the request of the Employer.

14.4 Overtime shall be calculated to the nearest fifteen (15) minutes.

ARTICLE 15. GRIEVANCE PROCEDURE

15.1 Definition of Grievance. A grievance is defined as a dispute or disagreement as to the interpretation of application of the specific terms and conditions of this Agreement. An employee has the right to have Union representation.

15.2 Organization Representatives. The Employer will recognize representatives designated by the Union as the grievance representative of the bargaining unit having the duties and responsibilities established by this Article.

15.3 Processing of Grievance. If the employee and the employee representative have notified the designated supervisor, the employee and the aggrieved employee's representative shall be allowed a reasonable amount of time without loss in pay, if the grievance is investigated and presented to the Employer during the normal working hours.

15.4 Grievance Procedure. Grievances shall be processed in the following manner:

STEP 1. The Union Steward with or without the employee, shall take up the grievance or dispute with the employee's immediate supervisor within ten (10) working days of the employee's knowledge of its occurrence. The supervisor shall respond within five (5) work days.

STEP 2. If the grievance is not settled in Step 1, it shall be referred, in writing, to the Library Director or his/her designee within ten (10) working days after the designated supervisors answer in Step 1. The department head or his designee shall discuss the grievance within ten (10) working days with the employee and the Union representative at a time mutually agreeable to the parties. If the grievance is settled as a result of such a meeting, the settlement shall be reduced to writing and signed by the Library Director or his/her designee and the Union. If no settlement is reached, the Library Director or his/her designee shall give written answer to the Union within ten (10) days following their meeting.

STEP 3. If the grievance is not settled in Step 2 and the Union desires to appeal, it shall be referred by the Union, in writing, to the Employer or its designee within ten (10) working days after the department head or his/her designees answer in Step 2. A meeting between the Employer or its designee and the Union shall be held at a time mutually agreeable to the parties. If the grievance is settled as a result of such a meeting, the settlement shall be reduced to writing and signed by the President of the Library Board or his/her designee and the Union. If no settlement is reached, the Employer or its designee shall give written answer to the Union within ten (10) working days following the meeting.

STEP 4. Choice of Remedy. If after Step 3, the grievance remains unresolved, an employee must choose, in writing, an avenue of remedy as follows:

If an employee pursues a dispute arising from any provision covered in this Agreement through any available appeal procedure other than the grievance procedure, the employee shall be prohibited from making any further appeal under the remaining steps of this grievance procedure unless precluded by law.

STEP 5. If the grievance is not settled in Step 3, it may be submitted to the Minnesota Bureau of Mediation Services by mutual consent.

STEP 6. Arbitration. If the grievance is not settled in accordance with the foregoing procedure, either party may refer the grievance to arbitration within ten (10) working days after the Union's receipt of the Employees

written answer in Step 3, as provided in Minnesota's Statutes, Section 179A.21. The selection of an arbitrator shall be made in accordance with the *Rules Governing the Arbitration of Grievances* as established by the Public Employment Relations Board.

(a) The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of the contract. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer or its designee and the employee and the Union, and shall have no authority to make a decision on any other issue not so submitted.

(b) The arbitrator's decision shall be submitted in writing within thirty (30) days following the close of the hearing of the submission of briefs, by the parties, whichever be later, unless the parties agree to an extension. The arbitrator shall be without power to make decisions contrary to or inconsistent with or modifying or varying in any way, the application of laws, ordinances, or rules and relations having the force and effect of law. The decision shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented. The parties may, by mutual written agreement, agree to submit more than one grievance to the arbitrator provided that each grievance will be considered as a separate issue and each on its own merit.

(c) The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the Employer and the Union, provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, provided it pays for such a record. If both parties desire a verbatim record of the proceedings, the costs shall be shared equally.

15.5 Waiver. If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits or any agreed to extension, the employee and the Union may elect to treat the grievance as denied at that step and appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the Employer and the Union in each step. The term "working days" as used in this Article shall mean the days Monday through Friday, exclusive of holidays.

15.6 Grievance Representative. Employees presenting a grievance under Step 2 shall be represented by a representative of the Union.

15.7 Record. All documents, communications and records dealing with a grievance shall be filed separately from the personnel files of the involved employee(s).

ARTICLE 16. DISCIPLINE

16.1 The Employer will discipline employees for just cause only. Discipline will be in one of the following forms:

- a. oral reprimand
- b. written reprimand
- c. suspension
- d. demotion
- e. discharge

16.2 Suspensions, demotions and discharges will be in written form.

16.3 Written reprimands, notices of suspension, notices of demotion and notices of discharge which are to become part of an Employee's personnel file shall be read and acknowledged by signature of the Employee. Employees and the Union will receive a copy of such reprimands and/or notices.

16.4 Employees may examine their own individual personnel files at reasonable times under the direct supervision of the Library Director or his or her designee.

16.5 An employee receiving such discipline may submit the disciplinary action to the grievance procedure beginning at Step 2.

16.6 Employees will not be questioned concerning an investigation of disciplinary action unless the employee has been given an opportunity to have a Union representative present at such a questioning.

ARTICLE 17. SENIORITY/LAYOFF

17.1 Library seniority means an employee's length of continuous service with the Employer as measured by cumulative hours worked.

17.2 Classification seniority means the length of continuous service in a particular classification.

17.3 On January 1 and July 1, the Employer or its designee shall establish a seniority list. The list shall contain the name of each Employee in the order of classification seniority and shall also reflect each employee's date of classification and library seniority.

17.4 A reduction of the work force will be accomplished by classification in reverse order of classification seniority provided all probationary and temporary employees in the classification(s) where the layoff occurs are laid off first. In the event of layoffs or a reduction of the work force employees may exercise their library seniority rights to a job

classification of a higher, the same, or lower pay within the bargaining unit provided that all job relevant qualifications between employees are equal.

17.5 Employees shall be recalled from layoff according to seniority and job classification. No new employee shall be hired for a job classification in which a layoff has occurred until all employees on layoff status within that job classification have been given ample opportunity to return to work within twenty-four (24) months of said layoff. The Library Director will notify employees on layoff to return to work by registered mail at the employee's last recorded address. The employee must return to work within three (3) weeks of receipt of this notice to be eligible for reemployment.

17.6 An employee being laid off retains seniority in the bargaining unit for two (2) years. Employees shall be recalled from layoff according to their seniority. Notice of recall shall be sent to employees at their last known address by registered mail. The employee must return to work within three (3) weeks of receipt of this notice in order to be eligible for re-employment. No new employee shall be hired, in a classification where employees are on layoff status until all employees on layoff status in the classification desiring to return to work have been recalled.

17.7 Breaks in Continuous Service

An employee's continuous service record shall be broken by voluntary resignation, discharge for just cause or retirement.

ARTICLE 18. WORK FORCE

18.1 Any vacancy or newly created position in a department will be posted in a conspicuous place in all departments where employees within the bargaining unit work. Such notice shall be posted for at least five (5) work days prior to filling such vacancy or newly created position. Whenever practicable, vacancies shall be filled from among the present employees in the department, giving first consideration to seniority and qualifications. If it becomes necessary in filling a vacancy to bypass an employee's seniority, reasons for said denial shall be given, in writing, to such employee. The Employer or its designee agrees to meet and confer with the Union over a reduction in classification prior to reducing the classification for a vacancy which has not been posted.

ARTICLE 19. INSURANCE

19.1 A. Effective January 1, 2020, the Employer will contribute up to \$1,196.86 per month per employee for group health insurance including dependent coverage. Effective January 1, 2021, the Employer will contribute up to \$1,216.86 per month per employee for group health insurance including dependent coverage.

The Employer shall contribute toward the Health Savings Accounts (HSA) for employees enrolled in the High Deductible Health Plan (HDHP) with an HSA in the amount of \$750 per year for employees electing single coverage HDHP and in the amount of \$1500 per year for employees electing family coverage HDHP.

B. The Employer will contribute \$42.10 per month per employee for group dental insurance including dependent coverage.

19.2 The Library shall provide a thirty thousand dollar (\$30,000) term life insurance policy for all employees regularly scheduled to work 20 hours per week or more.

19.3 The Employer shall send Union Representatives a schedule listing insurance renewal and plan design LMC meetings. If LMC meeting dates are not determined in advance, the Employer shall send to Union Representatives, in a timely manner, the next scheduled LMC meeting date. The Employer shall send a management representative to the LMC meetings.

19.4 Affordable Care Act: In the event that the health insurance provisions of this Agreement fail to meet the requirements of the Affordable Care Act and its related regulations or cause the Employer to be subject to a penalty, tax, or fine, the Union and the Employer will meet immediately to bargain over alternative provisions so as to comply with the Act and avoid and/or minimize any penalties, taxes, or fines for the Employer.

ARTICLE 20. GENERAL PROVISIONS

20.1 Neither the Union nor the Employer shall discriminate against any employee because of Union membership or non-membership, nor because of age, race, creed, gender, color, religious belief or political belief, sexual or affectional preference.

20.2 Union Use Of Bulletin Boards. The Employer agrees to furnish and maintain suitable bulletin boards in convenient places. The Union shall limit its posting to official notices and bulletins of the Union to such bulletin boards.

20.3 The Employee agrees to recognize stewards and alternates as certified by the Union subject to the following stipulations:

(1) Employee Union officers shall be granted a reasonable amount of time off without pay during work hours for Union business, provided they notify their designated supervisor.

(2) Non-employee representatives of the Union shall be permitted to come on the premises of the Employer for the purpose of investigating and discussing grievances if they first notify the Employer's designee and provided the Union representative does not interfere with the work of the employees.

(3) The Union will notify the Employer, in writing, of the designated steward and alternate and of the other designated representative of the Union. The Union will notify the Employer of any changes in designation within ten (10) working days of the change.

20.4 Contract Negotiations. Up to two members of the Union will be allowed time with pay for the purposes of contract negotiations whenever negotiations are scheduled during regular working hours.

20.5 Work Rules. The Employer shall have the right to establish reasonable work rules and personnel policies which shall be equitably and uniformly applied. Prior to the effective date, any work rule or policy shall be posted on all bulletin boards for a period of ten (10) consecutive work days. In addition, copies shall be furnished to the Union and when effective, all existing rules and policies shall be furnished to all employees. New employees shall be furnished a copy of all work rules when hired.

20.6 The Employer will provide all in-service training required by the Employer at the Employer's expense.

20.7 Any subject matter placed in the employee's personnel file which could be detrimental to the employee's future promotion, transfer, present or future employment, shall be served upon the employee in writing. Such matters shall be a proper subject for the grievance procedure. All materials in an employee's file shall be available for the employee's inspection.

20.8 Mileage. The library will reimburse employees for the use of personal automobiles for authorized library business at the rate set by the Internal Revenue Service. The increase will become effective on the date the new rate is announced by the IRS.

20.9 Work Out of Classification. An employee who is specifically assigned to perform work which is in a higher classification for ten (10) consecutive days or more shall be paid at the higher classification retroactive to the first day of working at the higher classification.

20.10 Adding New or Existing Job Classifications. If new classifications or existing classifications are added, the Employer or its designee agrees to meet and negotiate over the wages with the Union.

20.11 Effective January 1, 2020 through December 31, 2020, the Employer will not require Employees to take unscheduled, unpaid leave as was done in 2017.

ARTICLE 21. SAVINGS CLAUSE

Should any Article, Section or portion thereof, of this Agreement be held unlawful and unenforceable by any court of competent jurisdiction, such decision of the court shall apply only to the Article, Section or portion thereof directly specified in the decision; upon the issuance of such a decision, the parties agree immediately to negotiate a substitute for the invalidated Article, Section or portion thereof.

ARTICLE 22. EMPLOYER AUTHORITY/EMPLOYEE RIGHTS

22.1 Employer Authority

(a) The Employer retains the full and unrestricted right to operate and manage all personnel, facilities, and equipment; to establish functions and programs; to set and amend budgets; to determine the number of personnel; to establish work schedules; and to perform any inherent managerial function not specifically limited by this Agreement.

(b) Any term and condition of employment not specifically established or modified by this Agreement shall remain solely within the discretion of the Employer to modify, establish, or eliminate.

(c) Prior to contracting or subcontracting any work performed by employees covered by this Agreement, the Employer or its designee agrees to meet and confer with the Union to discuss possible ways and means to minimize the elimination of positions covered by this Agreement.

22.2 Employee Rights

(a) Employees shall have the right, freely and without fear of penalty or reprisal by the Employer to join and participate in the Union.

(b) Employees choosing to participate in the internal affairs of the Union as an officer, steward or other capacity, may do so without fear of reprisal by the Employer for such participation consistent with the employee's job duties and responsibilities and the provisions of this Agreement.

ARTICLE 23. WAIVER

This Agreement shall present the complete agreement between the Union and the Employer.

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make requests and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the complete understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Union for the term of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to or covered in this Agreement or with respect to any subject or matter not specifically referred to or covered by this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both parties at the time that they negotiated or signed this Agreement.

ARTICLE 24. TERMINATION

This agreement shall be effective as of January 1, ~~2020~~2022, and shall remain in full force and effect through December 31, ~~2021~~2023. It shall be automatically renewed from year to year thereafter unless either party shall notify the other, in writing, by November 1, ~~2021~~2023, that it desires to modify this Agreement. This Agreement shall remain in full force and be effective during the period of negotiations or until notice of termination of this Agreement is provided to the other party.

IN WITNESS THEREOF, the parties hereto have set their hands this _____ day of _____, ~~2019~~2021.

EMPLOYER

UNION

By: _____
Maureen Bell, President
Board of Trustees

By: _____

Printed name

By: _____
Mark Troendle, Director

Its: _____

By: _____

Printed name

Its: _____

By: _____

Printed name

Its: _____

Stillwater Public Library
Appendix A: ~~2020~~ 2022 Wages

2020 Pay Structure (3.0% Wage Adjustment from 2019)												
Position-Title	Grade	Pay Range (Hourly)										
	1 to 8	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
	1	\$ 13.733	\$ 14.322	\$ 14.910	\$ 15.498	\$ 16.088	\$ 16.676	\$ 17.265	\$ 17.853	\$ 18.442	\$ 19.030	\$ 19.618
Aide	2	\$ 15.244	\$ 15.897	\$ 16.550	\$ 17.204	\$ 17.857	\$ 18.510	\$ 19.163	\$ 19.817	\$ 20.470	\$ 21.123	\$ 21.777
Custodian I, Library Assistant I	3	\$ 16.921	\$ 17.646	\$ 18.371	\$ 19.096	\$ 19.821	\$ 20.546	\$ 21.272	\$ 21.997	\$ 22.722	\$ 23.447	\$ 24.172
	4	\$ 18.782	\$ 19.586	\$ 20.392	\$ 21.196	\$ 22.002	\$ 22.806	\$ 23.612	\$ 24.416	\$ 25.222	\$ 26.026	\$ 26.832
	5	\$ 20.848	\$ 21.741	\$ 22.635	\$ 23.528	\$ 24.421	\$ 25.315	\$ 26.208	\$ 27.086	\$ 27.995	\$ 28.889	\$ 29.782
	6	\$ 23.141	\$ 24.133	\$ 25.125	\$ 26.117	\$ 27.109	\$ 28.100	\$ 29.091	\$ 30.083	\$ 31.075	\$ 32.067	\$ 33.059
Maintenance Worker, Library Associate, Office Specialist	7	\$ 25.687	\$ 26.787	\$ 27.888	\$ 28.989	\$ 30.090	\$ 31.190	\$ 32.292	\$ 33.393	\$ 34.494	\$ 35.595	\$ 36.695
Circulation Services Lead, Librarian I	8	\$ 28.512	\$ 29.734	\$ 30.956	\$ 32.178	\$ 33.400	\$ 34.622	\$ 35.844	\$ 37.066	\$ 38.288	\$ 39.510	\$ 40.731

* Step movement occurs in 2020 for eligible employees on the first payroll period following anniversary date.

2022 Wage Scale (2.0% Wage Adjustment from 2021)												
Position Title	Grade	Pay Range (Hourly)										
	1 to 8	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
-	1	\$14.43	\$15.05	\$15.66	\$16.28	\$16.90	\$17.52	\$18.14	\$18.76	\$19.38	\$19.99	\$20.61
Aide	2	\$16.02	\$16.70	\$17.39	\$18.07	\$18.76	\$19.45	\$20.13	\$20.82	\$21.51	\$22.19	\$22.88
Custodian I, Library Assistant I	3	\$17.78	\$18.54	\$19.30	\$20.06	\$20.82	\$21.59	\$22.35	\$23.11	\$23.87	\$24.63	\$25.40
-	4	\$19.73	\$20.58	\$21.42	\$22.27	\$23.12	\$23.96	\$24.81	\$25.65	\$26.50	\$27.34	\$28.19
-	5	\$21.90	\$22.84	\$23.78	\$24.72	\$25.66	\$26.60	\$27.53	\$28.46	\$29.41	\$30.35	\$31.29
-	6	\$24.31	\$25.35	\$26.40	\$27.44	\$28.48	\$29.52	\$30.56	\$31.61	\$32.65	\$33.69	\$34.73
Maintenance Worker, Library Associate, Office Specialist	7	\$26.99	\$28.14	\$29.30	\$30.46	\$31.61	\$32.77	\$33.93	\$35.08	\$36.24	\$37.40	\$38.55
Circulation Services Lead, Librarian I	8	\$29.95	\$31.24	\$32.52	\$33.81	\$35.09	\$36.37	\$37.66	\$38.94	\$40.23	\$41.51	\$42.79

* Step movement occurs in 2022 for eligible employees on the first payroll period following anniversary date.

Stillwater Public Library
Appendix B: ~~2021~~ 2023 Wages

2021 Pay Structure (3.0% Wage Adjustment from 2020)												
Position Title	Grade	Pay Range (Hourly)										
	1 to 8	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
	1	\$ 14.145	\$ 14.752	\$ 15.357	\$ 15.963	\$ 16.571	\$ 17.176	\$ 17.783	\$ 18.389	\$ 18.995	\$ 19.601	\$ 20.207
Aide	2	\$ 15.701	\$ 16.374	\$ 17.047	\$ 17.720	\$ 18.393	\$ 19.065	\$ 19.738	\$ 20.412	\$ 21.084	\$ 21.757	\$ 22.430
Custodian I, Library Assistant I	3	\$ 17.429	\$ 18.175	\$ 18.922	\$ 19.669	\$ 20.416	\$ 21.162	\$ 21.910	\$ 22.657	\$ 23.404	\$ 24.150	\$ 24.897
	4	\$ 19.345	\$ 20.174	\$ 21.004	\$ 21.832	\$ 22.662	\$ 23.490	\$ 24.320	\$ 25.148	\$ 25.979	\$ 26.807	\$ 27.637
	5	\$ 21.473	\$ 22.393	\$ 23.314	\$ 24.234	\$ 25.154	\$ 26.074	\$ 26.994	\$ 27.899	\$ 28.835	\$ 29.756	\$ 30.675
	6	\$ 23.835	\$ 24.857	\$ 25.879	\$ 26.901	\$ 27.922	\$ 28.943	\$ 29.964	\$ 30.985	\$ 32.007	\$ 33.029	\$ 34.051
Maintenance Worker, Library Associate, Office Specialist	7	\$ 26.458	\$ 27.591	\$ 28.725	\$ 29.859	\$ 30.993	\$ 32.126	\$ 33.261	\$ 34.395	\$ 35.529	\$ 36.663	\$ 37.796
Circulation Services Lead, Librarian I	8	\$ 29.367	\$ 30.626	\$ 31.885	\$ 33.143	\$ 34.402	\$ 35.661	\$ 36.919	\$ 38.178	\$ 39.437	\$ 40.695	\$ 41.953

* Step movement occurs in 2021 for eligible employees on the first payroll period following anniversary date.

2023 Wage Scale (2.0% Wage Adjustment from 2022)												
Position Title	Grade	Pay Range (Hourly)										
	1 to 8	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
-	1	\$14.72	\$15.35	\$15.98	\$16.61	\$17.24	\$17.87	\$18.50	\$19.13	\$19.76	\$20.39	\$21.02
Aide	2	\$16.34	\$17.04	\$17.74	\$18.44	\$19.14	\$19.84	\$20.54	\$21.24	\$21.94	\$22.64	\$23.34
Custodian I, Library Assistant I	3	\$18.13	\$18.91	\$19.69	\$20.46	\$21.24	\$22.02	\$22.80	\$23.57	\$24.35	\$25.13	\$25.90
-	4	\$20.13	\$20.99	\$21.85	\$22.71	\$23.58	\$24.44	\$25.30	\$26.16	\$27.03	\$27.89	\$28.75
-	5	\$22.34	\$23.30	\$24.26	\$25.21	\$26.17	\$27.13	\$28.09	\$29.03	\$30.00	\$30.96	\$31.92
-	6	\$24.80	\$25.86	\$26.93	\$27.99	\$29.05	\$30.11	\$31.17	\$32.24	\$33.30	\$34.36	\$35.43
Maintenance Worker, Library Associate, Office Specialist	7	\$27.53	\$28.71	\$29.89	\$31.07	\$32.25	\$33.42	\$34.61	\$35.79	\$36.97	\$38.14	\$39.32
Circulation Services Lead, Librarian I	8	\$30.55	\$31.86	\$33.17	\$34.48	\$35.79	\$37.10	\$38.41	\$39.72	\$41.03	\$42.34	\$43.65

* Step movement occurs in 2023 for eligible employees on the first payroll period following anniversary date.

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: 2022 Wage Scale Ratification and Revised Benefits</p>	
<p>OWNER: Troendle, Director</p>	<p>PRESENTER: Bell, President</p>
<p>REQUESTED AGENDA TYPE (A, I, D): A</p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</p> <ol style="list-style-type: none"> 1. Motion to ratify the 2022 wage scale for union and nonunion positions. 2. Motion to approve the extension of 2022 and 2023 employer-paid union insurance benefits to eligible nonunion professional and supervisory staff (pay grades 9-11). 3. Motion to approve the extension of sick leave and funeral leave for domestic partner (meaning spousal equivalent) to eligible nonunion professional and supervisory staff (pay grades 9-11). 	
<p>BACKGROUND/CONTEXT:</p> <p>The library's agreement with its union membership includes a wage structure for 2022 in Appendix A of the union agreement. Historically, the board has also adopted a wage scale for its nonunion employees that aligns with the union pay structure. Attached are the proposed wage scales for all library positions for 2022.</p> <p>In addition, the tentative agreement between the union and the library continues language from the 2020-2021 agreement pertaining to insurance. Past practice extends employer-paid union benefits to eligible nonunion professional and supervisory staff.</p> <p>The tentative agreement allows the use of sick leave and funeral leave for domestic partner (meaning spousal equivalent). Recommend extending this union benefit to eligible nonunion professional and supervisory staff.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2022 Wage Scale Ratification</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

**Stillwater Public Library
Ratification of 2022 Wage Scales**

2022 Wage Scale (2.0% Wage Adjustment from 2021)

Position Title	Grade	Pay Range (Hourly)										
	1 to 15	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
	1	\$ 14.428	\$ 15.047	\$ 15.664	\$ 16.282	\$ 16.902	\$ 17.520	\$ 18.139	\$ 18.757	\$ 19.375	\$ 19.993	\$ 20.611
Aide	2	\$ 16.015	\$ 16.701	\$ 17.388	\$ 18.074	\$ 18.761	\$ 19.446	\$ 20.133	\$ 20.820	\$ 21.506	\$ 22.192	\$ 22.879
Custodian I, Library Assistant I	3	\$ 17.778	\$ 18.539	\$ 19.300	\$ 20.062	\$ 20.824	\$ 21.585	\$ 22.348	\$ 23.110	\$ 23.872	\$ 24.633	\$ 25.395
	4	\$ 19.732	\$ 20.577	\$ 21.424	\$ 22.269	\$ 23.115	\$ 23.960	\$ 24.806	\$ 25.651	\$ 26.499	\$ 27.343	\$ 28.190
	5	\$ 21.902	\$ 22.841	\$ 23.780	\$ 24.719	\$ 25.657	\$ 26.595	\$ 27.534	\$ 28.457	\$ 29.412	\$ 30.351	\$ 31.289
	6	\$ 24.312	\$ 25.354	\$ 26.397	\$ 27.439	\$ 28.480	\$ 29.522	\$ 30.563	\$ 31.605	\$ 32.647	\$ 33.690	\$ 34.732
Maintenance Worker, Library Associate, Office Specialist	7	\$ 26.987	\$ 28.143	\$ 29.300	\$ 30.456	\$ 31.613	\$ 32.769	\$ 33.926	\$ 35.083	\$ 36.240	\$ 37.396	\$ 38.552
Circulation Services Lead, Librarian I	8	\$ 29.954	\$ 31.239	\$ 32.523	\$ 33.806	\$ 35.090	\$ 36.374	\$ 37.657	\$ 38.942	\$ 40.226	\$ 41.509	\$ 42.792
Supervisory Librarian, Business & Communications Manager	9	\$ 33.250	\$ 34.675	\$ 36.100	\$ 37.525	\$ 38.950	\$ 40.375	\$ 41.801	\$ 43.225	\$ 44.651	\$ 46.074	\$ 47.499
Assistant Director	10	\$ 36.908	\$ 38.489	\$ 40.071	\$ 41.653	\$ 43.236	\$ 44.816	\$ 46.398	\$ 47.980	\$ 49.561	\$ 51.143	\$ 52.726
Director (Exempt)	11	\$ 40.967	\$ 42.723	\$ 44.478	\$ 46.235	\$ 47.989	\$ 49.746	\$ 51.502	\$ 53.257	\$ 55.013	\$ 56.769	\$ 58.524
	12	\$ 45.475	\$ 47.423	\$ 49.372	\$ 51.320	\$ 53.270	\$ 55.219	\$ 57.167	\$ 59.116	\$ 61.065	\$ 63.014	\$ 64.963
	13	\$ 50.475	\$ 52.638	\$ 54.803	\$ 56.966	\$ 59.128	\$ 61.292	\$ 63.455	\$ 65.619	\$ 67.782	\$ 69.944	\$ 72.108
	14	\$ 56.028	\$ 58.429	\$ 60.830	\$ 63.232	\$ 65.633	\$ 68.034	\$ 70.435	\$ 72.836	\$ 75.237	\$ 77.638	\$ 80.040
	15	\$ 62.191	\$ 64.857	\$ 67.522	\$ 70.187	\$ 72.852	\$ 75.518	\$ 78.184	\$ 80.848	\$ 83.514	\$ 86.179	\$ 88.845

* Step movement occurs in 2022 for eligible employees on the first payroll period following anniversary date.

2022 Wages for Other Positions

Position	Hourly Pay
Shelvers	\$ 10.981
Event Prep Worker	\$ 14.210
Aide Substitutes	\$ 15.213
Library Assistant I Substitutes	\$ 16.889
Custodian I Substitutes	\$ 17.790
Library Associate Substitutes	\$ 21.862

Prepared 12/06/2021

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2022 Grant Request	
OWNER: Troendle, Director	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve 2022 grant request of Huelsmann Foundation.	
<p>BACKGROUND/CONTEXT:</p> <p>Stillwater Public Library Foundation annually requests funding from the Huelsmann Foundation. The library's portion of the grant request has typically supported a specific project or program. In 2020 and 2021, the library requested and received funding for \$20,000 in masonry repairs each year to help preserve the historic library.</p> <p>In 2022, it's proposed that we submit a terrace improvement plan to the Huelsmann Foundation. The plan could involve leveling the terrace pavers and working with a design consultant to help us program the space with furniture and other features of interest. With respect to the terrace pavers, one contractor has looked at the space and provided a preliminary verbal estimate. Mark has also spoken with the City's Facilities Manager and a second contractor who recommended a somewhat different approach that would involve taking up a section of pavers in the spring to determine precisely why the pavers are shifting.</p> <p>It is recommended that this project move forward in 2022, though even a successful grant request of \$20,000 of the Huelsmann Foundation will require additional funds to comprehensively improve the terrace. Options to fully fund the project include using fund balance, supplemental funds, or the pursuit of additional grant funding.</p> <p>The objective of this action item is to determine what the grant request will be of the Huelsmann Foundation because that request needs to be submitted by the end of this month. After we have gathered additional information, a future action item can be brought forward to determine how the rest of the project will be funded.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Internet Public Use Policy	
OWNER: Troendle, Director	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? Yes
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve the revised Internet Public Use Policy	
BACKGROUND/CONTEXT: <p>Following this cover sheet is the library’s existing Internet Public Use Policy with an “X” through each page. Due to its age and need for substantial revision, Mark drafted a new policy with input and review from the City Attorney, City IT staff, and Information Services Supervisor Aurora Jacobsen. Current policies from several larger libraries were reviewed as part of this process, too.</p> <p>Following the redlined version of the revised draft is a clean copy of the revised policy as proposed.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Internet Public Use Policy - 2009 Internet Public Use Policy – Redlined Draft - 2021 Internet Public Use Policy - Clean Draft - 2021	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

STILLWATER PUBLIC LIBRARY
INSTITUTIONAL BOARD POLICY

APPROVED MARCH 4, 1997
REVISED 1998
REVISED JULY 1999
REVISED JULY 2002
REVISED APRIL 2004
REVISED JULY 2004
REVISED OCTOBER 2006
REVISED FEBRUARY 2009

INTERNET PUBLIC USE AND SAFETY POLICY

It is the goal of the Stillwater Public Library to provide an impartial environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions. The Library affirms the right of every individual to have reasonable access to Constitutionally-protected material on the Internet

SCOPE OF INTERNET ACCESS.

The Stillwater Public Library will provide the greatest possible access to the Internet within the limits of available resources. Patrons may access online library catalogs, full text and bibliographic databases, electronic documents, and other informational resources delivered via the Internet. Future access will be provided as it supports the library's mission.

INTELLECTUAL FREEDOM.

The library recognizes the right of individuals to determine what is most appropriate for their needs.

Privacy/Confidentiality.

The same standards of privacy, and confidentiality endorsed by the American Library Association and outlined in the Minnesota State Data Privacy Act are applied to the Internet where appropriate, including barring the unauthorized disclosure of private data of minors.

Equitable Access.

Stillwater Public Library endorses the Library Bill of Rights and its interpretations (Appendix B) and the Resolution on the Use of Filtering Software in Libraries (Appendix XX). It is the policy of the Stillwater Public Library to provide information resources (regardless of technology, formats, or methods of delivery) equally and equitably to all library users.

All Internet resources accessible through the Library are provided equally to all users. Users should be aware that information accessed via the Internet may be controversial, inaccurate, dated or sexually explicit. The library makes a distinction between access to information via the Internet and selection of library materials. The library acquires materials based on the Materials Selection Policy. Information accessed via the Internet is not subjected to the same review. The Library does not monitor and has no control over the information accessed through the Internet and is not responsible for its content.

CIPA

In accordance with CIPA (Children's Internet Protection Act), Stillwater Public Library will use a technology protection measure on all workstations that provide access to the Internet to block or filter visual depictions that are obscene, child pornography or harmful to minors.

CIPA definitions of terms:

TECHNOLOGY PROTECTION MEASURE. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

HARMFUL TO MINORS. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- SEXUAL ACT; SEXUAL CONTACT.** The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

In accordance with CIPA (Children's Internet Protection Act), disable the technology protection measure upon request of individuals age 17 and older. (Individuals must provide proof of age.)

Privacy

Stillwater Public Library follows the provisions of Minnesota Statutes, Section 13.40 relating to the privacy of library data.

Children's Use of the Internet.

As with other library materials and services, parents or legal guardians who are concerned about their children's use of the Internet should provide guidance and monitor their use of this resource. Parents and guardians are responsible for the information selected or accessed by children and should let their children know if there are materials which they do not want them to use, including electronic mail, chat rooms and other forms of direct communication; and the unauthorized disclosure, use and dissemination of their personal information. Parents and children are encouraged to read the Rules for Online Safety available from Stillwater Public Library and Child Safety on the Information Highway reprinted and distributed by the permission of the National Center for Missing and Exploited Children.

LIMITATIONS/LEVEL OF ASSISTANCE.

To ensure equality of access to all patrons, the Library may implement some limitations which affect access to Internet resources. Staff is available to introduce Internet access and to provide initial instructions on its use. Reference assistance is provided within the framework of established service practices. To ensure the equitable delivery of all library services, the amount of time staff has available to provide Internet instruction is limited. The Library may set time limits and restrict printing to ensure equitable allocation of the limited number of access points. These limits are reviewed regularly to ensure that they are a realistic reflection of current working conditions. Limits may vary in the system depending on local conditions.

Stillwater Library does not provide these Internet services:

establishing e-mail accounts
membership in newsgroups or e-mail lists

The Stillwater Public Library acknowledges that Internet external providers and services may limit or prevent access to specific Internet sites.

ACCEPTABLE USE.

The same principles that guide the use of other library resources apply to the use of the Internet. The Library expects patrons to use these resources in a responsible manner respecting the rights of others. It is not acceptable to use SPL Internet access for any illegal activity or place any material on the Internet related to any illegal activity, including "hacking", children and adults viewing child pornography and obscenity, and children viewing materials harmful to minors. Upon reasonable belief that a violation has occurred, library staff will enforce statutes that prohibit children and adults from viewing child pornography and obscenity, and children from viewing material harmful to minors. It is the responsibility of the user to respect copyright laws and licensing agreements, and assume responsibility for payment of fees for any fee-based service.

It is not acceptable to degrade or disrupt equipment or system performance.

Violators of this policy will be removed from the library building and/or have their library privileges revoked. Repeat violators will have their library privileges revoked. Illegal acts involving library Internet resources may also be subject to prosecution by local, state or Federal authorities.

WIRELESS INTERNET ACCESS

Stillwater Public Library offers free wireless Internet access to patrons using their laptop computers or other mobile devices.

- All applicable library rules, regulations and policies apply, including but not limited to, this Internet Public Use and Safety Policy.
- In accordance with State and Federal laws, Internet access from the library's computers will be filtered. Internet access via a wireless connection from your own wireless device is also filtered.
- Wireless users should not transmit credit card information, passwords or any other sensitive personal information over the library's wireless network as the library's wireless network is not secure. Anti-virus and security protection are the responsibility of the patron.
- The library is not responsible for any loss of data, or for theft or damage to personal equipment or software.

- Printing is not available over the wireless network. Patrons may print from a library-owned computer, and applicable printing fees will be charged.
- Library staff cannot provide technical assistance to patrons using the library's wireless network.
- The library reserves the right to terminate a wireless Internet session at any time.

There is no guarantee that a wireless connection can be made or maintained.

LIABILITY.

The Stillwater Public Library assumes no responsibility for any damage, direct or indirect, arising from use of its World Wide Web server or from its connection to other Internet Services access.

REVISION.

This policy will be reviewed regularly by the Library Board.

Stillwater

Public Library

Policy Title: Internet Public Use Policy
Date adopted: 03/04/1997
Date amended: 1998; 07/1999; 07/2002; 04/2004; 07/2004; 10/2006; 2/2009;
12/14/2021
Date last reviewed: 12/14/2021

Purpose

The purpose of this policy is to affirm Stillwater Public Library's ([the "Library"](#)) role in providing public access to the internet and to clarify patron responsibilities associated with internet use in the library.

Internet use in the library means using the Library's network to access the internet either on library workstations or through [any wireless device used to access the library's wireless internet](#) connection.

Principles

Public access to the internet is integral to ~~Stillwater Public~~[the](#) Library's mission.

Public access to the internet allows patrons to:

- Access online resources and services
- Communicate and engage with others
- Create content
- Complete transactions with public, nonprofit, and private entities

~~Stillwater Public~~[The](#) Library provides public access to the internet in accordance with state and federal laws and the policies of the ~~Stillwater Public~~ Library Board. Collection, retention, handing and disclosing of patron data is covered under the [Library's Data Practices Policy](#).

Scope of Access

Public access to the internet is available via library workstations and wireless access. [In accordance with the federal Children's Internet Protection Act, internet access on all Library computer workstations is filtered.](#) Filtering software is used to filter out proxy sites, and sites that pose a security risk to the network. It is also used to filter out obscene materials as defined by Minnesota Statute [§ 617.241](#). [However, no internet filter is completely effective. Some websites that should be blocked may not be, while other websites that should not be blocked may be. Library patrons who encounter a site that they believe should or should not be blocked are encouraged to contact Library staff. Additionally, patrons 17 years and older may request that Library staff temporarily disable the filtering software when using a Library computer workstation in the library, so long as their internet use does not violate the criteria set forth herein. Library staff may ask for photo identification to verify age in compliance with the Children's Internet Protection Act. Due to technical limitations, the Library will not disable filtering on its wireless network.](#)

Library workstations support a variety of software programs that expand a workstation's capabilities and increase a patron's ability to utilize the internet. The Library may establish time limitations to ensure fair and equitable access to library workstations.

The ~~Stillwater Public~~ Library Board, City of Stillwater, and its employees assume no responsibility for damages of any type arising from patron use of the internet through the Library's network. This includes, but is not limited to, damages to equipment or data on a patron's personal computer resulting from accessing web sites or from software or data downloaded using the Library's internet connection or a security breach of a patron's data or personal information and/or accounts.

Privacy and Security

The Library makes no representations or guarantees that information accessed or transmitted on computers, including personally-owned laptops and smart devices, or the internet is private, secure, uninterrupted, error or virus free, or that internet content is accurate, reliable, or safe to access or download. Additionally, the Library's wireless network is not encrypted, meaning that information sent or received over the network could potentially be intercepted or viewed by another user and another user could potentially access and change your files and programs.

Use of the Library's hardware, software, computers, internet, wireless network, and electronic information resources is entirely at the patron's own risk. The Library expressly disclaims any liability or responsibility arising from or relating to a patrons' use of its devices, hardware, software, computers, internet, wireless network, and electronic information resources.

Patron Responsibilities

The freedom to access information is a fundamental right, but use of the Library's equipment and resources is a privilege. Library patrons must respect the rights of fellow patrons and Library staff when using Library computers and equipment, personal devices, and the internet.

Patrons acknowledge that the content on the internet is not managed or governed by any entity and therefore they may encounter materials that are inaccurate, controversial, or that they consider offensive. Library patrons are advised to exercise critical judgement when using internet information, realizing that accuracy, completeness and currency can vary widely on internet sites.

Patrons using the ~~L~~ibrary's public access internet are solely responsible for choosing and evaluating internet resources. The Library does not and cannot monitor or control information found on the internet and is not responsible for any internet content. Library access to the internet does not imply sponsorship or endorsement of any online content or viewpoint.

Patrons recognize that their use of the internet is conducted in a public place shared by many. Patrons are subject to the Library's Public Conduct in the Library Policy. The Library expects that individuals will use the internet responsibly and respect the rights of others. Library access to the internet, and even to the Library itself, may be denied for individuals who do not follow Library policies.

Patrons acknowledge that the Library cannot protect the privacy of data that is transmitted to third parties via the internet.

Patrons shall comply with all federal, state, and local laws and regulations. Examples of unacceptable computer and internet use, including but is not limited to:

- Library patrons may not use the library's internet access to view, print, distribute, display, send or receive images, or graphics of material that violates laws relating to child pornography.

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- Library patrons may not knowingly exhibit or display any material which is harmful to minors in its content or material that is obscene in any place of public accommodation where minors are or may be present and where minors are able to view the material.
- Library patrons must adhere to all copyright laws and may not copy or distribute materials (e.g. with the use of file sharing software) without the permission of the owner. Patrons who do so may be subject to criminal and civil liability.
- Library patrons may not degrade or disrupt equipment or system performance, attempt to gain unauthorized access to [databases, websites or electronic](#) resources or entities, invade the privacy of individuals, or engage in any activity that is deliberately offensive or creates an intimidating or hostile environment.
 - [Violating software, database, or other license agreements.](#)
 - [Vandalizing the property or data of another patron or Library staff.](#)
 - [Modifying hardware, software, programs or configurations on Library computers.](#)
 - [Intercepting, monitoring, disrupting, or impeding other patrons' communications on the wireless network, or altering other patrons' files or programs.](#)
 - [Using personal software, downloading software, or bookmarking internet sites on Library computers.](#)
 - [Plugging in any device to a Library computer that requires software or driver installation.](#)

Failure to follow this policy may result in eviction from the Library, and may include a trespass order or arrest. Violation of state and federal laws will be referred to the proper authorities for legal action.

Parent ~~and~~ or Legal Guardian's Responsibility for Monitoring their Minor Child

Parents and guardians are responsible for [their children's access to and use of Library resources, including computers and the internet. Parents and guardians are encouraged to supervise, actively participate in, and develop rules for their children's computer and internet use, including the use of email, forums, chat rooms and other means of online communication. monitoring Internet access for their children who are minors.](#) Any ~~additional~~ restrictions placed on a child's access to the ~~i~~nternet on the ~~L~~ibrary's network is the responsibility of the parent or legal guardian.

Associated Policies and Laws

- Stillwater Public Library: Public Conduct in the Library Policy
- Stillwater Public Library: Patron Data Privacy
- Minnesota Statute [§ 134.50. Internet Access; Libraries](#)
- Minnesota Statute [§ 617.241. Obscene Materials and Performances; Distribution and Exhibition Prohibited; Penalty](#)
- Minnesota Statute [§ 617.293. Harmful materials](#)
- United States. [Children's Internet Protection Act](#)

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Stillwater

Public Library

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- Access online resources and services
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- Violating software, database, or other license agreements.
- Vandalizing the property or data of another patron or Library staff.
- Modifying hardware, software, programs or configurations on Library computers.
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The most current policy supersedes any and all previous policies issued relative to this subject.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Study Rooms, Meeting and Event Policy	
OWNER: Troendle, Director	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? Yes
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve the revised Study Rooms, Meeting and Event Policy	
BACKGROUND/CONTEXT: <p>A redlined version of the revised draft policy is followed by a clean copy of the draft. Substantial input was provided by our Business and Communications Manager, who was also a member of the Library Events Task Force that examined use of event wing space.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Study Rooms, Meeting and Event Policy – Redlined Draft - 2021 Study Rooms, Meeting and Event Policy - Clean Draft - 2021	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Stillwater

Public Library

Policy Title: Study Rooms, Meeting and Event Policy
Date adopted: 10/10/2006
Date amended: 04/08/2008; 05/13/2008; 09/09/2008; 02/10/2009; 06/09/2009;
09/08/2015; 10/11/2016; 02/13/2018; 12/14/2021
Date last reviewed: ~~02/13/2018~~ 12/14/2021

Purpose

Providing space for community meetings and to groups or individuals furthers the Stillwater Public Library's role in the community as a resource accessible to all residents and the public in general. ~~Providing this service also generates revenue which supports the Library's materials, programs, and services beyond what the City of Stillwater funds.~~ This policy guides the reservations and use of the Library's study rooms, meeting rooms, ~~conference room, study rooms as well as and rental of its event wing~~ Community Meeting Wing for weddings and events.

Principles

As a community service, and a connector of ideas and people, the Library makes available a variety of spaces to accommodate differing needs. ~~In addition to providing a forum for the development of a literate, informed citizenry in its dynamic community, the Library is also a destination for special events, such as weddings, community fundraisers, art exhibits, and cultural events.~~ The Library encourages use of its facilities within the policies established by the Board of Trustees.

The Library Board of Trustees subscribes to the [American Library Association's Library Bill of Rights](#). Article VI states: *Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.*

The Library Board of Trustees also subscribes to the American Library Association's [Meeting Rooms: An Interpretation of the Library Bill of Rights](#).

Definitions

Study rooms: Study rooms are intended for quiet study or consultation by students and other community users. The Library provides three study rooms (1 to 2 users) and ~~an adult~~ group study room (3 to 6 users). Sign-up is required at the time of use; advance reservations are not permitted. Study rooms are not intended for commercial purposes.

~~**Conference room:** The Library's conference room (3-12 users) has less flexibility than meeting rooms as the room configuration is fixed.~~

~~**Meeting rooms:** Meeting rooms are best suited for programs and events, and can be configured in various ways to meet the needs of different types of groups.~~ Meeting rooms are intended for groups of three or more and are not intended for individual use, study or one-on-one discussions. The Library offers the Conference Room (3-12 users) and the Margaret Rivers Room. The Margaret Rivers Room consists of two adjoining meeting rooms that can be combined into one room. Separately, Margaret

Rivers A can accommodate up to 20, and Margaret Rivers B up to 60. Together, the two rooms can accommodate ~~1000+~~, depending on the configuration.

~~Event wing: The library's event wing includes the Margaret Rivers Room, the Conference Room, the Gallery, and the Johnson Terrace (an outdoor rooftop area).~~

~~Non-profit and Community Groups:~~ Local associations, community groups, higher education institutions and tax-exempt groups engaged in educational, civic, cultural, and charitable activities. Proof of 501(c) status may be required.

~~Weddings and Events:~~ These are private parties, celebrations or meetings held in defined spaces which are not sponsored by the Library or open to the general public. The Johnson Terrace can accommodate up to 300.

~~Catering kitchen:~~ An area for food warming and cold storage is available to rent for weddings, receptions, meetings or other events at which food will be served.

Fees

The fee schedule is established by the Library Board of Trustees. Per [Minnesota Statute 134.11, Subd. 2](#), "The library board ... shall have exclusive control of the expenditure of all money collected for or placed to the credit of the library fund..." In fulfillment of its fiduciary responsibility to the Library, the Library Board has delegated authority to the Library Director or designee to make changes in the fee schedule on a case-by-case basis, typically for small events of a short duration that require reduced staff support.

~~No charge study rooms are available on a first come, first served basis. No charge reservable spaces where non-profit community groups can come together to learn and exchange information and ideas during regular Library hours are offered; extended hours may be made available for a fee. The Library also provides fee-based spaces for weddings and events as a service to the community. Revenue generated from rentals is a significant supplement to the budget provided by the City of Stillwater to the Library, and is used to cover the costs of providing facilities and support Library operations.~~

- ~~1. Study rooms are available on a first come, first served, no charge basis.~~
- ~~2. The Conference Room and the Margaret Rivers Room are reservable spaces, available at no charge during library hours for community organizations, government agencies, and non-profits to come together to learn and exchange information and ideas; extended hours may be made available for a fee.~~
- ~~3. The Conference and the Margaret Rivers Room are reservable spaces available for a fee to for-profits. Revenue generated from rentals helps support the cost of providing meeting space.~~
- ~~4. Custom room configuration may be made available for a fee.~~

Pending room availability, the Library Director or designee has the authority to waive fees for the City of Stillwater, other government entities, the Stillwater Public Library Board of Trustees, Friends of the Stillwater Public Library, and the Stillwater Public Library Foundation.

Non-endorsement

Permission to reserve and use a space does not constitute an endorsement by the Library of the group, program, or point of view expressed. The name of the Library may not be used in any publicity for non-

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library sponsored or co-sponsored meetings except to designate the meeting location. The Library may not be identified as a co-sponsor of a meeting without prior approval.

Reservations and Use Limitations

Reservations usually coincide with library hours. Reservations for rental spaces may extend beyond normal hours with Library Director or designee approval.

Priority for reserving rooms will be given in the following order:

1. Library sponsored and co-sponsored programs and activities
2. City of Stillwater departments, [Friends of Stillwater Public Library](#), [Stillwater Public Library Foundation](#)
3. General public

In order to provide access to a wide audience of users, the Library may limit the number of confirmed reservations for any individual or group to no more than once per month. The Library also limits how far in advance a reservation may be made. The Library does not automatically book recurring meetings.

Reserved spaces may not be used for the purpose of transacting commercial activities, including the provision of fee-based services, without prior authorization from the Library Director or designee. No entrance fees may be charged to meeting attendees.

~~Reserved spaces may not be used for private social events hosted by individuals, including but not limited to weddings, birthdays or anniversary parties.~~

~~The event wing spaces of the Gallery and the Johnson Terrace may be used by the general public but are not reservable by the general public.~~

~~The person reserving the space determines the intended audience for the meeting. Scheduled reservations are posted at the Library and/or on the public website.~~

Designated areas of the Library (e.g., Teen Room or Storytime Room) are for the use of specific audiences and may not be reserved or used by the general public.

The Library Director or designee, when special conditions warrant, may make exceptions to the above.

Responsibilities

Patrons shall comply with all federal, state and local laws. Entrance onto Library property and use of its facilities indicates acceptance of and willingness to abide by all applicable policies and procedures. Future reservations may be denied if an individual or group is out of compliance.

The contact person for the reservation shall be liable for any damages to facilities and furnishings.

The Library retains the right to monitor all meetings, programs and events conducted on the premises to ensure Library policies are followed. Library staff shall have free access to any meeting or event at all times.

Staff are responsible for interpreting and applying this and associated library administrative policies and procedures in daily practice. The Library Director or designee is responsible for working to resolve disputes that may arise over the reservation and use of library spaces.

The Library Board is the final authority in granting or refusing permission for use of library meeting rooms per [Minnesota Statute 134.11, Subd. 2](#).

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

Stillwater

Public Library

Policy Title: Study Rooms, Meeting and Event Policy
Date adopted: 10/10/2006
Date amended: 04/08/2008; 05/13/2008; 09/09/2008; 02/10/2009; 06/09/2009;
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Purpose

Providing space for community meetings and to groups or individuals furthers the Stillwater Public Library's role in the community as a resource accessible to all residents and the public in general. This policy guides the reservations and use of the Library's study rooms, meeting rooms and event wing.

Principles

As a community service, and a connector of ideas and people, the Library makes available a variety of spaces to accommodate differing needs. The Library encourages use of its facilities within the policies established by the Board of Trustees.

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Event wing: The library's event wing includes the Margaret Rivers Room, the Conference Room, the Gallery, and the Johnson Terrace (an outdoor rooftop area).

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Report from the Library Director, Mark Troendle

Major Accomplishments

- The Friends of the Stillwater Public Library's fall book sale and the Library Foundation's *For the Love of the Library* virtual program were both successful events, and each respective organization is pleased with the results and appreciative of all the support shown.
- As no Union members signed for the soon-to-be vacant Library Associate position, due to Karen Hannah's retirement at the end of the year, an external job announcement was released. Four applicants were invited to interview. Information Services Supervisor Aurora Jacobsen and Mark comprised the interview team, and they are close to concluding this hiring process.
- The current Leadership in the Valley class used the Margaret Rivers Room for part of their "Government Day" session on November 18. Mark was invited to briefly talk about library ethics and values, and then he and Library Associate Jodi Kaericher each took half the class on a tour of the library.
- Youth Services Supervisor Angie Petrie and Mark collaborated on a portion of the Hugh J. Andersen Foundation grant request submitted in mid-November through the Library Foundation. Mark also wrote a progress report for the Hugh J. Andersen Foundation detailing how their 2021 grant has been used for the 4th Street lawn design project.
- Restoration repairs to the catering ramp were completed.
- A 10'x10' canopy tent for certain outdoor programs and future outreach opportunities is a project Mark worked on after talking with various staff and researching companies. Quality, features and customer service varied significantly. Weight, durability, portability, and ease of setup were some of the factors considered. One company rose to the top and an order was placed. Below is an image to illustrate what it will resemble. The three sidewalls are removable.



- City staff added the library's survey to POLCO on November 18.
- After board approval last month, the Library Service Agreement between Stillwater and Washington County Library was signed by the two parties.

Trustee Pat Lockyear dressed up a number of pots on the terrace and 4th Street entrance to make those areas more welcoming and inviting. Here are just two photos of her festive handiwork!



Heads-Up

- OSHA regulations for large employers are still suspended by court order. Previous work done by the Workplace of Tomorrow team means we already have a very good pandemic planning document in place. We continue to monitor developments, and the team is meeting as required.

Near-Term Future Focus

- Coronavirus (COVID-19) planning elements will continue.
- Review of library policies.
- Providing relevant statistics to this board in an efficient way.
- Significant time is being spent on the website redesign so that it can be unveiled by early 2022.

Report from the Information Services Supervisor, Aurora Jacobsen

Public Services

Circulation, Adult Programming and Reference

November Programs:

- Connect Through Books had 4 attendees.
- Still Life Painting with Oil Pastels had 22 attendees.
- Writer's Workshop: Making Sense of the Past Year had 8 attendees.
- Storytelling Through Collage had 7 attendees.
- Pop-Up Book Club had 5 attendees.
- Mystery Book Club had 6 attendees.
- Distillery Tours with Craft Cocktails had 22 attendees.

Circulation

- Based on a funding change for Washington County's hotspots and laptops, when patrons borrow a Washington County hotspot or laptop, they need to sign a form indicating that they do not have sufficient access to the Internet. Circulation staff had to learn the new procedures quickly and were very flexible.
- Because Stillwater's hotspots were funded by the Stillwater Public Library Foundation, and the Stillwater laptops were purchased with City funds, they are not subject to this process.
- More information about the funding requirements and procedures can be found on this document from the Washington County website:
<https://washcolib.org/DocumentCenter/View/2310/Emergency-Connectivity-Fund-FAQs>

Personnel

- Mark and Aurora interviewed candidates for the open Library Associate position and hope to have the new employee start work by the end of December.

Reference

- Reference staff has been actively preparing for the MELSA (Metropolitan Library Service Agency) Winter Reads program. As usual, Stillwater staff have created their own unique spin on the program. This year, the winter reads program will have a panda mascot.
- Karen initiated a drive for warm hats that will be donated to the Big Brothers and Big Sisters program. All hats must be donated by December 11th. As of December 6th, 26 hats had been donated.
- Jodi provided a tour to the group that Mark hosted as part of the Leadership in the Valley visit to the library.
- Aurora started user testing for the new web site. The testing procedure is time consuming, but the Web Committee has already identified ways to make the site clearer after getting user feedback.

Partnerships

- Aurora attended a meeting of NAPAC (The Native American Parent Advisory Committee), the Literary Arts committee and Library meetings as the Big Read comes closer to fruition. The students in NAPAC were inspiring with their passion and their desire to learn about more about their backgrounds.

- The first Minnesota Pollution Control Exhibit is coming December 13th. Jodi worked with Sustainable Stillwater to arrange a specific program, Building Climate Resilient Communities, to tie into the display.

Upcoming in December

- Poinsettia in Watercolor on December 2nd
- Connect Through Books on December 6th
- Mystery Book Club on December 8th
- Author Gary Goodman on December 9th
- Bengala Mud-Dye Scarves on December 11th
- Building Climate Resilient Communities on December 16th

November Programs – attendance in parentheses

Storytime (Outdoor)

- 3 family sessions: two Wednesday and one Saturday (73)
- 1 special guest “Musical Preschool Storytime with Miss Rose” (28)

Children’s Programs (in-person)

- “Stained Glass” Tree Collage with Serendipity Art (37) – Parents and caregivers are invited to create art alongside their child and several do. This is a special time for a shared art experience under Lisa’s gentle and caring guidance. We are fortunate for this collaboration of more than eight years.

Self-Directed Activities

- Scavenger Hunt (Dinosaurs for DINOvember) (337)
- Where’s Waldo and Woof? “Secret Scavenger Hunt” search (n/a)
- Art Room – “Make a Shape-by-Shape Dinosaur” (n/a – 151 pictures left hanging)
- Pop-up 4H STEM kits: “Crystal Suncatchers” (30 kits)
- Teen “Boredom Busters” – (41) Conversation Board (see photo)
- Teen “Guessing Jar” – Mellowcreme Pumpkin candies; (71) guesses submitted; prize is a Valley Bookseller \$15 gift certificate

On the horizon

- Baby Bear’s Snow Show experiment, Wednesdays in January from 10-noon (and Saturday, January 8), weather permitting. Kim and Baby Bear will repeatedly share a 10-minute in-person snowy story, poem or song on the terrace. We will also have an additional outdoor self-directed activity available to enjoy on the terrace plus an indoor winter craft option in the upstairs Margaret Rivers Room.
- Early Literacy Bags to take home and keep to foster early literacy practices modeled during storytime, specifically *playing* and *singing* which are vital to brain development. Each bag contains child development materials made available through a partnership with [Help Me Grow](#), library information, a staff curated book list, a handout of shaker and scarf songs and rhymes, one scarf, one library branded shaker egg and one of three books for ages 1, 2, and 3.
- Decodable Early Reader book collection – Washington County Library system recently added a collection of decodable phonics book titles to help families of early and striving readers. Most are only available through independent publishers and catalog records weren’t easily available but have been added by the WCL cataloger. Stillwater is adding to its phonics collection as well to support families looking for more options at the public library. This in no way replaces the support available at schools but offers an additional option. Existing and new books in this collection can be found in the catalog by searching “Road to Decode”.
- Reappearance of selected play props. In December the light and DUPLO tables will reappear in the children’s space. Hand sanitizer and wipes are nearby for parents and caregivers who want to clean prior to and/or after playing.

Upcoming

- *Gingerbread House / Cookie Art Room theme and Scavenger Hunt*
- *“Bears in Winter Sweaters” Tree Collage - Art for Kids, Serendipity Art & Design – Saturday, December 4*
- *STEM Saturday Take-and-Make Kit with 4-H (Pop-up availability) – Saturday, December 18*
- *TEEN Take-and-Make Winter Wonderland Terrarium Kit – Saturday, December 18*

November Photo Highlights

Baby Bear's Snow Show!

Watch Baby Bear's outdoor mini-show

Explore an outdoor winter activity

Make a winter craft inside the Library

Collect Baby Bear's weekly character cards

**Stillwater Public Library
Outdoor Terrace**

Drop in between 10 am and 12 noon on
Wednesdays - January 5, 12, 19, 26
and Saturday - January 8

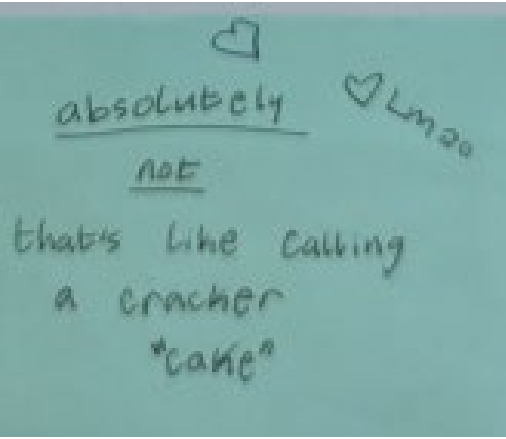
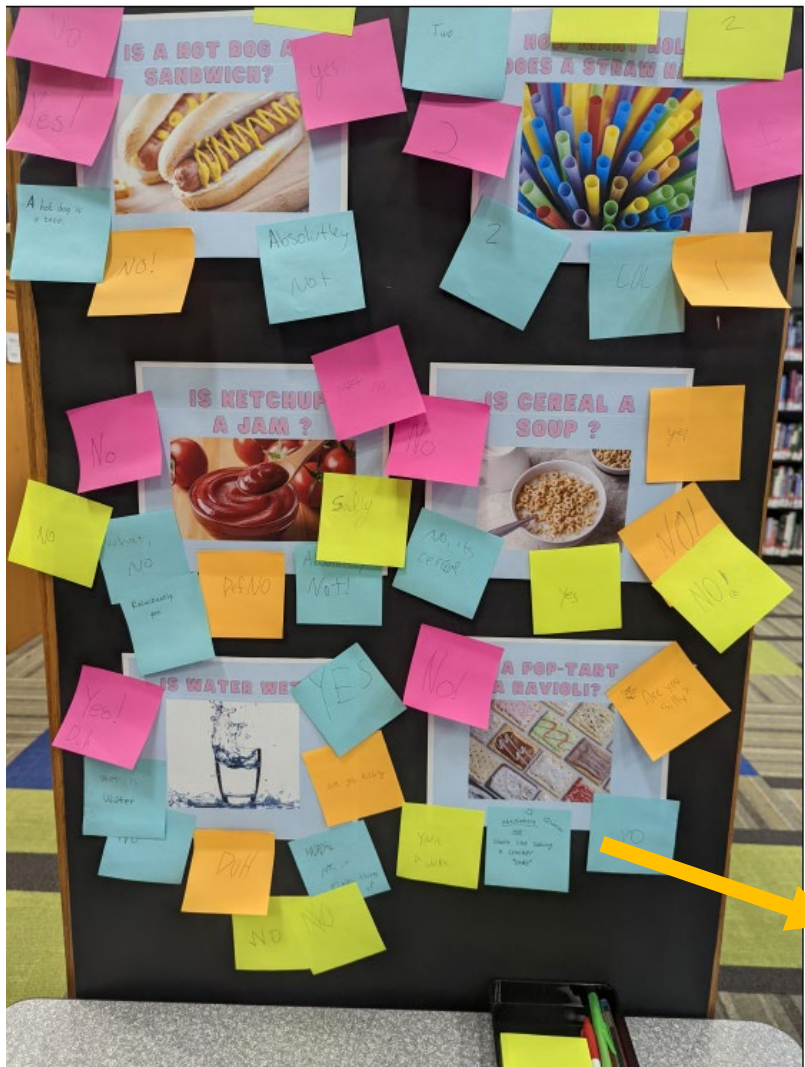


- **LEAF MAN by Lois Ehlert – Story Stroll** – was up for families to enjoy on the 4th Street lawn for November 10 through December 1



- From the “Stained Glass” Tree Collage - “Thank you for so many fun library opportunities. My girls love reading and library visits. It’s activities like this and the warm welcome when we come to play that is helping reinforce the importance & create a love of reading.” - Elizabeth Ann N

- Teen Conversation Board which includes the burning question, is a pop-tart a ravioli? One reply was, absolutely not, that's like calling a cracker "cake".



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>Board Governance Committee Meeting Notes December 1, 2021, 3 p.m., Library Conference Room Present: Maureen Bell, Paula Hemer, Ryan Mathre, Mark Troendle</p> <p><u>Agenda Items Covered:</u></p> <ol style="list-style-type: none"> <u>Review feedback from Trustees regarding the Self-Assessment survey results</u> <ul style="list-style-type: none"> - Several Trustees suggested training to promote the library in the community and to advocate for increased funding. - A half-day trustee workshop was encouraged. <u>Determine Board training content, format and potential training dates</u> <ul style="list-style-type: none"> - Maureen shared several training options offered by the American Library Association (ALA) including 8-10 minute videos, the Trustee Academy and occasional webinars which could possibly be used during or before Board meetings. - Maureen noted increased concerns nationally regarding censorship of library materials and risks to intellectual freedom - another possible Trustee training topic. - Since the preponderance of trustees recommended training for community outreach, the committee decided to recommend at the December board meeting the following: <ul style="list-style-type: none"> - a 3-hour facilitated workshop on Saturday, January 29th to develop a plan to promote the library in the community and to advocate for increased funding. <u>Discuss why and how to obtain feedback from library staff as part of the annual library director's evaluation</u> <ul style="list-style-type: none"> - There were mixed feelings regarding adding staff feedback to the annual director evaluation: <ul style="list-style-type: none"> - Would this be awkward for staff, require additional work, be a privacy issue? - Since an effective relationship with staff is an important part of a director's job, how could trustees evaluate this without staff input? - Mark shared a list of questions: <ul style="list-style-type: none"> - Will the collection of data add to staff workload? - Who is collecting the data? - How is the data being stored? Review record retention requirements. - What questions will be asked? - What staff will be surveyed? How will they be selected? - Are all staff eligible, including substitutes? - Will the survey be anonymous? - The committee decided to bring this issue to the Board for discussion at a later date, asking how Trustees feel about adding staff feedback to the Director's annual evaluation and including the questions Mark posed. 	

Assignments:

- Paula will contact Miriam Simmons regarding facilitating the half-day workshop.

Next Meeting: January 26, time TBD

Agenda items for future meetings:

February: Plan brief trustee training sessions for during or before Board meetings.

May: Review the Board Self-Assessment Survey for possible modifications.

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 November 19, 2021, 11 a.m., Library Conference Room Present: Bell, Lockyear, Richie, Troendle</p> <p>Labor Negotiations Update</p> <ul style="list-style-type: none"> The Committee discussed upcoming labor negotiations and set a meeting with Susan Hansen, labor attorney, for December 9, 2021, at 9:30 a.m. <p>Standing Committee Self-Assessment Survey</p> <ul style="list-style-type: none"> The Committee completed and submitted the Executive Committee Self-Assessment Survey. All other standing committees have completed their surveys. Keri will compile results which will be reviewed by the Executive Committee and shared at a future board meeting. <p>Trustee Applicant Interviews</p> <ul style="list-style-type: none"> The City received a total of 9 applications (2 for reappointment and 7 from community members). The Interview Committee (Cox, Hansen, Hollatz) met on 11/19/21 to review applications and plan an interview schedule. <p>OSHA COVID Rules</p> <ul style="list-style-type: none"> Because of a court order, OSHA suspended enforcement of COVID rules for organizations with 100 or more employees. The City has paused consideration of local implementation of these rules pending legal clarification. 	
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 December 2, 2021, 10 a.m., Library Conference Room Present: Carlsen, Cox, Lockyear, Troendle, and Greiner (City Facilities Manager)</p> <p>Roof replacement: Greiner joined the meeting to explain the process and steps involved in replacing the roof on the original building:</p> <ul style="list-style-type: none"> • Stillwater Historic Preservation Committee (HPC) will have the final say on use of clay or synthetic tiles. They will meet and make a decision after the City has approved the 2022 budget. Greiner will obtain appropriate colored samples to show the HPC. The city planner, building inspector, Greiner and a representative from Garland Roofing will make the presentation to the HPC. Troendle will also be present at the HPC presentation. Greiner stated that the preference would be to use the synthetic tiles as they are more durable and less costly. • Garland Roofing will help with the RFP process, vet contractors and certify contractors to their standards. Garland Roofing has replaced one other Carnegie Library roof in Minnesota with synthetic tiles. • Greiner explained that there may be delays in obtaining building materials, contractor bids are rising, sometimes as much as 30%, and the process of completing the re-roofing job will be long. • Carlsen asked if HPC chooses to use the synthetic tile, could the savings be used for other Library capital projects. Troendle explained that the city administrator said any savings realized from a project would go to a general capital fund. The library could submit a request to use some of the funds which would require City approval. <p>Masonry Repairs:</p> <ul style="list-style-type: none"> • Greiner discussed pros and cons of using Building Restoration Corporation (BRC) for tuck pointing. He said he feels the wall near the catering ramp is a priority and should be addressed soon. Other areas need tuck pointing but are not as urgent. • Troendle reported that he still has not received any bids from BRC or A&K. He hopes to have a bid from A&K and then request BRC to submit a bid based on specifications of A&K. • Carlsen asked if a similar approach to the terrace capstone process could be used on other areas of the building. Greiner said no, only around the windows. All other tuck pointing will be using a standard process. • Troendle stated that all masonry repair work will be funded using the fund balance. • Greiner left the meeting at this point. <p>Terrace Space:</p> <ul style="list-style-type: none"> • There was general discussion about how to proceed with use of the terrace now the board has decided to limit events to Library affiliates. All agreed there should be several steps involved in developing a Terrace Improvement plan: 	

- Assess the state of the tiles and have them re-leveled as needed.
- Solicit input from staff on what their priorities are for use of the space to develop broad usage concepts in keeping with long range plan goals and large events sponsored by Library affiliates.
- Obtain design consultation from outside firm such as Calyx to create an overall space plan and obtain suggestions for furniture and fixtures to address new uses.
- Troendle suggested using a grant from the Huelsmann Foundation to fund terrace improvements.
- He named two contractors that are familiar with the type of tile on the terrace: Peterson Brothers (original installer) and Willow River Company.

Fourth Street Lawn:

- Timing of fund drive and execution of landscape design was discussed in light of re-roofing project. Committee agreed that fundraising could proceed while re-roofing is occurring in 2022 and initial phase of the landscaping could possibly occur in 2023. It was noted that SPL Foundation has indicated there may be a donor willing to provide initial funding to launch the project. All agreed the project provides many opportunities for naming options.
- Committee discussed HPC review requirements and agreed HPC will have to be consulted for approval of the final concept plan and probably for the detailed specification plan after Board approval of plans.
- Carlsen will contact Calyx to set a meeting in February for final concept plan review.

Catering Ramp Repair:

- Troendle reported that the repairs are complete and staff are very pleased with quality of work from A&K. Future work on the ramp includes: repainting railings and minor concrete surface repairs.

Committee Structure:

- Cox agreed to chair committee for next six months starting in January 2022 provided committee assignments remain the same.
- Carlsen agreed to prepare minutes and write board cover sheets beginning in January 2022.

Next Meeting: — to be determined

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Stillwater Public Library Foundation
Board Meeting – October Meeting – Held 10/22/21
Video Conference

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

Guest Present: Aquib Khan

1. Welcome - President Shawn Glaser called the meeting to order on Go To Meeting at 8:30. Members checked in.
2. Approval of the Minutes - Minutes for the September meeting was approved.
3. Reports
 - a. President- Shawn
 - Shawn personally thanked donors.
 - Shawn is working on recruiting new members to the foundation board.
 - Still working on upcoming Love of the Library event.
 - b. Library Director - Mark provided his notes for his report
 - Mark's notes attached below

SPLF Board LD Report 2021-10-22

1. City Administrator Tom McCarty announced he will retire effective March 11, 2022.
2. The masonry project involving the capstones all along the perimeter of the terrace was completed earlier this month. This was funded by a combination of city capital and Huelsmann Foundation grant monies.
3. For about the past 15 months, a task force comprised of community members, and library board trustees and staff, has been evaluating how space is used in the library's Event Wing, and they brought two options to the library board this month for a vote. The board voted to maximize public use of the Event Wing space. That means we will work to promote public awareness of the terrace, explore additional self-directed and active library programming on the terrace, make the space more inviting and welcoming, and add elements of interest. This also means that, as of now, the terrace and gallery can only be rented by library affiliates, such as the City, the Library Foundation, and our Friends group. No private social events hosted by individuals are currently allowed on the terrace.
4. Mary Ann Sandeen, President of the Friends of the Stillwater Public Library, was honored by the statewide Minnesota Associate of Library Friends, for being a Standout Friends supporter, who went above and beyond in service to the Friends and library.
5. Friends of the Library book collection drive in the parking ramp on Oct. 30 and Nov. 6 from 10:30 a.m. to 3 p.m. Followed by their book sale event from Nov. 10-13.

c. Finances - Dustin

- Dustin will be meeting with First Bank and Trust about an investment account after the November event.
- One response was received concerning a potential auditor.
- Working the budget for next year.
- Balance is in a good position.
- Reported on spending, profit and loss, donations and transferring money to savings account.

d. Governance – Amber

- Working on conflict-of-interest forms for next year (e.g. new members)

e. Events & Marketing – Summer

- Working on Love of the Library Event.
- Virtual recording with Alan Page completed.
- Subcommittee meetings will be Tuesday evenings.
- Monday October 25 will meet with people doing “My Library Story”.
- There is an opportunity to vote for the Foundation to receive round up money for 1 month in 2022. We made the cut for 2021 and it did net us a donation. It also may raise awareness of the SPLF, because during the designated month every customer that checks out gets asked if they want to round up for that month's nonprofit and they generally name the organization. You don't have to be a coop member to vote but you can only vote once per email address, so share with your friends and let's see if we can be part of the program in 2022!

f. Executive Director - Alicia

- Deposit was made to Metro Connection for the Love of the Library Event.
- Already received some Love of the Library donations.
- Working on 3-year strategic plan for next year.

4. Other Business – None.

5. Adjournment – The meeting was adjourned at 9:15 a.m.

Respectfully submitted,

Paige Hoyle, Secretary



Friends of the Stillwater Public Library

October 11, 2021 | 6:30pm 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

Attendees:
 Mary Ann Sandeen, Jan Kilkelly, Mark Troendle,
 Tracy Salvati, Gemma Lockrem, Lyndon Lockrem

Agenda

**Friends of the Stillwater Public Library Meeting:
 Monday, October 11, 2021
 Location: Margaret Rivers Room
 Time: 6:30pm**

Friends of the Stillwater Public Library Agenda

Friends of the Stillwater Public Library Monthly Meeting

1. Call meeting to order: Mary Ann Sandeen
2. Secretary’s Report: Tracy Salvati
3. Membership: Gemma Lockrem
4. Treasurer’s Report: Jan Kilkelly
5. Other: Janet Roberts: Mary Ann; Upcoming Fall Booksale: Gemma (flyers), Susie, All; SPL Foundation Love of the Library, All; MALF , Mary Ann
6. Update: Mark
7. Adjournment: All

- Meeting called to order by Mary Ann Sandeen
- Tracy handed out Sept. 13, 2021 meeting minutes for review
 - Change to minutes re: Fall Used Book Sale
 - **Members Only Preview on Wed. 11/10/2021 5:00-7:30pm** (not 5:00-7:00pm)
 - Minutes approved with change above

Treasurer's report Jan Kilkelly

2021 Financial Reports:

9/1/2021 – 9/30/2021

Opening Balance: \$39,524.06

Total Receipts: \$7,223.00

Total Disbursements: \$11,221.71

Ending Balance: \$35,525.35

- **Membership report Gemma Lockrem**
 - 66 memberships
 - Gemma will send a notice about the book sale with FRIENDS brochure.

Topics:

- **Book Drive Collection:**
 - Saturday, October 30 | 10:30 AM – 3:00 PM
 - Saturday, November 6 | 10:30 AM – 3:00 PM
- **STS** – Wednesday, Nov. 10th and Sunday, Nov. 14th confirmed
- **Fall 2021 Book Sale:**
 - **Wednesday, November 10 | 5:00 – 7:30 PM Members Only Preview**
 - Thursday, November 11 | 10:15 AM – 7:30 PM
 - Friday, November 12 | 10:15 AM – 4:30 PM
 - Saturday, November 13 | 10:15 AM – 4:30 PM, Bag Sale All Day
- Keri and Susie are configuring the Margaret River's room differently for the book sale to make it safer (social distance), locate sales desk out in the hall.
- **Jan Kilkelly got a thank you note from the SPL Nancy Wilson memorial gifts. \$2,015.00**
 - Staff will work with Lynne Bertalmio and Vik Wilson to identify appropriate book titles to add in Nancy's honor.
 - FRIENDS received a check from River Market \$3,182.70
- **Gemma/Keri flyers**
 - Keri put flyers up in the library and printed some to distribute
 - Smaller flyers we will be handed out at the book collection
- **Susie Danielson**
 - Susie will be calling people regarding the volunteering
 - Email was sent for people to sign up for volunteering – sign up Genius
- **Milaca Library needs books**
 - We can donate books to the Milaca Library – if they want to pick the books up, they can make arrangements to do so.
 - Someone with FRIENDS will need to follow-up.
 -

- **Mary Ann recognized for MALF award.**
 - **Oct. 9th Zoom – Saturday Splash**
 - **Lorna Landvik**
 - **Mary Ann has gone above and beyond helping with the FRIENDS**
 - **14 nominations, individual presentations for all.**
 - **Great MALF meeting.**
 - **Thank you to Ed Fagerlund and all who contributed to creating the presentation to recognize Mary Ann’s great work at the Stillwater Public Library.**

- **SPLF Love Your Library Event - November Nov. 16th, 2021 – virtual now**
 - **Alan Page – prerecorded presentation**
 - **FRIENDS will donate \$1,000.00 to the event**

Update: Mark Troendle:

- River Market Co-op starting their voting for 2022.
- Company repaired capstones – finished up 10/10/2021. Masonry repairs completed on the building.
- Reference staff is putting book sale on fb.

Library locker option in the garage, safe option (Covid-19 prevention) for checking out books.

Meeting Adjourn at 7:31pm

Next meeting will be on Monday, Nov. 8th, 2021

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

Period:	10/1/2021 - <u>10/31/2021</u>	Year-to-Date <u>10/31/2021</u>
Opening Balance	\$35,525.35	\$ 39,524.06
Receipts:		
Memberships		\$ 2,975.00
Donations	\$3,262.70	\$ 6,577.70
Ongoing Book Sales	\$300.00	\$ 663.00
Semi-Annual Book Sales		\$ 510.00
Scanner Fees		\$ -
Book Bag Sales	\$30.00	\$ 90.00
Total Receipts	\$3,592.70	\$ 10,815.70
Disbursements:		
Grants to Library	\$75.00	\$ 10,240.00
Sponsorships	\$500.00	\$ 1,000.00
Memberships		\$ 25.00
Postage		\$ 55.00
Printing & Supplies		\$ 402.71
Sales Tax		\$ 74.00
Fees		\$ -
Misc.		\$ -
Total Disbursements	\$575.00	\$ 11,796.71
Ending Balance	\$38,543.05	\$ 38,543.05

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	\$500.00
	<u>\$7,243.42</u>

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 	<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</p> <ul style="list-style-type: none"> • Report on self-assessment results • Adopt holidays for succeeding year 	<p>December 3: SPLF Board Meeting, 8:30 am 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